

City of Kenmore



City of Kenmore - 18120 68th Avenue NE Kenmore, WA 98028 Phone: 425-398-8900
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City Council Retreat Agenda

Friday, June 3, 2022 - Saturday, June 4, 2022

Friday: 5 PM to approximately 9 PM

Saturday: 9 AM to approximately 5 PM

ON-SITE and ONLINE

LINK: <https://us02web.zoom.us/j/83698580480>

Or iPhone one-tap :

US: +12532158782,,83698580480# or +13462487799,,83698580480#

Or Telephone: Dial US:US: +1 253 215 8782

Webinar ID: 836 9858 0480

I. Friday, June 3, 2022 - 5 p.m.

Note: Times required for each topic are estimates. Once a topic is completed the next topic will be addressed. Items on the Friday agenda may continue to the Saturday agenda. Conversely, items scheduled for Saturday might get discussed on Friday.

A. Boxed Dinner - 5 p.m.

B. Welcome and Introduction - 5:15 p.m.

- Working Dinner
- Ground Rules and Agenda Review

C. Reference Documents:

[Retreat Groundrules](#)

[2021-2022 City Council Priorities](#)

[2021-2022 Council Priorities Status Update - June 2022 Retreat](#)

[January Retreat Agreements Update - June 2022 Retreat](#)

[January 2021 Retreat Report - Adopted by Council on 2-28-2022](#)

[City Manager Office 2022 Work Plan - Updated May 2022](#)

[Finance & Administration 2022 Work Plan](#)

[Police 2022 Work Plan](#)

[Community Development 2022 Work Plan](#)

[Development Services 2022 Work Plan](#)

[Engineering 2022 Work Plan](#)

[Environmental Services 2022 Work Plan](#)

[Human Resources & DEI 2022 Work Plan](#)

[Public Works Operations 2022 Work Plan](#)

II. Budget and Fiscal Issues - 5:30 p.m.

A. Financial Forecast

[Staff Memorandum - Financial Forecast - June 2022](#)

B. • Continued Implementation of the Financial Sustainability Plan (FSP)

- Updated Revenue/Expenditure Assumptions
- 2023-2024 Biennium Budget Preparation Schedule and Process
- Improving Upon the Priority Based Budgeting Method
- Other

[Presentation - Financial Review for Council Retreat - June 2022](#)

III. Break 6:45 p.m. -----

IV. Housing and Neighborhoods - 7 p.m.

- A.
- 15 minute neighborhoods
 - Station 54 (corner of 70th Ave. & 153rd St.) and NUD Property on 78th Avenue
 - Outreach Partnerships with other jurisdictions
 - Missing Middle
 - Other

V. Environment - 7:30 p.m.

- A.
- Climate Action Plan
 - Sammamish River Restoration
 - Culvert Assessment Report - Prioritization of Fish Barriers
 - Community Climate Council
 - Planting more trees on City-owned properties
 - Dedicated Funding Source for Environmental Programs to fund things such as:
 - Climate Action Plan (CAP) staffing and implementation
 - Open Space Acquisitions
 - Fish Barrier Removals
 - Stream, wetland and other habitat restoration
 - Increasing the tree canopy on City-owned properties
 - Asphalt Plant Monitoring
 - Other

[Staff Memorandum - City Culvert Assessment - June 2022](#)

[Staff Memorandum - King County Sammamish River Capital Investment Strategy - June 2022](#)

[Climate Action Plan - Adopted May 16, 2022](#)

VI. Break 8:15 p.m. -----

VII. Diversity, Equity, and Inclusion (DEI) - 8:30 p.m.

- A.
- Review Progress
 - Funding
 - Non-Discrimination Ordinance
 - Other

[Staff Memorandum - DEI Task Force Status - June 2022](#)

[LGBTQLO-POLICY-BRIEF-2 \(Uploaded 6/3/22\)](#)

[TEMPE NLC LGBTQ+LO Presentation - FINAL \(Uploaded 6/3/22\)](#)

VIII. Recess until Saturday morning at 9 a.m.

IX. Saturday June 4th, 2022 - 9 a.m.

X. Executive Session - 9 a.m.

- A. Pursuant to RCW 42.30.110(1)(i), the City Council will now enter an executive session to discuss pending or potential litigation, and pursuant to RCW 43.30.110 (b), n to consider real estate acquisition. The session is expected to last approximately 30 minutes. No action is expected.

XI. The "Bench" (South Side of SR522 between 61st and 65th) - 9:30 a.m.

- A.
- Connectedness
 - Design
 - Funding
 - Other

[Staff Memorandum -The Bench Strategy - June 2022](#)

[Staff Memorandum - The Bench - June 2022](#)

[Attachment 1 to The Bench Memorandum](#)

XII. Downtown Vitality and City Events - 10 a.m.

- A.
- Kenmore Brand
 - Downtown Events:
 - Farmers Market
 - 4th of July
 - Other
 - Downtown Vitality and Economic Development
 - Leveraging City-owned properties in the downtown
 - Other

[Staff Memorandum - Downtown - Uploaded 6/2/22](#)

XIII. Break 10:30 a.m. -----

XIV. Public Safety - 10:45 a.m.

- A.
- RADAR Program
 - 24/7 Regional Crisis Center
 - Pedestrian Safety on Border Streets (e.g. 55th Avenue)

- Life Preserver Ordinance & Program
- Safe Place Program-Funding for packets
- Locking Mailbox Program
- Community Court
- Other

[Staff Memorandum - Mail Theft Memo - June 2022](#)

XV. General City Issues - 11:15 a.m.

- A.
- Covid-19 Responsiveness
 - Social Media Policy
 - Passenger Ferry
 - Regional Aquatic Center
 - Other

XVI. Boxed Lunch 12 p.m. -----

XVII. Goals for 2023 - 1 p.m.

- A.
- Reminder of Major Initiatives in Progress
 - Financial Forecast as context
 - Review of existing goals for completion
 - New Goals and formal process or discussion of goal setting process
 - Goal Priority Process
 - City Manager Performance Evaluation Goals Clarification
 - Other

XVIII. Break 2 p.m. -----

XIX. Continuation of Above - 2:15 p.m.

XX. Adjourn - 4-5 p.m.

Retreat Ground Rules

- **Empower The Facilitator**
- **Be On Time**
- **Respect For Others And Their Views**
- **Speak Only For Yourself And Not Others**
- **Seek Facilitator Acknowledgment Before Speaking**
- **Share Air Time**
- **One conversation at a time**
- **Listening is Sign of Respect**
- **Move On-Avoid Saying the Same Thing Twice**
- **Seek Positive Outcomes and a Positive Experience**



2021-2022 CITY COUNCIL PRIORITIES

- 1. Increase and preserve the options for affordable housing stock**
- 2. Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration**
- 3. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program**
- 4. Respond to the Pandemic**
- 5. Implement the Walkways and Waterways projects**
- 6. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel**
 - Sidewalk Plan
 - Target Zero
 - Bus Rapid Transit 522
 - Passenger Ferry
- 7. Enhance Public Safety**
- 8. Continue to seek opportunities to complete a successful Lakepointe Project**
- 9. Implement the Economic Development Plan**
- 10. Foster and create fun**
- 11. Engage and educate the community on growth and development in Kenmore**

City Council 2021-2022 Priorities Status Update for the June 3-4, 2022 City Council Retreat

Updates are in red

1. Increase and preserve the options for affordable housing stock

It is not an overstatement to say that we have an acute housing crisis in our region, and fast, aggressive action is needed. We can do our part to preserve what little affordable housing we have and get new affordable housing built right here in Kenmore. The COVID-19 pandemic as well as racial inequities in our community and society have worsened this situation.

We are making progress in affordable housing on two fronts: 1) Getting actual affordable units built on the ground, and 2) adopting policies to preserve and bring about more affordable housing and housing choices in general.

Getting More Affordable Housing Units Built:

An affordable housing working group was launched in July 2021; its members include City staff and our partners from A Regional Coalition for Housing (ARCH). The group's goal is to get more affordable housing units built in Kenmore as soon as possible. A charter for this effort was created with a description of the effort, task breakdown and timeline.

The affordable housing working group identified 18 possible properties for affordable housing and used a scoring rubric and process to narrow the list to its top three choices. The Council chose the City-owned Old Shell property at 6532 Bothell Way NE and agreed to donate the land, appraised at \$1.89 million in January 2022, for an affordable housing development. Discussions over the last six months have resulted in a City Council commitment to allocate approximately \$3.2 million in the City's American Rescue Plan Act (ARPA) funds for this affordable housing development, which in turn resulted in a leveraging of a \$3 million commitment from the ARCH Trust Fund. As a result, the combined starting funding commitment to the project exceeds \$8 million in public funds.

The group launched a Request for Proposals (RFP) process that closed on April 22, 2022 to solicit proposals from potential affordable housing partners for affordable housing development on the site. Three strong proposals were submitted, all from reputable and experienced affordable housing groups. The working group chose Plymouth Housing for our partner and will now move forward to further develop the plans, design and funding package to present to the Kenmore City Council for consideration at its meeting on June 21, 2022. The ultimate goal is to submit the Council's approved proposal to the annual State and County funding pipeline in September 2022 to maximize external funding sources.

The selected proposal includes 100 rental units with the goal that all of them will be reserved for residents at or below 30% of Area Median Income. The project is envisioned as a combination of senior, veteran, disabled and graduation housing, for single adults transitioning to a more stable situation.

In addition to the resources discussed above, the City partnered with Enterprise Community Partners, who helped fund some of the due diligence reports for the project, as well as with a team of four graduate students at the University of Washington who helped the affordable housing working group with research, analysis, data collection and other work from January to June 2022 as part of their graduate school capstone project, and who produced a final report that will be shared with the City Council on June 21st.

Policy Actions:

The following are affordable housing legislative actions that the City Council has either taken or are in process over the past year:

1. Residential Rental Eviction Moratorium Related to Covid-19:

- 4/19/21 council meeting: The City Council asked staff to bring back information on three topics related to impacts from Covid-19: 1. Payment plan for tenants; 2. Eviction defense; 3. How to direct tenants and landlords to resources.
- 5/24/21 council meeting: The City Council heard from the Transit Riders Union, the King County Bar Association, and the Washington State Multi-Family Association to provide perspectives on state legislation E2SSB on tenant protections during Covid-19 and a proposed model ordinance. Staff provided a comparison of the legislation and model ordinance, information on rental resources and data on evictions. The City Council directed staff to bring back legislation to extend the temporary moratorium on residential tenant evictions.
- 6/14/21 council meeting: The City Council adopted Ordinance 21-0525 extending the temporary moratorium (established March 2020) through 9/30/21 through ratification of Proclamation and Emergency Rule 20-03.6. This ordinance also included the following renter protections: 1. Creates a defense to eviction for rental debt accrued due to pandemic related hardship; 2. Creates a defense to eviction if a tenant has a rental assistance application in process; 3. Bans late fees for rent that became due during the pandemic; 4. Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent during the pandemic.
- 9/27/21 council meeting: The City Council adopted Ordinance 21-0536 extending the temporary moratorium and residential tenant protections through 1/15/22 to allow additional time to implement legislation on

tenant protections and to give more time for tenants and landlords to access available funding.

2. Transit Oriented Development (TOD) Regulations:

- Part of the 2021/2022 docket related to the Comprehensive Plan Land Use Element, the Planning Commission is evaluating comp plan policies and regulations related to the Transit Oriented Development (TOD) overlay district. The TOD is currently an optional approach for development in lieu of the underlying zoning. If TOD is selected by the developer, more density is allowed with a requirement for inclusion of affordable housing. Following the developer panel discussion 2/15/22 suggesting several regulation amendments and Council consensus to explore a higher affordable housing percentage requirement and deeper level of affordability, additional research and data was needed to support potential amendments. Therefore, the regulations for implementation will not be brought forward for Council consideration in June with comprehensive plan amendments but are estimated to be brought forward in September 2022. The Planning Commission will be reviewing regulations June/July 2022, with an estimated public hearing in August.
- 8/16/21: The City Council adopted Ordinance 21-0533 that established a six-month moratorium through 2/16/22 on the application, intake, review, or issuance of any development or permit within the TOD zone, with limited exceptions for vested applications.
- 9/27/21: A public hearing followed by Council adoption of Ordinance 21-0535 amending Ordinance 21-0533 to include an additional exception (to comply with state law) for building permit applications related to construction of transitional housing or permanent supportive housing or emergency shelters and indoor emergency housing.
- 2/14/22: Council repealed Ordinance 21-0533 (moratorium) and adopted Ordinance 22-0543 adopting interim regulations for the TOD area, effective for six months. Eligible properties within the TOD district overlay that do not choose to develop under TOD regulations shall comply with the provisions of the underlying zone in their entirety with the following exceptions: 1. In the R-12, R-18, R-24, UC East, and DC zones in the TOD district overlay area, the minimum density for residential development shall be no less than the base density for the underlying zone; 2. Except in the R-1 zone, townhouse development shall be prohibited. 3. At least twenty five percent of the total number of units in the development shall be low- or very low-income affordable housing units subject to the standards in KMC Chapter 18.77.
- 2/15/22: A developer panel was hosted to get feedback on TOD regulations.

3. Missing Middle:

- The adopted Affordable Housing strategy includes a recommended regulatory approach to address infill/increased capacity/housing diversity through considering provisions to allow some flexibility in single family neighborhoods for small scale housing (e.g., duplexes, triplexes, cottages).
 - This topic is part of the 2021/2022 docket. The Planning Commission is considering policy and regulatory options and obtaining public input. A community forum was held 11/16/21.
 - Comprehensive Plan amendments and implementing Missing Middle Housing (MMH) regulations will be brought forward for Council consideration in June 2022. The Planning Commission held a public hearing 5/17/22 following extensive outreach notifying the public about proposed amendments. The proposed amendments are an incremental approach allowing duplexes and triplexes in the R6 zone within ¼ mile of the two main transit routes in Kenmore. Opticos Design (MMH experts) provided review and input of proposed regulations to ensure compatible development.
 - Following a Request for Proposal (RFP) process staff earlier this year, staff are negotiating a consultant contract with Opticos design. The scope of the contract is preparation of conceptual MMH site layouts for the Northshore Utility District vacant property located 78th Ave NE and Fire District property (old firehouse) located 70th Ave NE.
4. Affordable Housing Special Permit Review Process:
- This topic was part of the 2020 Planning Commission Docket, the goal was to make it easier to permit affordable housing projects particularly those on tax-exempt properties such as churches and on parcels owned by public agencies. This regulatory approach to address infill/increased capacity/housing diversity was recommended in the adopted Affordable Housing Strategy Plan.
 - 2/22/21 council adopted Ordinance 21-0521.
5. MOA North King County Coalition on Homelessness:
- For the last year a loose coalition of government and private agencies have been working on issues of homelessness in North King County. The City of Shoreline has taken the lead on organizing and staffing the group. The memorandum of agreement (MOA) formalizes the relationship. The intent of City of Shoreline staff is that the King County Regional Homelessness Authority will eventually take over staffing of the coalition and use it as a sounding board for homelessness issues in North King County.
 - 10/25/21 council consent agenda, authorizing the City Manager to sign the MOA.
6. Affordable Housing Dashboard:

- On 7/19/21 King County staff presented the Regional Affordable Housing dashboard to Council including Kenmore data.

7. Renter Protections

At the 2/14/22 Council meeting, following discussion, Council gave direction on which renter protections to bring forward for further consideration. At the 2/14/22 Council meeting, Council did not want to move forward with the following: No rent increase if property is in poor condition; Right to live with family; and rental unit inspection program.

On 3/28/22 Council passed Ordinance 22-545 (effective 4/7/22) that included the following renter protections:

- increasing notice for rent increases,
- capping late fees,
- capping move-in fees and deposits,
- authorizing tenant payment plans,
- prohibiting the requirement for a Social Security number in screening materials, and
- authorizing alteration of rent due date due to tenant's fixed income.

Frequently Asked Questions (FAQ) were posted to the City's website 5/2/22 [Tenant Protections | City of Kenmore Washington](#).

At the 4/18/22 Council meeting, Council passed a motion (4-3) to discuss at the 5/23/22, Council meeting, whether to exempt renter protection regulations for landlords renting four or fewer rental units. This discussion will be combined with a discussion of other renter protections at the 6/13/22 Council meeting.

Due to the complexity of renter protections staff needed more time to prepare information for Council discussion and direction. The following renter protections will be brought forward at the 6/13/22 Council meeting:

- Rental unit registration program
- Just cause eviction program
- Right to relocation assistance
- Bans abusive, deceptive, and unfair practices in rental housing
- Landlord may not demand child or person with disability to be signatory to lease if tenant of record is already a signatory
- Criminal background checks prohibited

2. Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration

Climate Action Plan. ~~The development of the Climate Action Plan is well underway~~ **adopted!** Greenhouse gas emissions have been identified and calculated, the community has been engaged, target reductions in GHGs have been established, and GHG-reducing strategies have been identified. The CAP is on track to be adopted and implemented in the spring of 2022. **The Climate Action Plan was adopted on May 16, 2022. Additional staffing and other resources will need to be provided to implement the CAP. During the 2023-2024 budget process this summer, staff will assess what parts of the CAP should be implemented first and include proposals for funding and implementing in the 2023-2024 biennium budget.**

NPDES Compliance. On the broader topic of environmental stewardship, we once again obtained approval in 2021 from Department of Ecology for our NPDES Phase II stormwater permit. This is no small thing and represents a huge amount of work and professional excellence on the part of our Environmental Services team. NPDES requirements progressively get tougher and will continue to do so; and our team meets these higher bars each year and within the resources they are given. **See Environmental Services' NPDES report to the City Council on May 23, 2022.**

Sammamish River Restoration. We have also been working with the flood control district and King County to break lose the Sammamish River restoration project and get it moving. Kenmore is helping to convene a multi-jurisdictional work group to meet regularly to keep this project on track.

Fish Barrier Assessment. We are also working on salmon habitat in city streams. We've retained a special consultant to conduct a review and assessment of fish-blocking culverts in Kenmore. The assessment will prioritize the culverts that need the most attention (i.e., the removal of which will have the most positive impact on salmon migration). **The preliminary assessment report is complete and city staff are reviewing it.**

Trees. Development Services applied for and obtained the King Conservation District grant for updating our tree canopy assessment and for providing free trees to Kenmore residents. We'll execute this program in 2022 and hopefully it will be well received.

Discussion highlighting the importance of preservation, protection, and expansion of Kenmore's urban forest has been consistent throughout 2021. On January 8th and 9th at the City Council retreat, Council requested a tree workshop. In response to their request, Development Services staff presented information to summarize tree regulations in Kenmore at the April 19th and May 26th Council meetings. As part of the presentations, recommendations for potential code amendments were discussed. The recommendations included short-term and long-term action items, referred to as List 1 and 2. Items on List 1 were considered achievable in 2021, while items on List 2 require additional staff resources and continued discussion in the context of future work plans and the City's Climate Action Plan (CAP). **Update: List 1 was adopted by the Council earlier this year. Council reviewed list 2 proposals on 5/16/22 and directed staff to come back with additional research.**

More on Trees:

King Conservation District (KCD) is sponsoring a tree giveaway event at Log Boom Park this Fall (October 2022). The giveaway event is valued at approximately \$17,000 and is paid for by a grant from KCD. Financial implications beyond the KCD grant include Kenmore staff time and equipment (public works department). The event will be open to all Kenmore residents with the goal of providing arboricultural education and expanding Kenmore's urban forest. Tree delivery will be available on a limited and need-only basis to emphasize diversity, equity and inclusion (DEI) values.

Additionally, a city-wide tree canopy assessment is being completed by KCD and Plan-it Geo. The canopy coverage assessment will provide information on tree canopy in Kenmore and is the second study to take place. Results will provide valuable data used to measure tree canopy trends. The study is underway with results expected by the end of the summer.

Graduate intern, Garrett Oppenheim, drafted policy papers for two items on List 2 (a potential tree rebate program and an exceptional tree ordinance) and presented his findings to Council at the September 20th meeting. On December 6th, Development Services staff met with Council to receive feedback on proposed code tree code changes previously identified on List 1. Based on Council's feedback, revisions to the code language were made and staff began to pursue required environmental review (SEPA and Department of Commerce review) prior to bringing the ordinance to council for adoption. Staff anticipate bringing the ordinance back to Council in early 2022.

Asphalt Plant. Thanks to the resources you provided in the budget, the consultant and specialty law firm are serving in the asphalt plant air quality watch dog role, including the report they presented to you earlier this year. It's frustrating to see how long these processes drag on, but our team is staying on top of PSCAA's permitting process and making sure public health and the needs of residents are at the forefront. Update: **In April 2022 consultant provided comments to the draft permit. Mayor Herbig spoke at the hearing in April. Now we are waiting for PSCAA to respond to comments and issue a permit.**

Climate Change Comprehensive Plan Element. In February, Council approved the 2022 docket which included assigning development of a climate change element to the Planning Commission. The Planning Commission will start work on developing this element later this year for adoption in 2023. At the 7/11/22 Council meeting, staff will present information on content for a Climate Change Element for the Comprehensive Plan. The legislature's climate change bill (1099) did not pass this year. However, several council members have expressed interest in incorporating some of the aspects of the bill into the City's comprehensive plan element even though the bill didn't pass, and a discussion about HB 1099 elements will also be a part of the July 11 Council discussion.

3. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program



Our work on Diversity, Equity, and Inclusion is in full swing. In the spring of 2021 Leonora Palana was hired as our HR/DEI manager, which is a new position in the budget. Leonora has been managing the process to develop a DEI plan and policy. Leonora and Debbie Bent worked together to conduct a request for proposals for the DEI consultant, and we are very fortunate to have Chanin Kelly-Rae selected from this RFP process. Chanin has hit the ground running. She is conducting an overall assessment and gap analysis, conducting interviews, identifying various stakeholders and stakeholder groups, providing training, and helping with the recruitment of the DEI task force. In the summer you adopted a charter for the DEI task force. We're looking forward to a fully adopted DEI plan and policy by the end of 2022.

In other DEI happenings, Chief Moen recruited candidates for a local use of force review board made up of Kenmore residents, and Chief Moen stood up the Safe Place program this year. Rob was appointed by the King County Council to serve on the County's Public Safety Advisory Committee which directly addressed systemic racism and how to battle it the context of public safety. At the Council's direction, we've produced a number of proclamations honoring BIPOC and LGBTQ+ communities.

Engineering's work on creating an ADA plan to transition our infrastructure to be more accessible is also part of our DEI work. Another important piece of DEI work is our federally-required Title VI (of the Civil Rights Act of 1964) report that Engineering produces every year. It is no small chore to produce the Title VI report. This year's report was 38 pages and details our efforts to comply with the nondiscrimination requirements of the Civil Rights Act.

Our work with our neighboring cities to explore a CAHOOTS-type program of mental health responders, including the possibility of a north end 24/7 drug and mental health crisis clinic, is going well. Stephanie Lucash is running point on this intergovernmental effort.

DEI Task Force is up and running

Since February this year, the DEI Task Force has been meeting at least twice a month to discuss topics such as Organizational Review Insights, Leadership Insights, and the DEI Community Engagement Survey and Staff Survey. The May meetings have been

postponed to June in light of conducting and concluding both surveys. Some DEI Task Force Members have volunteered to conduct outreach throughout Kenmore, encouraging individuals who live, work and recreate in Kenmore to take the survey.

DEI Community Engagement Survey and Staff Survey

Once both surveys have been concluded, the results will be calibrated and shared with the DEI Task Force, beginning with the June 9th meeting. The last time for the DEI Task Force to meet will be on June 23. Thereafter we should be putting finishing touches on the policy, preparing to present to City Council on July 18, 2022.

Continue DEI Task Force

During a DEI Task Force Meeting, the Task Force members gave their recommendation for the Task Force to continue, because the work is just beginning.

With the inaugural DEI Task Force approaching its term once the policy has been created, there have been discussions during Task Force meetings that emphasized the importance of the DEI Task Force, and that the work continue on an ongoing basis, beyond the implementation of the DEI Policy.

Just a few items/comments that were shared and agreed upon by Task Force Members:

- The work has yet to begin and that it is just getting started
- The City of Kenmore needs more than a DEI policy, it needs an action plan
- Look at the learnings from the discovery process, and continue the work beyond the policy
- Build a plan based on data for prioritization for impact and strategic direction
- It was acknowledged that the City of Kenmore does not have adequate resources to continue to do this important work, some Task Force Members are willing to be identified as volunteers

With the recommendations from the Task Force, it would be imperative to not only continue the Task Force, but to also retain Chanin Kelly-Rae Consulting in order to continue to do this essential work. We are currently cultivating responses from both our DEI Community Engagement and DEI Staff Surveys. These surveys were led by Chanin and her team, and some distribution of materials and outreach have been conducted by the enthusiastic volunteer services of our DEI Task Force members. The surveys are still open and have not ended yet. Surveys of this nature have never been conducted for the City of Kenmore. Once the results have been calibrated and completed, the goal is to share them at the upcoming DEI Task Force Meetings, with the next meeting taking place on June 9, 2022 and the final meeting taking place on June 23, 2022.

Retainer Agreement with Chanin Kelly-Rae Consulting

The City has asked for the time and services of Chanin Kelly-Rae outside of the scope of the DEI Task Force. Some items that Chanin Kelly-Rae services have assisted with include but are not limited to: ARPA Listening Session, facilitated discussion for the Police Department, Land Use and the Missing Middle.

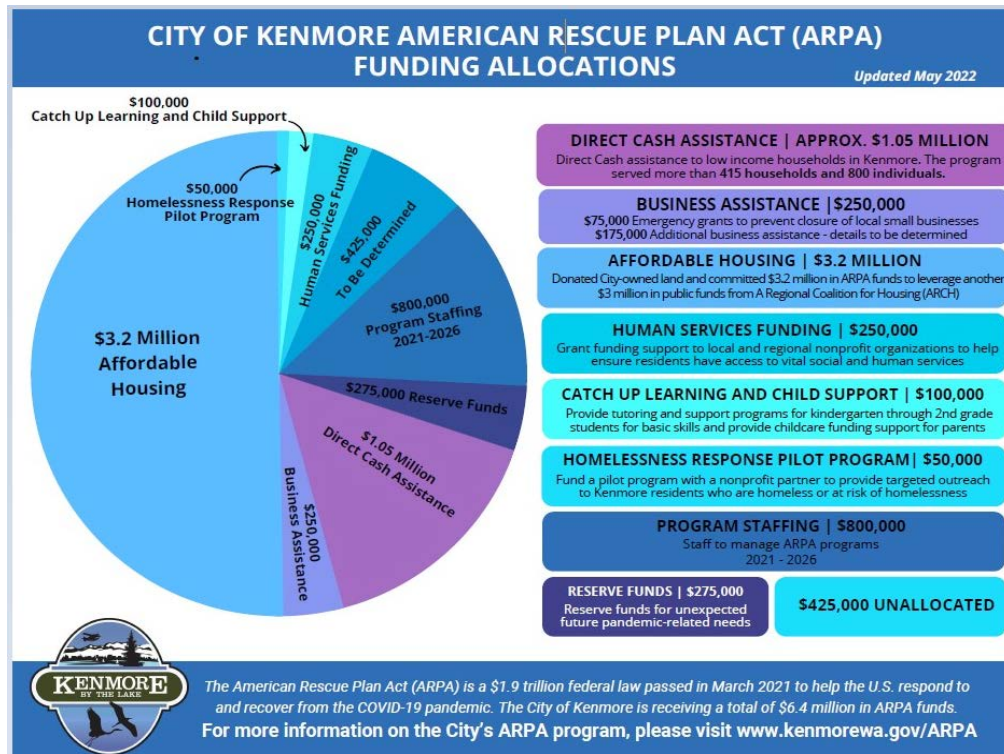
Through recommendation of the DEI Task Force and because of the extensive, current, short-term, and long-term DEI needs for the City of Kenmore, it is much more cost-effective for the City to retain the services of Chanin Kelly-Rae Consulting at only \$5K for 15 hours per month. This would include not only services related to the DEI Task Force, but for other collateral duties that other departments in the City have/would utilize(d) for consultation (e.g., ARPA Listening Session, Missing Middle, Land acknowledgement, workshop facilitation with the Police Department, present and future policies, and other services). The hourly rates are about \$325. Since Chanin Rae-Kelly is familiar with our City, our community and DEI Task Force Members, this would be a significant cost-savings to continue Chanin Rae-Kelly's Consulting services on a retainer agreement.

4. Respond to the Pandemic

The pandemic has changed us in many ways, and as challenging as it has been, there are definitely some silver linings. The City team developed a Telecommuting Policy and Telecommuting Agreement, and employees who submitted agreements started a new phase of our journey at the beginning of May. We have reopened City Hall and started hosting in-person meetings at City Hall. City Council meetings are due to return to in person in June.

It has been fascinating to see the range of telecommuting days that were requested by City employees on their agreements. We have employees who are teleworking one day a week, all the way up to employees who are teleworking five days a week. We have shown through these last two years that we can be just as productive (if not more productive) performing our jobs remotely.

We are well on our way with our \$6.4 million American Rescue Plan Act (ARPA) program. Here is an image showing how the City Council has allocated Kenmore's ARPA funds:



Here are the highlights of our ARPA program to date:

- *Kenmore Cares Program* – the City contracted with the Northshore Schools Foundation and created a program called *Kenmore Cares* to distribute direct cash assistance to Kenmore residents below 50% Area Median Income. The program ran from September 2021 to March 2022 and distributed \$1.05 million in ARPA funds to 798 residents and 412 households in need.
- *Affordable Housing* – The City Council has allocated \$3.2 million in the City's ARPA funding for an affordable housing development at the Old Shell property (see description under #1 above)
- *Urgent Business Assistance* – In March 2022, the City Council allocated \$75,000 for grants to businesses in urgent need of assistance due to the pandemic. The City received applications from 17 local businesses and our team scored them based on several factors, including the urgency of their need, steps they had already taken to minimize impacts of the pandemic of shift their business model, and the number of employees who had been impacted. Ultimately, we awarded \$15,000 to one local business and \$10,000 to six others, helping them to keep their doors open during these difficult economic times.
- *Community Engagement/Listening Session/Balancing Act Prioritize Tool* – In December 2021, we opened an online community engagement tool on the

Balancing Act platform that asked the public for their feedback as to how we should allocate \$1 million of the City's ARPA funds. Participants were able to select from 16 programs that each had dollar figures associated with them, to design their own ARPA program not to exceed \$1 million. The survey remained open from December 22 until March 1 and received over 800 submissions. The four programs that garnered the most support – Homelessness Response Pilot Program, Catch Up Learning and Childcare Support, Human Services Funding, and Additional Business Assistance – have all been given the green light by the City Council and staff is beginning the process of implementing these four programs at a total cost of \$575,000. Decisions as to other programs to pursue will be made at a later date; it is possible we will return to the public to seek their advice as to which remaining programs they favor.

- Homelessness Response Pilot Program - \$50,000 has been allocated toward this program. We are currently looking for a nonprofit organization that specializes in this field as a partner to provide services for Kenmore's homeless community. Our goal is to initiate the program in the second half of 2022.
- Catch Up Learning and Childcare Support – The City Council committed \$100,000 to this program in which we will collaborate with Northshore School District to provide assistance to low-income students who have been impacted by the pandemic. Our plan is to roll the program out in late 2022 or early 2023.
- Human Services Funding - One of the six categories the ARPA Final Rule lists to respond to the public health emergency posed by the COVID-19 pandemic is behavioral health. As such, the human services funding program will focus on this area. We will issue an RFP focused on behavioral and mental health needs, including mental health treatment, substance abuse treatment, and other behavioral health services. The RFP we issue will seek the provider community's input as to how we can best utilize the \$250,000 allocated to this program.
- Additional Business Assistance – We will issue \$175,000 in additional grants to Kenmore businesses struggling due to the pandemic. We will work with our partners at the University of Washington to determine how best to serve the business community in Kenmore with these funds.

5. Implement the Walkways and Waterways projects



The Walkways and Waterways bond measure funds five capital projects:

1. Rhododendron Park Board Walk (completed in 2019)

2. Log Boom Park waterfront access and viewing
3. λ' a Xw a dis Park habitat restoration and waterfront access
4. Juanita Drive sidewalks and bike lanes
5. 68th Avenue sidewalks and bike lanes

All five of the projects are ahead of or close to on schedule with what we told the public back in 2016 when they voted for the bond measure.

With Council's approval, we issued the second and final set of Walkways and Waterways bonds. Leticia Salcido prepared all of the reports and documentation for the bond issuance. Leticia also did all of the heavy lifting to prepare us for the Standard and Poor's bond rating leading up to the bond issuance.

The **Log Boom Park** project is under construction and going well. We're fortunate to have a good contractor. This project should be complete in the summer of 2022. **A formal ribbon cutting event is being planned for August 2022.**

The **λ' a Xw a dis Park** Council awarded the construction contract 12/6/21. Site preparation began in December 2022 with construction **starting January 2022. Construction completion estimated in 2023.**

Rhododendron Boardwalk The boardwalk project was completed a couple of years ago. Public art installation **completed 5/5/22.**

The **68th Avenue sidewalk and bike lane** project is under construction. It's going pretty well despite higher than average squabbling between the contractor and utilities. The Engineering team is doing a great job managing this project and staying on top of it. **It is anticipated that the project will be completed at the end of summer 2022.**

The **Juanita Drive sidewalk and bike lane** project is under construction but seeing delays. The reasons for the delays are multiple, including in-ground utility conflicts that should have been resolved by the utility providers, pandemic, and labor issues. Kent and the KBA team are holding the contractor and utility agencies accountable on both cost and schedule. Unfortunately, **while the majority of the** project is expected to wrap up in the **fall** of 2022, which is at least **ten** months longer than the original schedule, **paving is expected to be delayed to spring 2023.**

6. **Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel**
 - **Sidewalk Plan**
 - **Target Zero**
 - **Bus Rapid**
 - **Transit 522**
 - **Passenger Ferry**

The **ADA Transition Plan** is progressing well. All of the data from our existing infrastructure has been collected and staff are preparing the final plan. A draft of the plan was presented on May 9, 2022 where an opportunity to review and comment will be provided. A recommendation to approve the final plan will be put in front of council on June 13, 2022.

The **Pedestrian Facilities Plan (Sidewalk Plan)** is also progressing well. All of the projects have been identified, given a cost estimate and prioritized based upon specific criteria. A draft of the plan was presented to council for review on May 9, 2022. The final plan was approved by council on May 23, 2022.

The **West Sammamish Bridge Project** is on its way to being completed. The new bridge has been opened to traffic. Along with the new bridge, we have new sidewalk in front of Rhododendron Park and an 8-foot wide sidewalk and 8-foot wide bike path along the west side between NE 170th St and NE 175th St. Construction activity for the new sidewalk along the east side of 68th between NE 175th St and the NB bridge is currently underway along with the final work to complete the project. Completion of the project is expected this summer with a ribbon cutting ceremony scheduled for August 11th.

A study to identify the replacement options for the **61st Ave NE Sidewalk Replacement Project** is currently underway. This study will look at our options to restore the pedestrian accessibility along the east side of 61st Ave NE from NE 190th St to the northern city border. Staff anticipates presenting the options to council this summer.

The **73rd Avenue Overlay and Sidewalk Repair Project** is currently in design. Along with a pavement overlay from NE 181st to NE 192nd, sidewalk barriers to pedestrian access will be addressed. It is anticipated that construction will start spring 2023.

Staff continue to meet with Sound Transit and King County Metro on **Bus Rapid Transit (BRT) and Park and Ride** on SR522. With Sound Transit's realignment process completed (due to funding shortfalls), the BRT project completion has been delayed to 2026 with the parking garage to the 2030's. Staff continues to work with Sound Transit on maintaining the progress on the BRT while also working with both agencies along with WSDOT on a mid-block crossing of SR522 at the park and ride facility. WSDOT has tentatively supported the proposal of a mid-block crossing, and staff will continue to work with the transit agencies to determine cost and implementation.

Several efforts have been made in the advancement of the **Target Zero** initiative. In addition to the great progress made on the Walkways and Waterways projects, the West Sammamish River Bridge Project and the other project listed above, many other efforts

have been completed or are underway in advancing our efforts towards Target Zero.

Some of the activities are:

- Completion of the 2021 Road Standards
- New bike lanes on Simonds Road and reduced crossing distance at 84th Ave Ne
- Photo enforcement policy and implementation efforts (implementation expected August 2022)
- New school zone establishment on Simonds Road near Inglemoor Highschool
- Speed and volume studies
- Sight distance studies
- Update of the Traffic Calming Program
- Arterial and collector road speed zone reduction evaluation (Action to begin reducing speed zones expected as early as June 2022)

7. Enhance Public Safety

Kenmore has made strides to enhance public safety in the community, focusing on a number of key quality of life issues, as well as larger scale regional issues. These efforts culminated with Safewise ranking Kenmore the 5th safest city in the State of Washington last year. Kenmore also continued progress implementing recommendations noted in the 2020 Mayor's Pledge report. Progress related to public safety included:

- Completion of background screening and approval for multiple community representatives on the Independent Investigation Team, should they become necessary in Kenmore.
- The King County Sheriff's Office (KCSO) has received certification as an Active Bystandership in Law Enforcement (ABLE) agency, which will now allow our Officers to be trained in this skill. This was a recommendation from the Mayor's Pledge Report.
- Use of force statistics were included in the Annual Police Services presentation, which also was promised in the 2020 Mayor's Pledge Report. There were three use of force incidents in Kenmore in 2021, which amounted to a reportable use of force in 0.032% of the interactions encountered by Kenmore Police.
- Kenmore continues to invest in the RADAR program, currently contributing towards Officer time as part of the outreach conducted along with a Navigator. RADAR recently hired its first full-time RADAR Navigator, which will make for more consistent and quality contacts, with quicker response times. Additional full-time Navigators will be added soon, which will provide for far more hours in which Navigators will be available to respond. These Navigator responses may or may not be accompanied by an Officer, depending on the circumstances.

- We continue to actively engage in Community-Oriented Policing. These efforts have included the National Night Out event in August, multiple police presentations to elementary students, and drug education classes to middle school students. We also have increased our social media presence and community following. Kenmore PD also has begun offering locking prescription bags to residents, and accepting unwanted prescription drugs to be disposed of at City Hall. Kenmore also adopted the “Safe Place” program, which encourages victims to report hate crimes to police.
- Kenmore Police will play a crucial role in the implementation of the automated enforcement program, reviewing all potential violations for validity. This is just one of many efforts by KPD to increase traffic safety in the community.
- KCSO is working on the logistics, policies, and labor agreements necessary to rollout the body worn camera project to the whole department, including Kenmore. A firm timeline on the final implementation of this program should be available later this year.
- Kenmore is partnering with other north end cities in advocating for a regional 24-hour crisis facility, another recommendation from the Mayor’s Pledge process. The momentum for this facility has grown, and it would coincide with work done by the RADAR program.

After adjusting to major law changes that were implemented in 2021 by the State of Washington related to use of force, behavioral health detentions, criminal investigations, etc., Officers are now re-adjusting to revisions made to those same laws in 2022. Many of these revisions were requested by law enforcement in order to provide clarification, and reinstate necessary tools to ensure the police’s ability to promote public safety.

8. Continue to seek opportunities to complete a successful Lakepointe Project

Bryan Hampson continues to stay in contact with Vector Development who is interested in Lakepointe. We are positioning for other possibilities if the developer ceases to be engaged.

Vector Development is currently soliciting investors for their proposed Lakepointe project. The Vector project is still in very early stages and will change once the development agreement and site plan review get underway. An early description of the Vector project is an approximate two million square foot mixed use office, retail, hotel and residential units, featuring a new, enhanced, publicly accessible shoreline recreation area (which includes the CalPortland property).

9. Implement the Economic Development Plan

Happily, many elements of the ED plan are underway or completed. The City Manager's Office, with the help of the Port of Seattle grant, have produced special initiatives to support local businesses. The upcoming pilot for a farmers market in the summer of 2022 will be the latest effort to bring shoppers and vibrancy locally.

