



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

City of Kenmore
City Council Regular Meeting Agenda
6:15 p.m., Monday, March 26, 2018
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

I. 6:15 p.m. CALL SPECIAL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. CITY COUNCIL TRAINING

- A. Cityworks - Citizen Action Requests (CARS) Training
Richard Sawyer, Surface Water Manager

VI. 7:00 p.m. PROCLAMATION

- A. Sexual Assault Awareness Month for April 2018
[Proclamation](#)

VII. PRESENTATION

- A. Introduce Terri Bielenberg, Civil Engineer
John Vicente, Capital Projects Engineer

VIII. CITIZEN COMMENTS

- A. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.

IX. CONSENT AGENDA

- A. Authorize the City Manager to Execute Contract 18-C1841 SR 522 Irrigation Retrofit Project - Kent Vaughan, Senior Engineer
[Agenda Item](#)
- B. Cancel April 9, 2018 Regular Council Meeting

X. BUSINESS AGENDA

- A. 2017 Annual Police Report - Pete Horvath, Police Chief
[Presentation](#)
[Report](#)
- B. City of Kenmore Local Road Safety Plan - Brett Schock, Traffic Engineer
[Agenda Item](#)
[Presentation](#)
- C. Municipal Code Amendments Related to School Impact Fees - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner
[Agenda Item](#)
- D. Receive and File the December, 2017 Financial Report for the City of Kenmore - Joanne Gregory, Finance Director
[Agenda Item](#)
- E. Authorize the City Manager to Proceed with either Design Alternatives 1 or 2 for the NE 181st Street (65th-67th) Sidewalk Project - Kent Vaughan, Senior Engineer
[Agenda Item](#)

XI. STAFF REPORT

XII. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

XIII. ADJOURNMENT

Upcoming Meetings:

- A. Monday, April 2, 2018 - Special Council Meeting
Monday, April 9, 2018 - CANCELED
Monday, April 16, 2018 - Regular Council Meeting
Monday, April 23, 2018 - Regular Council Meeting
Monday, April 30, 2018 - Special Council Meeting

Special Budget Meetings:

Monday, May 21, 2018 and Tuesday, May 22, 2018 5:00 p.m. to 9:00 p.m

City of Kenmore, Washington Proclamation

WHEREAS, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community in some way; and

WHEREAS, in Washington State, 45% of women and 22% of men report having experienced sexual violence in their lifetime; and

WHEREAS, in King County, 6,657 adults and children received sexual assault services at accredited Community Sexual Assault Programs last year; and

WHEREAS, nationally, 1 in 5 children under 18 are sexually abused; and in King County last year, 2,000 children and youth who have been sexually abused received services from the King County Sexual Assault Resource Center; and

WHEREAS, in 2016, 18% of 10th graders in Washington reported that they had been made to engage in unwanted kissing or sexual contact; and

WHEREAS, negative impacts of sexual violence trauma on women, men, children and youth include fear, concern for safety, symptoms of post-traumatic stress disorder, injury, and missed work or school; and

WHEREAS, working together to educate our community about sexual violence, supporting survivors when they come forward, speaking out against harmful attitudes and actions, and engaging in best-practice sexual violence prevention work helps end sexual violence

NOW THEREFORE WE, THE CITY OF KENMORE, join advocates and communities across King County in taking action to prevent sexual violence by standing with survivors and proclaiming April as Sexual Assault Awareness Month in the City of Kenmore.

Together, we commit to a safer future for all children, young people, adults, and families in our community.

IN WITNESS WHEREOF, signed this 26th day of March, 2018.

Signed: _____

David Baker, Mayor

Attested: _____

Kelly M. Chelin, City Clerk



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

Subject/Topic: SR 522 Irrigation Retrofit Maintenance Project

For Council Meeting Agenda of: March 26, 2018

Department: Public Works

Prepared by: Kent Vaughan

To Be Presented By: N/A

Proposed Council Action/Motion:

Authorize the City Manager to execute a contract with the successful low bidder Judha of Lion Landscaping and Services LLC for an amount up to \$130,000 (includes contingency) to construct the SR 522 Irrigation Retrofit Maintenance Project.

Approved by Department Head:

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

Exhibits/Attachments: N/A

Initial & Date

Q 3/21/18

N/A

Joe 3/21/18
PJK

INFORMATION/BACKGROUND:

The existing drip irrigation system constructed as part of the City's SR 522 Phase 1 and 2 projects on the north side of the NE Bothell Way between 68th Avenue NE and 83rd Place NE is not performing adequately to sustain the existing plants in the amenity zones and medians. The existing drip irrigation system is also in constant need of repair, and maintenance of the system is difficult and time consuming for field crew to pinpoint issues as they arise.

With this project, staff is proposing to replace the existing drip irrigation system within this section of NE Bothell Way with a new sprinkler head system and install up to three (3) new replacement controllers with built-in two-way cellular wireless modems enabling remote programming capability (similar to what is currently in use in the City). An invitation to bid with a schematic design to retrofit the existing irrigation system based on the SR 522 as-built plans was sent to eight contractors on the City's MSRC roster.

The City received 1 bid, summarized below.

Basis of Bid Award	Engineer's Estimate	Judha of Lion Landscaping and Services LLC
Total Cost per Day (w/ Traffic Control)	\$4,270	\$3,880

For selection purposes, the bid with the lowest total daily cost to complete the irrigation work using traffic control was awarded the contract. Because of the nature of this work, the contractor will be paid on a time and materials basis. Staff will work with the selected contractor in a collaborative effort to refine the design in advance of construction and field fit the system improvements as needed.

The estimated contract duration is 20 working days (approximately 1 month) in the April - May 2018 timeframe to complete the work. Traffic control will be required for median work only. During median operations, the inside traveled lanes on SR 522 at the median locations will be closed between 9am and 3PM. Eastbound U-turn capabilities near the Cedar Park Apartments will be closed for a day when working in this area. It is anticipated that the median work will take one week to complete.

FISCAL CONSIDERATION:

The estimated total project budget is \$160,000 (rounded). Staff will be contracting with KBA for construction management / inspection services as part of the City's existing Transportation and Parks On-Call Contract with KPFF Engineers (15-C1484).

This project will be funded from SR 522 West A project savings and will be included in the next Capital Improvement Program update later this year. The estimated expenditures and proposed revenue for the project are outlined below:

Expenditure Estimates	
Contractor Labor	\$ 42,000
Contractor Equipment	\$ 13,000
Materials	\$ 30,000
Contingency	\$ 45,000
Construction Contract Authority Sub-Total	\$ 130,000
Construction Management / Inspection Services (KBA)	\$30,000
ESTIMATED TOTAL PROJECT COST	\$160,000
Revenue Source	
General Funds from Projected 2017-18 SR522 West A Project Budget Savings	\$ 160,000

RECOMMENDATION: Staff recommends the City Council authorize the City Manager to execute a contract with the successful low bidder Judha of Lion Landscaping and Services LLC for an amount up to \$130,000 (including contingency) to construct the SR 522 Irrigation Retrofit Maintenance Project.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

- Manage parks and facilities maintenance and repair program through contracted services with the City of Lake Forest Park Public Works Department and other private companies.



MARCH 2018
PETER HORVATH
CHIEF OF POLICE

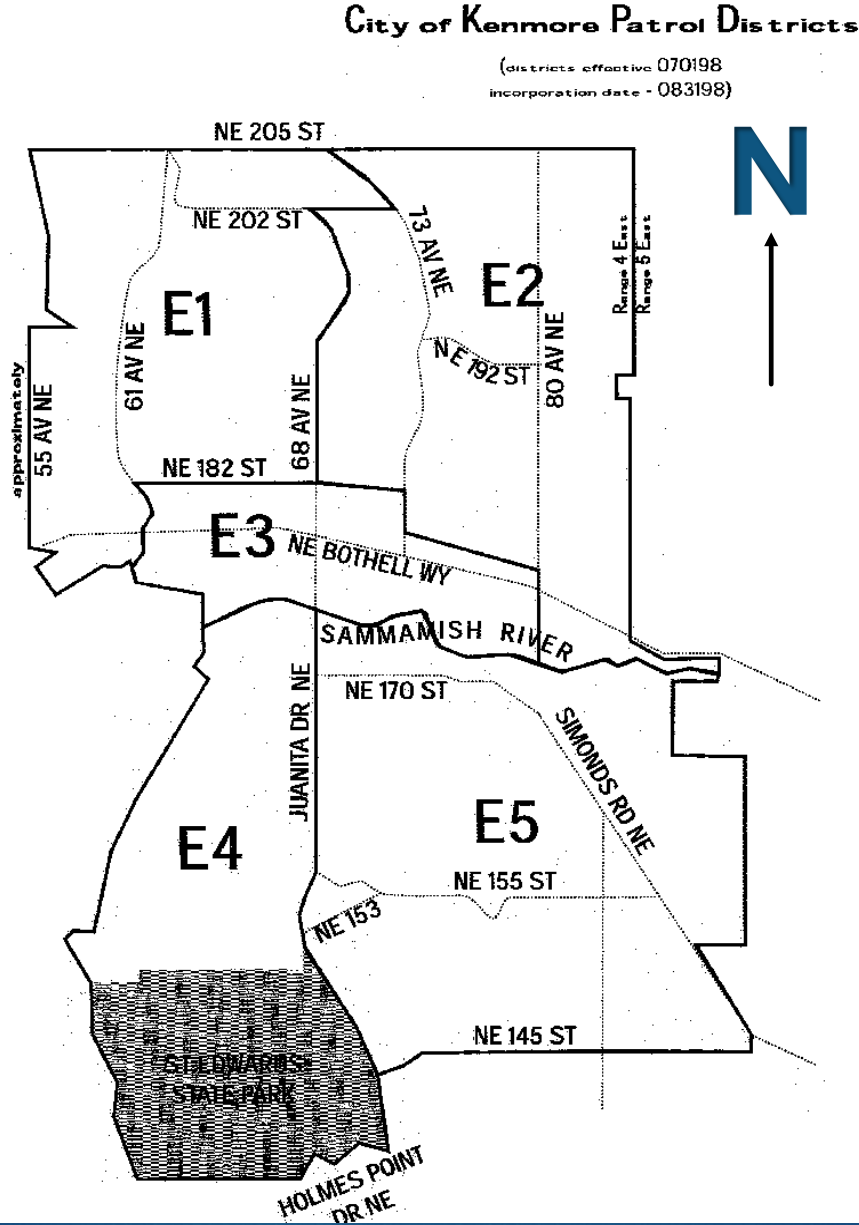


CITY OF KENMORE
2017 ANNUAL POLICE SERVICE HIGHLIGHTS & DATA

Kenmore Police

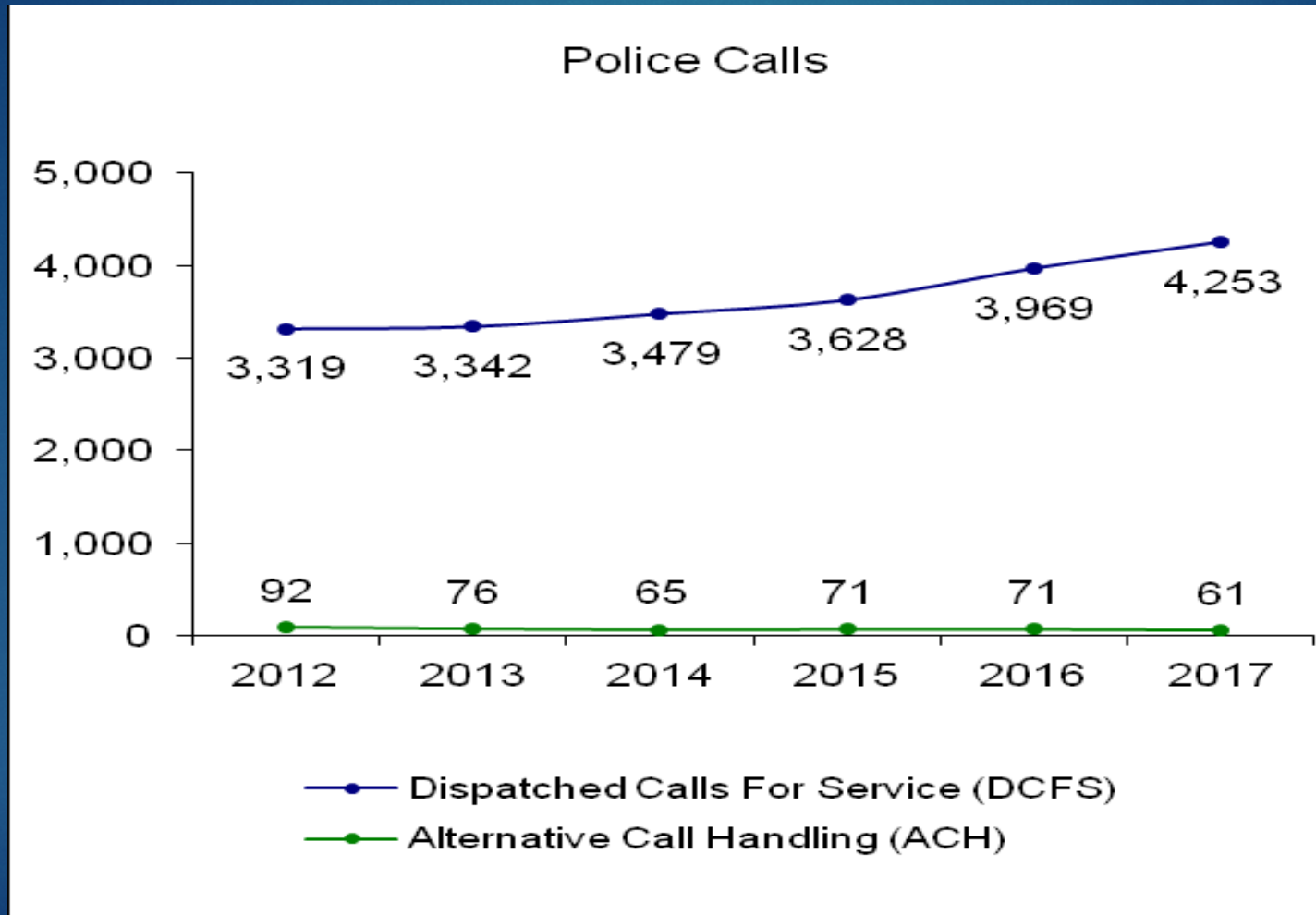
- ▶ Contract with police services with the King County Sheriff's Office
 - ▶ Benefits of contracting
 - ▶ A large pool of officers if back-up is necessary
 - ▶ Coverage if city officers are away
 - ▶ Expertise of specialized units to assist officers
 - ▶ More experienced officers to select from for city staffing
 - ▶ Cost sharing through the department to keep city costs down



