



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

City Council Special & Regular Meeting

ON-SITE

Monday, February 13, 2023 - 6:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/87544877348>

Or One tap Mobile: US: +12532050468,,87544877348#

Or Telephone Dial US: +1 253 205 0468

Callers please dial *9 to raise and lower hand

Webinar ID: 875 4487 7348

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 SPECIAL MEETING TO ORDER - 6:00 PM

II. EXECUTIVE SESSION

- A. Pursuant to RCW 42.30.110(1)(i), the City Council will now enter an executive session to discuss pending or potential litigation. This executive session is slated to last 60 minutes.

III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

NO ACTION

IV. ADJOURN SPECIAL MEETING

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

VI. ROLL CALL

VII. FLAG SALUTE

VIII. AGENDA APPROVAL

APPROVED AS PRESENTED

IX. PRESENTATION

- A. Introduce New Staff
- Development Services Senior Permit Coordinator Kendra Hixenbaugh
 - Community Development Administrative Specialist Shannon Tipple-Leen

INTRODUCED

- B. Introduce Bothell Kenmore Chamber's Executive Director, Danah Abarr
INTRODUCED
- C. King County Metro, Lynnwood Link Phase 2, presented by Government Relations Jurisdictional Lead Amanda Pleasant-Brown, Lynnwood Link Connects Deputy Project Manager Corey Holder, and Lynnwood Link Connections Lead Luke Distelhorst
PRESENTED

[Presentation - Lynnwood Link Phase 2](#)

X. WHERE'S THE FUN?

- A. For the Love of Kenmore Event Debrief
PRESENTED
[Presentation - For the Love of Kenmore 2023 Debrief](#)

XI. 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.

XII. CONSENT AGENDA

APPROVED BY UNANIMOUS CONSENT

- A. Cancel the City Council Regular Meeting of Monday, February 20, 2023
- B. Approve the City Council Special and Regular Meeting Minutes from January 9, 2023
[City Council Special and Regular Meeting Minutes from January 9, 2023](#)
- C. Approve the City Council Regular Meeting Minutes from January 23, 2023
[City Council Regular Meeting Minutes from January 23, 2023](#)

- D. Approve Total Check #s 51244 through 51380 totaling \$1,796,621.94 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 01/13/2023 in the amount totaling \$196,173.13 and ACH Payment to KBA Inc. in the amount of \$15,935.18, and ACH Payment to Thomco Const., Inc. in the amount of \$138,450.21, and ACH Payment to U.S. Bank in the amount of \$10,038.05, and ACH Payment to WA Federal Bank in the amount of \$14,191.62.

[Voucher Certification and Approval Dated 12/31/22 - 01/20/23](#)

- E. Approve the A Regional Coalition for Housing (ARCH) 2023 Budget, including Kenmore's contribution of \$62,304. Approve the ARCH 2023 Work Program. Approve the ARCH Executive Board's recommended Fall 2022 Housing Trust Fund Projects including Kenmore's \$118,600 share of funding.

[Agenda Bill - ARCH 2023](#)

[Attachment 1 - ARCH 2023 Budget and Work Program](#)

[Attachment 2 - ARCH Fall 2022 Housing Trust Fund Project Recommendations](#)

- F. Ratification of an Amendment to the 2021 King County Countywide Planning Policies (CPP) - No Action Requested

[Agenda Bill - Amendment to the 2021 King County Countywide Planning Policies \(CPP\)](#)

[Attachment 1 - 1/5/23 Transmittal Letter from King County to Mayor Herbig](#)

[Attachment 2 - King County Ordinance 19553](#)

[Attachment 3 - 9/27/22 Transmittal Letter from the King County Executive to the King County Council](#)

[Attachment 4 - 11/21/22 King County Staff Report](#)

- G. Authorize the City Manager to execute Amendment Agreement 19-C2012 to increase the contract amount by \$670,000 to accommodate work through 2023.

[Agenda Bill - Amendment to Agreement 19-C2012 with Osborn Consulting](#)

- H. Authorize City Manager to execute contract with King County to accept 2023-2024 Waste Reduction & Recycling Grant funds

[Agenda Bill - 2023-2024 King County Waste Reduction & Recycling Grant](#)

[Attachment 1 - 2023-2024 King County Waste Reduction & Recycling Grant Draft Agreement](#)

XIII. BUSINESS AGENDA

- A. Climate Action Plan Implementation and Housing & Human Services Budget & Funding, presented by City Manager Rob Karlinsey, Deputy City Manager Stephanie Lucash, and Environmental Services Manager Richard Sawyer, *for Approval*

1. Authorize additional expenditures in 2023 and 2024, including three new full-time positions, as shown in Attachment 1 to the Agenda Bill.

APPROVED 6-1

2. Adopt Ordinance No. 23-0570 increasing the utility tax levy on the privilege of carrying on the business of selling, furnishing, or transmitting natural gas in the City of Kenmore. **ADOPTED 6-1**

3. Adopt Ordinance No. 23-0571 establishing and levying a utility tax on the privilege of conducting a solid waste collection services business in the City of Kenmore. **ADOPTED 6-1**
4. Adopt Resolution No. 23-393 authorizing an increase in the annual vehicle fee in the City of Kenmore from \$20 to \$40. **ADOPTED 7-0**

[Agenda Bill - Climate Action Plan Implementation and Housing & Human Services Budget & Funding](#)

[Attachment 1 - Revenues and Expenditures](#)

[Attachment 2 - Ordinance No. 23-0570 Natural Gas Utility Tax](#)

[Attachment 3 - Ordinance No. 23-0571 Solid Waste Utility Tax](#)

[Attachment 4 - Resolution No. 23-393 Vehicle Fee Increase](#)

[Attachment 5 - Agenda Bill and Attachments presented at the January 23, 2023 Kenmore City Council Meeting](#)

[Presentation - Climate Action Plan and Housing & Human Services Implementation Plan \(updated 2/13\)](#)

- B. Transit-Oriented Development (TOD) Ordinance presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Discussion and Direction*

DISCUSSED AND DIRECTION GIVEN

[Agenda Bill - Transit-Oriented Development \(TOD\) Ordinance Discussion](#)

[Attachment 1 - Map of "Carve-Out" Area \(Revised TOD Overlay\)](#)

[Attachment 2 - Matrices of Discussion Topics](#)

XIV. STAFF REPORTS

- A. American Rescue Plan Act (ARPA) Updates on Homelessness Response & Human Services, presented by Assistant to the City Manager Garrett Oppenheim

STAFF REPORT PROVIDED

[Presentation - ARPA Updates](#)

- B. Other - City Manager Rob Karlinsey

NO OTHER STAFF REPORT

XV. COUNCILMEMBER REPORTS & COMMENTS

XVI. ADJOURNMENT

XVII. UPCOMING MEETINGS

- A. City Council Regular Meeting: Monday, February 20, 2023 at 7:00 PM - CANCELED
City Council Regular Meeting: Monday, February 27, 2023 at 7:00 PM
City Council Regular Meeting: Monday, March 13, 2023 at 7:00 PM
City Council Regular Meeting: Monday, March 20, 2023 at 7:00 PM

Lynnwood Link Connections Phase 2

City of Kenmore Council Meeting Presentation
February 13, 2023

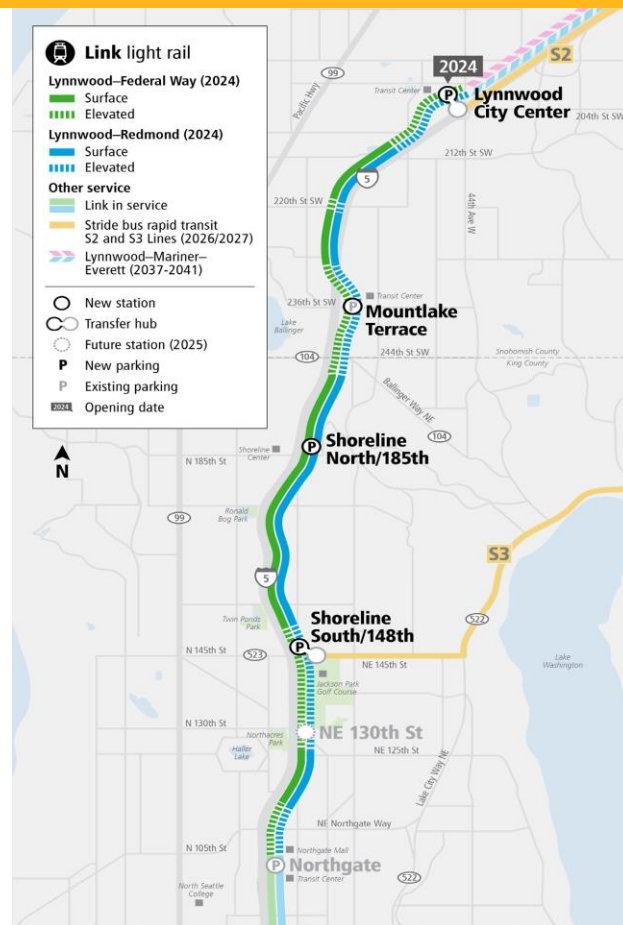
Background

Four new stations in 2024 and one in 2026

- Shoreline South/148th
- Shoreline North/185th
- Mountlake Terrace
- Lynnwood City Center
- NE 130th Street (2026)

ST Stride S3 Bus Rapid Transit (2026)

Community Transit is also currently carrying out a Network Redesign (including Swift Blue Line extension to 185th)



Project Goals

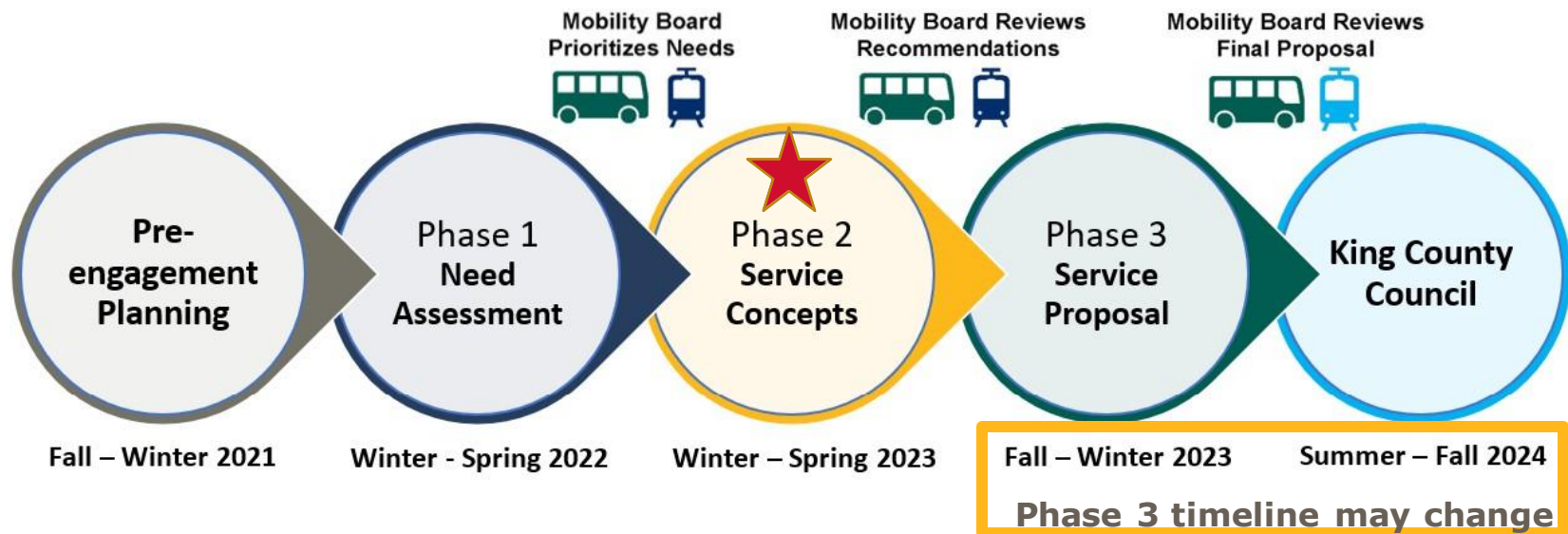
1. **Improve mobility** for priority populations (as defined by the Mobility Framework), who are an important part of our current and potential customer base.
2. **Equitably inform, engage, and empower** current and potential customers traveling in the project area
3. **Deliver integrated service** that responds to Link expansion, changes in the transit network and community needs
4. **Improve the efficiency, effectiveness, and environmental sustainability** of the transit system

Project goals are consistent with the common restructuring goals in the new Service Guidelines



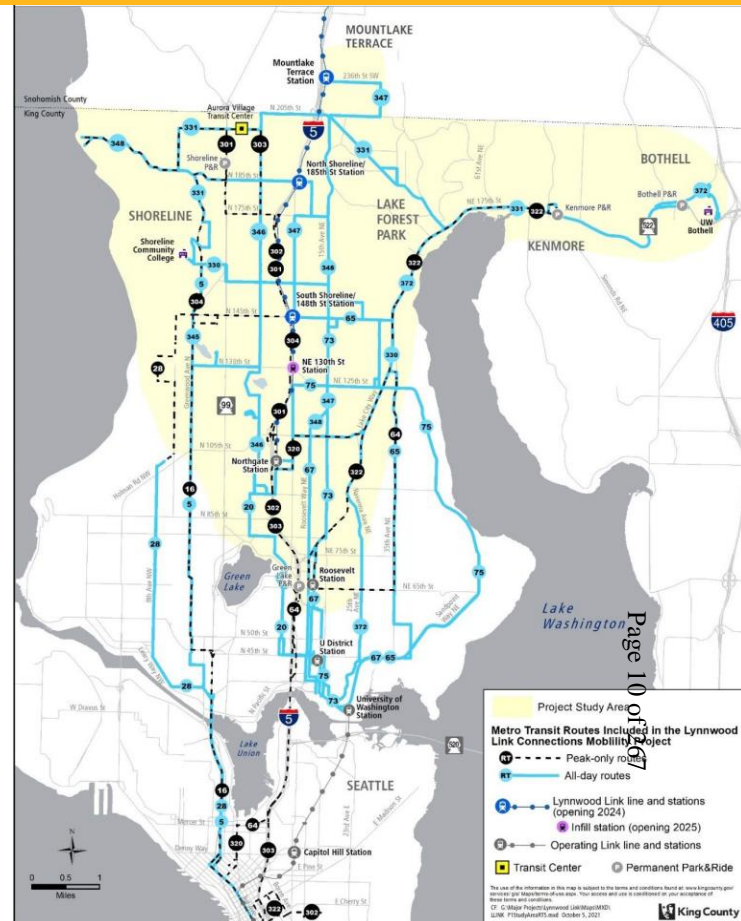
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Engagement Timeline

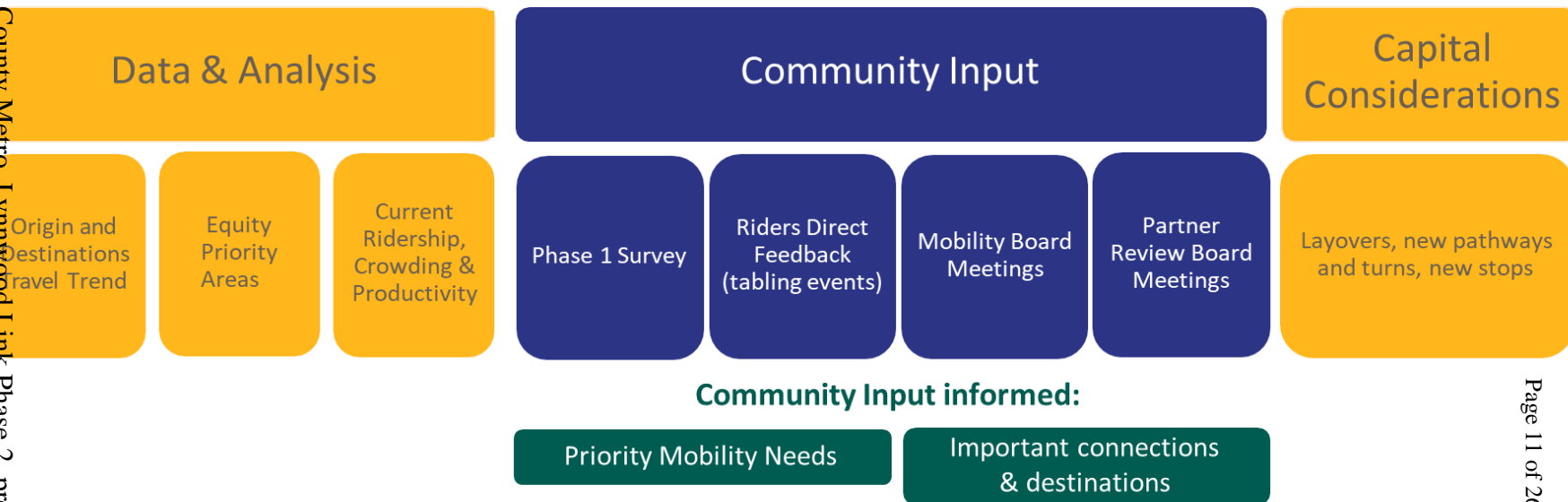


Key Network Assumptions

- Assumes the opening of Lynnwood Link Stations, 130th Street Station, and the Stride 522 BRT
- No new service investments (budget neutral)
- Capital constraints



What has informed the Concept Network



Three Decision Making Factors: Community Input, Equity, Service Design Best Practices

Phase 1 Mobility Needs informed the Concept Network



Create new and improved east-west transit connections.



Provide transit to/from important community-identified destinations where priority populations live, and locations with dense housing development plans by 2026.



Improve night-time transit service serving major and important destinations.



Maintain and improve frequencies on routes that connect to/from major destinations and/or frequent high-capacity transit (RapidRide, Link, Stride BRT, etc.).



Improve weekend transit service serving major and important destinations.



Ensure that transit transfers are convenient, accessible, reliable and as seamless as possible for all riders, especially priority populations.

How does the network respond to Mobility Needs

IX. C. King County Metro, Lynnwood Link Phase 2, presented by Government...

Mobility Needs

What's in the concept



More east-west connections



Provide transit services where needs are greatest



Bus runs later into the night

- New all-day east-west bus service
- Improve existing east-west connections
- Prioritize route pathways that serve community-identified destinations, equity priority areas, and locations with planned dense housing development (by 2026)
- Fill current gap in night-time and night owl service
- Average span of service for the all-day network improved by approximately 40-min

Proposed Project Bus Routes* and Link Service

- KC Metro Frequent Route
- KC Metro Local Route
- KC Metro Peak-Only Route
- Community Transit Swift Blue Line
- Sound Transit BRT Route 522
- Link Lines 1 and 2 and Stations

- Unchanged route not included in the Lynnwood Link project
- ST Express Route
- Permanent Park&Ride (P&R)
- Transit Center (TC)
- King County Metro Equity Priority Areas



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How does the network respond to Mobility Needs

IX.C. King County Metro, Lynnwood Link Phase 2, presented by Government...

Mobility Needs

What's in the concept



Maintain/Improve Frequency



More bus trips on weekends



Reliable and convenient transfers

- Improve frequency on routes that connect major destinations, have higher ridership, and connect to Link/other frequent services
- 19% more people with access to frequent service within the study area
- Fill current gap in weekend service
- Provide frequent-to-frequent transfers between major destinations

Proposed Project Bus Routes* and Link Service

- KC Metro Frequent Route
- KC Metro Local Route
- KC Metro Peak-Only Route
- Community Transit Swift Blue Line
- Sound Transit BRT Route 522
- Link Lines 1 and 2 and Stations

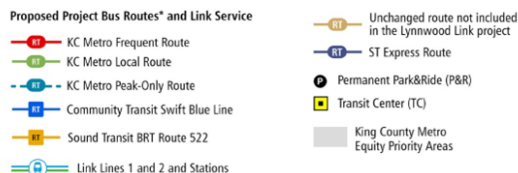
- Unchanged route not included in the Lynnwood Link project
- ST Express Route
- Permanent Park&Ride (P&R)
- Transit Center (TC)
- King County Metro Equity Priority Areas



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Concept Network Trade-offs

- Reduce peak-only services to improve all-day and frequent service
- Restructure North-South connection to improve East-West oriented service
 - Link provides North-South "spine"
- Reduce unproductive and low-ridership service to increase frequent service



Phase 2 Outreach and Public Engagement

IX. C. King County Metro, Lynnwood Link Phase 2, presented by
Government...

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Engagement Activities

Phase 1	Phase 2	Phase 3
Interview CBO stakeholders	Share service concept with the public and communities to gather feedback	Share draft service proposal with the public and communities to gather final feedback
Need assessment survey	Public online survey, general public outreach, community meetings, CBO partner led engagement	Public online survey, community meetings, CBO partner led engagement
Recruit Mobility Board and Partner Review Board. Mobility Board co-create service concept and Partner Review Board review and provide feedback	Mobility Board co-create draft service proposal and Partner Review Board review service draft proposal and provide feedback	Finalize service proposal with Mobility Board; Partner Review Board review and provide feedback
Jurisdictional meetings	Jurisdictional meetings and council briefings	Jurisdictional meetings and council briefings

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General Public Outreach

Activity	Goal
General outreach events	Promote project awareness and encourage survey & open house participation
Flyer distribution	Promote project awareness and encourage survey & open house participation, at local community destinations
Communications, Social Media	Promote project awareness and encourage survey & open house participation among the general public
Open Houses	Inform the general public about draft service network, promote survey participation
Outreach at transit and community locations	Engage riders about the draft service network and promote project awareness, survey participation
Tabling at bases	Engage operators in discussion about draft service network, place outreach materials on coaches
Direct engagement with key communities	Engage key communities in discussion about specific areas of the draft service network, ask to promote survey

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Community Based Organization Partners

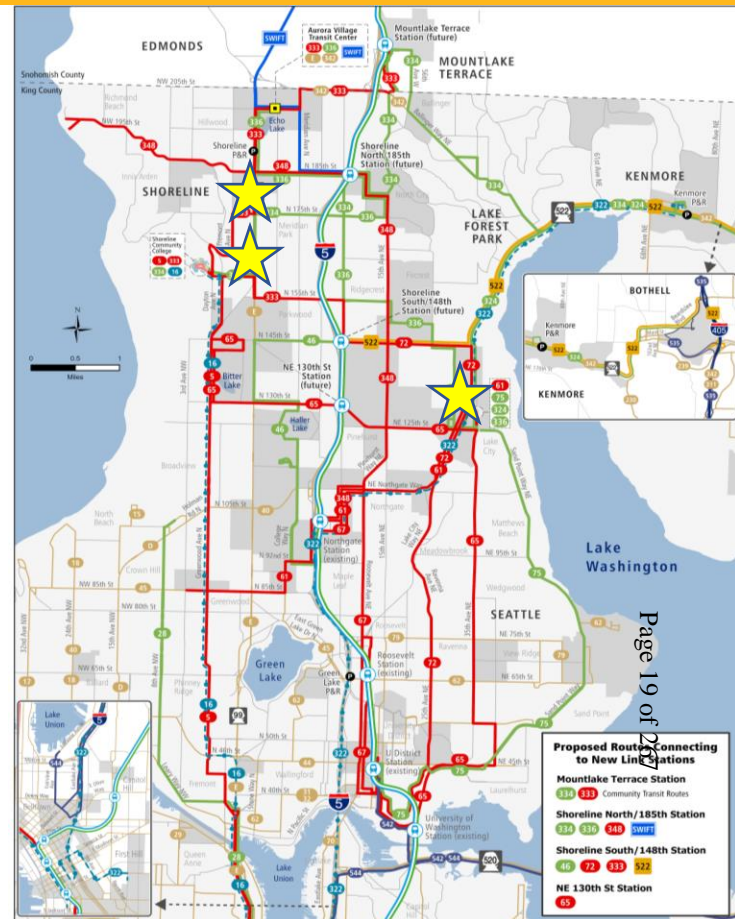
IX. C. King County Metro, Lynnwood Link Phase 2, presented by Government...