10. Foster and create fun

- **Recreation Programming:** Seeking partnerships for recreation programming are ongoing, with the City providing the venue and partners providing programming. The first annual Recreation Programming report provided to Council in the fall. **2022 summer programming includes contracts with Skate Like a Girl, Skyhawks Camp and the YMCA. Staff are also exploring partnerships for a fall pilot youth swim program.**
- **Love Notes:** The City continues to work with “co-creators” who provide Love Notes. Love Notes are noted on the City's website and a report highlighting these was provided to Council in the fall.
- **KWAC Contract:** A contract amendment with KWAC was approved by Council through the end of 2021. The City provided updates to KWAC on the status of the λ' a Xw a dis Park project so there was time for KWAC to find a temporary site for storage of equipment and programming during park closure.
- **WhatSup Contract:** A contract amendment with WhatSup was approved by Council to allow temporary operations from Rhododendron Park during the Log Boom Park construction project.
- **Concessionaire Contract for Log Boom Park:** Staff are drafting a Request for Proposal (RFP) for a concessionaire to provide hand-carry watercraft concessions at Log Boom Park once park construction is complete. RFP issuance estimated January. **5/9/22 Council authorization of a contract with WhatSup.**
- **New Contract for Water Related Programming at λ' a Xw a dis Park:** Staff are researching terms for a new contract with KWAC for providing programming at λ' a Xw a dis Park once construction is completed. Negotiations on contract terms will begin in 2022.
- **Grant:** Staff in partnership with the Northshore School District and YMCA **received** a grant for 2022 summer program at Kenmore Elementary.
- **Rhododendron Park Boathouse Completion and Lease Agreement:** Construction of the new boathouse is now complete. City staff have worked with the Northshore School District to finalize the lease agreement. Rowing programming began this summer. The fundraising committee will continue to provide periodic updates to Council on status of funds raised to fill the budget gap.
- **St. Edward Gymnasium.** ~~Staff are in contact with Daniels Real Estate and State Park staff on the possibility of some recreational programming at the St. Edward Gymnasium.~~ **The gym is not available for programming at this time.**
- **For the Love of Kenmore Event.** In April the city hosted the biannual For the Love of Kenmore event which celebrates its cocreators and cheers them on.

- **Summer Events:** Staff are excited that we have a full schedule of summer events planned, including movie nights, concerts, the Pride flag raising, the Bridge Celebration on August 11, the Log Boom park ribbon cutting, and Farmers Markets every Wednesday afternoon.

11. Engage and educate the community on growth and development in Kenmore

The deadline for the state mandated update of the Comprehensive Plan is **December 2024**. The vision statement and all elements (chapters) of the plan will require some level of update. **Public participation, outreach and engagement are key to this effort. A public engagement plan is a requirement. A public engagement plan was prepared in consultation with the consultant PRR.**

2021 the Planning Commission **started** working on the Vision Statement, Land Use Element, Housing Element **and capital facilities element. The Planning Commission are holding a public hearing 5/17/22 and will be bringing forward a recommendation to Council June 2022. Missing Middle Housing implementing regulations will also be brought forward for Council consideration June 2022. Transit Oriented District implementing regulations will be brought forward September 2022 for Council consideration. The approved 2022 docket also included the Transportation Element, Climate Change Element, Economic Development Element and Utilities Elements. The Planning Commission will begin work on these elements later this year, bringing forward a recommendation to Council in 2023.**

On April 26, **2021** staff provided an overview of the draft King County Countywide Planning Policies (CPPs) and preliminary growth targets. At the July 12th **2021** meeting, Council gave direction, consistent with the Planning Commission recommendation to submit a nomination to designate Kenmore as a Candidate Countywide Center. Kenmore's nomination will be approved and this designation will acknowledge the City's new role and increase its regional funding priority. Countywide Centers are a new entity described in the King County Centers Designation Framework (Framework) established in the draft CPPs. For Kenmore, the boundaries of the Countywide Center is "Downtown." This area includes property both north and south of SR-522 and is approximately 222 acres in size—within the acreage required by the Framework for a Countywide Center.

Progress in Other Areas:

1. 2021 AWC Municipal Excellence Award for the Financial Sustainability Plan (on the heels of winning the same award last year for the Hangar and Town Square and the PSRC Vision 2040 Award for downtown creation in 2019)
2. AAA bond rating
3. Clean audit again

4. ST3 Bus Rapid Transit. We led a north-end advocacy effort to keep our BRT project on schedule. The Sound Transit Board heard us and kept 522 BRT in Tier 1. Our BRT “project to be built” was approved by the ST board last month—a major milestone
5. New City Councilmember Orientation for Councilmember Kugler
6. King County grant application for aquatic center siting study - We formed two partnerships, one with Kirkland and the other with Shoreline and Lake Forest Park, and submitted two grant applications to King County to conduct feasibility studies for aquatic centers to serve Kenmore and the north King County area. We won both grants for \$100,000 apiece and are currently working with our partner cities to prepare RFPs seeking a firm to perform the studies.
7. Park naming policy and renaming of Squire’s Landing Park
8. Kenmore Air 75th Anniversary
9. PW Shop site selection and acquisition. In late 2020, the City Council sent staff back to the drawing board on site selection criteria, including more public notice and involvement in the determining the criteria. In the end, we were lucky that we found willing sellers. We still have the re-zone process to go through, but acquiring the land is a major milestone.
10. Sign code amendment and unattended displays ordinance.
11. The Rhododendron Park boathouse received the 2022 Local Outstanding Civil Engineering Achievement Award from the American Society of Civil Engineers. A 2022 Spotlight Award from the Washington Park Recreation Association for completion of a recreation project during the pandemic. Award applications have also been submitted for a 2022 Association of Washington Cities Award and a 2022 Governor’s Smart Communities Award.
12. March 2022 submitted a grant application for \$48,100 for Port of Seattle funds. The funds along with a City match support local business assistance and tourism promotion.
13. May 2022 the City acquired the Cozy Inn property on Bothell Way, part of the proposed “bench” property acquisition.

Update on January 2022 City Council Retreat Agreements

Agreement One: Consider budgeting for a feasibility study to evaluate primary areas for a 522 over/underpass at several potential locations. (An item of this magnitude may need to be identified as a top Council goal to be included within future budgets.)

Since the funding for a crossing study was returned in exchange for additional funding for the W Sammamish River Bridge Project, no additional work has been done. High level review leads staff to think the crossing would be best located between 65th and 67th avenues. However, it is of concern that a tunnel may not be feasible given available right of way, existing underground infrastructure and proximity of the Burke Gilman Trail. There is also concern about advancing too far on this study without a firm plan for developing the Lakepointe site which may be key to the type and location of a crossing. Staff Recommendation: Put this on hold pending progress with Lakepointe.

Agreement Two: Continue to look for opportunities to slowly purchase property in key “connectivity areas”.

Bench Property Acquisition: On 4/29/22 the City took possession and ownership the former “Cozy Inn” property located at 6215 NE Bothell Way. Next steps are related to the process for building demolition. The seven bench parcels east of the Cozy Inn are also being considered for City acquisition. The property with the “Pho” building at 6233 NE Bothell Way owned by Phy Ny Thi. Four parcels owned by Billy Joe Park Property containing the former Lakeview Yoga building at 6251 NE Bothell Way and associated parking. Two parcels owned by Olson with the “Theorem” building and parking at 6319 NE Bothell Way. After completing a Request for Proposal (RFP) January through March, staff are currently negotiating a contract with Opticos Design for developing conceptual plan options and preliminary cost estimates for future development of the bench. Concepts may include residential, commercial and public space. The schedule for completing the concepts and cost estimates will be outlined in the contract. In advance of developing concepts, staff will engage the services of Rod Stevens of Business Street, LLC to inform the business case (including pro forma) for acquiring and redeveloping these properties.

Holt Property Acquisition: On 4/20/22 the City entered into a purchase and sale agreement (PSA). The PSA established a 120-day due diligence period, which we are in. During the due diligence period we are conducting a Phase 1 analysis, wetland delineation, ALTA survey and Geotech study. If the City decides to purchase the property, the proposed strategy would be to position the property for an RFP for a private sector developer to build high density housing on the site with a viable commercial, public, or not profit use on the main floor. One scenario would include public-benefiting

programming on the first floor; for example, a combination of a maker-space with youth-oriented programing provided by a nonprofit group such as the YMCA or Boys & Girls Club.

Gas Station Property (SE corner of 61st Ave & Bothell Way). We are very preliminarily looking into this property—ownership, enforcement actions, etc. This property, if the City were to acquire it, may be more suited to open space and habitat restoration given its proximity to Chet Chatl Creek. Various state and federal grants might be available for acquisition, cleanup, and restoration.

Agreement Three: Add the “Kenmore Brand” as a discussion item on the June City Council retreat agenda.

Added to the June retreat agenda. Rod Stevens’ presentation on 5/23 may add to this conversation.

Agreement Four: Encourage efforts to create and build on organic neighborhood identities such as the “Warehouse District”, The Lodge, “Brew Row” and/or the “Art District” as they naturally occur.

We will promote these neighborhood identities through our media channels and promotional materials.

Agreement Five: To add a closing statement to the public comment portion of the Council meeting thanking the public speakers for coming to comment and to direct speakers to the proper avenues to get answers and/or follow-up on their comments.

Done

Agreement Six: In the future, have the City Clerk and not the Mayor read the Public Comment preamble.

Done

Agreement Seven: Look into other modes of connecting with the public to include offering a lunchtime or evening “Coffee with the Council”, a “Kenmore Essentials” civic engagement class to introduce the public to city functions, and perhaps utilize open houses, videos and social media to increase connectivity with Kenmore citizens.

Done—coffee with council

See memo from Garrett O. proposing the use of interns to create a one-time civics education video series.

Agreement Eight: To prevent “reply all” emails, staff will use the “bcc” function when addressing communications with members of the City Council.

OK

Agreement Nine: To consider improving the Customer Service Portal that will be accessible, mobile friendly, trackable, and responsive.

After receiving direction from the City Council, staff has executed the contract with Centricity and has been working with them to develop the new Customer Service Portal. The new portal is ready to go; however we are waiting for GIS and Cityworks software/ server upgrades to be completed internally before we can move forward with launching the new portal. Staff anticipates going live with the new customer service portal this fall. We will continue to use the online fill-in form as the interim solution.

Agreement Ten: Engage with business and private property owners who might partner with the City to address the milfoil growth problem.

City staff maintain a page on the city’s website for the implementation of the Integrated Aquatic Vegetation Management Plan (IAVMP). The site provides contact info for the public to reach city staff in regard to annual treatment plans. Staff have shared information regarding 2022 contractor selection and preliminary treatment schedules with interested parties.

Agreement Eleven: The City Manager will work with staff and come back with a branding/naming idea for the City’s Climate/Environmental Stewardship initiative.

In progress. Staff are working on this. Stay tuned.

Agreement Twelve: The Tolt River Trail Improvements are important and should be addressed starting with the Comprehensive Plan and related city processes.

The Tolt River trail (between 56th Ave and 82nd Ave) has been identified as a priority project within the Pedestrian Facilities plan. The trail between 73rd Ave and 80th Ave is also identified in the capital facilities plan within the current Parks, Recreation, and Open Space (PROS) Plan.

Agreement Thirteen: Explore bringing back community play day. Staff will discuss this topic and report back to Council.

Staff are working with Step It Up to bring back play day hopefully this year. Step It Up will have the lead and the city will be in a support role.

Agreement Fourteen: The City Manager will meet with staff to determine the nature and timing of bringing back to the City Council a package of possible tenant protections.

At the 2/14/22 Council meeting, following discussion, Council gave direction on which renter protections to bring forward for further consideration. At the 2/14/22 Council meeting, Council did not want to move forward with the following: No rent increase if property is in poor condition; Right to live with family; and rental unit inspection program.

On 3/28/22 Council passed Ordinance 22-545 (effective 4/7/22) that included the following renter protections:

- increasing notice for rent increases,
- capping late fees,
- capping move-in fees and deposits,
- authorizing tenant payment plans,
- prohibiting the requirement for a Social Security number in screening materials, and
- authorizing alteration of rent due date due to tenant's fixed income.

Frequently Asked Questions (FAQ) were posted to the City's website 5/2/22 [Tenant Protections | City of Kenmore Washington.](#)

At the 4/18/22 Council meeting, Council passed a motion (4-3) to discuss at the 5/23/22, Council meeting, whether to exempt renter protection regulations for landlords renting four or fewer rental units. This discussion will be combined with a discussion of other renter protections at the 6/13/22 Council meeting.

Due to the complexity of renter protections staff needed more time to prepare information for Council discussion and direction. The following renter protections will be brought forward at the 6/13/22 Council meeting:

- Rental unit registration program
- Just cause eviction program
- Right to relocation assistance
- Bans abusive, deceptive, and unfair practices in rental housing
- Landlord may not demand child or person with disability to be signatory to lease if tenant of record is already a signatory
- Criminal background checks prohibited

Agreement Fifteen: The staff will present court data along with a police activity report in a Public Safety Study Session for the City Council scheduled for April. Efforts will be made to invite Judges and Prosecutors to join the study session. In addition, the Chief indicated he would look into the use of the pharmacy lockbox program for disposal of medications and report back.

Done. Locking pharmacy bag program is up and running.

Agreement Sixteen: Host a study session with an expert on Dog Parks to learn more about the topic to better inform subsequent actions.

At the 3/21/22 Council meeting staff presented background information on dog parks including: 1. a preliminary assessment of dog parks in surrounding communities; 2. a preliminary assessment of potential locations; and 3. information on costs for establishing and maintaining a dog park. Council gave direction to continue to pursue partnership options for establishing a dog park outside city limits including: partnering with King County to explore Big Finn Hill Park as an option; and exploring partnering with the City of Bothell particularly in sites close to the northeast area of Kenmore which is the least proximate to a dog park.

Agreement Seventeen: The staff will research the AWC benefit trust rules regarding insurance, costs, and how other cities approach the issue. Staff will assemble options to include Covid Testing reimbursement and report back to the Council.

Done. Council chose not to go forward with providing health insurance benefits for Councilmembers. In home covid tests are free and/or available at low cost at local grocery stores and pharmacies. In addition, the City has a supply of covid tests for Councilmembers and staff to use at any time for city business purposes (testing before an in-person council meeting, for example).

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**THE
KENMORE CITY COUNCIL
ANNUAL RETREAT**

January 8th, 2022

Summary Report

PENDLETON CONSULTING, L.L.C.

MICHAEL R. PENDLETON Ph.D.

Introduction

The Kenmore City Council annual retreat was held on January 8th, 2022. Due to the Covid-19 pandemic, the retreat was conducted over the Zoom remote meeting system. The purpose of this retreat was to discuss, in depth, key projects and policy issues identified by the participants during a pre-retreat interview to establish the agenda. The following agenda guided the discussions during this council retreat:

1. Financial Sustainability Plan Review
2. Downtown, Connectivity, and Economic Vitality
3. Council Process and Community Interaction
4. Environmental Stewardship
5. Public Swimming Pool
6. Tenant Protections
7. Public Safety
8. General City Issues

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials):

Financial Sustainability Plan Review

The staff provided an overview of the Financial Sustainability Plan and briefly discussed the possibility of a future economic recession. Staff recommended to proceed with the adopted phases of the approved plan. The phases for 2023 include the adoption of a traffic photo enforcement program and the establishment of a cable TV utility tax among other elements.

Downtown Connectivity and Economic Vitality

Connect the Downtown Core, Burke Gilman Trail, 522 and other related issues. The participants discussed a range of issues/topics related to connecting major areas and travel systems with the downtown core. It was noted that this connection system should include downtown, the “Bench”, the Burke Gilman Trail, and Lakepointe. Staff provided an update on sidewalk replacement on 61st street. Others noted the desire to consider an overpass/underpass to connect

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Kenmore Village and the Burke Gilman Trail. The economic impact for greater connectivity was noted along with the possibility of getting grants to support these efforts. It was noted that greater connectivity would enhance a lively, walkable community oriented downtown. Participants also discussed specific items such as fencing that might need to be addressed, signage improvements, possible signalized at-grade crossings, opportunities to purchase properties, eyesore areas, opportunities for funding to help with cleanup in particular areas (Kenmore Plaza), and other topics. It was noted that the Asphalt Plant is still a concern within the community. The need to consider policy to protect the shoreline and habitat around the lake was noted. It was also noted that open trucks leave sites without being covered and that should be addressed.

Participants discussed the importance of Kenmore's "brand" or identity. The nature of a Kenmore icon such as Seaplanes, The Hangar, Hank the Heron, Brew Row, and the Lodge were discussed. It was noted that many of the projects discussed within this discussion module are large and either need to be included in the Capital Plan and/or also be nominated as a future goal. Regarding sustainable development, one participant wanted to confirm that the Council did vote, in the past, to support a local control approach. The participants discussed the "missing middle" concluding further discussion of this topic might be best after the Planning Commission has addressed the issue. Finally, it was noted that it is desirable to strive for building requirements that encourage density but also are "green" in nature.

After this long discussion covering several topics, the participants agreed to the following:

Agreement One: Consider budgeting for a feasibility study to evaluate primary areas for a 522 over/underpass at several potential locations. (An item of this magnitude may need to be identified as a top Council goal to be included within future budgets.)

Agreement Two: Continue to look for opportunities to slowly purchase property in key "connectivity areas".

Agreement Three: Add the "Kenmore Brand" as a discussion item on the June City Council retreat agenda.

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Agreement Four: Encourage efforts to create and build on organic neighborhood identities such as the “Warehouse District”, The Lodge, “Brew Row” and/or the “Art District” as they naturally occur.

Council Process and Community Interaction

The participants next discussed a range of City Council internal processes including council feedback during public comment, the need to consistently enforce council rules of procedure, the value of more training on procedure and protocols, the status of the Customer Service portal system and the value of a civic engagement/learning program for Kenmore citizens. After a long discussion the participants agreed to the following:

Agreement Five: To add a closing statement to the public comment portion of the Council meeting thanking the public speakers for coming to comment and to direct speakers to the proper avenues to get answers and/or follow-up on their comments.

Agreement Six: In the future, have the City Clerk and not the Mayor read the Public Comment preamble.

Agreement Seven: Look into other modes of connecting with the public to include offering a lunchtime or evening “Coffee with the Council”, a “Kenmore Essentials” civic engagement class to introduce the public to city functions, and perhaps utilize open houses, videos and social media to increase connectivity with Kenmore citizens.

Agreement Eight: To prevent “reply all” emails, staff will use the “bcc” function when addressing communications with members of the City Council.

Agreement Nine: To consider improving the Customer Service Portal that will be accessible, mobile friendly, trackable, and responsive.

Environmental Stewardship

Participants next discussed a range of issues relating to Environmental Protection and Stewardship. These items included restoration of the Sammamish River Slough, Tree preservation, Aquatic Weed removal, Green New Deal, and

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the Tolt River Pipeline trail improvements. Staff provided an update of activities related to the Sammamish River Slough. Participants discussed the desire to keep working with sister cities and others to further sustainability goals as they relate to the slough. Participants next discussed tree preservation, canopy cover within the city and in particular the importance of the older, larger trees within Kenmore. Participants expressed concern over clear cutting and an interest in balancing tree preservation with the need to provide low-cost housing.

Participants next discussed the annual challenge of controlling milfoil growth and removal. It was noted that it might be useful to get started early on milfoil management this year to prevent the overgrowth that was observed by some last year. Participants expressed an interest in partnering with private property owners to manage the milfoil problem.

Participants next discussed the status and nature of the Green New Deal branding approach that was introduced at last year's retreat. It was noted that one application of a Green New Deal approach is on job creation related to environmental protection, restoration and awareness.

Finally, the participants discussed expansion and improvements to the Tolt River Pipeline Trail that passes through the city. It was noted that it might be possible to make some east-west low maintenance connections in the section of east side of 61st and improving the crossing between 63rd and 64th. Staff noted that these improvements and others can be addressed as part of the Transportation Element of the Comprehensive Plan. The update of this specific element is recommended to appear on the Planning Commission Docket for 2022. This could also parallel the update of the Capital Facilities Update which outlines specific projects to be addressed.

The participants made the following agreements during the above discussion:

Agreement Ten: Engage with business and private property owners who might partner with the City to address the milfoil growth problem.

Agreement Eleven: The City Manager will work with staff and come back with a branding/naming idea for the City's Climate Action and Diversity, Equity and Inclusion initiatives.

Agreement Twelve: The Tolt River Trail Improvements are important and should be addressed starting with the Comprehensive Plan and related city processes.

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Public Swimming Pool

Participants next discussed the status of efforts to bring a new aquatic center to north King County to serve the residents of Kenmore. Staff reported that, in partnership with our neighboring cities of Kirkland, Lake Forest Park and Shoreline, the City submitted two grant proposals to conduct an aquatic center siting/feasibility study utilizing King County Parks, Recreation, Trails and Open Space levy grant funds. Notification of grant decisions is expected in early 2022. Interest in collaborating with the City of Bothell to explore the opportunities to include a portion of the Wayne Golf Course was expressed.

Fun, Youth Activities and Families

The participants next discussed the importance and opportunities to create activities, and recreational opportunities for families and various age groups within the city. Topics included City Hall Park Phase II and half-court basketball, programing the gym at St Edward, the need for a youth center and other opportunities for family fun. It was noted that there are few programmatic opportunities for youth 12 to 18 in Kenmore. Various topics were discussed including lighting at ball fields, a ball fields task force and the importance to do “what we can” to provide activities for young people. Staff noted that the city provides venues for activities and looks for partners to create programming. It was also noted that there currently is no programming for preschool aged children in the city. It was noted that it is important to upgrade play areas and spaces to make them more accessible. It was noted that the concert series was very popular. After a discussion the participants agreed to the following:

Agreement Thirteen: To explore bringing back community play day. Staff will discuss this topic and report back to Council.

Tenant Protections

The participants next discussed the need for Tennant Protections within Kenmore. It was noted that the city has already done work on protecting tenants from evictions during the Covid Pandemic. It was noted that it may be time to consider a more permanent set of protections going forward. It was noted that other jurisdictions such as King County and the City of Seattle have provided

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tenant protections in part by funding groups such as the Housing Justice Project and Stay Housed Stay Healthy group. It was noted that there is recent legislation prohibiting income discrimination against renters. It was noted that tenant protections would be important to discuss in the broader context of the housing crisis and the need for a larger housing supply. After a discussion the participants agreed to the following:

Agreement Fourteen: The City Manager will meet with staff to determine the nature and timing of bringing back to the City Council a package of possible tenant protections.

Public Safety

The participants next discussed a range of Public Safety topics. Participants noted the importance of getting an update of the activities of the Kenmore Municipal Court which might include information on jury trials, plea deals, criminal cases that might reflect applications of recent laws etc. It was noted that it would be useful to get an update on how Covid has impacted the operation of the court. The Chief of Police gave a brief update recent programs and trends to include data on fatal overdoses, use of police body cams, the use of Narcan, incidents of suicides and other topics. After a discussion the participants agreed to the following:

Agreement Fifteen: The staff will present court data along with a police activity report in a Public Safety Study Session for the City Council scheduled for April. Efforts will be made to invite Judges and Prosecutors to join the study session. In addition, the Chief indicated he would look into the use of the pharmacy lockbox program for disposal of medications and report back.

Other City Issues

Diversity, Equity and Inclusion (DEI) Task Force. The participants briefly discussed the DEI Task Force. It was noted that 14 members had been identified to join the task force and the composition of taskforce will be announced at the next City Council meeting. It was noted that the current \$80 stipend per meeting might be a bit low for the task force. Staff noted that the DEI task force will make recommendations in multiple areas, including City purchasing and RFP/RFQ processes.

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Affordable Housing Update. Staff provided an update on Affordable Housing activities. It was noted that the Planning Commission is currently working on policies related to what is known as the “Missing Middle”. It was noted that the Affordable Housing Working Group is moving ahead on an RFP for an affordable housing partner to develop affordable housing units on the “Old Shell Property”. Finally, it was noted that several activities are focused on property acquisition. It was noted that the Planning Commission will be bringing updates to the Housing Element of the Comprehensive Plan later this year and updates to the Affordable Housing Strategy in a future year.

Dog Park. Participants discussed the need and location of a Dog Park in Kenmore. The discussion included various locations, the possible need to rotate the use of space due to wear and tear. After a discussion the participants agreed to the following:

Agreement Sixteen: Host a study session with an expert on Dog Parks to learn more about the topic to better inform subsequent actions.

Rooster Regulation. Participants briefly discussed the existence of Roosters in Kenmore. No further information or next step was requested.

City Council Health Insurance. The participants next discussed the need to offer health insurance to City Council members. It was noted that the current City Council salary is low and by adding health insurance as a benefit it might encourage more interest in others to run for City Council. It was noted that it would be useful to add Covid Testing as a reimbursable cost to City Council members particularly since meeting attendance and travel are expected activities. It was noted that the City Council role is viewed as a part time job and therefore may not justify health insurance benefits. It was noted that more information on this topic would be useful. After a discussion the participant agreed to the following:

Agreement Seventeen: The staff will research the AWC benefit trust rules regarding insurance, costs, and how other cities approach the issue. Staff will assemble options to include Covid Testing reimbursement and report back to the Council.

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**Appendix One
Retreat Participants**

Mayor
David Baker

Deputy Mayor
Nigel Herbig

Councilmember
Angela Kugler

Councilmember
Joe Marshall

Councilmember
Melanie O'Cain

Councilmember
Corina Pfeil

Councilmember
Debra Srebnik

City Manager
Rob Karlinsey

Selected Department Directors Participated During Specific Conversations

Facilitator
Michael Pendleton

Department: City Manager's Office		2022 Work Plan											
Team Lead		January	February	March	April	May	June	July	August	September	October	November	December
Town Square/Hangar Scheduling	NM/SBo/CC												
Diversity, Equity and Inclusion	All												
Police Contract Cities Oversight Chair	RK				KC Public Safety Advisory Committee		New Sheriff Selection						
Climate Action Plan	All					CAP Adoption							
Back Our Businesses Promotion	SL/LC	winter promotions									Pre Holiday promotion		
Business Registration	TM	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report	Monthly data report
Bastyr University Relations	RK/SL						Begin discussions on Bastyr athletic fields lease extension as well as Bastyr Master Plan expiration extension						
Business Relations/KBA/Chamber	RK/SL					Ongoing		State of the City July 19					
Internal Staff Committees (website, records management, kennect, etc.)	All												
Port of Seattle ED Grant	D. Bent		Scope out actions for 2022 grant	Submit application		Implement actions						Submit grant report to POS	
Front Desk Reception	NM/SBo/CC												
Target Zero - Education & Outreach	LC	Review Target Zero outreach program CH Vest Giveaway	Review Target Zero outreach program CH Vest Giveaway	Daylight Savings Time CH Vest Giveaway	Trail Safety Messaging CH Vest Giveaway	Summer Bike Safety CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway	Back to school safety CH Vest Giveaway	Street Running Safety. Booth at 5th CH Vest Giveaway	Walk to School Day/Halloween Safety CH Vest Giveaway	Daylight Savings Time CH Vest Giveaway	Winter Storm Safety CH Vest Giveaway
Website Management	LC	Website Management Review external subscriptions	Website Management	Website Management Language translation integration/DEI	Website Management Team training	Website Management Team training	Website Management 2 year review since launch - goal setting	Website Management	Website Management	Website Management	Website Management	Website Management 2023 contract review	Website Management contract renewal
Website Maintenance (routine content updates, etc.)	LC/TM/NM/SBr./SBo/NS	Annual Updates, DEI/Accessibility planning			Public Records/Transparency & Business Registration page re-design (TM)			Accessibility review of department pages			On-going content updates & revisions, external product review		
Digital Communications	LC	Gov Delivery listerv emails, press releases, social media accounts; Facebook, Twitter, Instagram, Nextdoor											
Newsletters (Digital and Printed)	LC	January E-News/Winter Quarterly Prep	February E-news/ Winter Quarterly released	March E-News	April E-News Spring Quarterly Prep	May E-News/ Spring Quarterly released	June E-News	July E-news/ Summer Quarterly Prep	August E-news/Summer Quarterly released	September E-News	October E-News Fall Quarterly Prep	November E-News Fall Quarterly released	December E-News
2023-2024 Biennium Budget Prep	All						City Council Budget Retreat						
City Organized Events	SBr	Finalize special event schedule & sponsorship for 2022, Farmers Market planning & vendor recruitment				Final event preparations for the summer, send out sponsorship contracts. Motherload movie on May 21	Farmers Market begins & final preparations	Farmers Market, 4th of July, Concert Series, Outdoor Movie, Bridge Celebration			Jack Crawford Day & Tree Giveaway event, planning for December events	Finalize plans for December events	Run December events
Other Event Support	SBr									5K Fly Away with the Chamber			
Farmers Market Pilot	NS/SBr	Planning, consultant contract, WSFMA meetings	WSFMA Boot Camp- 3 days, vendor recruitment	Volunteer committee	Vendor application review & selection, Vendor contracts	Final planning	1st Market on 6/1						
Volunteer Program	SBr		Program planning, process & agreement review		Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events		
Animal Services	Dev. Svs.	ongoing with King County			promote pet licensing						review service and license #'s		
Sound Transit 3 Project Engagement	Engineering												
TOD Project (ST & KC Metro)	TBD												
State Legislative Agenda	RK	Legislative Session				Contact with new district reps				prepare prelim draft Leg Agenda		Brief Leg Delegation	Leg Sendoff Event
Federal Delegation Relations	RK		Confirm schedule for Bridge event			Monitor NLC conference plans, delegation contacts			Bridge Event				
King County Exec/Council Engagement	RK/SL	Passenger ferry advocacy, etc.											
Utility Franchise Agreement(s)	DR	Storm season contact w PSE											
Cable and Telecom Franchise Agreements	DR	Comcast agreement development						Proposed Agreement to Council	Council Action	Action follow up: media releases			
Business Assistance/grants (see ARPA)	SL	Community survey		Business Grant process		Grant Contracts							
Public Records Requests (PRR)	TM	2021 Year End PRR Report; 2022 monthly schedule for PRA facts	PRA fact or question; review new PRR tracking systems w/city clerk	CPRO Re-cert Training Assessmt; PRA fact or question	Required PRA Staff Training w/city attorney; PRA fact or question	PRA fact or question	PRR Data Report to JLARC; PRA fact or question	Required Records Management & PRR Staff Training; PRA fact or question	PRA fact or question	PRA fact or question	CPRO Re-certification appl; PRA fact or question	PRA fact or question	PRA fact or question
Arts of Kenmore Gallery	RK/NM												
Management Intern Policy Projects	RK												
King County Passenger Ferry	RK		Council Briefing by KC Metro			contact with Exec/Council	Metro's Final Report to KC Council				King County Budget deliberations		
Leadership to the Organization	RK												
Council one on ones, Council agendas, etc.	RK												
Administrative Support to the City Council	NM												
Records Management, Archiving & Destruction	TM	Finish I-drive file clean-up of dept files; destroy transitory digital records	Finalize CM dept file folder network structure; archive digital records	Establish annual plan for CM dept's records archiving/destruction			Dept paper records - archive/destroy (on-going work)						
ARPA Community Engagement and Work Plan Development and Implementation	SL	Prioritize Tool open to public	Prioritize Tool open to public	Prioritize tool closes. Analyze results and present to Council	Hire staff and launch Council approved ARPA work program	Launch ARPA work program							
ARPA Direct Cash Assistance	SL	Peak of payment distribution	Report to Council and monitor end of available funds	Report to Council and monitor end of available funds	Project close out and final accounting								
ARPA Federal Reporting	SL				Prepare for first financial report	Prepare for first financial report	Submit June financial report		Prepare for Oct financial report	Prepare for Oct financial report	Submit Oct financial report		
Affordable Housing Development Proposal	SL	Prepare RFP and onboard graduate student team	Issue RFP, discuss financial package and possible sources	RFP open	RFP closes; review partnership and design proposals	Select proposal and develop proposal package	Bring full affordable housing proposal and package to Council for approval; close out work with students	work on package for September	work on package for September	submit proposal and package to the annual State and County funding cycle	begin work on 2023 affordable housing proposal	begin work on 2023 affordable housing proposal	begin work on 2023 affordable housing proposal
Aquatic Center Feasibility Study	SL	If awarded feasibility grant, that work begins	Issue RFP to hire feasibility study consultant	RFP open	RFP closes; review and select consultant	Consultant launches work					Consultant concludes work	Present consultant report to Council	
North King County 24/7 Triage Center	SL		Support feasibility study work										
Support WCMA and NWWLA	SL			Host ICMA/WCMA conference	Open NWWLA application process	Respond to applicant questions	Convene Committee and select cohort		Host WCMA Summer conference				
LEGEND													

Less Steady Workload														
Substantial Workload														
Highest Peak Workload														
City of Kenmore 2022 Work Plan														
2022 WORKPLAN - FINANCE/ADMINISTRATION														
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
ANNUAL REPORT/AUDIT/FINANCIAL STATEMENTS														
Update Cost Allocation/Overhead Plan	LS/BR	update	data gathering ongoing *****										update	
Close 2021 Fiscal Year	BR	close out Dec	budget and year end entries											
2021 Annual Report preparation (file with State) / notes/ schedules	BR/LS		year end entries	report prep	review	due 5/30								
2021 Financial Audit	LS/BR		audit prep, account analysis, federal grant review, financial review											
File Annual Report on EMMA														
BUDGET - 2023-2024														
6 Year Forecast and Plan Update/review/update/	LS	revise per FSP, update for 2021 actuals, run projections, scenarios etc.												
Budget alternative to PBB budget model	LS													
Budget Kickoff	LS							Start budget process - projections, estimates / budget packets						
Budget Training in Incode	LS													
Dept Program Budget Prep	LS/ALL							Depts write budget narratives, input financial data						
City Manager Review of Dept Budgets	LS/RK													
City Council Budget Study and Presentations	LS/ALL									finalize & compile prelim 2021-2022 budget document				
Budget Adoption	LS/ALL											25-Nov-20		
BUDGET - 2021-2022														
Financial Sustainability Plan review/update/council presentation	LS													
Per Financial Sustainability Plan - implement Cable Utility Tax														
Monitor 2021-2022 Budget	LS	*****ongoing effort*****												
Budget Amendments 2021-2022/presentation/PH/Ordinance	LS											x		
CIP														
CIP Management	LS	ongoing effort												
CIP 2021-2026- review revisions, update, presentation, ordinance								June begin current cip update & presentation in July						
CIP 2023-2027, review, presentation, ordinance												Begin 6 year Update and Amendment 2023-2027		
PROPERTY TAX LEVY 2023														
Property Tax Levy 2023 - Regular & Excess-PH/ord. - 11/14/22 & 11/21/2.	LS											public hearing, ordinance for levy		
IT														
IT-Review controls, risk, exposure (software/electronic record preservation)					ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	
RISK MANAGEMENT														
Risk Management - processes/claims/misc.	LS													
2022 Annual Risk Management Audit	LS								WCIA					
Board Meeting - required 1x/year														
WCIA - Required 3 trainings/year														
FINANCING PUBLIC WORKS SHOP LAND ACOUISITION/CONSTRUCTION														
Research possible financing Banner Bank														
negotiate terms/issue Limited Tax General Obligation Bonds \$6.6 million														
CABLE UTILITY TAX PER FSP														
research/update ordinance/counsel discussions/AB/council presentation														

Less Steady Workload		City of Kenmore											
Substantial Workload		2022											
Highest Peak Workload		Work Plan											
2022 WORKPLAN - FINANCE/ADMINISTRATION													
	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
ONGOING													
Quarterly financial reports to Council	LS	4th quarter 2021			1st quarter			2nd quarter			3rd quarter		
Agenda Preparation and Agenda Bill Review	AW/LS	*****ongoing effort*****											
Payroll related reporting (fed/state)	CS/BR												
Payroll W-2s/1099s	CS	w-2s and reconciliations											
Ongoing Payroll & Benefit Admin	HR/CS	*****ongoing effort											
Invoices /Accts Rec /Grant Reimbursements	CS/BR	*****ongoing effort											
Cash and Investment Management	BR/LS	*****ongoing effort*****											
Review internal controls financial processes		ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort
IT Advisory Committee	BR/LS	*****ongoing effort*****											
Investment Advisory Committee	LS												
District Court Management Review Committee													
Oyster Committee Meeting - Public Safety Contract													
Ongoing Pandemic Response & Recovery	LS												
DEI Participation	LS												
Continuing Disclosure - Prop 1 Walkways&Waterways Compliance,Report	LS									Reporting			
CITY CLERK													
Council Meeting Setup and Support, Agendas, Minutes	AW	*****ongoing effort*****AV System/ Hybrid Meeting Intergration w											
Contract, Ordinance, Resolution Management	AW	*****ongoing effort*****											
Records Management	AW	*****ongoing effort*****											
Update of archiving and destruction schedule	AW	update departmental archives and indentify records for destruction				covid delayed effort							
File Clean up and organization	AW	*****ongoing effort*****											
Agenda Preparation and Agenda Bill Review	AW/LS	*****ongoing effort*****											
Human Services Contract Mgt	AW	November issue new contracts & inventory outstanding invoices											
Web page Updates: Council, Finance, Police	AW												
STORM Committee-"Staff Tackling Office Records Management"	AW												
Records Management procedures/policies													

City of Kenmore
2021 Work Plan

Department: **Police**

2022 Work Plan

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Police Administration	Chief	2021 Crime Stats Review Police Services Report Motorcycle Safety Grant WASPC Data Review Evaluations (ongoing) WTSC DUI Emphasis WTSC Distracted Driving Emphasis WTSC DUI Emphasis											
Patrol	Chief												
Investigations	Detective												
Crime Prevention Programs	Chief	Block watch presentations and business consultations year-round 4th of July NNO Prep. NNO Event											
Home & Business Security Checks	Chief												
Photo Enforcement Program Assistance	Chief												
School Outreach Efforts	Chief	Lunch with a Cop/Reading Program- all year via Zoom MS Drug Presentations											
Marine Services	Marine Sgt												
Prescription Drug Dropoff Box	Chief												
Navigator/RADAR Program	Chief												
DEI Process Involvement	Chief												
Community Outreach	Chief	Social Media management throughout the year Nurturing Trust Workshops (if pandemic allows) Social Media management throughout the year											

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

WTSC = Washington Traffic Safety Commission
NNO = National Night Out
RADAR = Response Awareness, De-escalation and Referral