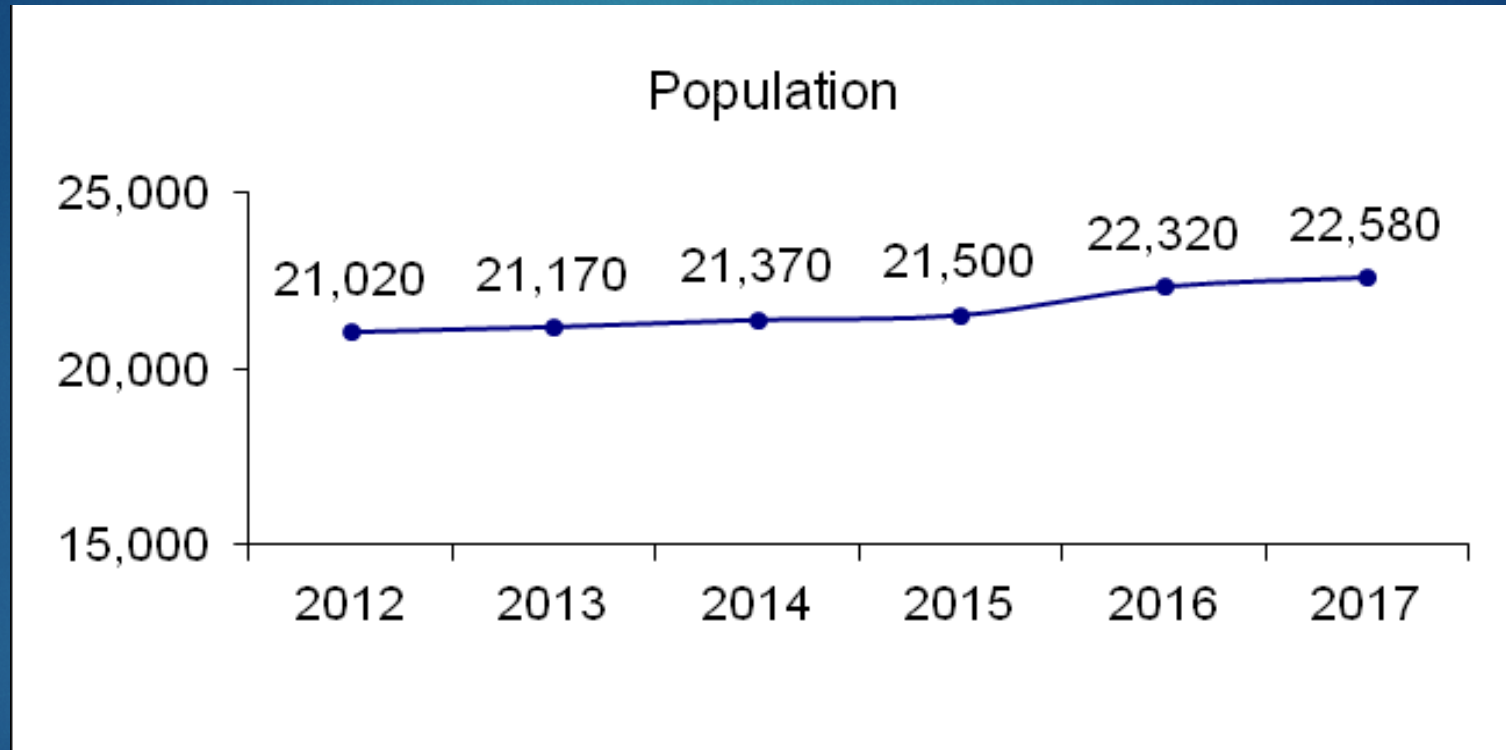


City of Kenmore District Map

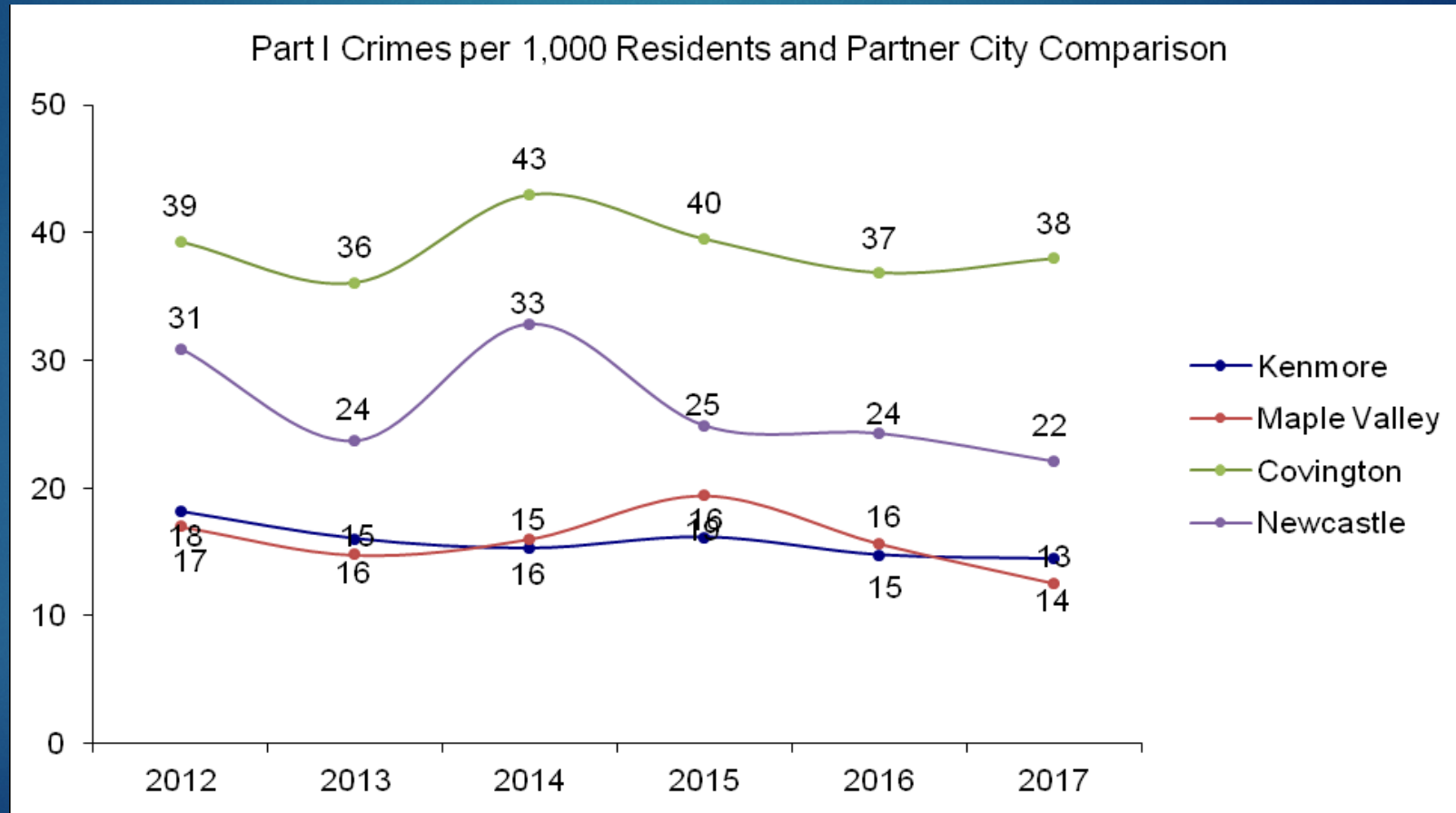
Dispatched Calls for Service



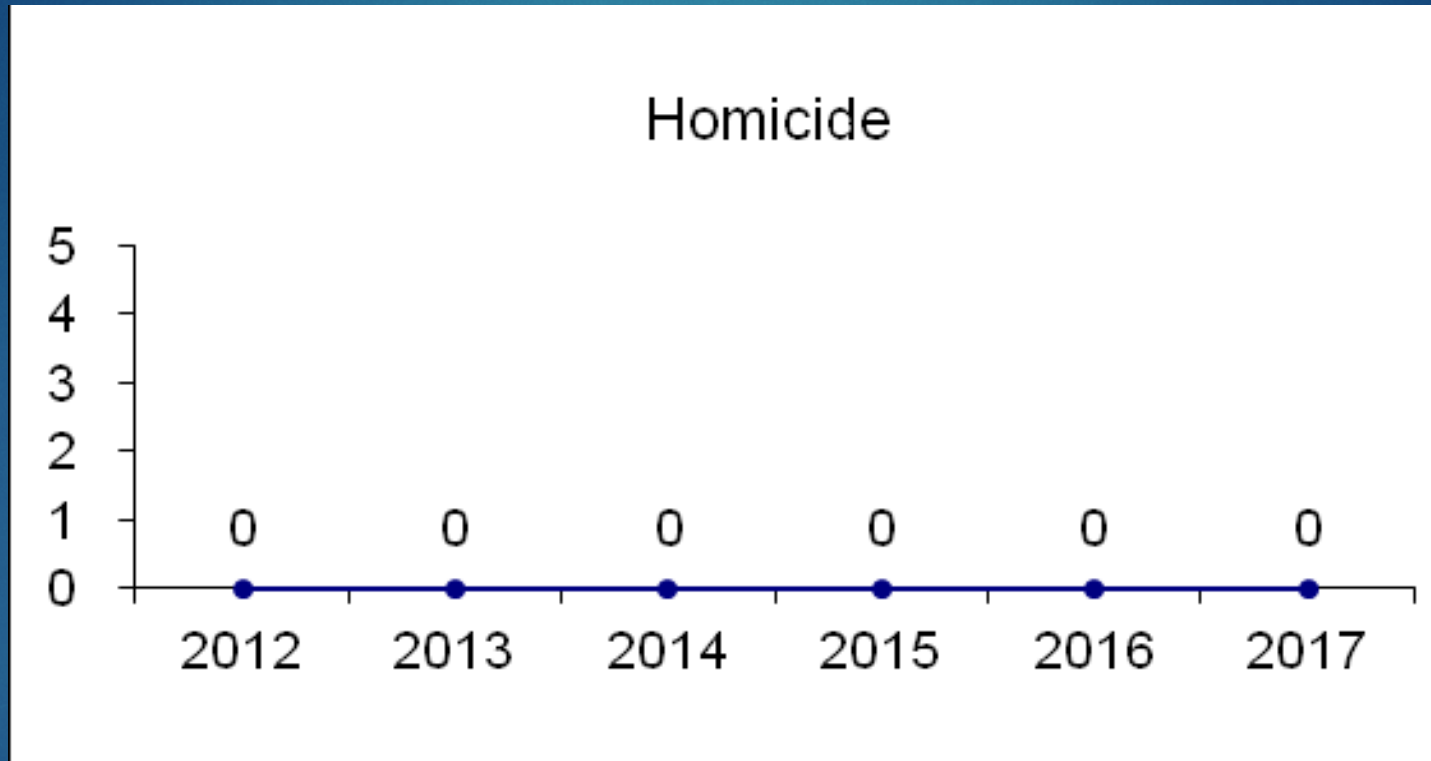
Population



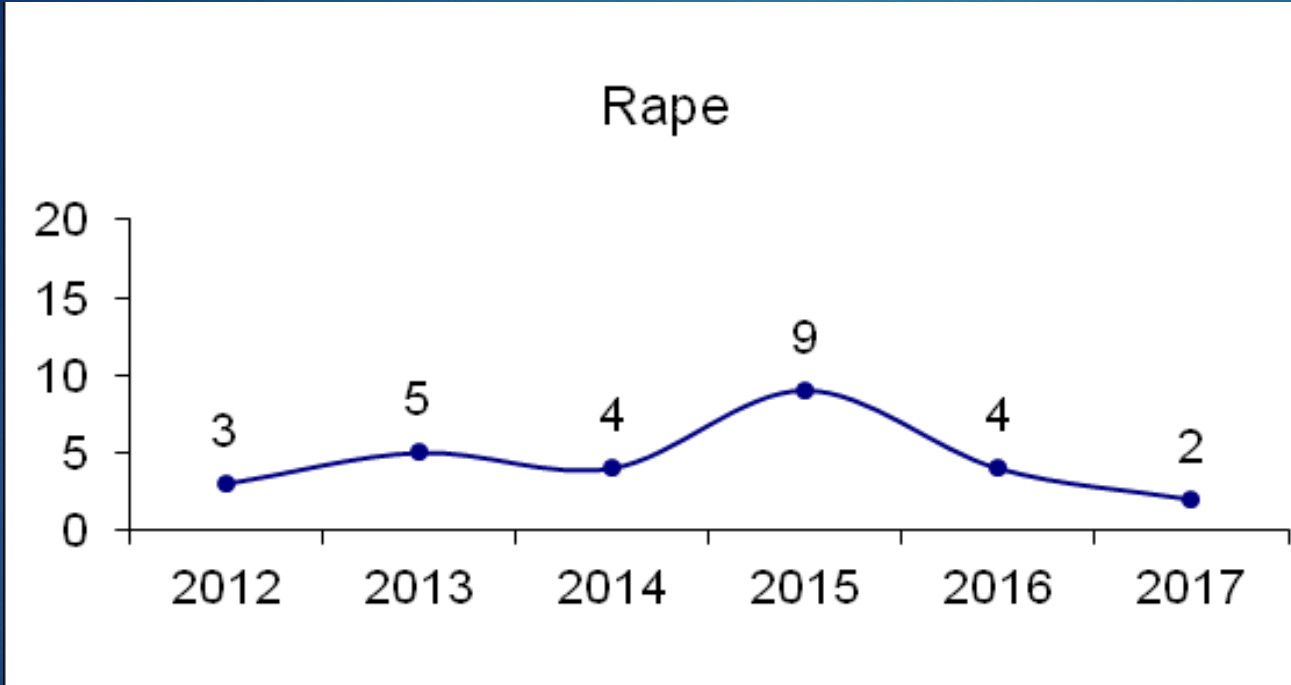
Part 1 Crimes per 1,000 Resident & Partner City Comparison



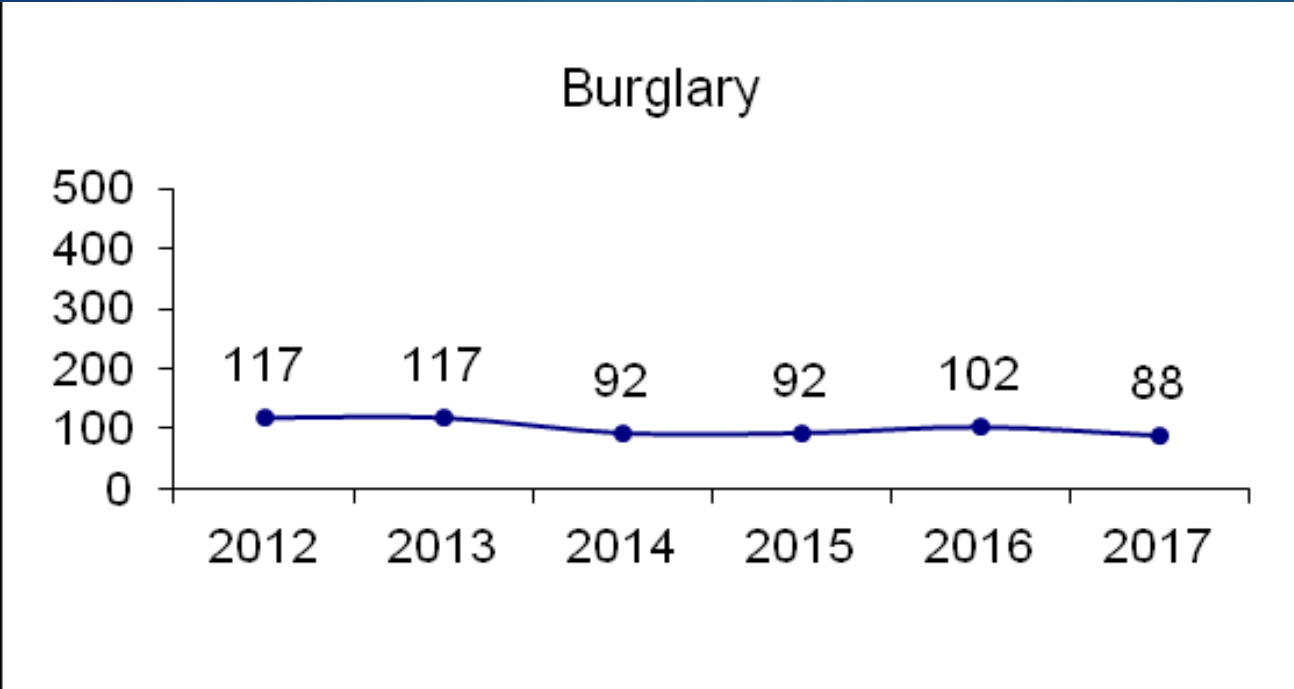
Homicide



Rape



Rape
Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included in this count. Statutory offenses (no force used—victim under age of consent) are excluded.