• CBO Partnerships:

- Lake City Collective
- Compass Housing
- Eightenseeds Inc.
- Black Coffee NW

• Goals:

- Inform and amplify ways to provide feedback
- Emphasis on creating and implementing culturally responsive engagement
- Gather feedback from priority populations
- Report findings



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We Want to Hear from You!

• Visit:

kingcounty.gov/metro/lynnwoodlink

- Take our survey by March 10
- Available in:
 - አማርኛ (Amharic), 简体中文 (Simplified Chinese), 繁體中文 (Traditional Chinese), Español (Spanish), 日本語 (Japanese), 한국어 (Korean), Русский (Russian), Soomaali (Somali), Tagalog, Tiếng Việt



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Questions?

Event Debrief



FOR THE **L** **V** **E** OF KENMORE COMMUNITY WORKSHOP



Sponsored by



February 9, 2023



"**Love notes** are simple acts or gestures between a city and its residents that engage, delight, and create a collective sense of place."

Peter Kageyama

Love Where You Live, Page 1



Co-Creators "are those citizens who, often unofficially, are making their communities better, more interesting, more lovable places. These exceptional people make the content we all consume, and places are much better for having these people active and engaged"

Peter Kageyama

Love Where You Live, Page 1





Peter Kageyama working with co-creators at the 2017 For the Love of Kenmore workshop



Meet Rob Bliss of Grand Rapids, MI



By [John Gonzalez | gonzo@mlive.com](#)



Jon M.

Brouwer | The Grand Rapids Press Rob Bliss, left, and several volunteers fold paper airplanes recently in preparation of Bliss' "100,000 Paper Planes and Melodies Over Monroe" event/ArtPrize entry.

GRAND RAPIDS — He needs no introduction. He is the event planner who brought zombies to the streets of Grand Rapids and the same one who encouraged a pillow fight on Rosa Parks Circle.

Today, Rob Bliss attempts another first in downtown Grand Rapids by launching 100,000 colored paper airplanes from six



"Pillow Fights in the Park, Please"

Kenmore Co-Creator Presentations



Suzanne Greathouse



Tracy Banaszynski



Maura Query





FUN ACTIVITIES





LOVE NOTE BRAINSTORM





PRESENTING LOVE NOTE IDEAS





GROUP VOTING FOR WINNING LOVE NOTE IDEAS



How to share a love note:



SUBMIT VIA OUR WEBSITE
KENMOREWA.GOV/LOVENOTES



TAG US ON SOCIAL MEDIA
#KENMORELOVENOTES



**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, January 9, 2023**

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

PRESENT:

Councilmembers:

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

Staff:

City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
Deputy City Clerk Michelle Kang
Co-Clerk Brian Randall
Community Development Director Debbie Bent
Development Services Director Samantha Loyuk
Building Official Tom Phillips
Code Enforcement Bridgit Baker

Speaking Guests:

Chief Matt Cowan, Chief of Northshore Fire District and Shoreline Fire District
Dr. Devin Byrd, President and CEO
Dr. Jeanne Galloway, Vice President of Advancement & Enrollment Services

Public Comments Speaking Guests:

Dakota Rash, Lake Forest Park Resident
Keith Hunter, Kenmore Resident
Jon Culver, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Ryan Johnson, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Nancy Hansen, Kenmore Resident

Elizabeth Mooney, Kenmore Resident
Chris Olson, Kenmore Resident
Patrick O'Brien, Kenmore Resident
Danielle Olson, Kenmore Resident

Public Hearing Speaking Guests:

Stacey Valenzuela, Kenmore Resident
Chris Olson, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:15 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss pending or potential litigation. Mayor Herbig announced the executive session was slated to last 45 minutes. No action was taken.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at 7:00 PM.

CALL REGULAR MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved with item XVI removed. Executive Session removed.

PRESENTATIONS

- A. Chief Matt Cowan, Chief of Northshore Fire District and Shoreline Fire District, introduced himself to Council and discussed the progress of the merger between Northshore Fire District and Shoreline Fire District.
- B. Bastyr Strategic Plan, introduced by Deputy City Manager Stephanie Lucash and presented by President & CEO Dr. Devin Byrd and Vice President of Advancement & Enrollment Services Dr. Jeanne Galloway
[Presentation - Bastyr Strategic Plan](#)

President & CEO Dr. Devin Byrd presented the Bastyr Strategic Plan to Council. The new 5-year strategic plan, which launched in July 2022, would focus on four separate areas: student experience; employee engagement and support; partnership engagement; and innovation. Bastyr University's Priorities align well with Kenmore City Council Priorities for 2023-2024, such as

climate action plan and environmental stewardship; affordable housing; and diversity, equity, inclusion, and accessibility.

Bastyr University's Master Plan will be worked on in the coming months. The Master Plan and Future Objectives include:

- Health, wellness, and prevention
- Engagement of Kenmore residents
- Authentic, substantive, positive impact
- Development of greenspace
- Partnerships
- Innovation
- Destination location for local and out-of-town visitors

PUBLIC COMMENTS

Council took comments from the public.

Timestamped link here: https://www.youtube.com/live/_DoJ6tvo4ig?feature=share&t=4324

CONSENT AGENDA

- A. Cancel the following City Council Regular Meeting of January 16, 2023
- B. Approve City Council Special and Regular Meeting Minutes from November 21, 2022
[City Council Special and Regular Meeting Minutes from November 21, 2022](#)
- C. Approve City Council Regular Meeting Minutes from November 28, 2022
[City Council Regular Meeting Minutes from November 28, 2022](#)
- D. Approve City Council Special Meeting Minutes from December 12, 2022
[City Council Special Meeting Minutes from December 12, 2022](#)
- E. Approve Total Check #s 50983 through 51066 totaling \$1,754,837.88 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/02/2022 in the amount totaling \$201,401.27, and W&W Loan Payment to US Bank in the amount of \$991,984.63, and ACH Payment to Thomco Construction in the amount of \$150,754.81, and ACH Payment to US Bank Purchase Cards in the amount of \$21,688.10, and ACH Payment to WA Federal Bank in the amount of \$38,107.55.
[Voucher Certification and Approval dated 12-12-2022](#)
- F. Approve Total Check #s 51067 through 51169 totaling \$897,254.97 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/16/2022 in the amount totaling \$212,745.55.
[Voucher Certification and Approval dated 12-23-2022](#)
- G. Approve the 2023 Proclamations Calendar as attached, or as amended.
[Agenda Bill - 2023 Proclamations Calendar](#)
[Attachment 1 - Proposed 2023 Proclamations Calendar](#)

- H. Authorize the City Manager to execute a contract for \$2,150,000 with KPFF Consulting Engineers for engineering on-call services

[Agenda Bill - Transportation On-Call Consultant Selection](#)

- I. Delegate legal binding authority to the City Manager and Department Directors for contracting and grant fund reimbursements.

[Agenda Bill - Delegation of Legal Binding Authority](#)

MOTION: Councilmember Kugler moved to approve the consent agenda outlined above. Councilmember Baker seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

Ordinance No. 23-0569 Extending and Renewing Interim Regulations for development within the Transit Oriented Development (TOD) District Overlay for an additional six-month period, presented by Community Development Director Debbie Bent, *for Public Hearing*

[Agenda Bill - Extending Interim Regulations](#)

[Attachment 1 - Proposed Ordinance 23-0569](#)

[Attachment 2 - Ordinance 22-0543 TOD Interim Regulations](#)

[Attachment 3 - Ordinance 22-0555 Extending Interim Regulations](#)

Community Development Director Debbie Bent presented to Council the recommendation to extend interim regulations. The interim regulations were put in place to allow for the Planning Commission and then the Council to consider permanent regulations for Transit-Oriented Development (TOD). Planning Commission presented their recommendations at the end of 2022 and Council provided staff with direction. Staff is now working on direction for permanent TOD regulations, which requires more time for the City and Council to complete considerations.

The current interim regulations prohibit townhome development and for those properties that do not chose to develop under TOD provisions, they must meet the base density of the underlying zone and include at least 25% of the total number of units. The interim regulations allow development to occur while Council is considering permanent regulations. If Council chooses to extend interim regulations, the extension is for an additional six-month period, ending July 25, 2023. The interim regulations can be repealed earlier if the ordinance for permanent regulations is adopted sooner.

Mayor Herbig opened the public hearing at approximately 8:04 PM.

The Council took public testimony from the public:

<https://www.youtube.com/live/DoJ6tvo4ig?feature=share&t=6581>

Mayor Herbig closed the public hearing at approximately 8:12 PM.

BUSINESS AGENDA

- A. Ordinance No. 23-0569 Extending and Renewing Interim Regulations for development within the Transit Oriented Development (TOD) District Overlay for an additional six-month period, presented by Community Development Director Debbie Bent, *for Approval*

[Agenda Bill - Extending Interim Regulations](#)

[Attachment 1 - Proposed Ordinance 23-0569](#)

[Attachment 2 - Ordinance 22-0543 TOD Interim Regulations](#)

[Attachment 3 - Ordinance 22-0555 Extending Interim Regulations](#)

MOTION: Councilmember Baker moved to approve Ordinance No. 23-0569 Extending and Renewing Interim Regulations for development within the Transit Oriented Development (TOD) District Overlay for an additional six-month period. Councilmember Pfeil seconded the motion.

VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

- B. Development Services Code Compliance, presented by Development Services Director Samantha Loyuk, Building Official Tom Phillips, and Code Enforcement Officer Bridgit Baker, *for Discussion and Direction*

[Agenda Bill - Code Compliance](#)

[Attachment 1 - Memo](#)

[Attachment 2 - Presentation](#)

Code Enforcement Officer Bridgit Baker presented the Development Services Code Compliance presentation to the Council. The presentation included:

1. Code Compliance Program overview
2. Current workload and open cases
3. Resources, tools, and codes
4. Property Maintenance Code
5. Staff Recommendations

The department's approach to code enforcement emphasizes compassion, safety, and education to achieve compliance to help people love where they live. Complaints fall into two different categories: proactive and reactive. Proactive complaints revolve around life safety issues, environmental, and can be acted on regardless if the complaint is received by the City or not. Reactive complaints are typically zoning that affect the standard of living, such as garbage, overgrown vegetation, or structures built in the setbacks.

Through November of 2022, there were 239 code enforcement service requests. 43% of active cases involve general nuisance, such as garbage or junk vehicles. 39% of active cases involve the building, such as work done without a permit or illegal dwelling. One of the most challenging and time-consuming cases are those of potential hoarding. Education is required to understand what compliance looks like. Individuals have their own idea of what compliance looks like and that may differ from reality.

The Resources and Codes the City currently relies on are:

- 1997 Uniform Housing Code

- 1997 Uniform Code Abatement for Dangerous Buildings
- Kenmore Municipal Code (KMC 8.25 & KMC 8.35)
- Fines (\$500/day)
- Vouchers (CCAP)
- Police (RADAR)
- Healthcare professionals (MIH)
- Community, non-profits, agencies (churches, King County Housing Repair)

Another tool that is available but not used at this time is the 2018 International Property Maintenance Code (IPMC). It is often considered the roadmap to property maintenance and is used nationwide. It establishes minimum requirements for the maintenance of existing buildings. Requirements are specific, easy to understand, and enforceable. It gives the City more discretion in the application. The IPMC is updated every three years. Other cities that currently use the IPMC include Shoreline, SeaTac, Bellingham, and Issaquah.

There are also additional options for more restrictive codes and additional programs for Council to consider, such as mandatory garbage service, some restrictions on tarps, temporary structures, etc.

The six code options to consider that staff recommends:

1. To emphasize sanitization, require mandatory garbage collection (currently voluntary)
2. Restrict tarps (color, size, and/or duration), canopies, tent-like storage structures, and temporary pole buildings
3. Require lawn and vegetation maintenance to allow a maximum grass height of six inches for property adjacent to an arterial street and a maximum grass height of twelve inches for all other properties
4. Limit the use of cargo containers to one per property and limited duration.
5. Adopt applicable sections to the IPMC to create a Kenmore Property Maintenance Code (KPMC) within the KMC
6. Coordinate with local churches, non-profit organizations, and King County programs to assist with home maintenance and repair services. Build an internal resources library of assistance services available to Kenmore residents, property owners, and businesses.

Councilmembers provided general direction:

1. Council has directed Staff to proceed with the first recommendation.
2. Council wants staff to return with more details and discussion for the second recommendation.
3. Council has directed Staff not to proceed with the third recommendation.
4. Council wants staff to return with more details and discussion for the fourth recommendation.
5. Council has directed to Staff proceed with the fifth recommendation and return to Council with updates and further information.
6. Does not need direction since the City is already doing this.

STAFF REPORTS

- A. City Manager Rob Karlinsey informed Council that Staff will be returning to Council at the January 23rd Council Meeting with a package on the Climate Action Plan and Housing & Human Services needs, based on the conversation that took place during the November 7th Council Meeting. The plan will include the means to fund the Climate Action Plan, the step of hiring a Climate Action Plan manager, the step of hiring a Housing and Human Services Manager, as well as additional steps of including administrative support costs such as a new position in finance. January 23rd is intended for discussion, not a vote, because the City wants time for the public to weigh in on the matter. Full adoption will hopefully happen in February.
- B. City Manager Rob Karlinsey reported on a postcard that will be delivered to all Kenmore residents about an outreach piece for the transportation element of the TOD. The community engagement tool can be found on Kenmore2044.com.

COUNCILMEMBER REPORTS & COMMENTS

Councilmember Baker has asked that Staff find ways to support Maurice Leary and his Step It Up camp as well as address the lack of sidewalk on a specific length of road where the current state of the sidewalk is not wide enough for accessibility purposes.

EXECUTIVE SESSION

This item was removed from the agenda during agenda approval.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:28 PM.

Nigel Herbig, Mayor

Michelle Kang, Acting City Clerk

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, January 23, 2023**

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

PRESENT:

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

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
Deputy City Clerk Michelle Kang
Co-Clerk Brian Randall
Community Development Director Debbie Bent
Principal Planner Lauri Anderson
Environmental Services Manager Richard Sawyer
Volunteer and Events Supervisor Stephanie Brown
Events Specialist Nicole Suarez

Speaking Guests: Leigh Newman-Bell, Washington State Farmers Market Association King
& Pierce County Regional Lead

Public Comments Speaking Guests:
Laurie Sperry, Kenmore Resident
John Peeples, Kenmore Resident
Jon Culver, Kenmore Resident
Dakota Rash, Lake Forest Park Resident
Anurag Mishra, Kenmore Resident
Jeffrey Pooley, Kenmore Resident
Jeff Rash, Kenmore Resident
William Crichton, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
John Hendrickson, Kenmore Resident

Ryan Johnson, Kenmore Resident
Danielle Olson, Kenmore Resident
Beratta Gomillion, Executive Director of Center for Human Services
Stacey Valenzuela, Kenmore Resident
David Morton, Redmond Resident
William Towey, Executive Director of Lake City Partners Ending Homelessness
David Dorian, Kenmore Resident
Nancy Hansen, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Cherry Rodriguez, Kenmore Resident
Sarah Fletcher, Lake Forest Park Resident
James Olson, Kenmore Resident
Chris Olson, Kenmore Resident
Juliana Pooley, Kenmore Resident

CALL REGULAR MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as published.

PROCLAMATION

Mayor Herbig proclaimed February 2023 as Black History Month in Kenmore.

[Proclamation - Black History Month](#)

PUBLIC COMMENTS

The Council took comments from the public.

Timestamped link here: <https://www.youtube.com/live/3N9jZ6q3MMo?feature=share&t=212>

CONSENT AGENDA

- 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](#)

MOTION: Councilmember Kugler moved to approve the consent agenda outlined above. Councilmember Baker seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

BUSINESS AGENDA

- A. 2023 Annual Docket for the Planning Commission, presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Approval*

[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](#)

Community Development Director Debbie Bent and Principal Planner Lauri Anderson presented the 2023 Annual Docket for Planning Commission for Council to approve. The annual docket included items already in front of the Planning Commission such as transportation and public services and included three additional elements: utilities, economic development, and climate change, on the docket to come before the Planning Commission for adoption in the fall. Once the work on those elements is completed, the Planning Commission would turn their attention to the remaining three pieces: the downtown sub-element, the community design sub-elements, and the surface water element. These sub-elements will likely go into 2024 with an adoption in 2024. The major update project would be complete after all these elements and sub-elements are addressed.

Councilmembers provided questions and comments.

- Where is the Missing Middle Housing in the process of this Planning Commission docket?
 - o Missing Middle is ongoing but has left the hands of the Planning Commission, since it has already been brought to Council. The discussion of Missing Middle Housing will be in front of Council again in February.
 - o Rob clarified that the Docket has two different types of items: work that will go to the Planning Commission and work that will go directly to the City Council, which is why “small houses on small lots” is listed in the docket but is part of the Missing Middle discussion that is no longer in front of Planning Commission.

Councilmember Baker was absent for the vote.

MOTION: Councilmember Kugler moved to approve the 2023 Annual Docket for the Planning Commission. Deputy Mayor O’Cain seconded the motion.

VOTE: 6 Yes; 0 No; 0 Abstain. **MOTION PASSES**

- 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

[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](#)

City Manager Rob Karlinsey, Deputy City Manager Stephanie Lucash, and Environmental Services Manager Richard Sawyer presented the proposed budget plan for the Climate Action Plan and Housing & Human Services Implementation. This proposed plan includes three taxes:

- Proposed ordinance to increase the natural gas utility tax from 4% to 6%
- Proposed ordinance to include a new 10% garbage utility tax
- Proposed resolution to increase the vehicle license fee from \$20 to \$40

Hiring a Climate Action Plan Manager immediately would allow them to:

- Implement key components of the CAP now
- Assess existing resources (i.e., 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 the fall, bring forward a proposal for additional staffing, resources, and funding

Hiring a Housing & Human Services manager would allow them to:

- Staff the current growing body of work
- 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 the fall, bring forward a proposal for additional resources and funding

Both Council and Staff emphasized the urgency of the actions needed to combat climate change and the effects it has on housing and human services. Both crises are the top two priorities for council and the crises are connected.

Council provided questions and comments.

- Is there anything that will help low-income seniors and low-income residents?
 - o Rebates exist that Kenmore residents do not take full advantage of. The Housing & Human Services manager will directly work with residents to provide them the opportunity to get rebates for these new taxes. A big part of the manager's job will be taking advantage of resources that exist and having office hours available to the public.

- When do the taxes go into effect?
 - o PSE and Republic Services need a few months, so estimated May 1st for the taxes
 - o State law requires 6 months after the passing of the resolution, so September for the vehicle license fee increases.
- Suggestions for other high impact, low-cost actions: implementing a commuter trip reduction; developing a green purchasing policy internally and promoting externally; changing over to electric vehicles as Kenmore's current fleet reach the end of their lives; using energy efficient practices in City-owned buildings and promote externally; streamlining permitting for certain things; etc.
- How soon can we have these positions filled?
 - o With Council approval, the Climate Action Plan Manager position can be posted later this week.

MOTION: Deputy Mayor O'Cain moved to 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. Councilmember Srebnik seconded the motion.

VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

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

Volunteer and Events Supervisor Stephanie Brown and Events Specialist Nicole Suarez presented to Council the proposal for the Kenmore Farmers Market SNAP benefit program. At the previous council meeting on October 3, 2022, Council requested that further information be provided on the costs and staff time to implement the program.

The Kenmore Farmers Market program will cover WIC and Senior Farmers Market Food Nutrition for the 2023-2024 Market years. Staff provided the requested information of costs and staff time to implement SNAP, shown in the memo.

Washington State Farmers Market Association King & Pierce County Regional Lead Leigh Newman-Bell presented additional information about the implementation of the SNAP benefit program. The process will require POS machines (point of sale) and some form of currency, such as tokens.

Councilmembers provided questions and comments.

- A concern about the disparities among farmers market visitors if SNAP benefit individuals must use tokens.
 - o This is a current conversation around SNAP; however, it is more likely that the market will be SNAP eligible on behalf of the vendors rather than having each vendor be SNAP

eligible on their own. SNAP eligibility is not realistic for many smaller vendors because of the time and costs required.

- What are the risks if we don't adequately staff appropriately?
 - o Offering the program only for one year is not beneficial for the City because of the already invested resources and efforts; when a Farmers Market includes SNAP then removes SNAP, it causes further confusion for the vendors and the visitors. Adequate staff will allow for consistency which is vital.
- What is the difference between WIC and SNAP? Why is it easy to have WIC but requires more work for SNAP?
 - o State vs federal program: WIC allows direct to vendor payment and does not require the City as a middleman.

MOTION: Councilmember Baker moved to approve the Kenmore Farmers Market SNAP Benefit Program in 2023-2024. Councilmember Pfeil seconded the motion.

VOTE: 7 Yes; 0 No; 0 Abstain. MOTION PASSES

STAFF REPORTS

City Manager Rob Karlinsey presented to Council photos of the Wallace Swamp Creek Habitat Restoration Group clean up and Kenmore residents picking up litter on Martin Luther King Jr. Day.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the regular meeting at approximately 9:48 PM.

Nigel Herbig, Mayor

Michelle Kang, Acting City Clerk



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

12/31/22 - 01/20/23

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 51244 through 51380: \$1,796,621.94

Total Payroll/Taxes/Flex Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 01/13/2023 \$196,173.13

ACH Payment - KBA Inc.: \$15,935.18

ACH Payment - Thomco Const., Inc.: \$138,450.21

ACH Payments -U.S. Bank: \$10,038.05

ACH Payment -WA Federal Bank: \$14,191.62

Rob Karlinsey

Rob Karlinsey (Jan 23, 2023 13:39 PST)

Jan 23, 2023

City Manager / Date

Brian Randall

BRIAN RANDALL (Jan 23, 2023 13:32 PST)

Jan 23, 2023

Accountant for Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
KBA INC.	1293	12/31/2022	Dec. Final Payment for Citywide Safety Sign Proj.	15,935.18
THOMCO CONSTRUCTION, INC.	1294	12/31/2022	20-C2144 Dec. Juanita Dr. Construction	138,450.21
U.S. BANK PURCHASE CARDS	1295	12/31/2022	Volgistics/WA Festivals	170.00
U.S. BANK PURCHASE CARDS	1296	12/31/2022	JRW Enterprises/L&I	1,262.77
U.S. BANK PURCHASE CARDS	1297	12/31/2022	AJ & Assoc./Home Depot/Amazon/Fabulous Cleaners	968.80
U.S. BANK PURCHASE CARDS	1298	12/31/2022	Dunlap Ind. Hardware/1000 Bulbs/WA ST Dept Agric.	1,465.86
U.S. BANK PURCHASE CARDS	1299	12/31/2022	NLC/Safeway/VCITA/Shutterstock/Amazon	595.76
U.S. BANK PURCHASE CARDS	1300	12/31/2022	Recruitment, Exec Room Camera, and Supplies	1,511.66
U.S. BANK PURCHASE CARDS	1301	12/31/2022	Facebook	95.22
WASHINGTON FEDERAL BANK	1302	12/31/2022	Strider Construction Dec. Retainage	14,191.62
U.S. BANK PURCHASE CARDS	1303	01/20/2023	Dell/Zoom/Commandlink	3,967.98
AMERICAN GENERAL LIFE GPO/400S	51244	01/13/2023	Life Insurance	250.52
HRA VEBA TRUST	51245	01/13/2023	HRA VEBA - Employer	20,545.92
MISSION SQUARE / 109964	51246	01/13/2023	City of Kenmore 401a	20,204.97

XII. D. Approve

Total Check #s 51244 through 51380 totaling \$1,796,621.9...