Community Development
2022 Work Plan

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Comp Plan/Development Regs (docket)														
Housing Strategy Plan: Small Housing Types in single-family zones "missing middle" (2021 docket item)	LA/DB	PC review				PC Public Hearing	council review/adoption							
Update Land Use Element of the Comprehensive Plan, including TOD overlay assessment (2021 docket item)	LA/DB	PC review				PC Public Hearing	council review/adoption							
Update Housing Element of the Comprehensive Plan (2021 docket item)	LA/DB	PC review				PC Public Hearing	council review/adoption							
Comprehensive Plan amendment for the Public Works Shop (2021 docket item)	LA/DB	PC review				PC Public Hearing	council review/adoption							
TOD regulations (2021 docket item)	LA/DB	PC review	council adopts interim regs	research and prepare info for PC				PC public hearing	council review/adoption					
Update the Capital Facilities Plan Element of the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info			PC Public Hearing council review/adoption								
Update the Transportation Element of the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info					PC review						
Update the Surface Water Element of the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info					PC review						
Update the Economic Development Element of the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info					PC review						
Update the Public Service and Utilities Element of the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info					PC review						
Update the Utilities Element of the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info					PC review						
Add a Climate Change Element to the Comp Plan (2022 docket item)	LA/DB	council approves docket	research and prepare background info					PC review						
Policy and Strategy														
Thematic Goal (leadership team)	DB	team meetings, assisting with policies, review draft documents etc.												
Housing Affordability Internal Staff Team	LA/DB	team meetings, providing data, review draft documents etc.												
Lakepoint Internal Staff Team	LA/DB	team meetings, providin data, review draft documents etc.												
ST3 Stride BRT Internal Staff Team	LA/DB	team meetings, providing data, review draft documents etc.												
Aquatic Center Feasibility Study Internal Staff Team	DB	team meetings, providing data, review draft documents etc.												
Biennial budget	DB	team meetings, providing data, review draft documents etc.						preparing draft dept and park capital budget						
Covid-19 Pandemic	DB	team meetings, providing data, review draft documents etc.												
Renter Protections	DB	research and prepare regs		ordinance adoption	research		council discussion/direction		ordinance prep??					
Bench Property acquisitions, 7 parcels (Cozy Inn property already acquired)	DB	property negotiations												
Bench Conceptual Plan Development	DB	RFP for consultant/consultant selection/contract negotiation						develop concept						
Conceptual Plan Development for MMH (NUD and Fire District property)	DB	RFP for consultant/consultant selection/contract negotiation						develop concept						
Exceptional Tree Regulations	GO	oversight of intern; review documents etc.												
Public Art Policy	GO	oversight of intern; review documents etc.												
Park Capital Projects														
P-1 Twin Springs Park: Phase 1 Project (park opening)	RS	permit review						bid process		construction				
P-18 W&W Rhododendron Park: Waterfront Improvement Project (boardwalk mitigation)	RS	contract admin for		plant mitigation/monitoring										
P-18a Rhododendron Park: Float Mitigation	RS	contract admin for		plant mitigation/monitoring										
P 30: Rhododendron Park: Boathouse	RS	contract admin for		plant mitigation/monitoring										
P 26 Squires Landing: Float Mitigation	RS	contract admin for		plant mitigation/monitoring										
P 28 W&W Log Boom Park: Waterfront Improvement Project	MC	construction							project closeout	ongoing mitigation monitoring				
P31 Squires Landing Park: Park Land Acquisition Park Opening (192nd property)	RS	coordinate boy scout planting project with minimal park improvements for park opening					project closeout		ongoing monitoring					
P 27 W&W Squires Landing Park: Waterfront Improvement Project	MC	construction												
Recreation Programming and Other Park Projects														
Recreation Programs/partnerships (e.g. Skate Like a Girl, SkyHawks, YMCA, pilot youth swim program etc.)	RM	Program development /contract approval			Program promotion			camps/programs		program eval/report				
KWAC Contract (Squires Landing Park)	RM/RS	research and develop new contract terms								contract review/approval		manage contract		
Concession Contract for rental of hand-carry watercraft (Log Boom Park starting summer 2022)	RM/RS	RFP process				contract award		manage contract						
NSD Lease Agreement for Rhododendron Boatshed Use & NSD Agreement with Pocock for Rowing Programming	RS/RM	manage contract				rowing spring/summe/fall programs				manage contract				
Recreation Guide (online/hardcopy)	RM			update program guide										
Coordination Hangar/Town Square Programming	RM	coordinate permit and reservation process with program providers												
Squires Landing Park Interpretative signage coordination with the Heritage Society	RS/MC	develop scope of work/budget for interpretative signage												
Social Media and Website Support to City Manager's Dept	RM	assist with events and social media support as needed												
Pilot youth swim program	RM	options for aqua club & McDonald Swim school or other partners for a pilot fall youth program					contract approval			pilot program				
Partnership with the YMCA and NSD summer programming	RM	develop scope and program for summer												
Dog Park Options	RS	research and presentation to council 3/21/22				pursue partnerships King County and Bothell								
Native American Art (Squires Landing Park)	DB/MC	coordinate art location with KHS and artist						contract development						
City Hall Park Phase 2	RS	research options for amenities and cost. Project funding and authorization to be determined by council												
Grants														
2019 RCO Grant Award for Log Boom Park Waterfornt Improvement Project (\$470,575)	MC	admin	prepare and submit	report	admin	prepare and submit report			admin	prepare and submit report	admin			

2019 RCO Grant Award for Squires Landing Waterfront Improvement Project (\$700k)	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2020 King County Conservation District Grant (\$198k): Squires Landing Waterfront Project	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2019 King County Conservation Futures Grant Award (\$850k) for Squires Landing Land Acquisition at NE 192nd st.	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2019 State Appropriation Award (\$151,900) for Twin Springs Phase 1 Project	RS	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2020 King County Waterworks Grant (\$50k) for Squires Landing Waterfront Improvement Project	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2020 State Appropriation Request (\$908,460) Squires Landing Waterfront Improvement Project	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2021 King County Waterworks Grant (\$50k) Squires Landing Waterfront Improvement Project	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2022 thru 2027+ Pocock Rowing Foundation Fundraising for Rhody Boathouse Budget Shortfall: (\$503,185 unsecured)	RS	ongoing meetings with Pocock staff & quarterly reports to council						
2021 King County Conservation District Squires Landing Waterfront Improvement Project (\$15k)	MC	admin	prepare and submit report	admin	prepare and submit report	admin	prepare and submit report	admin
2022 King County Conservation District Squires Landing Waterfront Improvement Project (\$15k unsecured)	MC	grant prep/application			contract approval (if awarded)	admin	prepare and submit report	admin
2022 Port Grant (\$48,100 unsecured)	DB	grant prep/application		contract approval contract administration				
Working with Other Agencies								
ARCH: Staff committees	LA/DB	meetings, provide input/review as needed						
PSRC: Review/Comment on Regional Plan Updates	LA/DB	provide input/review as needed						
State Legislature: Review/Comment on Proposed Legislation	LA/DB	provide input/review as needed on proposed legislation			assess what actions needed by city to respond to legislation			
** Staff recommended docket items, Council approves Jan/Feb 2022								
Highest peak workload								
Substantial workload								
Less steady workload								
DB: Debbie Bent, Community Development Director								
LA: Lauri Anderson, Principal Planner								
RS: Rob Sayre-McCord, Parks Project Manager								
MC: Maureen Colaizzi, Parks Project Manager								
RM: Rita Moreno, Recreation Program Coordinator/Administrative Assistant								
PC: Planning Commission								

City of Kenmore
2022 Work Plan

Department: **Development Services**
2022 Work Plan - updated 5/2022

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December															
Day-to-day Work Load:																												
General Inquiries	Team	emails, virtual meetings																										
Intake/Management	TG	on-going permitting, electronic submittals and review																										
Development Review Meetings (pre-apps, pre-cons, and pre C-of-O meetings)	Team	virtual meetings																										
Permit & Project Reviews	Team	on-going permit review																										
Inspections	MS/TJ/LL	on-going inspections																										
Financial Guarantee Monitoring	MQ	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports																	
Day-to-day Code Enforcement	BB	on-going code enforcement issues																										
Public Records Requests	MQ	Steady year round																										
Land Use Notices	SL	Steady year round																										
Cooperative Nuisance Odor Complaints	BB																											
Service Requests	MQ/BB	Steady year round																										
Development Projects																												
Kenmore Urban Townhomes	SL	Land use review and decision				Engineering permit						Building Permits																
ST3 Park and Ride / TOD	BH	70% design work																										
Balbirnie Townhomes	TJ/LL	Engineering (Site Work)	Building permit review	Inspections																								
Lakepointe	BH									Site Plan Review	Development Agreement																	
NSSD Concert Hall at Inglemoor H.S.	MS	Inspections	Final CoFO																									
Allen Townhomes		Building Permit and Inspections																										
Meridian Townhomes		Building Permit and Inspections																										
25 Degrees Multi-Family	SL	Land -Use	SEPA						Engineering Permits																			
TOD projects if Moritorium Ends				Pre-app			Site plan and DA																					
Code Revisions																												
Code Revisions, including tree regs	Team	Miscellaneous minor updates and regulation changes throughout the year as time allows, (i.e., Tree Regs, Hardship Fee, etc..)																										
Special Projects																												
Permit Tracking Software (TRAKiT)	MQ/TG	Go Live w/New Version																										
Records Management	MQ	Annual plan for scanning, retention and destruction																										
MyBuildingPermit.com Program Team	TG	Committee meetings, annual forums & system maintenance				Testing New Release	Committee meetings, annual forums & system maintenance					Testing New Release																
Internal Staff Committees (website, safety, etc.)	Team																											
Integrate Trakit and CityWorks	MQ																											
Emergency Mgmt/NEMCo	BH					Interview and hire new EM			Update CEMP		Exercise																	
Updating Forms & Fillable Forms	MQ/TG																											
Development Services Procedures	Team	Review & create procedures																										
Status Review for Expired CE Permits	BB/LL																											
GIS (Updating GIS Layers and Info)	TJ																											
Climate Action Plan	Team																											
Diversity Equity and Inclusion	Team																											
Pandemic Response and Recovery	BH																											
Affordable Housing Development Project	BH	RFP		Selection		Council			Funding		Design Package																	
"Bench" Properties		Appraisals		Designs			Council		Negotiations																			
NFD Station 54		Discussions						Council		Rezone																		
Asphalt Plant	BB	Coordinate with Special Team- Emissions and PSCAA Permit Monitoring																										

BB = Bridgit Baker
BH = Bryan Hampson
LL = Lukasz Lisowski
MQ = Maura Query
MS = Mark Schwarzwalter
SL = Samantha Loyuk
TG = Tela Gardner
TJ = Thomas Joachimides

Legend:

= Highest Peak Workload

= Substantial Workload

= Less Steady Workload

Public Works Engineering	May 19, 2022	Less Steady Workload		JQ	Janet Quinn	TBG	Tobin Benett-Gold									
2022 Workplan		Substantial Workload		JV	John Vicente	TB	Terri Bielenberg									
Non-Capital		Highest Peak Workload		KV	Kent Vaughan	JS	Jarrett Smith									
City Council Review/Action				+												
					2022											
Project	Phase	Project #	Lead	Support	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Pavement Management Update			TBG	JV												
Service Requests - Traffic			TBG	Intern												
Traffic Calming Program			TBG	Intern												
Annual Counts program			TBG	Intern												
Crash Data Maintenance & Analysis			TBG	Intern												
Local Road Safety Plan			TBG	Intern												
Photo Enforcement Program			TBG	JV		+	+									
Arterial Speed Limit Review			TBG	Intern			+									
Bike/Scooter Share Analysis			TBG	JV												
Capital Projects Management			JV, TB, KV	JQ												
Pedestrian Facilities Plan			JV	Intern/KV/TLB			+		+							
Project Management toolkits			JV	JQ												
Municipal Code Update (Title 12 - Streets/Bridges, Title 13 - Utilities)			JV	JS			+		+		+					
Transportation Improvement Plan			JV							+						
Oversight of Capital Projects			JV													
Budget			JV													
Pandemic Related Activities			JV													
Transportation Comp Plan			JV	TBG												
ADA Transition Plan			JV	JQ			+		+							
Capital Improvement Plan Update			JV	KV/TLB												
Grants			JV	KV												
Interagency Coordination (Sound Transit 3, grant agencies, committees, WSDOT)			JV	TBG/KV												
Lakepointe Development			JV													
Franchise Right of Way Permit Review			JS	JV												
Franchise Right of Way Permit Inspection			JS													
Right of Way Code Compliance			JS	JQ												
Permitting Process and Procedures			JQ/JS	JV												
Franchise Right of Way Permit Coordination			JQ													
Contracting/Invoicing			JQ													
General Administrative support			JQ													
Website			JQ	Everyone												
Records Management			JQ	JV												
City Committees			All													
Diversity, Equity, and Inclusion			ALL													
Climate Action Plan			JV	All												

Public Works
Environmental Services Division
2022 Workplan

Less Steady Workload

Substantial Workload

Highest Peak Workload

		2021	2022												2023
Project	Lead	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Surface Water Service Requests															
Routing	SR														
Investigation, response, follow-up, close	AA, AS,RS														
Cityworks															
Administration (Approx. 40 Hours Annually)	RS														
Work Order System Update for Public Works	RS														
Utility Locates															
Intake & Routing (Approx 480 hours Annually)	SR														
Field Marking (Approx 140 Hours Annually)	AA/AS														
Aquatic Weed Program - expanded program using non-herbicide methods	RS,SR		Permits/Advertise				Treatment Window				Treatment Survey				
NPDES Permit Administration/Management	RS														
Permit Reporting	RS														
Stormwater Planning	RS														
(SW Planning) Coordination with Long Range Plan Updates	LA, RS														
(SW Planning) Low Impact Development Barriers Analysis (Annual)	RS														
(SW Planning) Stormwater Management Action Planning - Watershed Inventory	RS														
(SW Planning) Stormwater Management Action Planning - Prioritization	RS														
(SW Planning) Develop Stormwater Management Action Plan															
Education and Outreach (Approx 240 Hours)															
(Ed & Outreach) Regional Coord	AA														
(Ed & Outreach) Summer Activities	AA														
(Ed & Outreach) Behavior Change Program	RS, AA														
(Ed & Outreach) Stewardship Program	RS, AA														
(Ed & Outreach) Web Updates	SR														
Public Involvement and Participation (Including SWMP and SMAP)	RS														
Mapping/GIS Updates (New features require mapping)	AS														
Illicit Discharge Edtection & Elimination (IDDE)															
(IDDE) Illicit Discharge Detection & Elimination (IDDE) Field Screening	AA														
(IDDE) Illicit Discharge Detection & Elimination (IDDE) Investigation/Response	ESD														
Development & Construction															
(Development/Const) Adopt Updated Codes/Standards (Manual)	RS														
(Development/Const) Project Tracking/Reporting	SR														
(Development/Const) Training	RS														
(Development/Const) Plan Review	DRE, AS														
(Development/Const) New Const Inspection	DRE, AS,AA														
(Development/Const) Performance Bond Inspections	DRE,AS, AA														
(Development/Const) M/D Bond Inspections	AA, AS														
(Development/Const) Ongoing Inspections (i.e. ESC)	DRE,AA, AS														
(Development/Const) Completed Private Facility Inspections	AS														
(Development/Const) Completed Private Faciltiy Enforcement	AS														
Operations and Maintenance															
(O&M) Public Facility Inspections	AA														
(O&M) Public Faciltiy Maintenance Work Orders	AA														
(O&M) Seasonal Hiring/Training	RS,SR														
(O&M) Conveyance Inspections	AA,RS														
(O&M) ROW Conveyance Maintenance	AA,RS														
(O&M) Facility Mowing/Inspections (Going in-house instead of contractor)	RS			Advertise/Hire		Continuous Mowing Through September						Crew Conducts Winter Mowing			
(O&M) Routine Sweeping Work (Contract)	RS,CC			1st Round			2nd Round			3rd Round		4th Round	5th Round		
(O&M) Vactor Contract	RS														
(O&M) Conveyance System Vactor Maintenance	AA														
(O&M) Contracted Maintenance Support Work	RS														
Source Control Program Development (increased NPDES requirements)	RS														
(SC Prog) Adopt Ordinance requiring source control	RS														
(SC Prog) Establish Business Inventory	RS														

Public Works
Environmental Services Division
2022 Workplan

Less Steady Workload
Substantial Workload
Highest Peak Workload

		2021	2022												2023	
Project	Lead	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	
(SC Prog) Implement Inspection, Enforcement, & Training Program	AS															
Total Max Daily Load (TMDL) Sampling	AA															
Monitoring and Assessment	RS															
SWM Fund/Budget																
Budget Review/Update	RS															
SWM Fee Update - Send To King County	RS															
SWM Fee Impervious Area Update - Property updates	AS															
SWM General Facilities Charge Review/Updates	RS															
Invoice tracking & management	SR															
Stream Monitoring																
Swamp Creek	AA															
Trib 0056	AA															
Air Quality Monitoring (Continue with MS & Look into other technologies such as Purple Air)	RS															
SWM Legal																
Public Record Requests	SR, RS															
Inquiries/Claims/Case Review/Coordination	RS															
Grant Program (Side Sewer Line Repair Program)	RS	Evaluate/Design/Advertise						Construction								
Capital Projects																
SW-8 190th/61st Culvert Replacement	TB/RS	Permits/Advertise														
SW-20 Small Works	RS	Finish Design & Advertise								Construction						
SW -31 66TH/196TH Drainage Improvement	RS	Finish Design & Advertise								Construction						
F1 - Public Works Facility Site Acquisition & Development	RS	Re-Zoning as part of the Comp Plan Amendments						Public Works Facility Design/Site Demo								
SW-34 Blueberry Creek Culverts (Design)	RS															
Reports/Studies																
Stream Culvert Assessment																
Retrofit Analysis (for aging SWM facilities)	RS															
SW Master Plan Update/SW Element Update	RS															
Tributary 0057 Analysis	RS															
Safe Salmon Certification	RS															
Climate Action Plan																
Establish Strategies and Actions	RS,SR															
Final Phase - Write and Adopt CAP	RS,SR															
Implement	RS,SR															
Monitor/Update GHG Inventory	RS,SR															
Diversity, Equity, and Inclusion	RS															
Regional Coordination (WRIA 8, Watershed Restoration, APWA, Upstream Jurisdictions)	RS															
King County-Cities Climate Collaboration (K4C) Representation	RS															
Local Community Group Coordination (i.e. SNO-KING Watershed Council)	RS															
King County Sammamish River Capital Investment Strategy (KC, Forterra, Neighbors)	RS															
SWM On-Call Contracts	RS															
Pandemic Impacts	RS															

NEW OR EXPANDED PROGRAM

- RS

Richard Sawyer
- AA

Ashley Adelman
- AS

Art Simpson
- SR

Sammie Roeun
- TB

Coordinated with ENG Terri Bielenberg
- DRE

Coordinated with DS Dev Rev Engineer
- JeG

Jennifer Gordon
- LA

Coordinated with CD Lauri Anderson

Department: **Human Resources & Diversity, Equity, and Inclusion**

2022 Work Plan

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
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1	DEI policy and process imp	LP						DEI Report, Policy and recommendations		Adopt DEI Policy		
2	Teleworking Policy	LP			Adopted 3.29.22							
3	Transfer of HR functions from payroll	LP										
4	Employee training, including anti-harassment training	LP				Anti-Harrassment Trainings 5.18.22 and 5.25.25						
5	Continuation on amending Pandemic Policies as-needed	LP										
6	Onboarding and Talent Acquisition process and Leadership/panelist training	LP										
7	Salary Survey and salary plan update	LP										
8	AWC eWellness Application	LP	Prep for submission on February 1									
9	Employee Benefits Administration	LP										
10	Title VI Reporting	LP			Submitted 4.29.22							
11	Personnel Policies update	LP										
12	Day to day and ad hoc (Employee Relations;	LP										

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

Operations and Maintenance of Streets/SW, Parks, Facilities and Fleet

Less Steady Workload

Substantial Workload

Highest Peak Workload

2022 Workplan

		2022											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Covid-19 Response & Recovery - Policies & Procedures internal and external, PPE Supplies procurement and distribution for employees and public, Signage for facilities and parks, agency (State, County and City groups) meetings & coordination, NEMCO related to Covid, CARES Act materials and supply order and distribution (PPE for staff and th public, remote and office tools/equipment, trainings, City Hall and Hangar Covid modifications). Return to office planning and implementation.	JeG												
CIP - Public Works Facility Site Acquisition & Development	JeG	Re-Zoning as part of the Comp Plan Amendments									Public Works Facility Design/Site Demo/		
CIP Facilities - Police Chief Office	JeG	Project Eliminated											
Division Administration and Support	JeG												
2023-2024 Biennial Budget Preparation	JeG												
Customer Service Committee	JeG/NS												
Safety Committee	JeG												
CAP - Climate Action Plan	JeG												
DEI - Diversity, Equity & Inclusion	JeG												
Facilities Access Control	JeG												
Asset Management	JeG												
Employee Evaluations	JeG/CC/QP												
Standard Operating Procedures	JeG												
Annual Workplan Management	JeG												
Department Budget Management	JeG												
CIP Operation and Maintenance input and project support for Walkways & Waterways and other capital projects	JeG/CC/QP												
Parks Lanndscape Maintenance Contract Management	QP												
ROW Landscape Maintenance Contract Management	CC												
King County Roads Services Contract (street sign installation and maintenance of sign inventory, signal operations and maintneance, banner installation/removal, thermoplastic markings & striping, and coordination with traffic engineering)	JeG												
Janitorial Services Contract (CH and Hangar)	BG												
Summer Seasonal Positions (advertising, hiring and managing)	CC/QP												
City Events Support	JeG/CC/QP												
Customer Service Portal Administration	NS												
Service Request & Work Order Management	NS												
Staff Administrative Support	NS												
Division Website Management	NS												
Division PRR Management	NS												
City property damage claims reimbursements	NS												
Moorlands Park Athletic Reservations/Scheduling	NS					Summer Resrvations							Spring Reservations
Senior Center Lease/Picnic Shelter Reservations	JeG/NS												
inspections & audits, contract management, landscape maintenance, managing landscape maintenance contract, small project management done internally or by small works contracts, intergrated pest management, irrigation, parks signs, parks amenities, trail maintenence, hardscape maintenance, Senior Center building maintenance, parks/facilities snow & ice control, management & oversight to part time Maintenance Worker, special events support, volunteer parks project support, coordination with Moorlands Athletic Field users, and safety officer)	QP/GG												

		2022											
Project	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Facility Maintenance (Contract management, HVAC, elevator maintenance, access control, generator, fire panel and sprinkler maintenance, furniture repair, janitorial, plumbing, electrical/lighting, small project management done internally or by small works contracts, routine building maintenance/support, special events support, facilities snow & ice control, plans/schedules/implements weekly & monthly workplans, and safety officer)	BG												
The Hangar and Town Square Facility Maintenance	BG												
The Hangar Reservation Support	BG					Re-start Reservations							
City Hall Facility Rental Support	BG					Re-start Reservations							
Streets Maintenance (Contract management, ROW Vegetation, integrated pest management, roads maintenance and repair, temporary traffic control, snow and ice control, bridge cleaning and repair, bullseye maintenance, street sweeping, SW facility repairs, sidewalk repair, small project management done internally or by small works contracts, management and oversight to Maintenance Workers, plans/schedules/implements weekly & monthly workplans, and safety officer)	CC												
Street Banners	JeG	Eliminated Porgram for 2021											
Holiday Lighting	JeG												
Beautification (Hanging Baskets)	CC	Eliminated Program for 2021											
Fleet/Equipment Acquisition and Maintenance	JeG												
Community Recycling Events	JeG	Grant Submissions/					Spring Event	Grant Submissions		Fall Event	Grant Submissions		
Community Events and Volunteer Program Support	JeG/QP/CC												
Emergency Operations - Operations Section/NEMCO Board/NIMS Training Coordinator	JeG												
Property Management: Post Office & Diva Espresso	JeG												
Kenmore Senior Center HVAC Replacement	JeG/QP	Parts & Materials On Order					Construction						
KBI Furniture Surplus & Electronic Recycling	JeG												
CIP Support/Transition to Maintenance Projects	JeG												
Walkways and Waterways Parks Project: Squire's Landing	MC												
Walkways and Waterways Parks Project: Log Boom Park	MC					Transition from Construction to Operations							
Twin Springs Park Opening	DB												
Open space property located @7637 NE 192nd St	RSM												
Walkways and Waterways Sidewalk Project: 68th Ave NE	KV												
Walkways and Waterways Sidewalk Project: Juanita Drive	KV												
West Samm Bridge	JV/TB					Transition from Construction to Operations							
NE 190th St Culvert Replacement	TB												

Jennifer Gordon - JeG
Nicki Sawyer - NS
Curtis Clifton - CC
Quinn Proffitt - QP

Bill Garza - BG
Gary Gieger - GG
James (Jim) Garrity - JaG



City Of Kenmore, Washington

Memorandum

Date: April 29, 2022

To: City Councilmembers
City Manager, Rob Karlinsey

From: Leticia Salcido, Finance and Administration Director

Subject: City Council Retreat – Financial Review

-
1. FSP – Financial Sustainability Plan
 2. Financial Forecast – Muncast
 - a. Baseline model
 - b. Alternative scenario
 3. Budget 2023-2024
 - c. Calendar

FINANCIAL SUSTAINABILITY PLAN (FSP)

The City of Kenmore has adopted balanced budgets and maintained healthy fund balances over the years but in 2019 the City's financial forecasts showed that operating expenditures were likely to exceed operating revenues in future years. The contributors to the situation were a combination of state-imposed restrictions on property tax growth, unfunded mandates flat or little growth in other revenues and growth in operating revenues that was not keeping up with the cost of providing city services.

The City retained a firm to serve as independent consultant to review the financial condition and to assist in working toward a balanced financial forecast. The financial consultant confirmed the projected structural deficit that at the time was forecasted by 2022 or sooner (with the expected pandemic recession). The consultant reviewed Kenmore's fiscal capacity and concluded that compared to other cities in the area, Kenmore's General fund revenues per capita were relatively low.

The City approved a process and created a Financial Sustainability Task Force to advise the City Manager on ways to resolve the structural deficit. Community input via means of a budget simulator tool was also obtained. The task force presented their findings and recommendations for a financial sustainability plan to the City manager and City Council. A financial sustainability plan was developed which included a combination of expenditure reductions and revenue enhancements. The strategies in the plan were to strengthen the City's financial position and maintain fund balance at the City Council's target threshold (20% of operating expenditures) through 2028. The strategies approved by Council included the following:

- a. General Fund revenue strategies
 - i. Cable TV utility Tax (6%) – 2022
 - ii. Property Tax banked capacity – 2023 (over 4 years)
 - iii. Surface water utility tax (6%) – 2023
 - iv. Admissions tax (golf courses, bowling alleys, theaters, performing arts centers) – 2024



City Of Kenmore, Washington

Memorandum

- b. General Fund Expenditure strategies
 - i. Continuation of most of the expenditure reductions made in 2020
 - 1. Discontinuance/reduction of various programs.
- c. Street Fund revenue strategies
 - i. Traffic Photo Enforcement – mid 2022
 - ii. Voter approved transportation sales tax - 2027

The General Fund strategies outlined in the financial sustainability plan and approved by Council are on track to be implemented. The city continues to operate within the expenditure reductions made in 2020 and reflected in the current budget. The implementation of the utility tax for cable TV (2022) requires an ordinance amendment. It has been prepared and will be presented to Council within the next month.

The photo enforcement program has been approved by council however the timeline for photo enforcement has been delayed and it is conservative to assume that we cannot expect significant revenue from photo enforcement in 2022 (the original estimate for 2022 was \$500,000). The estimates for photo enforcement revenue remain unchanged for 2023 and forward.

Results of operations 2021

The results of operations for both the General Fund and the Street Fund were better than expected.

The General Fund revenues from sales tax and development fees allowed the fund balance to remain strong.

The Street Fund continues to receive the allotment from the Transportation Benefit District Fund (vehicle license fees) in the amount of \$350,000 per year. This revenue source was not included in the original budget because it was thought that it would be eliminated by I-976 which was held unconstitutional and therefore the city continues to receive it.

General Fund -

The General Fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Activities within the General Fund include Public Safety, Public Works Engineering, Community Development, Development Services, Parks, Facility Maintenance, and administrative services such as City Manager, Legal, Finance, City Clerk and City Council. As of December 31, 2021, the City of Kenmore's revenues and expenditures in comparison to the City's 2021-2022 adopted biennial budget are as follows:

General Fund Revenues:

As of December 31, 2021, biennium to date, revenues exceeded expenditures by \$2,420,629. Revenues received in the amount of \$16.7 million represent 59% of budgeted revenues (\$28.5 million). Major contributors to the net increase include a \$2.3 million loan repayment, increase in sales tax and development revenue.



City Of Kenmore, Washington

Memorandum

Sales Tax revenue generated \$3.6 million in 2021 and represents 68% of the amount budgeted for the biennium in the amount of \$5.3 million. Sales Tax revenues in 2021 was 24% higher (\$689,000) than the amount received in 2020. The major increase came from the industries in construction (\$298,000), retail (\$166,000), and services (\$155,000).

Development & permit revenue in 2021 was \$1.3 million or 75% of the amount budgeted for the biennium (\$1.7 million) and \$174,000 higher than the amount received in 2020.

2021 General Fund Expenditures:

Expenditures totaled \$14.3 million or 50% of the amended budget amount for the biennium (\$28.6 million).

General Fund - Fund Balance:

The ending fund balance for the General fund, as of December 31, 2021, was \$4.7 million.

The actual results in revenues and expenditures are included in the forecast projection model discussed in this memo.

Street Fund – Fund Balance:

The ending fund balance for the Street Fund was \$2 million as of December 31, 2021. Revenues totaled \$1.8 million while expenditures totaled \$1.4 million.

FINANCIAL FORECAST FY 2023-2028– NO RECESSION

Finance has updated the financial forecast model known as Municast to include current assumptions and actual year-to-date revenues and expenditures. The forecast is for the period that extends to 2028 and which represents three future biennium budget periods. This forecast includes actual balances for calendar year 2021 and estimates for 2022. In most cases (except property tax, salaries, benefits, interfund transfers), 2022 estimates assume the same level of revenue. 2022 expenses have been adjusted to reflect the 6.2% COLA increase.

The baseline model includes considerable number of assumptions for each individual revenue and expenditure category. The basic assumptions underlying the baseline forecast in the General fund for the most significant categories of revenue and expenditure include the following:

General Fund Revenue Assumptions

- 1) Property Tax Levy & new construction combined growth of 1.5% annually 2024-2028. This is comprised of 1% statutory allowable increase plus 0.5% increase from new construction.
 1. adding banked capacity of \$100,000/year in 2023-2026
 - a. increases property tax revenue to 3.3% per year
 2. adding banked capacity of \$50,000 on the last year 2027
 - a. increases property tax revenue to 2.5%
- 2) Sales Tax growth of 4% in 2023 and thereafter.
- 3) Criminal Justice Sales Tax 4% growth in 2023 and thereafter



City Of Kenmore, Washington

Memorandum

- 4) Utility Tax gas/electric growth 1% in 2023 and thereafter
- 5) Utility Tax cell Phone/telephone decrease 1% in 2023 and thereafter
- 6) Development Revenues growth 2% in 2023 and thereafter
- 7) Water/Sewer franchise revenues growth 1% in 2023 and thereafter (based on actual collection trends)
- 8) Comcast/Ziplay franchise revenue no growth in 2023 and thereafter (based on actual collection trends)
- 9) Liquor taxes and profits growth 1% annually
- 10) Per FSP – Cable utility Tax starting in 2022 (1/2 year - \$192k) and increase to full year in 2023 (\$384k) and no growth thereafter.
- 11) Per FSP – Surface water utility tax starting in 2023 estimated annual amount \$125,000 and growth at 3% per year thereafter.
- 12) Per FSP – property tax banked capacity starting in 2023 at approximately \$100,000 per year (2023-2026) and \$50,000 in 2027
- 13) Per FSP - Admissions tax starting in 2024 at \$200,000 per year

General Fund Expenditure Assumptions

- 1) Salaries & wages growth 7% in 2023 and 4% thereafter
 - a. 2023 Salary increases (COLA) - based on June CPI
 - b. CPI as of February 2022 was 8.5%
- 2) Employee benefits (medical/pension) 6% growth in 2023 and thereafter
- 3) Personnel - increase by two new maintenance worker positions
 - a. Funded 50% General Fund and 50% Street Fund
 - b. One position annual salary & benefit cost \$81,538
 - c. Cost over the 6-year forecasted period for 1 position \$575,624
- 4) Contracts and other expenditures 3% growth in 2023 and thereafter
- 5) Police Contract 14% growth in 2023, 4% in 2024 and 3% thereafter
 - a. 2023 expenditure increase due to labor, risk insurance, body worn cameras
- 6) Human Service contributions 3% growth in 2023 and thereafter.
- 7) Transfer to Street fund limited to the revenues collected from water/sewer franchise fees.
- 8) Debt service on financing for public works shop – property acquisition and initial construction costs
 - a. General fund portion only
 - i. \$33,600 in 2023
 - ii. \$63,600 2024-2028
 - iii. total of \$351,600 over the 6-year forecast period
- 9) Holt property purchase in 2022 in the total amount of \$3.2 million. General Fund Portion \$2.2 million and Strategic Opportunities Fund \$1 million.



City Of Kenmore, Washington

Memorandum

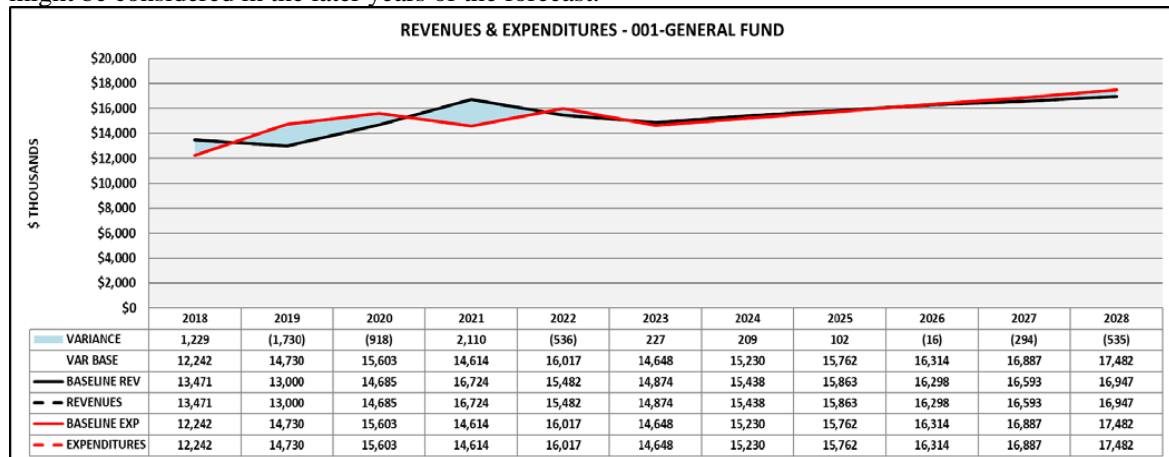
Other new programs considered but not included in this baseline forecast - \$214,000/year (\$1.3 million over 6 years)

- 1) Farmer's market - \$70,000/year
- 2) Community court - \$10,000/year
- 3) Expanding RADAR program to \$100,000 from the current budgeted amount of \$50,000 for an increase of \$50,000 per year
- 4) Climate action plan implementation
- 5) Diversity Equity Inclusion implementation costs

The 6-year financial plan is comprised of various moving parts and requires continuous updates and an understanding of the tax base and the way that different taxes react to the underlying causes in the economy (i.e., pandemic, inflation, etc.). It must be updated to reflect current economic conditions and changes in it. The goal of this plan is that the lines for revenues and expenditures do not cross and that the projections indicate that sufficient revenues will be generated to sustain the increased price of government.

The baseline assumptions are conservative and are based on historical quantitative data (identifying one-time trends and eliminating it from the data) current trends, current economic data, forecasted economic data, financial sustainability plan assumptions, programs, and goals of the organization.

The following is a review of the General Fund Six Year Financial Forecast using the baseline revenue/expenditure projections without a recessionary adjustment. This forecast includes the financial sustainability plan's recommended strategies; Cable Utility Tax of 6% starting mid-2022, Property tax banked capacity and Surface Water Utility Tax starting in 2023. The graphs show the impact on revenues, expenditures, and fund balance and provides direction on other decisions that might be considered in the later years of the forecast.



2019 – variance due to an additional \$1.4 million transfer to street fund and \$600,000 transfer to Strategic Opportunities Fund

2020 – variance due to \$2.3 million loan to Sammamish Bridge Fund, increase in revenues and lower expenditures

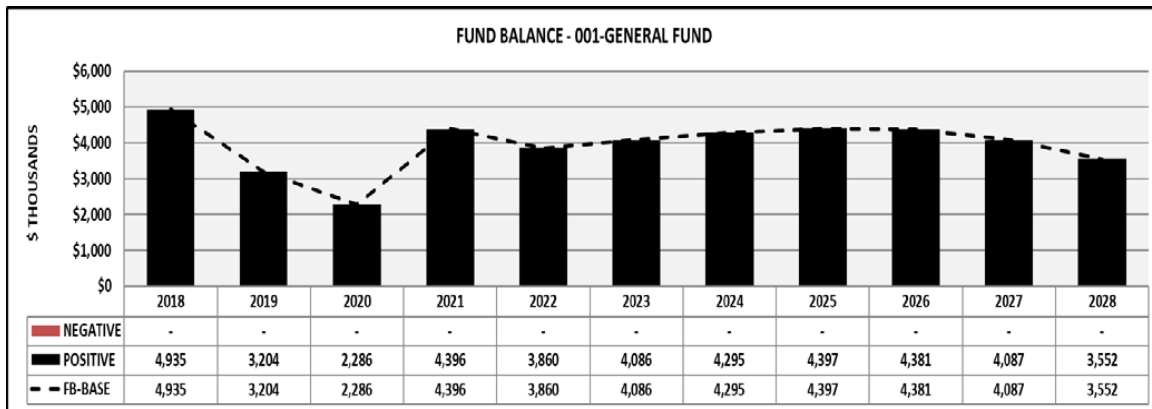
2021 – variance due to \$2.3 million repayment from Sammamish Bridge

2022 – variance due to land acquisition Holt property for \$2.2 million, loan repayment \$1 million, increase revenues



City Of Kenmore, Washington

Memorandum



Conclusion – General Fund:

The assumptions in the forecast manage to keep fund balance above the 20% requirement through 2028. Fund balance is \$55,000 over the required amount in 2028.

A structural deficit (revenues lower than expenditures) is seen in 2026 when expenditures exceed revenues by \$16,000 and continues in 2027 and 2028 with a gap of \$294,000 and \$535,000 respectively. The main reason for the structural deficit is that revenues are not keeping up with expenditure growth. Expenditures reflect increases due to inflation, labor, pension, and benefits costs. Revenue growth reflects an increase of approximately 2.1% to 2.8% per year while total expenses change at 6% in 2023, 4% in 2024 and an average of 3.5% in 2025-2028. Major expense categories include salaries, benefits, and the police contract. Salaries reflect an annual growth of 7% in 2023 and 4% thereafter, benefits (mainly pension and health insurance) of 6% and police contract of 14% in 2023, 4% in 2024 and 3% thereafter. Combined these three categories and the required transfer to the Street Fund account for approximately 70% of the total General Fund budget.

Potential revenue enhancement strategies - to maintain the balanced relationship between revenues and expenditures:

1. Utility Taxes

- a. Increase existing to maximum allowed under State law
 - i. Electric/gas utility tax rate from 4% to 6%
 - ii. \$378,000/year
- b. New utility tax – solid waste
 - i. \$180,000/year
- c. Property Tax Levy Lid Lift –
 - i. special purpose such as climate action plan or public safety



City Of Kenmore, Washington

Memorandum

FINANCIAL FORECAST – RECESSION

Previous recessions have been triggered or at least attributed to situations like the oil crisis, quadrupling of oil prices, stock market crash, high inflation (1973-1975), revolution in an oil producing country, increase in the price of oil, energy crisis, high inflation, tight monetary policy to control inflation (1981-1982), subprime mortgage crisis and the collapse of housing bubble (2007-2009). Some of these past triggers are occurring in our current economy and it is prudent to be prepared for such a situation by analyzing potential financial impacts of a recession and be prepared with a plan of action to be able to pivot in such a situation.

An Alternate recession scenario depicting a downturn in the economy and the effect on City finances was developed. While we cannot predict the impact of a recession, we can demonstrate a range of possible scenarios based on the last recession. The comparison is not perfect because some variables are different. As an example, the inflation rate is substantially higher this time around at 8.5% (March 2022) while this rate was 3.8% in 2008 and <0.4%> in 2009. However, the historical experience does provide a quantitative basis to assist in the projections. In our model the recession starts in 2023 and continues to 2024.

For this scenario we looked at the last recession, which occurred in 2007 through 2009, to determine the impact on key revenues and how long it took to rebound from the downturn. A review of the change in sales and property taxes during the last recession (2008-2010) is as follows:

- 1) Sales Tax
 - a. < 2.6%> in 2008
 - b. <13.6%> in 2009
 - c. < 3.3%> in 2010
 - d. < 5.0%> in 2011
- 2) Property taxes
 - a. 3.02% - 2008
 - b. 2.32% - 2010
 - c. 0.42% - 2012
- 3) Building related was mostly affected in 2010 when revenues dropped 30-40% but this could be a combination of recession and project completions.