Burglary

► Forced Entry

► 2016 37

► 2017 25

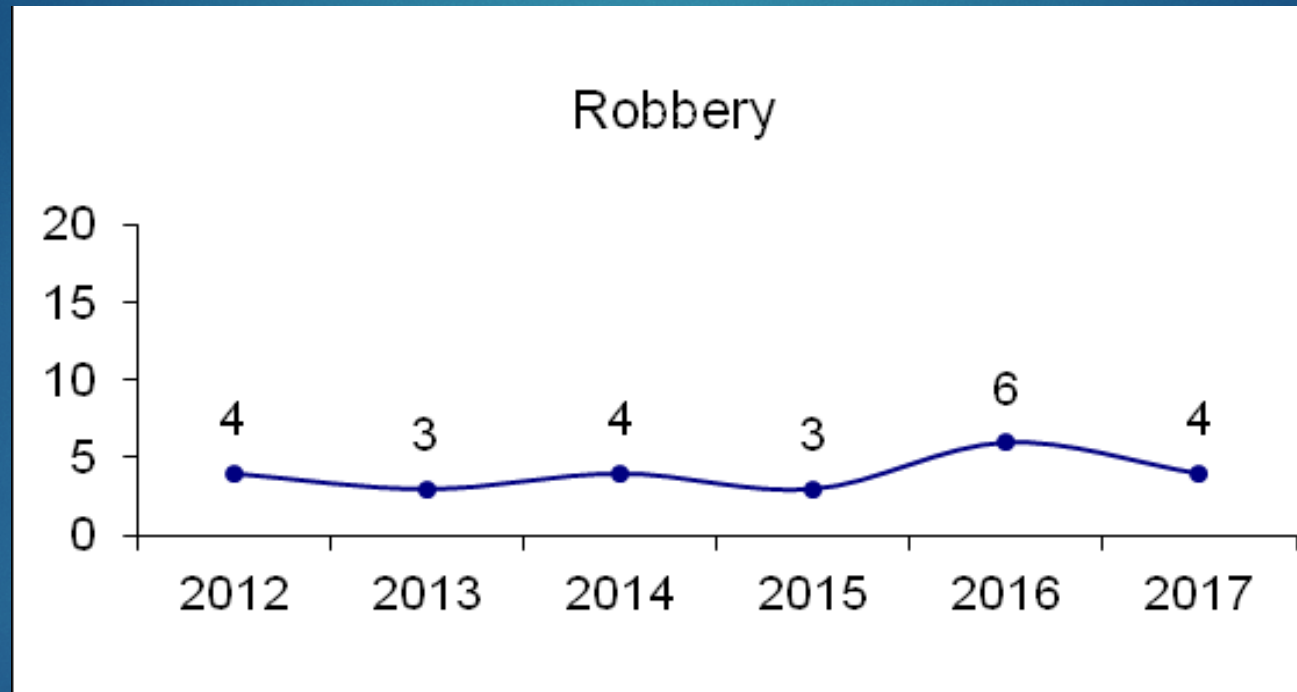
Non Forced Entry

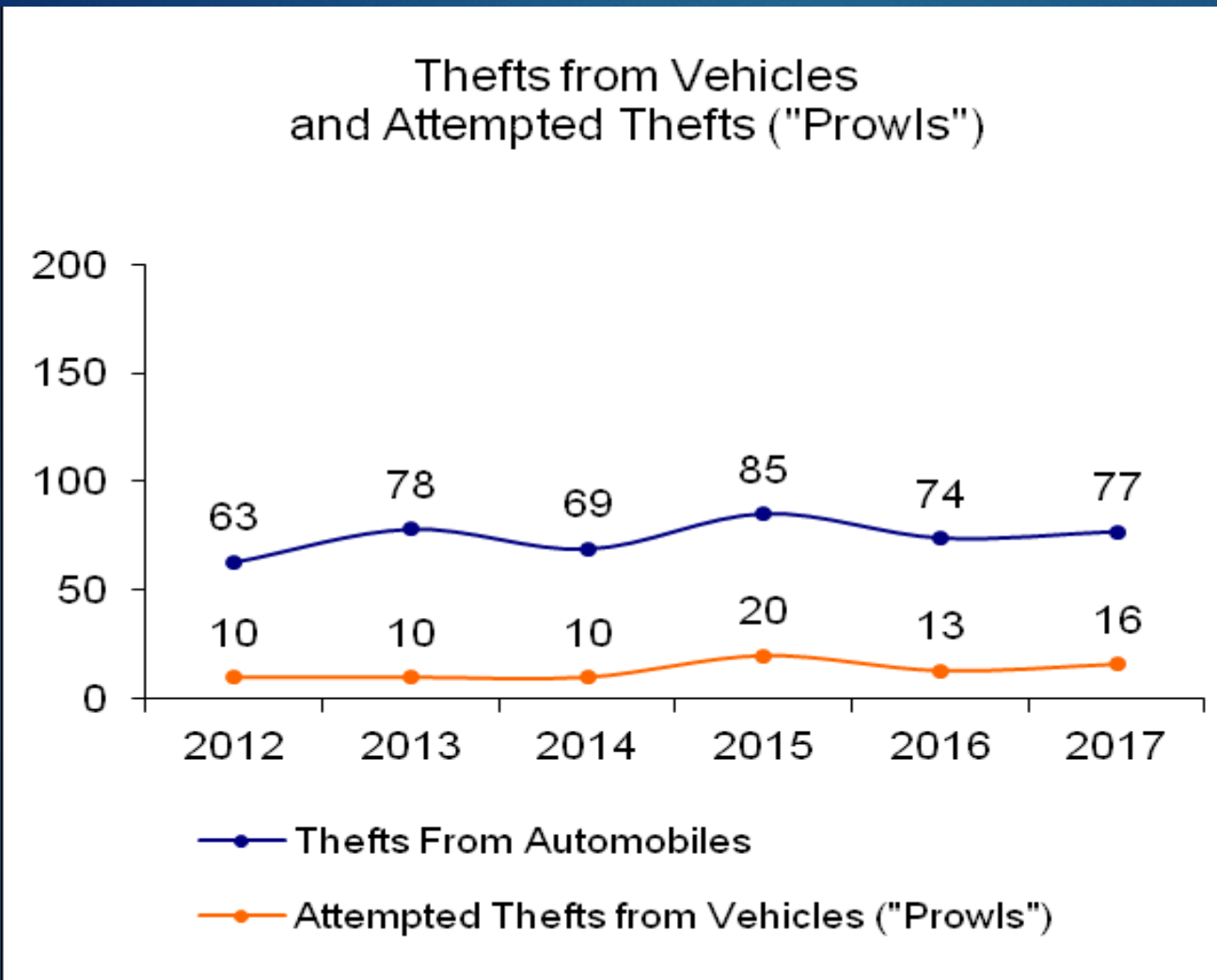
2016 27

2017 30

Residential Burglaries

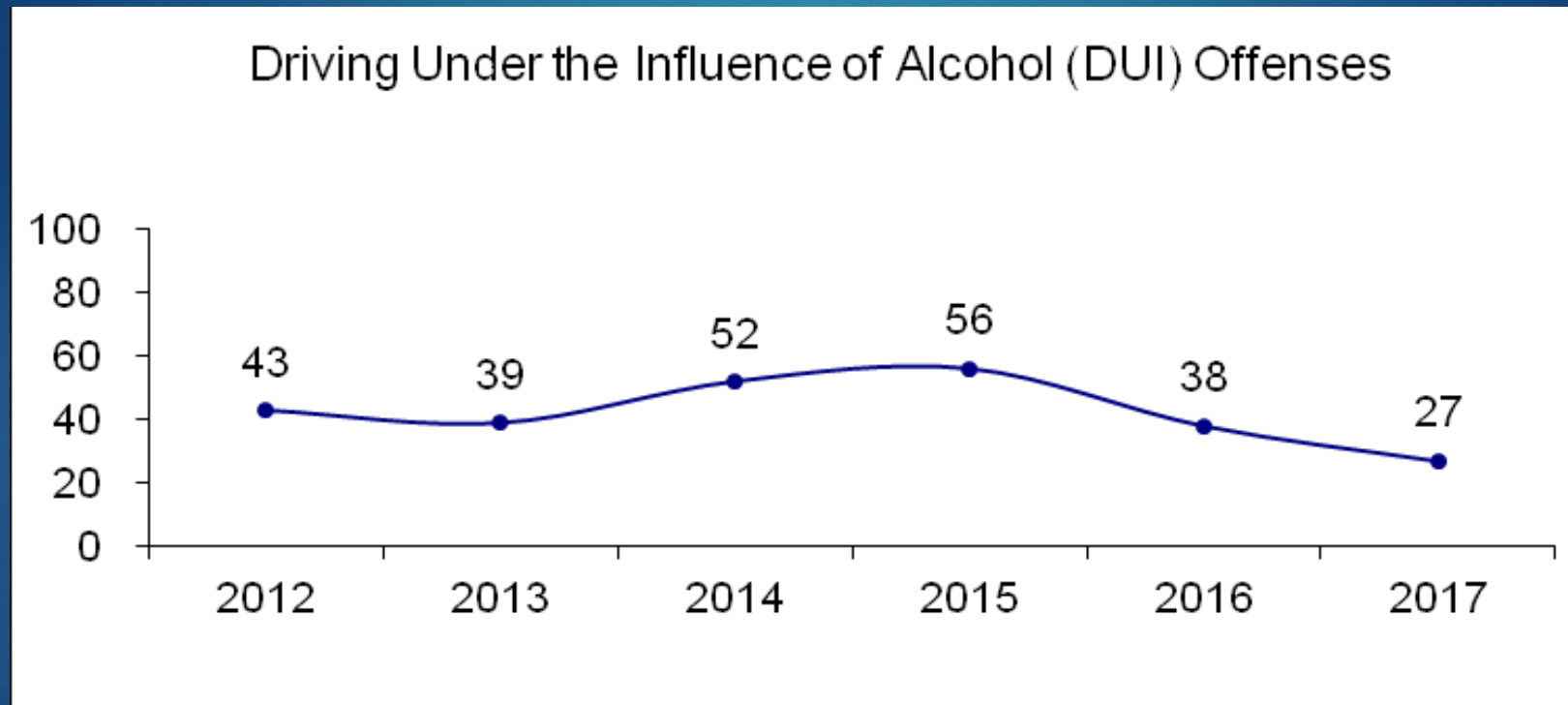
Robbery



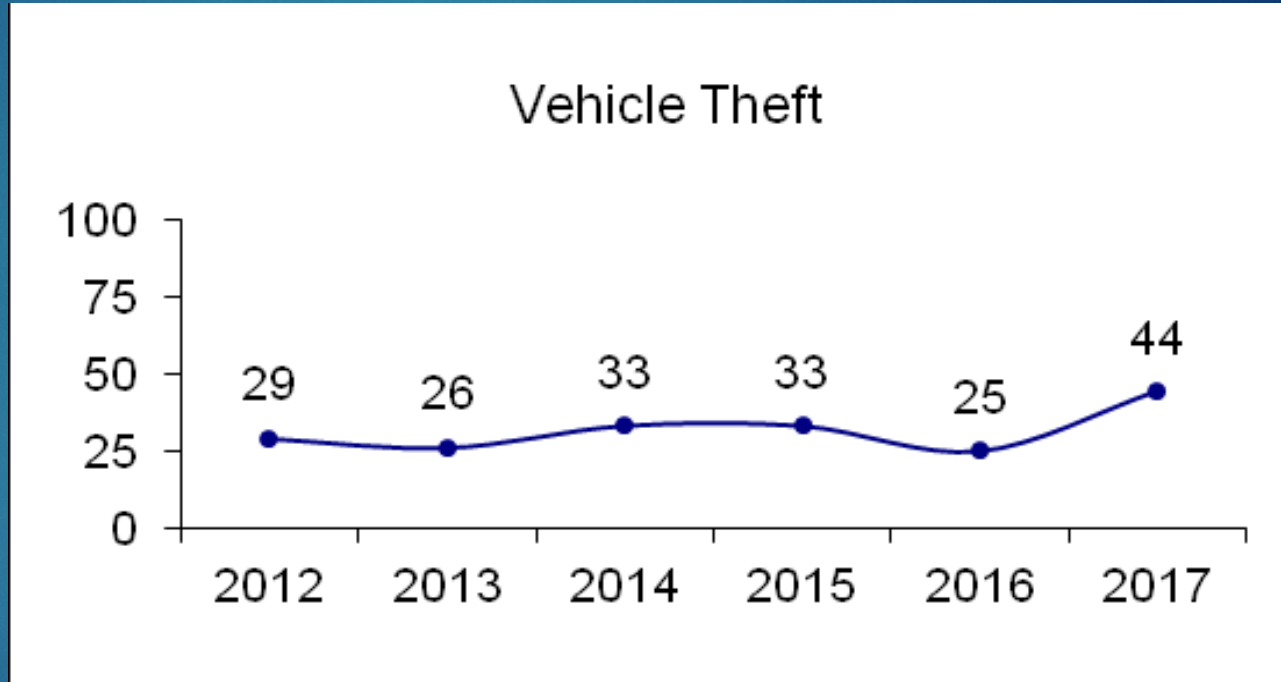


Car "Prowls"