MISSION SQUARE 457 / 304745	51247	01/13/2023	ICMA 457 Deferred Comp	4,696.50
TRUE NORTH EQUIPMENT INC	51248	12/31/2022	Inspection Camera	19,201.74
AM TEST, INC	51249	12/31/2022	Swamp Creek Water Sample Testing	225.00
AMERICALL	51250	12/31/2022	December After Hours Call Out Service	152.66
ARTS OF KENMORE	51251	12/31/2022	Aug.-Sept. "Austins Awesome Art" Exhibit	950.00
ARTS OF KENMORE	51252	12/31/2022	June-July "Anna Zachariah" Exhibit	950.00
ARTS OF KENMORE	51253	12/31/2022	Oct.-Nov. "Stalking the Wild Sparrow" Exhibit	950.00
ARTS OF KENMORE	51254	12/31/2022	Apr.-May "Poetic Impressions" Exhibit	950.00
ARTS OF KENMORE	51255	12/31/2022	1/28-3/26 "Calm Seas" Exhibit	950.00
AUTOMATED CONTROLS/ALBIREO ENERGY	51256	12/31/2022	City Hall HVAC Controller	1,079.64
CASCADIA LAW GROUP	51257	12/31/2022	20-C2229 11/30-12/14 Cadman Legal Svcs	12,825.00
CENTER FOR HUMAN SERVICES	51258	12/31/2022	4th Qtr Human Svcs - Family Support Programs	3,750.00
CENTER FOR HUMAN SERVICES	51259	12/31/2022	4th Qtr Human Svcs-Behavioral Health Program	1,800.00
CHANIN KELLY-RAE CONSULTING LLC	51260	12/31/2022	December DEI Consulting Services	4,895.00
CHILD CARE RESOURCES	51261	12/31/2022	4th Qtr Human Services Funding	375.00
CLEAN CREEK LLC	51262	12/31/2022	Stormwater Facility Perk Filter Cartridge	1,211.10
DEPARTMENT OF LABOR AND INDUSTRIES	51263	12/31/2022	4th Quarter Volunteer L&I Payment	6.94
DILIGENT CORPORATION	51264	12/31/2022	June 2022-June 2023 Annual Renewal	17,736.86
DIVERSIFIED	51265	12/31/2022	Pulse Setup for aV Equipment Monitoring	2,650.00
ENVIROTECH	51266	12/31/2022	De-Icer Tank Refill	7,824.52
GCP WW HOLDCO, LLC	51267	12/31/2022	PW Uniform - Pants	237.34
GCP WW HOLDCO, LLC	51268	12/31/2022	PW Crew - Boots	350.00
HDR ENGINEERING, INC	51269	12/31/2022	16-C1625 11/27-12/31 Juanita Dr. Project	90,719.72
HOME DEPOT CREDIT SERVICES	51270	12/31/2022	Streets - Supplies & Materials	380.52
INSLEE, BEST, DOEZIE & RYDER, P.S.	51271	12/31/2022	December City Attorney Legal Services	26,577.75
J. A. BRENNAN ASSOCIATES, PLLC	51272	12/31/2022	Log Boom Park Supplemental Irrigation	188.00
KENMORE ELEMENTARY	51273	12/31/2022	4th Quarter Human Svcs Funding	1,250.00
KING COUNTY BAR ASSOCIATION	51274	12/31/2022	4th Quarter 2022 Human Svcs	250.00
KING COUNTY FINANCE	51275	12/31/2022	December Adult/Juvenile Detention	225.80
KING COUNTY FINANCE	51276	12/31/2022	4th Quarter Historic Preservation	298.23
KPFF CONSULTING ENGINEERS	51277	12/31/2022	19-C2098 Nov. Professional Svcs	25,564.13
KPFF CONSULTING ENGINEERS	51278	12/31/2022	19-C2098 Oct. Professional Svcs	47,842.37
KPFF CONSULTING ENGINEERS	51279	12/31/2022	19-C2098 Sept. Professional Svcs	17,915.57
KPFF CONSULTING ENGINEERS	51279	12/31/2022	19-C2098 Sept. Professional Svcs	50,897.26

XII. D. Approve

Total Check #s 51244 through 51380 totaling \$1,796,621.9...

KPFF CONSULTING ENGINEERS	51280	12/31/2022	19-C2098 Dec. Professional Svcs	40,418.74
LAKE CITY PARTNERS ENDING HOMELESSNESS	51281	12/31/2022	4th Quarter Human Services Funding	1,125.00
LANGUAGE LINE SERVICES, INC.	51282	12/31/2022	Dec. Phone Interpretation Svcs	13.62
LUKASZ LISOWSKI	51283	12/31/2022	Conference Lodging Reimbursement	322.64
MARY'S PLACE	51284	12/31/2022	4th Quarter Human Svcs Funding	6,250.00
MOTT MACDONALD GROUP, INC.	51285	12/31/2022	17-C1657 Dec. Squire's Landing Design/Permit	5,374.18
NAMI EASTSIDE	51286	12/31/2022	4th Qtr 2022 Human Svcs - NAMI in the Schools	750.00
NORTH AMERICAN SAFETY, INC.	51287	12/31/2022	Traffic Safety Vests	2,300.50
NORTH AMERICAN SAFETY, INC.	51288	12/31/2022	Traffic Safety Vests	798.00
NORTHSHORE SCHOOL DISTRICT	51289	12/31/2022	December School Impact Fee Remittance	15,312.00
NORTHSHORE SENIOR CENTER	51290	12/31/2022	4th Qtr Adult Day Health Program Funding	1,250.00
NORTHSHORE SENIOR CENTER	51291	12/31/2022	4th Quarter Transportation Program	2,000.00
NORTHSHORE SENIOR CENTER	51292	12/31/2022	3rd Qtr Human Svcs Funding	6,250.00
NORTHSHORE SENIOR CENTER	51293	12/31/2022	4th Quarter Human Services Funding	6,250.00
NORTHSHORE UTILITY DIST	51294	12/31/2022	Supplemental Snow Plowing & Sanding	20,584.33
NORTHSHORE UTILITY DIST	51295	12/31/2022	December Fleet Maintenance & Fuel	9,059.08
NORTHWEST ARBORICULTURE LLC	51296	12/31/2022	Tree Maint. in City Owned NGPA 19035 84th	1,372.44
NORTHWEST ARBORICULTURE LLC	51297	12/31/2022	Tree Work @ Inglewood Wetlands	2,108.64
NORTHWEST ARBORICULTURE LLC	51298	12/31/2022	Tree Maintenance by Public Works Yard	1,467.58
O'REILLY/FIRST CALL	51299	12/31/2022	Vehicle Maintenance Supplies	10.45
OSBORN CONSULTING INC.	51300	12/31/2022	19-C2012 Dec. Muck Creek Mitigation	24,547.36
OSBORN CONSULTING INC.	51301	12/31/2022	19-C2012 Dec. TI' awh-ah-dees Park Proj.	28,568.49
OSBORN CONSULTING INC.	51302	12/31/2022	19-C 2012 Nov. TI' awh-ah-dees Park Proj.	25,613.30
OSBORN CONSULTING INC.	51303	12/31/2022	19-C2012 Dec. Log Boom Park CM Svcs	2,701.12
OSBORN CONSULTING INC.	51304	12/31/2022	19-C2012 Oct, TI' awh-ah-dees Waterfront Proj.	37,894.96
PARAMETRIX INC	51305	12/31/2022	21-C2747 11/27-12/31 Transp. Element Update	21,092.66
PASSPORT TRAVEL AND TOURS	51306	12/31/2022	Airfare - Austin TX for Deputy CM	482.20
PETTY CASH CUSTODIAN	51307	12/31/2022	Petty Cash Fund Replenishment	357.66
PUGET SOUND ENERGY	51308	12/31/2022	12/3/22-1/3/23 Street Lights	20,836.50
PUGET SOUND ENERGY	51309	12/31/2022	Dec. 2022 City Hall Electricity	3,308.75
QUALITY BUSINESS SYSTEMS INC.	51310	12/31/2022	4th Qtr B/W & Color Overage Charges	1,333.94
SCORE	51311	12/31/2022	Dec. Inmate Booking/Housing/Mental Hlth	17,318.16
SEATTLE TIMES	51312	12/31/2022	December Advertising Charges	1,136.95
SNOHOMISH COUNTY	51313	12/31/2022	Nov. & Dec. Drainage Maint. Disposal Fees	3,113.00
SOUND SAFETY PRODUCTS CO.	51314	12/31/2022	PW Crew Pants	232.01

XII. D. Approve

Total Check #s 51244 through 51380 totaling \$1,796,621.9...

SOUND SAFETY PRODUCTS CO.	51315	12/31/2022	PW Crew Pants	265.16
SOUND SAFETY PRODUCTS CO.	51316	12/31/2022	PW Crew Boots	315.32
STAPLES ADVANTAGE	51317	12/31/2022	City Hall & Hangar Supplies	261.63
STAPLES ADVANTAGE	51318	12/31/2022	Paper Towels for City Hall	40.27
STAPLES ADVANTAGE	51319	12/31/2022	Hangar Bldg. Trash Can Liners	62.53
STAPLES ADVANTAGE	51320	12/31/2022	City Hall & Hangar Bldg. Maintenance Supplies	232.23
STATE AUDITOR'S OFFICE	51321	12/31/2022	Nov. Federal & Financial Audit Svcs	2,031.75
STATE AUDITOR'S OFFICE	51322	12/31/2022	Dec. Federal Audit Services	406.35
STATE OF WA DEPT. OF LICENSING	51323	12/31/2022	2022 License Plate Search Fees	2.16
STRIDER CONSTRUCTION CO., INC.	51324	12/31/2022	21-C2670 11/19-12/30/22 Squire's Landing	289,038.39
T MOBILE USA, INC.	51325	12/31/2022	Staff Cell Phones & Data Plans	1,376.66
TOTAL LANDSCAPE CORP	51326	12/31/2022	Dec. Parks Landscape Maintenance	2,257.05
U.S. BANK N.A. / CUSTODY	51327	12/31/2022	4th Quarter Investment Bank Fees	90.00
UTILITIES UNDERGROUND LOCATION CTR	51328	12/31/2022	December Utility Locates	119.97
VENTILATION POWER CLEANING, INC.	51329	12/31/2022	Dec. Vactor Truck Svcs & Disposal Fees	6,156.70
VENTILATION POWER CLEANING, INC.	51330	12/31/2022	October Catch Basin Cleaning	9,240.00
VENTILATION POWER CLEANING, INC.	51331	12/31/2022	Dec. Vactor Truck Svcs & Catch Basin Cleaning	3,615.00
VERIZON WIRELESS	51332	12/31/2022	11/27-12/26 PW & SWM Ipad Charges	80.06
WASHINGTON STATE OFFICE CASH MGMT	51333	12/31/2022	4th Qtr 2022 State Bldg. Permit Fees	385.50
WASHINGTON STATE TREASURER	51334	12/31/2022	2022 Saint Edward State Park Usage for Concerts	4,451.00
LEONORA PALANA	51335	12/31/2022	Reimbursement for Prizes - Oct. Wellness Event	100.00
MCNAMARA SIGNS	51336	12/31/2022	Rhododendron Boathouse Signs	2,235.03
WASHINGTON STATE DEPT OF REVENUE	51337	12/31/2022	4th Qtr Surface Water B&O Tax	22,770.22
WASHINGTON STATE DEPT OF REVENUE	51338	12/31/2022	2022 Sales Tax for Goods not Charged Tax	1,388.75
ABRACADABRA PRINTING	51339	01/20/2023	Business Cards - Deputy City Manager	675.83
AMERICAN SOCIETY OF COMPOSERS	51340	01/20/2023	Annual Music License Fee for Concerts	420.00
ASSOCIATION OF WA CITIES	51341	01/20/2023	2023 Drug & Alcohol Consortium Membership	530.00
ASSOCIATION OF WA CITIES	51342	01/20/2023	2023 AWC City Membership	19,130.00
BASTYR UNIVERSITY	51343	01/20/2023	2023 Bastyr Ballfield Lease	50,000.00
BCN TELECOM, INC.	51344	01/20/2023	1/15-2/14 City Hall Phones	407.48
CALPORTLAND COMPANY	51345	01/20/2023	Sand for Stock	510.16
COMCAST	51346	01/20/2023	Jan. City Hall & Hangar Internet	2,090.62
COMCAST BUSINESS	51347	01/20/2023	1/14-2/13 City Hall Internet & Cable	167.39
COMCAST BUSINESS	51348	01/20/2023	1/10-2/9 Squire's Landing Internet	81.95

XII. D. Approve

Total Check #s 51244 through 51380 totaling \$1,796,621.9...

E SQUARED SYSTEMS, LLC	51349	01/20/2023	Boathouse Fire Alarm Monitoring	132.12
ECIVIS, INC.	51350	01/20/2023	2023 Cost Allocation Software Renewal	4,000.00
GRAINGER	51351	01/20/2023	PW Crew Gloves	112.38
GRAINGER	51352	01/20/2023	PW Crew Gloves	56.19
H.D. FOWLER COMPANY	51353	01/20/2023	Crosswalk Flag Bucket Replacement	38.23
HEIDELBERG MATERIALS	51354	01/20/2023	Soil - Streets & ROW	921.37
HOME COMFORT ALLIANCE	51355	01/20/2023	Cancelled Permit ME22-1007	228.48
HONEY BUCKET	51356	01/20/2023	1/9-2/5/23 Public Works Yard Rental	156.75
IWORQ SYSTEMS	51357	01/20/2023	Feb 2023 - Jan 2024 Franchise Utility ROW Permits	2,800.00
KING COUNTY POLICE CHIEFS ASSOCIATION	51358	01/20/2023	2023 Annual Dues	50.00
LEONORA PALANA	51359	01/20/2023	Void	-
NARWHAL MET, LLC	51360	01/20/2023	Jan. 2023 Weather Monitoring Svcs	400.00
NELSON ELECTRIC, INC.	51361	01/20/2023	Hangar Bldg. Door Electrical Repairs	1,483.05
ONTRA MARKETING GROUP	51362	01/20/2023	1st Qtr ARPA - Kenmore Cares Website	225.00
O'REILLY/FIRST CALL	51363	01/20/2023	Brake Cleaner for Fleet Vehicles	4.61
QUADIANT LEASING USA, INC.	51364	01/20/2023	1/27-4/26/23 Postage Meter Lease	710.14
QUALITY BUSINESS SYSTEMS / WELLS FARGO	51365	01/20/2023	1/5-2/4 Photocopier Lease	676.14
QUALITY WATER FINANCIAL	51366	01/20/2023	1st Floor Monthly Filtered Water System	66.00
QUALITY WATER FINANCIAL	51367	01/20/2023	PW Office Monthly Filtered Water System	66.00
QUALITY WATER FINANCIAL	51368	01/20/2023	2nd Floor Monthly Filtered Water System	50.59
SESAC	51369	01/20/2023	2023 Annual Music License	553.00
SISKUN POWER EQUIPMENT	51370	01/20/2023	Public Works Blower Repair	195.16
SISKUN POWER EQUIPMENT	51371	01/20/2023	PW Equipment Parts	22.59
SISKUN POWER EQUIPMENT	51372	01/20/2023	Public Works Hedge Trimmer Repair	198.82
SOUND CITIES ASSOC	51373	01/20/2023	2023 Annual Dues	17,360.65
STAPLES ADVANTAGE	51374	01/20/2023	Rubber Gloves for Public Works	161.85
WA ASSOC OF PUBLIC RECORDS OFFICERS	51375	01/20/2023	12/1/22-11/30/23 Membership Dues	25.00
WA CITIES INSURANCE AUTHORITY	51376	01/20/2023	2023 Liability/Property/Auto Assessment	643,692.00
WA FINANCE OFFICERS ASSOCIATION	51377	01/20/2023	2023 Annual Membership Dues	75.00
WA FINANCE OFFICERS ASSOCIATION	51378	01/20/2023	2023 Annual Membership Dues	75.00
WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	51379	01/20/2023	01/09/23 Dump Fees	2,054.78
ZIPLY FIBER	51380	01/20/2023	12/28-1/27 City Hall Phones	663.56
DRS 457	DFT0001484	01/13/2023	DRS 457 Deferred Comp	505.00
AVIDIA HEALTH	DFT0001485	01/13/2023	Employee Health Savings Contribution	117.30
NAVIA	DFT0001486	01/13/2023	HSA - Employer	7,750.00

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DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001487-93	01/13/2023	Public Employees Retirement	29,830.15
NAVIA	DFT0001494	01/13/2023	Employee Flexible Spending Account	806.91
BANK OF AMERICA 941	DFT0001495	01/13/2023	Federal Taxes	23,629.32
PAYROLL	Electronic Dep.	1/13/2023	Direct Deposit	133,534.45
TOTAL				<u>\$ 2,171,410.13</u>

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City of Kenmore

Vendor Purchasing Report

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
0037	BASTYR UNIVERSITY	50000
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	6695.09
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	361209.57
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	33750
0288	NORTHSHORE UTILITY DIST	283902.26
0292	HONEY BUCKET	15490.5
0299	EBIX, INC.	118.38
0300	OFFICE DEPOT	5524.52
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	49952.15

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Vendor	Name	Volume
0310	PACIFIC TOPSOILS	13777.1
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	12881.99
0355	STAPLES ADVANTAGE	14504.43
0356	STATE AUDITOR'S OFFICE	36422.56
0357	STEWART MACNICHOLS HARMELL, INC.	60000
0359	SOUND CITIES ASSOC	33674.97
0365	TOTAL LANDSCAPE CORP	106629.79
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	7923.85
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	58066.88
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.	2840.56
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

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Vendor	Name	Volume
0892	JACOBS ENGINEERING GROUP	78584
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	2498.8
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	2600
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	968.29
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	2854.77
1403	OSBORN CONSULTING INC.	781913.61
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.	20.48
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

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Vendor	Name	Volume
1480	VERTICAL VISUAL SOLUTIONS INC.	892.75
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	845489.35
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	6152.38
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	HEIDELBERG MATERIALS	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.	15723.47
1932	U.S. BANK N.A. / CUSTODY	396
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 VEBA TRUST	39281.88
1993	HYAS GROUP, LLC	7500
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	5625

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Vendor	Name	Volume
1995	REY TRANSLATIONS	250
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	TRANSCO 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.	1728.21
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	429.71
2224	BROWN, STEPHANIE	17.97
2227	EARTHCORPS	1838.67
2236	COMCAST	22043.15
2242	MARY'S PLACE	31250
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	LAKE SIDE INDUSTRIES	1007.42
2272	BIELBERG, TERRI	812.7
2284	ENVIROTECH	26031.17
2285	QUALITY WATER FINANCIAL	2191.08
2298	WAPRO	200
2304	ESTABROOK, MEGAN	2800
2327	PACIFIC AIR CONTROL, INC.	14978.56

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Vendor	Name	Volume
2337	HUANG, ANGELINA	3848.9
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	9733.83
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.	4254702.09
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	40650.75
2489	THE ORIGINAL POOP BAGS	1453.2
2503	NORTH AMERICAN SAFETY, INC.	5504.4
2507	DIVERSIFIED	12997.96
2511	SALCIDO, LETICIA	80.32
2512	CARAHSOFT 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	3763.62
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	74201.66
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

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Vendor	Name	Volume
2612	KENMORE WATERFRONT ACTIVITIES CENTER	2219.11
2614	SEATOWN ELECTRIC, PLUMBING, HEATING & AIR	996.24
2617	STRIDER CONSTRUCTION CO., INC.	5452900.71
2618	STEPHANIE LUCASH	2049.8
2621	TRACY BANASZYNSKI	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.	129151.4
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	274929.59
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

XII. D. Approve

Total Check #s 51244 through 51380 totaling \$1,796,621.9...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2681	MARCELA REY	250
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
2715	TRUE NORTH EQUIPMENT INC	17205.27
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	1040
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
2742	CLEAN CREEK LLC	1211.1

XII. D. Approve

Total Check #s 51244 through 51380 totaling \$1,796,621.9...

