



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

City Council Regular Meeting

ON-SITE

MONDAY, OCTOBER 10, 2022 - 7:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/81143225979>

Or One tap Mobile: US: +12532158782,,81143225979#

Or Telephone Dial US: +1 253 215 8782

Webinar ID: 811 4322 5979

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

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

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PRESENTATION

- A. Working Families Tax Credit Department of Revenue, presented by Assistant to the City Manager Garrett Oppenheim, Outreach & Community Partnerships Manager Perla Gamboa, and Western Washington Outreach specialist Aminta Spencer

[Presentation - Washington State Working Families Tax Credit \(WFTC\)](#)

VI. PUBLIC COMMENTS

- A. We welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. We will hear from our on-site guests first, followed by our virtual guests. If you're online, please use the "raise hand" feature now if you wish to speak. All guests must address comments to the Mayor and City Council. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to the allotted time. We will not split your time with others or reset your time except by express approval of the Presiding Officer. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make future decisions as those are quasi-judicial matters, and Councilmembers

must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

VII. CONSENT AGENDA

APPROVED BY UNANIMOUS CONSENT

- A. Approve City Council Special & Regular Meeting Minutes from September 26, 2022
[City Council Special & Regular Meeting Minutes from September 26, 2022](#)
- B. Authorize the City Manager to Execute Amendment No. 1 of Contract 20-C2159 with Jennifer Dixon in the amount of \$23,500 for the three Walkways & Waterways park projects for a total contract amount not to exceed \$146,972.
[Agenda Bill - Walkways & Waterways Park Projects Public Art Fabrication Contract Amendment 1](#)
- C. Authorize the City Manager to Execute Contract 22-C2855., Northshore Utility District Bill of Sale Agreement for Water Extension Improvements for ʼaʼwadis Park Project
[Agenda Bill - Northshore Utility District Bill of Sale Agreement for Water Extension Improvements](#)
[Attachment 1 - Contract 22-C275 Bill of Sale Agreement](#)
- D. Authorize the City Manager to Execute Contract 22-C2856 with the Washington State Department of Commerce in the amount of \$908,460 for the 2022 Local & Community Projects Program Grant #22-96634-186 for Squire's Landing Park (renamed ʼaʼw a d i s, and pronounced TI' awh-ah-dees)
[Agenda Bill - 2022 Local & Community Projects Program Grant](#)
[Attachment A - Project Information and Direct Grant Request](#)
- E. Approve 2023-2024 Human Services Funding Recommendations
[Agenda Bill - 2023-2024 Human Services Funding Recommendations: 2023-2024 Cycle](#)
[Attachment 1 - Human Services Funding Allocation 2023-2024](#)

VIII. PUBLIC HEARING

PUBLIC HEARING HELD

- A. Property Tax Levy Ordinance No. 22-0560 presented by Finance and Administration Director Leticia Salcido, *for Public Hearing*
[Agenda Bill - Public Hearing Property Tax Levy](#)
[Presentation - Public Hearing Property Tax Levy \(updated 10/10\)](#)

IX. BUSINESS AGENDA

- A. Department Proposed Budget Presentations: City Council, City Manager, City Clerk, Finance & Administration, Legal, Human Resources, Non-Department, Public Safety, and Development Services, presented by City Manager's

Department, Finance and Administration Department, Police Department, and Development Services Department.

DISCUSSED

[Agenda Bill - Budget Presentation for October 10, 2022](#)

[Presentation - Budget Presentation for October 10, 2022](#)

X. STAFF REPORTS

- A. Government 101 / Civic Engagement Courses, presented by Communications Specialist Lauren Chomiak and Assistant to the City Manager Garrett Oppenheim

[Memo - The Kenmore Zone \(Civics 101\) Staff Report](#)

[Presentation - The Kenmore Zone Update](#)

- B. American Rescue Plan Act Update presented by Assistant to the City Manager Garrett Oppenheim and Management Analyst Janet Quinn

XI. COUNCILMEMBER REPORTS & COMMENTS

XII. ADJOURNMENT

XIII. UPCOMING MEETINGS

- A. October 17, 2022 at 7:00 PM - City Council Regular Meeting
October 24, 2022 at 6:00 PM - City Council Special & Regular Meeting
November 7, 2022 at 7:00 PM - City Council Special Meeting
November 14, 2022 at 7:00 PM - City Council Regular Meeting

Washington State Working Families Tax Credit (WFTC)

- A new tax credit for low-to-moderate income individuals and families enacted by EHB 1297.
- Payments are based on income level and the number of qualifying children.
- Applications open in 2023.



About the program

Who qualifies?

Applicants must have:

- Filed a federal income tax return as an individual or joint filer.
- A valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
- Qualified for the federal Earned Income Tax Credit.
- Lived in Washington State for more than 183 days of the year.
- Must be at least 25 years old and less than 65.

Applications open in 2023

Three options:

- Online at WorkingFamiliesCredit.wa.gov
- Paper Applications will be available at:
 - Website:
WorkingFamiliesCredit.wa.gov
 - Local DOR field office.
- Through external tax preparation software and providers.



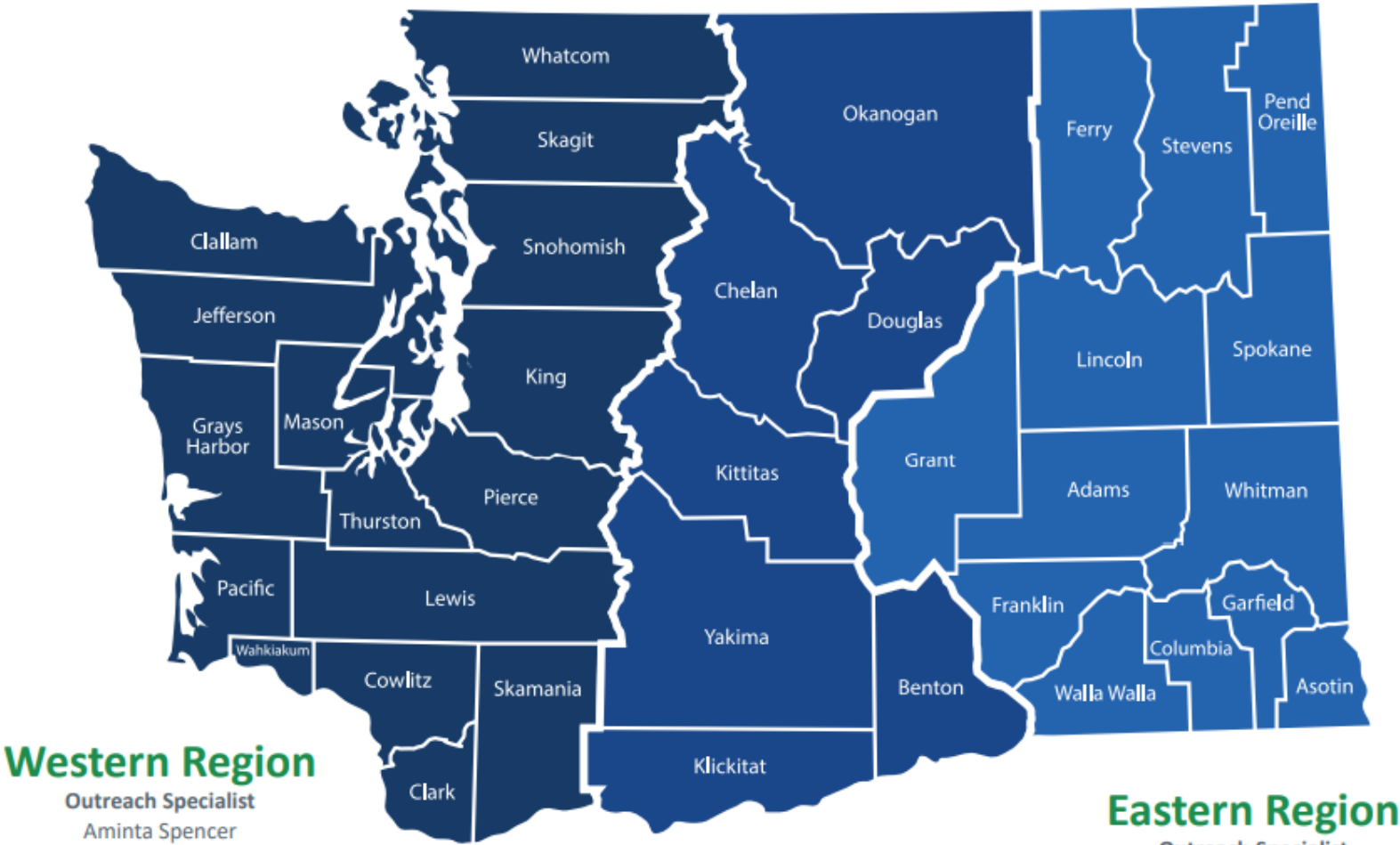


Outreach & communication

- **Website: WorkingFamiliesCredit.wa.gov**
 - Eligibility checker
 - Partner toolkit and training materials
 - Sign up for updates and notifications
 - Request a speaker
- **Marketing & media campaign**
- **Partnering with community-based organizations**
- **Outreach Advisory Committee**
- **Community outreach grants**

Outreach Team

Perla Gamboa
Outreach & Community Partnerships
Manager
Perlag@dor.wa.gov



Western Region

Outreach Specialist
Aminta Spencer
360-628-3049
AmintaS@dor.wa.gov

Central Region

Outreach Specialist
Stephanie Elizalde
509-406-2320
StephanieE@dor.wa.gov

Eastern Region

Outreach Specialist
Raquel Rice
509-424-1216
RaquelR@dor.wa.gov

Questions & more information

Outreach team:

DORWorkingFamiliesOutreach@dor.wa.gov

Bilingual Website:

WorkingFamiliesCredit.wa.gov



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

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

Please note that we experienced technical issues throughout the meeting.

PRESENT:

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

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

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

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

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

CALL SPECIAL MEETING TO ORDER

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

STUDY SESSION AGENDA

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

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

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

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

Some questions that Councilmembers had and the responses:

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

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

ADJOURN SPECIAL MEETING

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

CALL REGULAR MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

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

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

PUBLIC COMMENTS

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

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

CONSENT AGENDA

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

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

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

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

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

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

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

[Attachment 1b - Example Duplex](#)

[Attachment 1c - Example Triplex](#)

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

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

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

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

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

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

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

[Attachment 8 - Missing Middle Flyer](#)

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

[Presentation - Comprehensive Plan PowerPoint](#)

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

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

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

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

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

VOTE: MOTION PASSED BY UNANIMOUS CONSENT

BUSINESS AGENDA

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

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

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

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

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

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

STAFF REPORTS

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at 10:29 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk



City Council Business Agenda Item

City of Kenmore, WA

Subject/Topic: Walkways & Waterways Park Projects Public Art Fabrication Contract Amendment 1 Authorization (20-C2159).

For Council Meeting Agenda of: 10/10/2022
Department: Community Development
Prepared by Maureen Colaizzi, Parks Project Manager

Proposed Council Action/Motion:

Motion to authorize the City Manager to execute Amendment 1 of Contract 20-C2159 with Jennifer Dixon in the amount of \$23,500 for the three Walkways & Waterways park projects for a total contract amount not to exceed \$146,973.

Initial & Date

Approved by Department Head: DB 9/27/22
Approved by City Attorney: _____
Approved by Finance Director: _____
Approved by City Manager: RGK 9/27/22

Attachments: None

STAFF RECOMMENDATION: Staff recommends Council pass a motion authorizing the City Manager to execute Amendment 1 of Contract 20-C2159 in the amount of \$23,500 for a total contract amount not to exceed \$146,973.

INFORMATION/BACKGROUND: Council authorized a design contract (Contract 19-C2099) with Jennifer Dixon in an amount not to exceed \$20,000. Design work for artworks at the three park projects was completed in 2020. Council authorized a fabrication contract (Contract 20-C2159) with Jennifer Dixon in an amount not to exceed \$123,473.00 for fabrication and installation of the final designs on June 22, 2020. With both contracts (design and fabrication) the total project budget for the Walkways and Waterways Park Projects Public Art is \$143,473. Amendment 1 in an amount of \$23,500 to fabrication Contract 20-C2159 would increase the total project budget to \$166,973. An amendment is needed for a labor and material cost increase of \$17,500 since the project budgets were prepared in 2020 and \$6,000 for design, fabrication, and installation of (3) plaques adjacent to the artworks at the three park sites. One plaque replaces the laminated example at Log Boom Park

As presented to Council on November 18, 2019, the \$143,473 public art budget was comprised of funding from the following sources, based on an estimated 1% for Art revenue from the estimated project construction costs:

- 1% for Art estimated for the CIP project P-18, the Rhododendron Park Boardwalk and Float Project: \$17,214.30
- 1% for Art estimated for the CIP project, the Waterfront Improvement Project at Squire's Landing Park (renamed Xaxadis): \$39,260.00
- 1% for Art estimated for the CIP project P-28, Log Boom Park Waterfront Improvement Project: \$13,000
- 1% for Art estimated for the CIP project T-42, 68th Ave Pedestrian "Walkways" Improvement Project \$65,000 (Council direction 9/23/19 to allocate these funds to the park Walkways & Waterways projects)
- Funds allocated from Public Art Fund: \$9,000 (Council direction 9/23/19)

Since approved in November 2019, the ACTUAL CIP project construction costs were higher; therefore, the amount of 1% for Art revenues available are higher. Based on the 1% for Art ACTUAL costs from P-18, P-27, P-28, and T-42, the updated total project budget of \$181,170 is comprised of funding from the following sources and summarized in Table 1, Total Parks Walkways & Waterways Budget Summary:

- 1% for Art actual revenue from the P-18 CIP Rhododendron Park Boardwalk and Float Project: \$17,214.30

- 1% for Art actual revenues from the P-27 CIP Squires Landing Park Waterfront Improvement Project (renamed Xaxwadis): \$64,725
- 1% for Art actual revenue from the P-28 CIP Log Boom Park Waterfront Improvement Project: \$22,641
- 1% for Art actual revenue from the T-42 CIP 68th Ave Pedestrian “Walkways” Improvement Project \$67,591
- \$9,000 additional public art fund revenue (Council direction 9/23/2019)

\$14,198 (\$5,198 from T-42 and \$9,000 from add. Public Art Funds) is not needed and can be moved to the Public Art Fund for other Art Project needs.

