



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028
Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Regular Meeting

ON-SITE

MONDAY, JANUARY 23, 2023 - 7:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/83009752469>

Or One tap Mobile: US: +12532158782,,83009752469#

Or Telephone Dial US: +1 253 215 8782

Callers please dial *9 to raise and lower hand

Webinar ID: 830 0975 2469

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

AGENDA APPROVED AS PRESENTED

V. PROCLAMATION

PROCLAIMED

A. Black History Month Proclamation

[Proclamation - Black History Month](#)

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 UNANIMOUSLY

- A. Approve Total Check #s 51170 through 51243 totaling \$270,387.06 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/30/2022 in the amount totaling \$198,818.55 and ACH Payment to U.S. Bank in the amount of \$17,050.99.
[Voucher Certification and Approval from 12/24/2022 to 12/31/2022](#)
- B. Authorize the City Manager to accept \$800,000.00 of Transportation Improvement Board Grant funding for the 2023 Overlay and Sidewalk Repair Project
[Agenda Bill - Transportation Improvement Board Grant Acceptance](#)
- C. Authorize the City Manager to enter into an agreement with King County for Indigency Screening Services through December 31, 2024
[Agenda Bill - Indigency Screening Services](#)
[Attachment 1 - Memorandum of Agreement](#)

VIII. BUSINESS AGENDA

- A. 2023 Annual Docket for the Planning Commission, presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Approval*
APPROVED UNANIMOUSLY
[Agenda Bill - 2023 Annual Docket for the Planning Commission](#)
[Attachment 1 - Staff Analysis and Recommendation for the 2023 Docket](#)
[Attachment 2 - Draft Docket and Work Program Prioritization List](#)
- B. Funding Ordinances and Proposed Budget Plan for the Climate Action Plan Implementation and Housing & Human Services, presented by City Manager Rob Karlinsey, Deputy City Manager Stephanie Lucash, and Environmental Services Manager Richard Sawyer
APPROVED UNANIMOUSLY
[Agenda Bill - CAP & HHS Funding Package](#)
[Attachment 1 - Memo: Proposed Budget and Funding Plan for Climate Action Plan and Housing & Human Services Implementation](#)
[Attachment 2 - Draft Natural Gas Utility Tax Increase Ordinance](#)
[Attachment 3 - Draft Garbage Utility Tax Ordinance](#)
[Attachment 4 - Draft Resolution Increasing the Vehicle License Fee Presentation - Climate Action Plan and Housing & Human Services Implementation Plan](#)
- C. Proposal of the Kenmore Farmers Market SNAP Benefit Program in 2023-2024, presented by Volunteer and Events Supervisor Stephanie Brown, Events Specialist Nicole Suarez, and Washington State Farmers Market Association

King & Pierce County Regional Lead Leigh Newman-Bell, *for Discussion and Direction*

APPROVED UNANIMOUSLY

[Agenda Bill - SNAP Benefit Program](#)

[Attachment 1 - SNAP Memo with Financial and Other Program Details](#)

IX. STAFF REPORTS

X. COUNCILMEMBER REPORTS & COMMENTS

XI. ADJOURNMENT

XII. UPCOMING MEETINGS

- A. Monday, February 6, 2023 at 7:00 PM - Joint Meeting hosted by Northshore School Board
- Monday, February 13, 2023 at 6:15 PM - City Council Special & Regular Meeting
- Monday, February 20, 2023 at 7:00 PM - City Council Regular Meeting - TENTATIVELY CANCELED
- Monday, February 27, 2023 at 7:00 PM - City Council Regular Meeting

City of Kenmore, Washington

PROCLAMATION

WHEREAS, Black History Month is intended to both recognize, and pay tribute to the many contributions of Black and African American people to the shared history, society, and culture of the United States of America; and

WHEREAS, through bravery, perseverance, commitment, hard work, faith, and resolve – often in the face of prejudice and hardship – Black and African American people have enhanced and advanced every aspect of American life; and

WHEREAS, for over two and a half centuries, Black and African American people have struggled against the cruelties of slavery and Jim Crow segregation; as well as discrimination in social, cultural, political, and economic systems; and having faced disproportionately economic hardships and social inequalities; and

WHEREAS, despite extraordinary human trials, Black and African American people have fiercely, passionately, lovingly, and courageously shaped American society and values through service, leadership, intellectual power, and the promotion of strong moral character in every walk of life; and

WHEREAS, this nation is strengthened and enriched by citizens of every race, religion, color, and creed; this February, we celebrate the cultural heritage, diverse contributions, and unbreakable spirit and patriotism of Black and African American people; and

WHEREAS, Black History Month challenges us to learn from the many deeds and contributions of people of national and local renown, as well as Black and African American people in every walk of life who have enriched their country and communities in ways that make them American heroes; and

WHEREAS, Black History Month summons every member of our Kenmore community to strive to build on our togetherness and cultural awareness; celebrate our diversity and intersectionality, and to create a future that does not compromise any American's right to equality or access in the quest for knowledge, economic prosperity, individual and collective achievement, spiritual development, and cultural richness;

NOW, THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby declare February 2023 “Black History Month” in the City of Kenmore. The City makes this proclamation to celebrate the Black and African American community and as an affirmation of the City's commitment to protect and serve everyone who resides in, works in, or visits Kenmore without discrimination, and of its beliefs in dignity, equality, and civil rights of all people. **IN WITNESS WHEREOF, signed this 23rd day of January 2023.**



Signed: _____

Attested: _____

Mayor Nigel Herbig

Deputy City Clerk Michelle Kang



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

12/24/2022 - 12/31/2022

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

Total Check #s 51170 through 51243: \$270,387.06

Total Payroll/Taxes/Flex Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 12/30/2022 \$198,818.55

ACH Payments -U.S. Bank: \$17,050.99

Rob Karlinsey

Rob Karlinsey (Jan 10, 2023 08:59 PST)

Jan 10, 2023

City Manager / Date

Brian Randall

BRIAN RANDALL (Jan 10, 2023 08:48 PST)

Jan 10, 2023

Accountant for Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
U.S. BANK PURCHASE CARDS	1278	12/31/2022	Amazon/Diva/KC Parks Marymoor	816.56
U.S. BANK PURCHASE CARDS	1279	12/31/2022	Council Travel & Equipment, City of Kenmore Pins	2,557.67
U.S. BANK PURCHASE CARDS	1280	12/31/2022	Wellness Awards, MBP.com Fees, Job Posting	554.09
U.S. BANK PURCHASE CARDS	1281	12/31/2022	Volgistics/Zeek's Pizza	125.39
U.S. BANK PURCHASE CARDS	1282	12/31/2022	The Catering Co/Jimmy John's/Safeway	743.39
U.S. BANK PURCHASE CARDS	1283	12/31/2022	Laptop, iPad, & City Hall Phone Service	4,197.76
U.S. BANK PURCHASE CARDS	1284	12/31/2022	AM Leonard/Tennant Co/Amazon/CMC	2,167.76
U.S. BANK PURCHASE CARDS	1285	12/31/2022	Zoom/Ikea/TaskRabbit	479.80
U.S. BANK PURCHASE CARDS	1286	12/31/2022	WABO/Int'l Code Council/Amazon/UW Pay By Phone	1,709.28
U.S. BANK PURCHASE CARDS	1287	12/31/2022	Zoom/Amazon/NLC	618.14
U.S. BANK PURCHASE CARDS	1288	12/31/2022	Printglobe/Discountmugs/Sticker Mule/Big Lots	1,539.33
U.S. BANK PURCHASE CARDS	1289	12/31/2022	Great American Business Products	298.66
U.S. BANK PURCHASE CARDS	1290	12/31/2022	Crowne Plaza MO/Vcita/Shutterstock/Amazon	1,213.72
U.S. BANK PURCHASE CARDS	1291	12/31/2022	Amazon	10.90
U.S. BANK PURCHASE CARDS	1292	12/31/2022	Amazon	18.54
DEPARTMENT OF LABOR AND INDUSTRIES	51170	12/30/2022	City of Kenmore	6,688.67

VII. A. Approve

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DEPARTMENT OF LABOR AND INDUSTRIES	51171	12/30/2022	Void	-
DEPARTMENT OF LABOR AND INDUSTRIES	51172	12/30/2022	Void	-
EMPLOYMENT SECURITY DEPARTMENT	51173	12/30/2022	Paid Family & Medical Leave	3,026.60
EMPLOYMENT SECURITY DEPARTMENT	51174	12/30/2022	Void	-
MISSION SQUARE / 109964	51175	12/30/2022	City of Kenmore 401a L	17,723.55
MISSION SQUARE 457 / 304745	51176	12/30/2022	ICMA 457 Deferred Comp	5,574.45
UNITED WAY OF KING COUNTY	51177	12/30/2022	Employee Charitable Contribution	40.00
ANNA ARNOTT	51178	12/31/2022	Reimbursement for Uniform Items Purchased	248.55
AUSTIN'S AWESOME ART	51179	12/31/2022	Framed Seaplane Print	170.00
BRIEN, GAYLYNN	51180	12/31/2022	Oct. Sales Tax Data Conversion Services	50.00
BROADCAST MUSIC, INC.	51181	12/31/2022	Annual Music License Fee	391.00
CASCADE PEST CONTROL	51182	12/31/2022	Rhododendron Park Pest Control	154.58
CENTRICITY GIS, LLC	51183	12/31/2022	6//1-12/14/22 Cityworks Consulting	2,687.50
CHANIN KELLY-RAE CONSULTING LLC	51184	12/31/2022	Council DEIA Presentation - Policy Adoption	4,895.00
CITY OF BELLEVUE	51185	12/31/2022	Human Services Pooled Contracts	15,450.00
CITY OF BOTHELL	51186	12/31/2022	SR522 Stage 3 - Thomco	27,502.48
DAILY JOURNAL OF COMMERCE	51187	12/31/2022	Publication for Surface Water Utility	132.50
DAVIDSON MACRI SWEEPING, INC.	51188	12/31/2022	October Street Sweeping Services	11,432.78
DAVIDSON MACRI SWEEPING, INC.	51189	12/31/2022	11/1-11/29 Street Sweeping Services	15,590.16
ELECTRONIC BUSINESS MACHINES	51190	12/31/2022	Dec. 2nd Floor Copier B/W & Color Overage Chgs.	91.50
ENVIROTECH	51191	12/31/2022	Salt Product for Roadway Snow (Ice Slicer)	8,076.72
FIDELITY NATIONAL TITLE CO. OF WASHINGTON, INC.	51192	12/31/2022	Seattle Audubon Society Property	975.05
HONEY BUCKET	51193	12/31/2022	12/12/22-1/8/23 Public Works Yard Rental	156.75
J. A. BRENNAN ASSOCIATES, PLLC	51194	12/31/2022	22-C2865 11/27-12/22 TI' awh-ah-dees Park Signs	2,490.00
JASON RICHARD SPERLING	51195	12/31/2022	Photos for 12/9 Luminary Walk	350.00
JASON RICHARD SPERLING	51196	12/31/2022	12/9 Pop! Shop Market Photos	350.00
JET CITY PRINTING	51197	12/31/2022	Yard Signs for Winter Porch Light Winners	68.24
JULIANA FISHER	51198	12/31/2022	12/15 Hangar Reservation Deposit Refund	150.00
KAREN GEAR	51199	12/31/2022	10/1/22 Hangar Reservation Deposit Refund	150.00
KENMORE MIDDLE SCHOOL	51200	12/31/2022	4th Qtr Human Svcs-Kitchen Table Tutoring	2,650.00
KING COUNTY ANIMAL SVCS	51201	12/31/2022	December Pet Licenses & Renewals	180.00
KING COUNTY FINANCE	51202	12/31/2022	Dec. Small Cities Indigency Screening	81.00
LAKE CITY PARTNERS ENDING HOMELESSNESS	51203	12/31/2022	3rd Quarter Human Services Funding	1,125.00
LIGHTHOUSE CONSULTING INC	51204	12/31/2022	Dec. IT Consulting Services	2,428.63
LIGHTHOUSE CONSULTING INC	51205	12/31/2022	Dec. 2022 Site Protector/Web Hosting/Backup	9,950.56

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MILLER STEPHENS, MARY	51206	12/31/2022	Dec. Public Defense Services @ SCORE	1,250.00
MOTT MACDONALD GROUP, INC.	51207	12/31/2022	17-C1657 10/1-11/30/22 Squire's Landing Svcs	32,878.42
OFFICE DEPOT	51208	12/31/2022	Supplies for Development Svcs	42.93
OFFICE DEPOT	51209	12/31/2022	Office Supplies	54.11
OPTICOS DESIGN, INC.	51210	12/31/2022	Sept. Missing Middle Housing Consulting	12,500.00
O'REILLY/FIRST CALL	51211	12/31/2022	PW Vehicles - Wiper Fluid	30.79
O'REILLY/FIRST CALL	51212	12/31/2022	PW Vehicles - Deicer/Starting Fluid	61.01
PACIFIC TOPSOILS	51213	12/31/2022	11/29-12/15 Material Disposal Fees	912.45
PARAMETRIX INC	51214	12/31/2022	21-C2747 10/30-11/26 2024 Transp Element Update	21,837.44
PAUL LEE	51215	12/31/2022	Refund Deposits PRJ18-0183/ENG20-0510	28,684.00
PUGET SOUND ENERGY	51216	12/31/2022	11/14-12/14 Hangar Bldg. Natural Gas Chgs.	424.71
PUGET SOUND ENERGY	51217	12/31/2022	11/14-12/14 Hangar Bldg. Electricity	622.08
PUGET SOUND ENERGY	51218	12/31/2022	11/14-12/14 Traffic Signals	679.27
PUGET SOUND ENERGY	51219	12/31/2022	11/15-12/14 Parks' Electricity Chgs	791.20
PUGET SOUND ENERGY	51220	12/31/2022	11/14-12/14 City Hall Natural Gas Chgs.	2,029.33
PUGET SOUND ENERGY	51221	12/31/2022	11/15-12/14 Boathouse/Parks/Crosswalks/Radar	431.13
REPUBLIC SERVICES	51222	12/31/2022	Dec. City Hall/PW Yard Solid Waste	869.46
REPUBLIC SERVICES	51223	12/31/2022	Dec. Rhododendron Park Solid Waste	731.35
SHAMA JOSHI	51224	12/31/2022	6/23 Hangar Reservation Deposit Refund	150.00
SHERWIN WILLIAMS CO. #8099	51225	12/31/2022	Street - ROW Painting Supplies	36.73
SHRED IT, C/O STERICYCLE, INC>	51226	12/31/2022	December Shredding Services	108.04
SHRED IT, C/O STERICYCLE, INC>	51227	12/31/2022	October Shredding Services	106.85
SHRED IT, C/O STERICYCLE, INC>	51228	12/31/2022	November Shredding Services	106.85
SISKUN POWER EQUIPMENT	51229	12/31/2022	Replacement Pole Pruner	725.34
STAPLES ADVANTAGE	51230	12/31/2022	Laminating Pouches	210.42
STAPLES ADVANTAGE	51231	12/31/2022	Hangar Bldg. Supplies	324.20
STEPHANIE LUCASH	51232	12/31/2022	2022 Mileag/Meeting Exp. Reimbursement	491.39
TARA EDWARDSSEN	51233	12/31/2022	6/18 Hangar Reservation Deposit Refund	150.00
THE EVP GROUP	51234	12/31/2022	Dec. Business Acceleration Program	1,500.00
THERESA TIMMES KING	51235	12/31/2022	12/10 Hangar Reservation Refund	150.00
TOTAL LANDSCAPE CORP	51236	12/31/2022	City Hall & Parks Landscaping	5,030.02
WA STATE DEPT OF TRANSPORTATION	51237	12/31/2022	Snow & Ice Salt for De-Icing	4,132.28
WA STATE DEPT OF TRANSPORTATION	51238	12/31/2022	Traffic Signal Maint. 68th & 175th/181st	357.11
WAGNER ARCHITECTS	51239	12/31/2022	22-C2830 Nov. PW Facility Architect Svcs	3,380.00

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WALTER E. NELSON CO.	51240	12/31/2022	iMop Repairs/Fuel Surcharge	8.26
WESTLAKE HARDWARE WA-153	51241	12/31/2022	11/22-12/19 Public Works Supplies/Tools	1,344.56
WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	51242	12/31/2022	Dec. Street Sweeper Debris Disposal	6,061.06
ZIPLY FIBER	51243	12/31/2022	12/19/22-1/18/23 PW Office Internet	153.00
DRS 457	DFT0001473	12/30/2022	DRS 457 Deferred Comp	505.00
AVIDIA HEALTH	DFT0001474	12/30/2022	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001475-1481	12/30/2022	Public Employees Retirement	30,473.82
NAVIA	DFT0001482	12/30/2022	Employee Flexible Spending Account	504.95
BANK OF AMERICA 941	DFT0001483	12/30/2022	Federal Taxes	26,137.87
PAYROLL	Electronic Dep.	12/30/2022	Direct Deposit	141,096.91
TOTAL				<u>\$ 486,256.60</u>

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City of Kenmore

Vendor Purchasing Report

Page 9 of 115
For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	1336
0022	ASSOCIATION OF WA CITIES	22875
0024	BAKER, DAVID	468.43
0054	BULGER SAFE & LOCK, INC.	582.27
0064	CASCADE PEST CONTROL	1854.96
0067	CENTER FOR HUMAN SERVICES	22200
0076	CITY OF BELLEVUE	215781.27
0081	CITY OF KENMORE	2961.1
0083	CITY OF LAKE FOREST PARK	51948
0092	CODE PUBLISHING COMPANY	1488.78
0099	CONSOLIDATED PRESS	20432.15
0109	DAILY JOURNAL OF COMMERCE	2662.5
0111	DEPARTMENT OF ECOLOGY	30476.35
0121	REPUBLIC SERVICES	16911.81
0130	EMPLOYMENT SECURITY DEPARTMENT	29270.26
0137	FERGUSON ENTERPRISES INC #3011	6198.75
0150	GEOENGINEERS INC	48412.06
0151	CALPORTLAND COMPANY	4869.42
0169	HERRERA ENVIRONMENTAL CONSULTANTS	13368.65
0173	HOME DEPOT CREDIT SERVICES	6314.57
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	460545
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1400
0191	INTERNATIONAL INST OF MUNI CLERKS	215
0197	JET CITY PRINTING	4417.77
0201	KCDA PURCHASING COOP	2657.48
0204	KENMORE COMMUNITY CLUB	180
0205	KENMORE HERITAGE SOCIETY	2053.82
0206	KENMORE MIDDLE SCHOOL	13250
0212	KING COUNTY FINANCE W.L.R.D.	13428.37
0213	KING COUNTY ANIMAL SVCS	1735
0216	KING COUNTY FINANCE	500
0217	KING COUNTY DISTRICT COURT	74045
0218	KING COUNTY FINANCE	3692.44
0219	KING COUNTY FINANCE	360911.34
0230	KING COUNTY RADIO COMM SERVICES	1202.28
0233	KING COUNTY SHERIFF	3270218.96
0235	KING COUNTY TREASURY	67794.28
0246	LAKE CITY PICTURE FRAMING	288.96
0251	LIGHTHOUSE CONSULTING INC	171804.67
0260	MEEHAN, NANCY	43.82
0261	PENDLETON CONSULTING LLC	13510.08
0265	MORGAN SOUND INC	1565.13
0267	MR. T'S TROPHIES & AWARDS LLC	1596.61
0285	NORTHSHORE FIRE DEPT	5620
0286	NORTHSHORE SCHOOL DISTRICT	386796
0287	NORTHSHORE SENIOR CENTER	31750
0288	NORTHSHORE UTILITY DIST	254258.85
0292	HONEY BUCKET	15490.5
0299	EBIX, INC.	118.38
0300	OFFICE DEPOT	5524.52
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	49952.15
0310	PACIFIC TOPSOILS	13777.1