Vendor Purchasing Report

Page 6 of 9
For Date Range 01/01/2022 - 12/31/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2743	LEONORA PALANA	100
Vendor Set Vendor Set 01 Total:		38122595.93

XII. D. Approve
Total Check #s 51244 through 51380 totaling \$1,796,621.9...



City Council Business Agenda Item

City of Kenmore, WA

<p>Subject/Topic: A Regional Coalition for Housing (ARCH): 2023 Work Program & Administrative Budget; Fall 2022 Housing Trust Fund Projects</p> <p>Proposed Council Action/Motion:</p> <ul style="list-style-type: none"> • Motion to approve the ARCH 2023 Budget including Kenmore's contribution of \$62,304. • Motion to approve the ARCH 2023 Work Program. • Motion to approve the ARCH Executive Board's recommended Fall 2022 Housing Trust Fund Projects including Kenmore's \$118,600 share of funding. 	<p>For Council Meeting Agenda of: 2/13/23</p> <p>Department: Community Development</p> <p>Prepared by: Debbie Bent, Community Development Director</p> <p style="text-align: right;"><u>Initial & Date</u></p> <p>Approved by Department Head: <u>1/25/23 DB</u></p> <p>Approved by City Attorney: <u>N/A</u></p> <p>Approved by Finance Director: <u>N/A</u></p> <p>Approved by City Manager: <u>1/25/23 RK</u></p> <p>Exhibits/Attachments:</p> <ol style="list-style-type: none"> 1) ARCH 2023 Budget and Work Program 2) ARCH Fall 2022 Housing Trust Fund Projects
<p><u>INFORMATION/BACKGROUND:</u> Staff recommends Council approve the ARCH 2023 Administrative Budget and Work Program. Staff also recommends Council approve the recommended Fall 2022 Housing Trust Fund projects.</p> <p>ARCH 2023 Administrative Budget: Under the terms of the ARCH Interlocal Agreement, each member jurisdiction must annually approve the ARCH Administrative Budget. Each member jurisdiction contributes annually to ARCH to provide administrative and technical support for the organization's housing activities. The ARCH Executive Board has approved the 2023 Administrative Budget proposal (see Attachment #1) and has forwarded it to members for adoption. The 2023 ARCH administrative budget is \$ 1,874,248. Kenmore's share is \$62,304, a 26% increase from the 2022 budget.</p> <p>ARCH 2023 Work Program: Under the terms of the ARCH Interlocal Agreement, each member jurisdiction must annually approve the ARCH Work Program. The ARCH Executive Board has approved the 2023 Work Program (see Attachment #1) and forwarded to the members for approval.</p> <p>Fall 2022 Housing Trust Fund Projects: Under the terms of the ARCH Interlocal Agreement, each member jurisdiction must approve the funding for Housing Trust Fund projects. Based on the recommendations of the ARCH Citizen Advisory Board, the Executive Board approved funding recommendations for \$7,645,900, which provides full funding for four projects and partial funding for three projects including \$3,279,700 for the Plymouth Housing project in Kenmore. (See Attachment #2). Kenmore's share of the funding is \$118,600.</p> <p>Background: A Coalition for Housing (ARCH) is comprised of fifteen East King County cities and King County. Through the technical assistance to its members on housing policy and plan development, combined with ARCH Housing Trust Fund investments, ARCH helps local jurisdictions meet the obligations of the Growth Management Act to provide for housing opportunities that are affordable to a wide range of incomes.</p>	
<p><u>FISCAL CONSIDERATION:</u> The 2023-2024 budget includes \$97,000 for ARCH administrative costs and \$124,000 Housing Trust Fund allocation. A budget adjustment may be needed in 2024 to cover increased ARCH administrative costs.</p>	
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> 2023-2024 Council Priorities: Priority #2 Increase and preserve the options for affordable housing stock.</p>	



A Regional Coalition for Housing

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Celebrating 30 years of bringing cities together to house East King County

Together Center Campus
16307 NE 83rd St, Suite 201
Redmond, WA 98052
(425) 861-3677

MEMORANDUM

Date: August 19, 2022

From: Lindsay Masters, ARCH Director

To: ARCH Member Councils

Subject: ARCH 2023 Budget and Work Program

This year marks the thirtieth anniversary of the founding of A Regional Coalition for Housing (ARCH). Conceived as an innovative approach to advancing affordable housing, the collaboration among local jurisdictions through ARCH has had a profound impact on creating access to housing opportunities for thousands of low and moderate-income households in our region. We are proud to celebrate these successes while also looking ahead to the important work in front of us. This memo provides an overview of ARCH's 2023 recommended Budget and Work Program.

2023 Administrative Budget and Work Program

As the need for affordable housing grows greater each year, the ARCH Executive Board has taken a thoughtful, phased approach to the expansion of ARCH's capacity to steward the increasing number of local housing programs adopted by member jurisdictions. The proposed 2023 Budget and Work Program continues to focus new capacity on essential program administration functions, while looking to next year for a deeper evaluation of needs around policy and planning support among members.

Administrative Budget Highlights

- A net two new FTEs will be added to ensure adequate capacity and support among the staff responsible for administering local housing programs, including the ARCH Homeownership Program, ARCH Rental Program and all local Incentive Programs.
- New costs are allocated within base member dues, which are assessed on a per capita basis for member cities. King County dues are increased from 2022 levels based on the overall increase in the budget.
- To address the near-term need for expanded planning support during Comprehensive Plan updates, the Board authorized use of ARCH reserves to hire an on-call consultant throughout the year.

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

XII. E. Approve the A Regional Coalition for Housing (ARCH) 2023 Budget,...

Work Program Highlights

ARCH's Work Program provides for core services in five key areas: affordable housing investment, housing policy and planning, housing program administration, education and outreach, and general administration. In addition, the Work Program details specific support requested by individual member jurisdictions based on local housing plans and initiatives.

Following is a description of the priorities identified by the Board for ARCH's Work Program in 2023:

- Provide a housing needs analysis for all member cities in support of Comprehensive Plan Updates. ARCH has already begun to compile a comprehensive set of data on local housing supply, population characteristics, cost burden among various demographic groups, income-restricted housing and more. This information will be available for all jurisdictions to support Comprehensive Plan Updates currently underway.
- Support analysis to show how Comprehensive Plans can accommodate the range of housing needs required in the Growth Management Act (GMA) and Countywide Planning Policies (CPPs). As new requirements and guidance emerge for meeting local housing needs, ARCH will support analysis of housing policies and strategies and facilitate coordination among member planning staff.
- Report on measurable goals for production and preservation of affordable housing in the ARCH region. ARCH continues to maintain and expand its data on the production and preservation of affordable housing within member jurisdictions. This will create a reliable data source for ongoing reporting requirements under the GMA and CPPs, as well as reporting on locally adopted housing goals.
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County. ARCH has begun early outreach to member elected officials with the goal of developing consensus on one or more revenue options to create a stable, long-term funding source for developing affordable housing across our region. The ARCH Board will continue to guide further discussions and facilitate coordination of shared priorities and potential legislative advocacy on this topic.
- Continue to expand ARCH's capacity to accomplish its broader mission. The recommended staffing levels starting in 2023 will ensure that our capacity grows alongside the growth in local housing programs, as the ARCH Board looks ahead to evaluating other areas of need in the coming years.
- Develop compliance tools to meet evolving program needs, and continue to provide excellent stewardship of affordable housing assets. As in recent years, new staff capacity is prioritized for program administration and stewardship of assets created

through local housing programs. As these programs grow and change, ARCH will seek to create compliance and monitoring tools that adapt to evolving regulations among member cities, while continuing to maintain a user-friendly interface for developers, property managers, tenants, homebuyers and homeowners.

- Develop and implement policies to reduce cost burden in affordable housing. In response to the dramatic increases in allowable rent under current local housing programs this year, ARCH will work with member staff to conduct a stakeholder process to create policies that aim to provide more reasonable and sustainable rates of rent increases within affordable housing.
- Seek opportunities to advance projects and programs with high potential impact and facilitate projects in the pipeline with available resources. ARCH continues to guide the allocation of local resources for maximum benefit to the region, finding opportunities to leverage local funds and increasingly facilitating larger-scale affordable development opportunities. ARCH will also continue to serve as a strategic advisor to members and community groups seeking to advance significant projects on public land or in other key locations.
- Develop a strategic planning process to guide the ARCH coalition into the future. Building on other recent evaluations of ARCH's organizational capacity that recognized the vastly greater housing needs in the community, the ARCH Board will develop a process aimed at evaluating ARCH's structure, resources and other foundational aspects of the organization, to identify any changes needed to further advance ARCH's mission, values and Work Program.

Conclusion

Our coalition has built an impressive track record and list of accomplishments over the last thirty years. These successes put us in a strong position to tackle new challenges and strengthen our commitment to creating affordable and diverse housing choices in our community. We look forward to continuing our partnership and supporting all our members to contribute to needed solutions in the years to come.

Attachments:

1. 2023 ARCH Administrative Budget
2. 2023 ARCH Work Program

2023 ARCH Administrative Budget

Final Recommended Budget (June 2022)

	2022 Recommended Budget	Final 2023 Budget	% Change
I. TOTAL EXPENSES	\$ 1,490,462	\$ 1,874,248	26%
A. Personnel	\$ 1,307,088	\$ 1,717,777	31%
Salary and Benefits - Existing 9 FTEs	\$ 1,307,088	\$ 1,448,850	11%
Salaries	\$ 982,646	\$ 1,090,881	
Benefits	\$ 324,443	\$ 357,969	
New Staff Salary and Benefits		\$ 268,927	
B. Operating	\$ 86,394	\$ 103,142	19%
Rent & Utilities	\$ 24,780	\$ 38,117	
Telephone	\$ 6,145	\$ 7,518	
Travel/Training	\$ 2,600	\$ 2,600	
Auto Mileage	\$ 3,000	\$ 3,000	
Postage/Printing Costs	\$ 2,500	\$ 2,600	
Office Supplies/Furnishing	\$ 4,353	\$ 5,027	
Internet/Website Fees	\$ 3,090	\$ 3,214	
Periodical/Membership	\$ 11,400	\$ 11,400	
Misc. (events, job posting fees, etc.)	\$ 2,000	\$ 2,080	
Equipment Replacement	\$ 7,000	\$ 7,280	
Database/software licensing	\$ 19,526	\$ 20,307	
C. In-Kind Admin/Services	\$ 26,980	\$ 28,329	5%
Insurance	\$ 15,000	\$ 15,750	
IT Services	\$ 11,980	\$ 12,579	
D. Grants and Consultant Contracts	\$ 70,000	\$ 25,000	-64%
Consultant Contracts	\$ 20,000	\$ 25,000	
Special Projects/Programs - RAHTF Support	\$ 50,000		

XII. E. Approve the A Regional Coalition for Housing (ARCH) 2023 Budget,...

	2022 Recommended Budget			Final 2023 Budget			% Change
		City Per Capita \$2.04 KC Per Capita \$1.70	Add'l \$0.35 Per Capita or \$3k minimum		City Per Capita \$2.58 KC Per Capita \$2.16	Add'l \$0.36 Per Capita or \$3k minimum	
II. TOTAL INCOME	\$1,490,462			\$ 1,874,248			
	TOTAL	BASE	ADD'L				
A. Member Contributions	\$1,334,162	\$1,204,162	\$130,000	\$ 1,687,043	\$ 1,550,543	\$ 136,500	26%
Beaux Arts Village	\$2,060	\$2,060		\$ 2,653	\$ 2,653		29%
Bellevue	\$344,457	\$293,949	\$50,508	\$ 429,021	\$ 376,377	\$ 52,644	25%
Bothell	\$93,127	\$93,127	\$0	\$ 119,461	\$ 119,461	\$ -	28%
Clyde Hill	\$6,777	\$6,777		\$ 8,653	\$ 8,653		28%
Hunts Point	\$2,060	\$2,060		\$ 2,653	\$ 2,653		29%
Issaquah	\$90,561	\$77,282	\$13,279	\$ 113,628	\$ 99,685	\$ 13,943	25%
Kenmore	\$49,257	\$46,257	\$3,000	\$ 62,304	\$ 59,154	\$ 3,150	26%
Kirkland	\$213,344	\$182,061	\$31,283	\$ 267,567	\$ 234,734	\$ 32,833	25%
Medina	\$6,650	\$6,650		\$ 8,455	\$ 8,455		27%
Mercer Island	\$55,264	\$52,264	\$3,000	\$ 69,646	\$ 66,496	\$ 3,150	26%
Newcastle	\$26,918	\$23,918	\$3,000	\$ 34,255	\$ 31,105	\$ 3,150	27%
Redmond	\$156,381	\$133,451	\$22,930	\$ 199,499	\$ 175,019	\$ 24,480	28%
Sammamish	\$134,651	\$131,651	\$3,000	\$ 171,231	\$ 168,081	\$ 3,150	27%
Woodinville	\$25,207	\$25,207	\$0	\$ 33,578	\$ 33,578	\$ -	33%
Yarrow Point	\$2,447	\$2,447		\$ 3,484	\$ 3,484		42%
King County	\$125,000	\$125,000		\$ 160,957	\$ 160,957		29%
Bellevue Detail	\$ 344,457			\$ 429,021			25%
Cash Contributions	\$ 141,353			\$ 215,762			
In-Kind Contributions	\$ 203,103			\$ 213,259			
Personnel	\$ 176,123			\$ 184,930			
Insurance	\$ 15,000			\$ 15,750			
IT Services	\$ 11,980			\$ 12,579			
B. Other Income	\$ 156,300			\$ 187,205			20%
Homeownership Program Fees	\$ 150,000			\$ 185,000			
Existing Administrative Fees	\$ 4,200			\$ -			
Interest Earned	\$ 2,100			\$ 2,205			
III. RESERVES, CONTINGENT INCOME AND EXPENSES							
Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs, including any agreement by an ARCH member to fund work under section 13 of the ARCH Interlocal Agreement							
A. Contingent Expenses							
Replenish operating reserves	\$ -			\$ 100,000			
Staffing/Administrative Expenses	\$ 150,000			\$ 150,000			
Other Services/Consulting	\$ 150,000			\$ 300,000			
B. Contingent Revenue							
Excess Administrative Fees	\$ 150,000			\$ 100,000			
Service Fees	\$ 150,000			\$ 50,000			
Grant Funding				\$ 300,000			
Board-Approved Reserves				\$ 100,000			

ARCH WORK PROGRAM: 2023

2023 Priorities

In 2023, ARCH will elevate the following priorities in its Work Program:

- Provide a housing needs analysis for all member cities in support of Comprehensive Plan Updates
- Support analysis to show how Comprehensive Plans can accommodate the range of housing needs required in the Growth Management Act and Countywide Planning Policies
- Report on measurable goals for production and preservation of affordable housing in the ARCH region
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Continue to expand ARCH's capacity to accomplish its broader mission
- Develop compliance tools to meet evolving program needs, and continue to provide excellent stewardship of affordable housing assets
- Develop and implement policies to reduce cost burden in affordable housing
- Seek opportunities to advance projects and programs with high potential impact and facilitate projects in the pipeline with available resources
- Develop a strategic planning process to guide the ARCH coalition into the future

I. AFFORDABLE HOUSING INVESTMENT

A. ARCH Housing Trust Fund

Parity Goals. Develop updated goals for member investments through the ARCH HTF.

Annual Funding Round. Develop funding priorities and evaluation criteria for the annual funding round. Advertise available funds and manage a competitive process on behalf of member cities. Review funding applications and develop recommendations through the Community Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate final funding allocations through member councils.

Public Funding Coordination. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Private Funding Coordination. Work with private investors and lenders to maximize leverage of public investment into affordable housing. Negotiate maximum public benefits from investment of housing funds into private projects. Engage with Enterprise Community Partners and other investors on the potential extension of the Regional Equitable Development Initiative (REDI) Fund. Complete implementation of a Bridge Financing Pilot in partnership with Microsoft.

Project Pipeline Management. Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet

potential HTF projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

Contract Development and Administration. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts with the Administering Agency. Review and approve disbursement of funds to awarded projects in accordance with executed contracts.

Centralized Trust Fund Reporting. Work with Administering Agency (Bellevue) to maintain records and produce regular financial reports for the ARCH Trust Fund accounts. Update internal policies and procedures regarding records maintenance efforts coordinated with the Administering Agency.

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

B. Special Projects and Other Local Housing Investments

Local Housing Investments. Provide strategic policy support and administrative capacity to cities making other investments in housing, for example with fee in lieu funds, dedicated sales tax funds, pass through of state grant funds or other sources directed by individual cities. Ensure coordination with regional funding processes to maximize affordable housing outcomes.

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g., faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing.

Eastside Shelter Capacity. Support efforts by Eastside shelter providers, Eastside Human Services Forum, the King County Regional Homelessness Authority and member cities to implement an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. Support the construction of a permanent year-round men's shelter, and support efforts by member jurisdictions to fund long-term operations of shelter for men, women, families, youth and young adults.

Preservation of At-Risk Affordable Housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility of special projects.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
 - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
 - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with completed or ongoing strategy and action plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.
- **Incentive Program Design.** Provide economic analysis and policy and program development support to design housing incentive programs, including land use, property tax, impact fee waivers, parking reductions and other incentives.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, review of tenant protection regulations, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members.

ARCH Regional Affordable Housing Goals and Reporting. Work with member staff and the ARCH Executive Board to report on adopted goals for production and preservation of affordable housing across ARCH member communities. Utilize data methodologies consistent with the requirements of GMA and Countywide Planning Policies.

Tenant Protection Policies. Share information and help identify common policy priorities relating to tenant protections. Facilitate consideration of local regulations by ARCH members and help to encourage consistent protections for renters across the region that reduce evictions and economic displacement.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, commercial linkage fee, etc.). Provide relevant data and develop options for joint or individual revenue approaches across

ARCH member cities and determine any shared state legislative priorities to authorize local options for funding.

Eastside Housing Data Analysis and Planning for GMA Housing Requirements. On an annual basis, provide local housing and demographic data as available. Make information available to members for planning efforts and incorporate into ARCH educational materials. Facilitate and encourage members to collaborate in addressing new GMA/CPP housing requirements so that the affordable and special housing needs across east King County are addressed.

Housing Diversity/Middle Housing. Continue to support a diversity of housing options among member cities:

- “Missing Middle” Housing: Facilitate sharing of best practices for encouraging a greater diversity of housing types in single family/low density neighborhoods, including duplexes, triplexes, etc. Assist members’ efforts to utilize planning grants for middle housing analysis, policy and code development.
- Help jurisdictions develop strategies and codes to address emerging housing types, like micro-housing, small efficiency dwelling units, and others.

C. State Legislative Activities

The ARCH Executive Board will discuss and explore shared legislative priorities for advancing affordable housing in the region, with a goal to enable members to advocate collectively for greater funding and policy tools at the local level to address affordable housing needs. ARCH staff will track relevant state (and, where feasible, federal) legislation. As needed, staff will report to the Executive Board and members, and coordinate with relevant organizations (e.g., AWC, SCA, WLIHA, HDC) to advance shared legislative priorities.

D. Regional/Countywide Planning Activities

ARCH participates in regional planning efforts to advance Eastside priorities and ensure that perspectives of communities in East King County are voiced in regional housing and homelessness planning.

King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT). Support efforts to advance the five-year action plan developed by the Regional Affordable Housing Task Force (RAHTF) in 2018. ARCH will help staff the HIJT, which provides support to the Growth Management Planning Council’s Affordable Housing Committee (AHC).

Regional Affordable Housing Task Force Action Plan. In addition to staffing the GMPC committee, pursue other opportunities to advance strategies called for in the RAHTF Action Plan. Facilitate discussions as needed with members and the Executive Board to consider actions recommended in the five-year plan.

King County Regional Homelessness Authority (KCRHA) / Eastside Homeless Advisory Committee (EHAC). Support Eastside collaboration in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Promote best practices in development of housing solutions that move people out of homelessness. Coordinate allocation of resources, and work on specific initiatives.

Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities. Enter into agreements to provide services to other cities, as directed by the ARCH Executive Board.

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Specific programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing, MFTE.
Issaquah	Development agreements, voluntary and inclusionary programs, impact and permit fee waivers.
Kenmore	Development agreements, voluntary and inclusionary programs, MFTE, impact fee waivers.
Kirkland	Inclusionary program, MFTE.
Mercer Island	Voluntary density bonus.
Newcastle	Inclusionary program, impact fee waivers.
Redmond	Inclusionary program, MFTE.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	MFTE.
King County	Development agreements.

ARCH roles and responsibilities will typically include:

- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

Coordinate Shared Policy, Program and Procedure Improvements. Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of policies, practices and templates for legal agreements. Coordinate changes across member jurisdictions to adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring).

B. Stewardship of Affordable Housing Assets

ARCH provides long-term oversight of affordable housing created through city policies and investment to ensure stewardship of these critical public assets for residents, owners and the broader community.

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners
- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program. Ensure ongoing compliance with affordability and other requirements, including enforcement of resale restrictions, buyer income requirements, and owner occupancy requirements. Implement adopted policies and procedures for monitoring and work with cities to address non-compliance.

Continue to implement long-term recommendations in the 2019 Program Assessment from Street Level Advisors and make other program improvements that support the program objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Pursue offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH's marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.
- Implement program fees to ensure program financial sustainability

Work with the Washington State Housing Finance Commission to evaluate the ARCH Eastside Down Payment Assistance Program and make updates to provide effective financial assistance to income-eligible first time homebuyers in East King County.

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program. Develop a new Trust Fund project and loan database to assist with timely loan monitoring and reporting. Update information systems to ensure accurate, efficient recording of transactions within ARCH Trust Fund accounts.

IV. EDUCATION AND OUTREACH

A. Housing 101/Education Efforts

Housing 101. Develop educational tools and conduct or support events to inform councils, planning commissions, member staff and the broader community of current housing conditions, and of successful housing programs. Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Plan and conduct a Housing 101 event.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

B. Information and Assistance for the Public

Office Hours. As government organizations and businesses navigate the ongoing COVID-19 pandemic, provide published office hours, consistent with public health guidelines, for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Website. Continually update and build on information in the ARCH website. Maintain information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.

Assist Community Members Seeking Affordable Housing. Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities. Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

C. Equitable Access to Affordable Housing in East King County

Collect and analyze data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Evaluate strategies and outreach goals to increase access to affordable housing in EKC by underserved communities. Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County and build partnerships with diverse community organizations.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.
- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Manage the ARCH Community Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Review and update bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other foundational aspects of the organization to determine any gaps and assess options for expanding organizational capacity. The assessment will inform recommendations for the following year's work program and budget. In 2023, ARCH will conduct a strategic planning process that will identify any significant structural or other organizational changes needed to advance ARCH's mission, values and work program going forward.

*Attachment A
Local Planning Efforts by City*

ARCH staff will assist members' staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

Bellevue

Support 3-4 actions to implement Bellevue's Affordable Housing Strategy, such as:

- Facilitate development on affordable housing on suitable land owned by public agencies, faith-based groups, and non-profits housing entities.
- Analysis of affordable housing recommendations in the Wilburton neighborhood plan, Comprehensive Plan Periodic Update, and density incentives in the Land Use Code, including C-1 and Phase 2.
- Participate in developer selection processes and develop funding strategy for affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels.

Provide ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Implement newly authorized affordable housing incentives; develop boilerplate agreements and procedures for ongoing monitoring.

Provide advice on city's effort to update Housing Needs Assessment, including coordination on scope/methodology, and potentially provide supplemental data.

Assist the city with implementation of affordable housing agreements at the TOD project adjacent to Sound Transit's Operations and Maintenance Facility East (OMFE).

Assist the city with process to identify Affordable Housing "Next Right Work" through participation in facilitated work sessions.

Bothell

Support actions to implement the city's Housing Strategy Plan.

Support affordable housing opportunities, especially in the Downtown/Canyon Park areas, such as any proposals for affordable housing on the P-South property or other city-owned property.

Help to identify potential Bothell Trust Fund projects.

Evaluate affordable housing incentives and requirements such as parking reductions or other development incentives, code amendments that add capacity and rezones, and implement those adopted.

Assist with compliance with new requirements under HB 1220.

Support updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and "missing middle" housing.

Help pursue funding and implement further outreach, equity and implementation measures to encourage more middle housing and address potential displacement.

Issaquah

Assist with preparing the annual Affordable Housing Report Card/Analysis.

Assist with implementation of Strategies 6, 7 and 8 of the Housing Strategy Work Plan expanding inclusionary zoning, increasing missing middle as permitted uses, and removing barriers to the construction of condominiums.

Present Housing 101 to the Planning Policy Commission in late 2022/early 2023.

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements.

Coordinate marketing efforts to maximize awareness of affordable housing opportunities in Issaquah.

Support implementation and funding of the city's TOD project.

Kenmore

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with the Comprehensive Plan Housing Element update, including help with new affordable housing targets.

Provide technical support, data and best practices to assist with potential code changes, such as for "missing middle" housing.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit and faith-based community property. Help evaluate and identify potential properties, partners and financing strategies.

Evaluate potential expansion of TOD overlay and refinement of affordable housing requirements in the overlay zone.

Kirkland

Continue to support efforts to create affordable housing within a transit-oriented development at the Kingsgate Park and Ride.

Support development of housing policies in connection with the I-405/NE 85th Street Station Area Plan, such as evaluation of a commercial linkage fee, and inclusionary housing requirements, and incentivizing family-sized housing units.