City Of Kenmore, Washington

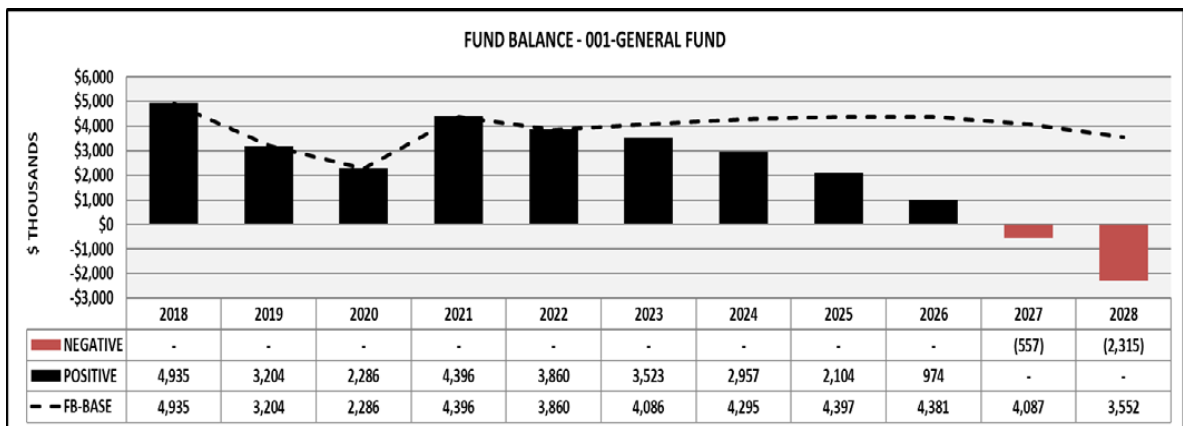
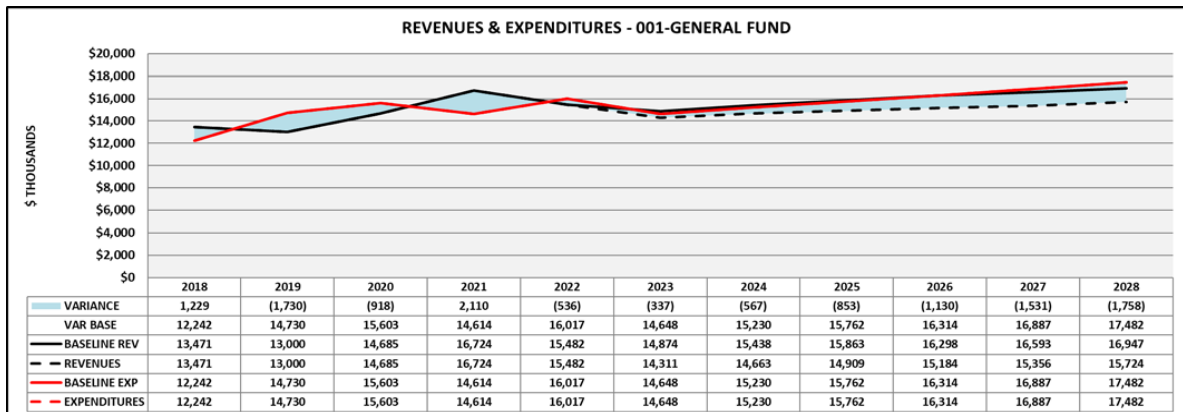
Memorandum

Scenario 1 – Impact of a recession on General Fund revenues at 50% of 2009 recession.

In this scenario the impact is mostly in sales tax revenue which is quite volatile in a recession environment. Other major revenue sources in the General Fund are more stable and are not impacted as significantly.

The recession scenario starts in 2023 and the effect on sales tax revenues lingers for the next four years. The forecast in this scenario has a variance (budget gap) of \$337,000 in 2023, \$567,000 in 2024, \$1.1 million in 2026 and increases to \$1.8 million in 2028.

The Fund balance would decline to negative \$2.3 million in 2028 in a scenario with a recession of at 50% the magnitude of the one experienced in 2009.





City Of Kenmore, Washington

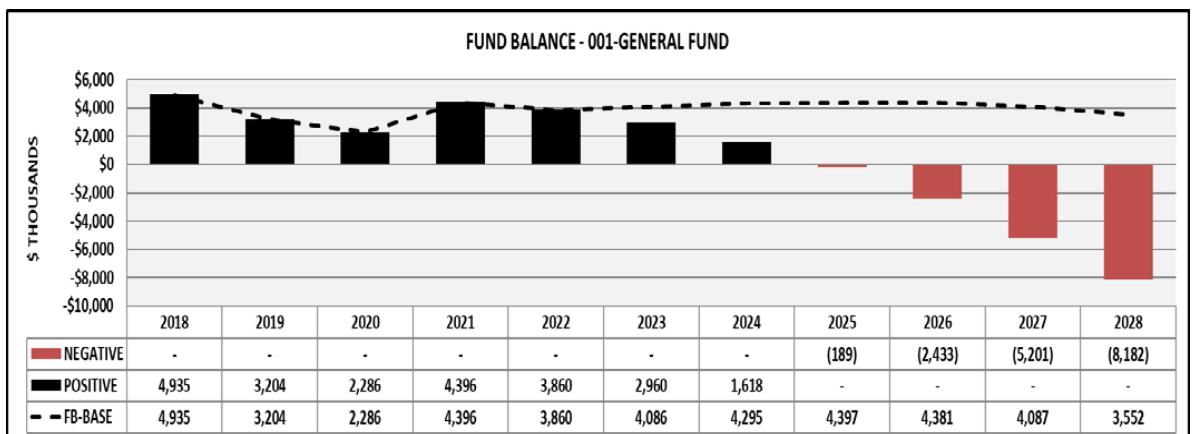
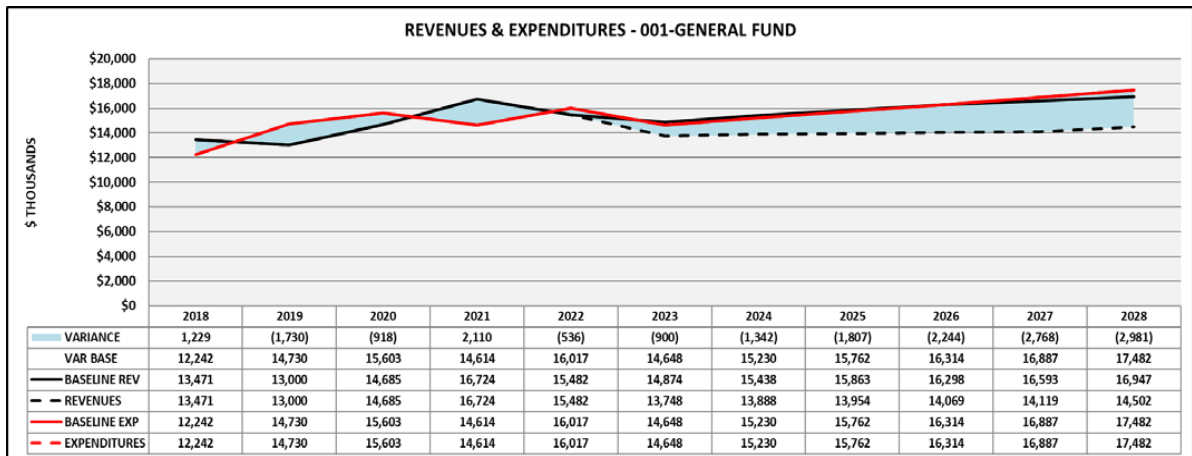
Memorandum

Scenario 2 – Impact of a recession on General Fund revenues at 100% of 2009 recession.

In this scenario the impact is mostly in sales tax revenue which is quite volatile in a recession environment. Other major revenue sources in the General Fund are more stable and are not impacted as significantly.

The recession scenario starts in 2023 and the effect on sales tax revenues lingers for the next four years. Sales tax revenues decline from the actual amount in 2022; 13.6% in 2023 and 3.3% in 2024. However, the reduction in revenues compared to the baseline positive revenue assumptions is much higher. The forecast in this scenario has a variance (budget gap) of \$900,000 in 2023, \$1.3 million in 2024 increasing to \$3 million in 2028.

The Fund balance would decline to negative \$8.1 million in 2028 in a scenario with a recession of the magnitude at 100% of the one experienced in 2009.





City Of Kenmore, Washington

Memorandum

Street Fund

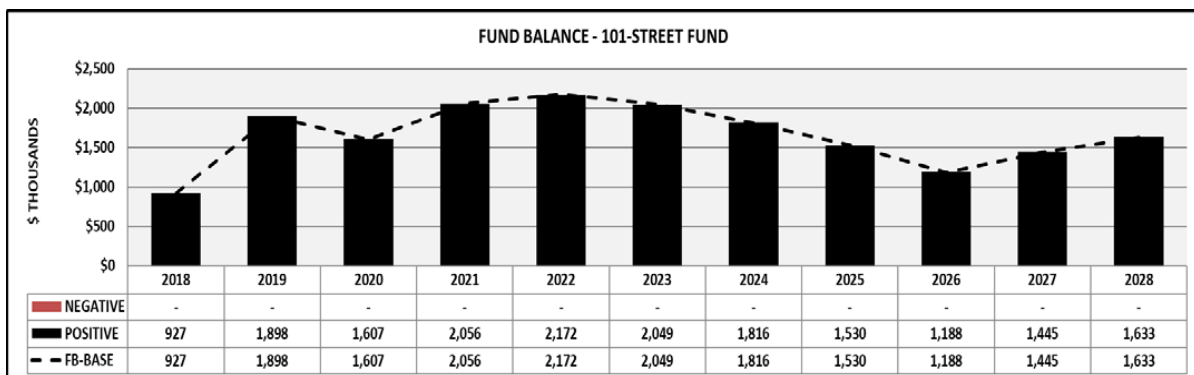
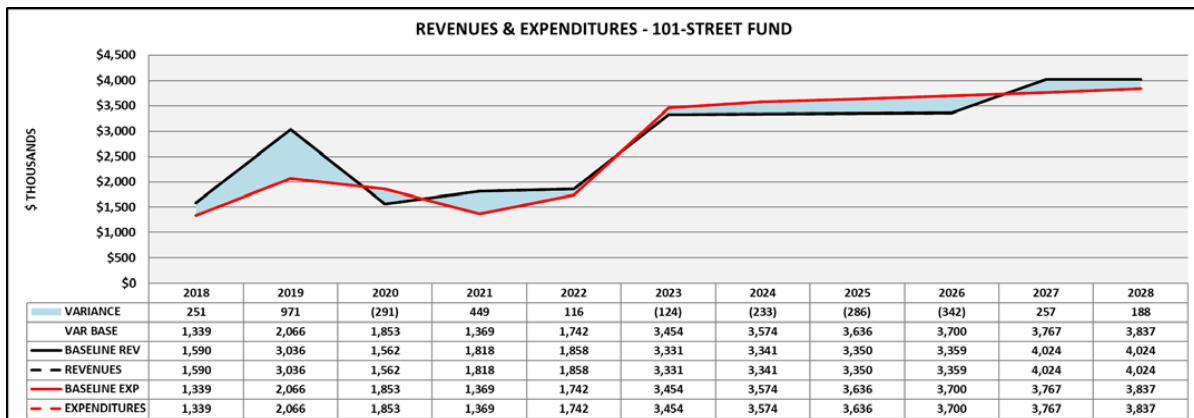
Revenue Assumptions

1. Continued revenue source from vehicle license fees in the annual amount of \$350,000
2. Continued revenue source transfer in from General fund but limited to the amount of actual water/sewer franchise fees collected
3. Annual contribution from REET Fund in the amount of \$100,000 for road maintenance
4. Annual revenue from photo enforcement infractions in the estimated amount of \$1.7 million (2023 and thereafter)
5. New transportation sales tax starting in 2027 and generating approximately \$657,000 per year

Expenditure Assumptions – based on projected funding levels

1. Road preservation in the amount of \$1.7 million per year
2. Debt service for public works shop financing of approximately \$60,000 per year

Conclusion - Based on the above assumptions this fund will maintain a fund balance through 2028 that meets the 20% reserve requirement.





City Of Kenmore, Washington

Memorandum

Surface Water Fund

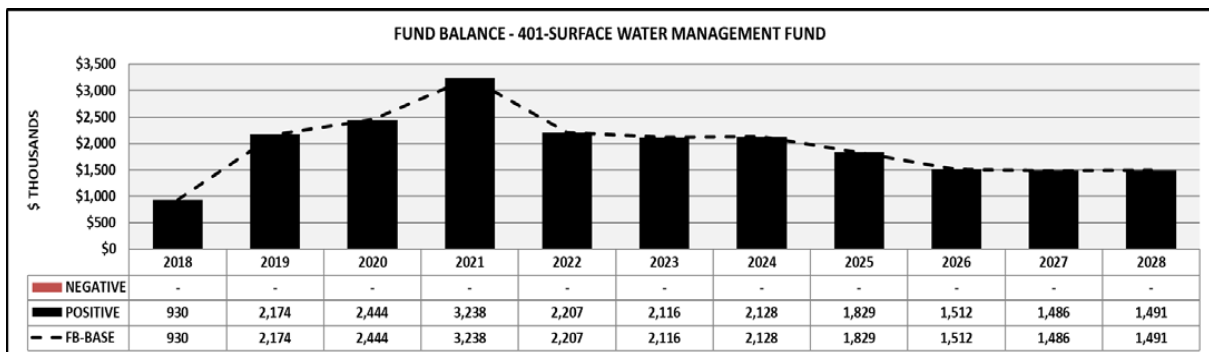
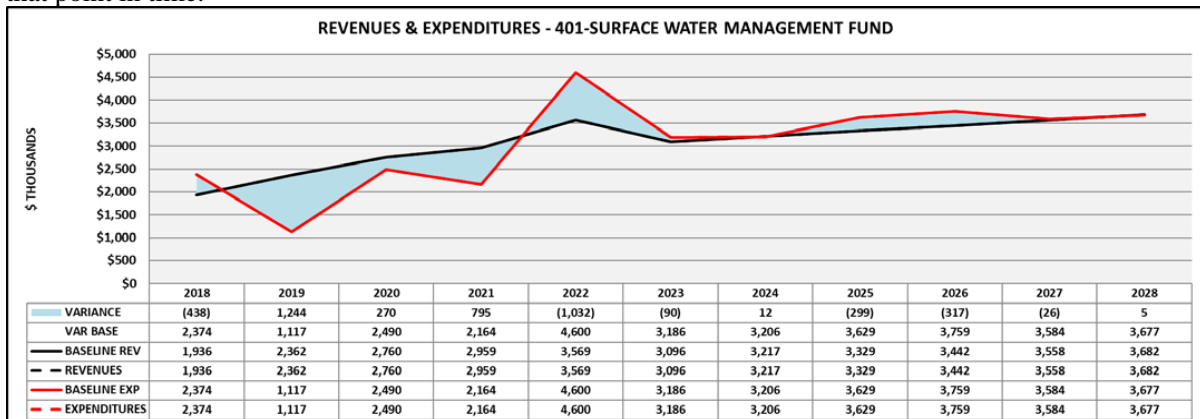
Revenue Assumptions

1. 4% rate increase (2022-2024) per rate study approved by Council
2. 3.5% rate increase 2025-2028 (will need additional rate study and council approval)

Expenditure Assumptions

1. Salaries & wages growth of 7% in 2023 and 4% thereafter. Forecast for 2022 is based on actual projection for each employee.
2. Employee benefits (medical/pension) 6% growth in 2023 and thereafter. Projections for 2022 are based on actual projection for each employee.
3. Contracts and other expenditures 3% growth in 2023 and thereafter
4. Debt service for public works shop financing approximately \$509,000 a year
5. Transfer to surface water capital as per capital improvement plan

Conclusion - Based on the above assumptions while fund balance declines this fund will maintain a fund balance through 2028 that meets the 20% reserve requirement. However, it will have to maintain a rate increase of at least 3.5% from 2025-2028. This will be evaluated by a rate study at that point in time.





City Of Kenmore, Washington

Memorandum

BUDGET CALENDAR

Attached is a suggested Budget Calendar which anticipates:

April - Budget activities begin -budget call letter and budget packet were distributed to departments. The Service Level process was discussed at a leadership meeting on April 26, 2022.

June 2022 - Departments begin preparing their respective budget expenditure estimates.

September - Budget presentations to City Council - Review of the estimates of revenues and expenditures for current 2021-2022 budget and proposed 2023-2024 biennium budget.

October - Presentations of the proposed biennium budget - detail each individual department in the General Fund as well as other funds such as: Surface Water Management Fund, Capital Project Funds (Transportation/Park), Impact Fee Funds, Transportation Benefit District Fund, Street Fund etc.

November - The public hearings are scheduled with budget adoption on November 21, 2022.

Budget amendments - November

The review is scheduled for November 7 followed by a public hearing on November 14, 2022

CIP

September - The Capital Improvement Program review and update

October - The public hearing / adoption

Property Tax Levy

October - The review and public hearing is schedule

November - adoption of the ordinance on November 21, 2022.



CITY OF KENMORE

COUNCIL RETREAT

June 3, 2022

Budget 2023-2024 / FSP / Forecast

CALENDAR

Budget

- June – Department begin preparing budgets
- July 29 – Budget request due back to Finance
- August – Budget meetings with Depart/CM/Fin
- September – Presentation to Council
 - Review estimates revenues/expenditures
 - 21-22 & 23-24
- October – Department presentations to Council
- November – Public hearings
- November 21 – budget adoption

• CIP

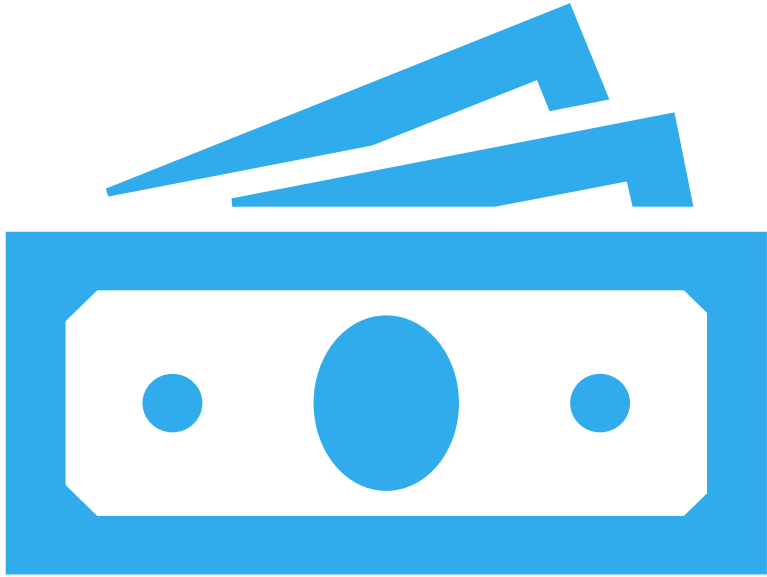
- August – CIP review w/departments
- September 26 – Council review/update
- October 3 – public hearing/adoption

• Budget Amendments

- November 7 – review presentation to Council
- November 14 – public hearing
- November 21 – adoption ordinance

• Property Tax levy

- October – review / public hearing
- November 21 – adoption ordinance



BUDGET METHOD

Modified Priority Based Budgeting



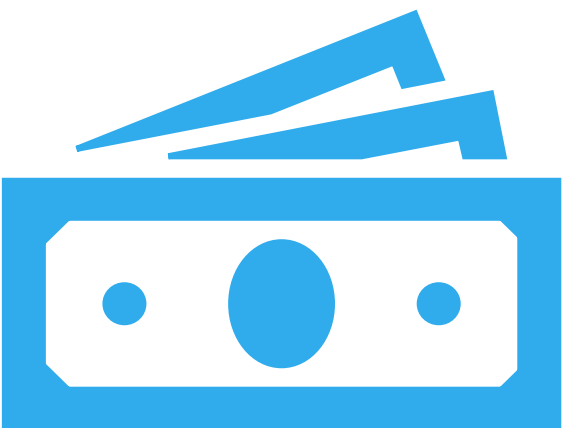
IMPROVED PRIORITY BASED BUDGETING

SERVICE LEVELS

- **Core** – most essential
 - Maintain public order/safety
 - Mandated by state/federal law
- **Basic**
 - considered elemental/inherent to what cities do
- **Enhanced** – for added quality of life
 - More discretionary

FSP

FINANCIAL SUSTAINABILITY PLAN



FSP

- Why - forecast 2023-2028
 - indicated structural deficit
 - Reduction in fund balance (reserves)
 - w/o recession <\$1.3m> 2028
- Reasons –
 - Restrictions on increasing major revenue source
 - Unfunded mandates
 - Increase in cost of contracts, services, utilities, supplies, salaries, benefits, insurance etc.
 - Revenues not keeping up w/cost of providing city services
- Plan
 - Revenue Enhancement
 - Expenditure reductions
- Goal
 - Strengthen financial position
 - Maintain fund balance above 20%

- Revenue Enhancement measures
- General Fund
 - Cable Utility Tax – 2022
 - \$380k/year
 - Surface water utility tax – 2023
 - \$125k/year
 - Property Tax Banked capacity –2023-2027
 - 100k/yr. for four years
 - Admissions tax - 2024
 - \$200k/yr
- Street Fund
 - for pavement preservation
 - Photo enforcement - 2022
 - \$1.5m/year
 - Transportation sales tax increase - 2027
 - requires voter approval
 - \$657k/yr.



Financial Forecast 2023-2028

Revenue Assumptions

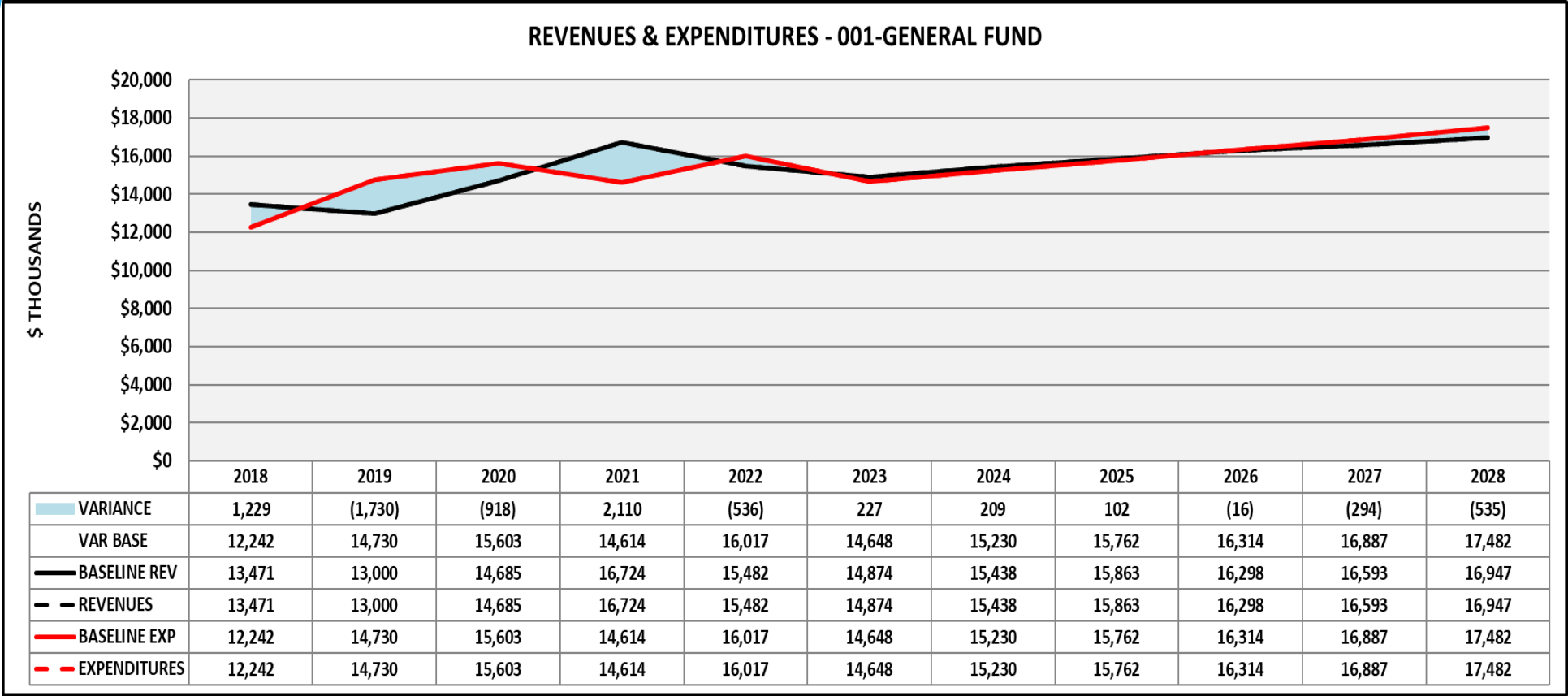
- 1) Property Tax Levy, new construction & banked capacity 2023-2027
 1. Growth 3.3% (2023-2026), 2.3% (2027), 1.5% (2028)
- 2) Sales Tax - growth of 4% in 2023 and thereafter
- 3) Development Revenues - growth 2% in 2023 and thereafter
- 4) Utility Tax gas/electric - growth 1% in 2023 and thereafter
- 5) Utility Tax cell phone/telephone decrease 1% in 2023 and thereafter
- 6) Franchise Water/Sewer revenue - growth 1% in 2023 and thereafter
- 7) Franchise Comcast/Ziply revenue - no growth in 2023 and thereafter
- 8) Per FSP
 1. Cable utility Tax starting in 2022
 - a. 384k/year 2023-2028
 2. Surface water utility tax starting in 2023
 - a. \$125,000/year
 - b. growth at 3% per year thereafter
 3. Property tax banked capacity starting in 2023
 - a. \$100,000 per year (2023-2026) and \$50,000 in 2027
 4. Admissions tax – 2023
 - a. \$200k/year



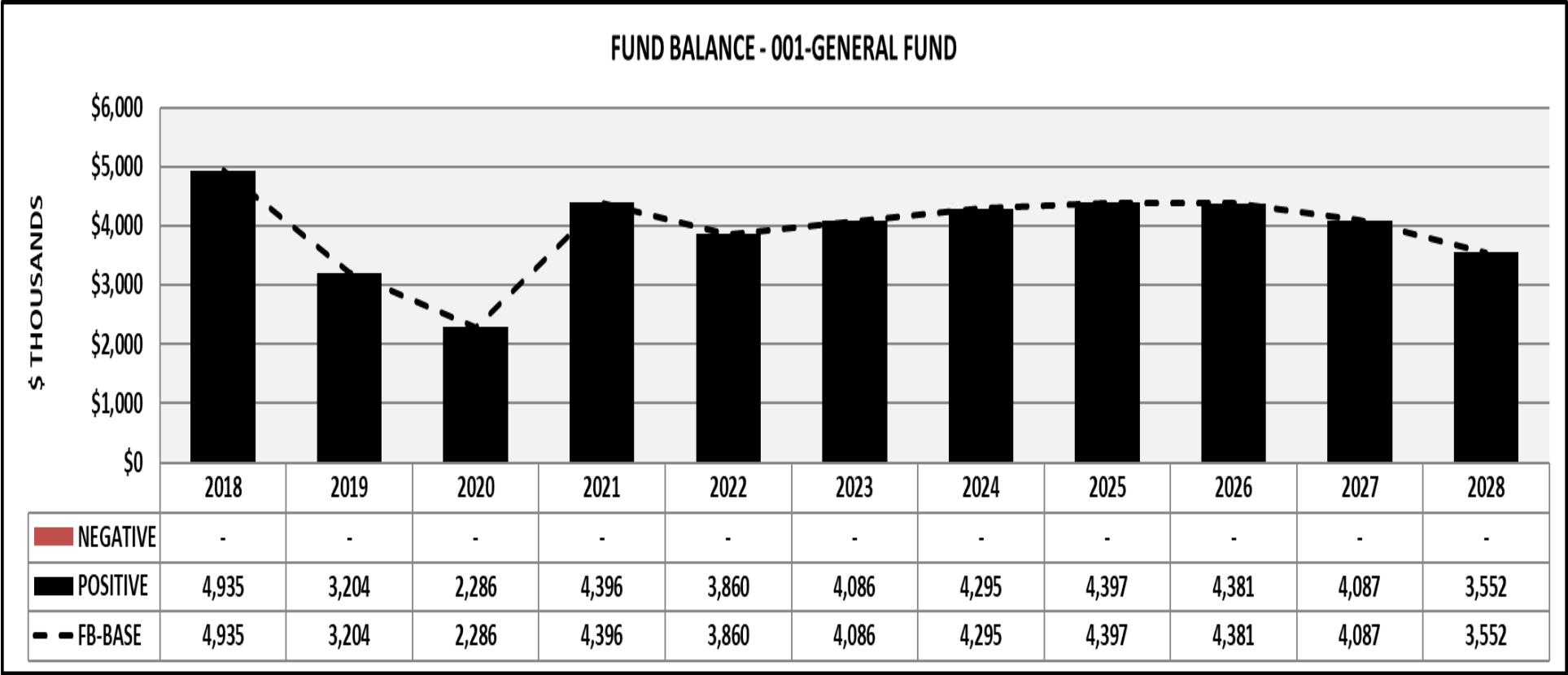
Expenditure Assumptions

General fund Expenditure Assumptions

- 1) Salaries & wages growth 7% in 2023 and 4% thereafter
 - a. 2023 Salary increases (COLA) - based on June CPI
 - b. CPI as of April 2022 was 8.5%
- 2) Employee benefits - 6% growth in 2023 and thereafter
- 3) Personnel - increase by two new maintenance worker positions
 - a. Funded 50% General Fund and 50% Street Fund
 - b. One position annual salary & benefit cost \$81,538
 - c. Cost over the 6-year forecasted period for 1 position \$575,624
- 4) Police Contract 14% growth in 2023, 4% in 2024 and 3% thereafter
 - a. 2023 growth due to labor, risk insurance, body worn cameras
- 5) Contracts and other expenditures 3% growth in 2023 and thereafter
- 6) Human Service contributions 3% growth in 2023 and thereafter
- 7) Transfer to Street fund limited to the revenues collected from water/sewer franchise fees.
- 8) Debt service financing public works shop-property acquisition and initial construction costs
 - a. total DS \$1.3m/year
 - i. General fund Portion
 1. \$33,600 in 2023
 2. \$63,600 2024-2028
 3. total of \$351,600 over the 6-year forecast period



Baseline Financial Forecast Revenues/Expenditures



Baseline Financial Forecast - Fund Balance

Not included in baseline forecast
cost over 6 years - \$780,000

Farmer's market - \$70,000/year

Community court - \$10,000/year

Radar program – increase funding \$50k/year

Climate Action Plan – implementation costs

Diversity Equity Inclusion (DEI) Plan - implementation costs

Forecast summary

Annual revenue vs. expenditure increase

	2023F	2024F	2025F	2026F	2027F	2028F
REVENUES						
01-PROPERTY TAXES	5,609,628	5,793,768	5,980,675	6,170,385	6,312,941	6,407,635
02-SALES TAX	4,418,804	4,595,556	4,779,378	4,970,553	5,169,375	5,376,150
03-UTILITY TAX	1,447,281	1,456,777	1,466,480	1,476,393	1,486,521	1,496,867
04-OTHER TAXES	170,170	372,474	374,812	377,186	379,597	382,044
05A-COMCAST FRANCHISE	285,951	285,951	285,951	285,951	285,951	285,951
05B-FRONTIER FRANCHISE	11,230	11,230	11,230	11,230	11,230	11,230
05C-WATER/SEWER FRANCHISE	562,010	567,631	573,307	579,040	584,830	590,679
05D-FEES, LICENSES & PERMITS-OTHER	986,018	1,005,438	1,025,242	1,045,440	1,066,039	1,087,046
06-INTERGOVERNMENTAL	511,300	516,169	521,086	526,052	531,068	536,135
07-OTHER REVENUE	10,200	10,200	10,200	10,200	10,200	10,200
09-FINES & FORFEITURES	-	-	-	-	-	-
10-USE OF MONEY & PROPERTY	114,599	116,867	118,980	120,024	119,887	116,954
11-OTHER FINANCING SOURCES	-	-	-	-	-	-
12-TRANSFERS-IN	759,000	718,270	727,818	737,653	647,782	658,216
TOTAL REVENUES	14,886,192	15,450,330	15,875,160	16,310,107	16,605,422	16,959,107
% ANNUAL CHANGE	2.8%	3.8%	2.7%	2.7%	1.8%	2.1%
EXPENDITURES, BY ACCOUNT GROUP	In repmt dec 1m					
01-PERSONNEL COSTS	5,522,540	5,772,247	6,033,671	6,307,383	6,593,986	6,894,112
02-SERVICES AND SUPPLIES	8,368,247	8,660,113	8,919,917	9,187,514	9,463,140	9,747,034
03-CAPITAL OUTLAY	161,257	166,095	171,077	176,210	181,496	186,941
05-TRANSFERS-OUT	595,611	631,231	636,907	642,640	648,431	654,279
TOTAL EXPENDITURES	14,647,655	15,229,686	15,761,572	16,313,748	16,887,053	17,482,366
% ANNUAL CHANGE	6.0%	4.0%	3.5%	3.5%	3.5%	3.5%

Potential
Revenue
enhancement
strategies

to maintain
balanced
relationship
between revenues
and expenditures

Utility Taxes

- Increase to maximum allowed under state law
 - Electric & Gas (from 4% to 6%)
 - \$380,000/year
- New - Solid waste utility tax
 - \$180,000/year

Property Tax Levy lid lift

- special purpose – such as climate action or public safety

FORECAST - RECESSION

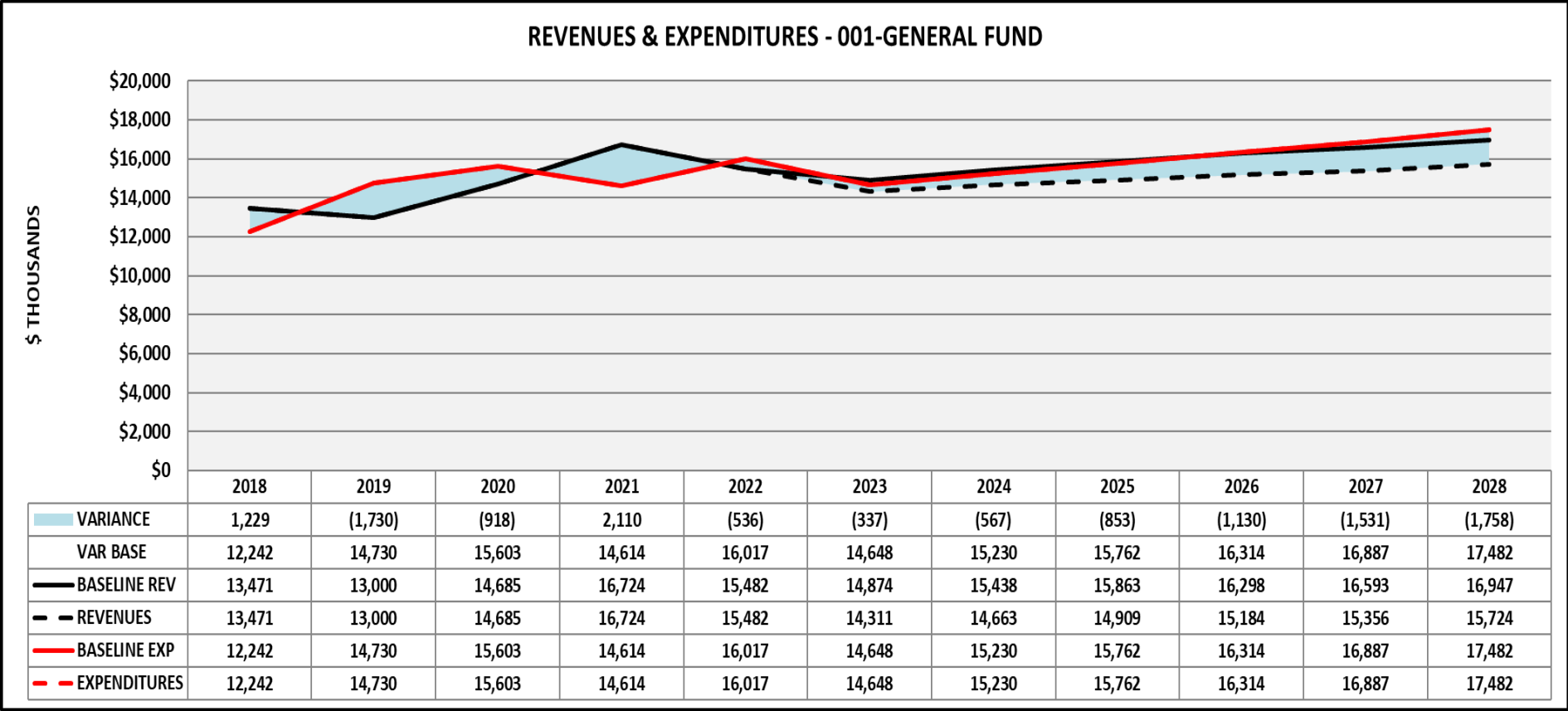
LAST MAJOR RECESSION – 2009

NEXT FORECAST SCENARIO

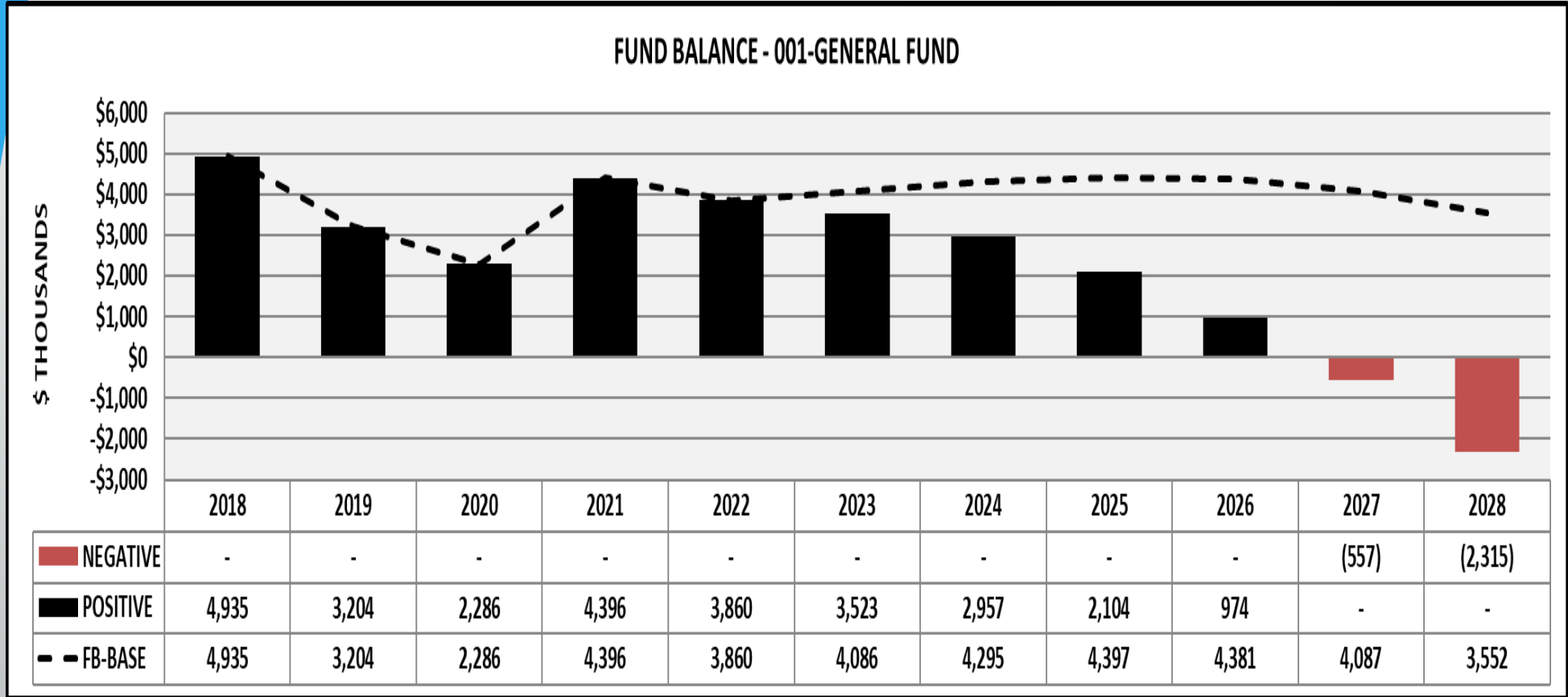
IMPACT ON MAJOR REVENUES

- 50% of 2009 revenue loss
- 100% of 2009 revenues loss

50%



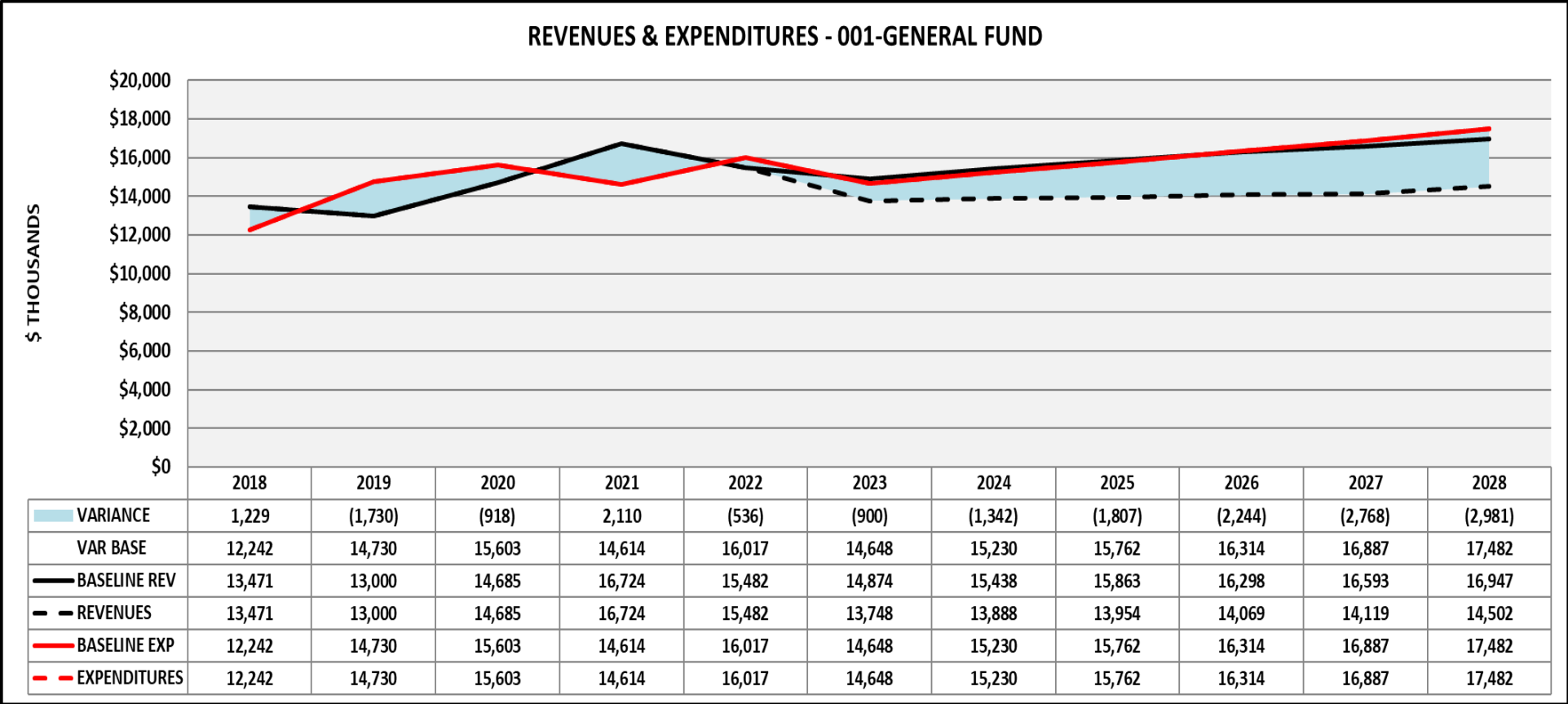
Forecast - Recession @
50% of loss experienced in 2009



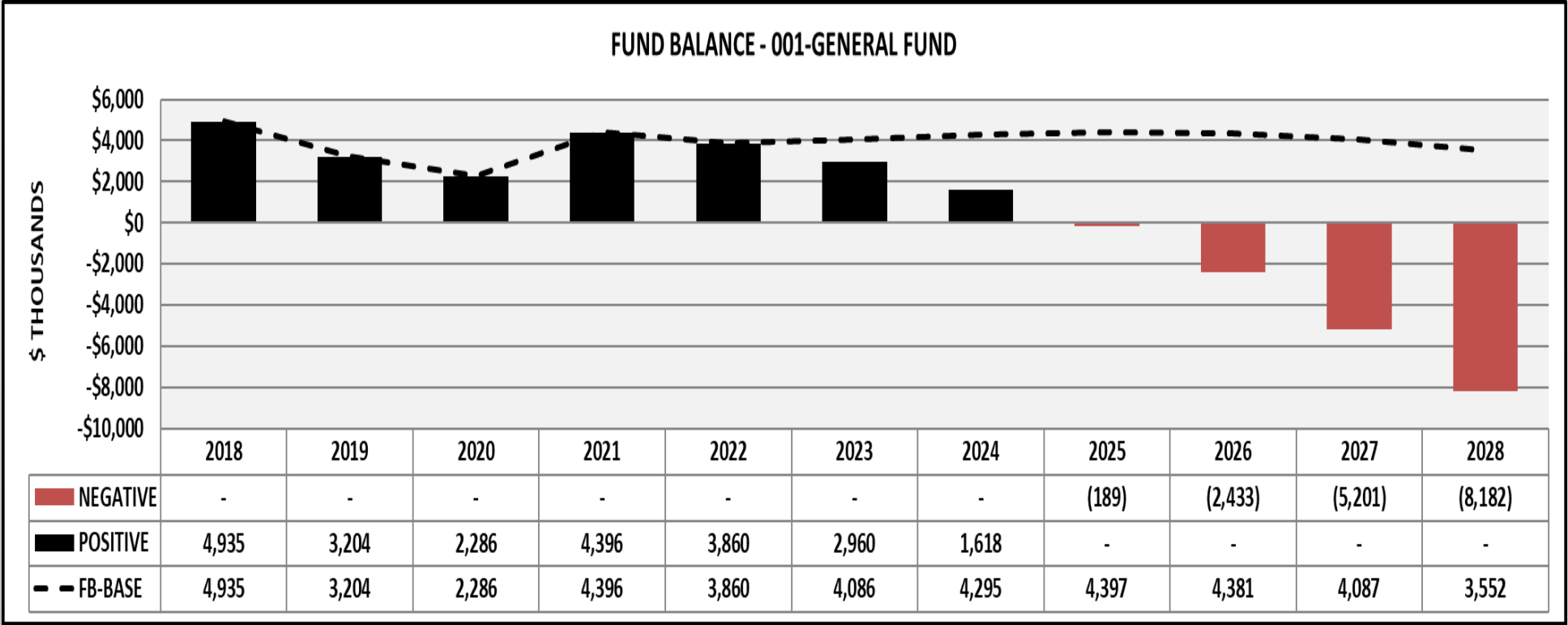
Fund Balance @
50% of loss experienced in 2009

100%

Forecast - Recession @ 100% of loss experienced in 2009



Fund Balance @ 100% of loss experienced in 2009



Questions?