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Vendor Purchasing Report

For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0311	PARAMETRIX INC	236255.5
0327	PUGET SOUND CLEAN AIR AGENCY	19183
0328	PUGET SOUND ENERGY	386944.4
0331	PUGET SOUND REGIONAL COUNCIL	9637
0345	SEATTLE TIMES	11745.04
0355	STAPLES ADVANTAGE	13907.77
0356	STATE AUDITOR'S OFFICE	34390.81
0357	STEWART MACNICHOLS HARMELL, INC.	60000
0359	SOUND CITIES ASSOC	16314.32
0365	TOTAL LANDSCAPE CORP	104372.74
0371	UNITED STATES POSTMASTER	7965.21
0375	US POSTAL SERVICE (HASLER)	4060.98
0385	WA ASSOC OF BUILDING OFFICIALS	1470
0387	WA CITIES INSURANCE AUTHORITY	486509
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	1315
0400	WASHINGTON STATE DEPT OF REVENUE	6535.1
0401	WA STATE DEPT OF TRANSPORTATION	24626.73
0405	WASHINGTON STATE OFFICE CASH MGMT	2296
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	51262.23
0424	MISSION SQUARE 457 / 304745	201406.28
0425	DRS 457	23017.78
0426	AFLAC	2291.38
0428	BANK OF AMERICA 941	665022.83
0429	AWC EMPLOYEE BENEFIT TRUST	915009.26
0431	DEPARTMENT OF RETIREMENT SYSTEMS	845117.79
0432	DEPARTMENT OF LABOR AND INDUSTRIES	58059.94
0434	UNITED WAY OF KING COUNTY	1040
0436	NATIONAL LIFE OF VERMONT	1478.04
0441	DANSOUND INC	7047
0448	UPS STORE KENMORE	723.35
0449	ACF WEST INC	643.54
0450	AURORA RENTS	9384.93
0452	PART WORKS INC	2112.27
0473	ARTS OF KENMORE	3800
0484	CITY WIDE FENCE COMPANY, INC	9857.25
0515	NATIONAL LEAGUE OF CITIES	1652
0542	AMERICAN SOCIETY OF COMPOSERS	410.64
0550	KING COUNTY RECORDER'S OFFICE	272.5
0558	SNOHOMISH COUNTY	12251
0564	AMERICAN PUBLIC WORKS ASSOCIATION	1512
0586	QUADIENT LEASING USA, INC.	2130.42
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	9164.74
0594	RANDALL, BRIAN	955.98
0610	WA STATE DEPT OF TRANSPORTATION	1081.21
0617	KING COUNTY FINANCE	20604.16
0685	PACE ENGINEERS, INC.	32272
0689	DIGITAL REPROGRAPHICS SERVICES INC.	95.01
0692	HDR ENGINEERING, INC	781099.39
0696	AMERICAN GENERAL LIFE GPO/400S	3182.64
0764	OUSLEY, NANCY	23.99
0781	QUALITY BUSINESS SYSTEMS INC.	2683.8
0791	NORTHSHORE ROTARY CLUB	600
0817	GRAINGER	5120.29
0831	NORTHSHORE PARK & REC SERVICE AREA	2720
0833	VAUGHAN, KENT	116
0851	EVERMARK, LLC	1457.74
0868	JAYMARC AV	1183.57
0892	JACOBS ENGINEERING GROUP	78584

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Vendor	Name	Volume
0898	ZONAR SYSTEMS	731.12
0899	SHRED IT, C/O STERICYCLE, INC>	1247.37
0913	KENMORE ELEMENTARY	5000
0937	ZUMAR	1591.69
0941	KVO INDUSTRIES, INC	3159
0981	COMCAST BUSINESS	4843.72
0983	PASSPORT TRAVEL AND TOURS	2016.6
0993	KING COUNTY MUNICIPAL CLERKS ASSOC	60
0994	GORDON THOMAS HONEYWELL	47483.28
1003	iWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	2547.12
1034	EMERALD FIRE LLC	705
1045	HORIZON DISTRIBUTORS INC	7669.6
1047	SARAH ROBERTS	129354.94
1052	FIRE PROTECTION, INC	19645.89
1053	INTERNATIONAL CODE COUNCIL, INC	600
1068	WA STATE DEPT OF LABOR & INDUSTRIES	230
1123	AM TEST, INC	2375
1140	PAWS	3120
1148	AGORA REFRESHMENTS	512.62
1152	WASHINGTON ENERGY SERVICES CO. LLC	285.6
1168	SCHINDLER ELEVATOR CORPORATION	4879.8
1197	MILLER STEPHENS, MARY	15000
1212	MCALLISTER, TERESA	79.5
1215	STATE OF FLORIDA DISBURSEMENT UNIT	3575
1216	ADVANCE TESTING & SERVICE INC	1842
1226	CONTECH ENGINEERED SOLUTIONS, INC	4197
1257	BROADCAST MUSIC, INC.	782
1258	SESAC	513
1267	AUTOMATED CONTROLS/ALBIREO ENERGY	7767.6
1277	KING COUNTY FINANCE	16022
1291	SCHNEE, CARLA	360.61
1299	VERIZON WIRELESS	888.23
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	12058.47
1326	JOYCE ZIKER PARKINSON	1950
1331	KBA INC.	1015164.25
1333	WELWEST CONSTRUCTION INC.	225175
1337	STATE OF WA DEPT. OF LICENSING	1.52
1345	SHERWIN WILLIAMS CO. #8099	874.27
1356	KARLINSEY, ROB	3977.33
1358	ALPHAGRAPHS	2389.49
1359	EVERGREEN FIRE AND SAFETY, INC.	214.14
1377	D.R. HORTON	7500
1383	CHICAGO TITLE	25045.78
1385	CITYWORKS/ AZTECA SYSTEMS INC.	36333
1390	UTILITIES UNDERGROUND LOCATION CTR	2734.8
1403	OSBORN CONSULTING INC.	744018.65
1410	SEATTLE & KING COUNTY PUBLIC HEALTH	1262
1425	FASTSIGNS	2094.82
1431	BRIEN, GAYLYNN	600
1452	CITY OF KENT	500
1456	HESTON VISUAL ARTS	1805.5
1457	LANGUAGE LINE SERVICES, INC.	6.86
1459	FLEMINGS HOLIDAY LIGHTING LLC	6287.54
1464	ROAD CONSTRUCTION NW, INC.	955014.93
1465	WA TRUST FOR HISTORIC PRESERVATION	75
1478	HERBIG, NIGEL	1023.15
1480	VERTICAL VISUAL SOLUTIONS INC.	892.75

VII. A. Approve

Total Check #s 51170 through 51243 totaling \$270,387.06 ...

Vendor Purchasing Report

For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1492	MACDONALD MILLER FACILITY SOLUTIONS	1134.03
1500	MARINE FLOATS CORPORATION	4207.31
1504	SCORE	260322.6
1524	GRANICUS LLC	31795
1525	PACIFICA LAW GROUP LLP	13429
1547	LOYUK, SAMANTHA	246.37
1550	THE EVP GROUP	3500
1555	LINCOLN NATIONAL LIFE INSURANCE	19102.3
1591	ULINE	2041.57
1605	ALL CITY FENCE CO.	11943.98
1629	WESTERN DISPLAY FIREWORKS, LTD.	25000
1661	GARDNER, TELA	1480.54
1666	LANDSCAPE FORMS, INC.	5405.91
1673	KPFF CONSULTING ENGINEERS	703270.02
1689	MOTT MACDONALD GROUP, INC.	265982.49
1711	SOFTWAREONE, INC.	13724.9
1712	SITEIMPROVE, INC.	3356.95
1715	THE WIDE FORMAT COMPANY	346.82
1731	NORTHWEST ARBORICULTURE LLC	1203.72
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	145.24
1739	FIX AUTO	11045.21
1743	ALL CLIMATE HEATING AND AIR	164.64
1754	RFI ENTERPRISES INC.	6657.48
1757	THE DAVEY TREE EXPERT COMPANY	12870.69
1762	BAKER, BRIDGIT	1197.38
1763	REID, JAMES FALCONER	3440
1774	OWEN EQUIPMENT COMPANY	1371.61
1782	SWANK MOTION PICTURES, INC.	500
1786	TYLER TECHNOLOGIES, INC.	20607.88
1787	M M COMFORT SYSTEMS	228.48
1791	PROFFITT, QUINN	326.09
1795	CABOT DOW ASSOCIATES	4900
1798	OLBRECHTS & ASSOCIATES, PLLC	1089
1816	NAVIA	28668.65
1820	PIPER SANDLER	23920
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	8211.59
1829	SHI INTERNATIONAL CORP.	6177.9
1838	AVIDIA HEALTH	2600
1879	HOLMBERG COMPANY	1183.58
1884	CADMAN MATERIALS, INC.	4879.06
1885	NATIONAL BARRICADE CO., LLC	5085.56
1889	WILLIAMS, KASTNER & GIBBS PLLC	3730
1900	ASPECT CONSULTING LLC	680
1913	GRAND EVENT RENTALS	9161.07
1930	T MOBILE USA, INC.	14346.81
1932	U.S. BANK N.A. / CUSTODY	306
1936	SUPERION, LLC	43384.11
1939	ARCHIVESOCIAL, INC.	2988
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	238
1954	BENT, DEBORAH	50
1956	GARZA, WILLIAM	148.51
1960	WALTER E. NELSON CO.	8.26
1970	CROSSROAD SIGN	3442.65
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	3000
1980	HRA VEBE TRUST	39281.88
1993	HYAS GROUP, LLC	7500
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	5625
1995	REY TRANSLATIONS	250

VII. A. Approve

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Vendor Purchasing Report

For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2001	PETERSEN BROTHERS, INC.	310.99
2004	RED BARN ENGINEERING, INC.	104011.5
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	61485.6
2016	STREETSAVER	1500
2024	DFR LAW GROUP, LLC	600
2027	MERIT HOMES, INC.	34120.4
2047	PUGET SOUND PLANTS	4146.5
2048	SMS CLEANING, INC.	77940
2049	SUNBELT RENTALS	512.15
2052	J. A. BRENNAN ASSOCIATES, PLLC	22988.76
2054	BLUE FLAME HEATING, AIR & ELECTRIC	228.48
2071	GRETTE ASSOCIATES LLC	2158
2079	ZESBAUGH, INC.	1844.18
2081	SHANNON & WILSON, INC.	13440
2095	TRANSPO GROUP USA INC.	2368.9
2097	ROBINSON AND NOBLE, INC.	5700
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180
2119	PIONEER TOWING COMPANY	16396
2126	SCHWARZWALTER, MARK	552.85
2142	MISSION SQUARE / 109964	531108.61
2143	ERIK D PLUMBER LLC	522.98
2145	NORTHWEST ELECTRIC AND SOLAR	3347.04
2148	Town and Country Fence Inc.	1640.49
2149	CLIFTON, CURTIS	663.44
2157	SOUND SAFETY PRODUCTS CO.	915.72
2161	BENNETT GOLD, TOBIN	3509.6
2175	ELECTRONIC BUSINESS MACHINES	2090.89
2176	CANON FINANCIAL SERVICES, INC.	3192.96
2183	SISKUN POWER EQUIPMENT	5335.64
2187	CORAL SALES CO.	3608.53
2194	CONFLUENCE ENVIRONMENTAL COMPANY	11229.36
2198	CITY OF BOTHELL	27502.48
2199	HALALILO, PAULA	136
2200	CHASE WALKER	102
2209	MORUP SIGNS, INC.	2009.34
2211	PRECISION FUEL SOLUTIONS	1640.49
2215	INTERSECTION MEDIA, LLC	1000
2221	O'REILLY/FIRST CALL	419.26
2224	BROWN, STEPHANIE	17.97
2227	EARTHCORPS	1838.67
2236	COMCAST	22043.15
2242	MARY'S PLACE	25000
2249	KING COUNTY BAR ASSOCIATION	1000
2250	NAMI EASTSIDE	3000
2252	TRUGREEN	5212.32
2254	U.S. BANK PURCHASE CARDS	217436.14
2255	ANNA ARNOTT	333.47
2256	FLYNN BEC LP	3460.44
2259	MINUTEMAN PRESS	33244.37
2270	LAKESIDE INDUSTRIES	1007.42
2272	BIELBERG, TERRI	812.7
2284	ENVIROTECH	18206.65
2285	QUALITY WATER FINANCIAL	2191.08
2298	WAPRO	200
2304	ESTABROOK, MEGAN	2800
2327	PACIFIC AIR CONTROL, INC.	14978.56
2337	HUANG, ANGELINA	3848.9

VII. A. Approve

Total Check #s 51170 through 51243 totaling \$270,387.06 ...

Vendor Purchasing Report

For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2353	NORTHSHORE SCHOOLS FOUNDATION	381309.15
2362	CHASEWEST VENTURES, INC.	15000
2368	JEFF LUKE PHOTOGRAPHY LLC	5950.24
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1000
2379	JENNIFER DIXON	92336.19
2386	CECCANTI, INC.	3267782.76
2392	DEPARTMENT OF COMMERCE	41907.76
2396	ZIPLY FIBER	9070.27
2402	PACIFIC OFFICE AUTOMATION	552.24
2403	AMERICALL	1837.95
2406	FISCHER, AUSTIN	13.39
2413	ICLEI	1200
2414	GENCAP CONSTRUCTION CORP	55156.02
2425	THOMCO CONSTRUCTION, INC.	4116251.88
2432	RICH MARKETING LLC	500
2434	PSR MECHANICAL, LLC	50463.78
2437	LOUDEDGE, INC.	2737.5
2459	NELSON ELECTRIC, INC.	1509.47
2464	D.P. NICOLI, INC.	2106.16
2468	DAVIDSON MACRI SWEEPING, INC.	27022.94
2480	CRELATE, INC.	4551.53
2481	CUBIC ITS, INC	583.53
2485	192 BREWING COMPANY	15000
2486	CASCADIA LAW GROUP	27825.75
2489	THE ORIGINAL POOP BAGS	1453.2
2503	NORTH AMERICAN SAFETY, INC.	5504.4
2507	DIVERSIFIED	10347.96
2511	SALCIDO, LETICIA	80.32
2512	CARASOFT TECHNOLOGY CORPORATION	3633.3
2522	TRC ENVIRONMENTAL CORPORATION	9842.16
2523	ALL AROUND FENCE COMPANY	1623.98
2526	CONVERGINT TECHNOLOGIES	2554.32
2528	HIATT PARK LLC	7500
2530	CASCADIA CONSULTING GROUP, INC.	33420.62
2531	BCN TELECOM, INC.	4702.65
2537	HUNTINGTON TECHNOLOGY FINANCE	44525.18
2540	CHILD CARE RESOURCES	1500
2543	FOSTER GARVEY PC	94954.09
2544	ACTION SERVICES CORPORATION	1512
2545	KLB CONSTRUCTION, INC.	4456928.51
2546	1901 WLD KENMORE 68TH LLC	4958.7
2549	DAVID EVANS	226.44
2553	TICOR TITLE	50000
2561	PRR, INC	4763.47
2570	H.D. FOWLER COMPANY	5340.67
2573	GCP WW HOLDCO, LLC	3176.28
2576	TRADE ROOT MUSIC GROUP LLC	4100
2577	APPLEONE EMPLOYMENT SERVICES	17463.86
2578	CENTRICITY GIS, LLC	12531.25
2579	CHANIN KELLY-RAE CONSULTING LLC	69306.66
2584	AQUALIS	14519.44
2589	ABRACADABRA PRINTING	864.36
2598	WAGNER ARCHITECTS	130206
2599	CEDAR GROVE COMPOSTING, INC.	277.46
2603	COMMERCIAL FENCE CORPORTATION	14588.25
2609	DTG RECYCLE	3143.39
2611	NOVELTY HILL DEVELOPMENT LLC	1671.57
2612	KENMORE WATERFRONT ACTIVITIES CENTER	2219.11

VII. A. Approve

Total Check #s 51170 through 51243 totaling \$270,387.06 ...

Vendor Purchasing Report

For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2614	SEATOWN ELECTRIC, PLUMBING, HEATING & AIR	996.24
2617	STRIDER CONSTRUCTION CO., INC.	5452900.71
2618	STEPHANIE LUCASH	2049.8
2621	TRACY BANASZYSKI	297
2622	IMPERIAL NW CONSTRUCTION LLC	462.42
2623	TOLO EVENTS LLC	161095
2624	CBRE, INC. - VALUATION & ADVISORY SERVICES	15800
2625	BRIMSTONE FIRE SAFETY MANAGEMENT LLC	769.26
2626	DAVIS HEETER	285.6
2627	BOB'S HEATING & AIR CONDITIONING LLC	444.15
2629	GARRETT OPPENHEIM	564.32
2630	OLD REPUBLIC TITLE	50000
2631	SAM OTIS	240
2632	JULIANA POOLEY	560
2633	MARCO BALLESTEROS	320
2634	JUANITA AGUILAR	560
2635	DAVID G. MOORE	12422
2636	CHRISTINA MARTIN	1100
2637	AISHA JALLOW	320
2638	AMERICAN RED CROSS	3470
2639	GREAT WESTERN RECREATION, LLC	4254.43
2640	OPTICOS DESIGN, INC.	57089
2641	VENTILATION POWER CLEANING, INC.	110139.7
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	997.6
2643	OLANA LLC	10000
2644	SOUTHSHORE REHAB PROSTHETICS AND ORTHOTICS	10000
2645	LANN THAI HOUSE LLC	10000
2646	CHRISTINE SUZUKI INSTALLATIONS, INC.	10000
2647	BACKFLOWS NORTHWESTINC.	1871.7
2648	CM HEATING INC.	2075.01
2649	UNIVERSITY OF WASHINGTON	1850
2650	JOHN SUTHERLAND	225.57
2651	TITAN EARTHWORK, LLC	272190.72
2652	DOMANIK MOSES	1500
2653	CERTAPRO PAINTERS	35513.39
2655	RELIABLE TRANSLATIONS, INC.	430.16
2656	WASHINGTON STATE FARMERS MARKET ASSOCIATIOI	150
2657	PRECISION MOLDED PLASTICS, INC.	680.32
2659	RYAN GOTTFREDSON	3500
2660	WASHINGTON FEDERAL BANK	260737.97
2661	JASON RICHARD SPERLING	3540
2662	INTERSTRENGTH INSTITUTE	25110.07
2663	CHRISTIAN W. SMITH	650
2666	Purcell P& C, LLC	8312.55
2667	AMERIZORB	82.01
2668	CORE DESIGN, INC.	16477.97
2669	MIKE FAHMIE	444.15
2671	TOWN & COUNTRY POST FRAME	5578.93
2672	UNITED PLUMBING	2550.45
2673	DANZHI WANG	2242.57
2674	YELEEN PRODUCTION	2800
2675	SPACK SOLUTIONS	1099
2676	PASIFIKA ARTISTS NETWORK LLC	2500
2677	BRETT KEKOA	13.39
2678	NATHAN LOUTSIS	13
2679	LOGAN HUMPHREY	13.39
2680	JOSE NERIO	13.39
2681	MARCELA REY	250

VII. A. Approve
Total Check #s 51170 through 51243 totaling \$270,387.06 ...

Vendor Purchasing Report

For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2683	SERA CAHOONE	2750
2684	JAYDEEN ROBINSON	400
2685	CLEARSTREAM RECYCLING, INC	929
2686	THE SLOCAN RAMBLERS LTD.	2000
2687	HEDGEROW LLC	7500
2688	BIG BELLY SOLAR LLC	8635.7
2689	NANCY H. STEWART	800
2690	MERCHANTS 8U BASEBALL CLUB	66
2691	E SQUARED SYSTEMS, LLC	1613.18
2692	PREMIER MEDIA GROUP	1000
2693	LAKE DEFENSE FORCE CORP	59341
2694	BRIAN VALLENE	2.68
2695	AUSTIN'S AWESOME ART	570
2696	LUCIA KWONG	150
2697	THE LODGE AT ST. EDWARD PARK	2014.88
2698	BRIELLE DAVIS	100
2699	INSTITUTE OF TRANSPORTATION ENGINEERS	327
2700	ORION ENVIRONMENTAL COMPLIANCE & CONSULTIN	3750
2701	NORTHWEST SIGN AND DESIGN	38616.54
2702	SUAREZ, NICOLE	212.19
2703	TRUE NORTH LAND SURVEYING, INC.	5113
2704	MAINSTREET PROPERTY GROUP LLC	225.75
2705	TANIA BARDYN	105
2706	CXT INCORPORATED	147359.99
2707	ONTRA MARKETING GROUP	225
2708	SAFEBUILT LLC	18679.92
2709	MOCON	9068.94
2710	DINH LIEU	150
2711	KATHERINE WATKINS	150
2712	BERNICE CARBAUGH	60541.2
2713	DEPT. OF L&I - BOILER SECTION	77.6
2714	STEP 'N WASH, INC.	1154.9
2716	PRASAD KORHALE	150
2717	US LAND CONSTRUCTION LLC C/O CENTURION DEV. S'	7500
2718	Landscape Forms	8183.04
2719	AMANDA STEPHEN	100
2720	GEOFFREY JOHNSON	150
2721	SUZANNE TSENG	150
2722	GREEN SPACES	401.62
2723	JERROLD W. OWEN	7500
2724	MANJINDER DHALIWAL	7500
2725	NICKOLAI MEDVEDITSKOV	23835.5
2726	WEI YANG	7500
2727	ANDREA PINA	150
2728	NARWHAL MET, LLC	640
2729	NATIONAL BUSINESS FURNITURE	10910.94
2730	PANE'N THE GLASS WINDOW CLEANING LLC	4280.05
2731	ROBERT SAYRE-MCCORD	82.69
2732	SUNDANCE MASSAGE	50
2733	TODD LOKENDAHLE	150
2734	YMCA OF GREATER SEATTLE	227636
2735	FIDELITY NATIONAL TITLE CO. OF WASHINGTON, INC.	975.05
2739	SHAMA JOSHI	150
2740	TARA EDWARDSSEN	150
2741	KAREN GEAR	150
Vendor Set Vendor Set 01 Total:		37600246.16

VII. A. Approve

Total Check #s 51170 through 51243 totaling \$270,387.06 ...