Assist with scoping and stakeholder discussions of a potential affordable housing levy.

Assist with implementing programs to encourage construction of more ADUs.

Evaluate housing-related issues in 2024 Comprehensive Plan Update.

Help review the effectiveness and value of the current MFTE program.

Assist with development of the City's Housing Dashboard and ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Assist the City in its potential expansion of the inclusionary zoning program through new incentives for areas like downtown that don't have a requirement and expanded incentives for more affordable housing in other areas of the City.

Assist the City with its reevaluation of parking standards as they relate to affordable housing.

Mercer Island

Assist the City with understanding and synthesizing the Housing Needs Analysis findings with housing-related requirements under the Countywide Planning Policies and the Growth Management Act.

Provide input and assistance in the development of updated housing goals and policies for the City's Comprehensive Plan periodic update.

Newcastle

Assist with potential investment of fee-in-lieu payments, first exploring opportunities to site affordable housing within Newcastle.

Assist with updating the City's Housing Strategy Plan.

Redmond

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, and impact fee waiver provisions.

Assist with scoping and stakeholder discussions regarding potential opportunities to increase revenue options to support affordable housing, and help with advocacy for expanded funding options.

Help evaluate programmatic approaches to support greater affordable homeownership opportunities.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Support City efforts to identify suitable projects for preservation as a mechanism to advance affordable housing objectives.

Sammamish

Assist with data and scoping for a housing needs analysis, and review draft housing policies and goals for the City's Comprehensive Plan Update.

Work with City staff and the City's consultant to provide guidance in the development of the City's Housing Action Plan.

Assist with compliance with new requirements under HB 1220.

Help explore development of educational or promotional materials to encourage developers and property owners to consider more diverse housing types, such as duplexes.

As opportunities arise, support development of affordable housing options.

Woodinville

Provide advice on scope and data collection in support of the City's efforts to adopt a Housing Strategy Plan.

King County

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Partner with King County to preserve affordable homes with expiring covenants in unincorporated areas.

Help advance the King County Regional Affordable Housing Task Force Action Plan.



A Regional Coalition for Housing

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Celebrating 30 years of bringing cities together to house East King County

Together Center Campus
16307 NE 83rd St, Suite 201
Redmond, WA 98052
(425) 861-3677

MEMORANDUM

TO: City of Bellevue Council Members
City of Clyde Hill Council Members
City of Issaquah Council Members
City of Kirkland Council Members
City of Mercer Island Council Members
City of Redmond Council Members
City of Woodinville Council Members
City of Bothell Council Members
Town of Hunts Point Council Members
City of Kenmore Council Members
City of Medina Council Members
City of Newcastle Council Members
City of Sammamish Council Members
Town of Yarrow Point Council Members

FROM: Kurt Triplett, Chair, ARCH Executive Board

DATE: January 12, 2023

RE: Fall 2022 Housing Trust Fund (HTF) Recommendation

As we mark ARCH's 30th anniversary, I am pleased to transmit this year's recommendations for the ARCH Housing Trust Fund. The 2022 funding round was the largest in ARCH's history, with requests from eight projects proposing an impressive **819 units of affordable housing and 26 emergency shelter beds***.

After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB) and is recommending **funding totaling \$7,645,900**, which provides full funding for four projects and partial funding for three projects. These recommendations advance an incredible set of projects that will meet diverse needs throughout the region, including:

- Supportive housing for formerly homeless seniors, veterans and people with disabilities;
- Homeownership housing that will help families build equity;
- Preservation of existing affordable housing for large families;
- Affordable senior independent living;
- Transit-oriented development for families and individuals adjacent to future light rail;
- Emergency shelter for youth and young adults in East King County*; and
- Affordable housing for individuals with intellectual and developmental disabilities

In the last three decades, the ARCH Trust Fund has supported over 5,300 units of affordable housing and shelter beds, creating housing for thousands of families and individuals with limited opportunities to live in our community. The Trust Fund has also leveraged local resources over 10:1, bringing in \$1 billion in other investments to East King County, and this year is no exception, with proposed projects expected to **leverage over \$460 million in other funding**.

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

XII. E. Approve the A Regional Coalition for Housing (ARCH) 2023 Budget,...

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A summary of recommended projects is shown in the table below:

Project Applicant	City	Units/ Beds	ARCH Request	Executive Board Recommendation
Ardea <i>TWG/Imagine Housing</i>	Kirkland	170	\$1,400,000	\$1,400,000
Bellevue Homes <i>Habitat for Humanity</i>	Bellevue	25	\$600,000	\$600,000
Kenmore Supportive Housing <i>Plymouth Housing</i>	Kenmore	100	\$3,279,700	\$3,279,700
Kirkland Heights <i>King County Housing Authority</i>	Kirkland	276	\$2,000,000	\$1,566,200
The Landing Shelter* <i>Friends of Youth</i>	Kirkland	26	\$650,000*	See Below*
Scattered Homes (Supported Living Home / OHS Home) <i>Alpha Supportive Living</i>	TBD-Bothell Kenmore Woodinville	7	\$400,000	\$400,000
Spring District 120 th St. TOD <i>BRIDGE</i>	Bellevue	235	\$4,000,000	\$350,000
Totem Six-Plex <i>Attain Housing</i>	Kirkland	6	\$750,000	\$50,000
Total		819	\$13,079,700	\$7,645,900

***Note: Friends of Youth was able to obtain other grant funds and withdraw its application to ARCH. The ARCH Executive Board remains in strong support of the project.**

These investments couldn't come at a more urgent time, as inflation and rising rents continue to threaten the housing stability of households with low and moderate incomes. While ARCH did not have sufficient funding to fully fund all proposed projects, these awards will make a major difference in the community and help create momentum towards meaningful production of affordable homes. The increased demand for the Trust Fund program also demonstrates ARCH's success in strengthening and expanding relationships with a range of development partners. We know these partnerships are critical to creating the affordable homes that will provide economic relief and stability for current and future generations in our community.

Below is a more detailed description of the applications received, the Executive Board recommendation and rationale, and proposed contract conditions for the proposals recommended for funding at this time. Also enclosed is the proposed funding sources and an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

1. TWG and Imagine Housing – Ardea at Totem Lake

Funding Request:	\$1,400,000 (Contingent Loan) 170 affordable rental units (including 1 manager unit)
Executive Board Recommendation:	Up to \$1,400,000 (Contingent Loan) See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The Ardea project consists of 170 units of affordable housing for seniors age 62 and older at 40%, 50% and 60% AMI, including an estimated 45 units for senior veterans. The project will include 91 studios and 79 1-bedrooms units. All of the units will be within one building with seven residential levels over a one-level parking garage partially below grade with 36 parking stalls. TWG, a national for-profit affordable housing developer, will be the lead developer with Imagine Housing acting as non-profit sponsor/ownership partner and service provider.

The project will provide major right-of-way pedestrian improvements intended to connect the unimproved section of 116th Ave NE along the property with the Totem Lake Business District major pedestrian loop. The project will replace and improve the existing sidewalk with street trees and pedestrian lighting to complete the improved pedestrian corridor along 116th Ave NE.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project will meet several local housing strategies within the City of Kirkland and provide a large amount of senior affordable housing units in a much-needed area of East King County.
- The project will complete an important missing section of pedestrian and right of way improvements connecting the Totem Lake Business District.
- This project leverages significant funding from other public and private sources.
- The project aims to bring together the efficiencies of a vertically integrated developer with the perspectives and connections of a local community-based nonprofit with deep roots in East King County.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum,

the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **construction costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. **It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee** with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
6. A covenant is recorded ensuring affordability for at **least 55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	Studio	1 BR	Total
40%	17	17	34
50%	47	38	85
60%	27	24	51
Total	91	79	170

7. The final loan amount shall be up to \$1.4 million, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
8. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers and parking management.
9. **Agency shall identify and assist residents with alternative transportation options such as car sharing programs and/or shuttle services, bicycle facilities, and robust pedestrian access.**
10. **Agency shall include in its quarterly monitoring reports the following information:**
 - a. **Updates on tenant relations and engagement in existing ARCH-funded projects**

- b. Updates on Agency property and asset management capacity and oversight**
- c. Updates on work necessary to preserve current wetland buffer approvals**

11. Agency must demonstrate its commitment to retaining/providing Energy Star Appliances in every unit.

2. Habitat for Humanity of Seattle-King County – Bellevue Homes

Funding Request: \$600,000 (Secured Grant)
25 affordable homeownership units

Executive Board Recommendation: Up to \$600,000 (Secured Grant)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

Habitat for Humanity Seattle-King County proposes creating 25 permanently affordable 3-bedroom, 1.5 bath townhomes and a new 3,500 SF community center in the Factoria neighborhood of Bellevue, WA. This 3.13-acre site is to be purchased from the Holy Cross Lutheran Church of Bellevue.

The proposed population for the development is 4-5 person families with incomes up to 60% AMI and 80% AMI. The homeownership structure uses a land trust model to ensure permanent affordability of each unit. Under the model, HFHSC retains ownership of the land, which is leased to individual homeowners, and a right of first option to purchase the home upon resale. Habitat requires homebuyers to put in 250 hours of self-help labor to help construct their own units as well as their neighbors' units. This "sweat equity" model, combined with the modest appreciation within the land trust structure, provides low-income households the opportunity to build wealth through homeownership while securing safe, affordable housing.

The project addresses a local priority to the City of Bellevue's Affordable Housing Strategy by creating more affordable housing stock for low-income households, including through developing on land owned by faith-based groups.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project would create additional units of homes for purchase in a very high-cost area with median home prices that exceed \$1 million. Such opportunities are quite rare and allow households with modest incomes to achieve stability and wealth building through homeownership.
- The project takes advantage of new City policies that encourage additional density and affordable housing on property owned by faith communities, helping to advance the City's overall Affordable Housing Strategy.
- The project preserves existing community assets that will create benefits for residents and the broader community.

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- Habitat's sweat equity model allows volunteers and potential buyers to gain valuable skills and experience in homebuilding, while allowing for cost savings when compared to traditional construction. Also, keeping the units and land in a land trust ensures perpetual affordability, which is especially important in a high cost, high growth city like Bellevue.
- Habitat's approach to marketing helps to address historic barriers to home ownership and preserve cultural diversity in the community.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment continues for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **acquisition costs**. Funds may not be used for another purpose without prior written authorization from ARCH. If, after project completion project, there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. Funds will be in the form of a **secured grant**, so long as affordability and target population are maintained.
4. The Net Developer Fee shall be established when the Contract Budget is finalized and will follow the ARCH Net Developer Fee Schedule. Net Developer Fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after the project is placed in service.
5. A covenant shall be recorded ensuring affordability for at least **55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH.

Affordability	3 BR	Total
60%	10	10
80%	15	15
Total	25	25

6. **Agency shall include the following in its quarterly reports:**
 - a. **Update on mortgage interest rate projections and contingency plans to address rates in the present inflationary environment.**
 - b. **Update on neighborhood engagement and efforts to inform the surrounding community about the project.**
7. **Agency shall provide for ARCH review and approval any draft agreements memorializing roles and responsibilities for management and use of shared spaces, including the community center, open space elements, and shared parking. Agency shall ensure that homeowners are not responsible for maintenance of non-residential spaces intended primarily to benefit other parties or the broader community.**
8. **Agency shall affirmatively market the project to further fair housing (as described in the funding application), and commit to measures that ensure all households may enjoy residency regardless of religious affiliation, and protect against religious discrimination in the sale of homes and operation of the development.**

3. Plymouth Housing – Kenmore PSH

Funding Request:	\$3,279,729 (Deferred Loan) 100 affordable rental units (including 1 manager unit)
Executive Board Recommendation:	Up to \$3,279,700 (Deferred Loan) See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed project is the new construction of 100 affordable housing units for seniors, veterans, formerly homeless, and disabled individuals. All of the units will serve formerly homeless residents earning up to 30% of area median income. The project will be located on a city-owned site on Bothell Way in Downtown Kenmore with good proximity to amenities and transportation. The project location is ideal for a building that serves seniors and single individuals.

The project includes a mix of studios and one-bedroom units (25 one-bedroom and 75 studio) as well as resident amenity space, including a community room, community kitchen, on-site medical and behavioral health space, offices for case managers and property staff, and a front desk. The project will also include commercial space on the ground floor that will provide a benefit to the community through a partnership with Kenmore-based Bastyr University.

This project was made possible through the efforts of the City of Kenmore, which committed approximately \$3.2M in ARPA funding and offered a \$1.89 million City-owned property through an RFP dedicated to affordable housing. The ARCH Executive Board also approved a preliminary reservation of unused 2021 Housing Trust Fund resources to the development of this project. The winning project and funding recommendation was then reviewed and affirmed by ARCH's Community Advisory Board.

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Due to construction market conditions, and incorporation of commercial prevailing wages into the construction budget (to accommodate federal resources committed to the project), the budget experienced an increase in construction costs that increased the remaining funding gap. To help fill this gap, Plymouth requested additional funds from ARCH in the fall round, and submitted applications to other funding sources to complete the project financing.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- Aligns with the City's RFP goals and would further the City of Kenmore #1 priority to build affordable housing:
 - Exceeded the City's goal of providing 20% of the units at 30% AMI.
 - Utilizes project site efficiently allowing for 100 units of affordable housing.
 - Meets the City's requirement of a cost-efficient design.
 - Commits significant agency resources toward development of a ground floor that will benefit the community
 - Envisions a welcoming design that enhances and creates a gateway to Downtown Kenmore
- Will provide critically needed, deeply affordable units at 30% AMI.
- Meets ARCH's long-term objective of investing in affordable housing across member jurisdictions.
- Serves a range of special needs populations (homeless individuals, seniors, veterans and persons with disabilities)
- Will allow a dependable, long standing non-profit housing and service provider to expand services into Kenmore.
- Will be highly competitive for Low Income Housing Tax Credits and State Housing Trust Fund resources, providing significant financial leverage of local resources.
- Site has convenient access to transit, shopping, and services.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **reserves, soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. If after the completion of the project there are budget line items with unexpended

balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.

3. Funds will be in the form of a **secured grant**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least **55 years**, with unit size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	studio	1-bedroom	Total
30%	75	25	100
Total	75	25	100

6. Based on the availability of adequate support services, the project will contain 100 units for formerly homeless residents, unless otherwise approved by ARCH. Plymouth will work with service providers and other agencies working in East King County to establish referral mechanisms, or other referral method as approved by ARCH, and shall aim to include seniors, veterans, and persons with disabilities.
7. ARCH shall review and approve the services budget and services plan for consistency with application.
8. **The Agency will establish a services reserve account in the amount of no less than \$500,000 to be used in the event of shortfalls in project income to pay for necessary services expenses. A services reserve budget must be approved by ARCH at the close of permanent financing and will be monitored for consistency with the services plan, ARCH will review**
9. **If service funding decreases at any point during the term of the contract, Agency shall submit for review and approval a service plan which provides continuity of services within the project.**

4. King County Housing Authority – Kirkland Heights

Funding Request: \$2,000,000 (Contingent Loan)
276 Affordable Units (including 3 manager units)

Executive Board Recommendation: Up to \$1,566,200 (Contingent loan)
Includes \$1,056,300 local funds, \$509,900 CDBG funds

See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The Kirkland Heights Apartments is a 180-unit apartment complex located in Northeast Kirkland near the Totem Lake neighborhood. This proposal's scope includes the rehabilitation of all existing residential buildings, addition of a third story to eleven of the existing buildings, and the new construction of two three-story residential buildings and one community building. Upon project completion, the complex will consist of 276 units, thus utilizing more of the site's allowed density.

The project will include 103 units affordable for households at 30% AMI, 52 units at 60% AMI and 114 units at 80% AMI. This structure takes advantage of the available Project-based Section 8 rental assistance, which is targeted to the 106 units at 30% AMI, while allowing existing residents with incomes between 60% and 80% AMI to remain at Kirkland Heights.

KCHA is proposing \$24.2 million in public funds while contributing a significant (\$36.1 million) subordinate loan. King County has awarded \$11.2 million in funds for the project, and \$10 million is proposed from the State (of which \$5 million would fund the rehab project, and \$5 million would fund the new construction portion). In addition, as a Public Housing Authority (PHA), KCHA can issue tax exempt debt. At the time of application, 50% (\$110 million) of the total sources have been committed/secured.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project preserves and enhances housing for a large number of existing low- and moderate-income residents in the community, including many families with children.
- The project also adds a significant number of units affordable to very low-, low- and moderate-income households within a high-opportunity area near good jobs, various transportation options, and other public and private amenities.
- KCHA has taken advantage of income averaging, thus allowing the feasible incorporation of 106 units targeted to very low-income households. Those units are supported with Project-based Section 8 Rental Assistance under a HAP Contract signed in 2020.
- This project leverages significant funding from public and private sources, 50% of which are already committed/secured.
- The project is undertaken by an experienced agency that has prioritized the project to start construction as soon as possible.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide

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a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency for **soft costs, acquisition costs, and construction costs**. In the event any portion of the funding award is reserved for construction contingency, that portion must be approved in advance by ARCH staff. Funds may not be used for another purpose without prior written authorization from ARCH. If, after project completion project, there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. **Funds will be in the form of a deferred, contingent loan.** Loan terms will account for various factors, including loan terms from other fund sources, including the sponsor subordinate loan and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH staff. **Based on the preliminary development budget, it is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of the deferred developer fee (approximately year 12), with 1% interest.** The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of a loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. KCHA will provide a sponsor subordinate loan in the approximate amount of **\$36.1 million**. The final amount and terms of repayment will be finalized at the time of review and approval of the contingency portion of the funding commitment. Terms are anticipated to account for available cash flow and repayment of the ARCH loan.
5. Until such time as the deferred developer fee is fully repaid, all cash flow after payment of operating expenses and debt service shall be used to repay the deferred developer fee or project reserves as approved by ARCH staff.
6. A covenant is recorded ensuring affordability for at least 55 years, with affordability as shown in the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1 BR	2 BR	3 BR	4 BR	Total
30%		56	43	7	106
60%	4	23	22	4	53
80%	8	48	48	10	114
Total	12	127	113	21	273

7. **Agency shall provide remaining findings after the completion of Building 8 test case. If those findings impact the project's development budget or project timeline, those updates will be shared with ARCH.**

8. **Agency shall provide a relocation plan for ARCH review and approval, including 1) the total relocation budget, 2) description of impact to residents, and 3) sample relocation notices provided to residents (all applicable per approved relocation plan: 30-day notice, 60-day notice, etc.).**
9. **Agency shall provide ARCH a management plan that includes proposed recreational activities that will be offered to build community and promote resident engagement.**
10. **Agency shall identify and implement opportunities to incentivize sustainable transportation choices such as car sharing, public transportation, electric vehicle ownership and bicycle storage.**

5. ALPHA/Inclusion – Scattered Homes

Funding Request: \$400,000 (Secured Grant)
2 homes (including 3 tenants per home)

Executive Board Recommendation: Up to \$400,000 (Secured Grant)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed ARCH-funded project will consist of the acquisition of two homes in East King County for individuals with Intellectual and Developmental Disabilities (IDD) earning below 30% AMI, referred through the Development Disabilities Administration (DDA). Each home is expected to have three clients. The \$400,000 request to ARCH would help to acquire two homes in the Woodinville/Bothell/Kenmore area, where the sponsor has an established presence and supports within the community. Inclusion Homes will own and operate the homes, while Alpha Supported Living provides tailored supportive services at each home.

The two proposed acquisitions include:

1. Purchase of a children's home in the Bothell/Woodinville area of King County (OHS Home #3). This will be a 4-bedroom home for the Out of Home Services (OHS) program for children and youth ages 9-20 years old. Alpha is seeking sites near their two existing OHS homes for streamlining of management and staffing purposes. The timeline to purchase the home is late 2023.
2. Purchase of a 3-bedroom Supported Living home located in East King County (Bothell, Woodinville), with services provided by Alpha also referred as Home #4. The timeline is to purchase the home in mid-2023.

Each home site will be assessed by Inclusion Homes for repairs and retrofitting at time of purchase as needed. Inclusion homes has already identified a list of up potential homes that would fit within the agency's needs and standard requirements.

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There has been an ongoing demand for Supported Living services from individuals with IDD living with their parents or from an institutional setting. Alpha continually receives referrals but lacks access to affordable housing to place individuals. Currently, there are 87 open and funded “slots” for clients with IDD to move into Supported Living in Washington State, plus 68 additional funded “slots” that will be added over the next 12 months from legislative appropriations.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project will provide much needed IDD housing in King County people with very low incomes below 30% AMI.
- This project leverages significant investments from public sources including State capital funds as well as ongoing rental subsidies and service funding that will ensure stable operations over time.
- The project is undertaken by an agency with recent success creating new IDD housing and a strong reputation for meeting the needs of individuals who would otherwise not be successful in many other types of housing.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **acquisition**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a **secured grant**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least **55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1-bedroom/suite	Total
30%	7	7
Total	7	7

6. ARCH shall review and approve the services budget and services plan for consistency with application. A services reserve budget must be approved by ARCH at the close of permanent finance and will be monitored on an annual basis for consistency with the services plan. Any deviation from the services budget must be pre-approved by ARCH.
7. **Agency shall provide to ARCH for review a Capital Needs Assessment for all homes for ARCH's approval.**

6. BRIDGE Housing – Spring District TOD

Funding Request: \$4,000,000 (Contingent Loan)
235 Affordable Units (including 2 manager units)

Executive Board Recommendation: Up to \$350,000 (Contingent Loan)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

In October 2020, Sound Transit selected BRIDGE and its partners, Essex and Touchstone, to master plan and develop a 6.9-acre site adjacent to the agency's Operations and Maintenance Facility in the Spring District of Bellevue. Together, the project partners plan to deliver a mixed-use, mixed-income transit-oriented development that offers direct connections to a new transit station and a regional multi-modal trail corridor.

The proposed affordable housing project is comprised of Building 6 and Building 3, which consist of 235 permanently affordable units at 50%-60% AMI including two manager's apartments. Unit mixes will consist of 71 studios, 101 one-bedroom units, 37 two-bedroom units, and 24 three-bedroom units. The current proposal was prepared in response to a 2019 RFP that originally contained up to \$10 million in committed funding from King County and \$4 million from ARCH. At the time, BRIDGE believed the project would be feasible without those funds, but in subsequent years high-cost inflation has created a large financing gap in the project.

The project is currently projecting a large gap in public financing, but is not expected to get underway with construction until late 2024. Therefore, the project may be able to re-apply for funding in ARCH's 2023 funding round.