City of Kenmore, Washington

Memorandum

Date: May 20, 2022

To: Rob Karlinsey, City Manager

From: Richard Sawyer, Environmental Services Manager

Regarding: City of Kenmore Culvert Assessment

The City of Kenmore has identified over 250 culverts conveying streams throughout the city and slightly more than half of them are city owned. Culverts provide passage for streams, and the fish living in them, to flow through manmade barriers, such as roads. A culvert, when properly designed and constructed, can protect a road from flooding and damage, while at the same time minimize impacts to the stream and fish, allowing the stream to mimic natural conditions as it flows through the culvert.

However, many culverts have been constructed resulting in a variety of negative impacts, including the creation of fish passage barriers for key adult salmonid species important in our region. Barriers can result from a variety of situations with the most common being high flow velocity, shallow water depth, and vertical displacement (waterfall).

The Washington State Department of Fish and Wildlife (WDFW) has mapped and tracked fish barriers for several years and data is available on their website. Approximately 30 city owned and 30 privately owned culverts have been identified with fish barriers in the city.

The city is working with its on-call engineering and environmental services consultant (Osborn Consulting) to gather and evaluate available fish barrier data on the city's stream bearing culverts, both public and private, to develop a tool that prioritizes fish barrier removal projects. This tool will prioritize projects based on parameters such as passage improvement (is it a minor or major barrier), habitat gain, presence of other upstream/downstream barriers, fish species usage, and more. The tool can also be updated as new data becomes available so that staff are able to plan accordingly and remove the most impactful barriers first. This tool, expected to be completed in June 2022, will be vital for developing capital projects and applying for grants in the future.

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City of Kenmore, Washington

Memorandum

Date: May 20, 2022

To: Rob Karlinsey, City Manager

From: Richard Sawyer, Environmental Services Manager

Regarding: King County Sammamish River Capital Investment Strategy

The Sammamish River Capital Investment Strategy (CIS) is being developed by King County as a service provider to the King County Flood Control District (KCFCD). KCFCD has allocated \$1.2M for this project.

The purpose of a CIS, according to the KCFCD website, is to propose a sequence of coordinated projects to address the most critical flood and erosion risks and to restore habitat along a specified stretch of river or within a river basin.

City staff have learned through conversations with the County's CIS project manager that a primary goal of the Sammamish River CIS is to assist the U.S. Army Corps of Engineers (USACE), through an active funding agreement, to update the 1965 Sammamish River Operations and Maintenance Manual.

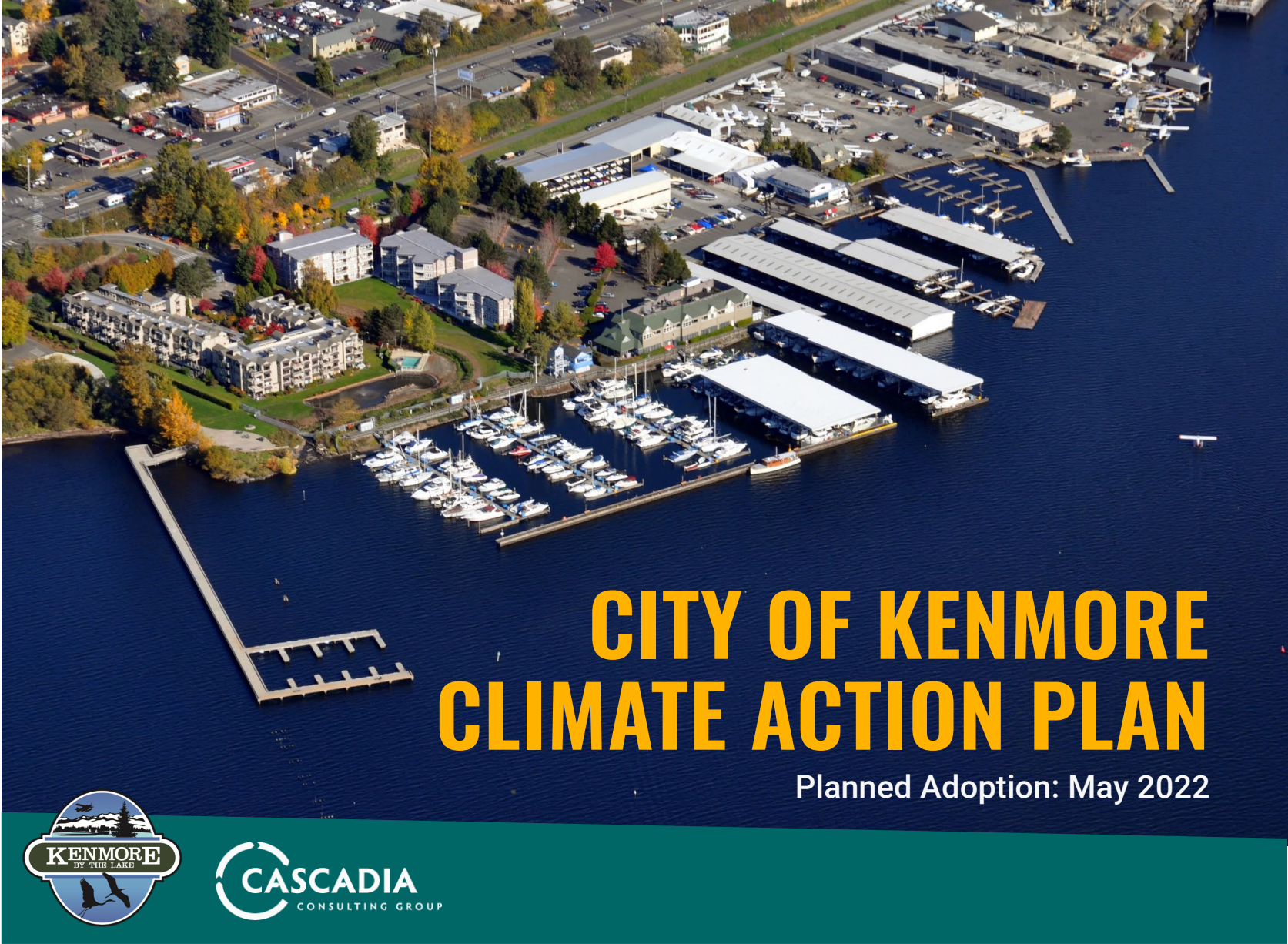
Through this assistance, the county hopes to update the Manual to meet contemporary regulatory standards, particularly in terms of riverbank vegetation. This update will allow for development of salmon-friendly Sammamish River projects in the CIS and an easier Section 408 authorization process for riverbank planting projects.

The County has already hired a planner experienced with working on federal grants and permits to work on this project. Additionally, the County has nearly completed the contract negotiation process for a consultant with extensive experience working with USACE to help manage the project.

The near-term goal of this project is to facilitate coordination between Sammamish River communities and stakeholders to discuss and prioritize early-action projects that are primed to address issues such as flooding, water quality, restoration, sedimentation, aquatic weeds, etc. Long-term planning for the CIS will follow. City staff will continue working with the County and other partners to begin coordinating quarterly meetings for this effort soon.

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CITY OF KENMORE CLIMATE ACTION PLAN

Planned Adoption: May 2022



ACKNOWLEDGEMENTS

The City of Kenmore thanks its community for their feedback and collaboration throughout the Climate Action Plan (CAP) development process. Special thanks to those community members who participated in focus groups, workshops, and/or took the online surveys.

Kenmore City Council

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

City Leadership Team

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Nancy Ousley, Assistant City Manager
Stephanie Lucash, Assistant City Manager/ARPA Administrator
Debbie Bent, Community Development Director
Bryan Hampson, Development Services Director
Leticia Salcido, Finance & Administration Director
Leonora Palaña, Human Resources Director
Jennifer Gordon, Public Works Operations Manager
John Vicente, City Engineer
Richard Sawyer, Environmental Services Manager
Brandon Moen, Chief of Police

Climate Action Planning Team

Richard Sawyer
Sammie Roeun

Prepared for the City of Kenmore by

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- Megan Lee
- Mike Chang
- Tristan Smit

Special Thanks to City Staff from All Departments



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GLOSSARY

BIPOC	Black, Indigenous, (and) People of Color (BIPOC) refers to nonwhite community members and is used instead of People of Color (POC) to highlight the specific discrimination experienced by Black and Indigenous people.
Circular economy	A regenerative model that optimizes resources by keeping materials and products within a closed loop system, minimizing resource inputs, waste and pollution outputs, and carbon emissions.
Clean Buildings Act	Signed into law in 2019, Washington state policy HB 1257 includes several provisions to increase energy efficiency and decrease the carbon intensity of energy used in both new and existing buildings, such as requiring all new and existing commercial buildings over 50,000 square feet to reduce their energy use intensity by 15%, compared to the 2009-2018 average.
Climate impacts	Consequences of climate change – both expected and realized – for humans and natural systems.
Climate resilience	The capacity of a community, economy, or natural environment to prevent, withstand, respond to, and recover from a climate-related disruption.
Culverts	Short drainpipes or tunnels that carry stormwater runoff under roadways or embankments.
Criteria pollutants	The Clean Air Act requires the Environmental Protection Agency to set National Ambient Air Quality Standards for six Common air pollutants – ground-level ozone, particulate matter, carbon monoxide, lead, sulfur dioxide, and nitrogen dioxide – to reduce harm to human health and the environment.
Environmental justice	The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies [U.S. EPA].
Frontline communities	Communities that are most heavily impacted by climate change. They are often Black, Indigenous, People of Color (BIPOC) and low-income communities.
Green gentrification	The process in which cleaning up pollution and providing green amenities (e.g., open space access, renewable energy options) in polluted or underserved neighborhoods attracts wealthier residents and subsequently drives up local property values and displaces historically underserved and disenfranchised residents, oftentimes those who are low-income, BIPOC, or elderly.
Green Power Program	A Puget Sound Energy (PSE) program that provides energy from renewable sources such as solar, wind, biogas, and hydroelectricity.
Green stormwater infrastructure (GSI)	Methods that use plant or soil systems, permeable pavement and surfaces, stormwater harvest and reuse, or varying landscaping techniques to infiltrate, store, or redirect stormwater and reduce flows to bodies of water and sewer systems.
Greenhouse gas (GHG)	Gases that trap heat in the atmosphere including carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O), and fluorinated gases.
Growth Management Act (GMA)	A series of state statutes adopted in 1990 and codified under Chapter 36.70A RCW that requires fast growing cities and counties to develop a comprehensive plan to manage population growth.



City of Kenmore Climate Action Plan

King County-Cities Collaboration (K4C)	Partnership of local governments committed to accelerating collective climate action in King County and across the state.
Load responsive appliances	Smart household appliances capable of receiving signals from a utility or designated provider indicating a price or request to alter electricity consumption for a particular timeframe. Sometimes referred to as “demand-responsive appliances.”
Low embodied carbon materials	Embodied carbon refers to the emissions associated with the construction of a building rather than when it is in use (operational carbon). Materials with low embodied carbon are those which use less energy in their production, assembly, and transportation processes.
Low-impact development (LID)	Systems and practices that use or mimic natural processes to manage stormwater runoff. Water is infiltrated into the ground or stored onsite to protect water quality and minimize flooding.
Multi-modal transportation	Accessible transportation through a variety of travel modes, typically pedestrian, bicycle, public transit, and automobile modes, but may also include water and air transport modes.
MTCO_{2e}	Refers to “metric tons of carbon dioxide equivalent,” which is the standard unit of measurement for total greenhouse gas emissions.
Puget Sound Climate Preparedness Collaborative	A committed network of staff from local, tribal, and county governments, regional planning agencies, and academia aimed at supporting the advancement of climate adaptation efforts in the Puget Sound region.
Regional code collaboration (RCC)	A collaborative group of government agencies within and around King County focused on developing a regional approach to sustainable code development.
Carbon sequestration potential	Ability of plants, soil, and habitats to capture and remove atmospheric carbon.
Transit-oriented development (TOD)	Walkable, pedestrian-oriented, and densely compacted mixed-use (commercial, residential, entertainment) development centered around or located near public transit stations.
Transportation Master Plan	A comprehensive plan, or element of the city's broader comprehensive plan, focused on examining and improving the city's mobility and transportation system.
Climate vulnerability assessment	An approach to identify the risks, exposure, sensitivity, and adaptive capacity of a species, system, community/group, or resource to the effects of climate change and interacting stressors.
Washington Environmental Health Disparities Map	Using 19 indicators and four themes (environmental exposures, environmental effects, sensitive populations, and socioeconomic factors), this interactive map shows a visual representation of social and environmental disparities within the city of Kenmore.
Washington State Building Code	Comprises several different codes and largely based on national model codes that are amended for the state level.
Weatherization	The practice of protecting a building or home—both interior and exterior—from the elements including sun, rain, snow, and wind, resulting in increased and optimized energy efficiency.
Zero waste	Zero waste of resources has been defined in various ways by various entities. For the Kenmore CAP, we used King County's definition, which is that “materials of economic value, whether for reuse, resale, or recycling, won't be put in the garbage or end up in the landfill. [King County].



City of Kenmore Climate Action Plan

INTRODUCTION

- Why a Climate Action Plan?
- Synergies with other City plans
- CAP development & community engagement
- What we heard from the community



WHY A CLIMATE ACTION PLAN?

On April 4, 2022, the Intergovernmental Panel on Climate Change (IPCC) – the scientific group of the United Nations charged with monitoring and assessing all global scientific developments on climate change – issued its sixth report on climate change: [Climate Change 2022: Mitigation of Climate Change](#). According to the latest assessment, **greenhouse gas (GHG) emissions continue to grow** and there is increased concern about our ability to limit global warming to 1.5°C above pre-industrial levels.¹ The IPCC's findings are clear: Local governments like ours must join regional, state, and national governments to **drive decided and coordinated action** that facilitates a **rapid transition to a low-carbon, climate-resilient, and sustainable global community**.

Now more than ever, cities like Kenmore have a **critical role to play in addressing the climate change impacts** already at our doorstep and preparing for those on the horizon. In recent years, our community and the wider Puget Sound region have increasingly experienced prolonged and **record-breaking heatwaves**, destructive flooding from **heavy storms**, and severely **compromised air quality** from wildfire smoke.

To meet these challenges and lay the groundwork for **a sustainable future**, Kenmore has joined the King County-Cities Climate Collaboration (K4C) in a shared pledge to **protect, preserve, and restore our environment and natural resources, reduce GHG emissions, and bolster the resiliency of our people, vital systems, and infrastructure** to prosper in the face of climate change.

This CAP serves as a roadmap to help our government and community make **collaborative, tangible, and impactful strides** towards our vision of a sustainable, resilient, inclusive, and healthy Kenmore. The strategies and actions in this CAP are organized by their primary objective—**mitigation or adaptation**—and into six distinct focus areas (presented at right).

¹ The global warming threshold established through the [Paris Agreement](#) in December 2015.

MITIGATION



Buildings
& Energy



Transportation
& Land Use



Consumption
& Materials
Management

ADAPTATION



Natural Systems
& Water



Community
Resilience &
Wellbeing



Municipal
Operations



SYNERGIES WITH OTHER CITY PLANS

While the focus of this CAP is to identify and pursue actions that reduce greenhouse gas (GHG) emissions and build resilience, it is also intended to create synergies with existing City planning efforts to maximize impact. Relevant citywide strategic initiatives, programs, and local code updates were considered throughout CAP development, including:

Plans, Codes, and Programs	Municipal Operations	Buildings & Energy	Transportation & Land Use	Consumption & Materials	Natural Systems & Water
Title 12 (Streets and Bridges)	MO 1.2		TL 2.1		
Title 13 (Utilities and Public Works)					NS 1.2, 1.3, 2.3
Title 15 (Buildings and Construction)	MO 1.1, 1.2	BE 1.2, 2.1, 2.4			
Title 16 (Shoreline Management)					NS 2.3
Title 18 (Zoning)			TL 1.2		NS 2.1
State energy code updates		BE 2.5			
New City Program	MO 4.3	BE 1.2, 2.1, 2.3	TL 3.1, 3.2	CM 1.1,1.3, 2.1, 2.2, 2.3	NS 1.1, 1.2
New City Operations Policy	MO 1.1, 1.4, 2.2				
New City Administrative Policy	MO 2.1				
Green Purchasing Policy				CM 3.1	
Surface Water Design Manual	MO 4.1				NS 2.2
National Pollutant Discharge Elimination System (NPDES) Permit	MO 4.1				NS Actions
Stormwater Management Program Plan	MO 4.2				NS 1.3
Road Standards	MO 4.1		TL 2.1		NS 2.2
Comprehensive Plan	MO 4.1, 5.1		TL 1.2, 2.1		
Lobbying		BE 2.5			
Updated Franchise Agreements		BE 2.5			
Diversity, Equity, Inclusion (DEI) Task Force			TL 1.1		
Existing Tree Ordinance (partial)					NS 2.1
Sammamish River Strategic Investment Strategy (CIS)					NS 2.3
Integrated Aquatic Vegetation Management Plans (IAVMP)					NS 2.3
Integrated Pest Management Plan					NS Actions
Parks, Recreation, and Open Space Plan	MO 1.1, 1.3, 1.4, 3.1, 4, 5.1				NS 1.1, 1.2, 1.3; 2.1, 2.3

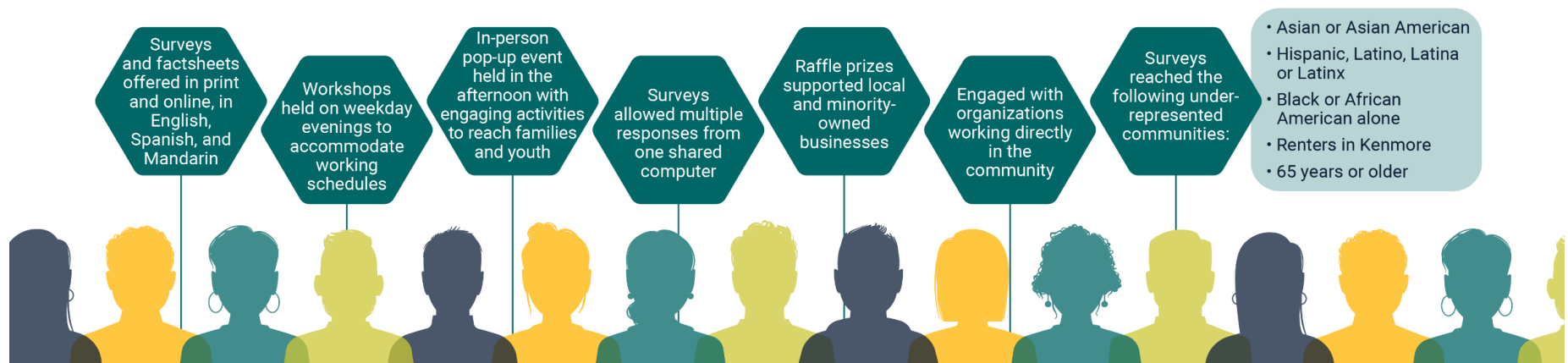


CAP DEVELOPMENT & COMMUNITY ENGAGEMENT

Throughout the CAP development process, Kenmore's community was engaged to gather insights and feedback to inform CAP actions, strategies, and priorities. As depicted below, engagement was divided into three phases, offering a diversity of engagement opportunities across various platforms to reach both internal and external audiences and gather input at each step of the process.



Our tailored engagement approach helped ensure a broad representation of Kenmore's community was able to shape a CAP that reflects their priorities and perspectives. Equitable and accessible engagement practices included:



COMMUNITY PRIORITIES

Below are key priorities we heard directly from the community throughout the engagement process.



- Increase energy **grid resilience** and **reliability**
- Fully transition to solar and other **renewable energy** sources
- Expand **green building standards** for public buildings



- Expand **safe pedestrian and cyclist** infrastructure
- Expand **zero emission** transit options
- Transition to **electric vehicles**



- Increase **composting, recycling, and sustainable consumption** practices
- Promote a **circular economy**
- Expand **waste education and outreach**



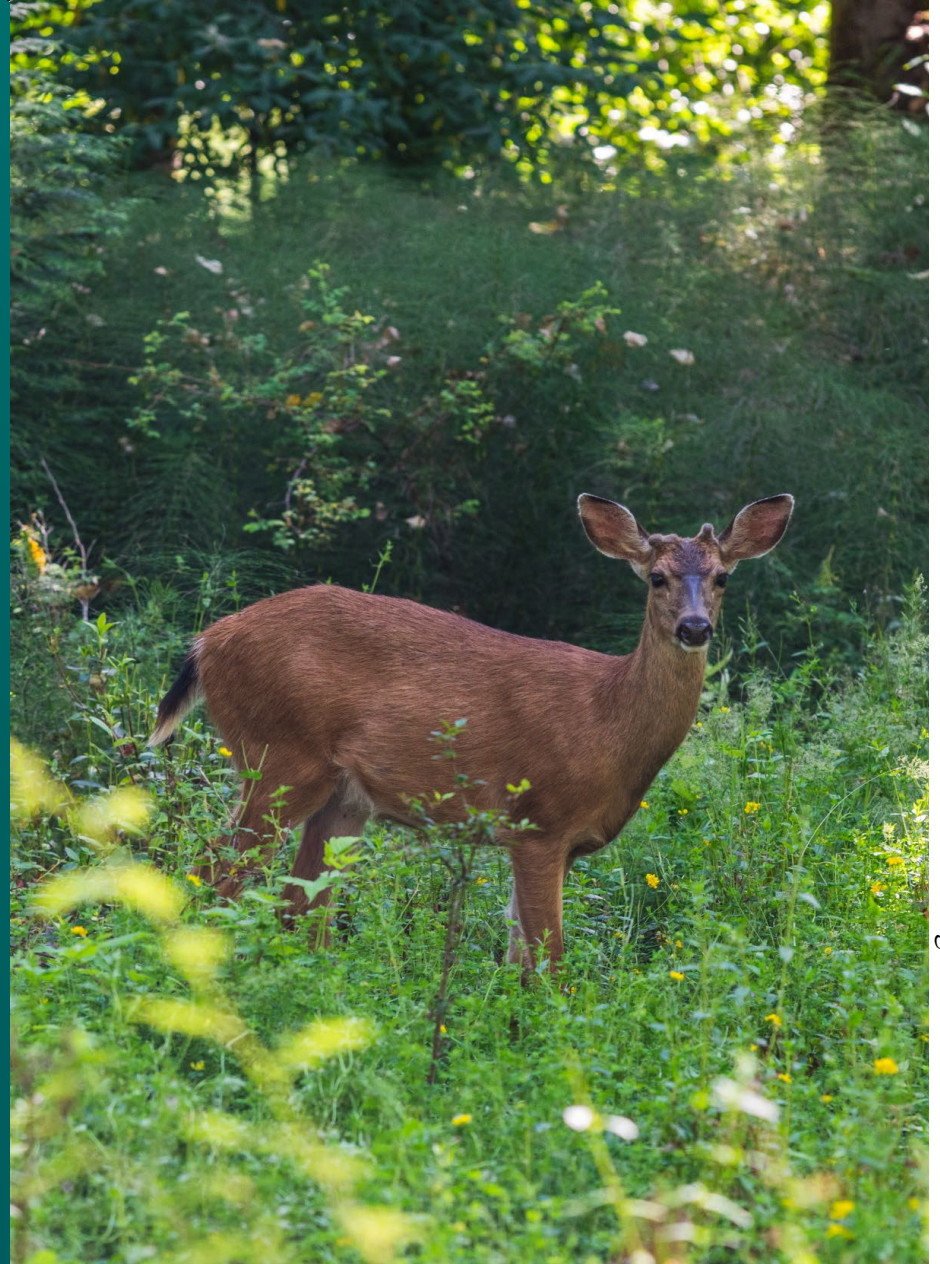
- Expand **tree canopy** and sequestration opportunities
- **Restore** and **preserve** critical ecosystems
- Protect local **water bodies** and natural spaces



- Center the most **vulnerable** members of the community
- Educate and prepare the community for **climate emergencies**
- Study **air quality** near industrial sites

BASELINE ANALYSIS

- Local climate impacts
- Communitywide GHG emissions
- Forecast & targets



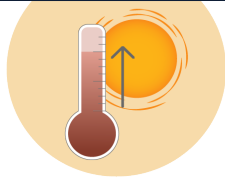
LOCAL CLIMATE IMPACTS

In the Puget Sound region, we are already experiencing a diversity of changes to climate patterns—**warmer temperatures, changing rainfall patterns, and less winter snowpack**—that have increased flooding risk and exacerbated public health challenges. Without coordinated and ambitious climate mitigation across the globe and local climate adaptation, these impacts will undoubtedly worsen in the future.

WARMER TEMPERATURES

Longer and more intense heat waves

More frequent and destructive wildfires



- Warmer temperatures can increase the risk of **heat-related illness and disease** from mosquitoes and ticks.
- Wildfires will **worsen local air quality, exacerbate health challenges, and damage infrastructure** and property that connects Kenmore to the broader region.
- Extreme heat can increase **stress on energy systems** and critical services.

LESS SNOWPACK

Less snowmelt and low streamflows in the spring

Increased strain on summer water supply



- Low and warming streamflows can **adversely affect local and endangered species**, including salmon and other migratory fish.
- Less snowpack can **reduce water storage** for drinking water, irrigation, recreation, and power generation.

CHANGING RAINFALL PATTERNS

More frequent and severe fall and winter rainfall

Increased landslides and floods in hazard areas



- Heavy rains can **increase risk** of landslides, urban flooding, and polluted runoff.
- Flooding can **damage** homes, businesses, and critical transportation routes.
- Flooding events can **limit access** to green spaces and wildlife habitats.

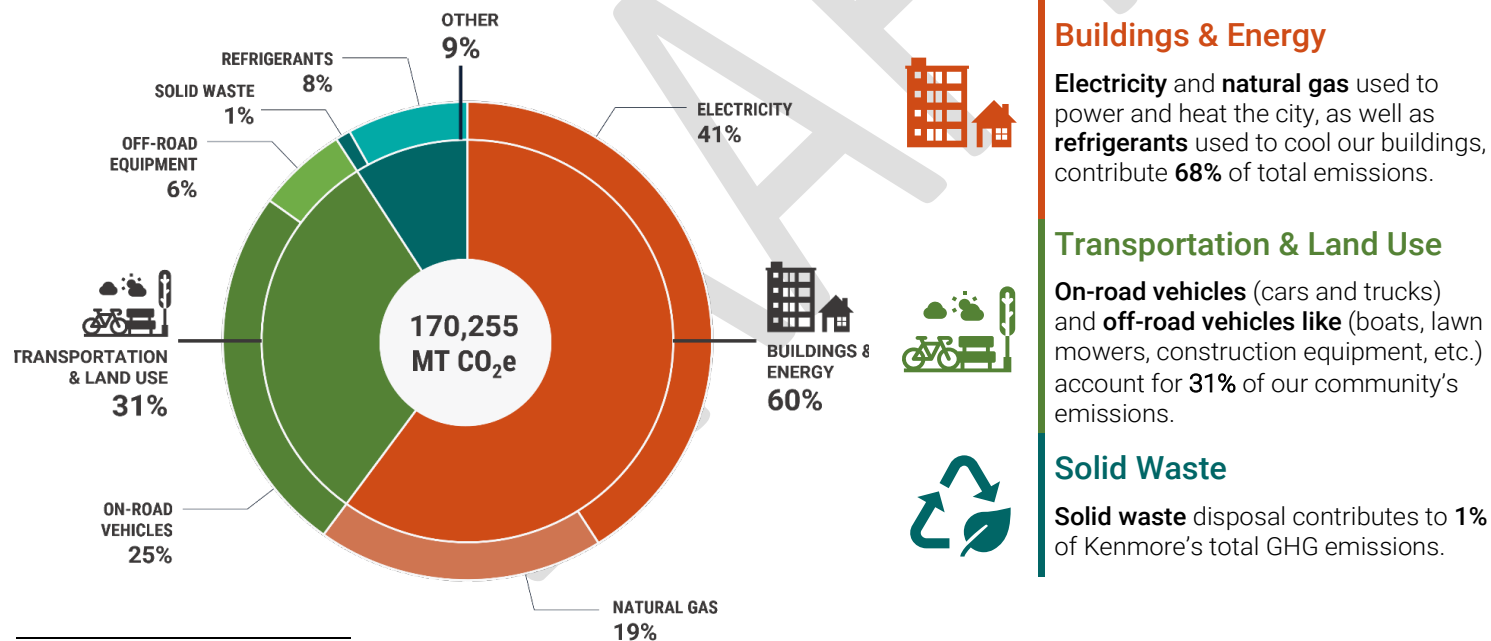
Who and what are most vulnerable?

Climate change multiplies existing social inequities and puts the heaviest burden on our community's most vulnerable groups including people with low incomes, Black, Indigenous, (and) People of Color (BIPOC) communities, immigrants, outdoor workers, unhoused individuals, children, the elderly, and persons with disabilities or chronic medical conditions. Kenmore's critical waterways—Lake Washington, Sammamish River, and Swamp Creek—are vulnerable to water quality impairment and loss of suitable habitat for local wildlife and fish. Infrastructure including homes, structures, and roads located within the region's landslide and flood hazard areas are at greater risk from climate change impacts.



COMMUNITY GREENHOUSE GAS EMISSIONS

Greenhouse gas emissions are increasing globally from the burning of fossil fuels to support transportation and energy needs, solid waste decomposition, consumption, and other human led activities. **These gases trap heat and warm the planet**, which directly contributes to climate change and increases related climate risks. The chart below shows **Kenmore's 2019 communitywide GHG emissions: 170,255 MT CO₂e** (metric tons of carbon dioxide equivalent).² Refer to pages 17-19 of this CAP for an overview of the City of Kenmore's emissions from government operations.

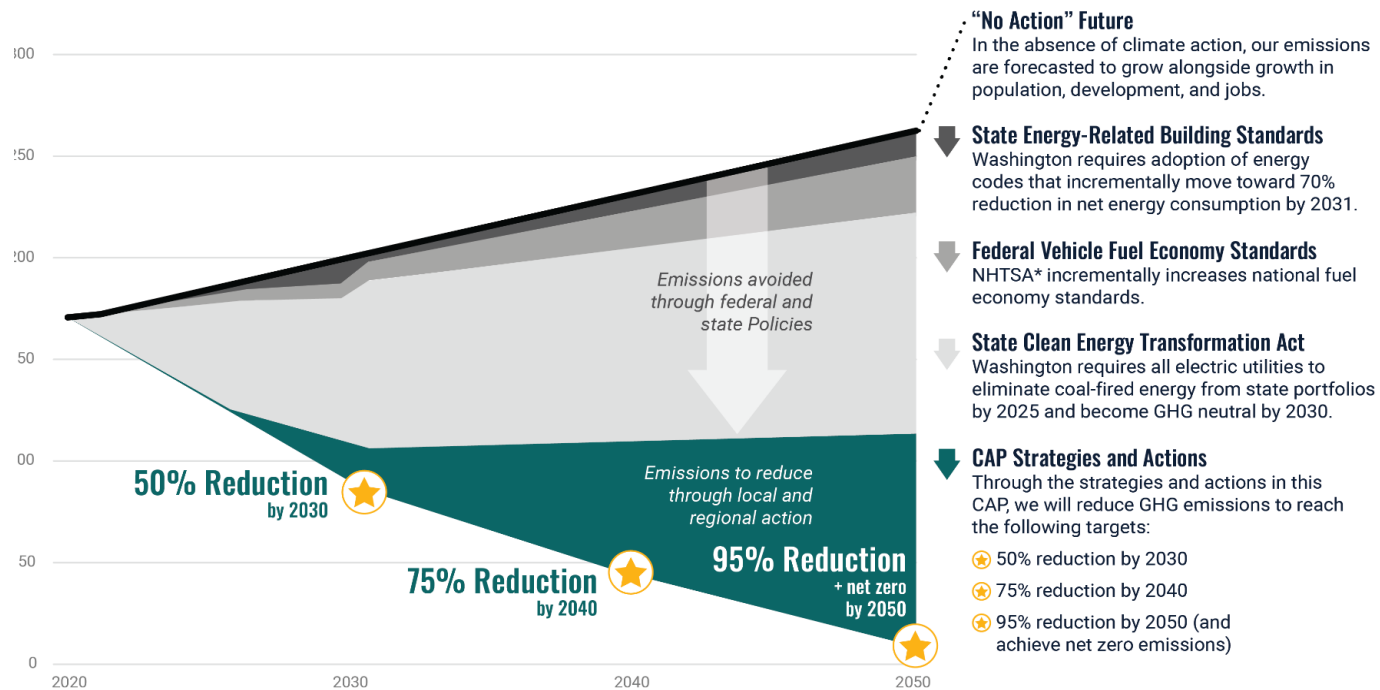


² The 2019 inventory includes emissions that could be reliably estimated/calculated using (1) best available data; and (2) the standard methodology outlined in the U.S. Community Protocol. Based on this guidance, industrial process emissions were not included in this inventory. Refer to Appendix A: Industrial Process Emissions for details.



FORECAST & TARGETS

Kenmore is joining peer communities around King County in setting **aggressive GHG emissions reduction targets** that meet or exceed state and federal targets. Specifically, Kenmore has pledged to uphold the ambitious, yet achievable targets set forth by K4C, which will be used to track the City's progress over time. Refer to **Appendix C** for K4C emissions reduction commitments and targets. The figure below illustrates the emissions path Kenmore is currently on, anticipated emissions reductions from federal and state policies, and the gap that remains in meeting our reduction targets (to be addressed through the CAP).



*NHTSA = National Highway Traffic Safety Administration, in charge of regulating light- and heavy-duty vehicle fuel economy standards.