12-31-2022

Final Audit Report

2023-01-10

Created:	2023-01-10
By:	Carla Schnee (cschnee@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1LYFy3_b9OqDwV7Ye5n-Haopknk8yf3p

"12-31-2022" History

-  Document created by Carla Schnee (cschnee@kenmorewa.gov)
 2023-01-10 - 3:09:42 AM GMT- IP address: 50.235.209.34
-  Document emailed to BRIAN RANDALL (brandall@kenmorewa.gov) for signature
 2023-01-10 - 3:12:30 AM GMT
-  Email viewed by BRIAN RANDALL (brandall@kenmorewa.gov)
 2023-01-10 - 3:17:29 AM GMT- IP address: 50.235.209.34
-  Document e-signed by BRIAN RANDALL (brandall@kenmorewa.gov)
 Signature Date: 2023-01-10 - 4:48:05 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Document emailed to rkarlinsey@kenmorewa.gov for signature
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-  Document shared with Michelle Kang (mkang@kenmorewa.gov) by Carla Schnee (cschnee@kenmorewa.gov)
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-  Email viewed by rkarlinsey@kenmorewa.gov
 2023-01-10 - 4:59:22 PM GMT- IP address: 50.235.209.34
-  Signer rkarlinsey@kenmorewa.gov entered name at signing as Rob Karlinsey
 2023-01-10 - 4:59:45 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
 Signature Date: 2023-01-10 - 4:59:47 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Agreement completed.
 2023-01-10 - 4:59:47 PM GMT



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic:</p> <p>Transportation Improvement Board Grant Acceptance</p> <p>Proposed Council Action/Motion: Authorize the City Manager to accept \$800,000 of Transportation Improvement Board funding for the 2023 Overlay and Sidewalk Repair Project.</p>	<p>For Council Meeting Agenda of: January 23, 2023</p> <p>Departments: Public Works Engineering</p> <p>Prepared by: Terri Bielenberg</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;">_JV 1/4/23_</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">_NA_</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;">_NA_</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;">_RK 1/5/23_</td> </tr> </table> <p>Exhibits/Attachments: NA</p>		<u>Initial & Date</u>	Approved by Department Head:	_JV 1/4/23_	Approved by City Attorney:	_NA_	Approved by Finance Director:	_NA_	Approved by City Manager:	_RK 1/5/23_
	<u>Initial & Date</u>										
Approved by Department Head:	_JV 1/4/23_										
Approved by City Attorney:	_NA_										
Approved by Finance Director:	_NA_										
Approved by City Manager:	_RK 1/5/23_										
<p><u>INFORMATION/BACKGROUND:</u></p> <p>In July of 2022, the City applied for funding with the Washington State Transportation Improvement Board's (TIB) Urban Arterial Program to Overlay 73rd Ave NE and repair uplifted sidewalks. The City was notified in December 2022 that project funds in the amount of \$800,000 were awarded to the project.</p> <p>The project is currently under design. Staff anticipates that the project will be advertising for a contractor in February 2023.</p>											
<p><u>RECOMMENDATION:</u></p> <p>Staff seeks Council authorization to accept the \$800,000 TIB funds and authorize the City Manager to execute the appropriate agreements with TIB.</p>											
<p><u>FISCAL CONSIDERATION:</u></p> <p>The TIB grant covers approximately 45% of the construction cost. The project is currently funded with \$1.400,000 in City funds.</p>											
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u></p> <p>Council Goal 3: To focus and emphasize multimodal transportation including pedestrian and bicycle safety.</p> <p>Council Goal 4: Develop and implement a diversity, equity, and inclusion</p>											



City Council Business Agenda Item
City of Kenmore, WA

<p>Subject/Topic: Memorandum of Agreement Between King County and the City of Kenmore related to Indigency Screening Services. Time of performance will be January 1, 2023 to December 31, 2024.</p> <p>Proposed Council Action/Motion: Authorize the City Manager to enter into an agreement with King County for Indigency Screening Services through December 31, 2024.</p>	<p>For Council Meeting Agenda of: January 23, 2023</p> <p>Department: City Manager's Office/Public Safety Prepared by: Brian Randall, Accountant</p> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">SLL, 1/4/23</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">___N/A___</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">_RK 1/6/23_</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">_RK 1/6/23_</td></tr> </table> <p>Exhibits/Attachments: Memorandum of Agreement</p>		<u>Initial & Date</u>	Approved by Department Head:	SLL, 1/4/23	Approved by City Attorney:	___N/A___	Approved by Finance Director:	_RK 1/6/23_	Approved by City Manager:	_RK 1/6/23_
	<u>Initial & Date</u>										
Approved by Department Head:	SLL, 1/4/23										
Approved by City Attorney:	___N/A___										
Approved by Finance Director:	_RK 1/6/23_										
Approved by City Manager:	_RK 1/6/23_										
<p><u>INFORMATION/BACKGROUND:</u> Under Washington State law (RCW 39.34.180), cities are responsible for providing criminal justice services for misdemeanor and gross misdemeanor offenses committed by adults in their respective jurisdictions. These services include courts, jail, prosecution, and public defense. The City is required to provide indigency screening and public defense services to individuals who are determined to be indigent or nearly indigent and unable to afford representation. This representation must occur at all criminal hearings, motions, and trials. Cities must carry their criminal justice responsibilities through the use of their own facilities and staff or by entering into interlocal agreements to provide these services. King County Department of Public Defense has been providing financial screening services for indigent defendants for the City of Kenmore. The last agreement expired on December 31, 2022.</p> <p>The City, pursuant to RCW 10.101.020 and RCW 10.101.030, is authorized to enter into an agreement with King County for the performance of indigency screening services. For the County to continue the service the City is required to enter into a new memorandum of agreement. The term of the agreement is for the period of January 1, 2023 to December 31, 2024. The County in this capacity is acting as an independent contractor and controls personnel, standards of performance, discipline and all other aspect of performance.</p>											
<p><u>FISCAL CONSIDERATION:</u> The cost to the City for the indigent screening services will be \$80 per month. This is a reduction from the previous year's rate of \$81 per month.</p>											
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council Priority #4: Develop and Implement a Diversity, Equity, Inclusion and Accessibility Policy and Program Council Priority #6: Enhance Public Safety</p>											

**Memorandum of Agreement Between
King County and the City of Kenmore
Relating to Indigency Screening Services**

This AGREEMENT entered into this 1st day of January 2023 between King County, State of Washington, hereinafter referred to as the "County", and the municipal corporation of *Kenmore* hereinafter referred to as the "City."

WITNESSETH:

WHEREAS, the City, pursuant to RCW 10.101.020 and RCW 10.101.030, is authorized to and desirous of reaching agreement with the County for the performance of Indigency Screening Services; and,

WHEREAS, the County is authorized by King County Code 2.60.060 to render such services and is agreeable to rendering such services on the terms and conditions hereinafter set forth and in consideration of payments, mutual covenants and agreements herein contained.

IT IS, THEREFORE, covenanted and agreed as follows:

I. OBLIGATIONS

- A. In consideration of the promise of the City and payment of the sum hereinafter set forth, the County promises to:
 - 1. Perform consistent with available resources all services relating to screening for financial indigency as set forth in the most recent **King County Department of Public Defense screening criteria and procedures**.
 - 2. No rescreening for indigency will occur within one year unless a new case is filed.
 - 3. Except as set forth in section VII.A. below, services to be provided by the County pursuant to this agreement do not include legal services, which shall be provided by the City at its own expense.
 - 4. Routinely provide telephone indigency screening services via a trained screener Monday through Friday, 8:00 a.m. - 4:30 p.m. excluding holidays.
 - 5. Provide screening documentation to the City upon request.
- B. In consideration of the promises of the County herein before set forth, the City promises to:
 - 1. Make available a telephone in a private space for the client to contact the screening staff. Post appropriate signage directing clients to indigency screening services and if applicable, provide similar information on the City's official website.
 - 2. Follow the King County District Court, Kenmore Courthouse (KCDC) system for notification of any temporary cancellations. If the KCDC is

closed due to adverse conditions, the Department of Public Defense will be notified by calling 206-477-9727 so the screening staff may be notified.

3. Develop and transmit to the County the rate that the City will charge those defendants who are found indigent but able to contribute to the cost of their defense. This rate will be charged based on the Department of Public Defense's procedure for calculating ability to contribute to the cost of defense. Collection of fees and communication to defendants regarding collections is the responsibility of the City.
4. Provide the County with a current, updated list of contracted Public Defense Attorneys.

II. COMPENSATION AND METHOD OF PAYMENT

The City shall reimburse the County for the services as delineated in this agreement in the following manner:

- A. The County shall generate a monthly invoice within ten working days after the end of the month. The invoice will include the number of phone calls received from clients for the City, listed by date. For 2023-2024, the rate for indigency screening services provided will be \$80 per month. Per King County code, the rate is based on full cost recovery for providing this service and includes the salary and benefits of the screening staff, their supervision and King County overhead necessary to provide the service.
- B. The City shall remit payment to the County within thirty calendar days of receipt of the invoice.

III. TIME OF PERFORMANCE

This agreement shall be effective the 1st day of January 2023 through the 31st day of December 2024. The rate and continuation of services will be reviewed within the period of 90 days prior to December 31, 2022.

IV. MODIFICATIONS

The parties agree that this agreement is the complete expression of the terms hereto and any oral representation or understanding not incorporated herein is excluded. The parties reserve the right to modify this agreement. Any modifications of this agreement shall be in writing, signed by both parties, and affixed to this original agreement.

V. TERMINATION

This agreement may be terminated without cause only after ninety (90) days written notice received by one party given by the other. Failure to comply with any of the provisions stated herein shall constitute material breach of agreement and cause for immediate termination upon notice received by one party given by the other. Any termination of this agreement shall not terminate any obligation of either party incurred prior to such termination.

VI. MUTUAL COVENANTS

Both parties understand and agree that the County is acting hereunder as an independent contractor, with the intended following results:

- A. Control of personnel, standards of performance, discipline, and all other aspects of performance shall be governed entirely by the County.
- B. All persons rendering Indigency Screening Services hereunder shall be for all purposes employees of the County.
- C. The contact for the City regarding citizen complaints about the indigency screening process is the Department of Public Defense at 206-477-9727. The Department of Public Defense will institute its complaint investigation process immediately. The City contact regarding citizen complaints about the defense attorney performance is the City Manager's Office, who can be reached at 425-398-8900.
- D. Any controversy or claim arising out of or relating to this agreement shall be referred to a mediator selected by the parties. Demand for mediation may be made by either party by providing written notice to the other party setting forth the controversy or claim. If the parties cannot mutually agree upon selection of a mediator within seven days of notice of the demand, then the mediator shall be selected by the presiding judge of the King County Superior Court. Once selected, the mediator shall conduct a mediation session with the parties within ten days from the date of his/her selection or at such other time as the parties may mutually agree. The cost of the mediator, if any, shall be shared equally by the parties. Such mediation shall precede any court action.

Nothing in this section shall affect the parties' right to terminate this agreement for cause, as per Section V.

VII. INDEMNIFICATION

- A. The County shall indemnify and hold harmless the City and its officers, agents and employees or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any negligent action or omission of the County, its officers, agents, and employees, or any of them, in performing services pursuant to this agreement. In the event that any suit based upon such a claim, action, loss, or damage is brought against the City, the County shall defend the same at its sole cost and expense; provided, that, the City retains the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the City and its officers, agents, employees, or any of them, or jointly against the City and County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
- B. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them. In the event that any suit based upon such a claim, action, loss or damage is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County retains the right to

participate in said suit if any principle of governmental or public laws is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and City and their respective officers, agents and employees, or any of them, the City shall satisfy the same.

- C. In executing this agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of city ordinances, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, rule or regulation is at issue, the City shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, include all chargeable costs and attorney's fees.

VIII. AUDITS AND INSPECTION

The records and documents with respect to all matters covered by this agreement shall be subject to inspection, review or audit by the County or City during the term of this agreement and six years after termination hereof.

IX. NON-DISCRIMINATION

The County certifies that it is an Equal Opportunity Employer and has developed and implemented an Affirmative Action Program in accordance with federal regulations including but not limited to 41 CFR Part 60-2.

IN WITNESS HEREOF, the parties hereto have caused this amendment to be executed and instituted on the date first above written.

KING COUNTY

CITY OF

FOR

King County Executive

Date

NAME (Please type or print)

Date

ATTEST:

Approved as to Form:

City Clerk

Date



Business of the City Council City of Kenmore, WA

Subject/Topic: 2023 Annual Docket for the Planning Commission

For Council Meeting Agenda of: 1/23/23

Department: Community Development

Prepared by: Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner

	<u>Initial & Date</u>
Approved by Department Head:	DB, 12/27/22
Approved by City Attorney:	N/A
Approved by Finance Director:	N/A
Approved by City Manager:	RK, 1/11/23

Proposed Council Action/Motion: Council authorization of the Planning Commission's 2023 docket.

Exhibits/Attachments:

1. Staff Analysis and Recommendations for the 2023 Docket
2. Draft Docket/Work Program Prioritization List

At the January 23, 2023, City Council meeting, staff will review the proposed 2023 annual Planning Commission docket for Council action. Staff recommends that Council assign five projects to the Planning Commission—all part of the State-mandated 2024 Comprehensive Plan update:

- 2024 Comprehensive Plan Update: Transportation Element (continued)
- 2024 Comprehensive Plan Update: Public Services Element (continued)
- 2024 Comprehensive Plan Update: Utilities Element
- 2024 Comprehensive Plan Update: Economic Development Element
- 2024 Comprehensive Plan Update: Climate Change Element (incorporating themes from the Climate Action Plan)

The Council's 2023 annual adoption of Comprehensive Plan amendments is anticipated in the fall, including all of the above Elements.

If time allows later in 2023, the Planning Commission could begin work on the Downtown Sub-Element, Community Design Sub-Element, and Surface Water Element of the Comprehensive Plan, all scheduled for a 2024 adoption.

Depending on new affordable housing guidance from the State that will require amendments to the Countywide Planning Policies in 2023, it may be necessary for the City to make some revisions to the recently adopted Housing Element for adoption in 2024.

See Attachment 1 for an analysis of the recommended projects against the docket criteria.

INFORMATION/BACKGROUND:

The annual docket review process, outlined in Chapter 19.20 of the KMC, determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2023, occurred in November of 2022. The City received no private requests for a Comprehensive Plan/Zoning amendment during this period.

A number of projects have been identified by staff, the City Manager, the Planning Commission, the City Council, and others as work program or potential docket items. Attachment 2 to this memo outlines all of these pending proposals and assigns potential years of consideration.

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

1. The City has the resources, including staff and budget, necessary to review the proposal; and
2. It has been more than two years since the proposed amendment has been considered unless a compelling reason for changed circumstances can be made; and
3. The proposal would correct an inconsistency within or make a clarification to a provision of the comprehensive plan; or
4. All of the following:
 - a. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan; and
 - b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

Once the City Council sets the 2023 annual docket work program, the Planning Commission will spend the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council.

FISCAL CONSIDERATION: The Community Development Department has received \$125,000 in grant funds for the Comprehensive Plan update (half in 2022/2023 and half in 2023/2024). The Engineering Department has budgeted \$65,000 in 2023 to finish the Transportation Element update. The Environmental Services Department has budgeted \$80,000 in 2023 for the Climate Change Element, which is fully funded by a Department of Commerce grant.

COUNCIL PRIORITY BEING ADDRESSED: Many of the City Council's 2023/2024 priorities are addressed by the Comprehensive Plan update, including Priority 1: "Implement the adopted Climate Action Plan...;" Priority 3: "Enhance multimodal transportation implementation;" Priority 4: "...Implement a diversity equity, and inclusion policy;" Priority 8: "Seek opportunities to promote economic development;" and Priority 9: "Foster community engagement and participation."

Staff Analysis and Recommendations for 2023 Docket

	Docket Item	Source	Recommendation	Analysis
1.	<p>2024 Comprehensive Plan Update, including:</p> <ul style="list-style-type: none"> • Transportation Element • Public Services Element • Utilities Element • Economic Development Sub-Element • Climate Change Element <p>And, if time allows:</p> <ul style="list-style-type: none"> • Downtown Sub-Element • Community Design Sub-Element • Surface Water Element • Revisions to Housing Element (if necessary) 	State-mandated update of full Comprehensive Plan is due by December 2024	Add to 2023 docket	<p>Meets docket criteria:</p> <ul style="list-style-type: none"> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Engineering staff, with consultant assistance, is continuing work on the updated Transportation Element. <p>Community Development staff has prepared the first draft of the updated Public Services Element for review by the Planning Commission and is beginning work on the Utilities Element, in conjunction with related agencies such as the Northshore Utility District, Puget Sound Energy, and other service providers. Following these two Elements, staff will address the Economic Development Sub-Element, using the 2018 Economic Development Strategy as the foundation.</p> <p>Development of a new Climate Change Element will be managed by the Environmental Services Department with consultant assistance.</p> <ul style="list-style-type: none"> • <i>It has been more than two years since the proposed amendment was considered.</i> The last full Comprehensive Plan update concluded in 2015. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> The project supports Comprehensive Plan Goal 1: “Enhance Kenmore’s quality of life as a place for people of all ages to live, raise children, recreate, work, shop, and socialize.” The Comprehensive Plan update ensures consistency between the goals and policies of Kenmore’s Comprehensive Plan, State growth management requirements, VISION 2050 (the

			<p>multicounty planning policies) and the King County Countywide Planning Policies.</p> <ul style="list-style-type: none">• <i>The public interest would best be served by considering the proposal in the current year.</i> <p>To complete the State-mandated Comprehensive Plan update by December 2024 (and allow time for review and certification by the Puget Sound Regional Council), work on the Elements must continue in 2023.</p>
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PRELIMINARY 2023 DOCKET/WORK PROGRAM PRIORITIZATION

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

Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal. Potential docket items are selected and prioritized using the following assumptions:

1. Community Development (CD) staff time and Planning Commission meeting schedules allow for one major amendment project per year. Two to three additional, smaller amendments also are possible in CD in any given year. Other departments may be able to take on additional amendments.
2. It is more efficient to group smaller amendments into a cohesive package of multiple related amendments. Less time is spent in meetings and hearings with this approach.
3. The Planning Commission must provide a recommendation on Comprehensive Plan amendments, but they also are very useful in developing recommendations for projects that need intensive study, public meetings, or a more in-depth review.

The attached prioritization chart identifies possible work program items recommended by the staff, the City Manager, the Planning Commission, the City Council, or other entities. Some items would be part of the Planning Commission docket. Other items would be presented directly to the City Council. Amendments are grouped by general topic. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

The 2023 Planning Commission docket as recommended by CD staff continues work on the required December 2024 update to the Comprehensive Plan, including the Transportation Element, Climate Change Element, and the Economic Development, Utilities, and Public Services Elements. Adoption of these updates is anticipated in 2023. Initial work on the Downtown Sub-Element, Community Design Sub-Element, and Surface Water Element also is recommended, with a 2024 adoption anticipated.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2023 are identified on the following page.