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Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project will provide a large amount of low- and moderate-income affordable housing units in a strategic location close to jobs, transportation and amenities.
- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Bel-Red corridor, Amazon's Housing Equity Fund and the Evergreen Impact Housing Fund.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and City of Bellevue.
- The project design incorporates cost and sustainability considerations such as reduced parking.
- The project advances key objectives in the City of Bellevue's Affordable Housing Strategy.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by the Agency towards **soft costs and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. **It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee** with 1% interest. The terms will also include a provision for the Agency to a defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the

developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

6. A covenant is recorded ensuring affordability for at least **55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	Studio	1 BR	2BR	3BR	Total
50%	21	30	11	8	70
60%	50	71	26	16	163
Total	71	101	37	24	233

7. **Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers for special populations.**
8. **Agency shall ensure that all measures have been taken to provide durable, high quality and sustainable constructions materials, and Energy Star appliances within the project.**
9. **Agency shall identify and take steps to connect residents with affordable, healthy food options, and commit to pursuing the removal of any restrictions within the broader master development that prevent the operation of grocery stores.**
10. **Agency shall submit a parking management and shared parking plan and shall pursue opportunities to make additional parking options available to residents who require vehicle parking.**
11. **In the interest of encouraging integration of residents across the development site, the Agency shall look for ways to incorporate shared amenities, unifying aesthetics, and other programmatic features to build community.**

7. Attain Housing – Totem Six Plex

Funding Request: \$650,000 (Secured Grant)
6 new housing units

Executive Board Recommendation: Up to \$50,000 (Technical Assistance Grant)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed project is the new construction of a three-story structure with six two-bedroom units of transitional housing for homeless families earning up to 30% of area median income (AMI). The property currently contains an existing four plex building owned and managed by Attain Housing. Attain also manages the four plex on the lot next to the proposed construction site. The proposed new building will sit in what is currently a lawn between the two four plex buildings. The project represents an expansion

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of existing programs operated by Attain, with overall capacity growing from 8 to 14 units across the three buildings.

Funding Rationale:

The Executive Board supports the concept of the Attain Housing proposal but does not recommend fully funding the project at this time. The Executive Board supports technical assistance funding for this project in an effort to address outstanding project issues, and encourages the project to apply for funding during the 2023 ARCH Housing Trust Fund round. This would provide an opportunity for Attain Housing to address the issues identified below:

- Further development of building design, permitting, siting and parking and conformance with zoning requirements.
- Allow the project to obtain funding commitments of other public funding sources and make progress on the needed capital campaign.
- Secure project management capacity, including recommended engagement of a development consultant who will assist with the financing and project management of the project through construction completion.
- Development of an updated development budget and operating budget which addresses increases in construction costs based on an updated cost estimate and funding to address the additional cost increases.
- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further discussion of long-term strategy for funding supportive services for transitional housing.

Proposed Conditions for Technical Assistance Award:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **development consultant and design development**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a **grant** for eligible predevelopment expenses.

Standard Conditions (Apply to all projects):

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability.
7. The final award amount shall be up to the recommended total, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total award amount based on changes to the project sources and uses, and unit mix.

Attachment 1: Proposed Funding Sources

PROJECTS RECOMMENDED FOR 2022 FUNDING

	Ardea at Totem Lake	Bellevue Homes	Kenmore PSH	Kirkland Heights	Scattered Homes	Spring District	Totem Six Plex	2022 Recommended Funds
Bellevue	475,000	203,600	1,112,800	358,400	135,700	118,700	25,000	2,429,200
Bothell	28,200	12,100	66,100	21,300	8,100	7,100		142,900
Clyde Hill	7,600	3,300	17,800	5,700	2,200	1,900		38,500
Hunts Point	1,600	700	3,700	1,200	500	400		8,100
Issaquah	65,300	28,000	153,000	49,300	18,700	16,300		330,600
Kenmore	23,400	10,000	54,900	17,700	6,700	5,900		118,600
Kirkland	386,100	165,500	904,600	291,300	110,300	96,500	25,000	1,979,300
Medina	7,400	3,200	17,300	5,600	2,100	1,800		37,400
Mercer Island	25,200	10,800	59,100	19,000	7,200	6,300		127,600
Newcastle	36,000	15,400	84,300	27,100	10,300	9,000		182,100
Redmond	261,200	111,900	611,800	197,100	74,600	65,300		1,321,900
Sammamish	49,500	21,200	115,900	37,300	14,100	12,400		250,400
Woodinville	30,600	13,100	71,700	23,100	8,700	7,700		154,900
Yarrow Point	2,900	1,200	6,700	2,200	800	700		14,500
Local Funds	1,400,000	600,000	3,279,700	1,056,300	400,000	350,000	50,000	7,136,000
CDBG				509,900				509,900
Award Totals	1,400,000	600,000	3,279,700	1,566,200	400,000	350,000	50,000	7,645,900

Attachment 2: Project Economic Summaries

Applicant: TWG and Imagine Housing
Project Name: Ardea Senior Affordable Housing
Location: 12700 116th Avenue NE, Kirkland WA
Project Description: 170 units of affordable housing for seniors 62 and older at 40%, 50% and 60% AMI

Project Sources	Amount	Status
Amazon	\$8,075,000	Committed
Amazon	\$8,075,000	Committed
ARCH	\$1,400,000	Proposed
King County	\$2,274,000	Proposed
4% LIHTC	\$28,357,114	Proposed
Perm Loan	\$15,300,000	Proposed
Deferred Developer Fee	\$3,696,674	Committed
Total Sources	\$67,177,788	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs:	\$4,805,427	\$28,267	\$36
Construction:	\$45,052,718	\$265,016	\$333
Soft Costs:	\$10,153,157	\$59,724	\$75
Pre-Development / Bridge Financing	\$440,048	\$2,589	\$3
Construction Financing	\$2,642,119	\$15,542	\$20
Permanent Financing	\$1,279,375	\$7,526	\$9
Capitalized Reserves	\$683,800	\$4,022	\$5
Other Development Costs	\$2,121,144	\$12,477	\$16
Total Uses	\$67,177,788	\$395,163	\$497

Applicant: Habitat for Humanity of Seattle-King County
Project Name: Bellevue Homes
Location: 4315 129th Place SE, Bellevue, WA 98006
Project Description: New development of 25 permanently affordable 3-bedroom, 1.5 bath townhomes and a new 3,500 SF community center for residents at 80% AMI.

Project Sources	Amount	Status
State HTF	\$900,000	Proposed
State CHIP	\$800,000	Proposed
ARCH HTF	\$600,000	Proposed
HFHSC	\$11,540,313	Committed
Total Sources	\$13,840,313	

Project Uses	Amount	Per Home	Per SF
Acquisition Costs	\$1,020,000	\$40,800	\$37.09
Construction	\$11,360,313	\$454,413	\$413.10
Soft Costs	\$1,180,000	\$47,200	\$42.91
Other Development Costs	\$280,000	\$11,200	\$10.18
Total Uses	\$13,840,313	\$555,613	\$503.28

Applicant: Plymouth Housing
Project Name: Kenmore PSH
Location: 4315 129th Place SE, Bellevue, WA 98006
Project Description: New construction of 100 affordable housing units for formerly homeless seniors, veterans, and disabled individuals at 30% area median income with moderate service needs.

Source Name	Amount	Originally Committed	Proposed Status
Tax Credit Equity	\$25,705,200		Proposed
Housing Trust Fund	\$5,000,000		Proposed
City of Kenmore	\$400,000	\$5,090,000	Proposed
ARCH	\$279,729	\$3,000,000	Proposed
Plymouth Sponsor Loan	\$1,458,600		Committed
FHLB	\$750,000		Proposed
King County	\$1,000,000		Proposed
Plymouth Sponsor Loan	\$1,541,400		Committed
Total Sources	\$44,224,929		

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$1,920,000	\$19,200	\$45
Construction	\$34,123,997	\$341,240	\$804
Soft Costs	\$3,015,000	\$30,150	\$71
Construction Financing	\$794,532	\$7,945	\$19
Permanent Financing	\$315,000	\$3,150	\$7
Capitalized Reserves	\$ 1,135,000	\$11,350	\$27
Other Development Costs	\$1,380,000	\$13,800	\$33
Community Space	\$1,541,400	N/A	\$706
Total Uses	\$44,224,929	\$442,249	\$1,042

Applicant: King County Housing Authority
Project Name: Kirkland Heights
Location: 13310 NE 133rd Street, Kirkland WA 98034
Project Description: Rehab and new construction of 276 Affordable Units at 30%, 60% and 80% AMI

Project Sources	Amount	Status
4% LIHTC Equity	\$96,393,299	Proposed
Tax Exempt Bonds (Permanent)	\$52,262,366	Proposed
King County TOD	\$11,200,000	Committed
State HTF	\$10,000,000	Proposed
State CHIP	\$1,000,000	Proposed
ARCH HTF	\$2,000,000	Proposed
Sponsor Subordinate Loan	\$36,145,521	Committed
Deferred Developer Fee	\$10,911,606	Committed
Deferred Interest	\$400,000	Committed
Total Sources	\$220,312,792	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$51,524,800	\$186,684	\$210.09
Construction	\$128,170,181	\$464,385	\$522.61
Soft Costs	\$31,905,619	\$115,600	\$130.09
Pre-Development / Bridge Financing	\$1,200,000	\$4,348	\$4.89
Construction Financing	\$1,825,000	\$6,612	\$7.44
Permanent Financing	\$1,594,462	\$5,777	\$6.50
Other Development Costs	\$3,627,730	\$13,144	\$14.79
Bond Related Costs of Issuance	\$465,000	\$1,685	\$1.90
Total Uses	\$220,312,792	\$798,235	\$898.31

Applicant: ALPHA/Inclusion
Project Name: Scattered Homes
Location: TBD
Project Description: Purchase and rehabilitation of two homes in East King County for IDD children and individuals.

Project Sources	OHS Home 3	Supported Living Home 4	Total
Housing Trust Fund	\$700,000	\$650,000	\$1,350,000
ARCH	\$200,000	\$200,000	\$400,000
Kuni Foundation	\$100,000	\$0	\$100,000
Inclusion Housing	\$100,000	\$100,000	\$200,000
Total Sources	\$1,100,000	\$950,000	\$2,050,000

Project Uses: Supported Living Home #4	Amount	Per SF	Per Bed
Acquisition Costs	\$812,000	\$226	\$116,000
Construction	\$96,000	\$27	\$13,714
Soft Costs	\$21,000	\$6	\$3,000
Capitalized Reserves	\$21,000	\$6	\$3,000
Total Uses	\$950,000	\$264	\$135,714
Project Uses: OHS Home #3	Amount	Per/SF	Per Bed
Acquisition Costs	\$963,000	\$268	\$137,571
Construction	\$96,000	\$27	\$13,714
Soft Costs	\$21,000	\$6	\$3,000
Capitalized Reserves	\$20,000	\$6	\$2,857
Total Uses	\$1,100,000	\$306	\$157,143

Applicant: BRIDGE Housing
Project Name: Spring District Affordable Housing Development
Location: 1601 120th Avenue NE, Bellevue WA
Project Description: New construction of Building 6 and Building 3, which consist of 235 permanently affordable units at 50%-60% AMI in the Spring District TOD site.

Project Sources	Amount	Status
4% Low Income Housing Tax Credits	\$58,501,006	Proposed
Amazon Housing Equity Fund - Loan	\$22,100,000	Proposed
Amazon Housing Equity Fund - Grant	\$3,750,000	Proposed
Evergreen Impact Housing Fund	\$15,500,000	Committed
King County TOD	\$10,000,000	Proposed
City of Bellevue	\$8,000,000	Proposed
ARCH	\$4,000,000	Proposed
BRIDGE General Partner Equity	\$4,985,350	Committed
Deferred Developer Fee	\$2,000,000	Committed
Perm Loan	\$2,987,826	Proposed
Total Sources	\$131,824,182	\$560,954

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$25,000	\$106	\$0.11
Construction	\$101,081,682	\$430,135	\$424.80
Soft Costs	\$15,434,392	\$65,678	\$64.86
Pre-Development / Bridge Financing	\$810,975	\$3,451	\$3.41
Construction Financing	\$9,589,624	\$40,807	\$40.30
Permanent Financing	\$580,627	\$2,471	\$2.44
Capitalized Reserves	\$611,227	\$2,601	\$2.57
Other Development Costs	\$3,690,655	\$15,705	\$15.51
Total Uses	\$131,824,182	\$560,954	\$553.99

Applicant: Attain Housing
Project Name: Totem Six Plex
Location: 12601 NE 132nd St, Kirkland
Project Description: New construction of a three-story structure with six two-bedroom units of affordable housing for homeless families earning up to 30% of area median income (AMI).

Project Sources	Amount	Status
ARCH	\$750,000	Proposed
State Housing Trust Fund	\$750,000	Proposed
King County	\$750,000	Proposed
Capital Campaign	\$1,500,000	Proposed
Attain Housing	\$250,000	Committed
Total Sources	\$4,000,000	\$666,667

Project Uses	Amount	Per Unit	Per SF
Acquisition:	\$1,500	\$250	\$.25
Construction:	\$3,393,632	\$565,605	\$566
Soft Costs:	\$526,143	\$87,691	\$88
Other Development Costs	\$78,725	\$13,1221	\$13
Total Uses	\$4,000,000	\$666,667	\$667

<p>Subject/Topic: Ratification of an Amendment to the 2021 King County Countywide Planning Policies (CPP)</p> <p>Proposed Council Action/Motion: No action means ratification of the Amendment to the 2021 Countywide Planning Policies</p>	<p>For Council Meeting Agenda of: 2/13/23</p> <p>Department: Community Development</p> <p>Prepared by: Debbie Bent, Community Development Director</p> <p style="text-align: right;"><u>Initial & Date</u></p> <p>Approved by Department Head: <u>1/24/23 DB</u></p> <p>Approved by City Attorney: <u>N/A</u></p> <p>Approved by Finance Director: <u>N/A</u></p> <p>Approved by City Manager: RK <u>1/24/23</u></p> <p>Exhibits/Attachments:</p> <ol style="list-style-type: none"> 1) 1/5/23 transmittal letter from King County to Mayor Herbig 2) King County Ordinance 19553 3) 9/27/22 transmittal letter from the King County Executive to the King County Council 4) 11/21/22 King County staff report
<p><u>INFORMATION/BACKGROUND:</u> Kenmore is deemed to have ratified the amendment to the 2021 Countywide Planning Policies (CPPs), establishing housing unit and employment growth targets for the City of Sammamish (to reflect upgraded sewer capacity) on behalf of unincorporated King County unless within 90 days of adoption by King County, the City takes legislative action to disapprove the amendments. The 90-day deadline is 4/1/23. Staff recommends that the Council ratifies the amendment by taking no legislative action.</p> <p>On 1/5/23 the City received a letter (Attachment #1) from King County requesting ratification of an amendment to the 2021 King County Countywide Planning Policies (CPP). On 12/6/22 the Metropolitan King County Council approved Ordinance 19553 (Attachment #2) and ratified the amendment to establish housing unit and employment growth targets for the City of Sammamish on behalf of unincorporated King County. The ordinance became effective 1/1/23. A copy of the 9/27/22 transmittal letter from the King County Executive to the King County Council (Attachment #3) and the 11/21/22 King County Staff Report (Attachment #4) provides additional background information.</p>	
<p><u>FISCAL CONSIDERATION:</u> Staff time.</p>	
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u></p> <p>2023-2024 Council Priorities: Priority #9 foster community engagement and participation</p>	



January 5, 2023

The Honorable Nigel Herbig
City of Kenmore
18120 68th Ave NE
P.O. Box 82607
Kenmore, WA 98028-2701

Dear Mayor Herbig:

We are pleased to forward for your consideration and ratification an amendment to the 2021 King County Countywide Planning Policies (CPP).

On December 6, 2022, the Metropolitan King County Council approved and ratified the amendment to establish housing unit and employment growth targets for the City of Sammamish on behalf of unincorporated King County. The ordinance will become effective Sunday, January 1, 2023. Copies of the transmittal letter, Metropolitan King County Council staff report and ordinance 19553 are attached to assist you in your review.

In accordance with the CPP, FW-1, amendments become effective when ratified by ordinance or resolution by at least 30 percent of the city and county governments representing 70 percent of the population of King County according to the interlocal agreement. A city will be deemed to have ratified the CPP and amendments unless, within 90 days of adoption by King County, the city takes legislative action to disapprove the amendments. **Please note that the 90-day deadline for these amendments is Saturday, April 1, 2023.**

If you adopt any legislation concerning this action, and since we are working remotely, please **email** a copy of the legislation by the close of business, Friday, March 31, 2023, to Council.clerk@kingcounty.gov.

If you have any questions about the amendments or ratification process, please contact Andy Micklow, Metropolitan King County Council Staff, at 206 263-3226

or Ivan Miller, Countywide Planning Manager, King County Office Performance, Strategy and Budget, at 206 263-8297.

Thank you for your prompt attention to this matter.

Sincerely,

The image shows two handwritten signatures in black ink. The signature on the left is 'Dave Upthegrove' and the signature on the right is 'Dow Constantine'.

Dave Upthegrove, Chair
Metropolitan King County Council

Dow Constantine
King County Executive

Enclosures

cc: King County City Planning Directors
Sound Cities Association
Lauren Smith, Director, Regional Planning
Ivan Miller, Countywide Planning Manager
Andy Micklow, Council Staff, Committee of the Whole



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19553

Proposed No. 2022-0398.1

Sponsors Perry

1 AN ORDINANCE adopting and ratifying amendments to
2 the 2021 King County Countywide Planning Policies.

3 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

4 **SECTION 1. Findings:**

5 A. The 2021 King County Countywide Planning Policies were adopted by King
6 County via Ordinance 19384, which established 2019-2044 growth targets for King
7 County jurisdictions in Table DP-1.

8 B. Table DP-1 directed additional work to establish final growth targets for the
9 city of Sammamish.

10 C. On July 27, 2022, the King County Growth Management Planning Council
11 approved Motion 22-1 which recommended final growth targets for the city of
12 Sammamish.

13 **SECTION 2.** The amendments to the 2021 King County Countywide Planning
14 Policies, as shown in Attachment A to this ordinance, are hereby adopted by King County
15 and ratified on behalf of the population of unincorporated King County.

16 **SECTION 3. Severability.** If any provision of this ordinance or its application to

- 17 any person or circumstance is held invalid, the remainder of the ordinance or the
- 18 application of the provision to persons or circumstances is not affected.

Ordinance 19553 was introduced on 10/18/2022 and passed by the Metropolitan King County Council on 12/6/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,
McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

Claudia Balducci

F8830816F1C4427...

Claudia Balducci, Chair

ATTEST:

DocuSigned by:

Melani Pedroza

C267B914088E4A0...

Melani Pedroza, Clerk of the Council

APPROVED this ____ day of 12/22/2022, ____.

DocuSigned by:

Dow Constantine

4FBCAB8196AE4C6...

Dow Constantine, County Executive

Attachments: A. Amendments to 2021 King County Countywide Planning Policies - Sammamish Growth Targets

Amendments to 2021 King County Countywide Planning Policies – Sammamish Growth Targets

In the CPP Development Patterns Chapter, starting on page 22, amend as follows:

Table DP-1: King County Jurisdiction Growth Targets 2019-2044			
Net New Units and Jobs			
Jurisdiction		2019-2044 Housing Target	2019-2044 Job Target
Metro Cities	Bellevue	35,000	70,000
	Seattle	112,000	169,500
Metropolitan Cities Subtotal		147,000	239,500
Core Cities	Auburn	12,000	19,520
	Bothell	5,800	9,500
	Burien	7,500	4,770
	Federal Way	11,260	20,460
	Issaquah	3,500	7,950
	Kent	10,200	32,000
	Kirkland	13,200	26,490
	Redmond	20,000	24,000
	Renton	17,000	31,780
	SeaTac	5,900	14,810
	Tukwila	6,500	15,890
Core Cities Subtotal		112,860	207,170
High Capacity Transit Communities	Des Moines	3,800	2,380
	Federal Way PAA	1,020	720
	Kenmore	3,070	3,200
	Lake Forest Park	870	550
	Mercer Island	1,239	1,300
	Newcastle	1,480	500
	North Highline PAA	1,420	1,220
	Renton PAA - East Renton	170	0
	Renton PAA - Fairwood	840	100
	Renton PAA - Skyway/West Hill	670	600
	Shoreline	13,330	10,000
	Woodinville	2,033	5,000
High Capacity Transit Communities Subtotal		29,942	25,570

Table DP-1: King County Jurisdiction Growth Targets 2019-2044			
Net New Units and Jobs			
Jurisdiction		2019-2044 Housing Target	2019-2044 Job Target
Cities and Towns	Algona	170	325
	Beaux Arts	1	0
	Black Diamond	2,900	680
	Carnation	799	450
	Clyde Hill	10	10
	Covington	4,310	4,496
	Duvall	890	990
	Enumclaw	1,057	989
	Hunts Point	1	0
	Maple Valley	1,720	1,570
	Medina	19	0
	Milton	50	900
	Normandy Park	153	35
	North Bend	1,748	2,218
	Pacific	135	75
	Sammamish	((*) <u>2,100</u>)	((*) <u>728</u>)
	Skykomish	10	0
	Snoqualmie	1,500	4,425
	Yarrow Point	10	0
Cities and Towns Subtotal		((15,483)) <u>17,583</u>	((17,163)) <u>17,891</u>
Urban Unincorporated	Auburn PAA	12	0
	Bellevue PAA	17	0
	Black Diamond PAA	328	0
	Issaquah PAA	35	0
	Kent PAA	3	300
	Newcastle PAA	1	0
	Pacific PAA	134	0
	Redmond PAA	120	0
	Sammamish PAA	194	0
	Unaffiliated Urban Unincorporated	448	400
Urban Unincorporated Subtotal		1,292	700
Urban Growth Area Total		((306,577)) <u>308,677</u>	((490,103)) <u>490,831</u>

((* Growth Management Planning Council (GMPC) Motion 21-4 established a process to revise the 2019-2044 growth targets for the City of Sammamish to reflect updated sewer capacity. Sammamish shall submit final growth targets to the GMPC by June 1, 2021 for action by the GMPC and recommendation to the King County Council.))

Certificate Of Completion

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Status: Completed

Subject: Complete with DocuSign: Ordinance 19553.docx, Ordinance 19553 Attachment A.docx

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Document Pages: 2

Signatures: 3

Envelope Originator:

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Initials: 0

Cherie Camp

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Claudia Balducci

claudia.balducci@kingcounty.gov

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Ordinance 19553 Attachment A.docx

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Angel Foss

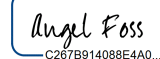
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King County Council

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Dow Constantine

Dow.Constantine@kingcounty.gov

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Agent Delivery Events	Status	Timestamp
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Kaitlyn Wiggins kwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 12/15/2022 1:19:44 PM Viewed: 12/15/2022 3:19:06 PM
Witness Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	12/22/2022 2:21:50 PM
Signing Complete	Security Checked	12/22/2022 2:22:00 PM
Completed	Security Checked	12/22/2022 2:22:00 PM
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King County

Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

Seattle, WA 98104-1818

206-263-9600 Fax 206-296-0194

TTY Relay: 711

www.kingcounty.gov

September 27, 2022

The Honorable Claudia Balducci
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Balducci:

This letter transmits a proposed Ordinance that, if enacted, would adopt amendments to the 2021 King County Countywide Planning Policies. The amendments were recommended by the King County Growth Management Planning Council (GMPC) on July 27, 2022, and would establish 2019-2044 housing unit and employment growth targets for the City of Sammamish.

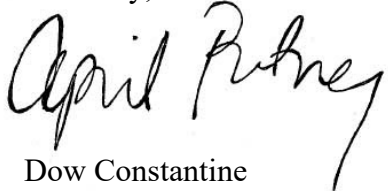
The 2021 King County Countywide Planning Policies were adopted by King County via Ordinance 19384 and established growth targets for all jurisdictions in King County other than the City of Sammamish. The Ordinance directed the City to engage in additional work, consistent with GMPC Motion 21-4, to reflect updated sewer capacity assumptions and to coordinate this work with parties through the countywide planning process.