Table 1: Total Parks Walkways & Waterways Budget Summary

Expenditure	Council Approved	Total Parks W&W Public Art Expenditures	P18	P27	P28	Contract 20-C2159 Amendment 1
Design Contract 19-C2099	\$20,000	\$20,000	\$6,667	\$6,667	\$6,667	\$0
Fabrication Contract 20-C2159	\$123,473	\$123,473	\$18,473	\$55,000	\$50,000	\$123,473
20-C2159 + Amendment 1		\$23,500	\$2,000	\$14,500	\$7,000	\$23,500
TOTAL	\$143,473	\$166,973	\$27,140	\$76,167	\$63,667	\$146,973
Revenue	Council Approved	Total Parks W&W Public Art Available Revenue	P18	P27	P28	Contract 20-C2159 Amendment 1
Parks W&W Project 1% Bond	\$69,473	\$104,580	\$17,214	\$64,725	\$22,641	\$84,580
T-42 68th Av Bond 1%	\$65,000	\$67,591	\$3,259	\$14,775	\$44,359	\$62,393
Additional PA Fund	\$9,000	\$9,000	\$0	\$0	\$0	\$0
TOTAL	\$143,473	\$181,170	\$20,473	\$79,500	\$67,000	\$146,973
Return to PA Fund	=	\$14,198				

1% for Art
Actuals

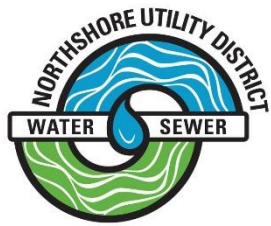
FISCAL CONSIDERATION: No budget amendment is needed. A total of \$14,198 (unspent \$9,000 Additional Public Art Funds and \$5,198 T-42: 68th Avenue Walkways project revenue) will be placed in the Public Art Fund for future Council approved art projects.sd

COUNCIL PRIORITIES: Council 2021-2022 Priorities: #5 Implement the Walkways & Waterways Projects.



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: Contract 22-C2755: Northshore Utility District (NUD) Bill of Sale Bill for Water Extension Improvements for Ł'ax̌adis Park Project (formerly the Squire's Landing Waterfront Access Project)</p> <p>Proposed Council Action/Motion: Motion to authorize the City Manager to execute Contract 22-C2755: NUD Bill of Sale for Water Extension Improvements for Ł'ax̌adis Park Project (formerly the Squire's Landing Waterfront Access Project).</p>	<p>For Council Meeting Agenda of: 10/10/2022</p> <p>Department: <u>Community Development</u> Prepared by: <u>Maureen Colaizzi, Parks Project Manager</u></p> <table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>DB 9/27/22</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>CP 9/23/22</u></td></tr><tr><td>Approved by Finance Director:</td><td><u></u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK 9/27/22</u></td></tr></tbody></table> <p>Attachment 1: Contract 22-C2755 Bill of Sale Agreement</p>		<u>Initial & Date</u>	Approved by Department Head:	<u>DB 9/27/22</u>	Approved by City Attorney:	<u>CP 9/23/22</u>	Approved by Finance Director:	<u></u>	Approved by City Manager:	<u>RK 9/27/22</u>
	<u>Initial & Date</u>										
Approved by Department Head:	<u>DB 9/27/22</u>										
Approved by City Attorney:	<u>CP 9/23/22</u>										
Approved by Finance Director:	<u></u>										
Approved by City Manager:	<u>RK 9/27/22</u>										
<p><u>STAFF RECOMMENDATION:</u> Staff recommends Council authorizes the City Manager to execute Contract 22-C2755: NUD Bill of Sale Bill for Water Extension Improvements for Ł'ax̌adis Park Project (formerly the Squire's Landing Waterfront Access Project).</p> <p><u>INFORMATION/BACKGROUND:</u> The Waterfront Access and Natural Open Space Project at Squire's Landing Park (renamed Ł'ax̌adis) included new water extension improvements to the park. Before NUD allows the City to connect to the public water system, the City needs to formally transfer the water extension improvements to NUD. All right and title to the water mains and appurtenances (the "Water Works") are transferred to NUD as described and depicted in Attachment 1: the Bill of Sale Agreement. The Agreement requires a two-year warranty of the Water Work improvements and an additional two years if any corrections of defects occur within the two-year warranty period are made.</p>											
<p><u>FISCAL CONSIDERATION:</u> Two-Year Warranty and additional two years if any corrections of defect occur within the two-year warranty period.</p>											
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council 2021-2022 Priority #5: Implement the Walkways & Waterways Projects.</p>											



NORTHSHORE UTILITY DISTRICT

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Bill of Sale

Water Extension Improvements

Project Name: Ł' a ųw a d i s Park Project (AKA Squire's Landing Waterfront Access Project)

Project Number: D2107

Developer: City of Kenmore

Project Location: 7515 NE 175th Street, Kenmore / 7353 NE 175th Street, Kenmore

DEA Authorization Date: October 8, 2021

DEA Expiration Date: October 2022

DEA Extension Expiration Date: None

In consideration of the right to connect to Northshore Utility District's public water system, _____ (City of Kenmore) ("Developer") sells, bargains, conveys and transfers to the Northshore Utility District (the "District"), for operation as part of the District's public water system, all right and title to the water mains and appurtenances (the "Water Works") described and depicted in Exhibit A, which is attached hereto and incorporated herein. The aforementioned transfer is conditioned upon formal acceptance by the District.

Developer further warrants to the District:

(a) That Developer owns the Water Works and all property described and depicted in Exhibit A free and clear of all encumbrances and Developer has full authority to transfer title thereto to the District and will defend the District against the claims of all third parties claiming to own the same or claiming any interest therein or having an encumbrance thereon; and

(b) That all bills and taxes relating to the construction and installation of the Water Works and appurtenances and all property described and depicted in Exhibit A have been paid in full and there are no lawsuits pending involving this project. If any lawsuit is filed as a result of, or involving, this project, then the Developer will undertake to defend the lawsuit and will accept responsibility for all costs of litigation, including costs on appeal, and will hold the District harmless on any judgment rendered against the District; and

(c) That Developer complied with all laws and ordinances respecting construction of this project, and the Water Works is in proper working condition, order and repair, and is adequate

VII. C. Authorize the City Manager to Execute Contract 22-C2855., Norths...

and fit for the intended purpose of use as a water system and as an integral part of the water supply and distribution system of the District, and the Water Works as described and depicted in Exhibit A have been constructed and installed in accordance with the conditions and standards of the District; and

(d) That for a period of two (2) years from the date of final acceptance of the Water Works by the District, the Water Works and all parts thereof as described and depicted in Exhibit A shall remain in proper working condition, order and repair; and Developer shall repair or replace, at its expense, any work or material which proves defective during the period of the warranty. In addition, if any corrections of defects occurring within the two-year warranty period are made, Developer shall further warrant the corrected work or materials for two (2) years after the District's acceptance of the corrected work or materials.

Dated this ____ day of _____, 20__.

DEVELOPER:

By _____

Its _____

ACCEPTED BY THE DISTRICT BY RESOLUTION _____ ON THE
____ DAY OF _____, 20__.

DISTRICT:

By _____

Its _____

DATED: _____

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

DATED: _____

[illegible]

DATED: _____

VII. C. Authorize the City Manager to Execute Contract 22-C2855., Norths...

City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: Authorization to execute a grant contract for the Waterfront & Natural Open Space Access Project at Squire's Landing Park (renamed <i>ḷ' a x̄w a d i s</i>, and pronounced Tl' awh-ah-dees) –</p> <p>Proposed Council Action/Motion: Motion to authorize the City Manager to execute Contract 22-C2856 with the Washington State Department of Commerce in the amount of \$908,460 for the 2022 Local & Community Projects Program Grant #22-96634-186 for <i>ḷ' a x̄w a d i s</i> Park</p>	<p>For Council Meeting Agenda of: 10/10/2022</p> <p>Department: <u>Community Development</u> Prepared by: <u>Maureen Colaizzi, Parks Project Manager</u></p> <p style="text-align: right;"><u>Initial & Date</u></p> <p>Approved by Department Head: <u>DB 9/27/22</u> Approved by City Attorney: <u>N/A</u> Approved by Finance Director: <u>LS 9/27/22</u> Approved by City Manager: <u>RK 9/27/22</u></p> <p>Exhibits/Attachments: A: Project Information and Direct Grant Request</p>
<p><u>STAFF RECOMMENDATION:</u> Staff recommends Council authorizes the City Manager to execute Contract 22-C2856 with the Washington State Department of Commerce in the amount of \$908,460 for the 2022 Local & Community Projects Program Grant #22-96634-186: The Waterfront & Natural Open Space Access Project at Squire's Landing Park (renamed <i>ḷ' a x̄w a d i s</i>).</p> <p><u>INFORMATION/BACKGROUND:</u> The City requested \$927,000 in the 2021 State Legislative session for the Member Requested Local Community Project Grant for the Waterfront & Natural Open Space Access Project at Squire's Landing Park (renamed <i>ḷ' a x̄w a d i s</i>).</p> <p>Attachment A includes the project information shared during the legislative session and the grant request application. A \$908,460 was awarded and Contract 22-C2856 will be the contract agreement once signed.</p> <p>The \$908,460 grant is awarded for project construction related expenses incurred in 2022 and 2023 including: \$518,000 Boardwalk, Bridges and View Decks \$300,000 Hand-Carry Boat Access Improvements \$40,000 Wetland Creation \$35,000 In-Water Habitat Bench Creation \$10,000 Riparian Restoration <u>\$5,460 Interpretive Signage</u> \$908,460</p> <p><u>FISCAL CONSIDERATION:</u> The original grant request of \$927,00 is identified in the project budget and in the 2021-2026 Capital Improvement Program (CIP) adopted by Ordinance 21-9526. The grant award of \$908,460 will be updated in the project budget and CIP.</p> <p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council 2021-2022 Priority #5: Implement the Walkways & Waterways Projects.</p>	

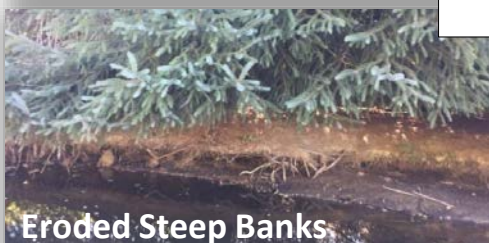
Squire's Landing Park Waterfront & Open Space Access Project



Authorize the City Manager to Execute Contract 22-C2856 with the...



Mounded Invasive Plants



Eroded Steep Banks



In-Stream Salmon Habitat



18120 68th Ave NE

Background: A 41-acre park cumbered with invasive plants with barriers to water access.

Project: Develop 1.5 acres for public access, restore over 4 acres of wildlife and salmon habitat. Consistent with WRIA 8 Salmon Conservation Plan. Contributes to progress on Puget Sound Vital Signs.

Improvements: Trails, boardwalks, bridges, viewing decks, boating facilities for hand-powered watercraft, parking lot, restroom & wildlife habitat restoration.

Funding: \$5.15 Mil Walkways & Waterways Bond Levy; \$800,000 RCO, KCD & KC WW grants; \$1.35 Mil Other City Funds. \$900,000 request would fully fund this \$8.2 Million project.

Timeline: 2021: Permits & Final Design- Winter Bid- Spring and Construction-Summer.

Restored Wetland & Renovated Riparian



Kenmore, WA 98028

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2021 Legislative Session

Requested Local Community Project Information Form

Important Notes: This is not a formal grant program. This form provides information for House and Senate members to request a separate appropriation in the capital budget for this project. Funding any project is at the discretion of the Legislature.

This document may be subject to disclosure under the Public Records Act (Chapter 42.56 RCW).

Funds are available on a reimbursement basis only and cannot be advanced.

All capital construction projects and land acquisition projects require [Governors Executive Order 05-05](#) review.

Projects may be subject to state prevailing wage law (Chapter 39.12 RCW). Requesting organization are encouraged to consult the Industrial Statistician (Jim Christensen: 360-902-5330 or Jim.Christensen@Lni.wa.gov) at the Washington State Department of Labor Industries to determine whether prevailing wages must be paid.

High-performance building requirements (Chapter 39.35D RCW) and Executive Order 13-03 regarding life cycle and operating costs in public works projects may also apply.

Squire's Landing Park Waterfront & Open Space Access Project

\$927,000

Sponsor(s): Valdez, Rep. Javier, Pollet, Rep. Gerry

Where is the project physically located?

Address: 7515 NE 175th Street , Kenmore 98028 King

District(s): 46 N/A

Coordinates: 47.7556694, -122.2402288

Project Contact

Contact: Rob Karlinsey , City Manager

Organization: City of Kenmore

Website: www.kenmorewa.gov

Phone: (425) 398-8900

E-mail: rkarlinsey@kenmorewa.gov

Address: 18120 68th Avenue NE, Kenmore WA 98028

Is the organization that will manage the funding different from the project contact organization?

No

VII. D. Authorize the City Manager to Execute Contract 22-C2856 with the...

N/A

Organization Information

Is the requesting organization registered with the state as a non-profit organization?

No

If answered no, is the applicant a local government? Yes

Project Information:

(1) Briefly describe the goal of the project.