2023 Planning Commission Docket

The recommended 2023 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

3. December 2024 Comprehensive Plan Update:
 - A. Continue work on the Transportation Element (Engineering)
 - B. Economic Development Element (Community Development)
 - C. Continue work on the Public Services Element (Community Development)
 - D. Utilities Element (Community Development)
 - E. Climate Change Element (Environmental Services)
 - F. Begin work on the Downtown Sub-Element (Community Development), including:
 1. Consider Downtown uses;
 6. Apply minimum FAR Downtown and near 61st Avenue NE; and
 - 23.C. Incentives for ground floor nonresidential uses
 - G. Begin work on the Community Design Sub-Element (Community Development)
 - H. Begin work on the Surface Water Element (Environmental Services)
 - I. Amend the Housing Element to reflect new regional directives as necessary (Community Development)

2023 Amendments to go directly to City Council

- | | |
|-------------------------------|---|
| <u>Community Development:</u> | <ol style="list-style-type: none"> 15. Continue work on middle housing regulations, with a focus on public participation 16. Consider small houses on small lots (if time allows) 19. Consider miscellaneous amendments to support more housing (if time allows) |
| <u>Development Services:</u> | <ol style="list-style-type: none"> 7. Parking ordinance for parking near transit corridors 22. Tree protection/preservation (mid-year or later) 27. Development code cleanup amendments, including <ol style="list-style-type: none"> 31. Nonconformance rule adjustments, and 32. Adjust temporary display rules 30. Code enforcement tools 33. Building Code adoption |

Engineering:

10. Transportation impact fee study
11. Title 12, Streets and Bridges, code revisions
26. Title 13 Division 1, Utilities and Public Works, code cleanup amendments

Environmental Services:

21. Assess Swamp Creek restoration opportunities—New, TBD—will need to delay other workload items to make room for budget and staff time. (2023+)
26. Title 13 Division 2, Utilities and Public Works, code cleanup amendments

Public Works:

20. Park rules update

Prioritization Chart

TBD = still to be determined
 EN = Engineering
 ESD = Environmental Services

CD = Community Development
 DS = Development Services
 CM = City Manager's Office

PW = Public Works

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
LAND USE							
1. Downtown uses	EDS*	Yes, if policy needed	Yes	Medium	Yes	CD	2023+ (combine with 3.F)
2. Heavy manufacturing amortization	Staff	No	No	Medium	No	CM/CAO	2024+
3. Comprehensive Plan Update (due 12/31/2024): A. Transportation Element B. Economic Development Element C. Public Services Element D. Utilities Element E. Climate Change Element F. Downtown Sub-Element G. Community Design Sub-Element H. Surface Water Element I. Revise Housing Element, if necessary NEW	State	Yes	Yes	Large	No	EN CD CD CD ESD CD CD ESD CD	2022/2023 2023 2023 2023 2023 2023+ 2023+ 2023+ 2023+

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
4. Lakepointe Subarea Plan	Staff	Yes	Yes	Large	Yes	TBD	2024+
5. Review of the TOD “carve-out” regulations NEW	Council	No	No	Medium	No	CD	2024+
6. Apply minimum FAR Downtown and near 61 st Avenue NE NEW	Comp Plan & Staff	No	No	Medium	Yes	CD	2023+ (combine with 3.F)
TRANSPORTATION/TRANSIT							
7. Transit corridor parking standards	State	Maybe	Yes	Large	No	DS	2023
8. CTR ordinance	State	No	Yes	Medium	Yes	CD	2024+
9. Airport Plan	State	Yes	Yes	Large	No	CD	2024+
10. Transportation impact fee study	State	No	No	Medium	Yes	EN/CD	2023
11. Title 12, Streets and Bridges, code revisions	Staff	No	No	Medium	No	EN	2023
12. Title 10, Vehicles and Traffic, code revisions NEW	Staff	No	No	Medium	No	EN	2024+
AFFORDABLE HOUSING							
13. Housing Strategy Plan update NEW	Comp Plan	No	Yes	Medium	Yes	CD	2024+
14. Finish mobile home park regulations	Council	Yes	Yes	Large	No	CD	2024+
15. Middle housing regulations, including public engagement NEW	Comp Plan & Council	No	No	Large	No	CD	2023
16. Small houses on small lots NEW	Comp Plan	No	Yes	Medium	Yes	CD	2023+

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
17. Increase SEPA review housing thresholds	Staff	No	No	Medium	No	TBD	2024+
18. Adjust “family” definition NEW	State	No	No	Small	Yes	DS???	2023/2024 (combine with 27.)
19. Misc. amendments to support more housing: rounding standards, ADU ownership, requirement for other housing types in plats NEW	Staff	No	Yes	Medium	Yes	CD	2023+
SIGNS							
SUSTAINABILITY							
PARKS							
20. Update Park rules NEW	Staff	No	No	Medium	No	PW	2023
CRITICAL AREAS							
21. Assess Swamp Creek restoration opportunities NEW - subject to budget and workload. Will need to delay other workload item(s) to make room for this for both staff time and budget.	Council	No	No	Large	No	ESD	2023+
TREES							
22. Tree protection/preservation	Council	No	Yes	Large	Yes	DS	2023
ECONOMIC DEVELOPMENT							

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
23. Economic Development Strategy: A. Incentives for office development B. Address additional priorities C. Incentives for ground-floor nonresidential uses	EDS	No	Yes	Medium	Yes	CD/CM	2024+ 2024+ 2023+ (combine with 3.F)
MISCELLANEOUS							
24. Review general change-of-use standards	Staff	No	No	Small	Yes	TBD	2024+
25. Expand Multifamily Tax Exemption (MFTE) in downtown area(s)	Staff	No	No	Medium	No	TBD	2024+
26. Title 13 code cleanup amendments	Staff	No	No	Small	Yes	EN/ESD	2023
27. Development code cleanup amendments	Staff	No	No	Small	Yes	DS	2023
28. Replace “marijuana” with “cannabis” NEW	Staff	No	No	Small	Yes	DS	2023/2024 (combine with 27.)
29. Address vesting NEW	City Attorney	No	No	Small	No	TBD	2024+
30. Code enforcement tools NEW	Staff	No	No	Medium	No	DS	2023

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
31. Nonconformance rule adjustments NEW	Staff	No	No	Small	Yes	DS	2023 (combine with 27.)
32. Reassess temporary display rules NEW	Staff	No	No	Small	Yes	DS	2023 (combine with 27.)
33. Building Code adoption NEW	State	No	No	Medium	No	DS	2023

*Economic Development Strategy

Explanation of Prioritization Chart Items

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

LAND USE

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing, prohibiting drive-throughs and gun sales, and addressing educational services. This item could be grouped with the Comprehensive Plan Update – Downtown Sub-Element (3.F).

2. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.

3. Comprehensive Plan Update. The State-required update of the City’s Comprehensive Plan is due in December 2024. The Transportation Element (item 3.A) and the Public Services Element (item 3.C) currently are under review by the Planning Commission. The Economic Development Sub-Element (3.B), the Utilities Element (3.D), and the Climate Change Element (item 3.E) also would be reviewed in 2023. Remaining Elements would be started in 2023 but adopted as part of the 2024 docket. The Downtown Sub-Element review (3.F) could include items 1., 6., and 23.C.

New State requirements related to housing growth targets at different income bands may require adjustment of the recently adopted Housing Element. This work would begin, if necessary, once revised Countywide Planning Policies are approved later in 2023. The revised Housing Element would then be added to the docket for adoption in 2024.

4. Lakepointe Subarea Plan. The planned future of the Lakepointe site could be considered if talks with a private developer are stalled.

5. Review of the Transit-Oriented Development (TOD) “carve-out” regulations. A “carve-out” of the City’s updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (21.). In the “carve-out” the pre-existing interim zoning rules were retained. Once the corridor assessment is complete, the “carve-out” regulations should be revisited.

6. Minimum FAR Downtown and in the area near 61st Avenue NE. Currently, single-story buildings can be constructed in the Downtown and surrounding areas. A Comprehensive Plan policy supports a minimum floor area ratio (FAR) to mandate a minimum building height of two stories. This item could be combined with 3.F as an implementing regulation.

TRANSPORTATION/TRANSIT

7. Transit corridor parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced, consistent with State law. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.) This project began in 2021 but was deferred to allow for a DEI analysis.

8. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

9. Airport Plan. State law requires that cities with airports have an Airport Plan in place to protect continued operation of the airport. Kenmore has incorporated information and a number of policies into its Comprehensive Plan related to Kenmore Air that would be addressed through SEPA review for new development proposals, however, a formal airport plan has not been developed.

10. Transportation impact fee study. Transportation impact fees would be reviewed in conjunction with the Transportation Element update.

11. Title 12, Streets and Bridges, amendments. A list of possible amendments to the City's street standards is maintained by EN. This project also would include review of potential new regulations related to transit stops and stations, and other amendments to update Title 12. A former item--"to address franchise process and requirements"--would be incorporated.

12. Title 10, Vehicles and Traffic, amendments. The City's traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.

HOUSING

13. Housing Strategy Plan update. This project includes review and re-prioritizing of the projects within the Housing Strategy Plan adopted in 2017.

14. Phase 2 of the manufactured housing communities project (future upzoning of properties on the north side of SR-522) was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2023. For this reason, staff is recommending that the project be removed from the docket until 2024+.

15. Middle housing code amendments. Comprehensive Plan amendments to support middle housing within ¼-mile of the City's two main transit corridors were adopted in 2022. Implementing zoning regulations have not been adopted. This project will focus on renewed public engagement in the first half of 2023. Additional items for consideration include regulations for middle housing types (including duplexes, triplexes, and cottage housing) and a methodology to address standards and locational requirements for small-scale commercial enterprises and services closer to home to increase neighborhood walkability.

16. Smaller houses on smaller lots. An implementing measure of the Comprehensive Plan is to look at minimum lot sizes in conjunction with regulations for maximum house size.

17. Increase SEPA review thresholds for housing. State law allows the SEPA exemption level to be raised from 20 multifamily units to 60 multifamily units and 20 single-family units to 30 single-family units. To increase these thresholds, the City must demonstrate that existing regulations adequately provide for environmental analysis, protection and mitigation of impacts to the environment.

18. Revise definition of "family." State law now prohibits zoning rules from specifying a maximum number of unrelated individuals that may live together in a single dwelling unit. Standards from the Building Code still would apply. This item could be grouped with 27., Development code cleanup amendments.

19. Miscellaneous amendments to increase housing stock. Changes to the City's nonconformance rules, reconsideration of conditional use permits for townhouses, revised rounding calculations, requirement of other housing types in subdivisions, and ADU ownership could be considered.

SIGNS

No items are on the list at this time.

SUSTAINABILITY

No items are on the list at this time. The Climate Change Element of the Comprehensive Plan is identified under 3.E.

PARKS

20. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations. Amendments to these rules are needed in advance of the summer 2023 season.

CRITICAL AREAS

21. Critical area and shoreline rules were updated in 2019/2020. As part of the recent TOD amendments, Council authorized a “carve-out” of the area near Swamp Creek to consider whether restoration in the area is a priority and whether property easements should be purchased to facilitate restoration. The Swamp Creek corridor assessment will study the entire length of Swamp Creek in Kenmore and determine restoration needs and priorities. Results will determine the actions to be taken in the TOD “carve-out” area near the Creek (5.).

TREES

22. Tree protection/preservation. This project includes several actions which could include:

- A. Increase the tree density requirement for new development;
- B. Decrease yearly allowances for single-family tree removal;
- C. Always require tree replacement;
- D. Create a tree fund for instances where replacement is infeasible (“fee in lieu”); could include tree rebate program for planting on single-family lots.
- E. Establish an exceptional tree program

ECONOMIC DEVELOPMENT

23. Economic Development Strategy follow-up. This project includes review of priority items from the Economic Development Strategy that was adopted in 2018. As part of the 2020 docket, a review of incentives for office development (23.A) was scheduled. This work was dependent on recommendations from a consultant being managed through the City Manager's office. For a variety of reasons (docket delay due to Covid, limited opportunities for land use incentives according to the consultant, and the importance of starting the Comprehensive Plan update in 2021), staff recommends a delay until at least 2024. Main floor plate heights (an incentive to ground floor non-residential uses, item 23.C) could be grouped with the Downtown Sub-Element review (3.F).

MISCELLANEOUS

24. Review general change-of-use standards. When a business changes from one type of use to another, the Zoning Code process for review is unclear. The Building Code has change of use standards. Standards in the Zoning Code need adjustment to clarify the required permit process.

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

26. Title 13 code cleanup amendments. Staff has identified several minor code provisions in Title 13, Utilities and Public Works, needing revision. Division 1 would be addressed by EN; Division 2 by ESD.

27. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision. Items could include unit lot subdivisions; public noticing for outdoor encampments; item 18. Family definition; item 28, Replace "marijuana" with "cannabis;" item 31, Nonconformance rule adjustments; and item 32, Temporary display code amendments. A former item-- "commercial change-of-use standards related to impact fees"—also could be incorporated into these amendments. For 2023, the proposal is to tackle a limited number of these amendments, including at a minimum, item 31, Nonconformance rule adjustments and item 32, Temporary display code amendments.

28. Replace "marijuana" with "cannabis." The new terminology reflects changes at the State level. This item could be combined with item 27, Development Code cleanup amendments.

29. Vesting rules. Case law holds that vesting applies only to building permits, plats, and development agreements unless a city's code provides more liberal allowances. Kenmore has extended vesting to certain types of zoning permits. In the future, as major code amendments are made (particularly related to critical areas), reconsideration of these rules may be warranted.

30. Code enforcement tools. Revisions to the code enforcement standards (for example, use of the International Property Maintenance Code and revised standards for vegetation maintenance and residential outdoor storage) could strengthen the City's code enforcement program.

31. Nonconformance rule adjustments. Current nonconformance rules allow, in some cases, continuation of a nonconforming use beyond the typical one-year period if certain types of paperwork are submitted. A code revision would require that the nonconformance be physically operating to continue nonconformance protections. This item could be combined with item 27, Development Code cleanup amendments.

32. Temporary display amendments. Amendments adopted last year need additional revision. This item could be combined with item 27, Development Code cleanup amendments.

33. Building Code adoption. Per RCW 19.27, the City is required to enforce the State Building Code which effectively requires the City to adopt the Building, Plumbing, and Mechanical codes as adopted and amended by the State. This is typically done on a three-year cycle. It is also an opportunity to review the City's construction and maintenance codes for any needed local updates.



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: Climate Action Plan Implementation and Housing and Human Services Funding</p> <p>Proposed Council Action/Motion: Direct the City Manager to bring forward the funding ordinances and proposed budget plan for the Climate Action Plan Implementation and Housing and Human Services for City Council consideration and action on February 13, 2023</p>	<p>For Council Meeting Agenda of: January 23, 2023</p> <p>Department: City Manager's Office</p> <p>Prepared by: Rob Karlinsey, Stephanie Lucash, and Richard Sawyer</p> <p><u>Initial & Date</u></p> <p>Approved by Department Head: RGK, 1/12/23</p> <p>Approved by City Attorney: N/A</p> <p>Approved by Finance Director: N/A</p> <p>Approved by City Manager: RGK, 1/12/23</p> <p>Exhibits/Attachments:</p> <ol style="list-style-type: none"> 1: Memorandum detailing the proposed budget and funding plan for Climate Action Plan and Housing and Human Services Implementation 2: Draft Natural Gas Utility Tax Increase Ordinance 3: Draft Garbage Utility Tax Ordinance 4: Draft Resolution Increasing the Vehicle License Fee
<p><u>INFORMATION/BACKGROUND:</u></p> <p>On April 4, 2022, the Intergovernmental Panel on Climate Change (IPCC) – the scientific group of the United Nations charged with monitoring and assessing global developments on climate change – issued its sixth report. According to the latest assessment, greenhouse gas (GHG) emissions continue to grow, and there is increased concern about our ability to limit global warming to 1.5°C above pre-industrial levels, which will have calamitous consequences that could send the planet's warming into an irreversible feedback loop.</p> <p>The IPCC's findings are clear: Local governments like ours must join regional, state, and national governments to drive action that facilitates a rapid transition to a low-carbon, climate-resilient, and sustainable global community. Now more than ever, cities like Kenmore have a critical role to play in addressing the climate change impacts already at our doorstep. IPCC Working Group Co-Chair Jim Skea stated the following: "It's now or never if we want to limit global warming to 1.5°C. Without immediate and deep emissions reductions across all sectors, it will be impossible."</p> <p>In addition, the United Nations has declared, "Climate Change is the defining issue of our time, and we are at a defining moment. From shifting weather patterns that threaten food production, to rising sea levels that increase the risk of catastrophic flooding, the impacts of climate change are global in scope and unprecedented in scale. Without drastic action today, adapting to these impacts in the future will be more difficult and costly."</p>	

Kenmore's Adopted Climate Action Plan sets a goal to reduce our greenhouse gas emissions by 50% by 2030 and be net carbon neutral by 2050. The plan sets forth things the community can do, things the City can do, and things we can do together to meet this goal. The memorandum attached to this agenda bill lays out a plan to staff and fund the implementation of the Climate Action Plan and promote more environmental stewardship.

Another defining crisis of our time is homelessness, lack of affordable housing, and housing inventory in general. Human services needs coincide with the lack of affordable housing, and Kenmore is no exception to this crisis. Aggressive measures need to be taken to increase and affordable housing units and provide assistance and services to those in our community who are struggling. The attached memorandum lays out a path forward to meet these needs in Kenmore.

The City Manager recommends that the City Council direct that the necessary ordinances to enact the funding sources, as well as the position authorizations and accompanying budget plan, be brought forward for City Council consideration on February 13, 2023.

FISCAL CONSIDERATION:

The Kenmore City Council's top two priorities for the 2023-24 biennium are 1) Climate Action Plan Implementation and Environmental Stewardship and 2) Affordable Housing, both of which are urgent crises that demand immediate action. Human Services is closely related to affordable housing and is also in need of additional resources. Meaningful implementation of these top two priorities will require funding and staffing beyond what is currently budgeted in the City's General Fund for 2023-24.

During City Council's public discussions on the budget last fall, the City Council directed staff to bring forward a more detailed funding package to implement the Climate Action Plan and increase Housing and Human Services support. The proposed funding sources, a solid waste utility tax, increase in the natural gas tax, and increase in the local option vehicle license fee, are quantified and described in more detail in the attached memorandum.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

1) Climate Action Plan Implementation and Environmental Stewardship and 2) Affordable Housing



Date: January 13, 2023

Memorandum

To: Kenmore City Council

From: Rob Karlinsey, Stephanie Lucash, and Richard Sawyer

Re: Climate Action Plan and Housing & Human Services Funding Package

Based on the City Council's discussion and direction at the November 7, 2022 study session, we are bringing forward a more detailed plan for funding the implementation of the Climate Action Plan (CAP) and providing additional funding for Housing & Human Services (HHS). Climate Action and Environmental Stewardship and Affordable Housing are the City Council's top two priorities for 2023-24.

Summary of the Proposed Plan:

Fully Fund the Implementation of Climate Action Plan. Quickly bring on a Climate Action Plan (CAP) Manager in early 2023 to engage the community and assess available resources (grants, partnerships, etc.) and funding gaps. Based on this assessment, bring forward a proposed funding package as soon as possible (no later than fall 2023) to fully fund the ongoing implementation of the Climate Action Plan. In the meantime, the CAP manager will implement "low hanging fruit" and key actions in the CAP.

For Housing and Human Services, create a Housing & Human Services (HHS) Manager position in 2023 to engage the community, conduct a needs assessment, identify available resources (grants, partnerships, etc.), serve as a resource to connect our residents with services, and assist with the growing HHS body of work that already exists. Based on the needs assessment, bring forward a more comprehensive Housing & Human Services funding package for consideration by fall of 2023.

In this initial funding package described herein, include the necessary costs of administrative support, including information technology, legal, insurance, a new position in the finance department, equipment and facilities, etc.

Proposed Funding Sources for 2023 and 2024: At the November 7, 2022 study session, the City Council gave direction to fund the above-described plan (for 2023-2024) with the following three revenues: 1) A new solid waste utility tax (6-10%); 2) An increase in the annual vehicle license fee from \$20 to \$40; and 3) An increase the natural gas utility tax from 4% to 6%. After more thoroughly analyzing and compiling the costs of the proposed plan, staff recommends the following:

- Create a solid waste utility tax of 10%
- Increase the natural gas utility tax from 4% to 6%
- Increase the annual vehicle license fee from \$20 to \$40 per vehicle (thereby reducing the General Fund subsidy to the Street Fund and freeing up that General Fund money to be spent on this package)

More details on the proposed sources and uses for this plan can be found in Exhibit A to this Memo.

Background

The Kenmore City Council's top two priorities for the 2023-24 biennium are 1) Climate Action Plan Implementation and Environmental Stewardship and 2) Affordable Housing, both of which are urgent crises that demand immediate action. Human Services is closely related to affordable housing and is also in need of additional resources. Meaningful implementation of these top two priorities will require funding and staffing beyond what is currently budgeted in the City's General Fund for 2023-24.

The 2023-2024 preliminary budget presented by the City Manager in early October 2022 included a proposal to fund the CAP implementation as well as new housing and human services resources via a multi-year property tax levy lid lift to be brought forward to the voters in 2023.

A majority of the Council, with the intent to fully fund the CAP, suggested an approach where the City would first fund, "councilmanically" (under City Council authority), hiring a CAP Manager who will:

- Begin implementing the CAP
- Determine staffing needs and other resource needs
- Determine what resources (grants, partnerships, etc.) already exist and can be leveraged to implement the CAP; immediately apply for grants and establish those partnerships.
- Based on the above, bring forward a proposal for staffing, resources, and funding

At the November 7, 2022 study session, this approach to first hire the CAP Manager was presented to the City Council. After questions and discussion, the direction was to come back in early 2023 with a more detailed proposal for this approach and to include the three funding sources (solid waste utility tax, natural gas utility tax increase, and vehicle license fee increase).

As a result, we (City staff) are bringing forward the direction provided at the November 7 study session for the City Council to consider in more detail.

The Proposed Plan: Staffing and Deliverables

Climate Action Plan (CAP) Manager. Create a new CAP Manager position that would report to the Environmental Services Director. The CAP Manager would start in early 2023 and would do the following work:

1. Immediately begin implementing key portions of the CAP. Examples would include:
 - Implement state and federal lobbying efforts on issues such as the Clean Energy Transformation Act (CETA), new State building codes, and vehicle fuel economy standards
 - Promote Puget Sound Energy's [Green Power](#) program throughout the City
 - Develop and implement education and outreach programs in high GHG emission categories identified in the CAP, including Buildings and Energy, and Transportation & Land Use
 - Expand Electric Vehicle charging throughout the City

- Coordinate with City’s new Fleet and Facility Supervisor to implement emission reducing measures for City operations, such as implementing PSE Green Power, upgrading facilities, and electrifying vehicles/equipment
 - Track community and City actions and progress against a baseline (e.g. increase in number of EV charging stations)
2. Explore and assess resources currently available to implement the actions identified in the CAP, including partnerships with other government and nonprofit organizations (e.g. [Eastside Climate Challenge](#)).
 3. Explore and apply for state and federal grants to help fund the CAP implementation. Utilize a federal lobbyist to assist in identifying, applying, and advocating for City grants. The federal lobbyist would also advocate for direct appropriations for CAP initiatives and environmental stewardship projects (e.g. riparian habitat restoration) in the City.
 4. Keep the CAP up to date, including updating greenhouse gas emissions, recalibrating the CAP to the latest available science and practices, and aligning the CAP with state and regional efforts, including K4C.
 5. Determine additional resources needed to fully implement the CAP, including additional CAP staff. Engage the community and bring forward a funding proposal as soon as possible (no later than fall of 2023) to meet these needs. The funding source(s) of the proposal would be identified during this process.