DUI's

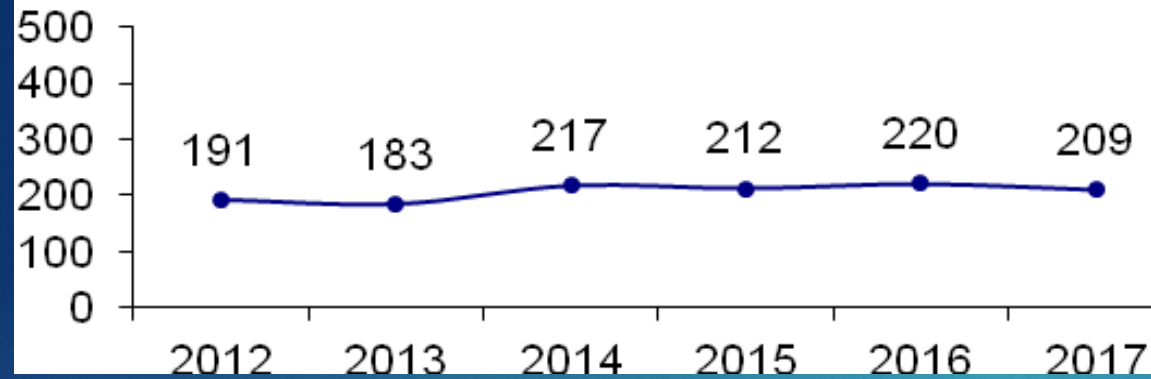


Auto Theft

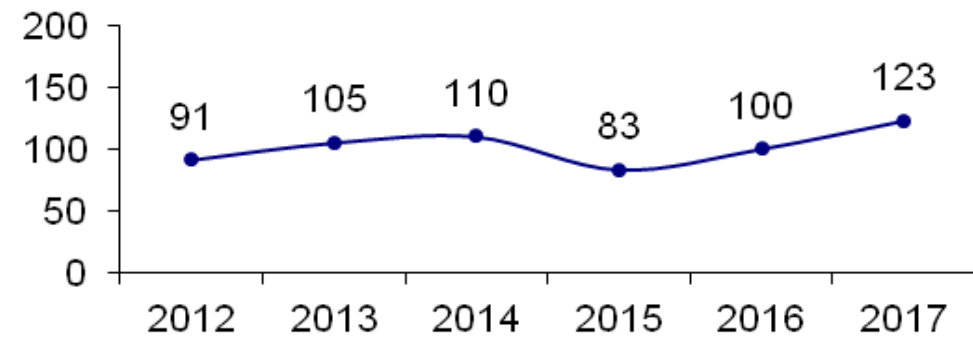


Accidents & Traffic Complaints

Collisions



Citizen Traffic Complaints



Guardian One



Major Accident Response and Reconstruction Investigation (M.A.R.R.)



Marine Unit



Kenmore Police



Motor Unit



Retirements



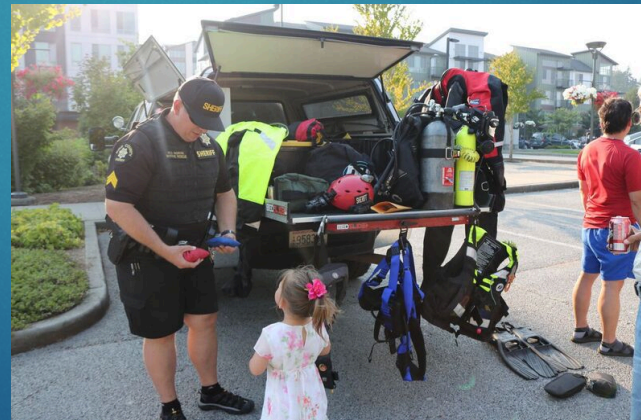
MPO Gary Zornes

MPO Nick Minzghor



Community Service:

National Night Out



Community Service:

Target Zero



Community Service:

Movie Nights



Community Service:

Kenmore 4th of July
Celebration







CITY OF KENMORE
ANNUAL POLICE SERVICE HIGHLIGHTS & DATA
2017

Provided for the Residents by:

POLICE CHIEF CLIFF SETHER, CITY OF KENMORE POLICE DEPARTMENT
18120 68th Ave NE
Kenmore, WA 98028
Phone: (206) 295-7656

City of Kenmore Administration

MAYOR	David Baker
DEPUTY MAYOR	Nigel Herbig
COUNCIL MEMBERS	Milton Curtis Stacey Denuski Brent Smith Joe Marshall Debra Srebnik
CITY MANAGER	Rob Karlinsey
CHIEF OF POLICE	Chief Peter S. Horvath



From Your Police Chief

February 12, 2018

Dear Kenmore Citizens,

After over 19 years of dedicated service, to the citizens of Kenmore, Chief Sether recently chose to pursue other ambitions, and provide his services to the City of Shoreline, and the Shoreline Police Department. As the interim Kenmore Chief of Police, I'd first like to recognize and thank Chief Sether for his accomplishments for the Kenmore community, and Kenmore Police Department! Prior to leaving, Chief Sether drafted his letter, to you, (below), and I believe he summed up best, what the Kenmore Police department is.

As the interim Chief of Police for Kenmore, I'd like to introduce myself. I am a 26+ year veteran of the King County Sheriff's Office, and have been a sergeant, since 2005. I first began my law enforcement career, working at the former Kenmore Precinct, of the Sheriff's Office, and later returned, in 1997 as a Kenmore Officer, and Field Training Officer. I remained in Kenmore, until I was appointed to the position of Master Patrol Officer, and returned to Unincorporated King County. During my tenure with the Sheriff's Office, I have also served the cities and towns of Sammamish, North Bend, Shoreline, Skykomish, Woodinville, and Fall City. I was recently appointed, as your interim Chief of Police, after serving the citizens of Sammamish, for the last 10 years. I look forward to serving your Chief of Police, until the City selects its new Police Chief, to carry the torch.

Sincerely,

Peter S. Horvath
Chief of Police

January 1, 2018

Dear Citizens of Kenmore:

The men and women of the Kenmore Police Department are committed to providing high quality, professional law enforcement services to the citizens of Kenmore. We are dedicated to being responsive to the needs of the community. We have had an active partnership with our citizens that have embraced the philosophy of community-oriented policing and problem solving and as a result of this partnership we have seen reductions in crime and the fear of crime.

The City of Kenmore continues to operate the prescription drug drop box at City Hall, located at 18120 68 Ave NE, Kenmore. Turning in your expired or unused prescription drugs for disposal is the only secure and environmentally sound way to dispose of leftover medicines. **You may drop off your medicines Monday – Friday from 9 am to 5 pm, excluding holidays, no questions asked. WE WILL NOT ACCEPT FLUIDS, NEEDLES OR INHALERS.**

The City of Kenmore offers a house check program that is available to all Kenmore residents who are planning to be out of town for one week or longer. While you are away, a Kenmore Police Volunteer will check the exterior of your residence, several times a week; to ensure the doors and windows are secured and have not been damaged. In the event a door or window is found open or damaged, a Police Officer will be dispatched to check your residence. We will then contact either you, or a person you have designated on the form, to respond and secure the residence.



This program does not relieve any resident from taking the necessary steps to ensure their house is properly secured. Here are some helpful hints to take before leaving town:

- Contact one or two trusted neighbors or family members and let them know what your itinerary will be and give them a phone numbers to each place you plan on staying. It would be helpful to leave a key, so your neighbor or family member can access your home in case of an emergency. If your house has an alarm give the code to them so the alarm can be de-activated if it goes off.
- You should have the Post Office hold your mail or have your neighbor/family member pick it up daily.
- You should have the newspaper stopped or have it picked up daily.
- Leaving a light on inside the house is a good idea. This can be accomplished either by plugging a lamp, or two, into a timer or have a neighbor/family member turn them on/off daily.
- Make sure your neighbor/family member takes care of the garbage, usually for the first week you're gone.
- If you are going to be gone for several weeks it's a good idea to have someone take care of your lawn.
- Make arrangements for someone to take care of your pets that are left behind and be sure to indicate what type of pet and where they are located on the property.
- If you are going to be gone for an extended time you might want to consider turning off the power and water off to your hot water heater and washing machine.

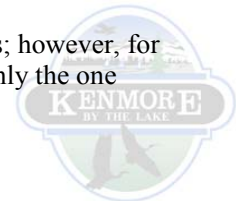
The house check forms are available on the City of Kenmore's webpage.

Beginning January 1, 2018, the King County Sheriff's Office will implement the FBI's new method for recording and reporting crime in our jurisdiction. The new method is called "NIBRS" or National Incident-Based Reporting System.

NIBRS was initiated to improve the overall quality of law enforcement crime data. Since 1929 the country has been using a "summary based" method of reporting crime, which historically recorded and reported only the most serious offense in an incident, even though it could have involved multiple offenses.

Summary UCR provided counts for the eight most serious Part 1 index crimes and on arrests for 21 other Part II offenses. In contrast, NIBRS collects victim offender, property, and arrestee information on the original eight offenses plus 48 other offenses, with up to ten offenses per incident. It also distinguishes between attempted and completed crimes and collects weapon information for all violent offenses.

Law enforcement will continue to investigate the same number of incidents; however, for reporting purposes, all offenses within the incident will be submitted rather than only the one most serious.



Unfortunately, you cannot compare the summary UCR to NIBRS crime statistics. The effect of collecting more information and offenses per incident in most cases and, with most categories result in higher offense numbers. Does that mean crime has gone up? Not necessarily! In fact, crime could have gone down over the transition period, but you really wouldn't know it because you cannot compare the old to the new. If you have any concerns about crime statistics you can always contact me.

This report is a review of our performance during the year 2017. It is a compilation of statistics that portray our work and commitment to the citizens of Kenmore. I am happy to report that this year we have seen a reduction in many crime categories and will continue to work hard to make our community a safe place to live. There are a number of reasons why our crime rate has declined over the last several years, e.g. police officers actively working the crime areas of the city where repeat calls for service are generated and the arrest and incarceration of repeat offenders, just to mention a few. We will continue to review our strategies and use innovative techniques in our ongoing efforts to reduce crime in Kenmore. We invite your comments and questions.

Sincerely,
Clifford G. Sether
Chief of Police



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About the Annual Police Service Highlights & Data Report

The Annual Police Service Highlights & Data Report contains information on the service efforts and accomplishments of the Kenmore Police Department to support its mission, goals, and objectives. The goal of the report is to keep the City of Kenmore residents, staff, administrators, and elected officials informed of police service and crime activity in the city. The report is produced by the City of Kenmore Police Department in partnership with the King County Sheriff's Office (KCSO) Research, Planning and Informational Services and Contracts Units. Questions about the report can be directed to the Kenmore chief of police.

The Police Service Highlights section gives a narrative of police efforts and year-to-year comparisons of selected crime and police service data. Most of the data in this section is taken from the Police Services Data section unless otherwise indicated as being from a difference source.

The Police Service Data section provides further detailed crime and police service data. Please note that numbers in this section may differ slightly from numbers in the Police Services Highlights due to rounding differences.

Kenmore Police Department Mission, Goals, & Core Values

Mission

The mission of the Kenmore Police Department is to prevent crime and create an environment where people feel safe, while providing quality, professional law enforcement services designed to improve public safety.

Core Values

The Kenmore Police are committed to the core values of Leadership, Integrity, Service and Teamwork. We firmly believe in our core values and let these values guide all work that we do in the community.

Goals & Objectives

In order to realize this mission, the City of Kenmore Police Department has adopted the following goals and objectives:

Goal # 1: Provide high-quality, cost-effective, and accountable services to the City of Kenmore

Objective: Provide responsive services to residents.

Objective: Provide cost-effective services to residents.

Goal # 2: Reduce crime and the fear of crime

Objective: Use information for crime analysis

Objective: Apprehend offenders

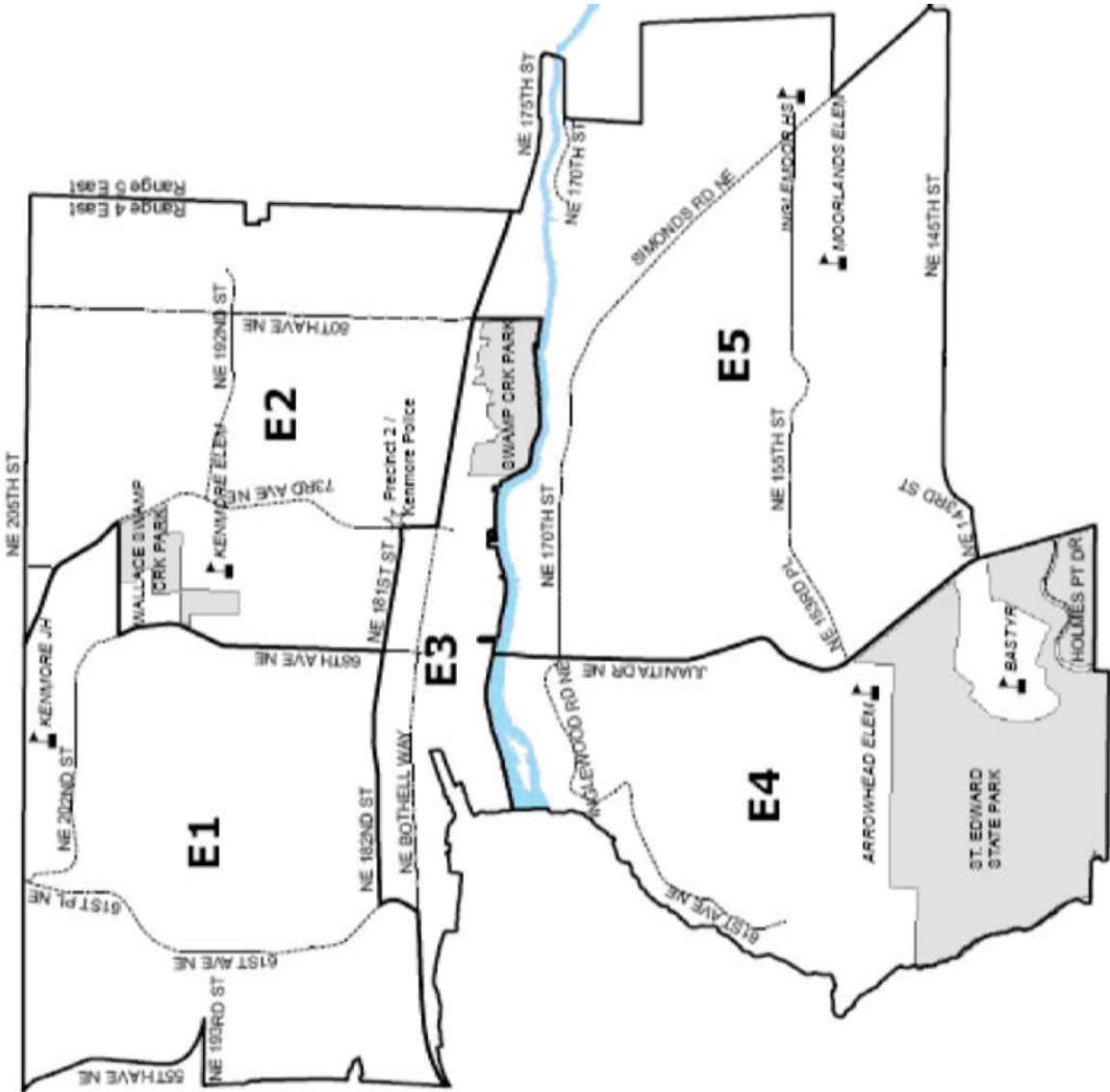
Objective: Prevent crime

Objective: Improve residents' feeling of security

Goal # 3: Increase the diversity of the workforce



City of Kenmore Patrol Districts



City of Kenmore Police Service Highlights 2017



City Cost Comparison

The annual police cost comparison study is conducted by the KCSO Contracts Unit. The study accounts for budget differences and may factor in (or out) certain line items in order to allow for “apples-to-apples” comparisons. Kenmore’s cost per capita here is different than the contract cost per capita, which only includes Kenmore’s law enforcement contract paid to the county.