Park Background: The 41-acre Squires Landing Park is cumbered with invasive plants and limited public access to the waterfront. Proposed park improvements are located within the westerly 7.3 acres of the park. The remaining 33.7 acres of the park are not currently proposed for further development and will remain as open space and wildlife habitat. The proposed project is within Water Resource Inventory Area (WRIA) 8. The property is owned by the City of Kenmore, located within King County's urban growth area. With the assistance of the Historical Society and local Tribal representatives, Kenmore City Council is beginning a renaming process with the goal of a new name by the end of the second quarter 2021 with consideration for aligning the park name with local tribal history. It was recently discovered that the current name of the park is associated with an individual with discriminatory opinions and speech that do not represent Kenmore's values. Through an extensive public engagement process, Kenmore residents confirmed that connecting residents with the City's public open space and waterfront and safe routes for pedestrians and cyclists are top priorities. In November 2016, Proposition 1 Walkways & Waterways Improvements, Kenmore's first bond measure, passed authorizing the City to issue up to \$19.75 million in bonds for five projects, including \$5.1 million for the Squires Landing Park Waterfront & Open Space Access Project. Funding and completing construction of the park improvements supports the community's objectives and priorities for waterfront and open space access. Project Goal #1 Improve Public Access to the Waterfront: Measurable Objective #1- Construct 1.5 acres of ADA accessible park infrastructure to meet the community's priority for connecting to the waterfront and enhanced recreation opportunities. This 7.3-acre project will improve public access to Swamp Creek and the Sammamish River for passive recreation use. 1.5 acres of new park infrastructure will be added including: a parking lot, restroom, plaza, picnic pavilion, pathways, elevated boardwalk, bridges, viewing decks, public art as well as launches, gangways and docks that support the use of hand-powered watercraft and associated recreational programming. Project Goal #2 Improve Ecosystem Functions & Values Measurable Objective #2- Enhance 4.2 acres of environmentally sensitive areas. Ecosystem improvements include removal of invasive vegetation and planting native species throughout the site, upland habitat restoration, wetland creation/enhancement, riparian and in-water habitat enhancement to support salmonid and other wildlife. Project Goal #3 Preserve Natural Open Space for Wildlife Habitat: Measurable Objective #3- Preserve 1.6-acres of natural open space for wildlife habitat. Removal of upland invasive vegetation and replanting with native species supports wildlife habitat improvement for many native species including migratory birds. Riparian restoration and the creation of in-stream habitat benches provides shaded streambank conditions to support improved riparian functions and sheltering opportunities for juvenile migrating salmon. Project Goal #4 Habitat Conservation and Stewardship: Measurable Objective #4- Implementation of a Comprehensive Habitat Conservation and Stewardship Plan (The Plan). The Plan including the mitigation and monitoring plan have been approved by regulatory agencies. The Plan ensures that environmental improvements are successfully maintained and monitored for a 10-year period following construction completion to ensure establishment of long-term ecosystem functions and values. The Plan includes support for stewardship including regular work parties with volunteers and advice from local experts to support vegetation maintenance and future restoration efforts. In addition, the plan addresses installation of environmental interpretive signage to provide a corollary objective for public education.

VII. D. Authorize the City Manager to Execute Contract 22-C2856 with the...

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(2) Describe coordination with local officials to include city or county planning and permit offices.

Permit coordination began the summer of 2017 and is ongoing pending issuance of regulatory permits. The City of Kenmore's Development Services Department issued a SEPA Mitigated Determination of Non-significance (DNS), a Shoreline Substantial Development Permit (SDP)/ Shoreline Conditional Use Permit (CUP) on March 12, 2020. The State Department of Ecology issued final approval on the SDP/CUP on June 19, 2020. On October 21, 2020, engineering and building permit applications were submitted to the City of Kenmore's Development Services Department, and permit issuance is pending, anticipated by February 2021. On December 16, 2020, a Special Use of Land Permit with Conditions was issued by King County Wastewater Treatment Division to permit installation of structures within their 15' sewer easement. Periodic project updates have been provided to the Kenmore City Council throughout the design and permitting process.

(3) Describe consultation with affected tribes: current and future consultations necessary to start work on this project.

Consultation with affected tribes began the summer of 2017 at a United States Army Corps of Engineers (USACE) Pre-Application meeting (NWS-2017-779) and has continued throughout the design and permitting process. All potentially affected Native American Tribes were consulted on the project within the Washington State Department of Archaeology and Historic Preservation (DAHP) USACE Section 106 Review. USACE Section 106 Review was completed on November 6, 2020. The USACE Culture Resource Division sent out an effect's letter to local tribe on October 7, 2020 with a 30-day comment period. No comments were received. The City received Nationwide Permit Re-verification/Modification (NWP 13, NWP 27 and NWP 42) for the Project on December 16, 2020. In addition, the City has consulted with the Muckleshoot Indian Tribe's Preservation Committee and the Muckleshoot Indian Tribe Fisheries Department to address salmonid habitat mitigation.

(4) Describe coordination with Department of Archaeology & Historic Preservation.

The USACE (as Lead Federal Agency) directly consulted with the DAHP for this project (DAHP Project 2019-06-04342). A desktop review (NADB 1694341) and survey report (NADB 1694340) were compiled by professional archaeologists and submitted to the USACE, DAHP, and Affected Tribes for review and comment. Both documents were then accepted by the DAHP. Further, the City of Kenmore submitted the Cultural Resource Survey with Inadvertent Discovery Plan to Sarah Thirty Acre of the Recreation and Conservation Office (RCO) for review and approval on November 9, 2020. The City received final approval from RCO for RCO grant 18-1535C on December 29, 2020.

(5) Describe coordination with the Department of Ecology necessary to meet requirements of SEPA.

The City of Kenmore's Development Services Department issued a SEPA Determination of Non-Significance on March 12, 2020 related to the project's permit application for a Shoreline Substantial Development Permit (SDP)/Conditional Use Permit (CUP). The SEPA determination was sent to agencies for review and comment including the Department of Ecology. Comments were addressed and no SEPA appeals were filed. On May 1, 2020, the Department of Ecology received the City of Kenmore's decision on the Shoreline Substantial Development Permit (SDP) / Conditional Use Permit (CUP). The Department of Ecology issued a final determination on the Shoreline CUP on June 19, 2020. No appeals were filed with the State Shoreline Hearings Board.

(6) Will the entire project be completed after this funding request? Yes

(a) Describe the estimated cost and schedule for each remaining phase of the project.

The \$900,000 would help fully fund the \$6.3 million construction phase (Summer 2021-Summer2023).

(b) Describe what discrete phase of the project will be completed with the funding from this request and how this phase will benefit the public.

The total project budget is \$8.2 million. The \$900,000 funding request will support completion of the \$6.3 million construction phase to complete the 7.3-acre park project including adding 1.5 acres of new park

infrastructure, improving 4.2 acres ecosystem functions & values and preserving another 1.6 acres of natural open space for wildlife habitat. The public will benefit from access to the waterfront, new park amenities, new recreational opportunities, and educational opportunities relating to environmental and ecosystem improvements. Goal 1: Add 1.5 acres Park Infrastructure For Public Water Access • \$500,000: Boardwalk, Bridges & Viewing Decks • \$300,000: Hand-Carry Boat Access Goal 2: Improve 4.2 acres For Natural Ecosystem Functions & Values • \$ 40,000: Wetland Creation • \$ 35,000: In-water Swamp Creek Habitat Bench Creation Goal 3: Preserve 1.6 acres For Wildlife Habitat. • \$10,000: Riparian Restoration Invasive Removal/Native Plants • \$ 5,000: Ecosystem & Wildlife Habitat Interpretive Signage Total: \$900,000.00

(7) Start and Completion Dates:

June 2021-June 2023

(8) Eligible Project Type or Phase

Land Acquisition	\$0
Demolition and Site Preparation	\$0
Design	\$0
NewConstruction	\$900,000
Renovation	\$0
Other - N/A	\$0
Total Funding Requested	\$927,000

NOTE: **Total Funding** includes a mandatory **Commerce Administrative Fee** of up to 3% (up to \$50,000)

(9) Is this a joint project? No

(a) If yes, has a joint operating agreement been signed? No

(b) If yes, list the partners for the project.

N/A

(10) Is the site owned, optioned for purchase, or under a lease?

(11) Does the applicant understand and agree that any and all real property owned, optioned for purchase, or under a lease, that is acquired, constructed, or otherwise improved using state funds approved by the Legislature must be held and used for the purposes stated in this application for at least ten years from the date of the final payment made for the project? Yes

(12) What amount and what percentage of local, federal and state funding has the applicant secured to date?

Walkways & Waterways Bond Measure - Kenmore - \$5,150,000 - 62.8% King County Swamp Creek Basin Mitigation Funds - Kenmore - \$1,070,600 - 13% Park Impact Fees - Kenmore - \$267,400 - 3.3% Recreation Conservation Funding Board (ALEA) - State - \$500,000 - 6.1% King Conservation District MJ Grant - King County - \$198,000 - 2.4% King County Executive & Council for Water Works - King County - \$50,000 - 0.6% Subtotal: \$7,236,000 - 88.2%

(13) Besides the amount being requested, what amount of local, federal or other state funding does the applicant plan on securing in the future in order to complete the project? Please list by program.

King Conservation District MJ Grant - King County - \$14,000 - 0.17% King County Executive & Council for Water Works - King County - \$50,000 - 0.6% Subtotal: \$64,000 - 0.8% Total secured to date and future: \$7,300,000 - 89%

(14) Please list all past efforts to obtain state funding through the member requested local community

VII. D. Authorize the City Manager to Execute Contract 22-C2856 with the...

project form, including the legislative session and the amount of funding obtained.

2021-23: Squire's Landing Waterfront & Natural Open Space Access Project (Current Request \$900,000) 2019-21: Twin Springs Park Development (Obtained \$151,900) 2019-21: Kenmore Segment of Lake Washington Loop Trail: Juanita Drive NE from NE 143rd Street to NE 170th Street (Obtained \$200,000) 2017-19: Moorlands Park Renovation (Obtained \$242,500) 2017-19: Kenmore Public Boathouse Project (Obtained \$242,500) 2015-17: No projects 2013-15: Kenmore Village Town Green (obtained \$300,000)

(15) Once completed, how will the project fund its ongoing maintenance and operation?

\$425,000 of the \$8.2 million project budget is allocated to ensure vegetation monitoring and maintenance associated with environmental permit requirements for a 10-year period. In addition, the City will also explore volunteer and stewardship programs to support restoration vegetation maintenance. Ongoing park maintenance & operations will be funded through the City's general fund accounted for in future biennial budgets.

(16) Will this project have a revenue-generating component that would have community and state economic benefit? Please describe and quantify.

A non-profit organization, Kenmore Waterfront Activity Center (KWAC) will provide community non-motorized watercraft-based programs under contract with the City of Kenmore at the project site after construction. KWAC are currently under contract and a new contract will be negotiated in 2021-22 prior to the park re-opening. KWAC offers both adult and youth programs and classes for kayaks, out-rigger canoes, dragon boats, and standup paddle boards.

(17) Please quantify any long-term job creation that will result from this project.

N/A

(18) Are there any existing or anticipated community concerns about this project (i.e. conflict with land use, neighborhood concerns, other) that would prevent it from moving forward?

Community engagement was incorporated during the design and permitting phases of the project and community comments were addressed. The City is not aware of any anticipated concerns that would prevent the project from moving forward.

Subject/Topic:

Prepared by: Anastasiya Warhol, City Clerk

Approved by City Manager: RK 9/29

Exhibits/Attachments:

Attachment I: Human Services Funding Allocation 2023-2024

Human service agencies make important contributions to improve lives and make a positive difference for the greater community. The City of Kenmore supports community-based nonprofit organizations through human services funding. The Kenmore City Council approves the total funding amount for human service providers during the City's biennial budget process. Interested nonprofit organizations submit applications for funding and the City Clerk oversees the process by which City staff members evaluate them. Kenmore's human services funding is on a two-year cycle with the second year's funding contingent on budget availability, contract performance, and program outcomes.

The City of Kenmore is a member of the Human Services Funding Collaborative (HSFC), an alliance of cities in East, North, and South King County. HSFC independently provides funding to organizations to provide critically needed human services in our communities but comes together as one alliance every two years to receive applications through a single portal. The ShareApp portal allows for “pooled” and “nonpooled” applicants. “Pooled” applications are managed by HSFC, led by the City of Bellevue. “Nonpooled” applications are managed by the City. The pool allows selected programs to receiving funding from multiple cities to contract and invoice directly with the City of Bellevue on behalf of the other pooled cities. The City of Bellevue also monitors the performance and internal controls of pooled agencies, communicates with pooled and nonpooled agencies about any updates or upcoming deadlines, handles inquiries from pooled and nonpooled agencies regarding any ShareApp issues, and stays informed on current issues within the region. The pooled agencies also submit annual demographic and outcomes reports. Similarly, for non-pooled agencies, the City of Kenmore manages the contracts, reimbursement requests, and monitors performance measures.

Applications for funding opened in March 2022 and closed on April 28, 2022. The next funding opportunity will open in the spring of 2024.

Funding Criteria

The criteria prescribed by the Council for evaluating funding requests are:

1. Provides direct services to Kenmore residents; and
2. Demonstrates established process for generating alternative sources of funding or services; and
3. Does not duplicate service delivery; and
4. Charges fees based on ability to pay; and
5. Has ability to provide annual year-end evaluation of the program funded by the City of Kenmore.

In addition to the required components listed above, the following service criteria will be used to evaluate applications, and are in priority order:

1. Provides basic emergency services to City residents.
2. Provides appropriate solutions to an identified need in the area.
3. Promotes self-sufficiency and independent living.
4. Provides services that are accessible to the elderly, physically and developmentally disabled, teens, and low-income residents.
5. Provides services benefiting low- and moderate-income residents.

2023-2024 Applications and Funding Requests

Allocated Funding (direct): Based on a per capita rate of \$7.53 x population of 24,090, allocation of **\$181,398 per year**. The budgeted amount, including administrative costs, is 185,000 for 2023 and \$186,000 for 2024 respectively.

Requested Funding: The City received 40 individual program funding requests totaling **\$394,357**.

Challenges and Key Considerations

The pandemic had a tremendous impact on local agencies providing direct human services. Rising costs to deliver these services were exacerbated by current inflationary conditions. As a result, requests for funding increased significantly and new programs sought funding. By contrast, available City funding increased marginally, rising from \$175,600 for 2021 to \$185,000 for 2023. Staff evaluated programs based on the prescribed criteria and prioritized programs that demonstrated the ability to serve Kenmore residents directly based on metrics such as residents served, meals to residents delivered, appointments with residents held, and other measures indicating a nexus to Kenmore families. Programs which have an established and consistent relationship with the City were also prioritized over new agencies/programs. In general, new programs were not considered, unless they demonstrated a strong connection to serving Kenmore families. Finally, when all primary and secondary Council criteria were evaluated, the recommended allocations were adjusted based on programs offering emergency services including food, shelter, medical care, dental care, and sexual assault resources.