A proposed job description of the CAP Manager is included in Exhibit B of this Memo.

Housing and Human Services (HHS) Manager. Also in this proposed plan, the City would create a Housing and Human Services (HHS) Manager who would report to the Deputy City Manager. The HHS Manager would perform the following:

1. Conduct a human services needs and resources assessment, including exploring partnerships with other government and nonprofit organizations.
2. Apply for state and federal grants to help meet the resource needs for housing and human services in Kenmore. Utilize a federal lobbyist to assist in identifying, applying, and advocating for housing and human services grants. The federal lobbyist would also advocate direct appropriations for housing and human services initiatives and other “on-the-ground” HHS projects in the City.
3. Assist with existing HHS work and initiatives, including representing the City at regional meetings (e.g., ARCH, KCRHA, North King County Human Services Alliance, etc.), and taking the lead on such projects as the Plymouth housing development and the Holt property development.
4. Serve as a resource to connect our residents with services and help them find solutions to their housing and human services challenges.

5. Based on the needs assessment and all of the above, bring forward a proposed Housing & Human Services funding package in by the fall of this year. This package would likely be included with the CAP funding package.

A proposed job description of the HHS Manager is included in Exhibit B of this Memo.

Administrative Support Costs. This plan would trigger administrative support costs, including in human resources, finance, information technology, legal, building utilities and maintenance, vehicles and equipment, and more. These administrative support costs include a proposed new Administrative Services Manager in the Finance & Administration Department.

The need for this administrative position in finance was triggered long ago, and we have limped along without it. For over a decade, we have had three people in the Finance & Administrative Services Department. In that decade, we have grown from 28 employees to over 50 employees and have expanded or added a number of new programs.

Adding even more staff and programs for CAP and HHS will exacerbate the need for additional administrative support staff as well as the need for added resources in other administrative functions, including legal, information technology, facilities, HR, risk insurance premiums, and more.

We recently conducted a finance department staffing comparison of King County cities of similar population that provide the same or similar “service mix” as Kenmore, meaning that they are generally what we call “contract cities.” These cities:

- Contract with the King County Sheriff for police services.
- Are annexed into (or contract with) a fire district and therefore do not have an in-house fire department.
- Contract for municipal court and other justice services with the County or other entities.
- Are part of a water and sewer utility district and therefore do not provide water and sewer utilities.

The following table shows how Kenmore’s finance department staffing compares with other contract cities in King County:

Finance Department Staffing Comparison:
King County Contract Cities with Similar Population

	Population	Number of Finance Employees
Covington	21,200	4.2
Maple Valley	28,920	4
Newcastle	13,560	4
SeaTac	31,910	7
Woodinville	13,450	6
Average	21,808	5.04
Kenmore	24,090	3

The above table includes only finance-related positions. Most of the cities in the table have information technology positions either in their finance departments or in other departments. The City of Kenmore has no information technology positions and relies on the Accountant and the Finance Director to address IT needs and manage a contract with an IT provider.

As you can see, the City of Kenmore's finance department staffing level is low compared to the other cities in the table. The addition of the proposed new position would bring Kenmore's finance staffing up to four positions. Even then, we would still be below the average.

The proposed new Administrative Services Manager position would report to the Finance & Administration Director and would supervise the Payroll & Accounts Payable Coordinator. The Administrative Services Manager would help the Director with the budget, audit, risk management and insurance, and other financial and administrative functions. The position would supervise and directly work on several accounting functions including payroll, benefits administration, procurement, and accounts payable.

A proposed job description of the Administrative Services Manager is included in Exhibit B of this Memo.

The days of expanding programs and adding new lines of business without adding corresponding staffing and resources for our administrative support functions are over. We can no longer absorb the administrative costs that come with adding new programs and services. Our administrative support staff, especially in finance, have been fully saturated for quite some time.

The Proposed Plan: Timetable

2023

February

City Council approves the plan and adopts the tax increases

February

Recruitments for the three positions begin

April

The three positions are hired and begin working for the City. CAP implementation begins.

April through October

CAP and HHS Managers identify existing resources (grants and partnerships) and staffing needs. They immediately apply for those grants and establish those partnerships. They engage the community on potential additional resources and funding sources. By the end of October, they submit their funding proposals to the City Council.

November

City Council considers and adopts the proposals.

2024

January-February

The adopted proposals are implemented.

The Proposed Plan: Proposed Uses and Sources

At a summary level, the proposed sources and uses for this CAP and HHS funding plan are as follows:

Climate Action Plan and Housing & Human Services

Proposed Uses and Funding Sources

Proposed Uses:	2023	2024
Climate Action Plan	247,740	325,080
Housing & Human Services	214,120	336,580
Administrative Support Costs	183,270	270,506
Total	645,130	932,166

Proposed Funding Sources:	2023	2024
Natural Gas Utility Tax from 4% to 6%	73,200	122,000
TBD Annual Vehicle Fee from \$20 to \$40 per vehicle	180,000	360,000
Solid Waste Utility Tax, 10%	291,000	485,000
General Fund Balance	100,930	-
Total	645,130	967,000

Note that 2023 is a partial year of spending (3/4 of a year) and funding (3/5 of a year). More detail on the proposed sources is found in Exhibit A to this Memo.

Last month, Assistant To the City Manager Garrett Oppenheim gathered information on the tax rates of the three proposed funding sources in other cities in the area:

City	Natural Gas Tax Rates*	Garbage Utility Tax Rates*	Car Tab Fees*
Bothell	6%	5%	none
Edmonds	6%	6%	\$20
Kenmore	4%	none	\$20
Kirkland	6%	9.5%	none
Lake Forest Park	6%	none	\$40
Mercer Island	6%	7%	\$20
Mountlake Terrace	6%	10%	\$20
Shoreline	6%	6%	\$40
Woodinville	2%	4%	none

Financial Impact to Households

Below is an estimate of the impact of each of the three proposed funding sources to a Kenmore household.

Solid Waste Utility Tax

Republic Services bills its residential customers quarterly at \$155.83 per quarter (2022 rate), for three bins: yard waste (biweekly), recycling (biweekly) and garbage (weekly):

Kenmore, WA Contract: 6110028 (C1)**1 Trash Cart 60 Gal, 1 Lift Per Week**

Hazardous Waste Fee 06/01-08/31		\$3.12	\$3.12
60 Gallon Cart Rental 06/01-08/31	1.0000	\$5.85	\$5.85
*60 Gallon Cart Service 06/01-08/31	1.0000	\$72.84	\$72.84

1 Recycle Cart 90 Gal, 1 Lift Per 2 Weeks

Recycling Service 06/01-08/31		\$31.62	\$31.62
Value Of Recyclables Sold 06/01-08/31		-\$45	-\$45

1 Yard Waste Cart 90 Gal, 1 Lift Per 2 Weeks

Rent/Yardwaste Cart 06/01-08/31	1.0000	\$6.12	\$6.12
90 Gallon Yardwaste Service 06/01-08/31		\$32.79	\$32.79

Total City Sales Tax

\$0.43

Total State Sales Tax

\$0.78

Total State Refuse Tax

\$2.73

CURRENT INVOICE CHARGES**\$155.83**

A 10% solid waste utility tax would add \$15.58 to the quarterly bill, or \$5.19 per month, or \$62.33 per year.

Natural Gas Utility Tax

Puget Sound Energy bills its residential customers monthly. A 2,250 square-foot Kenmore home with a natural gas water heater, natural gas furnace, and a natural gas stove received the following bill from PSE last month (bill period: 11/14-12/14):

Rate Schedule	Meter #	Start Date	End Date	CCF	Therms (Usage)	Meter Read Type
		Read	Read	Btu Factor		
Residential 23	819606	11/14	12/14	118	136.994	Actual Read
		9429	9547	1.160967		

Total therms used = CCF x Btu Factor

Your Natural Gas Charge Details (30 days)		Rate x Unit	=	Charge	Definitions
136.994 therms used for service 11/15/2022 - 12/14/2022					
Basic Charge		\$11.52 per month	\$	11.52	Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
Natural Gas					
Delivery Charge		0.493250 136.994 Therms		67.57	CCF — Your meter measures the volume of natural gas used in hundreds of cubic feet.
Gas Cost		0.623210 136.994 Therms		85.38	
Other Natural Gas Charges & Credits		0.023660 136.994 Therms		3.24	Btu Factor — Converts your CCF energy usage into therms by adjusting it for actual heat content. Btu stands for British Thermal Unit.
Subtotal of Natural Gas Charges				167.71	
Taxes					Therm — Your use of natural gas is billed in units called therms. It is a unit of heat that equals 100,000 Btu.
Effect of Kenmore City Tax		4.350% \$167.71		7.30	
State Utility Tax (\$6.74 included in above charges)		3.852%			Other Natural Gas Charges and Credits — Includes the Conservation Program charge and the Merger credit.
Current Natural Gas Charges			\$	175.01	

Based on a total natural gas bill of \$175.01, a two percent increase in the natural gas utility tax would cost this homeowner an additional \$4.11 for that month. Average daily “therms” of gas usage for this particular month were 4.57, which is the second highest month over the last twelve months; in the summer months, average daily therm usage drops below one. On average, a 2% increase in the natural gas utility tax should conservatively cost this homeowner about \$3 per month or \$36 per year.

Vehicle License Fee

The proposed vehicle license fee in this funding package would increase the annual local fee per vehicle from \$20 per year per vehicle to \$40 per year per vehicle. Assuming a household with two cars, the cost increase will be \$40 per year.

Total Annual Cost to a Household18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900

cityhall@kenmorewa.gov

www.kenmorewa.gov

Combining all three revenue proposals, and using the estimates shown above, the total annual cost to a “typical” household is estimated as follows:

Solid Waste Utility Tax at 10%	\$62.33
Natural Gas Utility Tax 2% Increase	\$36.00
<u>Vehicle License Fee Increase to \$40</u>	<u>\$40.00</u>
Annual Total	\$138.33
Monthly Total	\$11.53

Cuts Instead of New Revenues?

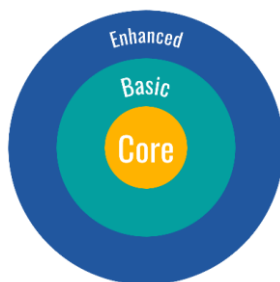
Instead of implementing the proposed new revenue sources, can the City make room in the existing budget for this CAP and HHS plan? To answer this question, let us go back to the budget cuts that were made over the last three years:

1. Pandemic budget cuts
2. Financial Sustainability Plan expenditure reductions
3. Expenditure reductions needed to balance the 2023-2024 biennium budget

A summary of these expenditure reductions is found in Exhibit C.

What About Further Cuts?

With a summary of budget cuts made over the last three years as context, what additional cuts could be made in the budget to make room to fund this CAP and HHS plan? To answer this question, let us turn to the Service Level Budgeting (SLB) work we did last fall. We identified and costed the services the City provides and assigned them to three categories: Core, Basic, and Enhanced:



In making budget cuts, the SLB model calls our attention first to the Enhanced programs. SLB programs by category (core, basic, and enhanced) can be found in Exhibit D.

The Proposed Plan: Equity Considerations

The World Resources Institute said it best:

“Climate change poses the greatest threat to those least responsible for it, including low-income and disadvantaged populations, women, racial minorities, marginalized ethnic groups and the elderly.”

As the City of Kenmore implements our Diversity, Equity, Inclusion and Accessibility (DEIA) policy and creates a DEIA plan in 2023, it is vitally important that we consider the ways that our climate action and housing and human services efforts will also help address the inequities in our society and protect the most vulnerable and marginalized people in our communities. The more we can address climate change, provide more affordable housing, connect residents to resources, and implement resiliency measures, the more we can help those will be most negatively affected.

It is our paramount responsibility, as a City fully embracing our DEIA goals, to lift up those in our community who need help and break the cycle of poverty and marginalization that affects so many, especially as we emerge from the challenging years of the COVID-19 pandemic.

The entire purpose, by definition, of our Housing and Human Services efforts, is to bring equity to our community and lift the most disadvantaged and marginalized. A Housing and Human Services Manager will connect our residents to services, including agencies that provide financial, housing, social services and other assistance. The HHS Manager will also represent Kenmore on a regional level to ensure Kenmore is at the table and brings state and regional resources to our residents.

As stated under earlier in this memo under funding considerations, the proposed funding sources will impact a single-family household at about \$11.50 per month, or \$138 per year. For struggling families and those on fixed incomes, every dollar counts. We recommend that over the course of the next few months, the HHS Manager inventory and examine existing utility rebate and financial assistance programs. For example, Puget Sound Energy offers utility bill assistance through their PSE [Home Energy Lifeline Program \(HELP\)](#), and Puget Sound Energy also administers the federal [LIHEAP](#) program. From PSE’s website: “This [LIHEAP] government program provides financial assistance so eligible households can maintain affordable, dependable utility services and avoid disconnection.”

Based on what the HHS Manager finds in existing rebate and financial assistance programs, they may recommend additional measures, such as a City-administered utility tax rebate program (or other method to achieve the same goal) for lower income Kenmore residents. When we bring back CAP and HHS funding proposals in the fall, we can include a discussion and a potential proposal to address this need.

Conclusion and Recommendation

In summary, this proposal advances the City Council’s top two priorities of Climate Action/Environmental Stewardship and Affordable Housing with key hiring and work efforts in 2023. The proposal includes three new funding sources for this work and the addition of experts on the City team to help us determine the most feasible path forward. Staff recommend that the City Council proceed with this proposal without delay; we are in the midst of both a climate and

affordable housing crisis and these efforts will help the City address some of our community's most urgent needs.

This package includes the swift hiring of a Climate Action Plan (CAP) Manager in early 2023 to engage the community, assess available resources and funding, implement early CAP actions, and propose a package to fully fund the CAP for Council consideration by fall 2023.

This proposal takes a similar approach with housing and human services by quickly hiring a Housing & Human Services (HHS) Manager in early 2023 to engage the community, conduct a needs assessment, identify available resources, serve as a resource for residents, assist with current HHS work, and propose a HHS funding package for Council consideration by fall 2023.

The package also includes necessary administrative support, including a new position in the City's finance department.

As we begin 2023, we can no longer afford to wait to take action on climate action and affordable housing. The City of Kenmore is called to do its part to address these twin crises and to create a path forward that will ensure the best possible outcomes for current and future Kenmore residents and for our planet.

Exhibit A

Proposed Sources and Uses for the Proposed CAP and HHS Plan

Proposed Uses (Expenditures):

Climate Action Plan	2023	2024
Climate Action Plan Mgr (salary & benefits; start date 4/1)	131,250	185,500
Training	2,500	3,500
Equipment & Supplies	5,500	750
Telecommunications	940	780
Dues - Professional Association	550	550
Other Dues - ICLEI, K4C, etc.	2,500	2,500
Strategic Partnerships (Ex. Eastside Climate Challenge)	8,500	8,500
Education & Outreach Materials	3,500	5,500
Consulting: (e.g., CAP Services)	15,000	20,000
Consulting: Federal Lobbyist	20,000	40,000
Consulting: Grant Application Services	7,500	7,500
Grant Matches	50,000	50,000
Subtotal	247,740	325,080

Housing & Human Services	2023	2024
Housing & Human Svs Mgr (salary & benefits; start date 4/1)	131,250	185,500
Training	2,500	3,500
Equipment & Supplies	5,500	750
Telecommunications	820	780
Dues - Professional Association	550	550
Consulting: Needs Assessment	50,000	50,000
Consulting: Federal Lobbyist	20,000	40,000
Education & Outreach Materials	3,500	5,500
Grant Matches or Strategic Partnerships/Investments	-	50,000
Subtotal	214,120	336,580

Administrative Overhead	2023	2024
Admin. Services Manager (salary & benefits; start date 4/1)	131,250	185,500
Admin.Support Costs (legal, IT, insurance, facilities, etc.)	52,020	85,006
Subtotal	183,270	270,506

	2023	2024
Grand Total Proposed Uses	645,130	932,166

Proposed Sources (Revenues):

	2023	2024
Natural Gas Utility Tax from 4% to 6%	73,200	122,000
TBD Annual Vehicle Fee from \$20 to \$40 per vehicle	180,000	360,000
Solid Waste Utility Tax, 10%	291,000	485,000
General Fund Balance	100,930	-
Total	645,130	967,000

Exhibit B Job Descriptions

City of Kenmore	Position Description
Position: Climate Action Program Manager	
Department: Environmental Services Division, Public Works Department	FLSA: Non-Exempt
Approved By:	Date: January 2023

Summary

Under the general supervision of the Environmental Service Director, the Climate Action Program Manager coordinates implementation of the City's Climate Action Plan (CAP) across all City departments and the community. Develops strategic partnerships to meet the carbon emissions reduction goals of the CAP, energy conservation programs, sustainability initiatives and associated education and outreach programs. Serves as a City-wide resource for emissions reduction and sustainability efforts. Responsibilities include program development, obtaining grants, implementation and reporting. Uses technical software to model, monitor and evaluate progress towards meeting goals. Serves as staff liaison to both internal and external community partner organizations, elected officials and regional partners. Reports on compliance with state and federal laws and regulations.

Essential Duties and Responsibilities

This list is illustrative only and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to:

- Develops and implements CAP programs to achieve City GHG emissions reduction targets.
- Responsible for overall program strategy, coordination, evaluation, budget preparation and monitoring, cost-estimating and problem-solving.
- Responds and adapts to changing program priorities and goals as set by City Council.
- Measures and tracks metrics for success; uses technical software to conduct and analyze greenhouse gas emissions inventories, and model, monitor and evaluate the City's progress towards meeting climate goals.
- Implements program revisions and updates based on the effectiveness of current program elements.
- Meets with department leadership across the City, researches strategies and recommends changes to departments, helps problem-solve implementation issues, and tracks progress towards goals.
- Coordinates with City departments to evaluate, develop and strengthen departmental and city-wide policies, procedures and regulations in support of the CAP.
- Lobbying and advocating on the City's behalf to ensure that the City's climate goals are being heard and addressed at state and federal levels.
- Conducts greenhouse emissions assessments using industry standard software for municipal and community emissions.

- Performs research and analysis of emission reduction measures to inform program implementation efforts.
- Works closely with Education and Outreach staff to plan and develop education programs to promote implementation of CAP measures and other sustainability initiatives including public awareness and behavior change programs.
- Develops and manages contracts and interlocal agreements to implement CAP measures as needed.
- Develops, writes, and administers grant applications in support of the City's climate and energy programs.
- Serves as the City's climate and energy programs liaison to outside entities including jurisdictions, agencies, contractors and non-governmental partners.
- Develops strategic partnerships within the community to facilitate and expand emissions reduction and energy conservation efforts in support of the CAP.
- Monitors federal, state and/or local regulations and guidance and recommends actions to achieve compliance with climate and energy policies and practices.
- Perform other duties as assigned

Knowledge and Skills

Knowledge of and skills with:

- Knowledge of current trends, practices, technology, and information affecting the climate and energy fields.
- Knowledge and understanding of multiple City department's roles and responsibilities specifically related to energy/resource conservation.
- Knowledge of current principles, practices, strategies and techniques related to energy conservation, specifically which is derived from fossil fuel sources.
- Knowledge of federal, state and local energy and climate change codes, regulations, and policies.
- Knowledge of developing, writing and administering grant applications.
- Demonstrated understanding of climate change issues, including greenhouse gas inventories and strategies for reducing greenhouse gas emissions.
- Excellent project management skills, including skill in planning, organizing, evaluating and analyzing problems and implementing plans and programs and resolving issues.
- Excellent oral and written communications skills.

Abilities

Must have the ability to:

- Communicate complex information clearly using simple, commonly accepted language. Ability to make effective, polished public presentations to diverse audiences.
- Research, collect, analyze, organize, synthesize and present a variety of research data accurately and clearly in written or graphic form including computer-generated products.
- Proficiently use software applications such as spreadsheet, database management, presentation and word processing programs.
- Interpret, apply, and communicate rules, regulations, laws and ordinances.

- Work productively and cooperatively both independently and as a member of a team.
- Serve as a representative and convey a positive image of the City and its services.

Physical Abilities

Requires the ability to function primarily indoors in an office environment. Requires sufficient ambulatory ability to move about the office and to off-site meetings. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time.

Education and Experience

The position requires a Bachelor's degree in Environmental Science, Environmental Policy, Environmental Management, Energy Studies or related field and four (4) years of progressively responsible experience, including program management, in emissions reductions programs or related field.

Knowledge of common functions and issues in city government is preferred.

Licenses and Certificates

A valid driver's license is required.

Work Schedule:

The normal work schedule is Monday through Friday, 8:00 a.m. – 5:00 p.m. (40 hours per week).