City	2017 Police Budget	2017 Population	2017 Sworn	Cost/ Capita	Cost/ Sworn	Sworn/ 1000
Algona	\$1,304,202	3,180	8.00	\$410	\$163,025	2.52
Auburn	\$26,897,517	78,960	118.00	\$341	\$227,945	1.49
Beaux Arts	\$23,173	300	0.10	\$77	\$231,730	0.33
Bellevue	\$35,673,299	140,700	184.00	\$254	\$193,877	1.31
Black Diamond	\$2,043,717	4,335	9.00	\$471	\$227,080	2.08
Bothell	\$14,416,436	44,370	61.00	\$325	\$236,335	1.37
Burien	\$12,045,000	50,680	53.30	\$238	\$225,985	1.05
Carnation	\$568,407	2,030	2.38	\$280	\$238,826	1.17
Clyde Hill	\$1,592,600	3,015	9.00	\$528	\$176,956	2.99
Covington	\$3,906,203	19,850	18.14	\$197	\$215,336	0.91
Des Moines	\$10,200,914	30,860	35.00	\$331	\$291,455	1.13
Duvall	\$2,229,426	7,500	14.00	\$297	\$159,245	1.87
Edmonds	\$10,238,320	41,260	55.00	\$248	\$186,151	1.33
Federal Way	\$23,802,372	96,350	135.00	\$247	\$176,314	1.40
Hunts Point	\$327,425	415	1.20	\$789	\$272,854	2.89
Issaquah	\$8,494,180	36,030	37.00	\$236	\$229,572	1.03
Kenmore	\$3,491,011	22,580	16.27	\$155	\$214,567	0.72
Kent	\$36,458,720	127,100	153.00	\$287	\$238,292	1.20
Kirkland	\$22,506,299	86,080	89.00	\$261	\$252,880	1.03
Lake Forest Park	\$3,329,996	12,990	19.00	\$256	\$175,263	1.46
Lynnwood	\$15,145,943	36,950	84.00	\$410	\$180,309	2.27
Maple Valley	\$4,613,510	24,900	20.12	\$185	\$229,300	0.81
Marysville	\$15,798,872	65,900	69.00	\$240	\$228,969	1.05
Medina	\$2,285,126	3,205	9.00	\$713	\$253,903	2.81
Mercer Island	\$6,712,715	24,210	30.00	\$277	\$223,757	1.24
Mill Creek	\$4,165,284	19,960	26.00	\$209	\$160,203	1.30
Mukilteo	\$4,684,150	21,240	28.00	\$221	\$167,291	1.32
Newcastle	\$2,168,920	11,280	10.07	\$192	\$215,384	0.89
Normandy Park	\$1,739,300	6,595	9.00	\$264	\$193,256	1.36
North Bend	\$1,689,656	6,605	9.20	\$256	\$183,658	1.39
Puyallup	\$15,479,339	40,500	58.00	\$382	\$266,885	1.43
Redmond	\$18,538,465	62,110	65.00	\$298	\$285,207	1.05
Renton	\$35,141,917	102,700	129.00	\$342	\$272,418	1.26
Sammamish	\$6,958,521	62,240	32.82	\$112	\$212,021	0.53
SeaTac	\$10,282,321	28,850	45.14	\$356	\$227,787	1.56
Seattle	\$320,568,110	713,700	1456.00	\$449	\$220,170	2.04
Shoreline	\$12,218,303	55,060	52.06	\$222	\$234,697	0.95
Skykomish	\$30,000	200	0.10	\$150	\$300,000	0.50
Snoqualmie	\$4,263,071	13,210	19.80	\$323	\$215,307	1.50
Sumner	\$4,257,290	9,920	19.00	\$429	\$224,068	1.92
Tukwila	\$16,684,325	19,660	79.00	\$849	\$211,194	4.02
University Place	\$3,653,395	32,610	15.00	\$112	\$243,560	0.46
Woodinville	\$3,355,923	11,660	14.88	\$288	\$225,532	1.28
Yarrow Point	\$414,556	1,040	2.00	\$399	\$207,278	1.92
Partner City Averages (weighted)				\$206	\$224,815	0.92
Non-Partner City Averages (weighted)				\$354	\$221,059	1.60



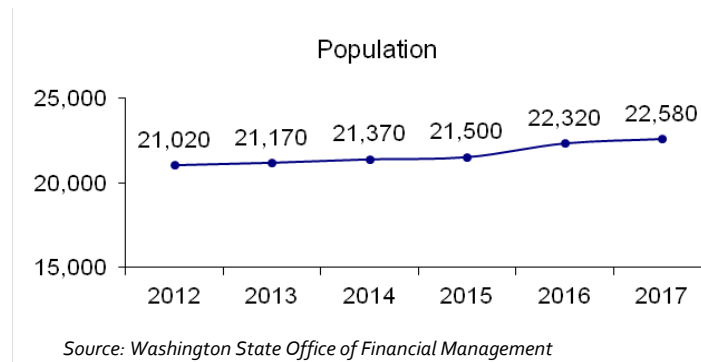
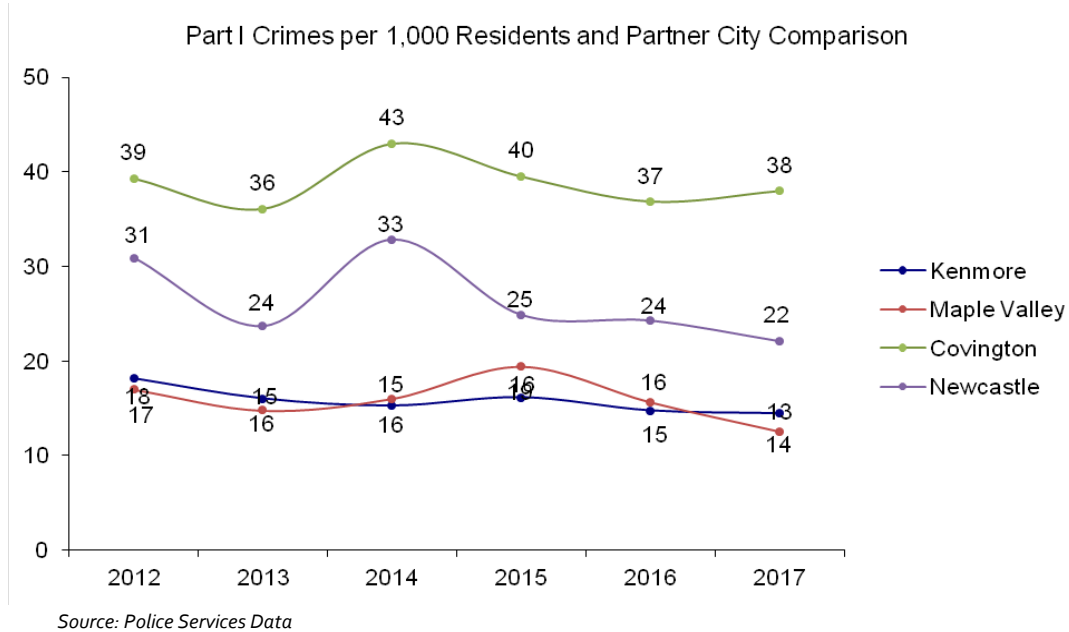
Data sources:

1. Budgets found on city websites or via city finance personnel.
2. Population is from the Office of Financial Management.



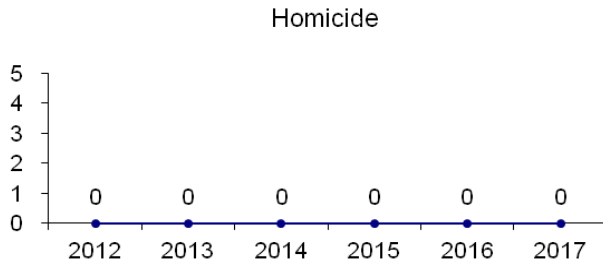
Kenmore's Crime Rate: Part I Crimes

The Crime Rate is a calculation of the number of Part I Crimes divided by population in thousands. Part I Crimes is a category of crimes established by the Federal Bureau of Investigation (FBI). It includes criminal homicide (which includes murder and non-negligent manslaughter, but excludes deaths by negligence, attempts to kill, suicides, accidental deaths, justifiable homicide, and traffic fatalities), forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.



Part I Violent Crimes against People

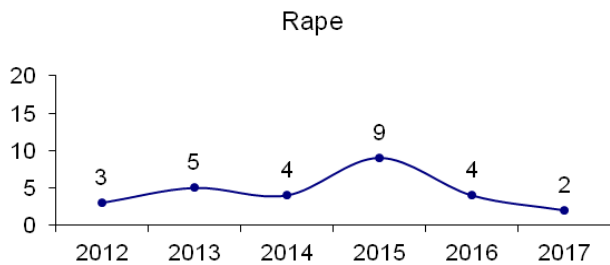
Part I Crimes include crimes categorized as "violent crimes" or "crimes against people." The following are Kenmore's Part I Violent Crimes.



Source for all below: Police Services Data

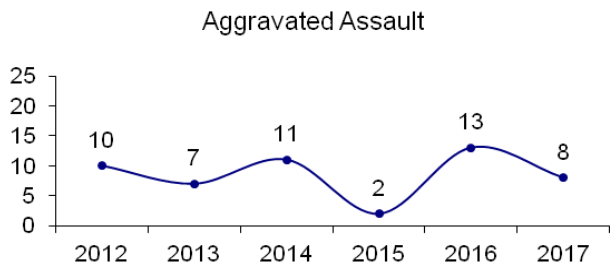
Homicide

The willful killing of one human being by another. Includes murder and non-negligent manslaughter, justifiable homicide, and manslaughter by negligence.



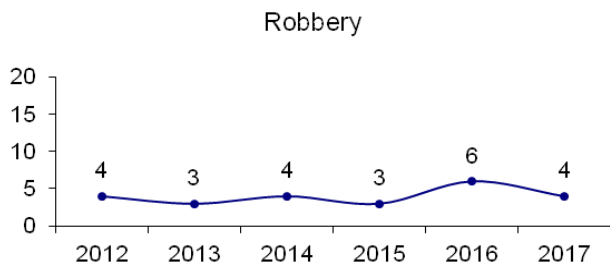
Rape

Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included in this count. Statutory offenses (no force used—victim under age of consent) are excluded.



Aggravated Assault

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.



Robbery

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person by force, threat of force, violence, or by putting the victim in fear.

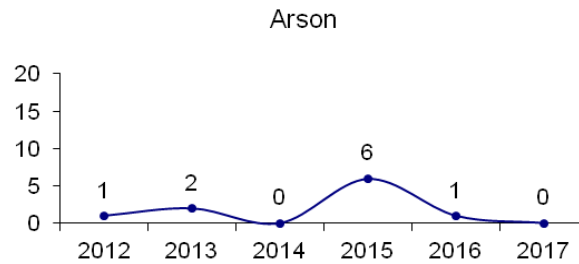


Part I Non-Violent Crimes against Property

The second group of Part I Crimes is known as "non-violent crimes," "crimes against property," or "property crimes." The following are Kenmore's Part I Crimes against Property. Information about vehicle theft, also included in this category, can be found with traffic and automobile incident information.

Arson

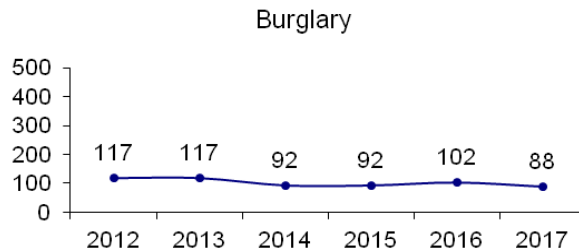
Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.



Source for all below: Police Services Data

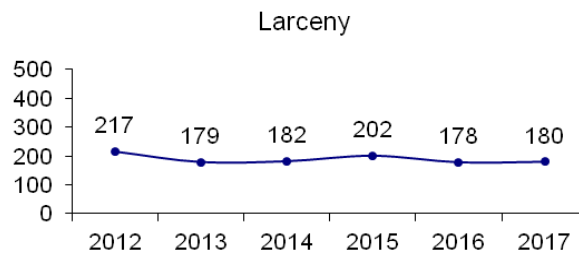
Burglary (breaking or entering)

Burglary is the unlawful entry of a commercial or residential structure with the intent to commit a crime. Attempted forcible entry is included.



Larceny (except vehicles)

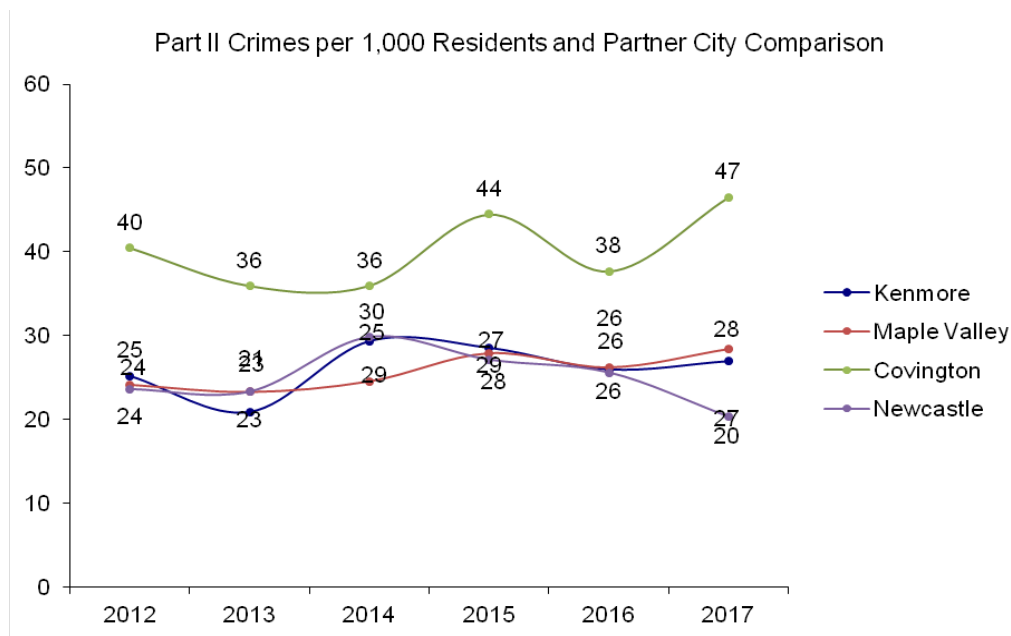
Larceny is the unlawful taking, carrying, leading, or riding away of property of any value amount from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, forgery, check fraud, and like crimes are excluded.