Staff Recommendation:

Staff recommend supporting 17 non-profit agencies, and 27 separate programs for the 2023-2024 biennium, totaling \$181,370 annually, as detailed in the attached spreadsheet. Two-year contracts will be drafted based on approval.

FISCAL CONSIDERATION:

Human Service Funding is allocated through the General Fund; City Clerk Budget. Note that a separate program, ARPA Human Service Funding ([American Rescue Plan Act \(ARPA\) | City of Kenmore Washington](#)) is supported through federal dollars and is unrelated to the per-capita allocation of Human Services funding approved by Council biannually.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Grant funding support to local and regional nonprofit organizations to help ensure residents have access to vital social and human services.

Agencies/Programs Recommended for 2023-2024 Funding			
Agency Name	Program Name	2023 Requested Amount	Recommended Amount
Center for Human Services	Family Support Programs	\$20,000.00	\$12,000.00
Center for Human Services	Center for Human Services - Behavioral Health Programs	\$10,000.00	\$5,760.00
Child Care Resources	Child Care Resources Information and Referral, Technical Assistance, and Training	\$3,174.00	\$1,200.00
Crisis Connections (formerly Crisis Clinic)	King County 2-1-1	\$7,500.00	\$2,400.00
Crisis Connections (formerly Crisis Clinic)	Teen Link	\$3,640.00	\$2,800.00
Crisis Connections (formerly Crisis Clinic)	Crisis Line	\$3,120.00	\$2,800.00
EBC-Eastside Baby Corner	Meeting Basic Needs For Children	\$4,500.00	\$3,360.00
HealthPoint	Dental Care	\$10,000.00	\$5,000.00
HealthPoint	Medical Care	\$10,000.00	\$7,000.00
Hopelink	Food Programs	\$24,900.00	\$15,000.00
Hopelink	Financial Assistance Resiliency Program	\$24,990.00	\$5,600.00
Hopelink	Housing	\$3,090.00	\$3,000.00
Kenmore Elementary PTA	Social Services	\$5,000.00	\$5,000.00
Kenmore Middle School	Kitchen Table	\$10,000.00	\$10,000.00
King County Bar Foundation	Neighborhood Legal Clinics	\$2,000.00	\$800.00
King County Sexual Assault Resource Center	Comprehensive sexual assault advocacy services	\$3,740.00	\$3,500.00
Lake City Partners Ending Homelessness	24/7 Enhanced Homeless Shelter (Oaks)	\$5,150.00	\$5,000.00
Mary's Place Seattle	Mary's Place Flexible Financial Assistance for Families Experiencing Homelessness	\$30,000.00	\$30,000.00
NAMI Eastside	Youth Mental Health	\$6,000.00	\$3,750.00
NAMI Eastside	Mental Health Education & Support Programs	\$8,000.00	\$3,750.00
Northshore Schools Foundation	Removing Barriers	\$3,000.00	\$3,000.00
Northshore Senior Center - Adult Day Health	Adult Day Health Program	\$8,000.00	\$6,250.00
Northshore Senior Center - Senior Center	Senior Center	\$32,000.00	\$31,250.00
Northshore Senior Center - Transportation Program	Transportation Program	\$12,000.00	\$10,000.00
Sound Generations	Meals on Wheels	\$636.00	\$600.00
Sound Generations	Volunteer Transportation Services (VTS)	\$618.00	\$550.00
Wonderland Child and Family Services	The Next Level Early Support Program	\$3,000.00	\$2,000.00
		\$254,058.00	\$181,370.00
Agencies/Programs Not Recommended for Funding			
Assistance League of the Eastside	Operation School Bell		
Attain Housing	Stable Home Rental & Move-In Assistance		
Catholic Community Services of King County	New Bethlehem Programs		
Eastside Legal Assistance Program	ELAP Pooled Cities General Request		
Hopelink	Employment		
Hopelink	Family Development		
Kinderling Center	Child Care and Preschool Consultation (CCPC)		
Kinderling Center	Families in Transition		
Mission Africa	Mission Africa		
Northshore Youth & Family Services	Subsidized Outpatient Mental Health Counseling and Substance Use Program		
REACH	REACH Center of Hope		
Washington Poison Center	Emergency and Education Services		
Wonderland Child and Family Services	Hope RISING Clinic treating Prenatal Substance Exposure		



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic:

Hold Public Hearing on Proposed Property Tax Levy for 2023

For Council Meeting Agenda of: October 10, 2022

Department: Finance and Administration

Prepared by: Leticia Salcido

Proposed Council Action/Motion:

Hold Public Hearing on Proposed Property Tax Levy Necessary to Meet Authorized Tax-Supported Estimated Expenses for the Year 2023.

No Council Action is Required.

Approved by Department Head:

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

Initial & Date

[Handwritten signatures and dates for Department Head, City Attorney, Finance Director, and City Manager]

Exhibits/Attachments:

Exhibit A - Presentation

INFORMATION/BACKGROUND:

October 10, 2022 – A presentation and public hearing on proposed property tax levy for 2023

November 21, 2022 – Proposed adoption of Ordinance relating to the 2023 Regular and Excess Property tax levy

FISCAL CONSIDERATION:

Each year the City must set the tax levy for the ensuing year and hold a public hearing prior to approval of the levy. The City is allowed to increase its levy by the lesser of one percent (1%) or the percentage increase in the July IPD (Implicit Price Deflator). The IPD this year is 6.457% (which is more than 1%). The state Department of Revenue (DOR) calculates the IPD using the most recent quarterly numbers reported by the federal Bureau of Economic Analysis (BEA). The IPD is a measure of inflation. Every month BEA publishes an estimate of the quarterly IPD numbers. These quarterly numbers are seasonally adjusted each year in July, and these seasonal numbers form the basis for the prior year IPD personal consumption expenditure number that is used by DOR to calculate inflation.

Regular Property Tax Levy

For 2023, the Proposed 2023-2024 Biennial Budget includes a 1.9% increase in the levy (\$5,609,624) using banked tax capacity from years when the City Council did not raise the levy by the allowable 1%. The City's banked tax capacity after this levy will be \$410,000. Due to the most recent 2022 year-end estimate from the county assessor, the estimated percent increase is lower than was projected in the preliminary 2023-2024 budget.

In 2022 the property tax levy was \$5,471,579. The County Assessor has only released preliminary assessed valuations and levy information at this time. Based on what has been received, the proposed property tax levy for 2023 is \$5,609,624 which includes the 1.9 % increase over 2022 (\$101,749), plus new construction which adds about \$36,296 (or 0.66%) to the tax rolls. Overall, the 1.9% levy compared to a 1% levy provides an additional \$47,033 to the City in 2023 and provides a compounding benefit for future years.

The 1.9% increase in the property tax levy will not have a dramatic increase on the tax that a homeowner pays, especially in this era of rising home values. In fact, with the increase in assessed valuation for the entire City, the levy rate will decline from \$0.8875 to about \$0.6936 for each \$1,000 of assessed value. The City's preliminary assessed value is \$8,087,603,533, an increase of about 31.19% from 2022.

If the City Council were to take a 1% increase, the city-wide levy would be \$5,562,591 and the probable levy rate would be about \$.6878 per \$1,000 of assessed value. On a \$1,000,000 home in the City, the annual tax with a 1% levy increase and a rate of \$.6878 would be \$687.80. The tax impact of a 1.9% levy and tax rate of \$0.6936 would be \$693.60: an increase of \$5.80.

If the City Council were to approve the increase of 1.9% to the levy for 2023, additional revenue of \$47,033 would be realized which will also provide a compounding revenue benefit in future levies. The City would continue to have "banked capacity" property tax remaining; estimated to be \$410,000 (pending confirmation from King County).

Excess Property Tax Levy

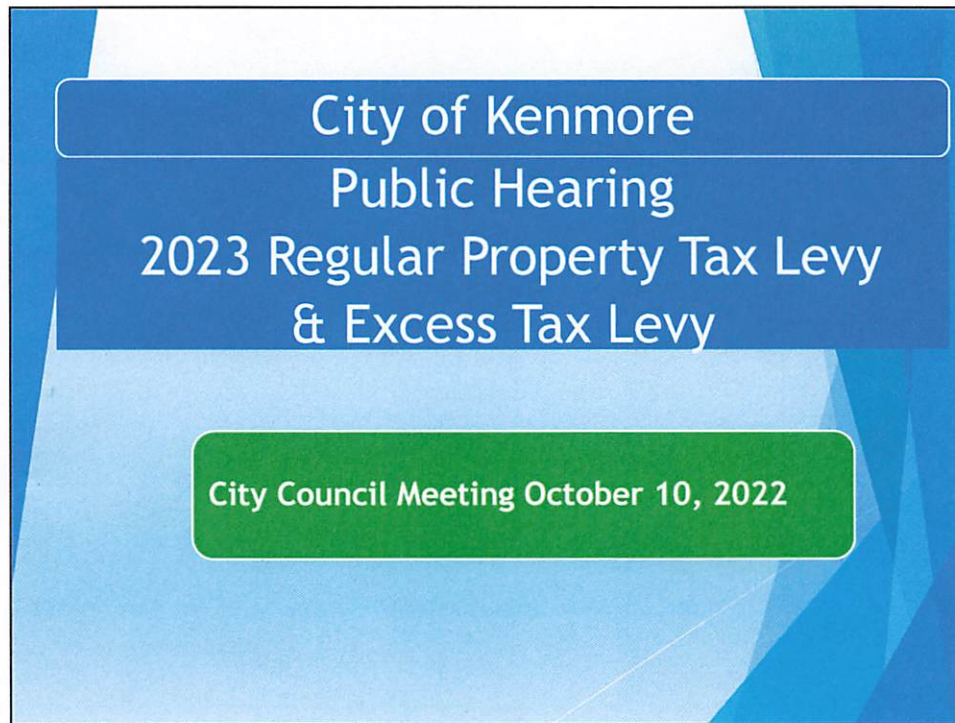
The purpose of the excess property tax levy is for repayment of the voted Walkways and Waterways bonds approved by the voters in 2016. In 2022 the city levied \$1,056,150 to cover the debt service payments that were due in that year. For 2023 it is recommended to levy \$1,059,500 (\$0.13/1,000 AV) for the debt service payments due in that year. An Ordinance to approve the excess tax levy for 2023 will be presented at the November 21, 2022, City Council meeting.

Tax Relief

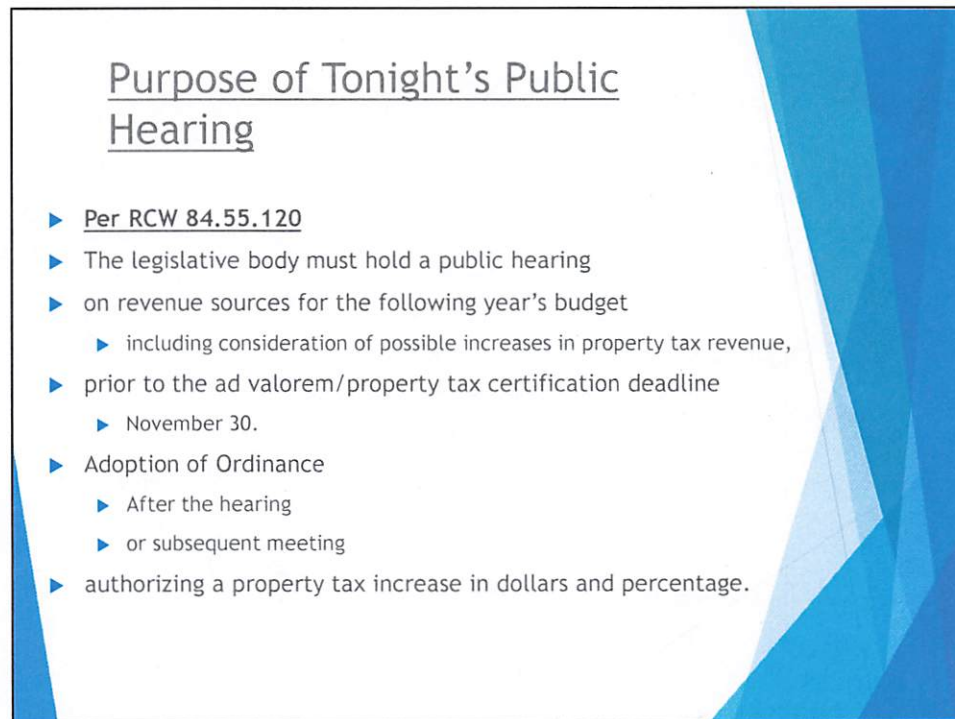
State law provides two tax benefit programs for senior citizens and the disabled: Property tax exemptions and property tax deferrals. Basic qualifications include an annual household income under \$58,423; owning and occupying the property as principal residence for at least nine months per year; age 61 or older or disabled with at least an 80% total disability rating. More information can be found on the King County Assessor's website or by calling 206-263-2338 or 206-296-5126.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

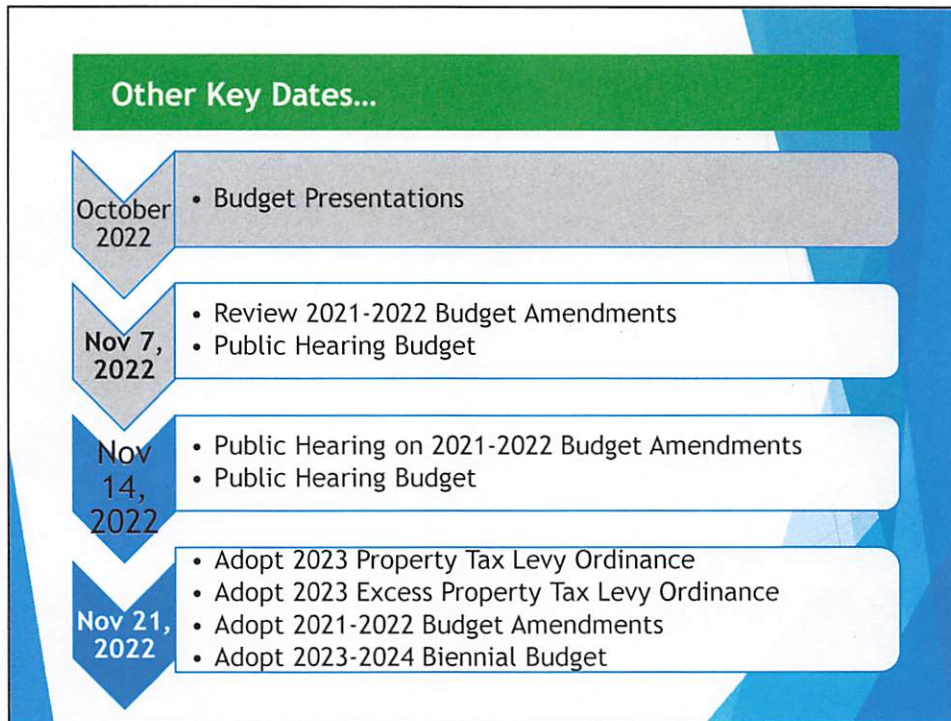
RCW. 84.55.120 The legislative body must hold a public hearing for the coming year's budget including consideration of possible increases in property tax revenues, before taking action on the property tax levy.