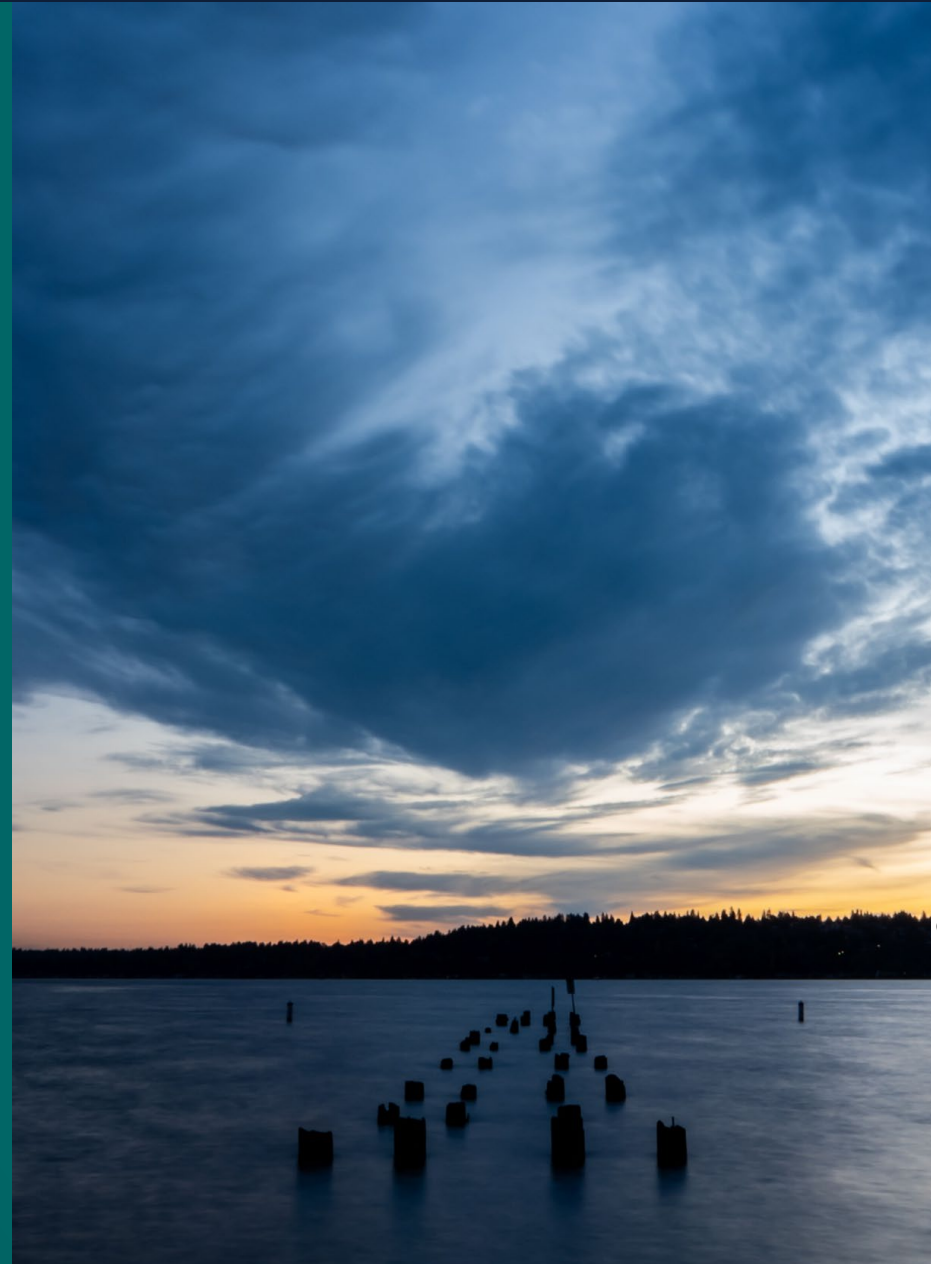
STRATEGIES & ACTIONS

The following strategies and actions are the result of an iterative process that:

- is rooted in the **latest climate science**.
- aligns with **regional targets and best practices**.
- is tailored to reflect Kenmore's **community priorities and perspectives**.

Strategies and actions are grouped into the following sections to highlight ways **you can take climate action** in your day-to-day life, **actions the City of Kenmore is taking** to reduce the City's GHG emissions, and focus areas that will require **collaborative actions across our entire community and region**:

- What You Can Do
- What the City Can Do
- What We Can Do Together



What You Can Do



- **Conserve water** by taking shorter showers, installing low flow appliances, reusing greywater, and landscaping with native drought-tolerant plants.
- Use sustainable yard care practices by planting **native vegetation** and installing **rain gardens**.

BUILDINGS & ENERGY



- Turn off **lights** and **electronics** when you aren't using them.
- Upgrade to **electric, energy efficient appliances** and heat pumps.



- **Drive less.** Bike, walk, skate or scoot, carpool, telework, and ride public transit when possible.
- If you need to drive, consider an **electric vehicle**, hybrid, or more fuel-efficient model.

WHAT YOU CAN DO!



- Prepare **emergency kits** for your home and car and identify nearby emergency service centers, hospitals, and transit hubs.
- **Build connections** within your local community by creating evacuation and reunification plans to support each other during emergencies.



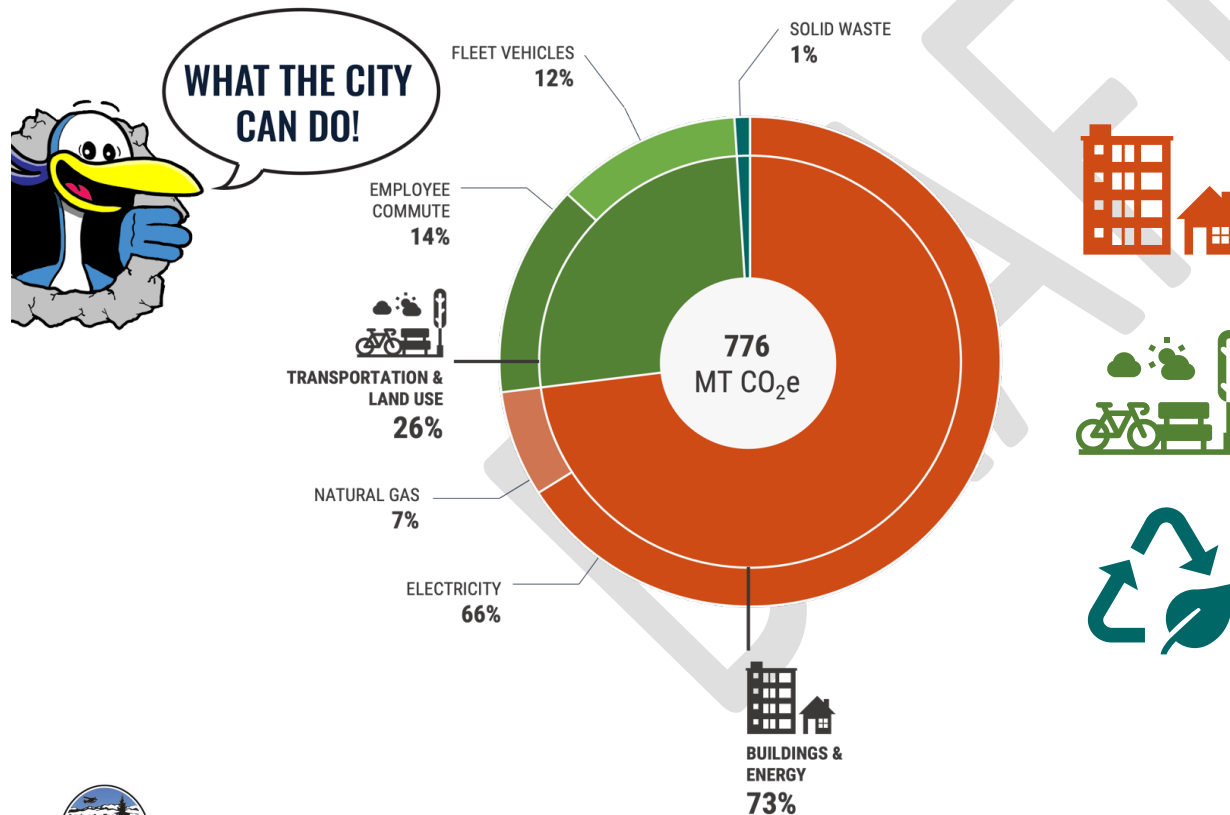
- Consider enrolling in a Community Supported Agriculture (CSA) program to **support local food systems** and **reduce food miles**.
- **Reduce, reuse, and buy second-hand.** When recycling, ensure recyclables are clean, dry, and empty.

MUNICIPAL OPERATIONS



Goal: Kenmore is a leader in sustainability and is committed to bolstering the overall resilience of its community.

City operations produced 776 MT CO₂e in 2019, **0.5% of communitywide emissions**. The City is committed to leading by example to **integrate sustainability** across City operations and adopt actions that **reduce emissions** and **increase community resilience**. The chart below shows the largest sources of emissions from municipal operations by sector.



Buildings & Energy

Electricity and **natural gas** used to power municipal operations and heat city owned buildings contribute to **73%** of total municipal emissions.

Transportation & Land Use

Employee commutes and **government fleet vehicles** account for **26%** of city operations emissions.

Solid Waste

Solid waste disposal contributes to **1%** of Kenmore's municipal emissions.



MUNICIPAL OPERATIONS: STRATEGIES & ACTIONS

Strategy #1: Reduce emissions from buildings & energy

MO 1.1	Require new buildings to be energy efficient and carbon neutral	Require newly constructed government buildings to meet highly efficient & net carbon standards by a determined date.
MO 1.2	Retrofit existing buildings to be more energy efficient	Make energy efficiency improvements in existing buildings to upgrade appliances and equipment and/or improve insulation and weatherization. Upgrade all streetlights and traffic signals with high efficiency light-emitting diode (LED) bulbs.
MO 1.3	Enroll in Puget Sound Energy's (PSE) Green Power Program	Enroll City facilities into PSE's Green Power Program.
MO 1.4	Ensure critical facilities have backup power in the event of an outage	Partner with King County to identify and prioritize backup power and grid infrastructure projects for critical City-owned facilities (e.g., resilience hubs).

Strategy #2: Reduce emissions from transportation & land use

MO 2.1	Promote expanded telework options	Support long-term remote working and flexible work schedule options and commute trip reduction strategies for City employees and contractors when feasible.
MO 2.2	Electrify the City's fleet	Define and implement a green vehicle selection process and green fleet resources for new or replacement vehicles.
MO 2.3	Expand public electric vehicle (EV) charging stations	Install electric car charging stations in key city-owned/operated parking facilities and public lands.



City of Kenmore Climate Action Plan

Strategy #3: Promote sustainable consumption

MO 3.1	Implement a sustainable purchasing policy for municipal operations	Adopt a sustainable purchasing policy that prioritizes products that (1) meet environmental standards or certifications; (2) are locally sourced; (3) can be recycled or composted at end of life.
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Strategy #4: Restore and protect natural resources and promote sequestration

MO 4.1	Require low-impact development to manage stormwater in new/remodeled construction projects	Require low-impact development (LID) for all new City-owned construction and remodels to reduce stormwater runoff and costs. Design and implement green stormwater infrastructure (GSI) projects – such as rooftop gardens, green rooftops, pervious pavement, and bioswales – to ensure to improve water quality via natural filtration of stormwater runoff and reduce flooding impacts during heavy rains.
MO 4.2	Transition to native or drought-tolerant plants on City properties	Use drought-tolerant native plants in City parks, rights-of-way, and green spaces.
MO 4.3	Prioritize carbon sequestration opportunities on public lands	Evaluate the carbon sequestration potential (ability of plants, soil, and habitats to capture and remove atmospheric carbon) of existing public lands and invest in changes/recommendations that enable high sequestration levels.

Strategy #5: Prepare communities for climate change and build resilience

MO 5.1	Embed climate action considerations in City planning efforts	Ensure all City plans (e.g., Comprehensive Plan, Emergency Management Plan) account for climate change and vulnerable communities, such as utilizing financial tools that capture the full lifecycle costs of City-led projects that capture the costs of inadequately adapting to climate change. Build City employee climate change awareness and capacity to train City employees in considering climate impacts in their day-to-day decisions at work.
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BUILDINGS & ENERGY



Goal: Ensure access to clean and reliable energy sources and reduce GHG emissions from buildings through energy efficiency and electrification.

Electricity and natural gas used to power the homes and buildings in our communities contributes to **roughly 68% of our communitywide GHG emissions.**

Community Priorities:	Addressed in the CAP:
Increase energy grid resilience and reliability	Actions: BE 2.5, MO 1.4
Fully transition to renewable energy , particularly solar	Strategy: BE 2 and related actions
Expand green building standards for public buildings	Actions: BE 1.2, MO 2.1



BUILDINGS & ENERGY: STRATEGIES & ACTIONS

Strategy #1: Use less energy

BE 1.1	Incentivize energy efficient/load responsive appliances in buildings	<p>Incentivize energy efficient and/or load-responsive appliances in new and old buildings.</p> <ul style="list-style-type: none"> Partner with utilities and frontline communities to expand utility assistance and incentive programs and energy efficient technologies to reduce energy burden. Promote awareness of incentives available for early action (before it is required) under the Clean Buildings Act (deep efficiency retrofits). <p>Conduct associated education, outreach, and technical assistance.</p>
BE 1.2	Go above and beyond Washington State Energy Code	Adopt local amendments that go above and beyond the Washington State Energy Code.

Strategy #2: Use cleaner energy sources

BE 2.1	Incentivize a full transition to electric or solar energy in existing buildings	Incentivize a full transition to electric or solar energy in existing commercial and residential buildings.
BE 2.2	Encourage enrollment in PSE's Green Power Program	Encourage businesses, large energy users, and residents to enroll in Puget Sound Energy's (PSE) Green Power Program to expand the use of green energy.
BE 2.3	Support the development of community solar projects	Use incentives and partnerships to support the development of local community solar projects and micro-grids that provide alternative energy sources for critical community facilities, especially during brownouts or unexpected power loss.
BE 2.4	Enact code to facilitate electrification of new buildings.	Enact code to phase out fossil fuel infrastructure in new construction.
BE 2.5	Advocate for increased electricity grid reliability	Advocate for increased electricity grid reliability through updated regulations for utilities and legislation that increase the flexibility of the electricity grid and incentivizes large-scale energy customers to reduce their electricity use during peak times.



TRANSPORTATION & LAND USE



Goal: Prioritize sustainable and equitable land use planning, accessible multi-modal and low-carbon transportation options, and expanded electric vehicle incentives to reduce GHG emissions from transportation and development.

Transportation accounts for about a third of Kenmore’s greenhouse gas emissions, with **31% of the city’s total emissions come from the transportation sector**, primarily from on-road vehicles such as cars and trucks.

Community Priorities:	Addressed in the CAP:
Expand safe pedestrian and cyclist infrastructure near residential areas, work hubs, and in disadvantaged neighborhoods	Action: TL 2.1
Expand zero emission transit options (e.g., buses, passenger ferries, etc.)	Strategy: TL 2 and related actions
Transition to electric vehicles	Strategy: TL 3 and related actions



TRANSPORTATION & LAND USE: STRATEGIES & ACTIONS

Strategy #1: Build strategically

TL 1.1	Incorporate environmental justice criteria into land use decisions	Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects.
TL 1.2	Prioritize dense, mixed use, transit-oriented developments and affordable housing	Uphold the Growth Management Act to prioritize dense, mixed use, transit-oriented development (TOD) and affordable housing.
TL 1.3	Evaluate the development code related to landslide and flooding hazards	Identify opportunities to increase overall resilience (e.g., meeting performance standards, ability to withstand future climate impacts and events such as landslide and flooding hazards) through development and building code improvements for existing and new construction.

Strategy #2: Drive less

TL 2.1	Expand pedestrian and cyclist infrastructure	Reduce communitywide single-occupancy vehicle travel by increasing network of safe bike lanes, boulevards, and trails; widening sidewalks; expanding convenient transit stops; and installing effective traffic signals. Partner with public transport services, frontline community organizations, and strategic surrounding jurisdictions to pilot new routes and diverse transit options (including carpooling) to improve efficiency and reliability.
TL 2.2	Update City Comprehensive Plan	<ul style="list-style-type: none"> Update the Transportation Master Plan element of the City's Comprehensive Plan to reflect current City policies and regulations, including CAP goals and expectations. Develop a CAP element to integrate with the Comprehensive Plan update.

Strategy #3: Drive cleaner vehicles

TL 3.1	Encourage transition to electric vehicles	Promote existing and develop new incentives to encourage purchase of electric vehicles (including stronger incentives for low-income residents).
TL 3.2	Expand EV charging	Expand incentives for EV charging for multi-family homes, apartment buildings, major employers, and parking garages.



CONSUMPTION & MATERIALS MANAGEMENT



Goal: Reduce negative environmental impacts and GHG emissions associated with the consumption of goods and materials and waste practices.

Solid waste disposal contributes **1% of Kenmore’s communitywide GHG emissions**. Reusing existing materials and diverting edible food from the waste stream helps conserve natural resources, increases food security, and minimizes harmful waste exposure to frontline communities.

Community Priorities:	Addressed in the CAP:
Increase recycling, composting, sustainable consumption , and zero waste	Strategies: CM 1 and CM 2 and related actions; Action: MO 3.1
Promote a circular economy that keeps materials in a regenerative loop and eliminates waste	Action: CM 1.1
Expand waste education and outreach (i.e., clarity on what is recyclable)	Action: CM 2.2



CONSUMPTION & MATERIALS MANAGEMENT: STRATEGIES & ACTIONS

Strategy #1: Prevent waste

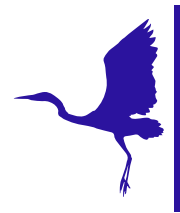
CM 1.1	Support sustainable local food economy	Partner with frontline communities to support a regenerative and sustainable local zero waste food economy.
CM 1.2	Strengthen construction and demolition (C&D) diversion requirements	Adopt King County's Construction & Demolition waste diversion requirements. Support policies, tools, and programs to reduce construction-related emissions, including sourcing low embodied carbon materials.
CM 1.3	Partner with the Metropolitan Solid Waste Management Advisory Committee on policy, projects, and programs	Partner with the Metropolitan Solid Waste Management Advisory Committee on policy, projects, and programs. Develop a regional strategy through the adopted 2019 Comprehensive Solid Waste Management Plan to reach zero waste of resources by 2030 through a combination of education, incentives, and regulatory tools aimed at single-family, multi-family residents, businesses, and construction projects in King County.

Strategy #2: Divert resources from landfills

CM 2.1	Conduct a baseline waste audit and adopt waste prevention and diversion goals	Conduct a baseline waste audit and adopt waste prevention and diversion goals. Use results to inform education and outreach priorities.
CM 2.2	Conduct education, outreach, and technical assistance to promote recycling and composting	Conduct education, outreach, and technical assistance to promote recycling and composting amongst building owners, operators, businesses, and residents.
CM 2.3	Mandate recycling and composting	Mandate recycling and composting and enforce sorting by an identified year, especially for multi-family buildings and commercial properties where contamination is high.



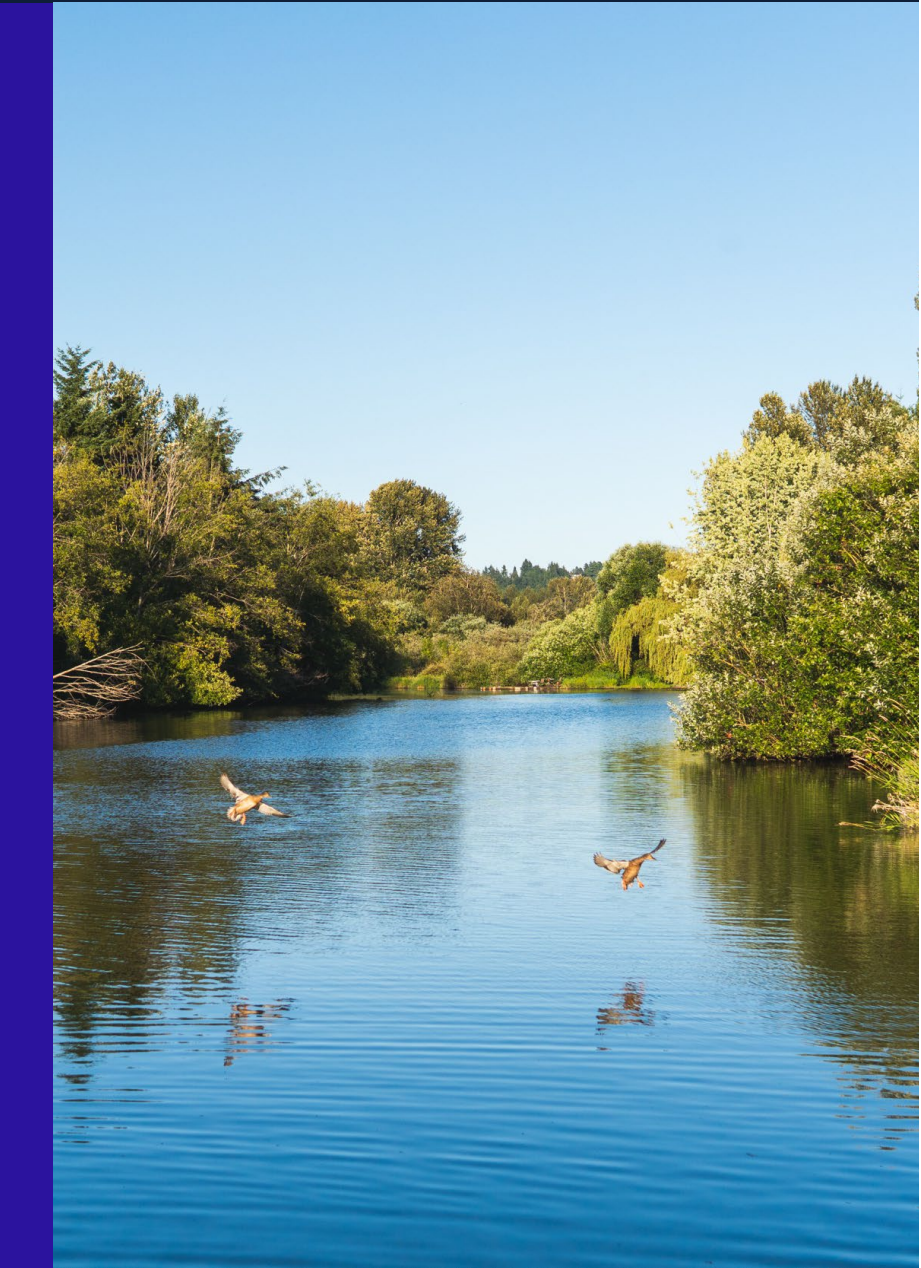
NATURAL SYSTEMS & WATER RESOURCES



Goal: Preserve and enhance the health and abundance of natural systems and water resources to prepare Kenmore’s structures and roads to withstand extreme events.

Kenmore’s ecosystems and water sources provide invaluable benefits – safe drinking water, access to outdoor and green spaces, habitat for local flora and fauna, and natural protection against hazards – to the community but are particularly vulnerable to climate change impacts.

Community Priorities:	Addressed in the CAP:
Expand tree canopy and sequestration opportunities	Actions: MO 4.2, MO 4.3, NS 2.1
Expand ecological restoration and protect critical and natural areas (i.e., Swamp Creek)	Strategy: NS 2 and related actions
Protect local water bodies (i.e., Lake Washington, Sammamish River and Swamp Creek)	Actions: MO 4.1, MO 4.2, NS 1.2, NS 1.3



NATURAL SYSTEMS & WATER RESOURCES: STRATEGIES & ACTIONS

Strategy #1: Conserve water, manage stormwater, and minimize flooding

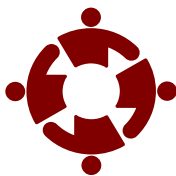
NS 1.1	Conduct outreach and education on water conservation strategies	Conduct outreach and education on water conservation strategies, including using grey water for non-potable uses (e.g., irrigation) when possible. Incentivize greywater solutions for property owners via free or subsidized rain barrels for property owners.
NS 1.2	Utilize educational campaigns to encourage low-impact, drought-resistant landscape development and design	Utilize educational campaigns to encourage low-impact, drought-resistant landscape development and design, such as stormwater drain maintenance of drain filters. Work with landscape companies to educate and incentivize smart irrigation management and technology and work with industrial facilities to implement localized stormwater projects.
NS 1.3	Design and install flood prevention projects	Design and install flood prevention projects (such as water diversion designs or barriers) along key roads, sidewalks, industrial areas, and bike trails.

Strategy #2: Preserve and restore natural systems

NS 2.1	Develop an urban landscape strategy or framework	Develop a comprehensive urban landscape strategy or framework (for both City and communitywide projects) to develop additional natural areas and preserve the functioning of existing ones under changing climatic conditions. Prioritize increasing tree canopy in areas subject to urban heat island effect. Require replacement of any trees removed from the land to ensure there is equivalent carbon sequestration potential (i.e., the ability of plants, soil, and habitats to capture and remove atmospheric carbon).
NS 2.2	Remove old or degrading culverts	Remove or replace old or degrading culverts and ensure they are adequately sized to accommodate increased winter peak flows. Any new or replacement culverts will be salmon passable. Engage the public in restoring native salmon populations via public outreach campaigns.
NS 2.3	Protect, preserve, and restore local waterways	Protect, preserve, and restore local waterways: Partner with local and regional environmental groups and other jurisdictions (e.g., Conservation Corps, King County, and other cities along Sammamish River) to restore and protect Lake Washington, Sammamish River, Swamp Creek, and other critical waterways through actions such as invasive species removal, water quality monitoring (e.g., harmful algae), and riparian habitat restoration and conservation.



COMMUNITY RESILIENCE & WELLBEING



Goal: Ensure that all Kenmore community members are prepared for climate emergencies and have access to resources and tools to effectively adapt to current and future climate impacts.

Climate change amplifies existing risks and disparities like chronic health conditions, social and economic circumstances, and pollution exposure, which disproportionately impacts vulnerable community groups. Some of these groups include young children, elderly people, communities of color, low-income households, and people with disabilities.

Community Priorities:	Addressed in the CAP:
Center the most vulnerable members of the community	Strategies: MO 5, CR 1, CR 2
Plan for and educate the community on climate change and emergencies like wildfire, smoke, heat, and flooding	Actions: CR 1.1, CR 1.2
Study air quality near industrial sites	Action: CR 1.3



COMMUNITY RESILIENCE & WELLBEING: STRATEGIES & ACTIONS

Strategy #1: Prepare for climate emergencies

CR 1.1	Create climate emergency resilience hubs	Work with community members on emergency procedures and coordination between facilities, such as public libraries or other community centers, to create "resilience hubs" that are prepared to meet the challenges of weather emergencies. Ensure that the Washington Environmental Health Disparities Map informs the location of the resilience hubs are.
CR 1.2	Co-create climate communications with Kenmore's communities	Co-create climate communications with Kenmore's communities—especially youth organizations to ensure that the next generation has a say—on climate and health impacts and emergency resources/warnings during extreme events.
CR 1.3	Study and evaluate air quality and extreme heat interactions	Study and evaluate air quality and extreme heat interactions near industrial sites in partnership with PSCAA and local industry. Utilize the study's results to inform additional policy action (e.g., zoning, air quality policies, permitting).
CR 1.4	Conduct a study to expand on WSDOT's vulnerability assessment	Conduct a study to expand on WSDOT's vulnerability assessment of state roads to map out roads/routes in Kenmore that are vulnerable to climate impacts such as flooding and landslides.
CR 1.5	Strengthen transportation resiliency	Ensure that there are diverse multi-modal transportation options that are equipped to operate during extreme events, such as heat waves and flooding events.

Strategy #2: Increase adaptive capacity and resilience

CR 2.1	Mitigate impacts of green gentrification	Mitigate impacts of green gentrification by pursuing community centered anti-displacement strategies (e.g., eviction prevention and cash assistance) and expanding access to affordable housing resources such as home ownership strategies and climate-related home improvements.
CR 2.2	Develop a green jobs strategy	Develop a green jobs strategy in partnership with community groups and businesses that (1) supports the low carbon transition of Kenmore's impacted industries; (2) develops pathways for youth and impacted workers to transition into green jobs; and (3) ensures opportunities (e.g., local hiring requirements) for these jobs.
CR 2.3	Provide free or discounted air filter box fans	Provide free or discounted air filter box fans to vulnerable community members.



IMPLEMENTATION ROADMAP

Oversight & Accountability

With guidance from City's Environmental Services Manager, the Climate Action Planning team will provide ongoing oversight in the CAP implementation process. During the 2023-2024 budget process, the City will continue allocating staff resources to help ensure successful CAP implementation and consider creating and staffing a Climate Action Coordinator position and added staffing & resources in other departments.

Key activities and responsibilities will include:

- **Developing recommendations** for programs, services, practices, and priorities related to climate change and resiliency.
- Overseeing biennial GHG inventories to **monitor emissions reduction and evaluate any necessary steps** to stay on track to reach the CAP targets.
- Preparing **annual reports** to the City Manager and City Council on progress to date.

Monitoring and Evaluation

The CAP is a **living document** that will evolve between now and the next planned update in **2026**. The Environmental Services Manager and CAP team will monitor progress and prepare annual CAP progress reports. If these reports indicate the City is not on track to meet targets, the City may choose to strengthen or add actions as necessary. This direction will be informed by the **latest climate science, best practices, and allocated budgets and staffing**.

To effectively monitor the plan, the CAP team will:

- Provide City Council and City Manager with **annual progress report**.
- Prepare a GHG **inventory every two years** using ICLEI's online ClearPath tool.
- Evaluate progress towards meeting the following K4C emission reduction targets by quantifying the collective **emissions reduction impact** of the plan's actions using the K4C wedge analysis tool, available in 2022: 50% reduction by 2030; 75% reduction by 2040; and 95% reduction with net zero emissions by 2050
- **Collaborate across departments** via CAP team to develop additional systems to track and monitor progress toward meeting CAP goals and targets, as feasible.



City of Kenmore Climate Action Plan

- Evaluate **financial and risk management considerations**.

Progress towards the following **measurable K4C targets** will be tracked, analyzed, and reported on each inventory year:

- Reduce driving per capita by 20% by 2030 and 50% by 2050, compared to 2017 levels.
- Increase use of electric vehicles such that 100% of light duty vehicles, and at least 60% of medium duty, and 40% of heavy-duty vehicles are electric by 2050.
- Reduce energy use in all existing buildings 25% by 2030 and 45% by 2050 compared to 2017.
- Reduce natural gas and other fossil fuel use in existing buildings by at least 20% by 2030 and 80% by 2050.
- Achieve a 70% recycling rate by 2030.
- By 2030, achieve zero waste of resources for materials that have economic value for reuse, resale, and recycling.

Equity Considerations

The success of the City's CAP for a climate-positive future cannot be achieved **without advancing equitable outcomes and addressing existing disparities**. The CAP team will work to create measurable goals by aligning with the City's future Diversity, Equity, and Inclusion Plan as well as many community organizations and schools. These partnerships will be instrumental in creating a shared understanding of equity and putting that understanding to work to operationalize equity.

Examples of equity considerations include:

- **Disproportionate impacts.** Does the action generate burdens (including costs), either directly or indirectly, to communities of color or low-income populations? If yes, how can we mitigate these impacts?
- **Shared benefits.** Can we target the action's benefits in progressive ways to reduce historical or current disparities? Are the benefits dispersed equitably?
- **Accessibility.** Are the action's benefits broadly accessible to households and businesses throughout the community—particularly communities of color, low-income populations, and minority-owned, women-owned, and emerging small businesses?
- **Alignment and partnership.** Does the action align with and support existing priorities of communities of color and low-income populations? Are there opportunities to leverage resources and build collaborative partnerships?
- **Accountability.** Does the action have appropriate accountability mechanisms to ensure that communities of color, low-income populations, or vulnerable communities will equitably benefit and not be disproportionately harmed?



Ongoing Community Engagement

Implementing the CAP and achieving its goals will depend in part on the **continued active engagement with the community**. The City will continue prioritize community input by partnering with residents and businesses in our community to ensure CAP **actions are implemented equitably** and reflect our unique community needs and priorities.

The CAP planning team's community engagement efforts will take place year-round through city events such as the Summer Concert series, Kenmore Farmers Market³, and many others. The CAP team will also serve as a resource to the community during implementation, **developing and promoting accessible CAP outreach materials and engagement opportunities** as needed.

Community engagement is the primary focus or a critical element of the following actions:

Buildings & Energy	BE 1.1 Incentivize energy efficient/load responsive appliances in buildings BE 2.2 Encourage enrollment in PSE's Green Power program BE 2.3 Support the development of community solar projects
Transportation & Land Use	TL 2.1 Expand pedestrian and cyclist infrastructure TL 3.1 Encourage transition to electric vehicles TL 3.2 Expand EV charging
Consumption & Materials Management	CM 1.1 Support sustainable local food economy CM 2.1 Conduct a baseline waste audit and adopt waste prevention & diversion goals CM 2.2 Conduct education, outreach, and technical assistance to promote recycling and composting
Natural Systems & Water Resources	NS 1.1 Conduct outreach and education on water conservation strategies NS 1.2 Utilize education campaigns to encourage low-impact, drought resistant landscape development and design NS 2.3 Protect, preserve, and restore local waterways
Community Resilience & Wellbeing	CR 1.1 Create climate emergency hubs CR 1.2 Co-create climate communications with Kenmore's communities CR 2.2 Develop a green jobs strategy CR 2.3 Provide free or discounted air filter box fans

³ At this time, Kenmore Farmers Market is a pilot program with funding for 2022.



Funding

The CAP will be funded through a combination of sources including the City general fund, state and federal grants, utility revenues, and a variety of newly identified sources. Funding for some CAP actions will be an expansion of existing programs with a secured funding source but may require increased or incremental investment to fully execute. Implementation and ongoing efforts of the CAP will require significant additional resources. The CAP planning team will **prioritize identifying and securing funding sources as an early action** in the implementation process. Other funding considerations may include eliminating or reducing other City programs to make room for CAP actions.

Acronyms

CD	Community Development
KCLS	King County Library System
KCSWS	King County Solid Waste Division
K4C	King County Cities Climate Collaboration
MSWMAC	Metropolitan Solid Waste Management Advisory Committee
PSE	Puget Sound Energy

Timeline and Sequencing

⌘ Ongoing	🕒 Short-term (1-2 years):	🕒🕒 Mid-term (2-3 years):	🕒🕒🕒 Long term (4-5 years):
Actions that are part of existing City or regional initiatives.	<ul style="list-style-type: none"> • Easy, early wins and foundational steps. • Actions that may require substantial time or resources, so it is important to start as soon as possible. • Actions that align with or could support other City plans, projects, or updates and should be implemented concurrently. 	Actions that might require additional resources to implement or cannot occur until foundational actions are implemented.	<ul style="list-style-type: none"> • Actions that are not as time sensitive as shorter-term actions. • Actions that require substantial infrastructure and resources or build upon foundational short and mid-term actions.














































Implementation Matrix




















































MUNICIPAL OPERATIONS: ICON KEY							
Emissions Reduction Potential ¹	= Low potential to reduce emissions		= Moderate potential		= High potential		
Increased Resilience Potential	= Low increased resilience potential		= Moderate increased resilience potential		= High increased resilience potential		
Cost to City	= Low cost		= Moderate cost		= High cost		
Timeline	= Ongoing	= Short-term	= Mid-term		=Long-term		
ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
MO 1.1	Require new buildings to be energy efficient and carbon neutral			N/A			Development Services, Environmental Services
MO 1.2	Retrofit existing buildings to be more energy efficient			N/A			Development Services, Public Works - Operations, Engineering, Environmental Services
MO 1.3	Enroll in Puget Sound Energy's (PSE) Green Power Program			N/A			Public Works – Operations
MO 1.4	Ensure critical facilities have backup power in the event of an outage	<ul style="list-style-type: none">City Hall, HangarPotential partnerships include KCLS, Northshore Senior Center, community churches	N/A				Public Works – Operations

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



MUNICIPAL OPERATIONS: ICON KEY								
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ID	Short Name	Implementation Considerations		Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
MO 2.1	Promote expanded telework options	<ul style="list-style-type: none">Consider broadband/reliable internet access to ensure staff can utilize work from home flexibility equitably.Commute Trip Reduction programs and incentives could include ORCA cards, leading ‘Kenmore walks’ events (partnered with Feet First), InMotion social media, RideShare etc.In-person onboarding and regular team building can help build relationships that will help teleworking be more productive.		 	N/A			Environmental Services, City Manager’s Office, Human Resources
MO 2.2	Electrify the City’s fleet	<ul style="list-style-type: none">Replace fossil fuel-based vehicles with electric vehicles at end of useful life.		 	N/A	  	 	Public Works – Operations, Environmental Services
MO 2.3	Expand public electric vehicle (EV) charging stations	<ul style="list-style-type: none">Replace current EV chargers and identify new sites. Consider requiring on-street plugs on streetlamps, developing parking pay stations, and installing other electrical infrastructure in the right of way to accommodate EV charging. Strategically locate EVs to ensure equitable access and to maximum use. Evaluate the usage rates of existing EV infrastructure to determine the most effective locations.			N/A	  	  	Public Works – Operations, Environmental Services



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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
MO 3.1	Implement a sustainable purchasing policy for municipal operations	<ul style="list-style-type: none">Holding upstream producers responsible is a community priority.Consider using 21 Acres Campus as a model.Consider developing a compost collection system and adding compost receptacles in City owned Buildings.		N/A		 	Environmental Services, City Manager's Office, Admin & Finance
MO 4.1	Require low-impact development to manage stormwater in new/remodeled construction projects		N/A	 	 	 	Environmental Services, Engineering, Development Services
MO 4.2	Transition to native or drought-tolerant plants on City properties	<ul style="list-style-type: none">City should Identify when and where to prioritize drought-tolerant vs. native vs. high carbon sequestering plants.	N/A	 	 	 	Environmental Services, Public Works - Operations
MO 4.3	Prioritize sequestration opportunities on public lands	<ul style="list-style-type: none">Consider incentivizing home/property owners to plant native trees on their land/create urban gardens.Purchase land to protect natural resources and promote sequestration.Consider creating a City tree planting plan and program.		N/A	 	 	Environmental Services, Development Services
MO 5.1	Embed climate action considerations in City planning efforts	<ul style="list-style-type: none">Educate the public simultaneously.	N/A	  			Community Development, Environmental Services



BUILDINGS & ENERGY: ICON KEY							
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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
BE 1.1	Incentivize energy efficient/load responsive appliances in buildings	<ul style="list-style-type: none">Eligible appliances could include appliances/retrofits include weatherization, programmable thermostats, low flow toilets and showerheads, heat pumps. This action is foundational to ease the transition to electrification.Streamlined permitting is a potential incentive.		N/A			Development Services, City Manager's Office, Environmental Services
BE 1.2	Go above and beyond WA State Energy Code	<ul style="list-style-type: none">Equity consideration: cost of new construction will likely increase which will be passed through to the buyer. Identify ways to mitigate.Consider partnerships with the Regional Code Collaboration and King County-Cities Collaboration (K4C) to actively revise the Washington building code.Require new builds (apartment buildings, townhouses, stand-alone homes, permanent yurts, tiny houses, etc.) to have solar panels or shingles installed.Consider requiring sales of houses over a determined amount to have solar put on those houses. Home value to be determined through future cost analysis research.Where solar is being mandated (by above recommendations), require maximizing solar footprint on roof.		N/A			Development Services, Environmental Services










































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ID	Short Name	Implementation Considerations		Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
BE 2.1	Incentivize a full transition to electric or solar energy in existing buildings	<ul style="list-style-type: none">Streamlined permitting is a potential incentive.Consider conducting energy audits by PSE for old homes to see how much energy is wasted.Consider a solar panel leasing program.Conduct education and outreach on renewable energies and their benefits and (i.e., list of contractors, price saving info, short/long-term benefits etc.).Require new builds (apartment buildings, townhouses, stand-alone homes, permanent yurts, tiny houses, etc.) to have solar panels or shingles installed.Consider requiring sales of houses over a to be determined amount to have solar put on those houses. Home value to be determined through future cost analysis research.Where solar is being mandated (by above recommendations), require maximizing solar footprint on roof.Create a City grant program or secure funding from available grants where people of low income or can apply, and award two (or so) a year to have solar put on their roofs in conjunction with having a new roof installed.Update the permitting process for roof replacements in Kenmore to require the permit seeker to obtain a quote to have solar installed and a payback period. This is not to require solar to be installed, but instead to help homeowners understand how these programs can pay for themselves.			N/A			Development Services, Environmental Services



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ID	Short Name	Implementation Considerations		Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
BE 2.2	Encourage enrollment in PSE’s Green Power Program	• Potential partnerships include PSE.			N/A			Environmental Services, City Manager’s Office
BE 2.3	Support the development of community solar projects	• Supported by the community. • Through community partnerships ensure low- and mid-income assistance for transition to solar power. • Potential partnerships include K4C and PSE.			N/A			Environmental Services, City Manager’s Office
BE 2.4	Enact code to facilitate electrification of new buildings	• Ensure the electrical grid is reliable. • Potential partnerships include PSE.			N/A			Development Services, Environmental Services
BE 2.5	Advocate for increased electricity grid reliability	• The City should keep in close communication with PSE and require regular electric power reliability reporting. • Conduct study to understand how increasing the demand on the existing power grid would affect reliability in the future. • Community priority and a foundational step for fostering success in electrification. • Potential partnerships include PSE.		N/A				Environmental Services, City Manager’s Office


