Part II Crimes

Part II Crimes are the next category of crimes after Part I Crimes. While Part I crimes are comprised of serious felonies, Part II crimes are comprised of non serious felonies and misdemeanors. Together these two types of classifications make up the crimes reported in the Uniform Crime Reports (UCR).

Part II Crimes include simple assaults, fraud, vandalism, possessing weapons, prostitution, drug offenses, driving under the influence, disorderly conduct, drunkenness, and more.

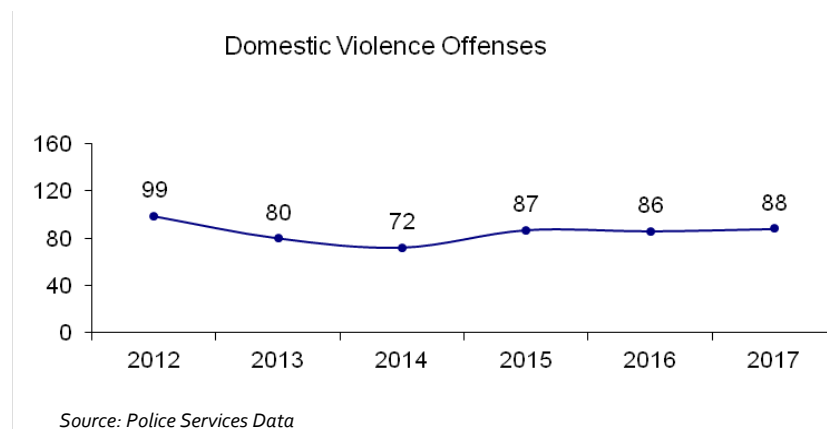
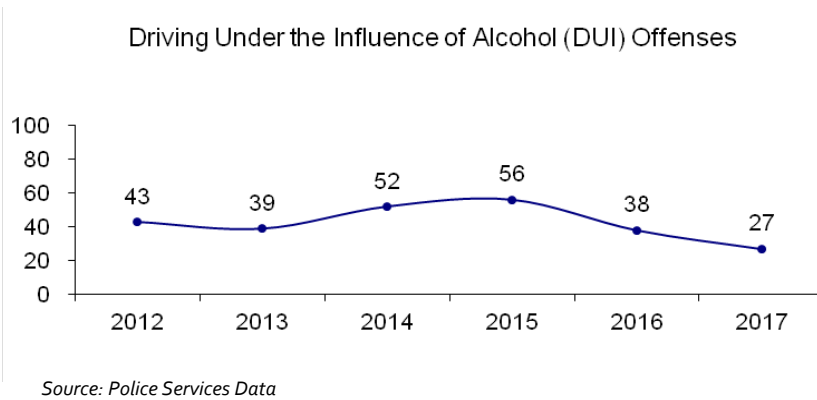


Source: Police Services Data



Domestic Violence & Driving Under the Influence Offenses

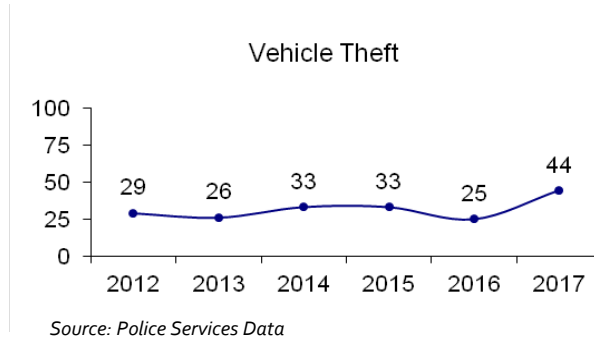
The below graphs show the last six years of data for both domestic violence offenses and driving under the influence of alcohol (DUI) offenses.



Traffic and Automobile Incident Information

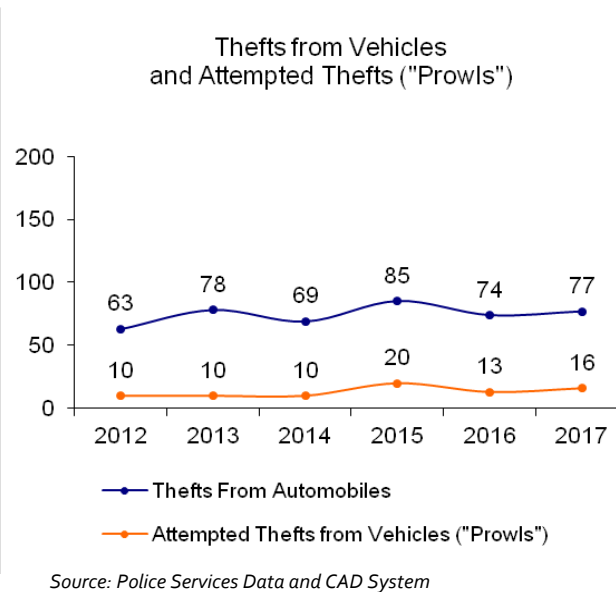
Vehicle theft

Vehicle theft is included in Part I Crimes against Property. It is the theft or attempted theft of a motor vehicle, which is defined as being self-propelled and running on a land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.



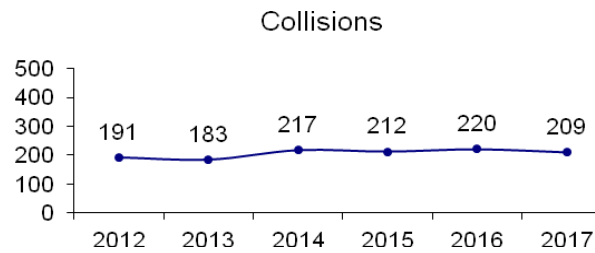
Thefts and Attempted Thefts ("Prowls") from Automobiles

A theft or attempted theft ("prowl") from an automobile is the act or attempted act of taking something from the inside of an automobile.



Traffic Collisions

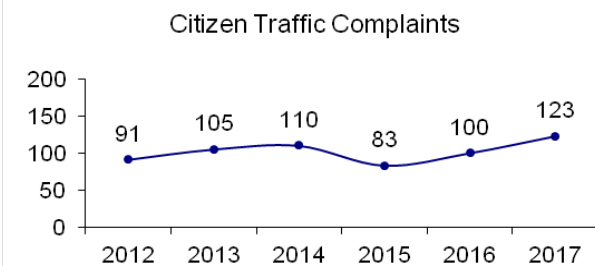
Collision information includes reports for injury, non-injury, and fatality vehicle collisions. Driving under the influence (DUI) collisions and hit-and-runs are excluded from this category.



Source: Police Services Data

Citizen Traffic Complaints

Citizen traffic complaints include all reports residents make regarding chronic traffic violations and requests for traffic enforcement. Complaints are assigned out to specific traffic enforcement units as well as patrol and are worked on a regular basis. Some complaints are resolved relatively quickly, while others become the site of on-going traffic enforcement projects.

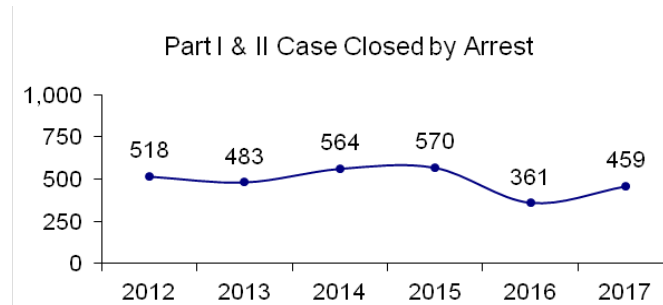


Source: Police Services Data



Part I & II Cases Closed by Arrest

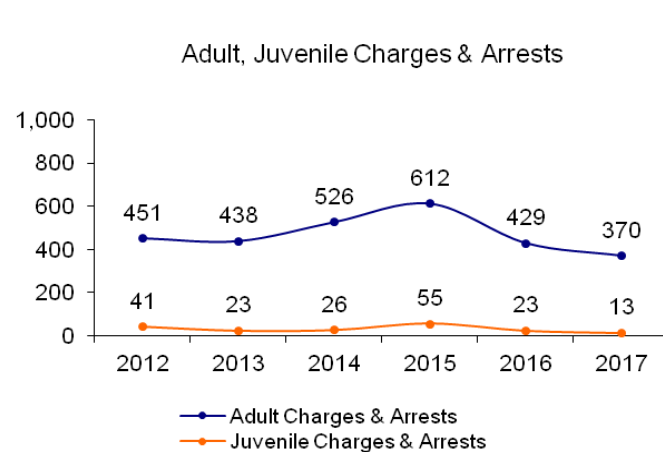
The cases below represent incidents where an officer or detective has recommended that the King County Prosecutor's Office file criminal charges against the case suspect. These criminal charges may result in an arrest or another form of punitive action, such as a citation. A prosecuting attorney is solely responsible for the decision to formally file charges and prosecute defendants.



Source: KCSO RPIS Unit

Adult and Juvenile Charges and Arrests

One or more charges can result from a single arrest. Charges also can be filed when probable cause exists against a person who may not have been arrested. The following are the total number of felony and misdemeanor charges and arrests by adult and juvenile status.



Source: Police Services Data

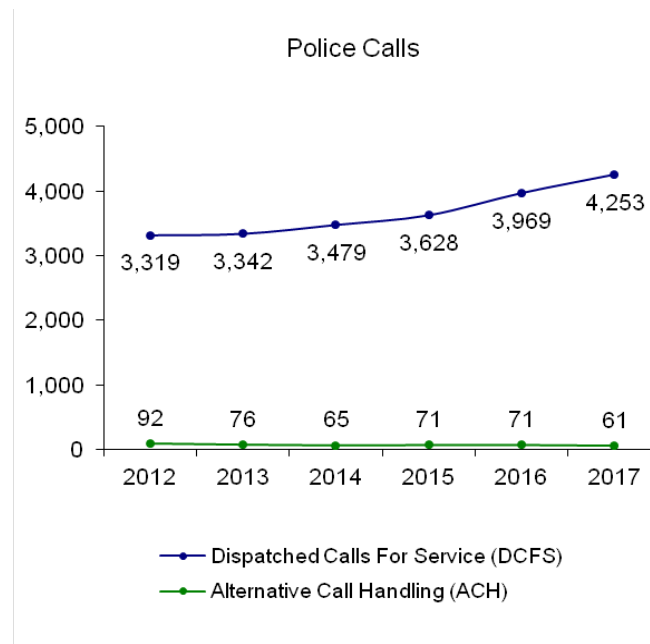


Calls for Police Assistance

The public receives police assistance in a variety of ways. Residents can call the Emergency 911 Communications Center to have one or more officers dispatched to the field, called a "dispatched call for service."

In addition to dispatched calls for service, 911 center operators can take certain types of reports over the phone through alternative call handling (ACH). This allows police officers more time to respond to those who need an officer present at the location of their incident.

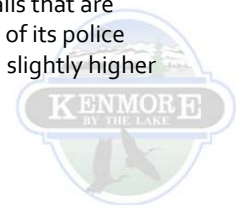
Following are the numbers of dispatched calls for service (DCFS) and alternative call handling (ACH) incidents reported.



Source: Police Services Data and CAD



Dispatched Calls For Service (DCFS): The number of DCFS shown here includes calls that are verified to take place inside the city limits and that are charged to the city as part of its police contract. Total DCFS counts, as shown in the Police Service Data section, may be slightly higher (usually less than 5 percent higher).



Response Times to High Priority Calls

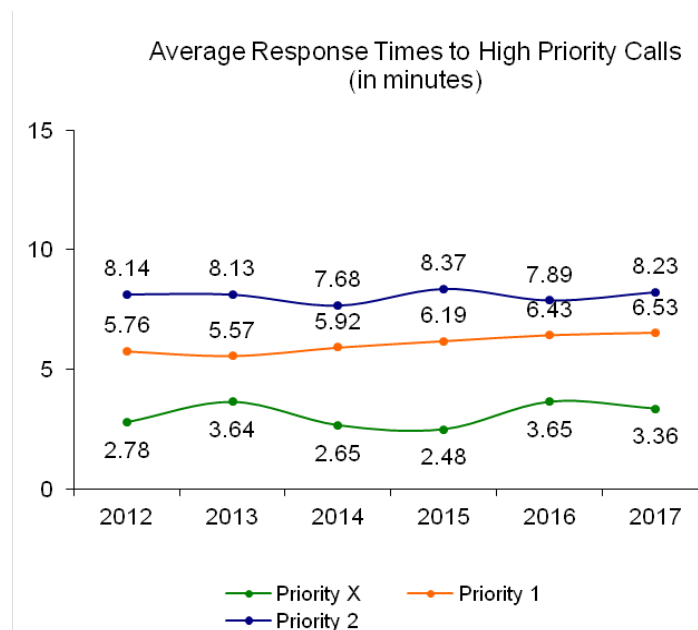
When calls for police assistance are received by the Emergency 911 Communications Center, they are entered into the Computer Aided Dispatch (CAD) system and given a "priority" based on the criteria described below. If the call receiver is in doubt as to the appropriate priority, the call is assigned the higher of the two priority designators in question.

"Priority X" designates critical dispatches. These are incidents that pose an obvious danger to the life of an officer or citizen. It is used for felony crimes in-progress where the possibility of confrontation between a victim and suspect exists. Examples include shootings, stabbings, robberies or burglaries.

"Priority 1" designates immediate dispatches. These are calls that require immediate police action. Examples include silent alarms, injury traffic accidents, in-progress crimes or crimes so recent that the suspect may still be in the immediate area.

"Priority 2" designates prompt dispatches. These are calls that could escalate to a more serious degree if not policed quickly. Examples include verbal disturbances and blocking traffic accidents.

Following are the City of Kenmore's Police response times for the above priority calls. Response times include all time from the receipt of a phone call to the moment an officer arrives at the location of the incident.



Source: Police Services Data



Computer Aided Dispatch (CAD): A computerized communication system used by emergency response agencies for dispatching and tracking calls for emergency assistance.



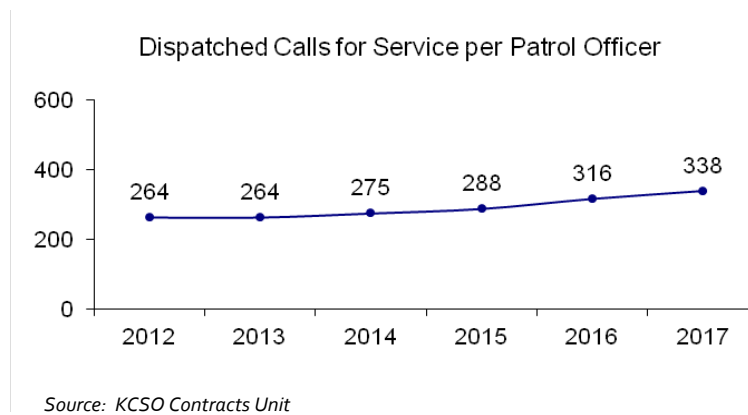
Commissioned Officers per 1,000 Residents

Commissioned officers per 1,000 residents shows how many commissioned police officers are employed by Kenmore for every 1,000 residents. This number includes commissioned officers who work in supervisory or other non-patrol related positions as well as special services officers who work part-time for the city. It does not include professional (i.e. non-commissioned) support staff.