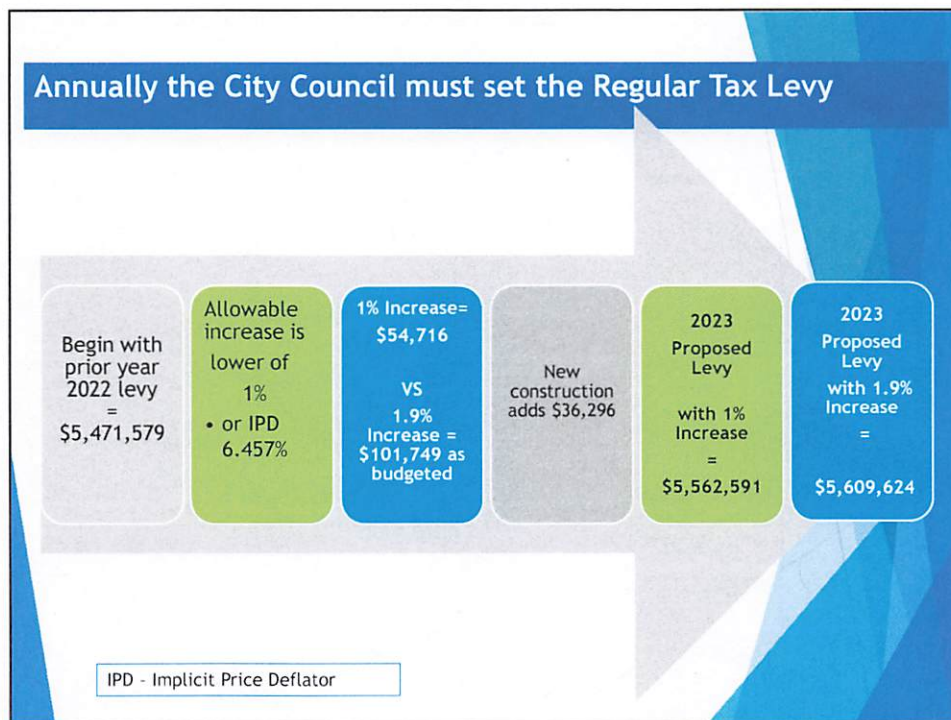
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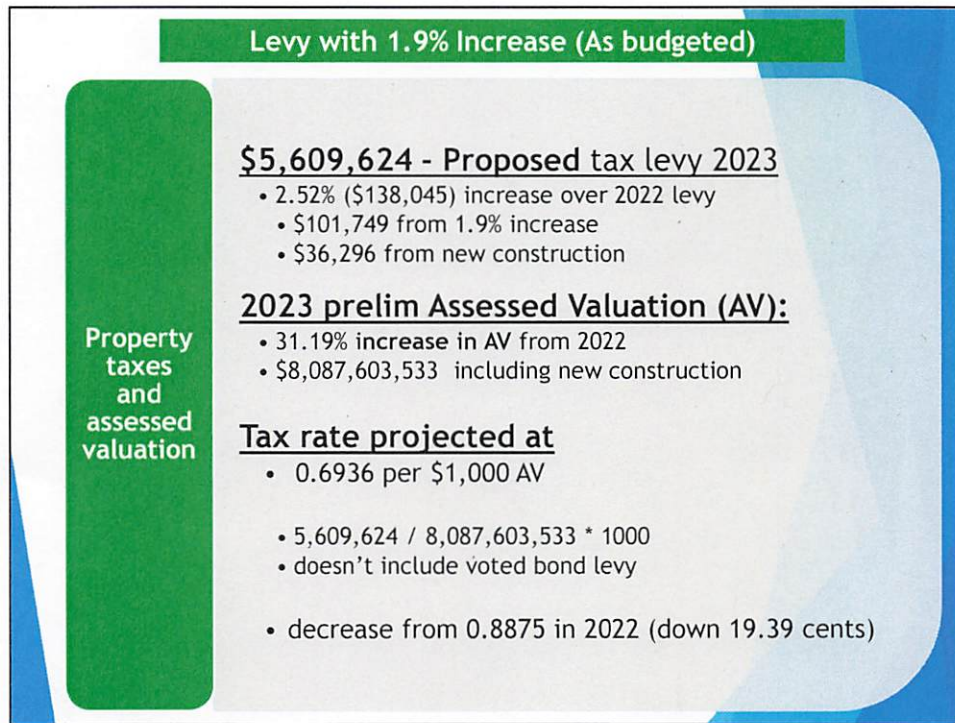
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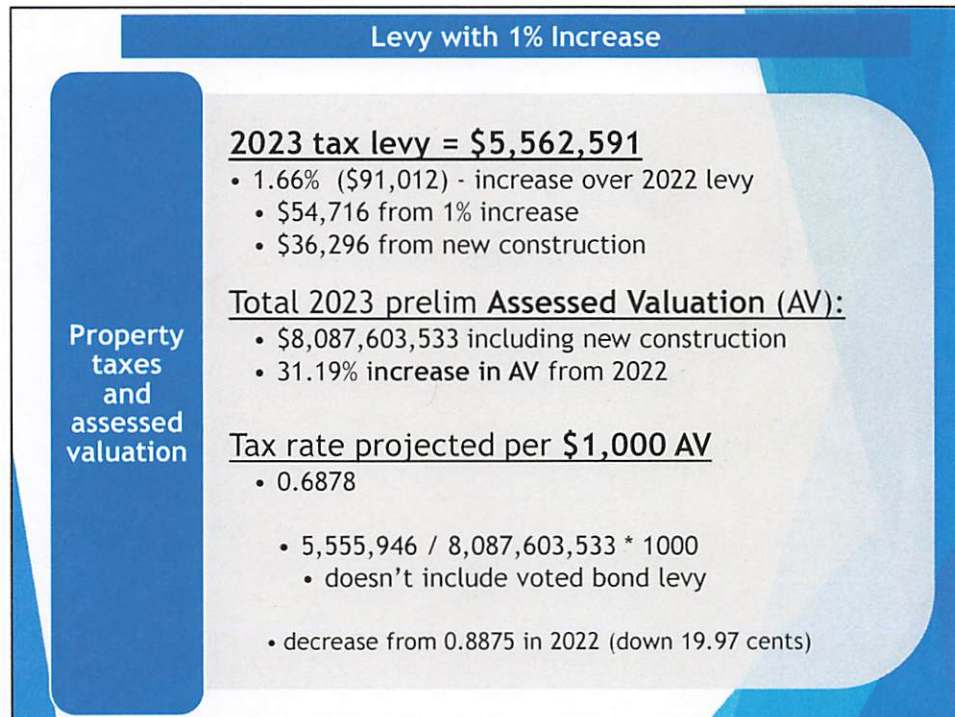
3



4



5



6

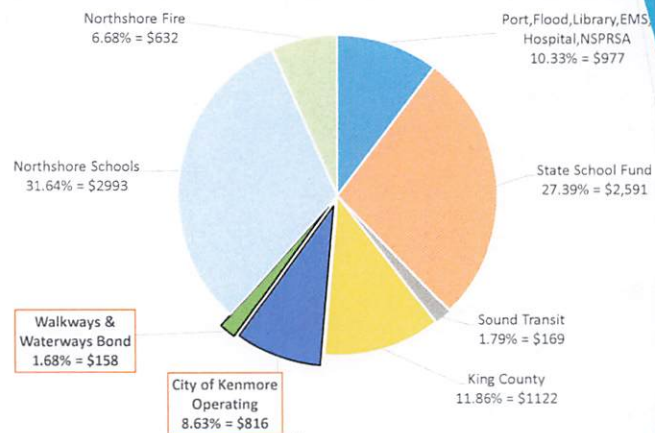
Tax Effect on Homeowner (City of Kenmore Taxes Only)



- Assume home value of \$920,000
 - \$816 - Taxed at 2022 rate of 0.8875
- Assume 2023 NO CHANGE in value of home at \$920,000
 - \$638 - Taxed at 2023 rate of .6936 (2% levy)
 - \$178 Less than 2022
 - \$633 - Taxed at 2023 rate of .6878 (1% levy)
 - \$183 Less than 2022
- Assume 30% increase in value of home to \$1,200,000
 - \$832 - Taxed at 2023 rate of .6936 (2% levy) (\$16 More than 2022)
 - \$825 - Taxed at 2023 rate of .6878 (1% levy) (\$9 More)

7

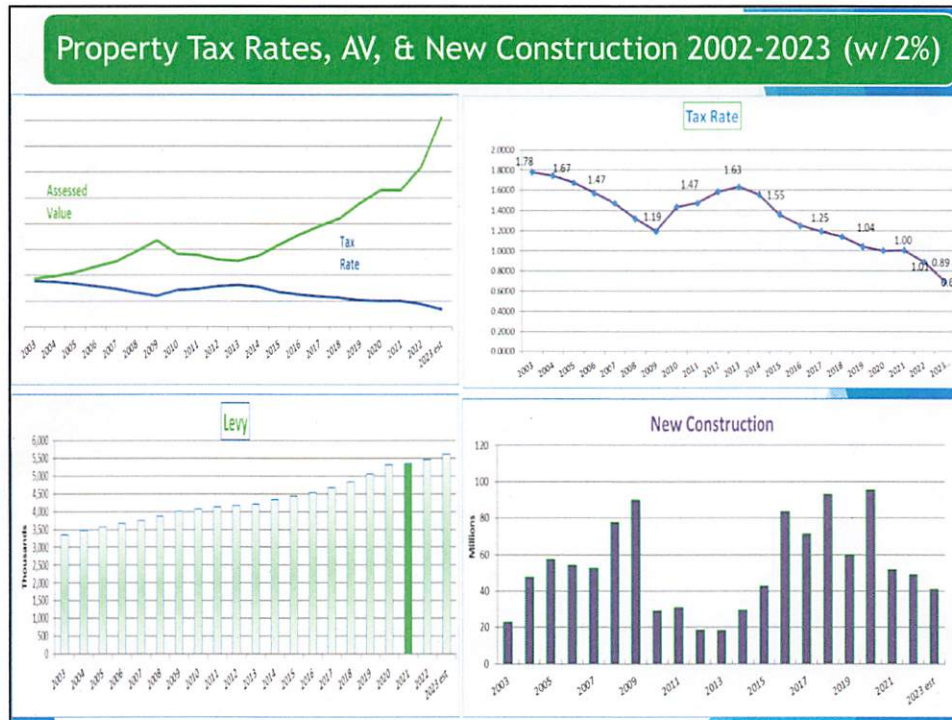
2022 Property Tax Distribution for a \$920,000 Home



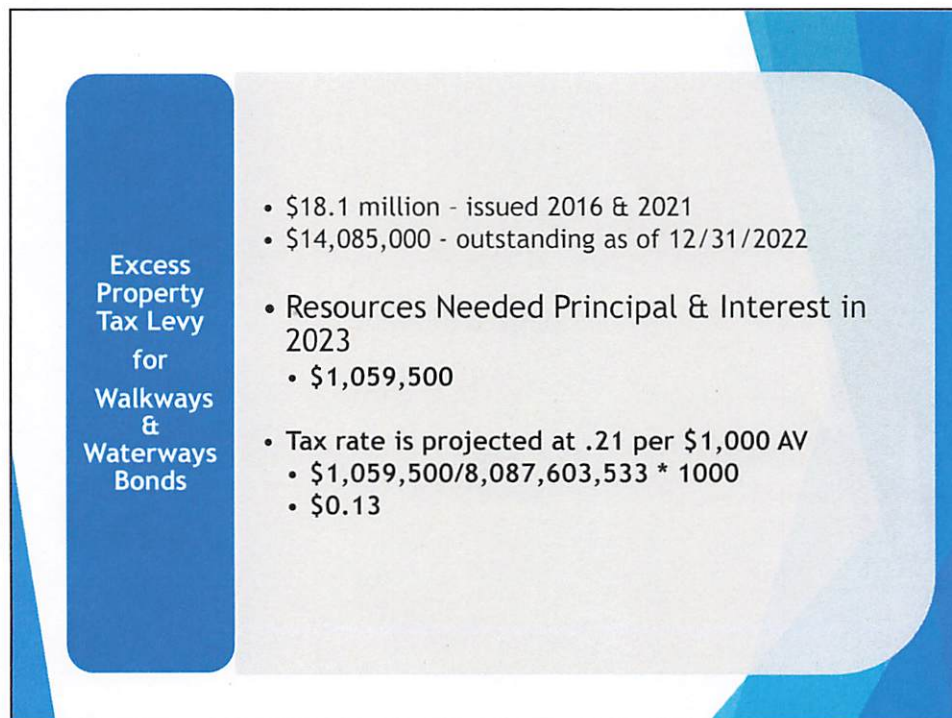
Estimated total tax bill of \$9,458

Percentages of total tax bill are based on tax rates for the various jurisdictions (total \$10.28/1000)

8



9



10

This concludes the presentation portion of the Public Hearing on the 2023 Property Tax Levies

The next actions will be →

- **November 7:**
 - Review 2021-2022 Budget Amendments
- **November 14:**
 - Public Hearing on 2021-2022 Budget Amendments
- **November 21:**
 - Adopt Budget Amendments
 - Adopt 2023 Property Tax Levy Ordinance
 - Adopt 2023 Excess Property Tax Levy Ordinance

THANK YOU!
Open for Questions and Public Comment

11

City of Kenmore Public Hearing 2023 Regular Property Tax Levy & Excess Tax Levy

City Council Meeting October 10, 2022

Purpose of Tonight's Public Hearing

Per RCW 84.55.120

The legislative body must hold a public hearing on revenue sources for the following year's budget

- ▶ including consideration of possible increases in property tax revenue, prior to the ad valorem/property tax certification deadline
- ▶ November 30.