Working Conditions

Work is performed primarily indoors in an office environment.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City of Kenmore

Position Description

Position: Housing and Human Services Manager	Salary Scale:
Department: City Manager's Office	FLSA: Exempt
Approved By:	Date: January 10, 2023

Summary

Provide management and support to the City of Kenmore's housing and human services activities and programs, considering efforts and matters related to the health, well-being and housing needs of Kenmore residents, with a special emphasis on vulnerable populations. This position will represent the city in regional housing and human services efforts, be a direct contact in service to Kenmore residents in need, serve as primary liaison with nonprofit organizations and other providers serving the Kenmore community, and research and apply for grants. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

Essential Duties and Responsibilities

Serves as a member of the City Manager's Office team, reporting to the Deputy City Manager. This position serves as the City's primary point of contact for all housing and human services work efforts and programs. Below is the proposed body of work for this position.

- Serve as liaison and point of contact with community members who need housing and human services support. This could include both holding office hours for one-on-one assistance and providing support for walk-ins at City Hall. Partner with the local library branch, senior center, and other providers to provide on-site assistance at other locations as needed to meet community needs. Follow up with community members in need to ensure their concerns have been addressed.
- Assist the Deputy City Manager in staffing and supporting the work of the new Regional Crisis Response (RCR) Program and entity which pairs behavioral health specialists with Kenmore police officers to better serve community members facing a behavioral health crisis
- Support the work of the King County Regional Homelessness Authority and human services agencies supporting Kenmore residents, serving as primary city contact for these agencies and nonprofits
- Assist in the City's effort to build an affordable housing fund to support future affordable housing development in Kenmore and allow the City to seize future

strategic opportunities, in partnership with ARCH and other agencies

- Provide staff support for North King County Coalition on Homelessness
- Oversee the City of Kenmore's current human services grants and funding
- Support the work to open a 24/7 crisis center in North King County including sitting on committees and performing analysis as needed
- Develop and manage an annual housing and human services work program for the City based on the City Council's priorities and provide regular updates to the City Council on these efforts
- Conduct outreach and survey the community to assess human services needs. Based on the results of this outreach, recommend annual spending on human services funding to best meet the community's needs.
- Manage annual contracts for behavioral health, senior services, youth services and other human services priorities as identified in community outreach.
- Manage the Community Court contract
- Research and develop expertise in community resources available for Kenmore residents needing housing and human services support
- Research and apply for grants and other outside funding to supplement and leverage city contributions to affordable housing and human services programs and projects
- Represent Kenmore at the monthly N/E Funders Meeting (regular meetings with human services staff for all North and East King County cities)
- Coordinate annual tours for Council and City leadership at human services providers such as Mary's Place
- Serve as liaison and partner with the Northshore School District on human services programming to serve students
- Perform research and analyses in support of the City's affordable housing working group and efforts
- Explore need for a Housing and Human Services committee to meet regularly and help the City best respond to the needs of Kenmore residents

The City of Kenmore does not provide direct social services. It funds, promotes, and enhances the work of other agencies, and nonprofits. This position serves as the primary liaison with the City's network of providers that serve our community and works with those partners to understand current and emerging human service needs and to find new opportunities to address them.

Qualifications

■ Knowledge and Skills

The position requires professional-level knowledge of modern theories, principles, and practices of public administration and organization. Requires in-depth knowledge of current social, political and economic trends and operating issues of municipal government. Requires knowledge of affordable housing initiatives, behavioral health issues and challenges, grant opportunities, data collection and analysis, and legislation. Requires working knowledge of the principles and practices of municipal/government budget forecasting, preparation, and administration. Requires knowledge of the principles and practices of organization development and process improvement. Requires specialized knowledge of research and reporting methods, techniques, and procedures. Requires knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government. Requires knowledge of the principles of leadership, supervision, training, and performance evaluation. Requires well-developed human relations, leadership and political skills to make public presentations, facilitate group processes, establish performance standards, build effective teams, conduct negotiations, and show sensitivity to a diverse population of citizens.

■ Abilities

Requires the ability to carry out and accomplish the objectives of the position and provide leadership on a variety of housing and human services programs and initiatives. Requires the ability to establish and maintain effective working relationships with government officials and agencies, boards, commissions, civic leaders, nonprofit and community organizations and the public. Requires the ability to interpret and explain agency or department policy and program practices to the public, staff and other public officials. Requires the ability to express ideas and recommendations clearly and effectively both orally and in writing with a focus on grant applications and other written materials. Requires the ability to exercise initiative, ingenuity and sound judgment in solving difficult and complex administrative, managerial and technical problems. Requires the ability to direct contractors, interns and other subordinate staff as needed to achieve program objectives. Requires the ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods. Requires the ability to analyze sources of information related to a broad range of municipal programs, services, and administration. Requires the ability to administer a variety of City-wide programs and projects. Requires the ability to learn, interpret and apply Federal, State, and City policies, procedures, laws, and regulations. Requires the ability to effectively and fairly negotiate solutions and contracts. Requires the ability to gain cooperation through discussion and persuasion, to select, supervise, train, and evaluate assigned staff, and to develop, prepare, and administer budgets. Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Council

members, staff, committee members, other public officials, business leaders, and the general public. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Physical Abilities**

Requires the ability to function indoors in a primarily office environment and the ability to walk or move to various City locations. Requires the ability to use hearing and speech to make presentations to large audiences and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires driving ability in order to transport oneself in and around Kenmore and King County.

▪ **Education and Experience**

The position typically requires a Bachelors Degree in Human Services, Social Work, Psychology, Sociology, Public Administration, or a related degree and three years of progressively responsible experience, preferably in a municipal or other government setting. Experience directly managing human services programs, grants and contracts is preferred but not required.

▪ **Licenses and Certificates**

Requires a valid driver's license. A valid background check will be conducted on the applicant prior to being appointed to this position.

▪ **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. Some work can be expected to be performed in the community alongside project partners.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City of Kenmore

Position Description

Position: Administrative/Financial Services Manager	
Department: Finance and Administration	FLSA: Exempt
Approved By: Rob Karlinsey, City Manager	Date: January 1, 2023

Summary

This position reports to the finance and administration director and under general supervision, plans, coordinates, implements and monitors financial, technical, organizational, and administrative activities to support the functions of the finance department and management staff. Assures compliance with State and Federal regulations and with City policies and procedures. Because of the small number of city employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

Essential Duties and Responsibilities

*Essential duties and responsibilities **may** include, but are not limited to the following:*

- Plans, manages, and directs the daily activities of the Accounting Technician, assigns workload; plans, prioritizes, and assigns tasks and projects; trains and coaches; monitors work methods, develops skills and evaluates performance.
- Monitors operations and procedures and submits recommendations for improving work group functions and processes; clarifies and reconciles issues relating to policies and procedures.
- Facilitates department Director's workflow; applies judgment to setting priorities, resolving problems, analyzing data, and making work process decisions; assures that action items are properly processed, managed, and resolved.
- Produces policy papers, reports, policies and procedures, ordinances, and resolutions. Gives public presentations. Composes and edits correspondence, and other documents on a wide variety of subjects requiring knowledge of City procedures and policies; updates and tracks a variety of electronic and paper files, records, reports, and related documents.
- Manages, coordinates and reviews processing of accounts payable and payroll.
- Performs City-wide Budget planning and development, financial forecasting,

personnel administration, and staff supervision, and other financial functions. May assist and/or manage the risk management functions.

- Conducts Personnel compensation and benefits systems management, including the biannual salary study and updating the salary plan. Administers contracts with benefit and retirement plan providers and serves on the Investment Advisory Committee.
- Maintains/updates Personnel and Administrative Policies.
- Onboarding and Offboarding new and terminating employees.
- Performs employment verification requests.
- Performs Leave Policy administration.
- Manages the year-end employee open enrollment and calculates new rates.
- Notification and tracking of annual performance evaluations.
- Monitor and maintain Personnel and Medical files and provide payroll requests and confidential information to Management as required.
- Enters new employee information and employee change forms to benefit vendor websites.
- Coordinates preparation of the biennial Department budget with the Department Director; monitors and reports on budget activities; tracks payments and expenditures.
- Conducts and coordinates assigned projects; provides technical support; identifies and resolves problems; prioritizes tasks and develops schedules in-order to meet critical deadlines.
- Answers questions and resolves issues where judgment, knowledge and interpretation of Department policies, procedures and regulations are necessary; responds independently to inquiries when appropriate.
- Maintains file integrity and confidentiality by monitoring records and assuring compliance with City policies and procedures; assures the accuracy of the electronic and paper filing systems.
- Supports the relationship between the City of Kenmore and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces confidentiality of work-related issues, client records and City information. Monitors staff compliance to security procedures and privacy laws, policies, and guidelines.
- Ensures and maintains accurate, up-to-date documentation and proper fiscal audit

trails.

- Assists in conducting job applicant interviews and makes recommendations on hiring, position allocations, etc. as requested.
- Work with Finance employees to coordinate the department's financial processes.
- Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodology and associated schedules.

Qualifications

▪ Knowledge and Skills

Requires professional knowledge of the theory, principles, and procedures of accounting, auditing and financial management for governmental agencies. Requires knowledge of development of internal controls. Requires knowledge of the City's accounting data entry and storage systems. Requires math skills to perform an array of business and statistical calculations. Requires well-developed skill with personal computer software sufficient to design and use spreadsheets. Requires a working knowledge of information technology principles and practices. Requires knowledge of City organization, operations, policies, and procedures. Requires knowledge of State Budgeting Accounting & Reporting System (BARS) for public sector financial management. Requires knowledge of City administration processes and procedures, including accounting, budgeting and personnel rules and Human Resource practices and principles. Requires knowledge of customer service standards and protocols as well as ability and willingness to maintain confidentiality in confidential matters. Requires knowledge of principles of record keeping-records retention, records management, and file maintenance. Requires knowledge of local community resources and regional community issues. Requires the ability to prioritize tasks, manage workflow and assigned staff while working on multiple projects and meeting deadlines.

▪ Abilities

Requires the ability to carry out all aspects of the position. Requires the ability to conduct complex analyses of accounting systems, financial reports, and provide support for the Finance and Administration Director. Must be able to gather and analyze data and make recommendations. Must be able to work with new hires and current staff for onboarding, benefits, and payroll support. Must be able to work with benefit and retirement vendors to administer contracts and provide information. Must be able to perform salary and benefit studies and update the salary plan. Must be able to maintain Personnel files. Must be able to update Personnel and Administrative policies. Must be able to think critically and creatively. Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service. Requires the ability to plan, organize and prioritize complex and technical work processes. Requires the ability to work cooperatively with residents and other customers. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on large audience, ordinary, and telephonic conversation. Requires near visual acuity to read printed material, computer screens, and observe physical settings. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform work. Requires driving ability in-order to transport oneself in and around Kenmore and King County.

- **Education and Experience**

The position typically requires an Associates degree in accounting, finance, or business administration, AND three years of directly related experience in financial and accounting systems and personnel and benefits management for a public agency OR an equivalent combination of education, training, and experience.

- **Licenses and Certificates**

A valid Washington State driver's license with a driving record acceptable to the City's insurance carrier is required.

- **Other**

Finalist for the position will need to successfully complete a post-offer, pre-hire criminal background check as well as provide a satisfactory driving record abstract.

- **Working Conditions**

Work is performed indoors in an office environment. The position is FLSA exempt and often requires work in excess of 40 hours per week. Attendance at night or weekend meetings may occasionally be required.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Exhibit C Summary of Budget Cuts

Pandemic Budget Cuts

At the beginning of the pandemic in 2020, there was much uncertainty around the economy and whether the City would see a drop in revenues. As a result, the following budget cuts were made in 2020. Most of these cuts have continued through this current biennium:

Expenditure Reductions in the General Fund and Street Fund

Program	2019-2020 Budget	2021-2022 Proposed Budget	Biennium (Two-Year) Savings	Savings Per Year
Economic Development, Communications, Federal Lobbyist, etc.	807,000	286,776	520,224	260,112
Public Safety				
Court	260,000	155,100	104,900	52,450
School Resource Officer	100,000	-	100,000	50,000
Jail	850,000	550,000	300,000	150,000
Subtotal	1,210,000	705,100	504,900	252,450
Public Works				
Arterial Landscape Maintenance	363,400	245,500	117,900	58,950
Transportation Consulting (design)	112,550	10,000	102,550	51,275
Street Banners	50,000	-	50,000	25,000
Materials (including flower baskets)	60,000	36,000	24,000	12,000
Subtotal	585,950	291,500	294,450	147,225
Total	2,602,950	1,283,376	1,319,574	659,787

Financial Sustainability Plan (FSP) Expenditure Reductions

The Financial Sustainability Plan that was adopted in the fall of 2020 included both reductions in expenditures and increases in revenues. The following table was included in the agenda bill for the adoption of the FSP:

Expenditure Strategy	Est. Annual Amount	Year of Implementation	
		Recommended by Task Force	Proposed Final Plan
Discontinue Contribution to School Resource Officer Program	\$50,000	2021	2021
Continue most of the reductions made in 2020	\$659,000	2021	2021
Add HR/Diversity, Equity, Inclusion Position & Program	\$197,000	2021	2021
Increase Mental Health RADAR Program	(\$50,000)	2021	2021
Increase Pavement Preservation Funding	(\$1,000,000)	2022	\$500k in 2022; then \$1m in 2023
Seek Alternative Jail Providers	\$50,000	2024	2024

As you can see, while the FSP included two increases in expenditures (pavement preservation and RCR), the FSP included \$956,000 in cuts in other areas (including the cuts that were made in 2020).

Expenditure Reductions Needed to Balance the 2023-2024 Biennium Budget

Because of inflationary pressures, additional staffing needed to right-size our organization with workload, and a 14% increase in the police contract, we needed to make cuts in the 2023-2024 budget. The following cuts were made to help balance the 2023-2024 General Fund budget:

(see next page)

Fund: 001 - General Fund

CITY MANAGER'S		2022 Budget	2023 Adopted	Reduction
001.013.51310.3000	Office & Operating Supplies	5,300	2,250	(3,050)
001.013.51310.3308	Promotional Supplies	200		(200)
001.013.51310.4001	Advertising	1,500	-	(1,500)
001.013.51310.4002	Business Meetings	4,750	500	(4,250)
001.013.51310.4003	Dues & Memberships	7,750	7,000	(750)
001.013.51310.4005	Postage	2,500	500	(2,000)
001.013.51310.4008	Telecommunications	5,200	2,700	(2,500)
001.013.51310.4009	Temporary Staffing	500		(500)
001.013.51310.4027	Public Records Request Costs	750	500	(250)
001.013.51310.4909	Natural Health Hub	500	-	(500)
001.013.51310.4917	Recruitment Services	250		(250)
001.013.51890.4020	Business Directory	500		(500)
001.013.51890.4106	Communications Services	2,600	1,000	(1,600)
001.013.51890.4108	Social Media	2,888	1,500	(1,388)
001.013.55870.4915	Economic Development Services	20,000	-	(20,000)
001.013.59413.6001	Furniture & Equipment	6,000	600	(5,400)
Total City Manager's Office		61,188	16,550	(44,638)

FINANCE & ADMINISTRATION		2022 Budget	2023 Adopted	Reduction
001.014.51420.4005	Postage	1,200	1,000	(200)
001.014.51420.4006	Printing & Related Costs	1,250	1,200	(50)
001.014.51420.4300	General Consulting Services- pbb/bala	22,500	10,000	(12,500)
001.014.51420.4303	GIS Services	13,200	-	(13,200)
001.014.51810.4804	Photocopier Rental	27,500	25,000	(2,500)
001.014.59414.6003	Computer Software	16,500	10,000	(6,500)
Total Finance & Administration		82,150	47,200	(34,950)

PUBLIC SAFETY		2022 Budget	2023 Adopted	Reduction
001.021.52110.3201	Programs For At Risk Children	3,000	2,000	(1,000)
001.021.52110.4002	Business Meetings	1,250	300	(950)
001.021.52140.4100	Travel, Meals and Lodging	1,500	500	(1,000)
001.021.52140.4101	Registration - Training	5,000	4,500	(500)
001.021.52360.5303	Jail Services Contract	275,000	205,200	(69,800)
Total Public Safety		285,750	212,500	(73,250)

PW ENGINEERING		2022 Budget	2023 Adopted	Reduction
001.032.54420.3000	Office & Operating Supplies	3,000	1,000	(2,000)
001.032.54420.4002	Business Meetings	500		(500)
001.032.54420.4004	Legal Notices	1,500	250	(1,250)
001.032.54420.4005	Postage	2,000	400	(1,600)
001.032.54420.4100	Travel, Meals and Lodging	6,000	3,400	(2,600)
001.032.54420.4101	Registration - Training	7,100	4,000	(3,100)
001.032.54420.4300	General Consulting Services	289,000	90,000	(199,000)
001.032.54420.4917	Recruitment Services	500	400	(100)
001.032.59454.6003	Computer Software	10,000	7,800	(2,200)
Total PW Engineering		319,600	107,250	(212,350)

COMMUNITY DEVELOPMENT		2022 Budget	2023 Adopted	Reduction
001.058.55860.3000	Office & Operating Supplies	1,700	1,250	(450)
001.058.55860.4302	Park Plan Services	15,000	5,000	(10,000)
Total Community Development		16,700	6,250	(10,450)

DEVELOPMENT SERVICES		2022 Budget	2023 Adopted	Reduction
001.059.55850.4300	General Consulting Services	200,000	42,500	(157,500)
001.059.59458.6003	Computer Software	7,500	-	(7,500)
Total Development Services		222,500	67,500	(165,000)

PARKS & FACILITIES		2022 Budget	2023 Adopted	Reduction
001.076.51810.4200	Hangar Utilities	27,500	22,500	(5,000)
001.076.51830.4606	Facility Maintenance Services	120,000	116,500	(3,500)
001.076.57680.3002	Fuel	4,500	4,000	(500)
001.076.57680.3005	Equipment Replacement	14,000	5,513	(8,487)
001.076.57680.3103	Park Materials Signs	3,500	3,000	(500)
001.076.57680.4200	Utilities - Electric Parks	7,500	6,750	(750)
Total Parks & Facility Maintenance		177,000	158,263	(18,737)

Total Cuts	(559,375)
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Exhibit D
Service Level Budgeting Programs by Category:
Core, Basic, and Enhanced

(See next page)



City of Kenmore, Washington

Enhanced Service Level Programs
Scoring Worksheet

		Scoring: Scale of 1-7; 1=low, 7=high				Annual Program Cost	Cost without Staff Time	Annual Program Revenue
Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score*			
1 PW Engineering	Traffic Safety: Non-safety traffic & parking service requests	2	2	2	2.0	25,000	0	
2 Facilities Maintenance	City Hall Rentals	2	2	2	2.0	22,212	0	
3 Facilities Maintenance	Special Events Support in City Facilities	2	2	3	2.2	1,615	0	
4 City Manager's Office	Special Initiatives: Civics 101	2	3	4	2.8	8,861	0	
5 Facilities Maintenance	Post Office	3	3	3	3.0	59,150	57,550	60,000
6 City Manager's Office	Economic Development	4	3	2	3.2	60,000	30,000	10,000
7 City Manager's Office	Communications - Enhanced Graphics	4	2	4	3.2	7,000	7,000	
8 PW Operations	Street tree lightings during the holidays	4	2	5	3.4	3,500	3,500	
9 Parks Maintenance	Memorial Bench program	4	2	5	3.4	1,219	0	
10 City Manager's Office	Intergov Relations--Regional Aquatic Center	5	2	5	3.8	13,291	0	
11 City Manager's Office	Events	4	3	5	3.8	358,700	169,600	
12 Development Services	Code Enforcement - KC Housing Repair Program	5	2	5	3.8	0	0	
13 PW Engineering	Transportation Planning: Regional Committees	4	4	3	3.8	2,500	0	
14 Parks Maintenance	Special Events Support at Parks	4	3	5	3.8	28,774	0	
15 Facilities Maintenance	Hangar & Town Square	4	3	6	4.0	203,000	99,000	41,328
16 City Manager's Office	Communications - Quarterly Printed Newsletter	5	3	5	4.2	49,945	32,000	
17 City Manager's Office	Communications - Social Media	5	3	5	4.2	18,445	500	
18 Development Services	Code Enforcement - Garbage Hauling Vouchers	6	2	5	4.2	0	0	
19 PW Operations	NUD supplemental snow plowing	4	4	5	4.2	50,000	50,000	
20 City Manager's Office Community	Volunteer Program	5	3	6	4.4	34,040	4,040	
21 Development	Recreation Programs	5	3	6	4.4	99,264	7,821	24,560
22 Parks Maintenance	Recreation Programs Support at Parks	5	3	6	4.4	4,846	0	
23 Facilities Maintenance	Recreation Programs Support in City Facilities	5	3	6	4.4	1,615	0	
24 City Manager's Office	Intergov Relations--RADAR Expansion Discussions	3	5	7	4.6	13,291	0	
25 City Manager's Office Community	Intergov Relations--24/7 Crisis Center Discussions	3	5	7	4.6	13,291	0	
26 Development	Special Projects: Bench properties	5	4	6	4.8	118,032	78,937	
27 PW Engineering	Traffic Safety: Photo Enforcement	4	5	6	4.8	221,340	180,000	\$500k-\$1.1m
28 Facilities Maintenance	Recycling Program	5	5	4	4.8	4,500	0	
29 Community	Parks Capital: Boathouse	5	5	5	5.0	11,964	0	