Dispatched Calls for Service (DCFS) per Patrol Officer

Dispatched calls for service (DCFS) per patrol officer is the average number of dispatched calls one patrol officer responds to within a year. This number uses only dispatched calls Kenmore pays for and does not include the number of responses an officer initiates (such as witnessing and responding to traffic violations, called "on views"). Also, the numbers below are *patrol only* and exclude non-patrol commissioned officers (such as supervisors or special duty officers/detectives).

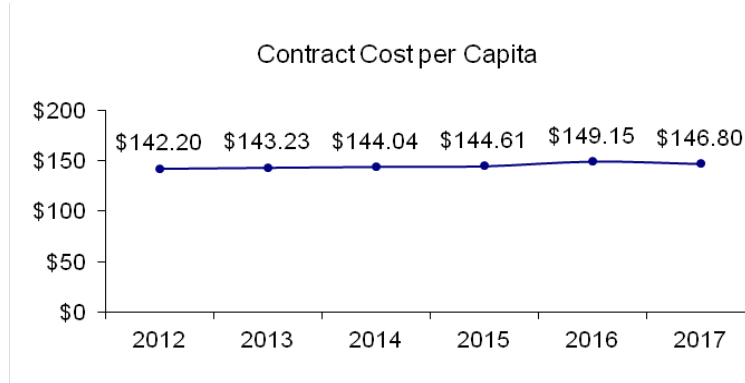


Costs of Police Services per Capita

The City of Kenmore contracts with the King County Sheriff's Office (KCSO) for police services. Among other benefits, contracting for services from a larger law enforcement agency allows for cost savings through "economies of scale." Specific economies of scale provided through the contract with KCSO include:

- Mutual aid agreements with other law enforcement agencies in Washington State
- A large pool of officers if back-up help is necessary
- Coverage if city officers are away
- Expertise of specialized units to assist officers
- More experienced officers to select from for city staffing
- Cost sharing throughout the department to keep city costs down

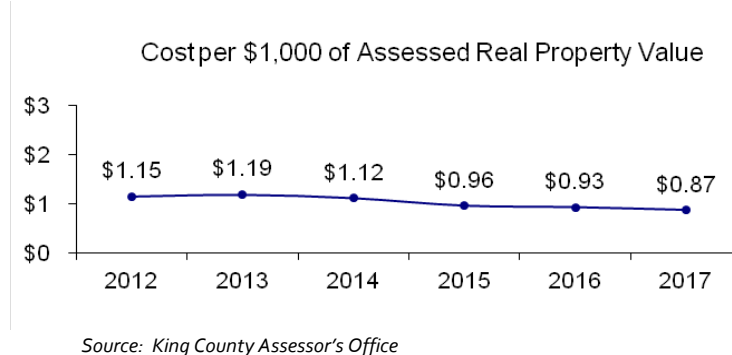
Costs for police services vary depending on a city's resources and the level and type of police services the community wants. The City of Kenmore may have additional funds or expenditures for special projects or programs as part of the city's law enforcement budget. These additional costs are not reflected in the contract cost per capita, which shows the contract cost for police services divided by Kenmore's population.



**Note that the 2012 increase was due to the addition of 1 patrol officer FTE.*

Cost per \$1,000 of Assessed Real Property Value

Cost per \$1,000 of assessed real property value shows Kenmore's contract cost in relationship to the property values of Kenmore.



City of Kenmore Police Service Data 2017

POLICE SERVICE HIGHLIGHTS & DATA REPORT: 2017

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**City of KENMORE
Annual Statistics 2017**

CRIME SUMMARY	1-Q	2-Q	3-Q	4-Q	YTD
TOTAL PART 1 OFFENSES	73	104	84	65	326
TOTAL PART 2 OFFENSES	165	149	144	151	609
Officers Assaulted	0	1	0	0	1
Gang Incidents	0	1	0	0	1
Part 1 Crimes DV-Related	0	1	1	2	4
Part 2 Crimes DV-Related	27	21	19	17	84
ADULT ARREST TOTAL	91	103	104	72	370

AUTO RECOVERIES	1-Q	2-Q	3-Q	4-Q	YTD
Inside / Inside	5	7	3	2	17
Outside / Inside	3	6	7	1	17

PART 1 Cases Closed/Cleared					
for the following offenses:	1-Q	2-Q	3-Q	4-Q	YTD
Homicide	0	0	0	0	0
Rape (including attempt)	0	0	0	0	0
Robbery	1	1	0	0	2
Aggravated Assault	0	2	1	3	6
Commercial Burglary	0	1	0	0	1
Residential Burglary	0	1	1	2	4
Larceny	2	2	6	3	13
Arson	0	0	0	0	0
TOTAL	3	6	8	8	25

PART 2 Cases Closed/Cleared					
for the following offenses:	1-Q	2-Q	3-Q	4-Q	YTD
Assault 4th Degree	20	14	10	14	58
Narcotics	6	1	6	2	15
Frauds	0	0	1	1	2
TOTAL	26	15	17	17	75



**City of KENMORE
Annual Statistics 2017**

PART 1 OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Assault, Hands	0	3	0	2	5
Assault, Knife	0	1	1	0	2
Assault, Firearm	0	0	0	0	0
Assault, ODW	0	0	1	0	1
HOMICIDE	0	0	0	0	0
Robbery, Bank	0	1	0	0	1
Robbery, Chain Store	0	1	0	0	1
Robbery, Commercial	0	0	0	0	0
Robbery, Gas Station	0	0	0	0	0
Robbery, Highway	0	0	0	0	0
Robbery, Miscellaneous	1	0	0	0	1
Robbery, Residence	0	0	0	1	1
Robbery, Carjack	0	0	0	0	0
Attempted Rape	0	0	0	0	0
Rape	0	0	1	0	1
Child Rape	0	0	0	1	1
Comm Burglary, FE	1	5	2	8	16
Comm Burglary, NF	3	4	3	0	10
Comm Burglary, ATT	2	2	0	0	4
Residential Burglary, FE	5	6	10	4	25
Residential Burglary, NF	8	14	5	3	30
Residential Burglary, ATT	1	1	1	0	3
Larceny	45	52	47	36	180
Vehicle Theft	7	8	11	10	36
Truck-Bus Theft	0	0	0	0	0
Other Vehicle Theft	0	6	2	0	8
Theft Boat/RV	0	0	0	0	0
Arson Confirmed	0	0	0	0	0
TOTAL PART 1 OFFENSES	73	104	84	65	326



**City of KENMORE
Annual Statistics 2017**

PART 2 OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Assault 4th Degree	22	14	17	21	74
Total Sex Offenses	10	7	3	8	28
Family/Juvenile Offenses	12	17	15	17	61
Forgery/Fraud Offenses	23	15	16	12	66
Commercial Vice	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Kidnapping	0	0	0	0	0
Weapons	0	2	0	0	2
All Other	39	20	31	30	120
Viol Crt Order (misd)	7	8	7	5	27
Viol Crt Order (felony)	0	0	2	0	2
HATE CRIMES	0	1	0	1	2
Stolen Property	0	0	1	0	1
Trespass	16	16	15	33	80
Vandalism	14	26	17	9	66
Disorderly Conduct	2	1	3	2	8
Liquor Violation	9	9	5	5	28
D U I	5	10	6	6	27
HEROIN, etc	2	2	2	2	8
SYNTHETIC NARCOTICS	4	1	4	0	9
OTHER NARCOTICS	0	0	0	0	0
MARIJUANA	0	0	0	0	0
TOTAL PART 2 OFFENSES	165	149	144	151	609



**City of KENMORE
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DISPATCHED CALLS FOR SERVICE					
	1-Q	2-Q	3-Q	4-Q	YTD
E1	187	183	216	214	800
E2	311	328	375	361	1375
E3	201	226	241	227	895
E4	47	73	101	58	279
E5	198	246	281	235	960
TOTAL DCFS	944	1056	1214	1095	4309

AVG Response Time	1-Q	2-Q	3-Q	4-Q
Critical Dispatch X=	1.53	0.98	4.00	5.11
Immediate Dispatch 1=	6.40	5.87	6.75	7.10
Prompt Dispatch 2=	6.88	7.78	9.15	8.82
Routine Dispatch 3=	18.42	18.17	22.59	18.36

LARCENY OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Gas	0	0	0	0	0
APA	1	0	1	2	4
Bike	0	7	4	0	11
COMD	1	0	0	0	1
NSC	5	11	8	2	26
P/P	0	0	0	0	0
P/S	2	0	0	0	2
S/L	5	5	8	9	27
TFA	22	21	20	14	77
TFB	9	8	6	9	32
TOTAL	45	52	47	36	180



**City of KENMORE
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ARRESTS					
Juvenile Arrests	1-Q	2-Q	3-Q	4-Q	YTD
Felony	0	2	1	0	3
Misdemeanor	4	0	4	2	10
Homicide	0	0	0	0	0
JUVENILE ARREST TOTAL	4	2	5	2	13
Adult Arrests	1-Q	2-Q	3-Q	4-Q	YTD
Felony	11	11	18	6	46
Misdemeanor	80	92	86	66	324
Homicide	0	0	0	0	0
ADULT ARREST TOTAL	91	103	104	72	370
Grand Total Arrests	95	105	109	74	383



City of KENMORE
Annual Statistics 2017

JUVENILE FEL. ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	0	1	0	0	1
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Counterfeiting / Forgery	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
D U I	0	0	0	0	0
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Larceny	0	0	0	0	0
Liquor Violation	0	0	0	0	0
Marijuana	0	0	0	0	0
Narcotics / Drug Violation	0	0	1	0	1
Other (except Traffic)	0	1	0	0	1
Other (Traffic Violations)	0	0	0	0	0
Prostitution - VICE	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offense (No Rape)	0	0	0	0	0
Simple Assault	0	0	0	0	0
Stolen Property	0	0	0	0	0
Vandalism	0	0	0	0	0
Vehicle Theft	0	0	0	0	0
Weapons Violations	0	0	0	0	0
TOTAL	0	2	1	0	3

JUVENILE MISD ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Counterfeiting / Forgery	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
D U I	0	0	0	0	0
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Larceny	0	0	0	0	0
Liquor Violation	1	0	0	0	1
Marijuana	0	0	0	0	0
Narcotics / Drug Violation	0	0	0	0	0
Other (except Traffic)	0	0	0	0	0
Other (Traffic Violations)	0	0	1	0	1
Prostitution - VICE	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offense (No Rape)	0	0	0	0	0
Simple Assault	2	0	2	2	6
Stolen Property	0	0	0	0	0
Vandalism	1	0	1	0	2
Vehicle Theft	0	0	0	0	0
Weapons Violations	0	0	0	0	0
TOTAL	4	0	4	2	10



**City of KENMORE
Annual Statistics 2017**

ADULT FEL. ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	0	1	1	1	3
Arson	0	0	0	0	0
Burglary	0	2	2	1	5
Counterfeiting / Forgery	0	0	1	0	1
Court Order Violation	0	0	1	0	1
Disorderly Conduct	0	0	0	0	0
D U I	0	1	0	0	1
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Larceny	1	0	0	0	1
Liquor Violation	0	0	0	0	0
Marijuana	0	0	0	0	0
Narcotics / Drug Violation	5	5	7	2	19
Other (except Traffic)	3	0	1	2	6
Other (Traffic Violations)	0	0	0	0	0
Prostitution - VICE	0	0	0	0	0
Robbery	0	1	0	0	1
Sex Offense (No Rape)	0	0	0	0	0
Simple Assault	0	0	0	0	0
Stolen Property	1	0	3	0	4
Vandalism	0	0	0	0	0
Vehicle Theft	0	1	2	0	3
Weapons Violations	1	0	0	0	1
TOTAL	11	11	18	6	46

ADULT MISD ARRESTS	1-Q	2-Q	3-Q	4-Q	YTD
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Counterfeiting / Forgery	0	0	0	0	0
Court Order Violation	6	4	6	2	18
Disorderly Conduct	1	1	2	1	5
D U I	7	9	5	6	27
Embezzlement	0	0	0	0	0
Forcible Rape	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Larceny	2	2	7	3	14
Liquor Violation	1	0	1	1	3
Marijuana	0	0	0	0	0
Narcotics / Drug Violation	0	2	0	0	2
Other (except Traffic)	15	11	10	7	43
Other (Traffic Violations)	24	47	44	34	149
Prostitution - VICE	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offense (No Rape)	0	0	0	0	0
Simple Assault	19	12	8	10	49
Stolen Property	1	0	0	0	1
Vandalism	3	1	2	2	8
Vehicle Theft	1	1	0	0	2
Weapons Violations	0	2	1	0	3
TOTAL	80	92	86	66	324



**City of KENMORE
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TRAFFIC VIOLATIONS					
	1-Q	2-Q	3-Q	4-Q	YTD
TRAFFIC VIOLATIONS + CITATIONS ISSUED TOTAL	444	492	415	454	1,805

TRAFFIC ACCIDENTS/ COMPLAINTS					
	1-Q	2-Q	3-Q	4-Q	YTD
Accident, DUI [399]	1	0	5	3	9
Accident, Injury [401]	9	6	9	9	33
Accident non-Injury [402]	46	37	40	51	174
Accident, Fatal [403]	1	0	0	1	2
Hit & Run Occ. Non-Inj [406]	7	1	2	5	15
Hit & Run Unoccupied [407]	7	4	8	13	32
Hit & Run Injured [408]	1	0	0	1	2
Traffic Complaint [421]	34	33	20	36	123



**City of KENMORE
Annual Statistics 2017**

TRAFFIC INFORMATION VIOLATIONS	1-Q	2-Q	3-Q	4-Q	YTD
Accident, D.U.I. -399	1	0	5	3	9
Abandoned Vehicle-400	21	21	19	24	85
Accident, Injury-401	9	6	9	9	33
Accident, Non-Injury-402	46	37	40	51	174
Accident, Fatal-403	1	0	0	1	2
D.U.I.-404	4	10	1	3	18
Physical Control-405	0	0	1	1	2
Hit & Run, Occu.Non-Inj-406	7	1	2	5	15
Hit & Run, Unoccupied-407	7	4	8	13	32
Hit & Run, Injury-408	1	0	0	1	2
Inc, NSC(Oth than Acci)-409	0	0	0	0	0
Motorcycle Complaint-410	0	0	0	0	0
Negligent Driving-411	0	1	2	1	4
Other Moving Violation-412	53	55	39	52	199
Defective Equipment-413	3	4	3	1	11
Other Non-Moving Vio-414	5	3	2	0	10
Off Road Veh/ATV Vio-415	0	0	0	0	0
Parking Violation-416	38	61	79	74	252
Pedestrian/Bicycle Vio-417	1	2	0	0	3
Reckless Driving-418	0	1	0	0	1
Speeding (Pace)-419	1	2	0	0	3
Speeding (Radar)-420	121	111	72	73	377
Traffic Complaint Inv-421	34	33	20	36	123
Attp to Elude -422	2	0	2	0	4
Control (Other than Fire)-423	0	0	0	0	0
Driving While License Revoked / Suspended-424	23	44	36	30	133
Operator's Lic Vio, Other-425	6	8	4	2	20
Seatbelt Violation-426	1	4	3	0	8
Vehicle License Violations-427	59	84	68	74	285
TOTAL VIOLATIONS	444	492	415	454	1,805