Adoption of Ordinance

- ▶ After the hearing
- ▶ or subsequent meeting
- ▶ authorizing a property tax increase in dollars and percentage.

Other Key Dates...

October
2022

- Budget Presentations

Nov 7,
2022

- Review 2021-2022 Budget Amendments
- Public Hearing Budget

Nov
14,
2022

- Public Hearing on 2021-2022 Budget Amendments
- Public Hearing Budget

Nov 21,
2022

- Adopt 2023 Property Tax Levy Ordinance
- Adopt 2023 Excess Property Tax Levy Ordinance
- Adopt 2021-2022 Budget Amendments
- Adopt 2023-2024 Biennial Budget

Annually the City Council must set the Regular Tax Levy

Begin with
prior year
2022 levy
=
\$5,471,579

Allowable
increase is
lower of
1%
• or IPD
6.457%

1% Increase=
\$54,716

VS

1.9%
Increase =
\$101,749 as
budgeted

New
construction
adds \$36,296

2023
Proposed
Levy

with 1%
Increase
=
\$5,562,591

2023
Proposed
Levy
with 1.9%
Increase
=
\$5,609,624

Levy with 1.9% Increase (As budgeted)

Property taxes and assessed valuation

\$5,609,624 - Proposed tax levy 2023

- 2.52% (\$138,045) increase over 2022 levy
- \$101,749 from 1.9% increase
- \$36,296 from new construction

2023 prelim Assessed Valuation (AV):

- 31.19% increase in AV from 2022
- \$8,087,603,533 including new construction

Tax rate projected at

- 0.6936 per \$1,000 AV
- $5,609,624 / 8,087,603,533 * 1000$
- doesn't include voted bond levy
- decrease from 0.8875 in 2022 (down 19.39 cents)

Property taxes and assessed valuation

2023 tax levy = \$5,562,591

- 1.66% (\$91,012) - increase over 2022 levy
 - \$54,716 from 1% increase
 - \$36,296 from new construction

Total 2023 prelim Assessed Valuation (AV):

- \$8,087,603,533 including new construction
- 31.19% increase in AV from 2022

Tax rate projected per \$1,000 AV

- 0.6878
- $5,555,946 / 8,087,603,533 * 1000$
 - doesn't include voted bond levy
- decrease from 0.8875 in 2022 (down 19.97 cents)

Tax Effect on Homeowner (City of Kenmore Taxes Only)



Assume home value of \$920,000

- \$816 - Taxed at 2022 rate of 0.8875

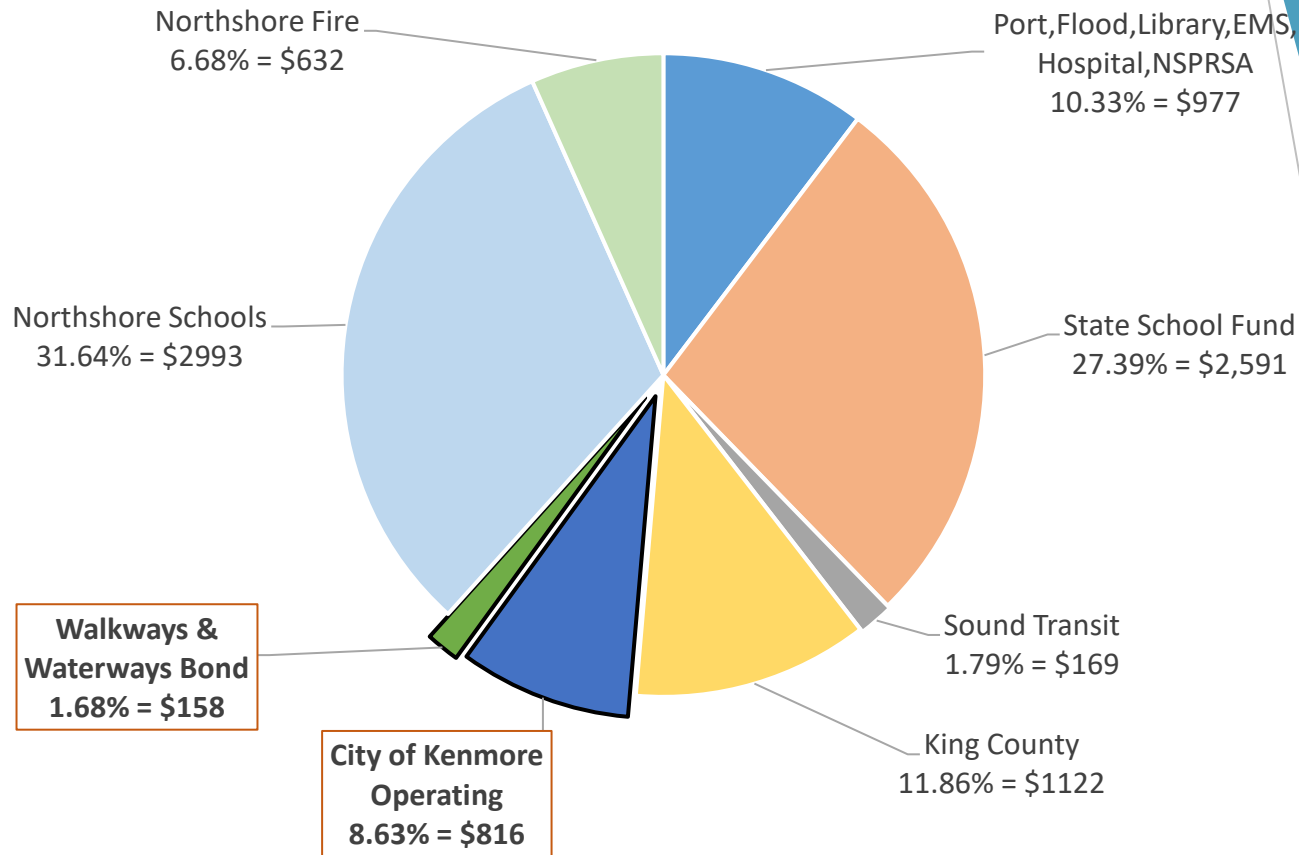
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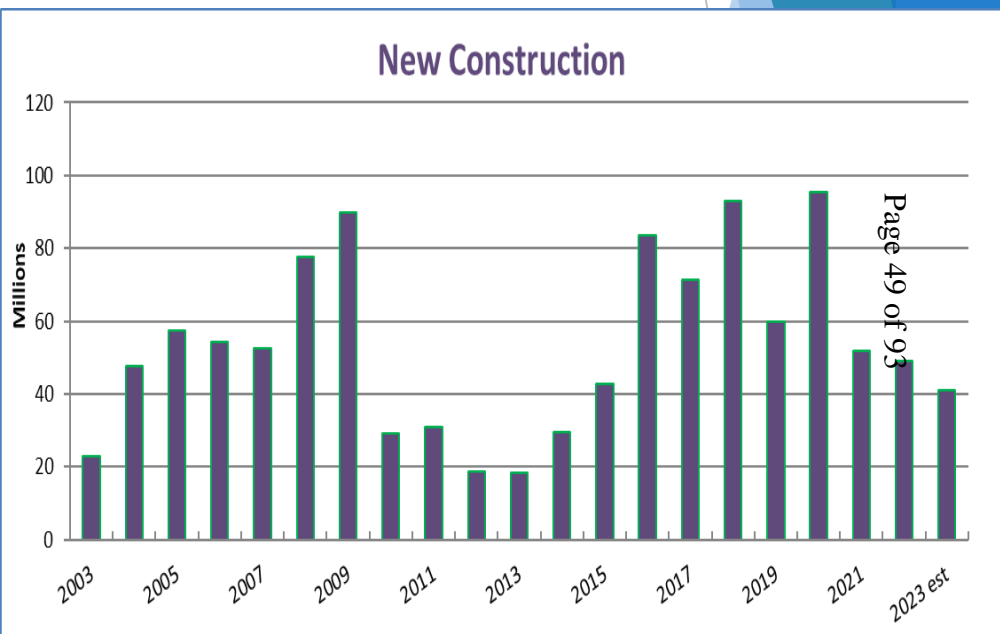
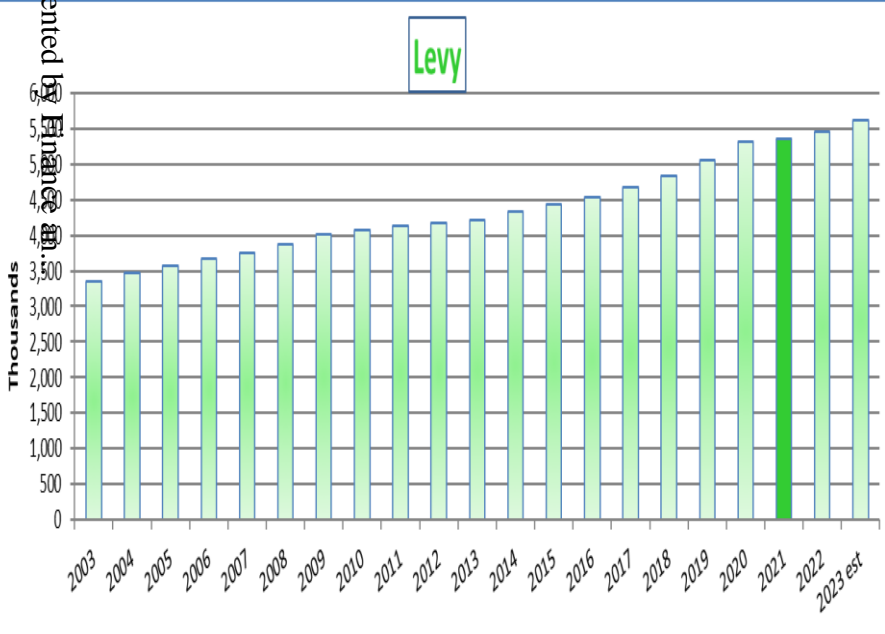
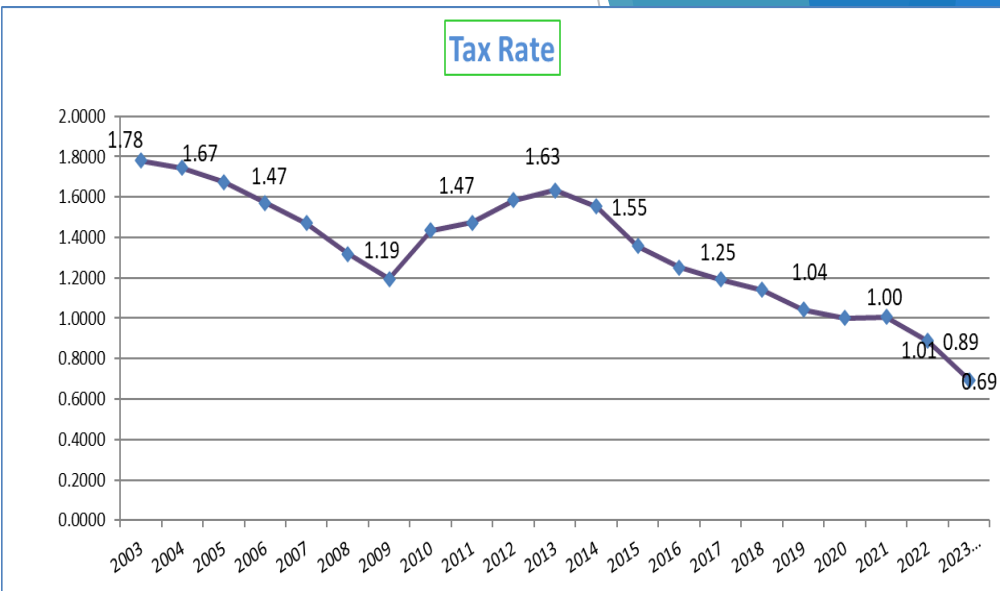
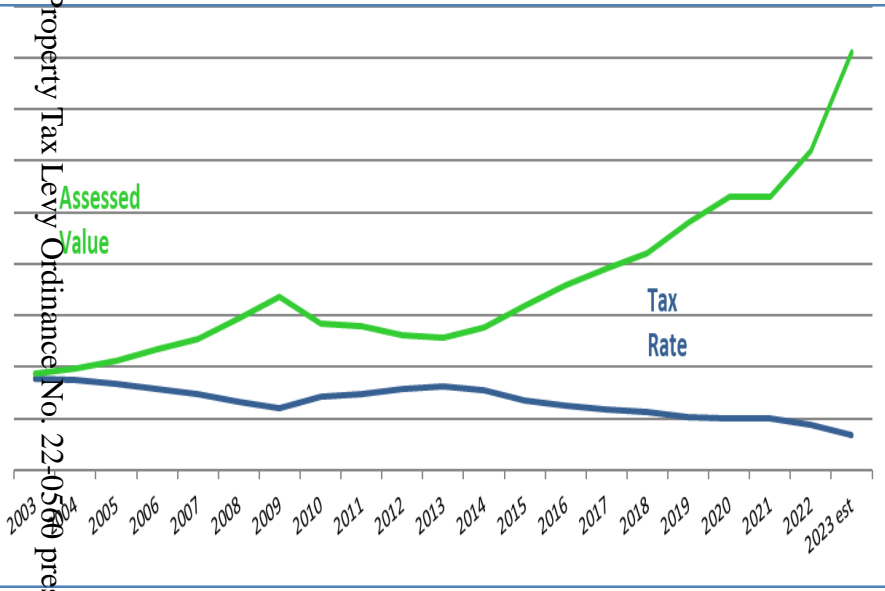
2022 Property Tax Distribution for a \$920,000 Home



Estimated total tax bill of \$9,458

Percentages of total tax bill are based on tax rates for the various jurisdictions (total \$10.28/1000)

Property Tax Rates, AV, & New Construction 2002-2023 (w/2%)




**Excess
Property
Tax Levy
for
Walkways
&
Waterways
Bonds**

- \$18.1 million - issued 2016 & 2021
- \$14,085,000 - outstanding as of 12/31/2022
- Resources Needed Principal & Interest in 2023
 - \$1,059,500
- Tax rate is projected at .13 per \$1,000 AV
 - $\$1,059,500 / 8,087,603,533 * 1000$
 - \$0.13

This concludes the presentation portion of the Public Hearing on the 2023 Property Tax Levies

The next
actions
will be



- **November 7:**
 - Review 2021-2022 Budget Amendments
- **November 14:**
 - Public Hearing on 2021-2022 Budget Amendments
- **November 21:**
 - Adopt Budget Amendments
 - Adopt 2023 Property Tax Levy Ordinance
 - Adopt 2023 Excess Property Tax Levy Ordinance

THANK YOU!