Over the past seven months, the City followed the process established in GMPC Motion 21-4 to establish proposed growth targets. The GMPC approved the proposed targets through GMPC Motion 22-1. If adopted by the King County Council and ratified by the jurisdictions in King County, these targets will form the land use assumptions for the City's comprehensive plan.

This proposed legislation furthers the King County Strategic Plan healthy environment goal by focusing new growth into urban areas, thereby maintaining rural character, protecting and supporting healthy resource lands and open space, and reducing greenhouse gas emissions. Land use planning plays a vital role in shaping an environmentally sustainable and economically viable future for all people in King County.

If your staff have any questions, please contact Lauren Smith, Director of Regional Planning in the Office of Performance, Strategy and Budget, at 206-263-9306.

Sincerely,

 for

Dow Constantine
King County Executive

Enclosure

cc: King County Councilmembers
 ATTN: Stephanie Cirkovich, Chief of Staff
 Melani Pedroza, Clerk of the Council
Shannon Braddock, Chief of Staff, Office of the Executive
Karan Gill, Deputy Chief of Staff, Office of the Executive
Mina Hashemi, Council Relations Director, Office of the Executive
Dwight Dively, Director, Office of Performance, Strategy and Budget (PSB)
Lauren Smith, Director of Regional Planning, PSB

**King County****Metropolitan King County Council
Committee of the Whole****STAFF REPORT**

Agenda Item:	8	Name:	Andy Micklow
Proposed No.:	2022-0398	Date:	November 21, 2022

SUBJECT

A proposed ordinance adopting and ratifying amendments to the 2021 King County Countywide Planning Policies.

SUMMARY

Proposed Ordinance 2022-0398 would approve amendments to the King County Countywide Planning Policies related to growth targets for the City of Sammamish (City), as recommended by the Growth Management Planning Council, and ratify them on behalf of the population of unincorporated King County.

BACKGROUND

Growth Management Planning Council (GMPC). The GMPC is a formal body comprised of elected officials from King County, Seattle, Bellevue, other cities and towns in King County, and special purpose districts. The GMPC was created in 1992 by an interlocal agreement in response to a provision in the Washington State Growth Management Act (GMA) requiring cities and counties to work together to adopt Countywide Planning Policies (CPPs).

The CPPs are a series of policies that address growth management issues in King County. The CPPs present the shared vision of King County and the 39 cities within King County to guide jurisdictions as they develop and amend their comprehensive plans. For King County specifically, the CPPs relate to the King County Comprehensive Plan (KCCP) and its implementing development regulations.

As provided for in the GMPC interlocal agreement, the GMPC developed and recommended the original CPPs, which were adopted by the King County Council and ratified by the cities in 1992. Subsequent amendments to the CPPs follow the same adoption process, which is outlined in CPP G-1 and includes: recommendation by the GMPC, adoption and ratification by the King County Council, and ratification by the cities. Amendments to the CPPs become effective when ratified by at least 30% of the city and county governments representing at least 70% of the population of King County. A city shall be deemed to have ratified an amendment to the CPPs unless the city disapproves it by legislative action within 90 days of adoption by King County.

Growth Targets. As a part of the 2021 CPP Update, new growth targets were recommended for the 2019-2044 planning period. Growth targets are policy statements about the amount of housing and jobs each jurisdiction will plan for in the 2024 comprehensive plan update. Growth targets are created collaboratively by all cities and King County to implement the Regional Growth Strategy in VISION 2050 by providing land use assumptions for periodic comprehensive plan updates.

Council Review. During its review of the 2021 King County Countywide Planning Policy legislation, the Council amended the growth targets for the City of Sammamish and directed the Growth Management Planning Council (GMPC) to establish a process to revise the City's growth targets to reflect updated sewer capacity. The original growth targets for the City of Sammamish were 700 net new housing units and 305 net new jobs.

GMPC Motion 21-4. At its December 2021 meeting, the GMPC adopted Motion 21-4 which established a process for the City of Sammamish, in consultation with King County, the Sammamish Plateau Water and Sewer District, and other jurisdictions in the Cities and Towns Regional Geography Caucus to revise the initially proposed 2019-2044 growth targets to reflect updated infrastructure availability. This included a briefing with the GMPC in April 2022 and follow-up action at the June (July) 2022 meeting.

ANALYSIS

Proposed Ordinance 2022-0398 would approve amendments to 2019-2044 housing and employment growth targets for the City of Sammamish in the 2021 King County Countywide Planning Policies. The updated targets for the City would be 2,100 net new housing units and 728 net new jobs. This would also update the overall growth targets for the Cities and Towns Regional Geography as shown in Attachment A to the proposed ordinance. According to Executive staff, shares of growth for Cities and Towns are higher than shares in VISION 2050, but targeted growth is substantially consistent with the Regional Growth Strategy.

The City of Sammamish followed the process outlined in GMPC Motion 21-4 to develop the updated growth targets that would be adopted with the proposed ordinance. This included re-evaluating available land for development given the expiration of the sewer service area moratorium, engagement with local jurisdictions, and City of Sammamish City Council action on the updated targets.

GMPC Action. On July 27, 2022, the GMPC approved Motion 22-1, which recommends amendments to 2019-2044 housing and employment growth targets for the City of Sammamish in the 2021 King County Countywide Planning Policies. GMPC action is a recommendation to the King County Council and is not binding.

Consistent with CPPs adoption requirements, Proposed Ordinance 2022-0398 forwards the GMPC recommendation to the King County Council for consideration for possible approval. The Proposed Ordinance would also ratify the change on behalf of the population of unincorporated King County and would begin the ratification process by cities.

INVITED

- Lauren Smith, Director, Regional Planning, Office of Performance, Strategy, and Budget
- Ivan Miller, Comprehensive Planning Manager, Regional Planning, Office of Performance, Strategy, and Budget

ATTACHMENTS

1. Proposed Ordinance 2022-0398 (and its attachments)
2. Transmittal Letter
3. Fiscal Note



City Council Consent Agenda Item City of Kenmore, WA

<p>Subject/Topic: Agreement 19-C2012 providing engineering support for Environmental Services and Community Development on surface water and parks project.</p> <p>Proposed Council Action/Motion: Authorize the City Manager to execute Amendment to Agreement 19-C2012 to increase the contract amount by \$670,000 to accommodate work through 2023.</p>	<p>For Council Meeting Agenda of: February 13, 2023</p> <p>Department: Public Works</p> <p>Prepared by: Richard Sawyer, Env Services Director Debbie Bent, Community Dev Director</p> <p style="text-align: right;"><u>Initial & Date</u></p> <p>Approved by Department Head: RS, DB Approved by City Attorney: NA Approved by Finance Director: NA Approved by City Manager: RK</p> <p>Exhibits/Attachments: NA</p>
<p><u>INFORMATION/BACKGROUND:</u></p> <p>The City extended Agreement 19-C2012 through 2023 with Osborn Consulting to continue providing assistance on several projects that continued into this year, including the culvert replacement on 190TH, Tl' awh-ah-dees Park improvements, and Muck Creek restoration. By extending the agreement, it also continues to provide on-call assistance with tasks such as planning, environmental evaluation, engineering design, permitting, construction management, and inspection and access to specialized trades such as surveyors, geotechnical engineers, biologists, and hydrogeologists, as needed. The agreement covers both planned projects and support for unexpected tasks, such as landslide (or other emergency) response, investigation and analysis of surface water operations and maintenance issues that require specialized engineering, flooding analysis, and more.</p> <p>This amendment request increases the budget by \$670,000 to provides funds for Osborn Consulting to continue providing services for on-going projects and new projects through 2023, including:</p> <ul style="list-style-type: none"> • Emergency Response • SWM & NPDES Support • NE 190TH Fish Passage Culvert Replacement Construction Management • Muck Creek Restoration Project Design • Blueberry Creek Fish Passage Culvert Removal Design • Tl' awh-ah-dees Project Construction Management • 2023 Surface Water Small Works Design 	

FISCAL CONSIDERATION:

The Amendment request of \$670,000 is summarized below showing the estimated consultant cost in parentheses for each task. Each task amount is within the adopted 2023-2024 biennium budget for their respective Surface Water CIP, Parks CIP, or Surface Water operational budgets approved by Council in November 2022.

NE 190TH ST Fish Passage Culvert Replacement (\$250,000)

Small Works (\$25,000)

Blueberry Creek Fish Passage Culvert (\$25,000)

Muck Creek Restoration (100,000)

Tl' awh-ah-dees (\$120,000)

SWM & NPDES Support, Emergency Response (\$150,000)

Total Amendment Amount \$670,000

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal #1 – Implement the Adopted Climate Action Plan and Promote Environmental Stewardship, including Water, Air, Forest, and Habitat Restoration and Preservation.

Goal #5 – Complete Walkways and Waterways Projects.



City Council Business Agenda Item

City of Kenmore, WA

<p>Subject/Topic:</p> <p>2023-2024 King County Waste Reduction & Recycling Grant funding acceptance</p> <p>Proposed Council Action/Motion: Authorize City Manager to execute contract with King County to accept 2023-2024 Waste Reduction & Recycling Grant funds</p>	<p>For Council Meeting Agenda of: February 13, 2023</p> <p>Department: Public Works</p> <p>Prepared by: Jennifer Gordon, Public Works Operations Director</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;">JG 2/2/23</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;">_RK 2/2/23_</td></tr> </table> <p>Exhibits/Attachments: Draft Agreement</p>		<u>Initial & Date</u>	Approved by Department Head:	JG 2/2/23	Approved by City Attorney:	_N/A_	Approved by Finance Director:	_N/A_	Approved by City Manager	_RK 2/2/23_
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Approved by City Attorney:	_N/A_										
Approved by Finance Director:	_N/A_										
Approved by City Manager	_RK 2/2/23_										
<p><u>INFORMATION/BACKGROUND:</u></p> <p>King County and the City of Kenmore adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. To help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to the Agreement as Exhibit B and incorporated by reference. Grant funding for this program is subject to the budget approval process of the King County Council.</p> <p>Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached to the Agreement as Exhibit A. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.</p> <p><u>FISCAL CONSIDERATION:</u></p> <p>100% grant funding; no local City funds will be used to support the residential recycling events.</p> <p>2023-2024 King County Waste, Reduction and Recycling (KCWRR) grant: \$31,239.00. KCWRR grant funds will be authorized by the City Manager to execute contract with King County Local Hazardous Waste Management Program.</p>											

and Solid Waste Management Local Solid Waste Financial Assistance Program with Washington State Department of Ecology to fund residential recycling events and programs.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Effective and efficient services.

INTERAGENCY AGREEMENT FOR 2023 and 2024

Between

KING COUNTY and the CITY OF KENMORE

This two-year Interagency Agreement “Agreement” is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Kenmore, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as “Party” or “Parties.”

PREAMBLE

King County and the City of Kenmore adopted the 2019 King County Comprehensive Solid Waste Management Plan (Comp Plan), which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the Comp Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the Comp Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

I. PURPOSE

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

XII. H. Authorize City Manager to execute contract with King County to a...

II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2023 and 2024 shall not exceed **\$31,239.00**.
2. This Agreement provides for distribution of 2023 and 2024 grant funds to the City. However, grant funds are not available until January 1, 2023.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form determined by the County. Reports must be signed by a City official. These reports will include:
 - a. a description of each activity accomplished pertaining to the scope of work; and
 - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 21, 2025.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by March 15, 2024 and March 21, 2025.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5th working day of January 2024 and January 2025, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
5. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
6. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2025.

11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
13. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
14. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
15. This project shall be administered by Jennifer Gordon, Public Works Operations Manager,, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Kenmore" and/or "text provided courtesy of the City of Kenmore."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Lucy Auster, Project Manager, King County Solid Waste Division, or designee.

III. DURATION OF AGREEMENT

This Agreement shall become effective on either January 1, 2023 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2023, and shall terminate on June 30, 2025. The City shall not incur any new charges after December 31, 2024. However, if execution by either Party does not occur until after January 1, 2023, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2023 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

IV. TERMINATION

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

V. AMENDMENTS

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Amendments will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. Funds may be moved between tasks in the scope of work, attached as Exhibit A, upon written notification by the City to King County.

VI. HOLD HARMLESS AND INDEMNIFICATION

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

VII. INSURANCE

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

IX. TIME IS OF THE ESSENCE

The County and City recognize that time is of the essence in the performance of this Agreement.

X. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

XI. NOTICE

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Lucy Auster, Project Manager, or a provided designee
King County Solid Waste Division
Department of Natural Resources and Parks
Lucy.auster@kingcounty.gov

If to the City:

Jennifer Gordon, Public Works Operations Manager, or a provided designee
City of Kenmore
18120 68th Ave NE
Kenmore, WA 98028

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

City of Kenmore

Rob Karlinsey, City Manager
City of Kenmore

Date

King County

BY_____
Pat D. McLaughlin, Director
Solid Waste Division

For Dow Constantine, King County Executive

Date

XII. H. Authorize City Manager to execute contract with King County to a...

Exhibit A
King County Waste Reduction and Recycling Grant Program
City of Kenmore
2023/24 Scope of Work

A. Basic Information

1. City of Kenmore
2. Grant project manager: Jennifer Gordon
Public Works Operations Manager
City of Kenmore
18120 68th AVE NE
Kenmore, WA 98028-0607
TEL – (425) 398-8900
FAX - (425) 481-3236
Email - jgordon@kenmorewa.gov
3. Contractor name: Olympic Environmental Resources
4715 SW Walker Street
Seattle, WA 98116
TEL - (206) 938-8262
Email – pauldevine@msn.com
4. 2023/24 Budget: \$31,239.00

B. Scope of Work

1. Task One: Recycling Collection Events

A. Schedule - Spring and Fall, 2023/24

B. Task Activities

- Total Number of Recycling Collection Events – Four or more
- Materials to be collected:
 - Appliances
 - Refrigerators and Freezers+
 - Ferrous Metals
 - Non-ferrous Metals
 - Tires+
 - Lead Acid Batteries
 - Household Batteries
 - Porcelain Toilets and Sinks+
 - Propane Tanks+

- Mattresses+
- Cardboard
- Reusable Household Goods++
- Textiles++
- Bulky Yard Debris
- Clean Scrap Wood
- Electronic Equipment
- Shredded Paper
- Computer Monitors*
- TV Sets*
- Oil and Latex Paint**

+User fees may apply

++If service provider is available

*Will be collected if the material is paid for by Washington Materials Management & Financing Authority.

**Will be collected if the material is paid for by Washington PaintCare program.

- The following educational materials will be distributed:
 - Information on City Recycling Programs.
 - Educational Materials produced by King County Department of Natural Resources and Local Hazardous Waste Management Plan.
 - Other educational materials as appropriate.
- Event promotional methods
 - By distributing a promotional flyer through direct mailings to Kenmore residents.
 - By notices in City newsletters (whenever possible).
 - By posting a notice at City Hall and on the City cable channel and City web site (if available).
 - By publicizing the event through the King County Solid Waste Division Promotional Activities.

C) Task evaluation. Event reports will include:

- Number of vehicles attending
- Volume of each material collected
- Event cost by budget category
- Event comments
- Graphic or tabular comparison of 2023/24 volumes and vehicles with prior year's events.

D) Task Performance Objectives:

The City plans to send out approximately 6,650 promotional flyers to Kenmore households per event and publicize the event through King County promotional activities, including County websites and telephone assistance. The City anticipates collecting 75-100 tons of material from

the local waste stream per year. The benefits expected by the collection of these materials will be to divert them from the waste stream and process them for recycling. The event will also provide an opportunity to recycle moderate risk waste. The King County Health Department and Washington State Department of Ecology will pay for event expenses as well.

E) Task Impact Objectives:

By hosting Recycling Collection Events, Kenmore can reduce the amount of recyclable material finding their way to the local landfill. The City of Kenmore has a population of approximately 24,050. The City expects, based on past events, that 1,250-1,500 households will actively participate each year by bringing recyclable materials to the event for proper disposal and recycling. This will result in 75-100 tons of material diverted from the local waste stream for recycling per year.

In addition to diverting materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City and King County recycling programs. The educational materials can enhance the knowledge of residents and improve behavior in purchase, handling, and disposal of recyclable materials.

2. Task Two: Purchase Products Made From Recycled Materials

A) Task Schedule: 2023/24

B) Task Activities:

In order to support the recycling industry and close the recycling loop, the City will purchase and distribute products made from recycled materials. Doing so will support recycling collection programs and help ensure the success of the recycling industry. The City will support recycling programs by purchasing recycle content rain barrels, compost bins, and worm bins for distribution to City residents. The City will promote rain barrels, compost bins, and worm bins distribution to City residents and distribute these items at City Recycling Collection Events. The type and quantity of barrels and bins distributed will be determined by a bidding process. The City will sell the barrels for \$25 each.

C) Task Performance and Impact Objectives:

The goal of this program is to help ensure the success of the recycling industry by adding to the demand for products made from recycled materials. By purchasing products made from recycled content, the City will divert recyclable material from the waste stream. The City will distribute recycle content rain barrels, compost bins, and worm bins to City residents. The additional benefits of rain barrel distribution are that they will help reduce household water consumption and reuse natural rainwater. It is expected that using the compost bins and worm bins will reduce the need to truck yard and food debris to a central compost facility. After installation the rain barrels, compost bins, and worm bins will continue to conserve water and resources for many years.

D) Task evaluation. Event reports will include:

- Number of rain barrels, compost bins, and worm bins distributed
- Estimated volume of recycled material diverted from the waste stream
- Event cost by budget category
- Event comments

Exhibit B**2023-2024 WRR Grant Guidelines****Program Eligibility:**

The King County Solid Waste Division (SWD) has prepared a list of Re+ Action Ideas that expands on the WRR Case Studies shared in the past two grant cycles and that includes new creative and innovative project ideas for WRR Grant proposals/scopes of work (Attachment 3). The goal of this list is to offer ideas for innovative projects beyond current WRR SOWs including, ideas for incorporating Equity and Social Justice into all of our work such as transcreating materials and signage into top spoken languages in King County.

The list offers ideas for influencing waste prevention and recycling consistent with Title 10 of King County Code, the King County Strategic Climate Action Plan, and the King County 2019 Comprehensive Solid Waste Management Plan ([Comp Plan](#)), all of which have policies to achieve Zero Waste of Resources by 2030. SWD strongly encourages consideration of these projects in the development of grant proposals and encourages Cities to leverage WRR grant funds with multi-city projects.

Grant funds may be used for a variety of WRR related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Re+ Action Ideas, which includes the examples below.

Sample Re+ Actions

- Food Waste – Food rescue infrastructure investment – supporting hunger relief organizations and food banks with resources like food storage, trucks, etc.
- Community - Establishing tool and other equipment libraries or other sharing initiatives, e.g., borrow party packs for picnics and birthday parties.
- Paper/Plastic Recycling - Multi-family - Technical assistance and in-person outreach to increase recycling in multifamily complexes, with an emphasis of a multicultural and multilingual approach such as through Spanish speaking Facilitadores and or use of other regularly spoken languages for a particular housing community.
- Banning single-use items in dine-in restaurants and hotels, e.g., coffee cups, water bottles, mini personal care items, etc.
- Conduct food waste audits and implement customized food waste recycling programs in economically and culturally diverse communities.

In addition, below are project examples included in the Case Studies shared in the last two grant cycles.

Sample Case Study Actions

- City Development of Contracts for “Responsible Recycling.”
- Purchase School Milk Dispensers and Reusable Cups to Replace Single-use Milk Cartons.
- City of Bellevue Recycling Unusual of Bulky Items.
- City of Kirkland Organics Contamination Enforcement – Cart Tagging

Please contact Lucy Auster at 206-477-5268 or lucy.auster@kingcounty.gov if you have questions about specific program eligibility and/or consistency with the Comp Plan.

The following are not eligible for funding:

- Collection of garbage, except for residual garbage related to the collection of recyclables.
- Household Hazardous Waste (HHW) education programs.
- Collection of any household hazardous waste items including, but not limited to:
treated wood, paint, lead acid batteries, oil, gasoline, and antifreeze, fluorescent lights.

Cities should pursue funding for HHW collection or education programs through the King County Hazardous Waste Management Program (Haz Waste) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

Grant Administration

Requests for Reimbursement:

Cities may submit as few as one request for reimbursement per year during the funding cycle, due no later than March 16, 2024 and March 14, 2025. Alternately, Cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form and an Expense Summary Report Form must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

Accrual Reporting:

By the 5th working days of January 2024 and January 2025, Cities must notify SWD of the amount of their total expenditures for work that has been completed in the previous year but for which a request for reimbursement has not yet been submitted so that SWD can accrue the amounts.

Progress Reports

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. All progress reports must be signed by a City official and be submitted via email.

Amendments

Amendments to grant Interagency Agreements (IAAs) are unnecessary unless the City wishes to significantly change its scope of work. In general, a significant change would be one in which the City wishes to add or delete a task from its scope of work. Amendments will only be approved if the proposed change(s) is/are consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the City should contact SWD when considering changes to their scopes to determine if an amendment is needed.

P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

www.wciapool.org

10/25/2022

Ref#: 14204

King County Solid Waste Division
Attn: Lucy Aster
201 S. Jackson St.
Seattle, WA 98104

Re: City of Kenmore
2023-2024 WRR Grant

Evidence of Coverage

The City of Kenmore is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Kenmore. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Kenmore all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,



Rob Roscoe
Deputy Director

cc: Leticia Salcido
Jennifer Gordon

BUDGET SUMMARY REPORT FORM

Page 141 of 267

Exhibit D**2023-2042 Waste Reduction & Recycling Grant Program**

City: _____ Date: _____
Address: _____ Phone: _____

Invoice #: _____

Report Period: _____
Preparer's Name: _____ Contract #: _____

Total amount requested this period: _____
Total amount previously invoiced: _____
Original interlocal amount: _____
Total amount charged to date: \$ -
Amount remaining for completion of interlocal: \$ -

Task #	Scope of Work Description (Task/title)	Budget	Current Quarter Costs	Amount Previously Invoiced	Remaining Balance
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
	TOTALS	\$ -	\$ -	\$ -	\$ -

For King County Use

Contract # 0
Project 1126942 Org 720122 Exp.Account 54150 Task 22.000'
Purchase Order # _____ Requisition # _____ Receipt _____
Supplier # _____ Supplier Pay Site _____ Invoice # _____ Payment Type _____

Total charges this period are approved for payment \$ _____
Project Manager: _____ Date _____

XII. H. Authorize City Manager to execute contract with King County to a...

■

2023-2024 Grant Cycle

Expense Summary Form

City of _____

Reimbursement Request # _____

Date _____

Contract # _____

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Manager to execute contract with King County to a...					
Total					



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic:

Climate Action Plan Implementation and Housing
& Human Services Budget & Funding

For Council Meeting Agenda of: February 13, 2023

Department: City Manager's Office

Prepared by: Rob Karlinsey, City Manager

Four Separate Motions:

1. Authorize additional expenditures in 2023 and 2024, including three new full-time positions, as shown in Attachment 1 to this Agenda Bill.
2. Adopt Ordinance No. 23-0570 increasing the utility tax levy on the privilege of carrying on the business of selling, furnishing, or transmitting natural gas in the City of Kenmore.
3. Adopt Ordinance No. 23-0571 establishing and levying a utility tax on the privilege of conducting a solid waste collection services business in the City of Kenmore.
4. Adopt Resolution No. 23-393 authorizing an increase in the annual vehicle fee in the City of Kenmore from \$20 to \$40.