TRANSPORTATION & LAND USE: ICON KEY							
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Timeline	 = Ongoing	 = Short-term	  = Mid-term		   =Long-term		
ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
TL 1.1	Incorporate environmental justice criteria into land use decisions	<ul style="list-style-type: none">Reference the following reports for examples of environmental justice criteria:<ul style="list-style-type: none">Environmental Justice ElementEnvironmental Justice in Local Land Use PlanningLocal Policies for Environmental Justice: A National ScanTechnical Guidance for Assessing Environmental Justice in Regulatory Analysis	N/A	 			Community Development, Development Services, Environmental Services, City Manager's Office
TL 1.2	Prioritize dense, mixed use, transit-oriented developments and affordable housing		 	N/A			Community Development, Development Services, Engineering
TL 1.3	Evaluate the development code related to landslide and flooding hazards		N/A	  	 		Development Services, Environmental Services












































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ID	Short Name	Implementation Considerations		Emissions Reduction Potential		Increased Resilience Potential	Cost to City	Timeline	Lead Department
TL 2.1	Expand pedestrian and cyclist infrastructure	<ul style="list-style-type: none">Community Developments role is to ensure policies in place; Public Works is the implementation lead.Ensure expanded infrastructure reaches vulnerable communities.				N/A			Development Services, Engineering, Environmental Services, City Manager’s Office
TL 2.2	Update City Comprehensive Plan	<ul style="list-style-type: none">Update the Transportation Master Plan element of the City’s Comp Plan to reflect current City policies and regulations including CAP goals and expectations.Develop a CAP element to Comp Plan update				N/A			Engineering, Environmental Services
TL 3.1	Encourage transition to electric vehicles	<ul style="list-style-type: none">Consider incentives to encourage transition.Support from community to develop EV incentives specific for low-income community members.Cost to install EV chargers is a barrier for low-income communities.Consider electrifying future passenger ferries.				N/A			City Manager’s Office, Environmental Services



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TL 3.2	Expand EV charging	<ul style="list-style-type: none">Need to consider that low-income community members may not be able to afford EVs and prioritizing EV parking can be inequitable – ensure infrastructure does not disproportionately impact vulnerable communities.Require new builds to have fast e-charging for cars onsite.		 		N/A	 	 	City Manager's Office, Environmental Services, Engineering, Public Works- Operations



CONSUMPTION & MATERIALS MANAGEMENT: ICON KEY							
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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
CM 1.1	Support sustainable local food economy	<ul style="list-style-type: none">Consider expanding farmers market throughout the year to increase access to local foods.Consider creating incentives for actions such as gardening, owning chickens, and/or using a rain barrel.	N/A	 	  		City Manager's Office, Environmental Services
CM 1.2	Strengthen construction and demolition (C&D) diversion requirements	<ul style="list-style-type: none">Local precedent for implementation. RCC has a model code and City of Redmond recently updated their code.Consider incentivizing low waste building and construction.This could potentially increase the cost of capital projects.Consider incentives for construction practices that involve less waste.		N/A	 	  	Development Services, Environmental Services
CM 1.3	Partner with the Metropolitan Solid Waste Management Advisory Committee on policy, projects, and programs	<ul style="list-style-type: none">Consider placing more recycling/compost bins at or near multi-family home communitiesPotential partnerships include MSWMAC.		N/A		 	Environmental Services










































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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
CM 2.1	Conduct a baseline waste audit and adopt waste prevention and diversion goals	<ul style="list-style-type: none">Leverage existing work and partnership with King County.Expand options available to multi-family communities to be able to divert waste.Potential partnerships include KCSWD and Republic Services.		N/A			Environmental Services
CM 2.2	Conduct education, outreach, and technical assistance to promote recycling and composting	<ul style="list-style-type: none">Leverage existing work and partnership with King County.Include strategies to address barriers to uptake, including high turnover in multifamily buildings and translation needs. Include education to reduce contamination.Consider hosting reoccurring recycling events specifically for items that are generally not accepted at curbside.Consider hauler or City partnership Ridwell.Consider opening hazardous waste collection site more frequently.Consider incentivizing reuse and zero waste actions such as local clothing/goods swaps.		N/A			Environmental Services






































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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
CM 2.3	Mandate recycling and composting	<ul style="list-style-type: none">• Provide food waste composting at City Hall.• Consider including education and enforcement in waste hauler contracts.• Consider opportunities to purchase and use compost end-product on City property.• Provide additional education and technical assistance to address rodent and wildlife concerns around waste collection, particularly composting. Pair with ongoing education process to ensure success and reduce contamination. Engage with HOAs to address potential rules that might conflict with new infrastructure requirements.• Consider providing free composting bins to residents and business owners.		N/A	 		Environmental Services


































NATURAL SYSTEMS & WATER: ICON KEY							
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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
NS 1.1	Conduct outreach and education on water conservation strategies	<ul style="list-style-type: none">Consider providing tax incentives for actions such as gardening and/or using a rain barrel.	N/A	 			Development Services, Environmental Services
NS 1.2	Utilize educational campaigns to encourage low-impact, drought-resistant landscape development and design	<ul style="list-style-type: none">Ensure all land use and landscaping decisions/policies are considered in partnership with the Sammamish, Tulalip, and Duwamish Tribes.Consider providing tax incentives for actions such as gardening and/or using a rain barrel.	N/A				Environmental Services
NS 1.3	Design and install flood prevention projects	<ul style="list-style-type: none">Community priority as it can increase accessibility for people who can't afford cars or live in flood prone areas.	N/A	  	  		Environmental Services, Engineering











































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ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department	
NS 2.1	Develop an urban landscape strategy or framework	<ul style="list-style-type: none">Reference existing documents such as the City's Critical Area Ordinance and the city's existing tree retention and replacement Ordinance.Consider purchasing land to preserve/restore it.Community Development plays a lead role in developing policy/strategy code or reviewer if Development Services lead. Development Services will be the lead in implementation.Consider banning future development in the Swamp Creek Wetlands.Consider creating incentives for actions such as gardening and/or using a rain barrel.City to adopt stronger landscape standards similar to City of Seattle's Green Factor and City of Bellevue's Environmental Best Management Practices.	N/A	 	 		Development Services, Community Development, Environmental Services	
NS 2.2	Remove old or degrading culverts	<ul style="list-style-type: none">Consider working with local tribes in their effort to restore salmon populations. Apply for grants to remove old or degrading culverts	N/A	 	 		Environmental Services	




























































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Cost to City	 = Low cost		  = Moderate cost		   = High cost				
Timeline	 = Ongoing		 = Short-term		  = Mid-term		   =Long-term		
ID	Short Name	Implementation Considerations	Emissions Reduction Potential			Increased Resilience Potential	Cost to City	Timeline	Lead Department
NS 2.3	Protect, preserve, and restore local waterways	<ul style="list-style-type: none">Purchase land for preservation of wetland and riparian critical areas. apply for grants...	N/A			  	 		Environmental Services, King County



COMMUNITY RESILIENCE & WELLBEING: ICON KEY							
Emissions Reduction Potential	 = Low potential to reduce emissions	  = Moderate potential	   = High potential				
Increased Resilience Potential	 = Low increased resilience potential	  = Moderate increased resilience potential	   = High increased resilience potential				
Cost to City	 = Low cost	  = Moderate cost	   = High cost				
Timeline	 = Ongoing	 = Short-term	  = Mid-term		   =Long-term		
ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
CR 1.1	Create climate emergency resilience hubs	<ul style="list-style-type: none">Provide education and outreach to inform public how to access resiliency hubs.Consider leveraging school districts and other districts, such as NPRSA (Senior Center) as a resource.Consider creating evacuation routes around the city.Consider geographically separating resilience hubs so everyone has easy access no matter where they live in Kenmore.Consider placing resilience hubs in non-religious buildings (i.e., churches).	N/A	  	  		Northshore Emergency Management Coalition - NEMCO)
CR 1.2	Co-create climate communications with Kenmore's communities		N/A	 			City Manager's Office, Environmental Services
CR 1.3	Study and evaluate air quality and extreme heat interactions	<ul style="list-style-type: none">Study and evaluate the asphalt plant.Study and evaluate areas of the City such as SR 522 as well as other high use areas within City boundary	N/A		 		Environmental Services



COMMUNITY RESILIENCE & WELLBEING: ICON KEY							
Emissions Reduction Potential	 = Low potential to reduce emissions	  = Moderate potential	   = High potential				
Increased Resilience Potential	 = Low increased resilience potential	  = Moderate increased resilience potential	   = High increased resilience potential				
Cost to City	 = Low cost	  = Moderate cost	   = High cost				
Timeline	 = Ongoing	 = Short-term	  = Mid-term		   = Long-term		
ID	Short Name	Implementation Considerations	Emissions Reduction Potential	Increased Resilience Potential	Cost to City	Timeline	Lead Department
CR 1.4	Conduct a study to expand on WSDOT's vulnerability assessment		N/A	  		  	Engineering, Environmental Services
CR 1.5	Strengthen transportation resiliency	<ul style="list-style-type: none">Existing infrastructure may need to be replaced; may need additional transit.	N/A	 	 	  	Engineering, Environmental Services
CR 2.1	Mitigate impacts of green gentrification		N/A	  	 	 	City Manager's Office, ARPA
CR 2.2	Develop a green jobs strategy	<ul style="list-style-type: none">Consider incentives for companies that are green to move/do business in Kenmore.	N/A	 		  	Environmental Services, City Manager's Office
CR 2.3	Provide free or discounted air filter box fans		N/A	  			Public Works – Operations, City Manager's Office



APPENDICES

- Appendix A: Industrial Process Emissions
- Appendix B: K4C Commitment Letter
- Appendix C: K4C Commitment and Cap Crosswalk



APPENDIX A: INDUSTRIAL PROCESS EMISSIONS

Kenmore's community expressed strong interest in quantifying greenhouse gas (GHG) emissions from the Cadman asphalt plant, located within the city's boundaries. While Kenmore's GHG inventory includes industrial emissions from energy (electricity and natural gas) consumption and on/off-road transportation, it **does not include industrial process (upstream) emissions** due to limited publicly available data from private companies.

Kenmore's inventory was prepared in accordance with the **U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions**⁵. The protocol notes the following data sources can be used to calculate industrial process emissions:

- **Private data:** Cadman's asphalt plant is not required to provide private data regarding their GHG emissions and were unable or unwilling to provide this information for the purposes of Kenmore's GHG inventory.
- **U.S. Environmental Protection Agency (EPA) or Washington State Department of Ecology (Ecology) reporting:** Cadman's asphalt plant's emissions fall below the EPA's and Ecology's thresholds for mandatory GHG emissions reporting (25K and 10K MT CO₂e, respectively). We could conservatively assume the facility produces emissions at the highest end under the Ecology threshold (i.e., 9,999 MT CO₂e), which would equate to about 6% of Kenmore's total emissions.

Note the EPA and Ecology reporting requirements described above only apply to GHG emissions, not to "criteria pollutants" (carbon monoxide, lead, nitrogen dioxide, ozone, and particulate matter) that create poor air quality. The **Puget Sound Clean Air Agency (PSCAA)** is the regulatory body that ensures compliance with federal air quality standards in King County. [PSCAA's Air Quality Sensor Map](#) shows health-based and instantaneous particle pollution, including "PurpleAir sensors" (public, inexpensive air sensor data). These data points undergo a calibration to the "gold-standard" Agency Monitoring Stations and quality control process. The air sensor located at NE 181st Ste and 63rd Ave NE (very close to asphalt plant) reports a 95% confidence in data quality.

Finally, **EPA assumes that GHG emissions from the production of asphalt itself are negligible** (aside from energy/transportation which are already included in the inventory) because "no data were available about non-energy emissions, and the majority of the asphalt concrete is aggregate, which has no non-energy emissions associated with its production."⁶

⁵ ICLEI Local Governments for Sustainability USA, [U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions](#) (July 2019).

⁶ https://www.epa.gov/sites/production/files/2016-03/documents/warm_v14_construction_demolition_materials.pdf



APPENDIX B: K4C COMMITMENT LETTER

















[Refer to the following page]

DRAFT



APPENDIX C: K4C COMMITMENT AND CAP CROSSWALK

















The following table indicates alignment between strategies and actions in this CAP and other City planning efforts with K4C's Joint County-City Climate Targets and Commitments.

		LEGEND							
									
		Forecasts & Targets	Synergies With Other Plans & Policies	Municipal Operations	Buildings & Energy	Transportation & Land Use	Consumption & Materials	Natural Systems & Water	Community Resilience & Wellbeing
		K4C JOINT CITY-COUNTY CLIMATE TARGETS & COMMITMENTS					CITY OF KENMORE CLIMATE ACTION PLAN		
Commitment	Metric								
I. Shared Goals									
Establish GHG emissions (MTCO ₂ e) reduction targets consistent with Growth Management Planning Council.	Updated in 2021: 50% reduction by 2030 75% reduction by 2040 95% reduction with net zero emissions by 2050	✓							
II. Climate Policy									
Advocate for comprehensive federal, regional, and state science-based limits and a market-based price on carbon pollution and other GHG emissions.	Support strong federal, regional, state, countywide and local climate policy.		✓						
III. Transportation and Land Use									
Sustain and grow transit service and support travel by walking and biking.	Washington State RCW 47.01.440 Reduce countywide driving per capita by: 20% by 2030 50% by 2050			MO 2.1		TL 1.2 TL 2.1 TL 2.2			



City of Kenmore Climate Action Plan

LEGEND

















									
		Forecasts & Targets	Synergies With Other Plans & Policies	Municipal Operations	Buildings & Energy	Transportation & Land Use	Consumption & Materials	Natural Systems & Water	Community Resilience & Wellbeing
K4C JOINT CITY-COUNTY CLIMATE TARGETS & COMMITMENTS						CITY OF KENMORE CLIMATE ACTION PLAN			
Commitment	Metric								
Update and implement Vision 2050.	City Comprehensive Plan update consistent with Vision 2050		✓						
IV. Clean Fuels and Electric Vehicles									
Support adoption of statewide or regional low carbon fuel standards. ⁷	Adopt standard to reduce transportation fuel emissions intensities by 20% by 2030		✓						
Incentivize transition to electric vehicle ownership for all sectors.	Electric vehicle use (% of VMT by EVs) 100% light duty 60% medium duty 40% heavy duty by 2050				MO 2.2 MO 2.3		TL 3.1 TL 3.2		
Incentivize or require electric vehicle charging within buildings or on development sites.	Enact local codes and programs				MO 2.3		TL 3.2		
V. Energy Supply									
Electricity fuel mix (MTCO ₂ e per MMBTU) consistent with the WA Clean Energy Transformation Act (CETA).	Phase out coal-fired electricity source by 2025		✓		MO 1.3				
	Electricity source will be: 80% carbon neutral electricity by 2030 100% renewable electricity by 2045		✓		MO 1.1 MO 1.3	BE 2.1 BE 2.2 BE 2.3 BE 2.4			

⁷ Washington's [Clean Fuel Standard](#) (HB 1091) requires a 20% reduction in the carbon intensity of transportation fuels used in Washington by 2038, compared to a 2017 baseline level. Reductions in carbon intensity may be achieved through cleaner fuels or by purchasing clean fuel credits from cleaner producers such as those providing electricity as fuel. Boats, trains, aircraft, and military vehicles & equipment are excluded.



City of Kenmore Climate Action Plan

LEGEND









									
		Forecasts & Targets	Synergies With Other Plans & Policies	Municipal Operations	Buildings & Energy	Transportation & Land Use	Consumption & Materials	Natural Systems & Water	Community Resilience & Wellbeing
K4C JOINT CITY-COUNTY CLIMATE TARGETS & COMMITMENTS					CITY OF KENMORE CLIMATE ACTION PLAN				
Commitment	Metric								
Electricity fuel mix (MTCO _{2e} per MMBTU) consistent with the WA Clean Energy Transformation Act (CETA). (Cont.)	Limit construction of new natural gas-based electricity plants		✓						
	Establish a more resilient energy system		✓	MO 1.4	BE 2.5				
VI. Green Building and Energy Efficiency									
Support Washington State Energy Code leading the way to "net-zero carbon" buildings, reduced water consumption, and the use of building materials with low carbon emissions. Support stronger residential energy codes that save energy and money and take supporting actions such as to adopt building energy benchmarking and disclosure ordinances for nonresidential and multi-family buildings within local jurisdiction, and residential energy disclosure at point of sale.	Community energy consumption (MMBTU) 25% reduction by 2030 45% reduction by 2050			MO 1.1 MO 1.2	BE 1.1 BE 1.2				
	70% energy reduction and net-zero GHG emissions in new buildings by 2031			MO 1.1	BE 1.1 BE 1.2				
	Fossil fuel consumption (MMBTU) 20% reduction by 2030 80% reduction by 2050			MO 1.1 MO 1.2 MO 1.3	BE 2.1 BE 2.2 BE 2.3 BE 2.4				
	Adopt local codes				BE 1.2 BE 2.4				
VII. Consumption and Materials Management									
Partner through the Metropolitan Solid Waste Management Advisory Committee on policy, projects, and programs focused on (1) waste prevention and reuse, (2) product stewardship, recycling, and composting, and (3) beneficial use.	Achieve 70% recycling rate countywide by 2030						CM 1.2 CM 1.3 CM 2.1 CM 2.2 CM 2.3		
	Achieve zero waste of resources for materials that have economic value for reuse, resale, and recycling.								



City of Kenmore Climate Action Plan

LEGEND

















							
Forecasts & Targets	Synergies With Other Plans & Policies	Municipal Operations	Buildings & Energy	Transportation & Land Use	Consumption & Materials	Natural Systems & Water	Community Resilience & Wellbeing
K4C JOINT CITY-COUNTY CLIMATE TARGETS & COMMITMENTS				CITY OF KENMORE CLIMATE ACTION PLAN			

Commitment	Metric								
VIII. Forests and Farming									
Sequester biological carbon.	Sequester biological carbon. Protect and restore forests and farms.		✓	MO 4.3		NS 2.1		NS 2.1	
IX. Operations									
	Implement energy efficiency projects & initiatives at existing facilities;			MO 1.2					
	Measure existing building performance through EPA's Energy Star or equivalent program		✓						
Develop operational GHG reduction targets that support shared countywide goals and implement actions that reduce each partners' GHG footprint.	Implement high efficiency street and traffic light replacement projects			MO 1.2					
	Construct new buildings to LEED, Living Building Challenge or other high-performance standards and infrastructure to equivalent carbon-neutral and sustainability standards			MO 1.1					
	Reduce waste and purchase sustainable materials and services; electrify municipal vehicles			MO 2.2 MO 3.1					



City of Kenmore Climate Action Plan

LEGEND

									
		Forecasts & Targets	Synergies With Other Plans & Policies	Municipal Operations	Buildings & Energy	Transportation & Land Use	Consumption & Materials	Natural Systems & Water	Community Resilience & Wellbeing
K4C JOINT CITY-COUNTY CLIMATE TARGETS & COMMITMENTS						CITY OF KENMORE CLIMATE ACTION PLAN			
Commitment	Metric								
X. Climate Preparedness									
Expand the K4C model for collaboration to include climate preparedness topics and issues.	Identify shared climate impact concerns and needs - seek opportunities to address concerns			MO 5.1					CR 1.1 CR 1.2 CR 1.3 CR 1.4 CR 1.5 CR 2.3
	Engage elected officials and public on local climate impacts & priorities for action			MO 5.1		TL 1.1		NS 1.1 NS 1.2 NS 2.1	CR 1.2
	Consider participating in Puget Sound Climate Preparedness Collaborative								
XI. Collaboration									
Participate in or join the King County-Cities Climate Collaboration (K4C).	Maintain membership and participate with K4C		✓						





City Of Kenmore, Washington

Memorandum

Date: May 20, 2022

To: Rob Karlinsey, City Manager

From: Leonora Palaña, Human Resources Manager

Regarding: Diversity, Equity and Inclusion Status

Punch line of this memo: Provide Council with an update on the Diversity, Equity and Inclusion (DEI) at the City of Kenmore, including the need for ongoing DEI consulting services.

Progress Review:

Human Resources in collaboration with Chanin Kelly-Rae Consulting, has continued to staff and facilitate meetings with the inaugural DEI Task Force that was formed earlier this year. Meetings have been conducted at least twice a month. These meetings involved discussions of the information, findings, the data mined from community scans, a SWOT analysis and interview responses from Leadership being shared with the Task Force and various other areas. Task Force members offered their input, feedback, concerns and recommendations from the discussions during Task Force meetings, that will either directly or indirectly shape our DEI policy.

Ongoing Need for DEI Consulting Services:

Based on the upcoming results from both the DEI Community Engagement Survey and the DEI Staff Survey from the findings, if there are substantial areas of opportunity that can be improved, the need for a DEI Task Force will increase in order to continue making Kenmore a diverse, equitable and inclusive community.

Through guided conversations and meetings facilitated by Ms. Kelly-Rae, it is evident that the Task Force members are not only beginning to experience a level of comfort with each other, but they are also vocalizing their observations and experiences, thus leading to meaningful dialogue and recommendations.

The DEI Task Force was also consulted by the Director of Community Services, Debbie Bent. During a DEI Task Force meeting, Ms. Bent presented on the topic of housing disparity and inequity in Kenmore. The Task Force was able to not only get a better understanding of the demographics of the community and land use, but they were also able to provide valuable recommendations and perspectives. This was a meaningful

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conversation, where the City was able to hear the many different voices of our community, a priceless resource that can not be replicated.

There is no one on staff who has Chanin Kelly-Rae's high level of skill set in the field of DEI, or bandwidth to continue to help the City move forward in the realm of DEI. It is abundantly clear that Chanin Kelly-Rae and her team are needed for the type of breadth and depth of DEI knowledge, and years of experience with other government agencies. If the City were to recruit and hire a Full-Time DEI Executive of Chanin's caliber, the rate City could be paying that staff member would be double or more, for the type and amount of work Chanin Kelly-Rae and her team are performing. The City does not have the budget or resources to fund a Full-Time DEI Executive Consultant to provide the same strategic direction, data analytics, outreach, project management, and other services that the City needs, once the policy is implemented.

With the current, short-term, and long-term DEI needs for the City of Kenmore, it would be more cost-effective for the City to retain the services of Chanin Kelly-Rae Consulting at \$5K for about 15 hours per month (\$60,000 per year). This would include not only services related to the DEI Task Force, but for other collateral tasks that other departments in the City have/would utilize(d) for consultation (e.g., ARPA Listening Session, Missing Middle, Land acknowledgement, workshop facilitation with the Police Department, present and future policies, and other services). Ms. Kelly-Rae's hourly rate is about \$325.

Non-Discrimination Ordinance

Regarding a Non-Discrimination Ordinance as recommended by Councilmember Pfeil, it would be imperative that we continue the partnership with Chanin Kelly-Rae Consulting and the DEI Task Force. This is not an area of expertise that anyone has on staff, of this magnitude, nor is it possible for Human Resources to take on this project alone.

As the City of Kenmore continues to do the work on making Kenmore a place where people love where they live, where they work and where they play, the DEI Task Force and our partnership with Chanin and her team needs to continue beyond just the implementation of the DEI policy, particularly since we have yet to gather the responses of the surveys. Once both surveys close and results are calibrated, the City will have gathered valuable information for the City to grow from, and will need to identify or respond to survey feedback.

We have a very excited, motivated and engaged DEI Task force that is willing to continue the work that they have developed and have grown into. The DEI Task Force has been utilized for consultation on a topic outside of their immediate scope, which may not be the first or last time for the Task Force to lend their observations and recommendations. Additionally, some members of the DEI Task Force have started to voluntarily perform outreach, beginning with the distribution of materials for the DEI Community Engagement Survey, and volunteering for community events within the City. Continued collaboration with both resources - the DEI Task Force and the partnership with Chanin Kelly-Rae Consulting, is extremely valuable to the City and the community in order to continue this significant work.



How Cities Can Embrace the LGBTQ+ Community Through Policies and Programs

This year, the National League of Cities (NLC) constituency group, LGBTQ+ Local Officials (LGBTQ+LO), asked municipal leaders who identify as or represent the LGBTQ+ community:

What should communities focus on in addressing LGBTQ+ inclusivity?

Introduction

ONE OF THE THINGS we were asked for was a template for how cities, towns and villages could implement non-discrimination ordinances – particularly in regions where state legislatures have imposed anti-LGBTQ+ legislation or are not willing to prevent LGBTQ+ discrimination.

This topic is near and dear to my heart. I am a mayor who represents the City of Doraville, GA – a municipality of about 10,000 people¹. We are a close-in suburb of Atlanta and have a diverse resident and business population. I am also a gay man who had to navigate discrimination and concerns about not being considered for jobs or accommodations because of Georgia’s lack of protections for LGBTQ+ people.

In 2018, I was elected council member, serving with another newly elected LGBTQ+ council member, Stephe Koontz – the first openly transgender elected official in the state of Georgia. Ms. Koontz was dedicated to the idea of passing a non-discrimination ordinance in our city. Atlanta had passed one in 2000 (and updated it to include gender identity in 2013)², but because of the resources involved and some specific requirements of the Georgia Constitution, it was not easy for other cities to follow Atlanta’s lead – and at the time Ms. Koontz was working on this, no other city in Georgia had passed such an ordinance.

Council Member Koontz was not willing to take “no” for an answer, and engaged our local LGBTQ+ rights organization, Georgia Equality, along with several other resources to identify ways that we could craft an enforceable non-discrimination ordinance in Doraville. She found an ordinance in Kansas that tied back to the city’s business licensing process. Taking this thread, she was able to weave an ordinance that our city attorney believed would be defensible under Georgia’s Constitution. Once Doraville passed its non-discrimination ordinance – only the second to do so in Georgia³ - we set off a wave of other cities and counties in our state taking similar measures. To date, at least 12 jurisdictions in Georgia now have passed some form of non-discrimination policy.

The purpose of this policy brief is for our peers to learn what has worked in other jurisdictions and to learn four beneficial actions you can take to become a more LGBTQ+ inclusive place to live, work and call home. We have included testimonials from local leaders representing various states and populations that have been awarded a Municipal Equality Index score of 90 or higher from the Human Rights Campaign to share their stories⁴. Please read on to find out how you can take steps towards becoming an LGBTQ+ friendly destination.

JOSEPH GEIERMAN, MAYOR, CITY OF DORAVILLE, GA,
Board Member, LGBTQ+ Local Officials (LGBTQ+LO)

Strategies for Creating an LGBTQ+ Inclusive Community

NON-DISCRIMINATION ORDINANCES

It is crucial to start by recommending a non-discrimination ordinance. The protection these ordinances provide is a basic right to most Americans. No one should be put in the position of losing their job, rental property or refused service because they identify as LGBTQ+.

Non-discrimination ordinances have been under attack in some states by preemption. Local governments are finding creative ways to protect their citizens despite opposition. Recently, six municipalities in Texas updated their laws to include protections for LGBTQ+ residents in their community while also incorporating other important local needs. For example, San Antonio has a non-discrimination ordinance that encompasses veterans because of the number of military families within their jurisdiction⁵.

Around the country, adoption of non-discrimination ordinances is an area where many municipalities are making progress year over year. According to the Human Rights Campaign Municipal Equality Index which measures 500 cities, 429 currently have equal employment opportunity policies that expressly include sexual orientation and/or gender identity⁶.

Please consider one mid-sized city that passed a non-discrimination ordinance in a red state: Brookings, South Dakota. Their local officials spent several years working towards making their city a more LGBTQ+ destination and in 2018 the city adopted a nondiscrimination ordinance to set themselves apart as an LGBTQ+ haven in South Dakota.

“We want to support our municipalities in any way they can distinguish themselves as being welcoming to our LGBTQ residents and visitors. Our primary and strongest way to do that is through a non-discrimination ordinances that cover housing, employment and public accommodations ideally with a Human Rights Commission...not every City is able to do that some have to have a criminal penalty at the end. We really don't want to do that, we don't want to criminalize this we want this to be a constructive and civil oriented process. We also have seen Cities start this journey with a simple Pride resolution or some sort of statement saying [their state] should be a welcoming state.”

ALANA JOCHUM, EXECUTIVE DIRECTOR, Equality Ohio

“Highlight the power of peer pressure... we’ve seen incredible success in northern Kentucky just on the other side on Cincinnati where the City of Covington issued a challenge about three years ago to its neighboring communities to its peer cities to pass their Fairness Ordinance. Covington had already had one for almost two decades at that point and, by heavens, they picked up the challenge and about ten cities surrounding that one have passed an ordinance now because the dominos just started falling and all we had to do was have that city issue the challenge.”

CHRIS HARTMAN, EXECUTIVE DIRECTOR, Fairness Campaign, Kentucky

ECOMONIC GROWTH

TOURISM

The tourism industry has seen the positive effects of how the LGBTQ+ community can help in times of recovery. As people have started travelling again, LGBTQ+ travelers are leading the charge, spending money to get back out in the world and see new places⁷. In the U.S. LGBTQ+ travel is a \$63.1 billion dollar industry⁸. Smart cities, towns, and villages are enticing these travelers as the U.S. heads toward recovery.

Not only do travelers spend money on lodging, food, shopping and experiences while visiting a new city or charming town but states offer grants to help generate tourism and attract the attention of visitors. Looking for funding to start generating buzz around your municipality? Why not apply for an Emerging Destination Marketing Grant⁹ or Tourism Marketing Grant¹⁰ to put your location in the minds of LGBTQ+ travelers looking to get out after a year inside.

ATTRACTING BUSINESSES

The LGBTQ+ community also has a big impact on Fortune 500 companies and sporting events. North Carolina suffered a major financial blow that would have cost them \$3.76 billion over a dozen years¹¹ if they hadn’t repealed their notorious ‘bathroom bill’ which removed gender identity and sexual orientation from statewide anti-discrimination protections and required transgender people to use the bathroom that matched the sex assigned on their birth certificate¹². The NCAA boycotted until the law was repealed¹³. Meanwhile in the Midwest, Salesforce cancelled all programs that required employees and customers traveling to Indiana when the state passed a religious freedom bill allowing for refusal of services to LGBTQ+ individuals based on one’s religious beliefs.¹⁴

On the upside, companies also reward municipalities that have non-discrimination laws in place to welcome their LGBTQ+ employees. When Amazon was selecting a second headquarters, a decision that would bring thousands of new jobs to its host, one of their requirements was a non-discrimination law protecting sexual orientation and gender identity¹⁵.

“One of the first things we did was launch a program called “Equality Means Business” and we got major companies. These are companies that had in their mission statement that these were their values and that they were inclusive but there was a total disconnect from what was happening at the local and state level in Florida and so we wanted to amplify those voices and what we heard back from companies was that it was a win-win because in terms of competing for the best and the brightest and retaining top talent they saw that they weren’t just selling their business they were selling quality of life in the community where they were located.”

NADINE SMITH, EXECUTIVE DIRECTOR, Equality Florida

MUNICIPALITY AS THE EMPLOYER

BENEFITS FOR SAME OR DIFFERENT SEX PARTNERS

Municipalities find themselves in the unique position of being both a governing body and employer. In some places, they may even be the largest local employer. Perhaps the most accessible route to making cities more LGBTQ+ inclusive starts by changing the policies a municipality has in place as the employer.

It is not uncommon for cities to offer benefits to full-time employees, spouses and their families. However, there is room to expand on this policy to include access to the same benefits for same or different sex partners and legal dependents. In spite of the US Supreme Court’s 2015 *Obergefell v. Hodges*¹⁶ ruling in support of same sex marriage, many state legislatures have kept their now void laws and continue to look for loopholes around the current ruling¹⁷.

With states continuing to poke holes in same sex marriage, allowing municipal employees the opportunity to share benefits with their significant others is both LGBTQ+ inclusive and stands as a protection from state legislatures’ continued roadblocks. As of 2020, 127 cities¹⁸ offer benefits like the one suggested here according to the Human Rights Campaign Municipal Equality Index which surveys 500 municipalities across the country.

There is room for municipalities to grow as employers and take a step towards both employee satisfaction and creating an LGBTQ+ welcoming workplace.

TRANSGENDER INCLUSIVE HEALTH CARE

Another benefit that can be extended to local government employees is to offer transgender inclusive health care. Currently, 179 cities offer this benefit for city employees which has increased from 2019 when 164 cities¹⁹ provided the same benefits. While over 1.4 million²⁰ adults in the United States now openly identify as transgender, that number is growing as Gen Z enters the workforce with at least two percent²¹ of their group identifying as gay, lesbian or transgender.

By offering transgender inclusive health care to municipal employees, municipal officials are opening benefits that should already be available. This also places local government as leaders preparing for the future as the next generation comes forward looking for employers that offer a welcoming environment and benefits.

CONTRACTORS WITH EMPLOYMENT NON-DISCRIMINATION POLICIES

Local governments don't just have avenues to be inclusive with their employees but to reward those they choose to work with, like contractors, who are also LGBTQ+ friendly. The Supreme Court case *Fulton v. City of Philadelphia* issued a ruling in favor of Catholic Social Services due to the city's inconsistent exemption language something that can be addressed not just with stronger ordinances but by building nondiscrimination language into city contracts.

NLC joined in a State and Local Legal Center brief on this case in support of the City of Philadelphia asking the Court to not overturn *Employment Division v. Smith*, holding that individuals must comply with "valid and neutral law of general applicability" regardless of their religious beliefs. This decision is very important to local governments because it provides a bright line disallowing religious discrimination claims where government is treating everyone the same. This case has been the law of the land for 30 years and is very favorable to minimizing lawsuits against local governments.

The City of Philadelphia never intended to block same-sex couples from serving as foster parents. However, they did not specifically require their contractors to have their own employment non-discrimination policies with language including sexual orientation and gender identity. As a result, this contractor was able to avoid breaking the terms of their contracts regardless of the municipality's preferences.

If your city, town or village already has non-discrimination policies in place for your workforce, ensuring that city contractors are covered by nondiscrimination requirements embedded in the contracts is a next step to protecting your municipality and its LGBTQ+ residents.

“The main takeaway from Fulton is that words matter. It was not a broad (Supreme Court) decision it was very narrow but it was very clear that the way that the contract was setup and the way the wording of the local ordinance was it mattered and it did not include the entity, the adoption agency, in that case as a public accommodation and the terms of the contract were not equally enforced and that was the problem...The two areas to really focus on or at least the areas where we get the most questions at Equality Ohio are the definition of public accommodations and the religious exemption language itself.”

ALANA JOCHUM, EXECUTIVE DIRECTOR, Equality Ohio

DEFINITION OF PUBLIC ACCOMMODATIONS:

A public accommodation is a private entity that owns, operates, leases, or leases to, a place of public accommodation. Places of public accommodation include a wide range of entities, such as restaurants, hotels, theaters, doctors' offices, pharmacies, retail stores, museums, libraries, amusement parks, private schools, and day care centers. Private clubs and religious organizations are exempt from the ADA's title III requirements for public accommodations.²²

DEFINITION OF RELIGIOUS EXEMPTION:

Religious exemption laws permit people, churches, non-profit organizations, and sometimes corporations to seek exemptions from state laws that burden their religious beliefs. There is a coordinated strategy to mount legislation and litigation across the country to undermine nondiscrimination protections, comprehensive health care, and the regulations administering social and public services by inserting exemptions into the laws based on religious or moral beliefs. These attacks on the law include the so-called First Amendment Defense Act (FADA), state religious exemption laws in adoption and foster care, religious exemptions in healthcare including for reproductive care, denial of government services including marriages, denial of service in public businesses, the denial of employee benefits, and cases like the Hobby Lobby U.S. Supreme Court decision.²³

MUNICIPAL SERVICES

LGBTQ+ LIAISON IN THE CITY EXECUTIVE OFFICE

To create an LGBTQ+ welcoming community, local leaders can also make a seat at the policy table. By having someone in the City Executive Office serve as the LGBTQ+ Liaison you are opening the door embracing the LGBTQ+ community. What programs could be more inclusive? How can you open your city to increased tourism and engagement opportunities that can be seen from a fresh perspective? Give members of your community a voice.

Of those cities surveyed in the Municipal Equality Index, as of 2020, 195 of them have LGBTQ+ Liaisons in their city executive offices²⁴. Perhaps hiring one individual for the role of liaison isn't a resource currently available. Consider creating a working group from your current workforce or volunteers. Take the example of Charleston, West Virginia with a population of 48,000. The city created a group with the goals of establishing an anti-bullying youth council, developing anti-bullying and harassment policies for city parks and Recreation facilities, developing LGBTQ-awareness training modules for city employees and reviewing city health insurance coverage to ensure it is LGBTQ-inclusive²⁵. Charleston's goals set an example on ways to become more LGBTQ+ inclusive.

“The role of LGBTQ Liaisons as a role designated typically by the Mayor [or City Manager is important]. I think when these bodies have teeth and the role of LGBTQ Liaison has teeth you're able to actually get some things moving and things done. In Georgia a lot of times once we have gotten an NDO (non-discrimination ordinance) passed the next step is working with the Mayor to appoint a specific staff role to create some sort of advisory body. It builds in a sort of watchdog mechanism around making sure that this isn't just an ordinance that is passed...but is actually operationalized and provides folks the real protections that they're looking for.”

ERIC PAULK, JD., DEPUTY DIRECTOR, Georgia Equality

LGBTQ+ LIAISON OR TASK FORCE IN THE POLICE DEPARTMENT

Perhaps after the 2020 protests and community outcry for more inclusive police training you might want to consider opening the door to an LGBTQ+ liaison primarily for the police department. Perhaps it is worth considering a liaison who offers multiple trainings, oversight and protections for a multitude of disparate communities.

RACIAL EQUITY LENS

It is estimated that one third of the LGBTQ+ population are people of color.²⁶ As with other spaces, there are racial disparities in the LGBTQ+ community as well. For example, while LGBTQ+ youth in general are over-represented in the houseless population, African American and Native American LGBTQ+ youth are even more disproportionately affected.²⁷ Similarly, incarceration rates and HIV infection are higher in BIPOC LGBTQ+ communities than in non-BIPOC LGBTQ+ communities.²⁸ Community organizers from various BIPOC-focused and LGBTQ+-focused organizations in New York and New Orleans worked together to specifically include a ban on police profiling of sexual orientation and gender identity along with race, religion, ethnicity, age, housing and immigration status, and disability (including HIV status).²⁹ Siloing and lack of relationships between communities can lead to opponents using wedge politics to divide LGBTQ+ advocates and voters from BIPOC advocates and voters leaving LGBTQ+ BIPOC caught in the middle³⁰.

Racial equity and LGBTQ+ equality can (and must) both be accomplished by utilizing partnerships and ensuring that Black, Indigenous, Latinx, Asian, and Pacific Islanders who identify as LGBTQ+ are represented by LGBTQ+ liaisons, included in non-discrimination ordinances, and served by municipal services.

Take Action

Whether your avenue for creating a more LGBTQ+ safe and inclusive community is through non-discrimination ordinances, municipal services or benefits to employees there are steps a municipality can take no matter the size. When advocating on behalf of these changes do remember to cite how it helps stimulate economic growth within the community either through tourism, attracting companies that have LGBTQ+ policies for establishing themselves in an area, or if your state offers funding for becoming attractive to tourists and newcomers.

Small to mid-size municipalities can implement similar actions to those listed above, like Brooking, South Dakota with a population of 24,000. Their community worked hard and improved from a 12 to 100 on the Human Right Campaign Municipal Equality Index ³¹ and now the city is lauded. Brooking is now ranked as a LGBTQ+ friendly tourist destination for those looking for a trip with small town charm. Diligent and intentional action proves that it is possible for a small city to make big strides as an LGBTQ+ welcoming destination.

Specifically including LGBTQ+ people of color in your LGBTQ+ outreach and partnering with BIPOC-led organizations is important to become a truly inclusive city. Being intentional in your partnerships and BIPOC representation in LGBTQ+ Liaisons and Human Rights Commissions can help make your city safe and accessible for everyone.

Review your state constitutions in preparation for doing this work of passing a non-discrimination ordinance. Start with some of the key points listed above based on the resources currently available. If your municipality is not able to hire an LGBTQ+ liaison for the city executive office, consider voluntary roles like a Human Rights Commission that are equally as passionate still moving the municipality in the right direction.