Open for Questions and Public Comment



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic:

Presentation of 2023-2024 Proposed Biennial Budgets for the following department cost centers:
General Fund Revenues
City Council, City Manager, City Clerk, ARPA
Finance and Administration,
Legal, Human Resources, Non-Department, Public Safety, Development Services

Proposed Council Action/Motion:

Presentation of 2023-2024 Proposed Biennial Budgets for the following department cost centers:
General Fund Revenues, City Council, City Manager, City Clerk, Finance and Administration,
Legal, Human Resources, Non-Department, Public Safety, Development Services

For Council Meeting Agenda of: October 10, 2022

Departments:

City Manager Dept: Rob Karlinsey, Stephanie Lucash;
Finance and Administration Dept: Leticia Salcido,
Police Dept: Brandon Moen;
Development Services Dept: Samantha Loyuk

Prepared by: Leticia Salcido, Finance and Administration Director

Initial & Date

Approved by Department Head: _____

Approved by City Attorney: _____

Approved by Finance Director: _____

Approved by City Manager: _____

RGK

2022

Exhibits/Attachments:

Presentation to be uploaded
the week of October 3, 2022

INFORMATION/BACKGROUND:

The following 2023-2024 proposed budgets will be presented to the City Council for review and discussion: General Fund Revenues, City Council, City Manager, City Clerk, Finance and Administration, Legal, Human Resources, Non-Departmental, Public Safety, and Development Services. A staff presentation will be provided.

FISCAL CONSIDERATION:

The 2023-2024 preliminary budget book includes an estimation of General Fund revenues and Department expenditure budget details for the following Departments which will be reviewed at the meeting:

The City Manager's Department will present the City Council, City Manager, City Clerk and Human Resources proposed budgets.

The Finance and Administration Department will present the General Fund revenues, Finance and Administration, Legal, and Non-Department proposed budget.

The Police Department will present the Public Safety proposed budget.

The Development Services Department will present the Development Services Department revenues and proposed expenditure budget.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

RCW 35A.33.055 The legislative body must schedule hearings on the budget or parts of the budget prior to the final approval.

Signature: 
RGK (Oct 6, 2022 10:35 PDT)

Email: rkarlinsey@kenmorewa.gov

Page 53 of 93

AB - 2023-2024 Budget Pres 10-10-22

Final Audit Report

2022-10-06

Created:	2022-10-06
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUyEvJlww3YWGx6ZrVuF5rrHnWqQ_Ejl6

"AB - 2023-2024 Budget Pres 10-10-22" History

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-  Document emailed to rkarlinsey@kenmorewa.gov for signature
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-  Signer rkarlinsey@kenmorewa.gov entered name at signing as RGK
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-  Document e-signed by RGK (rkarlinsey@kenmorewa.gov)
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-  Agreement completed.
2022-10-06 - 5:35:52 PM GMT



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City of Kenmore Proposed Preliminary 2023-2024 Biennial Budget Presentation

Meeting of
October 10, 2022



TOTAL GENERAL FUND REVENUE 2021-2022

2021-2022 Amended Budget - \$30,589,770

- Adopted Budget \$28,567,770
- Mid-Biennium Amendments
 - \$672,000 for better-than-expected retail sales tax revenue.
 - \$1,350,000 for interfund loan repayments (Samm. Bridge & PW Shop Fund)

2021-2022 Projection - \$32,445,350

- \$1.4 million - Sales taxes better than budget (construction/internet Sales)
- \$800,000 – building related revenues
- <\$300,000> - Utility Taxes lower



TOTAL GENERAL FUND REVENUE 2023-2024

Proposed - \$31,305,131

Property Taxes

- Assume 1.9% levy increase in 2023
- 3.3% increase in 2024
- Includes new construction and banked capacity (FSP)

Sales Tax – recessionary adjustment

- <2%> - 2023
- 3% 2024

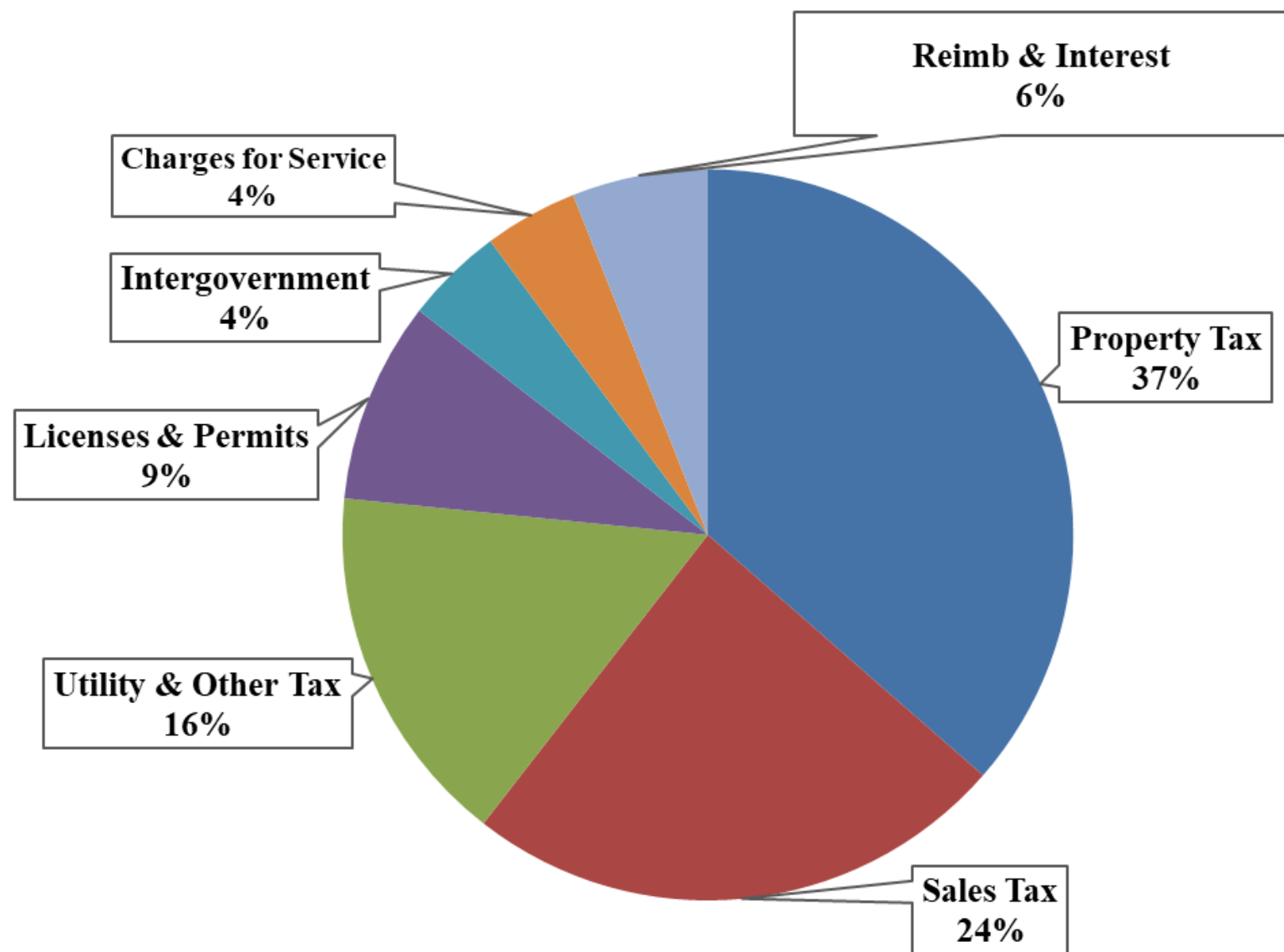
Development Revenues – recessionary adjustment

- <8%> 2023
- 1% 2024

NEW

- \$1.2 million – Cable Utility Tax, Surface Water Utility Tax & Admission Tax

General Fund Revenues 2023-2024



GENERAL FUND REVENUE ACCOUNTS

Property Taxes

2023 = \$5,609,623
1.9% increase (includes
banked capacity)
+\$36,296 new construction

2024 = \$5,793,769
3.3% increase
(includes 1% + 1.8% banked
capacity + 0.5% new
construction)

Sales Taxes

2023 = \$3,715,897
Recessionary adjustment
<2%>

2024= \$3,827,374
3% increase over 2023

Utility Tax

Electric and Gas =
\$1,596,107 (biennium)
1% increase / per year

Telephone and Cell =
\$340,722
<1%> decline per year
based on trends

NEW
6% Cable Utility Tax
6% Surface Water Utility Tax

GENERAL FUND REVENUE ACCOUNTS

Franchise Fees

Comcast & Ziply Cable
= \$588,000,
Same as current
biennium average

Water & Sewer =
\$1,118,585,
1% increase

Development Revenues

Permits \$1,054,509,

Land Use, Review,
Inspection, Other
\$1,254,276

Overall
• <8%> 2023
• 1% 2024

Liquor Tax Distributions

Liquor Excise Tax
\$330,719

Little change; using
MRSC per capita
forecast

Liquor Board Profits
\$372,363
No change

GENERAL FUND REVENUE ACCOUNTS

Reimbursements

\$1,490,000

**Overhead Reimbursement
Capital Projects Staff:**

Engineering (480K),

Parks (\$300K)

SWM (\$660K)

Maintenance – REET \$50k

**\$75K reimbursement from
Northshore School District for
Moorlands Maint.**

Other Taxes

\$132,092

Pull tabs & Games

**2% increase from 2022
projections**

**Affordable Housing
Sales Tax**

\$24,500/yr

Miscellaneous

**New -\$50K transferred
from King Co Park Levy
for Maint.**

**Minor changes in Criminal
Justice Distributions or
other State Assistance**

\$120,000

**Kenmore Village lease
revenue**

TOTAL GENERAL FUND EXPENDITURES 2021-2022

\$27,067,770 – Adopted Budget

Mid-Biennium Budget Amendments

- \$1m - Strategic Opportunities Fund
- \$550k - PW Shop Fund interfund loan
- \$2.2m - Property Acquisition Holt
- \$15,000 - PW Shop Fund interfund transfer (debt service)
- \$198k - HR op. exp

\$31,030,904 – Amended Budget

\$30,641,076 – Projection

- Department projected spending through 12/31/22

2023-2024 TOTAL GENERAL FUND EXPENDITURES

\$31,252,425 – Proposed Budget

Increase of 13.89% (\$3.8m)



- From 2021/2022 Actual and projections
 - less one time land acquisition cost of \$2.2m

Increase breakdown:

- \$1.4m - Police Services contract
- \$977k - new positions (various departments)
- \$170k - special & virtual events
- \$265k - WCIA liability/property insurance (GF portion)
- \$988k - salary/pension/health ins./ temp \$93k/comp plan
serv.100k/ vehicle 65k



DEPARTMENT PRESENTATIONS

CITY COUNCIL

- Policy Making Body; Sets Vision and Priorities for the City
- Adopts Budget and Ordinances, Represents the City on Regional and State and National Organizations

- | | |
|----------------------------------|-----------|
| • Total 2023-2024 Budget | \$405,013 |
| • Percent of General Fund | 1% |
| • Total 2021-2022 Amended Budget | \$332,711 |
| • Positions | 7 |

Department Description

Proposed Budget

CITY COUNCIL

- Allocated Federal American Rescue Plan Act (ARPA) funding, including \$1 million in direct cash assistance to low-income residents impacted by the pandemic.
- Adopted a Climate Action Plan - Sets a goal to reduce greenhouse gas emissions by 50% by 2030 and 100% by 2050.
- Appointed a Diversity, Equity, and Inclusion Task Force, directed a community engagement process. Soon to adopt a Diversity, Equity, Inclusion, and Accessibility Policy.
- Adopted a Diversity, Equity, Inclusion, and Accessibility Policy.
- Adopted a number of tenant protections.
- Adopted new policies aimed at improving housing choices and affordability.
- Accepted several awards, including the Association of Washington Cities Municipal Excellence Award for the City's ARPA response, including the direct cash assistance program. Three awards were given for the new Kenmore Public Boathouse, including the Governor's Smart Communities Award.

CITY COUNCIL

- See the City Council's adopted priorities
- Fund and implement the Climate Action Plan
- Continue to implement the Housing Strategy Plan
- Implement the DEIA policy and implementation plan
- Approve the site plan and budget for the Public Works facility
- Break ground on the Plymouth affordable housing project. Select the program and developer for the Holt property
- Cut ribbons on the remaining Walkways & Waterways projects
- Implement the ARPA-funded programs

CITY MANAGER

- City Manager Department provides leadership to the organization and oversees citywide functions including communications, economic development, city clerk, public records, intergovernmental relations, housing and human services, ARPA, and regional initiatives.