	Development Community									
30	Development	Special Projects: Tenant Protections	5	5	5	5.0	13,032	0		
31	PW Engineering	Transportation Planning: ADA/Sidewalk Maps	4	6	5	5.0	10,000	0		
32	City Manager's Office	Special Initiatives: Lakepointe	6	4	6	5.2	8,861	0		
33	Parks Maintenance	Log Boom Pier	6	4	7	5.4	5,231	1,000		
34	Parks Maintenance	Log Boom Temporary Float	6	4	7	5.4	8,969	8,000		
35	Parks Maintenance	Log Boom kayak concession building	6	4	7	5.4	4,038	0		
36	Parks Maintenance	Rhodie Boathouse	6	4	7	5.4	20,050	3,250		
37	Development Services	Code Development - Tree Regulations	6	6	4	5.6	22,900	0		
38	Finance & Admin Community	Human Services	6	5	7	5.8	182,000	182,000		
39	Development	Special Projects: Affordable Housing Regulations	6	6	5	5.8	13,032	0		
40	City Manager's Office	Intergov Relations--ARCH	6	6	5	5.8	105,079	105,079		
41	City Manager's Office	Special Initiatives: Exceptional Trees	7	6	4	6.0	8,861	0		
42	Development Services Community	Redevelopment Initiatives - Lakepointe, Bench, etc.	7	5	7	6.2	68,700	0		
43	Development	Comp Plan Element: Climate	6	7	5	6.2	92,522	80,000	80,000	
44	City Manager's Office	Special Initiatives: Affordable Housing Developments	7	7	5	6.6	26,583	0		
45	City Manager's Office	Intergov Relations--Lobbying	7	7	7	7.0	64,891	51,600		
46	Legal Services	Legal Services in Support of Enhanced Programs	7	7	7	7.0	102,641	102,641		
Total							2,192,783	1,253,518	215,888	

BASIC PROGRAMS	
Department	Program
City Manager's Office	Front Desk Reception
City Manager's Office	Public Relations and City-Wide Communications
City Manager's Office	Intergovernmental Relations
City Manager's Office	Leadership-General Administration
City Manager's Office	Special Projects
Community Development	Parks CIP
Community Development	Special Projects
Community Development	Community Development
Development Services	Code Enforcment
Development Services	Code Development
Human Resources	Human Resources
Human Resources	DEI
Police Department	Training
Police Department	Crime Prevention
Public Works- Engineering	ROW Use Management
Public Works- Engineering	Traffic Safety & Operations
Public Works- Engineering	Transportation Planning & Engineering
Public Works- Engineering	Capital Projects Management
Public Works- Operations	Parks
Public Works- Operations	Facilities & Fleet
Public Works- Operations	Streets

CORE PROGRAMS	
Department	Program
City Council	City Council
City Manager's Office	Public Relations and City-Wide Communications
City Manager's Office	Public Records Requests
City Manager's Office	Leadership-General Administration
Community Development	Community Development
Development Services	Permitting & Inspections
Development Services	Code Enforcement
Development Services	Emergency Management
Finance & Administration	Financial Services- 2023
Finance & Administration	Financial Services- 2024
Finance & Administration	IT
Finance & Administration	Risk Management
Finance & Administration	City Clerk
Justice Services	Public Defense
Justice Services	Court
Justice Services	Jail
Justice Services	Prosecutor
Legal	Legal Services
Police Department	Patrol
Police Department	Investigations
Police Department	Special Services
Public Works- Engineering	ROW Use Management
Public Works- Engineering	Traffic Safety & Operations
Public Works- Engineering	Transportation Planning & Engineering
Public Works- Operations	Parks
Public Works- Operations	Facilities & Fleet
Public Works- Environmental Services	Environmental Services
Public Works- Operations	Streets
Public Works- Operations	Surface Water Management

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0570**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,
AMENDING SECTION 3.35.040 OF THE KENMORE MUNICIPAL CODE
TO INCREASE THE UTILITY TAX LEVY ON THE PRIVILEGE OF
CARRYING ON THE BUSINESS OF SELLING, FURNISHING, OR
TRANSMITTING NATURAL GAS IN THE CITY; PROVIDING FOR
REFERENDUM; PROVIDING FOR SEVERABILITY AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Kenmore desires to protect the future financial soundness of the City, minimize financial risk, and promote sound financial management; and

WHEREAS, the City Council is authorized by Chapters 35.21 and 35A.82 RCW, among other laws, to establish and collect excise taxes from persons conducting business within the City, including utility businesses; and

WHEREAS, the City Council has previously established and levied excise taxes on the privilege of conducting electrical energy, natural gas, telephone, surface water management, cellular telephone and cable television businesses within the City, as stated in Chapter 3.35 of the Kenmore Municipal Code (“KMC”); and

WHEREAS, the United Nations has declared, “Climate Change is the defining issue of our time, and we are at a defining moment. From shifting weather patterns that threaten food production, to rising sea levels that increase the risk of catastrophic flooding, the impacts of climate change are global in scope and unprecedented in scale. Without drastic action today, adapting to these impacts in the future will be more difficult and costly.” and

WHEREAS, in 2021 and 2022, the City conducted extensive public outreach and research to develop a Climate Action Plan in order to do the City’s part to reduce greenhouse gas emissions and mitigate the effects of climate change; and

WHEREAS, on May 16, 2022, the Kenmore City Council unanimously voted to adopt the first City of Kenmore Climate Action Plan; and

WHEREAS, the Climate Action Plan establishes actions the City and community can take to reduce greenhouse gas (GHG) emissions and reach carbon neutrality by 2050; and

WHEREAS, the Climate Action Plan also provides strategies to adapt to future climate change impacts. The strategies and actions in the CAP include five focus areas: Buildings & Energy, Transportation & Land Use, Consumption & Materials Management, Natural Systems & Water Resources, and Community Resilience & Wellbeing; and

WHEREAS, key goals in the CAP are a 50% reduction in Greenhouse Gas Emissions by 2030, a 75% reduction in Greenhouse Gas Emissions by 2040, and carbon neutrality by 2050; and

WHEREAS, achieving these ambitious and urgent goals will require a significant investment of time and financial resources beyond what can be accomplished with the City's existing financial resources; and

WHEREAS, the World Resources Institute has stated, "Climate change poses the greatest threat to those least responsible for it, including low-income and disadvantaged populations, women, racial minorities, marginalized ethnic groups and the elderly;" and

WHEREAS, Kenmore is no exception to the acute affordable housing and homeless crises that are gripping our region; and

WHEREAS, vulnerable and marginalized populations are suffering the most severe of the impacts of lack of affordable housing and homelessness; and

WHEREAS, as a result, housing assistance and providing services for those in need is important in responding to these crises; and

WHEREAS, the City desires to better connect its residents with services and resources to help them with their housing, health, and other critical needs; and

WHEREAS, addressing these housing and human services needs will require investment of time and financial resources beyond what can be accomplished with the City's existing financial resources; and

WHEREAS, in November 2022, the City Council directed City staff to bring forward a plan to fund and address the housing and human services needs as well as implementing the Climate Action Plan, and staff presented this plan in detail at the January 23, 2023 City Council meeting; and

WHEREAS, at the January 23, 2023 City Council meeting, the City Council directed staff to bring forward ordinances for funding sources for implementing the Climate Action Plan and addressing Housing & Human Services; and

WHEREAS, one of those proposed funding sources is to increase the natural gas utility tax; and

WHEREAS, the City Council desires to amend certain section(s) in Chapter 3.35 KMC to increase the utility tax on the business of selling, furnishing, or transmitting natural gas within the City from four percent (4%) to six percent (6%) of the total gross income of said business, in accordance with the provisions of Chapter 3.35 KMC; and

WHEREAS, RCW 35.21.870 authorizes the City Council to increase the tax on the privilege of providing a natural gas utility business from four percent (4%) to six percent (6%) by way of councilmanic action; and

WHEREAS, the City Council has determined that the provisions of this Ordinance are in the best interests of the City, are necessary to implement the City's goals for implementing the Climate Action Plan and addressing Housing & Human Services needs, and will protect and promote the public health, safety and general welfare;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON ORDAINS AS FOLLOWS:

Section 1. Amendment. The City Council amends Section 3.35.040 of the Kenmore Municipal Code to read as follows:

3.35.040 Occupations subject to tax -- Amount.

There is levied upon, and shall be collected from, a person, because of certain business activities engaged in or carried on in the City, taxes in the amount to be determined by the application of rates given against gross income as follows:

- A. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting electric energy, a tax equal to four percent of the total gross income from such business in the City during the period for which the tax is due;
- B. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting natural gas, a tax equal to ~~four~~ six percent of the total gross income from such business in the City during the period for which the tax is due;
- C. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting telephone service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due;
- D. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting cellular telephone service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due;
- E. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting cable television service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due; and
- F. Upon a person engaged in or carrying on the business of selling or furnishing surface water utility service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due.

Section 2. Referendum. This Ordinance shall be subject to the referendum procedures and provisions stated in KMC 3.35.150 and KMC 3.35.160, copies of which are attached to this

Ordinance as **Attachment A**; provided, that a referendum petition seeking to repeal this Ordinance shall be filed with the city clerk within seven days of passage by the City Council of this Ordinance, or publication thereof, whichever is later. In accordance with RCW 35.21.706 and KMC 3.35.160, the referendum procedure stated in KMC 3.35.150 and this Section 2 shall be the exclusive referendum procedure for the increase in utility tax imposed by this Ordinance, and shall supersede the procedures, to the extent applicable, under Chapters 35.17 and 35A.11 RCW and all other statutory provisions for initiative and referendum which might otherwise apply.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall be published in the City's newspaper of record, and shall take effect and be in full force on May 1, 2023, which date shall be at least five (5) days after the date of publication, and at least sixty (60) days from the enactment of this ordinance.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF ____, 2023.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Michelle Kang, Deputy City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.:
DATE OF PUBLICATION:
EFFECTIVE DATE:

ATTACHMENT A

KMC 3.35.150 and KMC 3.35.160

3.35.150 Referendum procedure.

The provisions of this chapter are subject to the referendum procedure as follows:

A. A referendum petition seeking to repeal the ordinance codified in this chapter shall be filed with the city clerk, who shall be designated the person to receive petitions of all types, within seven days of the passage by the city council of the ordinance codified in this chapter or publication thereof, whichever is later.

B. Within 10 days, the city clerk shall confer with the petitioner concerning the form and style of the petition, issue an identification number for the petition, and cause to be written a ballot title for the measure.

C. The ballot title shall be posed as a question, so that an affirmative answer to the question and an affirmative vote on the measure results in the tax or tax rate increase being imposed, and a negative answer to the question and a negative vote on the measure results in the tax or tax rate increase not being imposed. The petitioner shall be notified of the identification number and ballot title within this 10-day period.

D. After notification of the identification number and ballot title, the petitioner shall have 30 days in which to secure on petition forms the signatures of not less than 15 percent of the registered voters of the City and to file the signed petitions with the city clerk.

E. Each petition form shall contain the ballot title and the full text of the measure to be referred. The city clerk shall verify the sufficiency of the signatures on the petitions. If sufficient, valid signatures are properly submitted, the city clerk shall cause the referendum measure to be submitted to the City voters at a general or special election held on one of the dates provided in RCW [29.13.010](#), as determined by the city council, which election shall not take place later than 120 days after the signed petition has been filed with the city clerk. [Ord. 98-0037 § 15.]

3.35.160 Exclusive procedure.

Pursuant to RCW [35.21.706](#), the referendum procedure set forth in KMC [3.35.150](#) shall be the exclusive referendum procedure for the utility tax imposed herein, and shall supersede the procedures, to the extent applicable, under Chapters [35.17](#) and [35A.11](#) RCW and all other statutory or charter provisions for initiative or referendum which might otherwise apply. [Ord. 98-0037 § 16.]

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0571**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,
AMENDING SECTIONS 3.35.020, 3.35.030 AND 3.35.040 OF THE
KENMORE MUNICIPAL CODE TO ESTABLISH AND LEVY A UTILITY
TAX ON THE PRIVILEGE OF CONDUCTING A SOLID WASTE
COLLECTION SERVICES BUSINESS IN THE CITY; PROVIDING FOR
REFERENDUM; PROVIDING FOR SEVERABILITY AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Kenmore desires to protect the future financial soundness of the City, minimize financial risk, and promote sound financial management; and

WHEREAS, the City Council is authorized by Chapters 35.21 and 35A.82 RCW, among other laws, to establish and collect excise taxes from persons conducting business within the City, including utility businesses; and

WHEREAS, the City Council has previously established and levied excise taxes on the privilege of conducting electrical energy, natural gas, telephone, surface water management, cellular telephone and cable television businesses within the City, as stated in Chapter 3.35 of the Kenmore Municipal Code (“KMC”); and

WHEREAS, the United Nations has declared, “Climate Change is the defining issue of our time, and we are at a defining moment. From shifting weather patterns that threaten food production, to rising sea levels that increase the risk of catastrophic flooding, the impacts of climate change are global in scope and unprecedented in scale. Without drastic action today, adapting to these impacts in the future will be more difficult and costly”; and

WHEREAS, in 2021 and 2022, the City conducted extensive public outreach and research to develop a Climate Action Plan in order to do the City’s part to reduce greenhouse gas emissions and mitigate the effects of climate change; and

WHEREAS, on May 16, 2022, the Kenmore City Council unanimously voted to adopt the first City of Kenmore Climate Action Plan; and

WHEREAS, the Climate Action Plan establishes actions the City and community can take to reduce greenhouse gas (GHG) emissions and reach carbon neutrality by 2050; and

WHEREAS, the Climate Action Plan also provides strategies to adapt to future climate change impacts. The strategies and actions in the CAP include five focus areas: Buildings & Energy, Transportation & Land Use, Consumption & Materials Management, Natural Systems & Water Resources, and Community Resilience & Wellbeing; and

WHEREAS, key goals in the CAP are a 50% reduction in Greenhouse Gas Emissions by 2030, a 75% reduction in Greenhouse Gas Emissions by 2040, and carbon neutrality by 2050; and

WHEREAS, achieving these ambitious and urgent goals will require a significant investment of time and financial resources beyond what can be accomplished with the City's existing financial resources; and

WHEREAS, the World Resources Institute has stated, "Climate change poses the greatest threat to those least responsible for it, including low-income and disadvantaged populations, women, racial minorities, marginalized ethnic groups and the elderly;" and

WHEREAS, Kenmore is no exception to the acute affordable housing and homeless crises that are gripping our region; and

WHEREAS, vulnerable and marginalized populations are suffering the most severe of the impacts of lack of affordable housing and homelessness; and

WHEREAS, as a result, housing assistance and providing services for those in need is important in responding to these crises; and

WHEREAS, the City desires to better connect its residents with services and resources to help them with their housing, health, and other critical needs; and

WHEREAS, addressing these housing and human services needs will require investment of time and financial resources beyond what can be accomplished with the City's existing financial resources; and

WHEREAS, in November 2022, the City Council directed City staff to bring forward a plan to fund and address the housing and human services needs as well as implementing the Climate Action Plan, and staff presented this plan in detail at the January 23, 2023 City Council meeting; and

WHEREAS, at the January 23, 2023 City Council meeting, the City Council directed staff to bring forward ordinances for funding sources for implementing the Climate Action Plan and addressing Housing & Human Services; and

WHEREAS, one of those proposed funding sources is to establish a solid waste utility tax; and

WHEREAS, the City Council desires to amend certain sections in Chapter 3.35 KMC, to establish and levy an excise tax on the privilege of conducting a solid waste collection business within the City in the amount of ten percent (10%) of gross income of said business, in accordance with the provisions of Chapter 3.35 KMC; and

WHEREAS, the City Council has determined that the provisions of this Ordinance are in the best interests of the City, are necessary to implement the City's goals for implementing the

Climate Action Plan and addressing Housing & Human Services needs, and will protect and promote the public health, safety and general welfare;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON ORDAINS AS FOLLOWS:

Section 1. Amendment. The City Council amends Section 3.35.020 of the Kenmore Municipal Code to read as follows:

3.35.020 Utility Tax.

The tax provided for in this chapter shall be known as the “utility tax,” and is levied upon the privilege of conducting an electrical energy, natural gas, telephone, cellular telephone, cable television, or surface water, or solid waste collection utility business within the city.

Section 2. Amendment. The City Council amends Section 3.35.030 of the Kenmore Municipal Code to read as follows:

3.35.030 Definitions.

As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

A. “Cable television service” means the one-way transmission to subscribers or customers of video programming and associated non-video signals, and other programming service for subscriber or customer interaction, if any, which is provided in connection with video programming service.

B. “Cellular telephone service” means any two-way voice and data telephone or similar communications system based in whole or in substantial part on wireless radio communications, including cellular mobile service, and which is not subject to regulation by the Washington State Utilities and Transportation Commission. Cellular mobile service includes other wireless radio communications services including specialized mobile radio, personal communications services, and other wireless radio communications technology evolving after the effective date of the ordinance that accomplishes a purpose substantially similar to cellular mobile service.

C. “City manager” means the city manager of the City of Kenmore, Washington, or his or her designee.

D. “Gross income” means the value proceeding or accruing from the performance of the particular business involved, excluding receipts or proceeds from the use or sale of tangible property and real property or any interest therein, proceeds from the sale of notes, bonds, mortgages or other evidence of indebtedness, or stock and the like, receipts from operations incidental to the performance of the

particular business involved, and with a deduction on the amount of credit loss and uncollectibles actually sustained.

E. "Person" means any person, firm, corporation, association, or entity of any type engaged in a business subject to taxation under this chapter.

F. "Solid waste collection services" means any person engaged in or carrying on the business of selling or furnishing a solid waste collection service, including garbage (i.e., solid waste), recyclable and compostable materials for the transfer, storage, or disposal including but not limited to all collection services, public or private solid waste disposal sites, transfer stations, and similar operations and services.

Section 3. Amendment. The City Council amends Section 3.35.040 of the Kenmore Municipal Code to read as follows:

3.35.040 Occupations subject to tax -- Amount.

There is levied upon, and shall be collected from, a person, because of certain business activities engaged in or carried on in the City, taxes in the amount to be determined by the application of rates given against gross income as follows:

A. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting electric energy, a tax equal to four percent of the total gross income from such business in the City during the period for which the tax is due;

B. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting natural gas, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due;

C. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting telephone service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due;

D. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting cellular telephone service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due;

E. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting cable television service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due; and

F. Upon a person engaged in or carrying on the business of selling or furnishing surface water utility service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due.

G. Upon a person engaged in or carrying on the business of selling or furnishing solid waste collection services, a tax equal to ten percent of the total gross income from such business in the City during the period for which the tax is due.

Section 4. Referendum. This Ordinance shall be subject to the referendum procedures and provisions stated in KMC 3.35.150 and KMC 3.35.160, copies of which are attached to this Ordinance as **Attachment A**; provided, that a referendum petition seeking to repeal this Ordinance shall be filed with the city clerk within seven days of passage by the City Council of this Ordinance, or publication thereof, whichever is later. In accordance with RCW 35.21.706 and KMC 3.35.160, the referendum procedure stated in KMC 3.35.150 and this Section 4 shall be the exclusive referendum procedure for the utility tax first imposed in this Ordinance, and shall supersede the procedures, to the extent applicable, under Chapters 35.17 and 35A.11 RCW and all other statutory provisions for initiative and referendum which might otherwise apply.

Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 6. Effective Date. This Ordinance shall be published in the City's newspaper of record and shall take effect and be in full force on May 1, 2023, which date shall be at least five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
___ DAY OF ___, 2023.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Michelle Kang, Deputy City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.:
DATE OF PUBLICATION:
EFFECTIVE DATE:

DRAFT

ATTACHMENT A

KMC 3.35.150 and KMC 3.35.160

3.35.150 Referendum procedure.

The provisions of this chapter are subject to the referendum procedure as follows:

A. A referendum petition seeking to repeal the ordinance codified in this chapter shall be filed with the city clerk, who shall be designated the person to receive petitions of all types, within seven days of the passage by the city council of the ordinance codified in this chapter or publication thereof, whichever is later.

B. Within 10 days, the city clerk shall confer with the petitioner concerning the form and style of the petition, issue an identification number for the petition, and cause to be written a ballot title for the measure.

C. The ballot title shall be posed as a question, so that an affirmative answer to the question and an affirmative vote on the measure results in the tax or tax rate increase being imposed, and a negative answer to the question and a negative vote on the measure results in the tax or tax rate increase not being imposed. The petitioner shall be notified of the identification number and ballot title within this 10-day period.

D. After notification of the identification number and ballot title, the petitioner shall have 30 days in which to secure on petition forms the signatures of not less than 15 percent of the registered voters of the City and to file the signed petitions with the city clerk.