Initial & Date

Approved by City Attorney: DR via email 2/1/23

Approved by City Manager: RK 2/1/23

Attachments:

Attachment 1:

Revenues and Expenditures, including three new full-time positions, for the Climate Action Plan and Housing and Human Services programs.

Attachment 2:

Ordinance No. 23-0570 increasing the utility tax levy on the privilege of carrying on the business of selling, furnishing, or transmitting natural gas in the City of Kenmore.

Attachment 3:

Ordinance No. 23-0571 establishing and levying a utility tax on the privilege of conducting a solid waste collection services business in the City of Kenmore.

Attachment 4:

Resolution No. 23-393 authorizing an increase in the annual vehicle fee in the City of Kenmore from \$20 to \$40.

Attachment 5:

Agenda Bill and accompanying attachments presented at the January 23, 2023 Kenmore City Council meeting.

INFORMATION/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 these priorities focus on pressing problems that demand action at the local level. Human Services is closely related to affordable housing and is also in need of additional resources. Meaningful implementation of these top priorities will require funding and staffing beyond what is currently budgeted in the City's General Fund for 2023-24.

During public discussions on the budget last fall, the City Council discussed the need for additional funding for the Climate Action Plan implementation as well as for Housing and Human Services. On November 7, 2022, the City Council directed staff to bring forward a more detailed funding package to begin implementing the initial phases of the Climate Action Plan and increase resources for Housing and Human Services. In particular, the City Council directed staff to bring forward a proposal that would include the following three revenue sources: 1) establish a solid waste utility tax, 2) increase in the natural gas tax, and 3) increase in the local option vehicle license fee.

As a result, at the City Council meeting on January 23, 2023, staff presented in more detail a proposed budget plan that provided resources to fund the initial phase of implementing the Climate Action Plan as well as to provide additional resources for Housing and Human Services. In keeping with the City Council's direction, the proposal included the following three revenue sources:

1. Solid waste collection utility tax of 10%
2. Natural gas utility tax increase from 4% to 6%
3. Annual vehicle fee increase from \$20 to \$40 (which will result in a reduction of the General Fund subsidy to the Street Fund and thereby free up General Fund resources to be spent on this funding package)

Effective Dates: The proposed effective for solid waste and natural gas utility tax increases will be May 1, 2023. The proposed effective date for the vehicle fee increase will be six months after adoption.

After discussing the Climate Action Plan and Housing and Human Services funding and budget proposal, the City Council voted unanimously (7-0) to direct the City Manager to bring forward the funding ordinances (and resolution) and proposed budget plan for the initial phases of the Climate Action Implementation and also for Housing and Human Services for City Council consideration and action on February 13, 2023.

Additional details on proposed sources and uses are included in Attachment 1 to this Agenda Bill.

Public Outreach and Notifications

In addition to the public notifications required for the City Council meetings in which this funding package has been discussed, the following additional notifications have been provided to the public:

- Kenmore Top 4 Email Distribution Sent to email recipients on the following dates:
 - [January 13, 2023](#)
 - [January 20, 2023](#)
 - [January 27, 2023](#)
 - February 10, 2023 (scheduled)
 - Sent to 6,239 recipients each time
- Article in the City's E-Newsletter sent on January 27, 2023:
 - [January 2023 E-news](#)
 - 6,282 recipients
- Social media notifications on the following dates and platforms: January 13, 20, 27, and February 7 (scheduled) on Facebook (3,800 followers) and Twitter (2,700 followers).
- [Web page](#) created for this funding package on January 24, 2023.

- News release scheduled to be sent to 6,239 email recipients, 39 news agencies, and posted on social media February 7, 2023.

FISCAL CONSIDERATION:

See Attachment 1 to this Agenda Bill. These changes will be formally added to the 2023-2024 Biennial Budget as part of the mid-biennium budget amendments later this year.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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

Attachment 1

**Climate Action Plan and Housing & Human Services
2023 & 2024 Uses and Funding Sources**

Uses (Expenditures):	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

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	140,000	360,000
Solid Waste Utility Tax, 10%	291,000	485,000
General Fund Balance	140,930	-
Total	645,130	967,000

Attachment 1, Continued

**Climate Action Plan and Housing & Human Services
Proposed Uses (Expenditures) for 2023 and 2024**

Climate Action Plan	2023	2024
Climate Action Plan Mgr (salary & benefits; assumed start date: 4/1/2023)	131,250	185,500
2023 Salary Range: \$8,882 - \$11,281 per month*		
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 Svcs Mgr (salary & benefits; assumed start date: 4/1/2023)	131,250	185,500
2023 Salary Range: \$8,882 - \$11,281 per month*		
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; assumed start date: 4/1/2023)	131,250	185,500
2023 Salary Range: \$8,882 - \$11,281 per month*		
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

* Salary range is banded with the 2023 Human Resources Manager Salary Range

**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:

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



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?

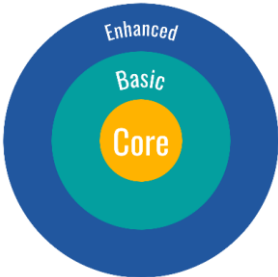
Instead of implementing the proposed new revenue sources, can the City make room in the existing budget for this CAP and HHS plan? To answer this question, let us go back to the budget cuts that were made over the last three years:

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	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	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."

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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
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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.



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

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

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 some 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

Climate Action Plan Housing & Human Services Implementation Plan

Kenmore City Council Meeting
February 13, 2023



CITY OF KENMORE
Climate and HHS



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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
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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
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CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

Proposed Costs (Uses) and Proposed Revenue (Sources)

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General Fund Balance	140,930	-
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Proposed Funding Sources:

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GAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

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Edmonds	6%	6%	\$20
Kenmore	4%	none	\$20
Kirkland	6%	9.5%	none
Lake Forest Park	6%	none	\$50*
Mercer Island	6%	7%	\$20
Mountlake Terrace	6%	10%	\$20
Shoreline	6%	6%	\$40
Woodinville	2%	4%	none

*as of May 2023



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

Proposed Funding Sources: Estimated 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



Effective Date of Funding Sources

- Natural Gas Utility Tax Increase: May 1, 2023
- Garbage Utility Tax: May 1, 2023
- Vehicle Fee Increase: Six months after adoption.
Second half of August/first part of September



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
- 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.



Prior City Council Discussions on this Topic

- October 17, 2022
- November 7, 2022
- January 23, 2023 (the City Council unanimously voted to bring the funding package forward for consideration on February 13, 2023)



CAP & HHS Implementation Plan



CITY OF KENMORE
Climate and HHS

Notifications to the Public

(in addition to the notifications for the City Council meeting discussions)

- Kenmore Top 4 Email Distribution Sent to over 6,000 recipients on each of the following dates:
 - January 13, 2023
 - January 20, 2023
 - January 27, 2023
 - February 10, 2023
- Article in the City's E-Newsletter sent to over 6,000 recipients on January 27, 2023
- Social media notifications on the following dates and platforms: January 13, 20, 27, and February 7 on Facebook (3,800 followers) and Twitter (2,700 followers)
- Web page created for this funding package on January 24, 2023
- News release sent to 6,239 email recipients and 39 news agencies



Proposed Actions for this Evening

Four Motions:

1. Authorize additional expenditures in 2023 and 2024, including three new full-time positions, as shown in Attachment 1 to the Agenda Bill.
2. Adopt Ordinance No. 23-0570 increasing the utility tax levy on the privilege of carrying on the business of selling, furnishing, or transmitting natural gas in the City of Kenmore.
3. Adopt Ordinance No. 23-0571 establishing and levying a utility tax on the privilege of conducting a solid waste collection services business in the City of Kenmore.
4. Adopt Resolution No. 23-393 authorizing an increase in the annual vehicle fee in the City of Kenmore from \$20 to \$40.





Questions and Discussion



Business of the City Council City of Kenmore, WA

<p>Subject/Topic: Transit-Oriented Development (TOD) Ordinance Discussion</p> <p>Proposed Council Action/Motions: Provide direction to staff on a series of ordinance-related TOD questions</p>	<p>For Council Meeting Agenda of: 2/13/23</p> <p>Department: Community Development</p> <p>Prepared by: Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner</p> <table border="0"> <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;">DB, 01/18/23</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">DR, 01/26/23</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;">RK 2/2/23</td></tr> </table> <p>Exhibits/Attachments: Attachment 1: Map of “carve-out” area (revised TOD overlay) Attachment 2: Matrices of discussion topics</p>		<u>Initial & Date</u>	Approved by Department Head:	DB, 01/18/23	Approved by City Attorney:	DR, 01/26/23	Approved by Finance Director:	N/A	Approved by City Manager:	RK 2/2/23
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Approved by Finance Director:	N/A										
Approved by City Manager:	RK 2/2/23										
<p>At the November 28, 2022 City Council meeting, Council directed staff to prepare an ordinance making the TOD amendments effective in areas outside a “carve-out” of parcels near Swamp Creek (see Attachment 1 for a map of the carve-out area). Only one change to the Planning Commission’s recommendations for the rest of the TOD area was requested: require nonresidential uses on the ground floor in buildings fronting SR-522. Staff intends to bring back ordinances for Council consideration at the March 13, 2023 Council meeting based on Council direction on the TOD regulations and the “carve-out” area.</p> <p>At the February 13, 2023 Council meeting, staff is requesting additional Council direction on applicable regulations for the “carve-out” area. Staff also is requesting Council direction on proposed code language for the TOD area for non-residential uses on the ground floor of buildings and exempting from this requirement projects where all units are affordable.</p> <p><u>Carve-out Regulations</u></p> <p>To clarify Council direction from November 28, 2022, staff is requesting council direction and confirmation that certain proposed new TOD amendments <u>should not</u> apply to the “carve-out” area (see Attachment 2). If new TOD amendments are not applied to the “carve-out” area, interim regulations, current underlying zoning and current TOD overlay regulations would remain in effect pending completion of the Swamp Creek study. Interim regulations prohibit townhouse development and for underlying zoning requires 25% affordable units if a project does not develop under current TOD overlay regulations.</p> <p>To minimize code inconsistencies and simplify code administration, staff recommends that certain code amendments for the TOD area also <u>should apply</u> to the “carve-out” area (see Attachment 2). These definitional changes do not impact the Council’s general direction to limit density in the “carve-out” area pending completion of the Swamp Creek study. For example, code amendments remove the word, “Downtown” from references to the Downtown Design guidelines and staff recommends that this change should take effect within the carve-out as well as in the rest of the TOD. Similarly, affordable housing definitions were changed as part of the TOD amendments to be consistent with the Comprehensive Plan and state and regional definitions. Again, staff recommends that these definitional changes should go into effect in the carve-out as they do not impact the Council’s general direction to limit density in the area of the carve-out until the Swamp Creek study is complete.</p> <p><u>New Proposed TOD Regulation: Nonresidential uses on the ground floor of buildings fronting SR-522</u></p>											

As directed by the Council, staff has prepared the following standard that would apply to multifamily projects in the Urban Corridor zone. On February 13, staff asks for Council direction on this revised language, including the exception for 100% affordable housing projects, and the change to include all street frontages, not just those along SR-522.

On street frontages, the following conditions apply:

- a. A minimum of 80 percent of the structure's street front façade at street level shall be occupied by nonresidential (e.g., retail, office or service) uses.
- b. The required nonresidential uses shall extend at least 30 feet in depth at street level from the street front façade of the structure; provided, that the minimum required depth may be averaged, with no depth less than 15 feet.

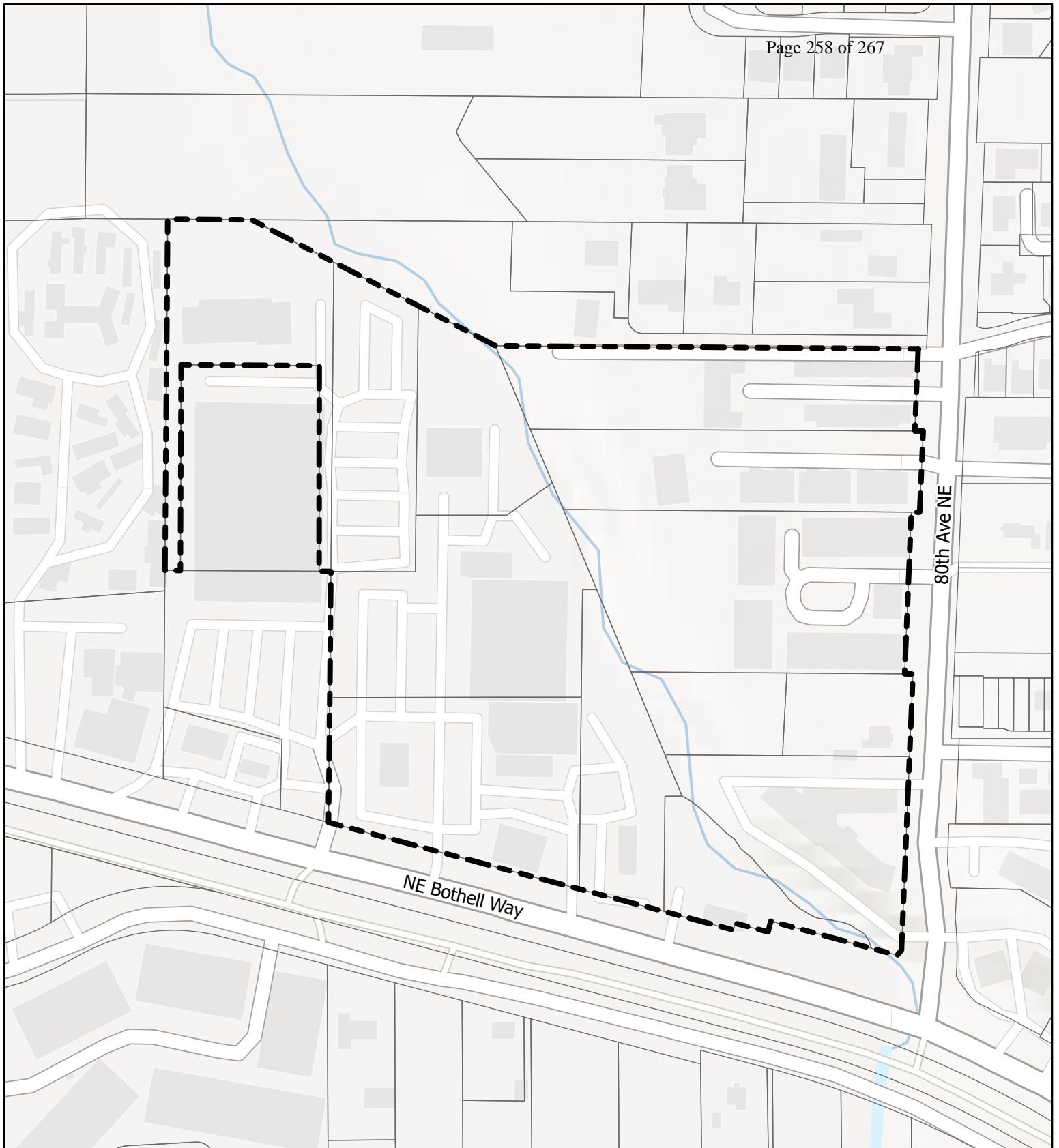
Exception: These requirements do not apply to multifamily structures containing 100% affordable housing units.

This standard mimics a standard already in place in the Downtown Commercial zone, but with additional consideration given to affordable housing projects. After the Council's discussion on November 28, an affordable housing developer called to express concern about the nonresidential requirement believing it would cause issues with affordable housing project financing. A Regional Coalition for Housing (ARCH) confirmed that project financing for an affordable housing project that must include nonresidential uses could be problematic. For this reason, the affordable housing exception was devised. (The City of Kirkland has a similar exception in place.)

Too, although the Council's request was for the nonresidential use requirement to apply to buildings fronting SR-522, there could be additional street development in the Urban Corridor zone so the requirement was broadened to include all street frontages.



FISCAL CONSIDERATION: None.

COUNCIL PRIORITY BEING ADDRESSED: Adoption of the TOD regulations is an implementation measure of the City's Comprehensive Plan.



TOD District Boundary

Figure 18.29.020.1

 TOD Boundary
 Parcels

0 140 280 560

XIII. B. Transit-Oriented Development (TOD) Ordinance presented by Commu... Feet



TOD ORDINANCE DECISION MATRICES

Council direction on 11/28/22 was that the new TOD amendments **should not apply** in the “carve-out” area along Swamp Creek.

To implement this direction, staff recommends that the following TOD amendments **should not apply** to the carve-out parcels:

Code change	Impact on carve-out if not applied
Modified Urban Corridor use allowances, including new standards prohibiting standalone townhouses and requiring nonresidential uses on the ground floor of the street frontage of multifamily buildings (18.25A.040)	The current underlying zoning and TOD overlay zone (as modified by the interim regulations) would continue to apply. Townhouse development would be prohibited but there would be no requirement for nonresidential uses on the street frontage of multifamily buildings
New mandatory minimum density of 60 dwelling units/acre in the Urban Corridor zone (18.25A.060)	The current underlying zoning and TOD overlay zone (as modified by the interim regulations) would continue to apply. Unless the TOD overlay was used (minimum density of 60 du/acre), minimum density in the Urban Corridor zone would be 48 du/acre
New maximum density of 150 dwelling units/acre in the Urban Corridor zone (18.25A.060)	The current underlying zoning and TOD overlay zone (as modified by the interim regulations) would continue to apply. Unless the TOD overlay was used (maximum density of 150 du/acre), maximum density in most cases would be 48 du/acre
Increased maximum height of 85’ in the Urban Corridor zone (18.25A.060)	The current underlying zoning and TOD overlay zone (as modified by the interim regulations) would continue to apply. Unless the TOD overlay was used (maximum height of 65’), maximum height would be 55’
Special heron rookery considerations (put in place because of concerns over increased heights) (18.25A.060)	The current underlying zoning and TOD overlay zone (as modified by the interim regulations) would continue to apply. Few if any parcels would be impacted given the distance between the carve-out area and the rookery. If a parcel were impacted, the current critical area rules about rookery protection would apply
Restriction on drive-through service in the Urban Corridor zone (18.25A.070)	No restrictions on drive-through service would apply in the Urban Corridor carve-out.

	Existing drive-through uses would not become nonconforming
Pedestrian connectivity and pedestrian walkway requirements in the Urban Corridor zone (18.25A.090 and 18.52.100)	These rules are part of the TOD overlay zoning which will remain in place
More stringent design standard requirements in the Urban Corridor zone (18.52.070.A.1)	Unless the TOD overlay is used (requires Design Standard 1), Design Standard 2 or 3 would apply in the carve-out
New Urban Residential (UR) zoning district and designation (18.24A)	Existing multifamily zoning in the carve-out would be retained with the option to use the TOD overlay (same as current conditions)
Parking changes (18.40.035 and 18.40.038)	Parcels in the carve-out would retain the parking requirements of either the existing zoning or the TOD overlay
Affordable housing requirements in the Urban Corridor zone (18.77.028)	Parcels would retain the existing affordable housing requirements for the Urban Corridor zone (25% low or very-low income units) or the TOD overlay requirements. Staff recommends that the updated definitions of affordable housing be used (see below)
Tree grove protection requirements (18.57.065)	These rules are included as part of the TOD overlay zoning which will remain in place

To minimize code inconsistencies, staff recommends that the following TOD amendments **should apply** to the “carve-out” area:

Code change	Impact on carve-out if not applied
Cross-references to affordable housing and design standard requirements (18.25A.100 and 18.25A.110)	The carve out would have different code numbers and references, even though the changes are not substantive
Renumbering of wireless communications facilities cross-reference (18.25A.120)	The carve out would have different code numbers which would be confusing to applicants (two code sections with identical content, but different numbering)
Affordable housing definitions (18.20.098)	The carve-out parcels would have a different set of affordable housing definitions
Affordable housing fee-in-lieu standards (18.77.045)	The carve out parcels would not have the new language about a preference for on-site construction and stricter rules about fee-in-lieu
Expedited permit processing (18.77.060)	The carve out parcels would use old affordable housing definitions

Changes adding Urban Residential (UR) to a variety of code sections (18.15.010, 18.30.040, 18.30.112, 18.30.130, 18.30.230, 18.35.045, 18.35.070, 18.42.090, 18.60.050, 18.60.110, 18.73.120, 18.77.060, 18.80.020, 18.110.020)	These code sections do not impact the Urban Corridor zone or other zones in the carve-out, but not applying them would result in two parallel code sections with the same numbers—one for the area inside the carve-out and one for the area outside the carve-out.
Removal of “Downtown” from most references to the Design Standards and clarifications of purpose (Chapter 18.52 and multiple code sections)	The “Downtown Design Standards” code sections would be retained in the carve out with outdated terminology
Definitional changes in the Residential Density Incentives chapter (18.80.040)	The carve out would have a different set of residential density incentives, including old affordable housing definitions, compared with the rest of the City

CITY OF KENMORE

City Manager's Office- ARPA

American Rescue Plan Act Updates- Homelessness Response & Human Services



Homelessness Response Pilot Program

- Selected Lake City Partners Ending Homelessness as our partner on this program. They have significant experience with this issue and knowledge about the local area and resources available.
- Contract will be before City Council February 27 with an anticipated start date of March 1
- LCP will assign an Outreach Specialist to the City of Kenmore
- Scope of Work includes
 - Urgent Response to requests from the City, Police, and Community
 - Active Engagement at Camp United We Stand and other locations in the city
 - Community-Based Case Management and Shelter & Housing Navigation
 - Bi-monthly Written Reports



Human Services Funding- Center for Human Services

- We are partnering with Center for Human Services (CHS) on a program that will provide mental and behavioral health and substance abuse counseling for both students and the wider community.
- The plan is for CHS to place a therapist three days each week in a school and the other two days of the week in another location in the City, possibly on the Bastyr University campus.
- The program will run through the 2023-24 and 2024-25 academic years and after that we will seek other funding sources to keep it going.



Human Services Funding- Community Lifesavers

- We are partnering with NAMI Eastside on a second Human Services Funding program.
- In the first half of 2023, NAMI will train resident volunteers in mental health first aid.
- We will also stock emergency crisis kits - potentially at the Kenmore Senior Center - called Kenmore Cares Kits. The contents of these kits are yet to be determined but the plan is that they will be made available during business hours to residents experiencing a mental health event.



Timeline

- March 1, 2023: Lake City Partners contract begins for the Homelessness Response Program
- Spring 2023: Mental Health First Aid training; emergency kits made available
- July 1, 2023: Center for Human Services contract begins; therapist to be hired
- July 2023: Meet with LCPEH to evaluate program so far and potentially propose revisions that would improve service
- Autumn 2023: Center for Human Services to begin service provision



For comments and questions:

Garrett Oppenheim

Assistant to the City Manager (ARPA), City Manager's Office

goppenheim@kenmorewa.gov

425 984 6171