• Total 2023-2024 Budget	\$3,640,924
• Percent of General Fund	12%
• % Increase or Decrease from 2021-2022 Budget	17%
• FTE's	6.2

Department Description

Proposed Budget

Highlights and changes

CITY MANAGER

- City Clerk team joining the CMO; two new ARPA positions funded through 2024; Events team moving to Operations
- New housing and human services efforts underway including two affordable housing projects
- Public Safety reports to Deputy City Manager
- Lakepointe leadership in City Manager's Office
- ARCH, eCityGov, 24/7 Crisis Center effort, and new RADAR expansion entity among regional initiatives
- New economic development approach

CITY CLERK

- City Council meeting support: preparing agendas, attending meetings, producing minutes
- Stewards Council legislation including ordinances, resolutions and proclamations
- Oversees records management, Municipal Code, custodian of official city documents, manages Human Services funding

- | | |
|----------------------------------|-----------|
| • Total 2023-2024 Budget | \$978,750 |
| • Percent of General Fund | 3% |
| • Increase over 2021-2022 Budget | 4% |
| • FTE's | 1 FTE |

Department Description

Proposed Budget

CITY CLERK

Highlights and changes

- Continue supporting the City Council with hybrid meetings and OPMA compliance including staffing and clerk backup for hybrid meetings
- Implement the Pulse Monitoring System in the Council Chambers
- Continue to improve the management of public records
- Research a potential work-study program
- Improve technology for City Council meeting agendas, agenda bills, and user-friendly access to meeting recordings

ARPA

Department Description

- The American Rescue Plan Act (ARPA) is a federal law passed in 2021 that provided \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. The funds were distributed to state, local, tribal and territorial governments.
- The City of Kenmore received \$6.4 million in ARPA funds.

Proposed Budget

- | | |
|---|-------------|
| • Total 2023-2024 Budget | \$4,932,411 |
| • Budget Decrease from 2021-2022 Budget | +214% |
| • Percent of General Fund | 0% |
| • (ARPA is a separate fund) | |
| • FTE's | 2 |

Highlights and changes

ARPA

- City Council approved the following ARPA Work Program:
 - Homelessness Response Pilot Program (\$50,000)
 - Catch Up Learning and Childcare Support (\$100,000)
 - Human Services Funding (\$250,000)
 - Business Assistance (\$185,000)
- City Council approved using \$3.2 million in ARPA funds for the Plymouth affordable housing project
- In August 2022, hired a Management Analyst and an Assistant to the City Manager, both funded through 2024, to implement the City's ARPA program
- The Kenmore community weighed in on other uses for the City's ARPA funds; the ARPA team will propose a process for using that feedback to allocate remaining funds

Proposed Budget

- Finance, Accounting, Budget, Financial Reporting, Risk Management, IT
 - Budget preparation and oversight
 - Long range forecast & financial planning
 - Treasury, Debt & investment management
 - Financial reporting & audit
 - Payroll, benefits, accounts payable
 - Billing, cash receipt & collection
 - Fixed asset tracking, grant reporting, monthly financial reporting, internal controls
 - technology, oversight of city computer network, telecommunications, internet, software and hardware.

- | | |
|--|-------------|
| • Total 2023-2024 Budget | \$2,527,861 |
| • Percent of General Fund | 8% |
| • % Increase or Decrease from 2021-2022 Budget | 2% |
| • FTE's | 3 |

Highlights and changes

- Managed biennial budget w/minimal adjustments
- Unqualified (clean) audit report for 2020 from State Auditor's office
- Issued \$19.9 million in three separate bond issues
- Obtained AAA rating from S&P rating agency
- Managed the 6-year financial sustainability plan & implemented elements of plan

LEGAL

- City Attorney services to Council and City Administration
 - Legal guidance and support; advice on policy matters, attendance at Council meetings
- Provided by contract with Inslee, Best.

• Total 2023-2024 Budget	\$700,000
• Percent of General Fund	2%
• % Increase or Decrease from 2021-2022 Budget	24%
• FTE's (provided through contract)	0

Department
Description

Proposed
Budget

NON DEPARTMENTAL COST CENTER

- The Non-Departmental cost center (page 121) only accounts for Transfers to Other Funds such as:
 - Street Fund
 - PW Shop Fund (debt service)

- Total 2023-2024 Budget \$1,950,513
 - Water Sewer Franchise Fees \$1,118,585
 - Additional General Fund resources of \$831,928
- Percent of General Fund 6%
- % Increase or Decrease from 2021-2022 Budget <38%>
 - which included \$1.6M to Street Fund, \$1M to Strategic Opportunities Fund, and \$550K to PW Shop fund

Department
Description

Proposed
Budget

HR

- Talent Acquisition and Career Development
- Employee Relations
- Employee Benefits and Compensation
- Policy and Procedure
- Employee Safety Culture
- Employee Relations
- Diversity, Equity, Inclusion and Accessibility (DEIA)

- | | |
|--|-----------|
| • Total 2023-2024 Budget | \$510,304 |
| • Percent of General Fund | 2% |
| • % Increase or Decrease from 2021-2022 Budget | 158% * |
| • FTE's | 1 |

* HR budgeted in Finance/Adm in 2021-2022 budget. Amend. In 2022 for that year's exp.

Highlights and changes

Human Resources

- The City's first Human Resources Manager hired during the Pandemic
- Adjusted and pivoted to assist employees with accommodations, listening to and meeting their needs throughout the Pandemic (e.g., Mental Health Workshop and Resources offered during Pandemic)
- Successful transition of staff back to City Offices
- Implemented Wellness Floating Holiday
- Implemented Teleworking Policy

Diversity, Equity, Inclusion and Accessibility (DEIA)

- Collaborating with DEI Consultant Chanin Kelly-Rae Consulting:
 - Partnered with City Council in the recruitment of the DEI Task Force that has now evolved into the DEIA Advisory Committee
 - Conducted an Organization-wide Gap Analysis, interviews and several surveys combined with the contributions from City Staff, the DEI Task Force and City Council to help develop and shape the DEIA Policy
 - Adoption of the DEIA Policy
 - Creation of the DEI Strategic Initiative

PUBLIC SAFETY

- **Police Services** - Contract with King County
 - 24/7 patrol and support services and follow-up investigations
- **Jail Services** - Contract with SCORE (South Correctional Entity) and King County
- **Court Services** - Contract with King County District Court (Shoreline)
- **Prosecutor and Public Defense Services** - Contract with the Kenmore Prosecutor’s Office and Stewart MacNichols Harmell, Inc.

• Total 2023-2024 Budget	\$9,666,950
• Percent of General Fund	31%
• % Increase or Decrease from 2021-2022 Budget	6%
• FTE’s (provided through contract)	14 Dedicated FTEs (Police)

Increase from actual exp. In 2021-2022 is 19%

PUBLIC SAFETY

Highlights and changes

- Police costs to increase by 13% in 2023 due to risk management and insurance costs, labor costs, and the new body-worn camera program
- Jails and court costs remain steady due to decrease in the number of pre-purchased jail beds
- Reduced equipment purchases, however training costs remain steady due to introduction of various training opportunities through KCSO
- Maintains community outreach and community oriented policing efforts including the Regional Crisis Response (RCR) program (formerly RADAR)
- New Community Court program to roll out in 2023
- Community Oriented Policing
 - National Night Out event
 - Bike Rodeo
 - Traffic Safety Emphasis
- Photo Enforcement Program support

DEVELOPMENT SERVICES

- Development Services is responsible for:
 - oversight of development throughout the city by way of review, issuance, and inspection of permits and land use decisions.
 - also responsible for code enforcement to address code violations.
- With a reliable and responsive staff, the department is committed to providing permit services that are consistent, equitable, code-compliant, and efficient.

• Total 2023-2024 Budget	\$3,371,076
• Percent of General Fund	11%
• % Increase or Decrease from 2021-2022 Budget	18%
• FTE's	9.125

Department
Description

Proposed
Budget

DEVELOPMENT SERVICES

Permit Revenues

- Revenues
 - 2023 projected decrease of approximately 8% from 2022
 - 2024 projected increase of 1%
- Total biennium projected revenues for 2023-2024 is \$2,308,785 vs. 2,538,411 in 2021-2022.
- Revenue projections are determined from what projects are in the pipeline, status of the economy and previous trends.

Upcoming Projects

- Projects in pipeline for 2023-2024 that represent a significant workload and/or revenue are:
 - A 276-unit condominium project at the old Murphy's Auction House ("25 Degrees")
 - 55-unit apartment complex ("Beechwood II")
 - 38-unit townhome development at the old Capps Club ("Kenmore Urban")
 - 100-unit affordable housing project ("Plymouth Housing")
 - various single-family residential short plats, and smaller townhome projects.

DEVELOPMENT SERVICES

Highlights and changes

- To meet current workload demands on the department, increased staffing to a level that justifies the following positions:
 - One part-time Permit Specialist (25/week)
 - One full-time Construction Inspector (40/week).
The Construction Inspector position would replace a contract valued at approximately \$150,000.
- Changes in position duties result in the following reclassifications:
 - Development Review Engineer to Senior Development Review Engineer
 - Permit Coordinator to Senior Permit Coordinator
 - Administrative Assistant to Administrative Specialist

This concludes the 1st presentation
for the 2023-2024 Biennium Budget

Next presentations on October 17, and October 24
Public Hearings on November 7, and November 14,
Adoption November 21

Thank You!
Comments or Questions?



City of Kenmore, Washington

Memorandum

Date: September 30, 2022

To: Mayor Herbig, Deputy Mayor O'Cain, Councilmembers Baker, Kugler, Marshall, Pfeil, and Srebniak, and City Manager Rob Karlinsey

From: Garrett Oppenheim and Lauren Chomiak

Regarding: *The Kenmore Zone*- Kenmore's Civics 101 Curriculum

At its January 2022 retreat, Kenmore City Council expressed an interest in producing a series of educational videos to provide the public information about the city's government. This video series would emulate Civics 101 courses some other cities administer without the cost in money and staff time of putting on live events annually and with a wider potential reach to more than the 20 or so residents who can reasonably attend in-person seminars each year.

Some local cities moved their Civics 101 curricula that were done in-person before the pandemic online by simply uploading recorded sixty-to-ninety-minute long lectures, but those videos get minimal views on the cities' respective YouTube channels. We decided to take advantage of the format and make something revolutionary that will draw viewers in and make people want to watch.

The team set six project goals to guide Kenmore's Civics 101 work:

1. Provide the public with information about how the City functions and the services it provides.
2. Entertain viewers. Don't create material that is stuffy or boring. Make people want to tune in to the next episode.
3. Teach students about what it means to be civics-minded.
4. Inspire people to become more engaged in their local community.
5. Focus on conveying information that will alleviate staff work by prioritizing information that helps streamline staff workload.
6. Modernize what these courses are- digital, cutting edge, a way that hasn't been done before.

Rather than ask residents to find and carve out 90 minutes from their busy days and then also absorb all the material about a single department or function in one sitting, department topics will be broken up into multiple three-to-four-minute video segments that are easier to digest. This will allow the videos to serve other purposes as well, such

social media sharing and used as guides on the City website for residents who have an easily answered question that could save a phone call to City Hall.

With entertainment value being a priority, the team also decided to set the series to a theme that will give the whole curriculum a singular feel. After brainstorming many ideas, the team settled on a parody of *The Twilight Zone* and titled the series *The Kenmore Zone*. Each lesson will feature *Twilight Zone*-style introductions and closing segments that set up the lesson in that episode. This is a fun and entertaining premise that will maintain viewers' interest and keep them returning for subsequent episodes.

In order to bring these lessons to life, the City has hired two high school interns, Bren Bartol and Cary Trott, Inglemoor High School drama students and co-captains of the school's improv team. They have proven to be invaluable members of the team and even contributed the *Twilight Zone* idea. We also have Nathan Dills, who worked for the City as a summer intern in 2022, available to assist with editing.

Production has begun on the series and the team meets every Tuesday afternoon for filming. Production will continue over the next several months.

In terms of a medium of delivery to Kenmore residents, we will use a free/very low cost web platform called Thinkific to host the entire curriculum. Thinkific has tools to build courses that include video and photos, Powerpoint presentations, documents, quizzes, and tests to provide an interactive way to engage and learn. Residents who wish to earn Civics 101 certificates can sign up for a free account that will track their progress as they move through course chapters.

The team is looking forward to presenting these fun and educational videos and learning opportunities to the Kenmore community in 2023.

CITY OF KENMORE
City Manager's Department

The Kenmore Zone

Kenmore's Civics 101 Curriculum

October 10, 2022 Update



The Kenmore Zone

Civics 101 Project Goals

1. **Provide the public with information** about how the City functions and the services it provides.
2. **Entertain viewers.** Don't create material that is stuffy or boring. Make people want to tune in to the next episode.
3. **Teach students** about what it means to be civics-minded.
4. **Inspire people** to become more engaged in their local community.
5. **Focus on conveying information that will alleviate staff work** by prioritizing information that helps streamline staff workload.
6. **Modernize what these courses are-** digital, cutting edge, a way that hasn't been done before.



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The KENMORE ZONE

A new dimension of civic engagement and learning



The Kenmore Zone

The Video Production Team

Civic Engagement Courses, presented by Communicat...



Lauren Chomiak,
Communications



Cary Trott
Inglesmoor High
School Intern/Actor



Bren Bartol
Inglesmoor High
School Intern/Actor



Garrett Oppenheim
Assistant to the City Manager



Nathan Dills
Intern/Video
Editing



The Kenmore Zone Online Civics 101 Academy

Civic Engagement Courses, presented by Communicat...

THINKIFIC Online Course Platform



Course Builder



Website Builder



Marketing & Sales



Reporting



Certificates



Academy

The Kenmore Zone: Civics 101 Course Curriculum

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About this course

Customize your site



**We look forward to sharing this other-worldly
learning opportunity with the Kenmore
Community in 2023!**