On Non-Discrimination Ordinances:

“Having a comprehensive and inclusive non-discrimination ordinance on the books has helped alleviate stress from working class members of the Anchorage community who constantly worried about being themselves in the workplace and being fired or getting evicted by their landlord because of who they love.”

ASSEMBLYMEMBER FELIX RIVERA, Municipality of Anchorage, Alaska

On Non-Discrimination Ordinances:

“In 2007, Charleston was the first municipality in the state of West Virginia to enact a non-discrimination ordinance to protect LGBTQ community members. Our state now has 15 of these local non-discrimination laws. On August 2, 2021 Charleston became the first municipality in the state to ban the harmful practice of conversion therapy for minors. We are pleased to join the 70-plus municipalities across the country that have already done so. The ordinance, which I was honored to sponsor, is not only about protecting our LGBTQ youth but recognizing and valuing who they are and their contributions to our community.”

COUNCILMEMBER CAITLIN COOK, CITY OF CHARLESTON, West Virginia

On Municipal Services:

“Anybody who follows the City of Covington on social media or reads our frequent news releases is crystal clear that we embrace diversity, especially as it relates to the LGBTQ+ community. We proudly tout this narrative in a number of visible ways: Through City leaders’ and staff participation in the annual NKY Pride Parade and Festival (that happens in our city), sponsorship of a regional awards celebration, our rainbow-colored crosswalks, our encouragement of neighboring Cities to follow our lead, and our support of the new NKY Pride Center down the street from City Hall. We also have LGBTQ+ representation in both elected and administrative leadership. In short, there’s a reason that NBC News in 2019 included Covington in its list of “11 gay-friendly small cities in big red states.”

COMMISSIONER SHANNON SMITH, CITY OF COVINGTON, Kentucky

On Municipality as The Employer:

“We know that creating a vision is great – but real change happens in hearts and minds but also by establishing LGBTQ+ friendly policies and creating an environment to make it happen. For us this means policies for non-discrimination in city employment for both sexual orientation and gender identity, implementing a Human Rights Commission, having a LGBTQ+ liaison to city executives and to the police department, having an anti-bullying school policy, and openly LGBTQ+ individuals appointed to city committees and as members of the City staff and leadership team.”

MAYOR OEPKE NIEMEYER, CITY OF BROOKINGS, South Dakota

On Economic Growth:

“Policies such as the Anti-Discrimination ordinances allow business owners and residents to freely participate in the economy without fear of discrimination or hostility. In fact, because of our reputation as an inclusive and progressive city, the City of Tempe is an attraction for valley residents as well as national and international visitors. One such example is our city hosting the National Gay Flag Football League tournament.”

COUNCILMEMBER JENNIFER ADAMS, CITY OF TEMPE, Arizona

Endnotes

- ¹ Doravillega.us
- ² [LGBTQ Non-Discrimination in the States](#)- Freedom for All Americans
- ³ [Georgia Cities Protect LGBTQ Rights](#) - U.S. and World News Report
- ⁴ [Municipal Equality Index 2020](#) - Human Rights Campaign
- ⁵ [Preemption Issue Brief](#) - Equality Texas
- ⁶ [Municipal Equality Index 2020](#) - Human Rights Campaign
- ⁷ ["Travelers are ready to explore": LGBTQ travelers leading the way to tourism recovery](#) - USA Today
- ⁸ [Chasing the Rainbow: The Tourism Industry is Becoming More Inclusive](#) - BusinessDestinations.com
- ⁹ <https://www.scprt.com/tourism/grants/emerging-destination-marketing-grant-program> - Discover South Carolina
- ¹⁰ <https://industry.tnvacation.com/industryresourcestourism-grants/marketing-grant> - Tennessee Vacation
- ¹¹ ["Bathroom Bill" to Cost North Carolina \\$3.76 Billion](#) - CNBC News
- ¹² [Bathroom Bill' to Cost North Carolina \\$3.76 Billion](#) - CNBC News
- ¹³ [NCAA Ends Boycott of North Carolina After Repeal, Replacement of Bathroom Law](#) - Washington Post
- ¹⁴ [Salesforce Cancels All Travel to Indiana Won't Subject Customers or Employees to Discrimination](#) - LGBTQ Nation.com
- ¹⁵ [Amazon's 2nd HQ](#) - Newsweek
- ¹⁶ [14-556 Obergefell v. Hodges \(06/26/2015\)](#) - SupremeCourt.gov
- ¹⁷ [States Across U.S. Still Cling to Outdated Gay Marriage Bans](#) - NBC News
- ¹⁸ [Municipal Equality Index 2020](#) - Human Rights Campaign
- ¹⁹ [Municipal Equality Index 2020](#) - Human Rights Campaign
- ²⁰ [1.4 Million Adults Identify As Transgender in America](#) - NPR.org
- ²¹ [New Poll Finds Record Number of Americans Identify as LGBT](#) - The Hill
- ²² [The ADA: Questions and Answers](#) - U.S. Equal Employment Opportunity Commission
- ²³ [Religious Exemptions](#) - Movement Advancement Project
- ²⁴ [Municipal Equality Index 2020](#) - Human Rights Campaign
- ²⁵ [Mayor Goodwin Announces Establishment of City of Charleston's 1st LGBTQ Working Group](#) - Charlestonwv.gov
- ²⁶ <https://www.lgbtmap.org/LGBTQ-people-of-color>
- ²⁷ <https://youth.gov/youth-topics/lgbtq-youth/homelessness>
- ²⁸ <https://cmsw.mit.edu/wp/wp-content/uploads/2016/11/Toward-Transformative-Media-Organizing-LGBTQ-and-Two-Spirit-Media-Work-in-the-United-States.pdf>
- ²⁹ <https://cmsw.mit.edu/wp/wp-content/uploads/2016/11/Toward-Transformative-Media-Organizing-LGBTQ-and-Two-Spirit-Media-Work-in-the-United-States.pdf>
- ³⁰ <https://www.lgbtmap.org/file/primer-racial-justice-inclusion%20.pdf>
- ³¹ [11 Gay Friendly Small Cities in Big Red States](#) - NBC News

NLC LGBTQ+LO

City of Tempe Councilmember
Jennifer Adams

City of Tempe Deputy City Manager
Rosa Inchausti



INTRO – Councilmember Jennifer Adams

- Jennifer was elected to the Tempe City Council in March 2018 with a focus on fiscal responsibility, empowering neighborhoods in the decision-making process, promoting local businesses and improving our city's infrastructure.
- She served the City as an employee for 29 years and worked in three departments over her career.
- Councilmember Adams is a graduate of Arizona State University and a Licensed Clinical Social Worker. She has a Master's Degree in Social Work and is certified as a Sustainability Professional, Arbitration Mediator and Life Coach.
- Jennifer has a long history of championing LGBTQ initiatives in the City of Tempe.



INTRO – Deputy City Manager Rosa Inchausti

- With 28 years at the City, Rosa has had many firsts. She began her career as the first bilingual Marriage and Family Therapist then forged the City's diversity efforts as the first Diversity Director. She also served as the first Strategic Management and Diversity Director. Rosa was appointed as a Deputy City Manager in 2021 to help reimagine Community Safety.
- During her career, she created the roadmap for the integration of Autonomous Vehicles into a municipality and the launch of wastewater epidemiology via municipal infrastructure. Most importantly, Rosa's true passion and dedication is in prioritizing equity and inclusion in all city operations.
- Deputy City Manager Inchausti received a Bachelor's degree in Psychology from Loyola Marymount University. She then moved to Arizona and received a Master's in Counseling from Northern Arizona University.



TIMELINE: A History of Tempe's LGBTQ+ Efforts



- **1994-2004**
 - Tempe Mayor Neil Giuliano served as the first elected openly-gay Mayor in the US
- **1997**
 - Diversity Dialogues
- **1999**
 - Domestic Partner Benefits
 - HR Personnel Policies
- **2002**
 - Diversity Steering Committee
 - Bereavement leave
 - FMLA
- **2006**
 - Gay Straight Alliance (now Tempe PRIDE LGBTQ+ Alliance)



TIMELINE: A History of Tempe's LGBTQ+ Efforts



- **2008**
 - Recruitment Outreach
- **2010**
 - LGBTQ+ Diversity Training
 - Transgender Workforce Education
- **2013**
 - Municipal Equality Index
- **2014**
 - Anti-Discrimination Ordinance
 - LGBTQ+ protection extends to Procurement Contracts
 - LGBTQ+ included in Supplier Diversity as a HUB (historically underutilized business)



TOOLKIT: A How-To Guide

- 1997
 - **Diversity Dialogues**: Creating community dialogues is a great way to educate community members and create a feedback loop on new initiatives.
- 1999
 - **Domestic Partner**: Consider including Health, Dental and Vision insurance in healthcare benefits.
 - **HR Personnel Policies**: Consider including sexual orientation, gender identity and familial status as a protected class for the workforce.
- 2002
 - **Diversity Steering Committee**: Creating a citywide steering committee helps to take steps that go beyond state limitations.
 - Example: Domestic partner coverage is not required under FMLA.
 - A city employer can extend coverage to those not identified.
 - Provide support through bereavement leave (5 days).
- 2006
 - **Gay Straight Alliance**: Consider creating a strong Mission Statement that adds language that supports diversity.
 - Mission : *"To create a more equitable and safe work environment for all employees through increased awareness and education about sexual orientation and gender identity."*



TOOLKIT: A How-To Guide

- 2008

- **Recruitment Outreach**: Consider creating a citywide recruitment and outreach committee to establish best practices for recruitment and retention of under-represented groups.
 - Outreach can be done to various LGBT publications, employment fairs and regional networks.
 - Consider creating a strategic plan with recommendations to present to the City Manager and Human Resources Manager for adoption.

- 2010

- **LGBTQ Diversity Training**
 - LGBTQ Diversity Training covers topics such as definitions, statistics, EEOC laws, City of Tempe employment protection, and the business case for LGBTQ inclusion.
- **Transgender Workforce Education**
 - A half-day workshop can be presented to city supervisors. Workshops help supervisors understand the needs of transitioning employees and proactively identifies possible impacts to work areas.
 - A city's Diversity Office and/or City Attorney's office can create transgender guidelines for the workplace, which acts as a tool for supervisors with transitioning employees.

- 2013

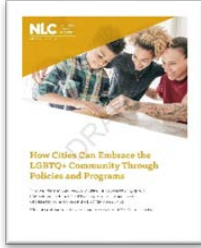
- **Municipal Equality Index**: Consider applying for the Human Rights Campaign Municipal Equality Index rating to ensure highest levels of LGBTQ+ inclusivity.



TOOLKIT: A How-To Guide

- 2014
 - **Anti-Discrimination Ordinance:** Consider adding an ordinance to prevent and dissuade discrimination through a formal grievance and penalty process.
 - **Extend LGBTQ+ protections in Procurement Contracts.**
 - *Example: The City is an equal opportunity, affirmative action employer. Offeror hereby covenants that it shall not discriminate unlawfully against any employee or applicant for employment, nor shall it deny the benefits of this Contract, to any person on the basis of race, religion, color, national origin, ancestry, physical or mental disability, age, veteran status, marital status, sex, gender, **sexual orientation or gender identification**. Offeror agrees and covenants that it will comply in all respects with the applicable provisions of Executive Order 11246, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Rehabilitation Act, Arizona Executive Order No. 99-4, and all other applicable state and federal statutes governing equal opportunity.*
 - **Review Supplier Diversity as a HUB** (historically underutilized business) with an LGBTQ+ lens.
 - **Tempe voters overwhelmingly approved** (with more than **68 percent** approval) an amendment to the City Charter that prohibits discrimination or favor for city positions on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, political affiliation

RESOURCES



- National League of Cities LGBTQ+LO Strategies for Including an LGBTQ+ Inclusive Community
- Municipal Equality Index Standards for Credit
 - <https://www.hrc.org/resources/standards-for-credit-on-the-mei>
- City of Tempe
 - <https://www.tempe.gov/diversity>





City of Kenmore, Washington

Date: May 25, 2022

To: Kenmore City Council
From: Rob Karlinsey, City Manager
CC: Debbie Bent, Community Development Director

Re: "The Bench" Properties Along the South Side of SR 522

Kenmore's Front Doorstep: "The Bench"

Coming from Seattle and Lake Forest Park into Kenmore, State Route 522 is the front doorstep and first impression of our city. Quite frankly, it's not a good impression.

Known as "the bench," many of the properties on the south side of SR 522 between 61st Avenue and 64th Avenue are underutilized and unattractive (to say the least); yet these properties have significant redevelopment potential given their 180-degree view of the Lake and their perch right above the Burke-Gilman Trail.

An Opportunity Presents Itself

When the Cozy Inn Tavern recently closed and the property came up for sale, the City was presented with an opportunity to revitalize a significant portion of the bench and greatly improve upon our front doorstep and first impression of our city.

If the city were to assemble the Cozy Inn Tavern and the three adjacent parcels to the east, we could spark a transformation not just for those four properties, but for the rest of the bench as well.

Being the type of city that takes matters into our own hands instead waiting around for something to happen, the city purchased the Cozy Inn Tavern and took possession earlier this month.

We have also been in communication with the three adjacent property owners to the east with the intent to discuss potential purchases of their properties.

What Would Be the Vision and Strategy for These Four Properties?

The vision for these four bench properties is to assemble the parcels together, raze the old buildings, and then, through a competitive selection process, have a private sector developer construct a beautiful new building that would enjoy the sweeping views of the Lake, open up views of the Lake for the public, and interact nicely with the Burke-

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Gilman Trail. Public amenities such as an iconic viewing tower or plaza could also be included.

How Would the City Finance this Vision and Strategy?

The city has paid cash for the Cozy Inn Tavern Property. To acquire the remaining parcels, the city could enter into a short-term loan to carry the properties until the city sells them to a private sector developer for redevelopment. Rent from existing tenant(s) could help pay for the interest on the short-term loan.

Assembling the parcels and providing preliminary design work should add value to the properties. The proceeds from the sale of the properties to a developer should allow the city to pay off the short-term loan, depending on what the city requires of the developer.

As this strategy unfolds, the city will be tapping into the advice of downtown revitalization expert Rod Stevens of Business Street LLC to:

- run a pro forma financial analysis to determine what is financially viable on the assembled bench property given its geographic, space, and other limitations,
- position the properties to take the market and select a developer, and
- create an exit strategy should the plan not materialize according to the vision

Once Mr. Stevens has assessed what is commercially viable for the site, the city will utilize an architectural firm to provide a potential design concept that would give potential developers a sense of what the city envisions for the property.

Next Steps

If the City Council is interested in this strategy to transform the bench, next steps would include:

- working with Mr. Stevens on assessing what is economically viable for the sight and then, in that context, work with the architect to create a conceptual rendering for the site; and
- continuing conversations with the remaining three property owners

Assuming negotiated purchase prices are market-based and reasonable, city staff may propose implementing the financing strategy as proposed above. Note that eminent domain is not being considered in this proposal. Transactions would be voluntary and tenant leases would be honored.

For more detailed information on allowed zoning and the bench parcels, see the accompanying memo by Debbie Bent, Community Development Director.



City Of Kenmore, Washington

Memorandum

Date: May 19, 2022

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director

Regarding: The “Bench” properties NE Bothell Way

Introduction: This memo provides the following: 1. Background information on the “bench” properties; 2. Policy review; 3. Funding and development strategy; and 4. Next steps for developing a conceptual site plan layout.

The bench properties provide a visual connection to Lake Washington, a visual gateway/entrance to Kenmore and a transition/connection between future development at Lakepointe and Kenmore’s downtown. The parcels are also located to take advantage of potential access and trail connection to the Burke Gilman trail and to high-capacity bus rapid transit route along SR522.

1. Background Information - Property Information Summary: Attachment #1 shows a map of the bench properties and identifies parcels by number. The bench properties include twelve parcels located on the south side of NE Bothell from the 6100 block to the 6300 block. Table 1 below summarizes property information. The city recently acquired Parcel #8, the former Cozy Inn Tavern.

The bench properties are zoned west Urban Corridor (UC). The Kenmore Municipal Code (KMC) 18.25A.010 Intent states “The intent of the urban corridor zone is to convert SR-522 from a commercial strip, focused on the automobile, to a more pedestrian- and transit-friendly urban corridor. In the west subarea, Uses along the south side of the highway would convert to office and multifamily development, taking advantage of lake views and proximity to transit.” Park use and restaurant use are also an allowed use in the Urban Corridor zone. Link to the Kenmore Municipal code, [Chapter 18.25A URBAN CORRIDOR ZONE \(codepublishing.com\)](#). UC zoning allows a base residential density of 48 units/acre with 72 units/acre through residential density incentives or transfer of density credits. Maximum height is 35 feet, measured from the average finished grade to the highest point of the roof. The average finished grade determined by first delineating the smallest square or rectangle which can enclose the *building* and then averaging the ground elevations taken at the midpoint of each side of the square or rectangle; provided, that the measured ground elevations do not include *berms*. A view corridor equivalent to 30 percent of the average east-west dimension of the development proposal site also needs to be maintained.

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Table 1: Property Information Summary

Parcel	Owner	Property Address	Lot Size	Building size	Property Use	King County Assessed Value 2021
7946300055 (Parcel #1)	Robert & Kristin Olson	6319 NE Bothell Way	2,300 sq.ft.	N/A	Parking Billboard	\$108,000
7946300050 (Parcel #2)	Robert & Kristin Olson	6319 NE Bothell Way	3,000 sq. ft.	4,790 sq.ft. (built 1924)	Retail (Theorem Marijuana) 3 apartments	\$857,300
7946300040 (Parcel #3)	Billy Joe Park LLC	6251 NE Bothell Way	6,430 sq. ft.	N/A	Parking	\$302,200
7946300035 (Parcel #4)	Billy Joe Park LLC	6251 NE Bothell Way	3,500 sq. ft.	4,583 sq.ft. (built 1945)	Vacant Retail (future Theorem Marijuana)	\$318,400
7946300030 (Parcel #5)	Billy Joe Park LLC	6251 NE Bothell Way	3,600 sq. ft.	N/A	Parking	\$169,200
7946300020 (Parcel #6)	Billy Joe Park LLC	6233 NE Bothell Way	3,720 sq. ft.	N/A	Parking	\$174,800
7946300018 (Parcel #7)	Pham Ny Thi	6233 NE Bothell Way	3,900 sq. ft.	3,360 sq.ft. (built 1966)	Retail Pho Deli (vacant)	\$414,500
7946300005 (Parcel #8)	Former owner: Banana Enterprises. Now owned by the City of Kenmore.	6215 NE Bothell Way	12,600 sq.ft.	3,033 sq.ft. (built 1931)	Former Cozy Inn Tavern (now vacant)	\$644,300
7947300005 (Parcel #9)	Tye Four LLC	6211 NE Bothell Way	12,908 sq.ft.	N/A	Parking Cell Tower?	\$645,500
1126049092 (Parcel #10)	Tye Four LLC	6141 NE Bothell Way	4,675 sq. ft.	4,536 sq.ft (built 1966)	Office/Hair Salon	\$400,400

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1126049091 (Parcel #11)	6131 Kenmore LLC	6131 NE Bothell Way	8,079 sq.ft.	1,235 sq. ft. (built 1984)	Warehouse Lakepointe Plumbing	\$462,100
1126049010 (Parcel #12)	Joshin LLC	6115 NE Bothell Way	10,896 sq.ft.	1,208 sq.ft. (built 1954)	Gas station/convenience store (vacant)	\$697,200

2. Policy Review: The intent of the Urban Corridor zoning on the south side of SR522 as described above anticipates that uses on the “bench” would convert to office and multifamily development, taking advantage of lake views and proximity to transit. The zoning implements goals and strategies outlined in several policy documents.

The Comprehensive Plan “draft” Vision Statement (currently under review by the Planning Commission) sees Kenmore in 2044 as “connected both visually and physically to its waterfront, recognizing it as a significant local and regional asset.” In the “draft” Land Use Element also currently being reviewed by the Planning Commission, the Urban Corridor District is described as follows: “The Urban Corridor District is located along SR-522. The overall vision is to convert the area on the south side of the highway from a commercial strip corridor to an area of primarily office and multifamily development, taking advantage of lake views and proximity to transit.” As noted above, UC zoning allows other uses such as restaurants, parks, and retail sales. The “draft” Land Use Element also states, “Commercial classifications should be encouraged near trails to provide opportunities for small-scale pedestrian-oriented development serving passers-by.” Link to the Planning Commission agenda of 5/17/22 [Kenmore - Document Center \(civicweb.net\)](#).

The 2018 Economic Development Strategy, here is the link, [1445 \(kenmorewa.gov\)](#) includes goals and strategies that support redevelopment of the “bench”.

Goal 1: Promote and differentiate Kenmore’s image along with implementing

- Strategy 1A: Beautify & Activate Kenmore's Front Door (the 522 Corridor).
- Action 1A.1: Continue to upgrade urban design in the corridor, including billboard removal / consolidation, upgrading of pedestrian amenities and overall streetscape design and aesthetics (medium term 3-5 years)
- Action 1A.4 Market infill & redevelopment opportunities along the corridor and illustrate potential connections with the Lakepointe property and its potential (short term 1-2 years)

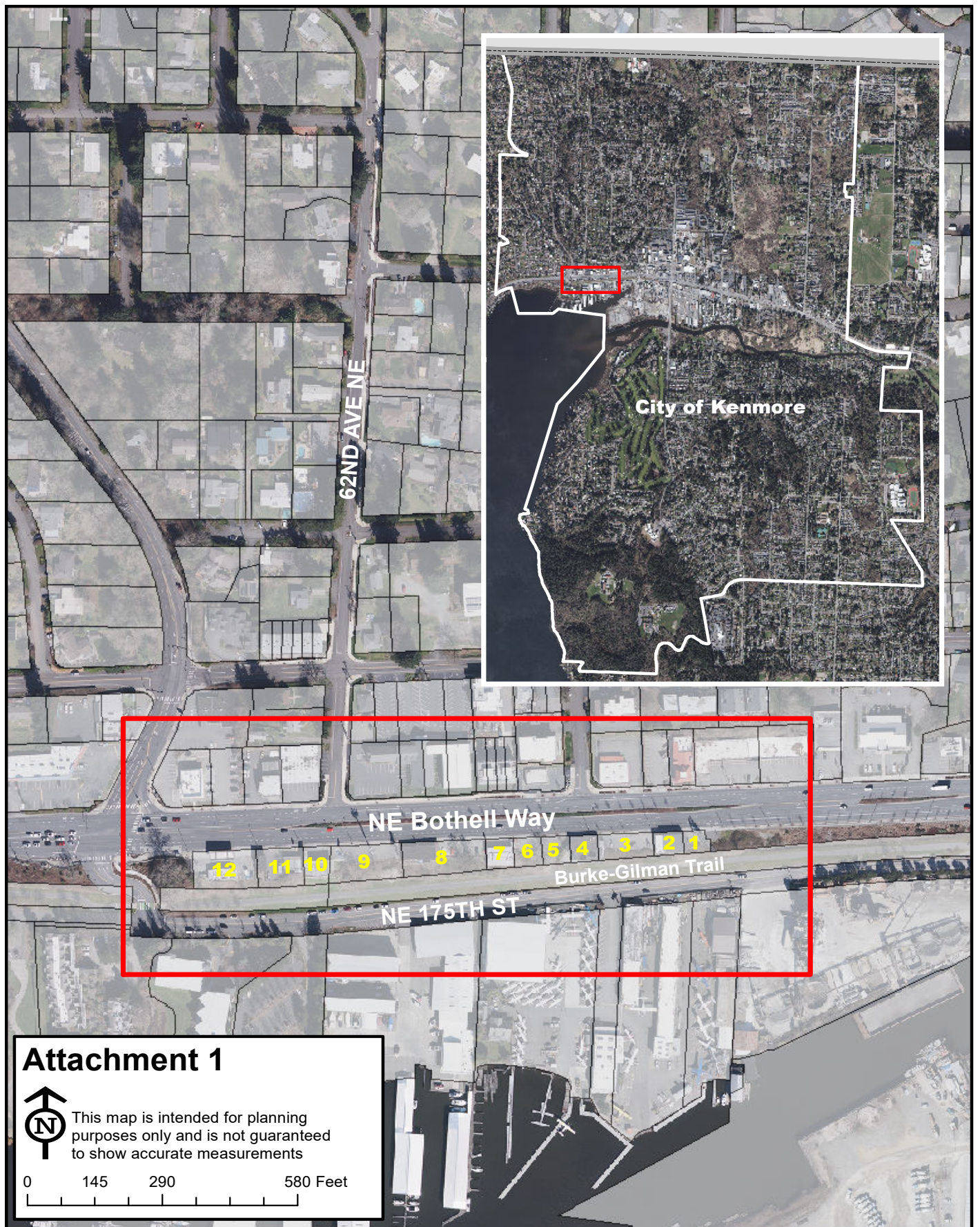
Goal 5: Expand Connectivity, Access to the Waterfront & Multi-Modal Transportation

- Strategy 5A: Aggressively Pursue Improved Linkages to the Lake Washington and Sammamish River Waterfronts

3. Funding and Development Strategy: The purchase price for the Cozy Inn parcel was \$650,000, plus an additional \$137,650 in associated costs (legal fees, appraisal, survey, phase 1 environmental, insurance and estimated demolition costs). Strategic Opportunity Funds covered the cost of property acquisition. If other property owners are willing sellers, the City could consider acquisition to assemble and consolidate the properties to make redevelopment more appealing for developer investment. A short-term bank loan is one option for potential property acquisition. If the City acquired/consolidated additional bench property, the goal would be to seek a developer to develop the properties. A similar approach was taken by the city in the Kenmore Village downtown development.

4. Conceptual Site Plan: Following a Request for Proposal (RFP) process earlier this year, the City selected Schemata Workshop Inc, as a consultant team to conduct preliminary site evaluations, conceptual site layouts and preliminary cost estimates for bench development and development of the Holt Property on NE 181st Street. The scope will consider development concepts that align with current zoning standards but there is also the flexibility to consider alternative/innovative concepts that may need changes to standards if pursued. Staff are finalizing a scope/budget and estimate a cost of \$30,000. Before any significant conceptual design work is performed, we will be using the services of Rod Stevens of Business Street LLC to help inform the City on a business strategy for the bench that will position the properties well and attract uses that will make good business sense for future investors and the market.

Attachment #1: Aerial showing location of bench parcels





City of Kenmore, Washington

Date: June 2, 2022

To: City Council
From: Rob Karlinsey

Re: Downtown Revitalization Next Steps

In the past few years, we've seen success with new investment in the heart of our downtown, including:

- Over \$120 million of new private sector investment on the former Kenmore Village site, including the Spencer68 apartments, the LINQ, the Flyway, and the Stoup Restaurant/Lake Washington Physical Therapy building.
- Civic infrastructure as prescribed in the Downtown Plan, including a library, city hall, town square, and a community building (i.e., the Hangar).
- Other public amenities, including City Hall Skate Court and Park, streetscape beautification, new sidewalks, art, and fun features that surprise and delight.
- New ground floor retail and office space.

Even though the investments listed above are great progress and have gone a long way in transforming our downtown, our downtown is still a work in progress. Many of the downtown properties are still underutilized, especially given the urgent need for more high density housing in the downtown area.

So what's next? How do we keep this work in progress progressing? The blueprint for what's next is already laid out pretty well in the [2018 Economic Development Strategy](#), and we should refer to that document often and let it guide our actions.

Rod Stevens' presentation at the May 23 City Council meeting also provided some helpful insights and recommendations. Based on both the 2018 Economic Development Strategy and Mr. Stevens' presentation, we can make efforts that both zoom in to the "bull's eye" of the downtown and that also zoom out to waterfront and commercial areas along SR 522 and 175th Street. The zoom out efforts will indirectly benefit the center of the downtown. But let's first focus on some zoom in actions:

Zoom In

1. Upzone the properties in the vicinity of City Hall and the Town Square, on both sides of 181st Street. Upzoning these properties, including increasing residential density and minimum height, will do two things: 1) provide a greater incentive for redevelopment of these properties, and 2) increase the potential for more housing in the heart of our downtown and so close to transit lines and daily needs.

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The current maximum density in the downtown commercial zone is 72 units per acre, and the current base height is 35 feet with 65 feet allowed as an incentive for mixed-use development and buildings with structured parking. As part of the Planning Commission's current docket, increasing density with affordability requirements is being explored in this area. The Planning Commission is currently working on this and ARCH is providing a feasibility analysis related to the housing affordability component. The recommendation is estimated to be brought forward to Council in September.

2. In addition to upzoning, require mixed use and minimum two stories along both sides of 181st, from 65th Avenue to 73rd Avenue. As part of the Planning Commission's current docket, the two-story minimum is being explored.
3. Stay in regular communication with property owners of underutilized commercial properties surrounding the bull's eye (e.g., the properties surrounding the post office). Connect them with potential developers, and help them see the incentives for allowing for redevelopment.
4. Redevelop the following properties already owned by the City in the heart of the downtown:
 - Post Office Property. The City's lease with the United States Postal Service is up for renewal in 2025. Given this timing, explore redevelopment possibilities, including assembling this property with one more adjoining properties for redevelopment.
 - Old Shell Property. Continue forward with an affordable, high density development with services on the ground floor. This project is already in progress; Plymouth Housing has been selected as the developer.
 - Holt Property (or what Rod calls "the weedy lot" behind Safeway). The City is in the process of acquiring this property. Recognize the position of this property in relation to the high density housing around it. Explore creative partnerships to create multi story, high density family housing and ground floor uses that will benefit the community and serve the youth.
 - City Hall Park Phase II. Find the resources to complete the second and final phase of City Hall Park. Build something that will be a draw that could also be an iconic feature.
5. Encourage more love notes (i.e., resident-initiated programing) at the Town Square and Hangar. Continue City-run programming in the downtown, and try to find the funding to continue the farmers market into future years (if the pilot turns out to be successful). The more programmed the Town Square and Hangar are, the more vibrant they will be, and the more attractive the downtown will be to investors.

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6. Continue to provide a higher level of landscape and street maintenance in the “bull’s eye” of the downtown. Keep the Town Square and Hangar, as well as surrounding streets and sidewalks, well-maintained and looking nice.

Zoom Out

1. Work with Metro Transit and Sound Transit to redevelop the park and ride and surrounding area. Don’t let the future garage be a standalone monolith. Explore getting the air rights to the parking garage, and ensure the garage is wrapped with residential/commercial and/or is aesthetically pleasing.

The Planning Commission’s current docket includes revisiting Transit Oriented Development (TOD) regulations, with the expectation that TOD would not allow standalone parking. The Planning Commission recommendation is anticipated to be brought forward to Council in September.

2. Bring the zoning along 175th Street between 68th Avenue and 80th Avenue into the 21st century. Remove or update the obsolete p-suffix conditions so that they are no longer a hindrance to development. Assess and potentially fine tune the zoning to make sure it allows for cutting-edge industry as described in Rod’s presentation.



The land uses along this corridor should be able to allow for the fabrication and assembly of various products, including aeronautics, maritime, mobile tech, and outdoor businesses.

The Regional Business North zoning on the north side of NE 175th Street already allows light manufacturing as a permitted use, so the cutting edge industry examples should be allowed, but we should test that to make sure. This zone also has the flexibility to allow standalone commercial and mixed-use development. The zoning on the south side of NE 175th Street is Regional Business East (largely

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the Plywood Supply properties) which also currently allows light manufacturing as a permitted use plus flexibility for standalone commercial and mixed-use development.

P-Suffix conditions are property specific conditions and removal could be addressed at the time of property development. Removal of P-suffix conditions could also be addressed as a future Planning Commission docket item.

3. Create a new subarea plan for Lakepointe:
 - a. Remove or modify the obsolete p-suffix conditions.
 - b. Recognize the chronic difficulty (if not impossibility) of commercially developing the more geologically challenged portions of the property, and consider other more financially realistic uses such a park.
 - c. Continue advocating for a King County passenger ferry in the navigation channel at Lakepointe.
 - d. Work with the property owner and other stakeholders to create a new master site plan for Lakepointe that is financially viable and provides public benefits. Create a path forward, including funding mechanisms, to turn the plan into reality.

The Downtown Sub-Element and Community Design Element of the Comprehensive Plan are anticipated to be part of the 2023 Planning Commission docket. This may be an opportunity to consider evaluating a subarea plan for Lakepointe and carefully evaluating P-Suffix conditions, assuming that the current developer does not move forward with plans.

4. Create and reinforce Kenmore's Crown-of-the-Lake brand, not through slogans or logos, but by real, tangible actions and improvements that deliver on the promise of the brand and position Kenmore as a special place at the head of Lake Washington. Examples include:
 - a. Encouraging and facilitating the redevelopment of The Bench (See Strategy 1A in the City's adopted [Economic Development Strategy](#)).
 - b. Completing Log Boom and TI' awh-ah-dees Parks—these two parks will be very special jewels in Kenmore's waterfront necklace.
 - c. Helping the Kenmore Boathouse to succeed and grow its rowing programs. Kenmore can become known as a place where rowing thrives.
 - d. Partnering with other waterfront recreation groups, such as Kenmore Waterfront Activities Center and WhatsSUP.
 - e. Capitalizing on and promoting Kenmore as the Seaplane Capital of the United States.

We are already completing and performing many of the items on the zoom in and zoom out lists above. But there are several that have not been initiated or received adequate attention.

Given all of the other competing priorities of the City Council, do we currently have the staffing and other resources to tackle everything on the zoom in and zoom out lists? No. Additional resources will be needed.

But in the meantime, through relentless and incremental efforts, we can continue the work we have been doing. When City Council priorities change or new resources become available, we can add more tasks and initiatives to advance downtown revitalization and creation.

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Kenmore Police Department Memorandum

Date: May 19, 2022

To: City Manager Rob Karlinsey

From: Police Chief Brandon Moen

Subject: Mail Theft in Kenmore

The purpose of this memo is to provide data regarding recent mail theft trends in Kenmore, which in turn provides some context as to the effectiveness or need for a potential locking mailbox program.

SUMMARY

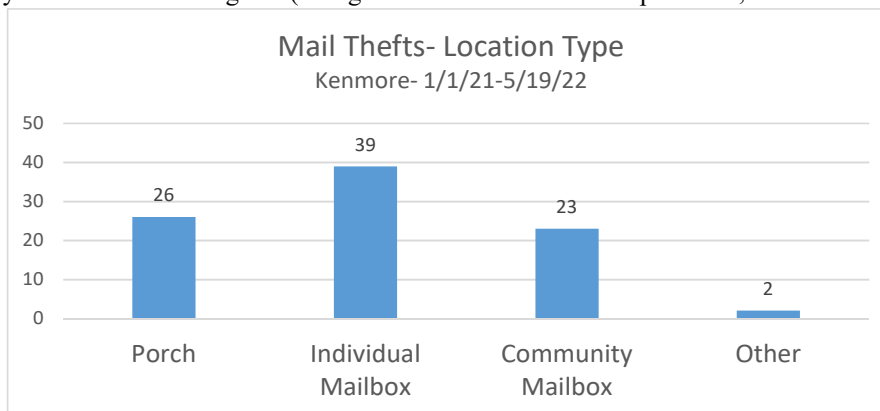
I do not believe that implementing a locking mailbox program in Kenmore is the best investment of public safety funds to combat mail theft. Instead, leveraging technology and investigations to combat these thefts would be more impactful. While locking mailboxes do provide some level of deterrence, Kenmore's crime statistics indicate that the effectiveness of a subsidized program here would be limited.

METHODOLOGY

I researched the mail thefts that occurred in Kenmore from 1/1/2021 through 5/19/2022 to determine the frequency, location (porch or mailbox), and the security type of the mailbox (locking box, non-locking box).

ANALYSIS

There were 90 mail thefts victims in Kenmore during the noted timeframe. 43% of the victims had individual residential mailboxes, while 29% had packages stolen from their porches. Another 26% were victims when their community mailboxes were targeted (a single mailbox unit with multiple doors, one for each resident).

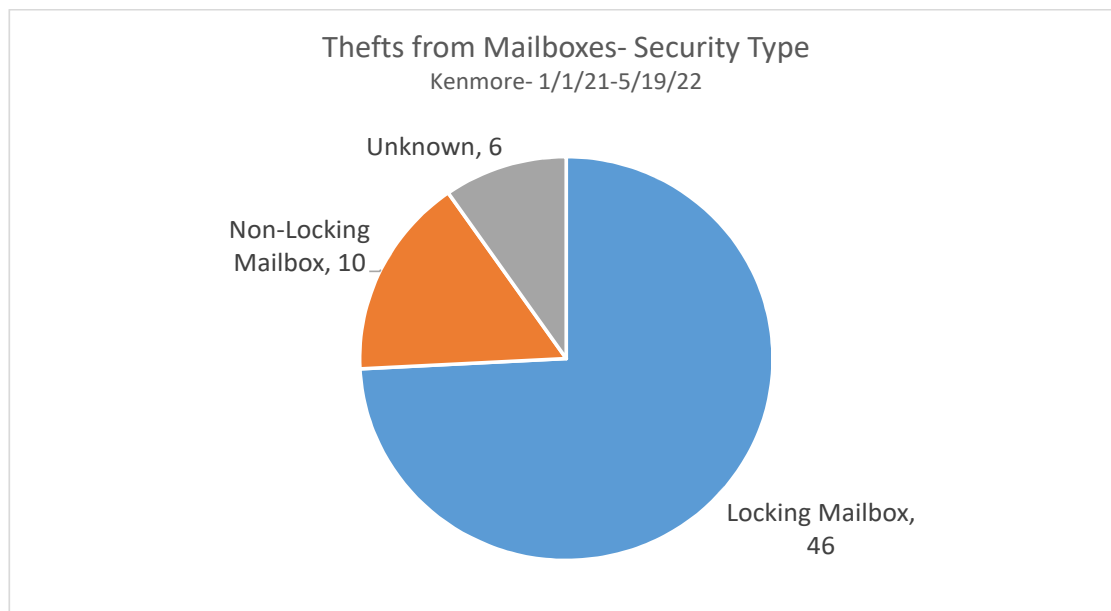




Kenmore Police Department Memorandum

This indicates that the traditional, single residential mailbox in Kenmore was targeted in less than half of the mail theft incidents. These individual mailboxes are the type typically slated for replacement under a locking mailbox program.

For the thefts from mailboxes specifically, 74% of the victims had some type of locking mailbox that was pried into by the suspect. Only 16% had non-locking mailboxes and reported a theft.



It should be noted that it is extremely likely that not all thefts from non-locking mailboxes get reported. Residents may not know that they have been a victim, unless they realize that a particular piece of mail is missing, whereas a resident with a locking mailbox can readily see the prying damage and know immediately. This data is based on the crimes reported to Kenmore Police, either to an Officer or via our online reporting system.

It is apparent that criminals can defeat many of the locking mechanisms of either an individual or community mailbox with minimal effort. A screwdriver or other pry tool is most commonly used. We saw this in February 2021 when a Kenmore Officer confronted a mail thief who brandished the screwdriver that he was using to pry into a community mailbox.

OTHER OPTIONS

Kenmore Police can continue to encourage people to invest in locking mailboxes on their own, which still provides some level of security and deterrence. However, I believe from a public funding and staff workload standpoint, we would be more efficient in encouraging residents to use other measures.



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- *USPS Informed Delivery*- Kenmore can continue to encourage residents to utilize the free *Informed Delivery* app that allows residential mail customers to digitally preview their household's incoming mail. This allows residents to know if something that was supposed to arrive did not, indicating that they may have been the victim of mail theft. The app also allows users to manage package deliveries, provide delivery instructions, and schedule redeliveries. Encouraging Kenmore residents to use this app would be free, and proves useful in limiting the damage of identity and mail theft.
- *Reporting Suspicious Behavior*- There have been multiple instances of potential/suspected mail thieves being reported by alert residents. The best deterrent is always alert neighbors who know one another, and are engaged with the community to prevent crime. Kenmore Police can continue to make the community aware of crime trends related to mail theft, seek help in identifying mail thieves, and encouraging the public to report suspicious behavior near mailboxes.
- *Support Private Mailbox Projects*- If a resident or neighborhood would like to install a locking mailbox, or locking community mailbox, city staff could provide promotional information from local retailers that sell USPS approved boxes. These same local and national retailers often offer installation services for their customers.

Again, I recommend spending our efforts and limited resources on other crime prevention measures that I believe will be more impactful than subsidizing a locking mailbox program.