E. Each petition form shall contain the ballot title and the full text of the measure to be referred. The city clerk shall verify the sufficiency of the signatures on the petitions. If sufficient, valid signatures are properly submitted, the city clerk shall cause the referendum measure to be submitted to the City voters at a general or special election held on one of the dates provided in RCW [29.13.010](#), as determined by the city council, which election shall not take place later than 120 days after the signed petition has been filed with the city clerk. [Ord. 98-0037 § 15.]

3.35.160 Exclusive procedure.

Pursuant to RCW [35.21.706](#), the referendum procedure set forth in KMC [3.35.150](#) shall be the exclusive referendum procedure for the utility tax imposed herein, and shall supersede the procedures, to the extent applicable, under Chapters [35.17](#) and [35A.11](#) RCW and all other statutory or charter provisions for initiative or referendum which might otherwise apply. [Ord. 98-0037 § 16.]

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 23-393**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AUTHORIZING A VEHICLE FEE INCREASE TO FORTY DOLLARS (\$40.00) PURSUANT TO RCW 36.73.065; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE VEHICLE FEE AND COORDINATE WITH THE DEPARTMENT OF LICENSING TO IMPLEMENT AND COLLECT THE VEHICLE FEE; AND REPEALING RESOLUTION 2012-0008.

WHEREAS, Chapter 36.73 RCW and RCW 35.21.225 authorize the Kenmore City Council to establish a transportation benefit district within the City's jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, on April 16, 2012, the City Council adopted Ordinance No. 12-0339, which established a Transportation Benefit District ("TBD") for the purposes of preserving and maintaining transportation infrastructure and improving public safety; and

WHEREAS, Ordinance No. 12-0339 established the TBD's geographical boundaries to be the same as the City's corporate limits as they currently exist or as they may exist following future annexations; and

WHEREAS, on November 20, 2012, an annual vehicle fee in the amount of twenty dollars (\$20.00) was adopted pursuant to Resolution 2012-0008; and

WHEREAS, on July 1, 2015, the Washington State Legislature enacted RCW 36.74.010, which authorizes a city that has established a transportation benefit district with boundaries coterminous with the city to assume the rights, powers, functions, and obligations of the transportation benefit district, in accordance with Chapter 36.74 RCW; and

WHEREAS, on November 28, 2016, the City Council adopted Ordinance 16-0424, which authorized the City Council's assumption of the rights, powers, functions, immunities, and obligations of the TBD; and

WHEREAS, RCW 36.73.065(4)(a)(ii) authorizes the City Council by a majority vote to impose a vehicle fee of forty dollars (\$40.00) if a vehicle fee of \$20 has been imposed for at least 24 months; and

RESOLUTION NO. 23-393

WHEREAS, the City Council finds that its annual vehicle fee of \$20.00 has been imposed for longer than 24 months; and

WHEREAS, the City Council finds that increasing the annual vehicle fee to \$40.00 would be in the best interest of the City and serves the purpose of making transportation improvements that preserve and maintain transportation infrastructure, improve public safety and implement projects identified in the City's Transportation Improvement Program, consistent with Chapter 36.73 RCW; and

WHEREAS, the City Council has determined that collection of said increased vehicle fee shall be initiated as soon as the Washington State Department of Licensing can make the necessary changes to its collection system in place, but no sooner than six months after approval of the increased vehicle fee as provided in RCW 82.80.140; and

WHEREAS, the funds generated by the annual vehicle fee shall be used consistent with Kenmore Municipal Code ("KMC") 12.90.040 and state law; now, therefore,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Findings. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the adoption of this resolution.

Section 2. Increase in the annual vehicle fee. Pursuant to RCW 36.73.065(4)(a)(ii), the City Council hereby authorizes an increase in the annual vehicle fee established in TBD Resolution No. 2012-008 from twenty dollars (\$20.00) to forty dollars (\$40.00), to be collected by the Washington State Department of Licensing ("DOL") on qualifying vehicles as set forth in RCW 82.80.140 and Chapters 36.73 and 46.16 RCW.

Section 3. Commencement of and period for increased vehicle fee. The increase in the annual vehicle fee established by this resolution shall take effect as soon as DOL is reasonably able to incorporate collection of the increased vehicle fee. Said increased fees will not be collected sooner than six months after approval as provided in RCW 82.80.140. The existing annual vehicle fee established by TBD Resolution No. 2012-008 in the amount of \$20 shall remain in effect and be collected by DOL until DOL has notified the City that it has implemented the fee increase authorized by this resolution into its collection system.

Section 4. DOL Collection of Vehicle Fee. The City Manager is authorized to take all actions necessary to implement this resolution and to coordinate with DOL on its implementation and collection of the increased vehicle fee authorized herein, in accordance with RCW 82.80.140. The City Manager is authorized to execute on behalf of the City any required agreement, including but not limited to, an interlocal agreement, and amendments thereto, between the DOL and the City to implement and collect the increased vehicle fee, as well as any other related DOL agreements.

RESOLUTION NO. 23-393

Section 5. Transportation Improvements Funded. The funds generated by the increased vehicle license fee authorized by this resolution shall be used as authorized pursuant to KMC 12.90.040 “Use of funds.”

Section 6. Severability. If any one or more sections, subsections, or sentences of this Resolution is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 7. Repealer. Upon the City’s receipt of written notification from DOL that the increased license fee authorized herein has been implemented into DOL’s collection system, then Resolution No. 2012-008 shall immediately cease to be in effect, but no sooner than six months from the effective date of this resolution.

Section 8. Effective Date. This resolution shall take effect and be in force immediately.

ADOPTED by the City Council of the City of Kenmore, Washington, this ____ day of _____ 2023.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Michelle Kang, Acting City Clerk

RESOLUTION NO. 23-393

RESOLUTION NO. 23-393

Climate Action Plan Housing & Human Services Implementation Plan

Kenmore City Council Meeting
January 23, 2023



CITY OF KENMORE
Climate and HHS



Top Two City Council Goals for 2023-24:

1. Climate Action Plan
2. Affordable Housing

Both are urgent crises that demand immediate action

Both need new funding above and beyond current resources



The United Nations has declared:

“Climate Change is the defining issue of our time, and we are at a defining moment. From shifting weather patterns that threaten food production, to rising sea levels that increase the risk of catastrophic flooding, the impacts of climate change are global in scope and unprecedented in scale. Without drastic action today, adapting to these impacts in the future will be more difficult and costly.”



On Biodiversity Loss:

Biodiversity loss (loss of species) happening right now around the world is unprecedented in human history—and in the last 10 million years.

Today's global rate of species extinction is at least tens to hundreds of times higher than the average over the past 10 million years.

- U.N. Convention on Biological Diversity



The World Resources Institute on the Climate's Social Impacts:

“Climate change poses the greatest threat to those least responsible for it, including low-income and disadvantaged populations, women, racial minorities, marginalized ethnic groups and the elderly.”



On Housing and Human Services:

"Overcoming poverty is not a gesture of charity. It is an act of justice. It is the protection of a fundamental human right, the right to dignity and a decent life."

-Nelson Mandela

"The test of our progress is not whether we add more to the abundance of those who have much; it is whether we provide enough for those who have too little."

-Franklin Delano Roosevelt

"Over the long term, we need more housing that average workers can afford...those solutions require every community to do their part."

-Washington State Governor Jay Inslee



Bringing the Twin Crises of Climate Action and Housing & Human Services Together

- Kenmore is not immune to either crisis, and the two are connected
- Kenmore has an adopted Climate Action Plan that is ready to be implemented—it just needs the funding
- We have both a regional and local role to play in helping people find and stay housed and access resources to meet their basic human needs. This is an ever-growing body of work.
- **The time is now to act and give both of these causes the resources they deserve**



Bringing the Twin Crises of Climate Action and Housing & Human Services Together

Wrong starting point: Fear and Guilt

A better starting point:

Hope, Empowerment, Action, and Love



Climate Action Plan Approach

Follow the K4C Climate Action Toolkit:

- Dedicated staff to manage implementation
- Align efforts with regional partners
- Step up in stages with clear and measurable goals

Recommended Approach: With a sense of urgency, take a “Steps” approach to ramp up to the resources necessary to achieve the GHG reduction goal of 50% by 2030



Climate Action Plan

Hire a Climate Action Plan Manager immediately to:

- Implement key components of the CAP now
- Assess existing resources (grants, partnerships) that can be leveraged to implement the CAP
- Apply for grants and establish partnerships
- Based on the above, determine what staffing and resource gaps remain
- By this fall, bring forward a proposal for additional staffing, resources, and funding



Housing & Human Services

Hire a Housing & Human Services Manager now to:

Staff the current growing body of work, including:

- Regional Crisis Response Agency
- 24/7 Crisis Center
- Community Court
- A Regional Coalition for Housing
- North King County Coalition on Homelessness
- King County Regional Homelessness Authority
- North Urban Human Services Alliance
- Affordable housing projects in Kenmore

Research whether to have a City utility rebate program

Research and apply for grants

Connect Kenmore residents to housing and human services

- Conduct a needs assessment
- Based on above, determine staffing and resource gaps
- By this fall, bring forward a proposal for additional resources and funding



Proposed Expenses

- New Positions
- Training, dues, equipment, supplies
- Strategic Partnerships
- Education & Outreach Materials
- Consulting Services
 - Federal Lobbyist
 - Grant application assistance
 - Climate Action Plan updates, including GHG progress
 - Human Services Needs Assessment
- Grant Matches
- Administrative Support



Administrative Support Costs

- **Additional position in finance** to support these new lines of business and the growing body of administrative work that goes with them
- Other administrative support costs: IT, legal, HR, insurance, fleet, facilities, etc.





Proposed Costs (Uses) and
Proposed Revenue (Sources)

Climate Action Plan and Housing & Human Services
Proposed Uses and Funding Sources

Proposed Uses:	2023	2024
Climate Action Plan	247,740	325,080
Housing & Human Services	214,120	336,580
Administrative Support Costs	183,270	270,506
Total	645,130	932,166

Proposed Funding Sources:	2023	2024
Natural Gas Utility Tax from 4% to 6%	73,200	122,000
TBD Annual Vehicle Fee from \$20 to \$40 per vehicle	180,000	360,000
Solid Waste Utility Tax, 10%	291,000	485,000
General Fund Balance	100,930	-
Total	645,130	967,000

*2023 is a partial year



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

Proposed Funding Sources:

- Enact Solid Waste Utility Tax at 10%
- Increase Natural Gas Utility Tax from 4% to 6%
- Increase Annual Local Vehicle License Fee from \$20 to \$40 (thereby reducing the General Fund's subsidy to the Street Fund and freeing up those General Fund dollars for this funding package)



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

Proposed Funding Sources: Comparison with Other Cities

City	Natural Gas Tax Rates*	Garbage Utility Tax Rates*	Car Tab Fees*
Bothell	6%	5%	none
Edmonds	6%	6%	\$20
Kenmore	4%	none	\$20
Kirkland	6%	9.5%	none
Lake Forest Park	6%	none	\$40
Mercer Island	6%	7%	\$20
Mountlake Terrace	6%	10%	\$20
Shoreline	6%	6%	\$40
Woodinville	2%	4%	none



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

Proposed Funding Sources: Annual Household Impact

Solid Waste Utility Tax at 10%:	\$62.33
Natural Gas Utility Tax 2% Increase:	\$36.00
Vehicle License Fee from \$20 to \$40:	\$40.00
<hr/>	
Annual Total:	\$138.33
Monthly Total:	\$11.53



Equity Considerations

- Better promote tax and fee rebate and discount programs that already exist.
- Examples:
 - Property Tax and Surface Water Fee Exemptions
 - PSE's Home Energy Lifeline Program and federal LIHEAP
 - Northshore Utility District's Low Income Discount Program
- Inventory and connect our residents with other services and assistance
- Based on the above, have HHS Manager consider whether to have a City-funded utility rebate program, including the resources needed to administer it.



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

At the beginning of the 2023-2024 biennium budget letter, we included definitions of the word “**pioneer**,” including, “a pioneer is one who pushes boundaries to advance a cause.”

At the end of the budget letter, we put forward one more definition:

A pioneer is one who takes action to create the future; not someone who waits for or hopes for a better future, but someone who creates a better future for themselves and others.



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

We must be pioneers and take bold action now to implement the City Council's top two goals of Climate Action and Affordable Housing

"Change will not come if we wait for some other person or if we wait for some other time. We are the ones we've been waiting for. We are the change that we seek."

-Barack Obama





Questions and Discussion



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: Proposal/review of the Kenmore Farmers Market SNAP Benefit Program in 2023-2024.</p> <p>Proposed Council Action/Motion: Seeking Council direction on whether to offer and administer the SNAP benefit program in the Farmers Market for 2023-2024.</p>	<p>For Council Meeting Agenda of: Department: Public Works</p> <p>Prepared by: Nicole Suarez</p> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">SLL, 1/11/23</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">n/a</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">n/a</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK, 1/11/23</td></tr> </table> <p>Exhibits/Attachments: SNAP Memo with financial and other program details.</p>		<u>Initial & Date</u>	Approved by Department Head:	SLL, 1/11/23	Approved by City Attorney:	n/a	Approved by Finance Director:	n/a	Approved by City Manager:	RGK, 1/11/23
	<u>Initial & Date</u>										
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Approved by City Attorney:	n/a										
Approved by Finance Director:	n/a										
Approved by City Manager:	RGK, 1/11/23										
<p><u>INFORMATION/BACKGROUND:</u> At the October 3, 2022 Council Meeting, staff presented a recap presentation of the 2022 Kenmore Farmers Market Pilot program. The Council requested that staff look into and report back on the possibility of including the Supplemental Nutrition Assistance Program (SNAP) benefit program as part of the market in 2023-2024 (pending approval of program at the time). Now that staff is moving forward on the market for another 2 years, we are looking for direction on whether or not to include the SNAP benefit program as part of the market.</p>											
<p><u>FISCAL CONSIDERATION:</u> Bringing in a paid cashier/bookkeeper and overtime accounting pay to administer program and other program expenses = \$7,418.20. The funds for this program will be paid for from the fund balance of the Strategic Opportunities Fund.</p>											
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> #4. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program.</p>											



City Of Kenmore, Washington

January 10, 2023

TO: Stephanie Lucash, Deputy City Manager

FROM: Nicole Suarez, Events Specialist

SUBJECT: Adding Supplemental Nutrition Assistance Program Benefits to Kenmore Farmers Market

Background

At the October 3, 2022 Kenmore City Council Meeting, Nicole Suarez and Stephanie Brown gave a recap presentation of the Kenmore Farmers Market pilot program. The presentation included the key highlights and successes of the pilot program. The presentation also included possible elements of growth, changes and additions to the market if it were to be funded for future years.

One of the possible elements discussed was offering Food Access programs at the Kenmore Farmers Market. Food Access programs include the following: Supplemental Nutrition Assistance Program (SNAP), WIC (Women, Infant and Children) & Senior Farmers Market Food Nutrition Program, and SNAP Market Match. "These programs help everyone have access to fresh, healthy, local food and foster healthy communities and individuals by enabling low-income shoppers to purchase more fresh produce from local farmers." (Source: [Food Access at Washington Farmers Markets - Fresh, Healthy, Local \(wafarmersmarkets.org\)](http://wafarmersmarkets.org))

As discussed, and presented at the October 3rd Council Meeting, the Kenmore Farmers Market program will offer the WIC (Women, Infant, and Children) & Senior Farmers Market Food Nutrition Program for the 2023-2024 market years.

In terms of offering SNAP, there is much more to consider. This memo addresses the request made during the October 3rd Council Meeting to explore offering SNAP at the Kenmore Farmers Market in the future.

For the Kenmore Farmers Market to offer this program, the follow pieces have to be in place:

- Apply to become an EBT/SNAP market (requires up to 8 weeks of processing time)
- Procure or rent a machine which would track benefit spending
- Procure tokens to be distributed to the SNAP beneficiaries
- Educate the qualified vendors to receive only the appropriate tokens
- Develop an invoicing system for vendors to invoice us in order for them to recoup payment for their qualified items
- Develop internal and external protocols for program efficiencies and processes
- Hire an EBT administrator/cashier – a City employee to: swipe cards, distribute tokens, and reconcile all funds.

- Work with Finance department so they can set up a system to issue reimbursement checks biweekly to vendors who received the ETB tokens on market days
- Track all incoming EBT transactions
- Track all outgoing SNAP benefit payments
- Track all SNAP benefit reimbursements from the federal government via direct deposit
- Advertise and promote the program
- Provide a recap of program benefits and experiences after the market season

In order to complete the abovementioned tasks, additional event, farmers market, and accounting staff time would be required. The Event Team would need to bring in additional staff. The hours estimated for this staff person are as follows: 7 hours per week during the market season to swipe cards, distribute tokens and reconcile all funds, 8 hours of training prior to market season, and 4 hours of recap post market season.

Estimated expenses to operate SNAP program:

SNAP Benefits Program Costs			
Item	Description	Cost	Details
Cashier/Bookkeeper	City of Kenmore employee to swipe EBT cards, distribute tokens and reconcile expenses and revenues	\$3,399.00	7 hours per week for 13 weeks, plus 8 hours of training and 4 hours recap; hourly rate of \$33
Accountant	Brian Randall to train, run, and oversee accounting for program	\$3,769.20	Overtime hours at a rate \$83.76 per hours for: 3 hours per week for 15 weeks (13 weeks of market one week prior to market for training and one week post market for reconciliation)
EBT Machine	City needs to purchase machine which accepts payment	\$0.00	DSHS provides for free
Tokens	Tokens are distributed to shoppers based on amount of benefits swiped	\$250.00	Many markets in Washington use Old Time Wooden Nickel Company (www.wooden-nickel.com) in Texas.
Signage at market	Signage advertising to customers that SNAP benefits are accepted at market	\$0.00	Provided free of charge
Estimated total:		\$7,418.20	

The accounting department has expressed concerns about bringing in this program because we would need a City employee to handle money and distribution of funds. They have also expressed concerns about potential fraud with the distribution of tokens.

While the Kenmore Farmers Market is still forming, growing and developing, we would like to continue to build this program intentionally and with great care. **In efforts to meet the needs of our community**

and provide some options for a wider variety of residents to purchase fresh produce, we plan to offer the WIC & Senior Farmers Market Food Nutrition Program in 2023 and 2024. Qualified farmers market vendors will be required to accept the WIC & Senior benefits. WIC & Senior benefit recipients can purchase fresh fruits, fresh vegetables, and fresh cut herbs at farmers markets. Seniors can also buy honey. This program does not involve City or market staff as recipients bring their checks to market and pay vendors directly with their WIC & Senior checks.

Also, in the future, vendors may be able to receive SNAP benefits via EBT cards directly at their booths which would be the best-case scenario as it takes out the middle person receiving and distributing funds.

SNAP at Other Area Farmers Markets

For reference, there is a range of SNAP offerings at other local farmers markets:

SNAP Programs at Neighboring Markets			
Markets	Offering SNAP	Not Offering SNAP	More Details
Woodinville Farmers Market	x		
Lake Forest Park Farmers Market	x		
Juanita Friday Market		x	"We are not currently offering SNAP due to program logistics and required staff time. The current program requires a trained and dedicated person at the market to handle all transactions. In addition to that, significant administrative time is required to track, monitor, and report on the program. That said, I understand a few markets are participating in a pilot program next year. While I don't know the specifics, I believe SNAP transactions will be moving away from the market booth/staff to individual participating vendors. If all goes well, and they're able to significantly reduce the amount of time market staff have to spend on the program, it'll be an easy yes for us. It's an important program and very much needed at this time."
Kirkland Wednesday Market	x		
Edmonds Farmers Market		x	SNAP benefits are not accepted at this market due to administrative strain.
Shoreline Farmers Market	x		

*Markets that accept SNAP typically have additional trained staff, volunteer or board member to run and facilitate program. This individual will need to be adequately trained to deal with problems that may come up with the machine not working, or any other incidents pertaining to program.

Additionally, the Renton and Auburn Farmers Markets are both City run markets and offer SNAP benefits. According to the Market Managers of these markets, the SNAP program sales account for about 4% of the total sales.

This memo is specifically addressing the request to bring in SNAP benefits, and it does not address the SNAP market match program.

The Kenmore Farmers Market will continue to grow and develop, and provide outstanding benefits to the community. This memo summarizes the costs, time and investments if the SNAP benefit program is a part of the 2023 and 2024 Kenmore Farmers Market.

At this time, we are recommending the City Council select one of the following options:

- 1) Do not bring in this additional, SNAP benefit program to the Kenmore Farmers Market, and wait until the vendors can accept SNAP/EBT payments directly from customers. Instead, the event team will move forward with the WIC and Senior Farmers Market Nutrition Program which is no additional cost to the City, and does not put an administrative strain or demand on the Accounting Department and/or the Public Works Department.
- 2) Bring in the program in 2025 when an outside organization will run the Kenmore Farmers Market. This would be the best for a long-term solution, as the EBT Program requires a dedicated individual to run and manage for the life of the program. We would prefer to have it be designated to one specific group/person instead of having to pass along the program after just getting it started.
- 3) Move forward and bring in the SNAP benefit program for the 2023-2024 farmers market years. Specifics, costs, and demands are outlined in this memo.