**City of KENMORE
Annual Statistics 2017**

PART 1 CRIMES DV-RELATED OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Assault, Hands	0	1	0	2	3
Assault, Knife	0	0	0	0	0
Assault, Firearm	0	0	0	0	0
Assault, ODW	0	0	1	0	1
HOMICIDE	0	0	0	0	0
Robbery, Bank	0	0	0	0	0
Robbery, Chain Store	0	0	0	0	0
Robbery, Commercial	0	0	0	0	0
Robbery, Gas Station	0	0	0	0	0
Robbery, Highway	0	0	0	0	0
Robbery, Miscellaneous	0	0	0	0	0
Robbery, Residence	0	0	0	0	0
Robbery, Carjack	0	0	0	0	0
Attempted Rape	0	0	0	0	0
Rape	0	0	0	0	0
Child Rape	0	0	0	0	0
Comm Burglary, FE	0	0	0	0	0
Comm Burglary, NF	0	0	0	0	0
Comm Burglary, ATT	0	0	0	0	0
Residential Burglary, FE	0	0	0	0	0
Residential Burglary, NF	0	0	0	0	0
Residential Burglary, ATT	0	0	0	0	0
Larceny, +250	0	0	0	0	0
Larceny, 0-250	0	0	0	0	0
Vehicle Theft	0	0	0	0	0
Truck-Bus Theft	0	0	0	0	0
Other Vehicle Theft	0	0	0	0	0
Theft Boat/RV	0	0	0	0	0
Arson Confirmed	0	0	0	0	0
TOTAL PT 1 DV-Related	0	1	1	2	4



**City of KENMORE
Annual Statistics 2017**

PART 2 CRIMES DV-RELATED OFFENSES	1-Q	2-Q	3-Q	4-Q	YTD
Assault 4th Degree	17	11	10	11	49
Total Sex Offenses	1	0	0	0	1
FamilyJuvenile Offenses	0	1	1	0	2
Forgery/Fraud Offenses	0	0	0	0	0
Commercial Vice	0	0	0	0	0
Gambling, Other	0	0	0	0	0
Kidnapping	0	0	0	0	0
Weapons	0	0	0	0	0
All Other	2	1	2	1	6
Viol Crt Order (misd)	7	6	5	5	23
Viol Crt Order (felony)	0	0	1	0	1
HATE CRIMES	0	0	0	0	0
Stolen Property	0	0	0	0	0
Trespass	0	0	0	0	0
Vandalism	0	2	0	0	2
Disorderly Conduct	0	0	0	0	0
Liquor Violation	0	0	0	0	0
D U I	0	0	0	0	0
HEROIN, etc	0	0	0	0	0
SYNTHETIC NARCOTICS	0	0	0	0	0
OTHER NARCOTICS	0	0	0	0	0
MARIJUANA	0	0	0	0	0
TOTAL PT 2 DV-Related	27	21	19	17	84





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: City of Kenmore Local Road Safety Plan Proposed Council Action/Motion: Feedback on Local Road Safety Plan and highlighted projects	For Council Meeting Agenda of: March 26, 2018 Department: Public Works Prepared by: Brett Schock, PE <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;">@ 3/9/18</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;">Jmg 3/9/18</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">BKS</td></tr> </table> Exhibits/Attachments: Attachment A – Local Road Safety Plan Attachment B – 68th Ave NE/NE 170th Signal Change Attachment C – 68th Ave NE/SR 522 Right Turn Lane Attachment D – 73rd Avenue NE Bike Lane Project Attachment E – 80th Avenue NE Bike Lane Project Attachment F – Draft Public Works Communications Plan Matrix		<u>Initial & Date</u>	Approved by Department Head:	@ 3/9/18	Approved by City Attorney:	N/A	Approved by Finance Director: ✓	Jmg 3/9/18	Approved by City Manager:	BKS
	<u>Initial & Date</u>										
Approved by Department Head:	@ 3/9/18										
Approved by City Attorney:	N/A										
Approved by Finance Director: ✓	Jmg 3/9/18										
Approved by City Manager:	BKS										
<u>INFORMATION/BACKGROUND:</u> A Local Road Safety Plan (LRSP) is a data-based analysis plan to address collision risk factors on City roadways. The two goals of the LRSP are: 1. Address historical collision factors 2. Proactively address locations and roadway conditions which may be risk factors for future collisions. The LRSP, included as Attachment A, was developed in response to a WSDOT grant program seeking proposals for system-wide improvements based on a data analysis and LRSP. In compiling the LRSP, City staff have recognized the opportunity to use this tool for safety improvements across the City beyond the scope of the WSDOT grant program. The LRSP will be part of the Traffic Engineer's continuing work program and goals. Proactive mitigation of collision risk factors, through implementation of engineering solutions, education (working together with the Target Zero program) and enforcement (in coordination with the Kenmore Police) is a significant benefit to the public and aligned with the City's Target Zero resolution and Council Goal #1. The LRSP does not include collision data from SR 522. A SR 522 collision data and safety analysis will be compiled under a separate cover in the coming months. City staff is presenting the LRSP to the Council for general feedback and input on the proposed projects. Four projects are highlighted for Council feedback prior to advertising projects to the public. Detailed descriptions of each of these projects can be found in Attachments B through E. 1. NE 170th Street (westbound) at 68th Avenue NE – No Turn on Red <u>Project description:</u> This project would use existing video detection at the NE 170th Street and 68th Avenue NE signal to only activate the "No Turn on Red" right turn restriction if northbound queues on 68th Avenue NE are past a certain point (near Rhododendron Park). This will balance the congestion between all intersection legs, while maintaining some space for northbound 68th Avenue NE and											



City Council Business Agenda Item City of Kenmore, WA

Inglewood Road traffic during periods of long queues. The project is operational in nature and if, after monitoring for a few weeks, the desired impact on traffic is not observed, the signal can be restored to the current operation with a No Turn on Red from 4:00 – 7:00pm on weekdays.

2. **68th Avenue NE (northbound) at State Route 522 – Right Turn Lane**

Project description: At the intersection with SR 522, 68th Avenue NE currently has two left turn lanes, a straight lane and a straight/right turn lane. This project would convert the right lane to right turn only. This would allow for a right turn overlap (right arrow) at the signal. The project would increase the available queue space and signal time for right turns onto SR 522 eastbound and better balance lane usage for northbound traffic on 68th Avenue NE. The project is generally operational and will be monitored after implementation. If the desired impact on traffic is not observed, it can be restored to the existing condition.

3. **73rd Avenue NE Bike Lanes**

Project description: This project would narrow vehicle lanes, remove on-street parking from the west side of the street and relocate lanes between the curbs to create bike lanes in the north and south direction. On-street parking would be retained on the east side of the street. All work would be within the existing curbs, consisting of marking removal and revised markings.

4. **80th Avenue NE Bike Lanes**

Project description: This project would restrict parking on existing wide shoulders and designate those shoulders (with new striping, symbols and signage) as bike lanes. No pavement modifications are proposed as part of the project.

Many of the proposed projects in the LRSP, including the four highlighted projects, would include a significant citizen notification, outreach and public input process prior to final implementation. Each project will have a documented Public Outreach & Participation Plan tailored to each project and approved in advance by the City Manager. Remote access during public meetings will be provided when possible and practical. Appendix F outlines the proposed communication plan for typical public works projects and also includes a sample of the project specific communication plan form. The communication plan proposes a typical outreach approach for each type of project, though each project will be individually evaluated and a communication plan tailored to each project.

Based on public feedback and other information, projects may be modified, delayed or cancelled. However, safety is our top priority and City staff will seek to balance retaining the project safety goals with addressing public concerns in making modifications to projects during the public comment period.

Request for Council Feedback

City staff would like Council feedback on the LRSP and in particular, the four highlighted projects. After receiving Council feedback, City staff will initiate the public outreach process on the LRSP projects, including open houses.

FISCAL CONSIDERATION:

The City is pursuing grant funding through WSDOT, King County Metro and the Transportation Improvement Board for these improvements. Projects not selected for grants will be implemented, as existing budgeted and approved funding levels allow, using local funds designated for traffic improvements.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

1. To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.



City Council Business Agenda Item
City of Kenmore, WA

Attachment A

Local Road Safety Plan

LOCAL ROAD SAFETY PLAN



City of Kenmore
Department of Public Works

March 2018



EXECUTIVE SUMMARY

The City of Kenmore has a strong commitment to the safety of all modes of transportation users in the City. The City has adopted a local Target Zero resolution, Complete Streets ordinance and has had pedestrian and bicycle safety as part of the City Council's number one goal since 2014. This Local Road Safety Plan (LRSP) document represents the results of a data-centered approach to identifying trends and contributing factors in reported collisions on City streets, except for WSDOT-managed SR 522, which will be analyzed in a separate document. Kenmore has addressed collisions in the past with a somewhat reactive stance, responding to trends as they occur. This LRSP takes a proactive stance to addressing risk factors across the City. Addressing collision trends and contributing factors, while considering the input and concerns of the public, will advance the City's Target Zero plan, along with enforcement and education, and help us meet our Council Goal #1.

PROGRAM GOALS

The goals of this Local Road Safety Plan, within a 3-year period (collision data from January 1st, 2017 through December 31, 2019 compared to January 1, 2014 through December 31, 2016) are:

- ✓ a 15% reduction in collisions resulting in a serious injury or fatality
- ✓ A 30% reduction in total bicycle and pedestrian collisions
- ✓ A 15% reduction in collisions citing driver distraction or inattention as a contributing factor
- ✓ A 10% reduction in collisions citing exceeding safe/stated speed
- ✓ An overall reduction in head on collisions

DATA ANALYSIS

The Local Road Safety Plan (LRSP) is a data-centric approach to address risk factors which appear most often in collision history data. During the 5-year study period (January 1, 2012 through December 31, 2016) for this LRSP, the City of Kenmore had 659 recorded collisions. Of those, 2.7 percent, or 18 total collisions resulted in a serious injury or fatality (SIF). Of these 18 SIF collisions, 22.2%, or 4 collisions (2 bicyclists, 2 pedestrians), resulted in a fatality. This does not include any collisions on WSDOT-managed SR 522. SR 522 data will be analyzed in a separate document.

The City of Kenmore used data provided by WSDOT for collisions in the study period, as well as local records from Kenmore Police (SECTOR) reports to develop this LRSP. The data provided by WSDOT was supplemented by a City of Kenmore request for mapping and information on collisions related to specific contributing factors.

COLLISION CONTRIBUTING FACTORS, SPATIAL AND DETAIL ANALYSIS

Among all collision contributing factors, thirteen factors were cited in collisions in Kenmore at either a high rate, overall, or at higher rates than statewide averages. Those factors were sorted into three priority levels, and are as follows:

- Priority Level One: Bicyclists, pedestrians and driver distraction
- Priority Level Two: Head-on collisions, fixed object collisions (with utility poles and mailboxes), failure to yield, exceeding safe speeds, 35 mph roadways and pedestrian distraction
- Priority Level Three: Intersections, street lighting, horizontal curves and motorcycles

The raw data of collision contributing factors can be found in **Appendix A**.

After identifying the priority contributing factors, analysis of the location and details of collisions citing those factors was conducted to identify trends and risk factor focus areas.

RISK FACTOR FOCUS AREAS

Following the full analysis of collision data for contributing factors, locations and collision details, nine risk factor focus areas were identified. These risk factor focus areas can be used to address existing locations and situations where collisions have been occurring. The risk factor focuses can also be applied across the City to identify locations and situations where future collisions may occur, regardless of previous collision history. Prioritizing of risk areas was based on the priority collision contributing factors addressed by each risk factor focus area. The risk factor focus areas are, in priority order:

- Arterial roads without bicycle lanes
- School walk routes and intersections
- Downtown core pedestrian areas and intersections
- Horizontal curves on arterials and collector roads
- Intersections with peak period congestion
- Arterial and collector road vehicle speeds
- Trail/roadway intersections and mixing zones
- Intersections on residential and residential collector roads
- Residential collector street lighting

SYSTEM IMPROVEMENTS

As a countermeasure to these risk factors, potential projects were identified within each risk factor focus area. Some of these projects are already in development through capital improvement projects that are in design as of February 2018. These systemic improvements are intended to be low-cost, high-impact projects that can be implemented in the short term and address identified risk factors. Projects will be implemented through a mixture of grant funding (state and federal) and local funds. Many projects will include a public involvement component where plans will be presented to the public for comment and revision prior to the final design being bid out to contractors. Some projects, such as intersection improvements and lighting improvements, are collected under program headings. The majority of the projects are engineering in nature, but there are educational and enforcement components included in the planned improvements. A total of 45 projects and programs are recommended to address collision risk factors. These systemic projects and programs include:

- Implementation of bicycle lanes on arterial roads through restriping and repurposing of on-street parking
- Filling sidewalk gaps (approximately 200 feet and less) and widening shoulder walkways
- Enhancements to existing crosswalks on school routes and in the downtown core
- Enhancement of markings, signage and lighting on arterial horizontal curves
- Signalized intersection modifications to reduce congestion and queuing
- Traffic calming and traffic data acquisition via speed feedback signs
- Increased off-street bicycle parking and trail access
- Intersection programs incorporating signage, traffic circles and roundabouts
- Street lighting upgrades and additions
- Targeted enforcement and education campaigns

SUMMARY

Implementation of the proposed systemic projects and programs will help the City to address the goals of this LRSP of reducing collisions in targeted circumstances. This LRSP will be updated every two years, incorporating updated data, assessing progress towards goals, re-evaluating priority collision factors and risk factors, and updating the list of proposed projects and programs. The LRSP is an important component of the City's Target Zero program, Complete Streets approach and addressing Council Goal #1.

INTRODUCTION

The City of Kenmore has a strong commitment to the safety of transportation users in the City. This commitment includes all modes, including vehicles and active transportation, and all ages and abilities and socioeconomic statuses. The City has adopted a local Target Zero resolution, implements projects under the guidance of a Complete Streets ordinance and has had pedestrian and bicycle safety as part of the City Council's number one goal since 2014. In continuing this commitment to safety, and in accordance with the *Target Zero Washington State Strategic Highway Safety Plan*, this Local Road Safety Plan (LRSP) document represents the results of a data-centered approach to identifying trends and contributing factors in reported collisions. Addressing these trends and contributing factors, to serious and fatal collisions as well as all collisions, with efficient, cost-effective countermeasures will advance the City and State's Target Zero programs and meet our Council Goal #1.

KENMORE'S HISTORY OF ADDRESSING COLLISION CONTRIBUTING FACTORS

Prior to development of this LRSP, the City of Kenmore has addressed contributing factors to collisions through local monitoring, proactive citizen engagement and a close relationship between the Public Works Department, Traffic Engineer and the Kenmore Police.

Kenmore locally collects and records collision data monthly, coordinating with the Police to obtain the circumstances of all collisions. The City has an online citizen action request (CARS) tool which allows citizens to express concerns for the circumstances observed. Citizens submitting requests through CARS receive direct responses from City personnel and are kept informed of the progress of any modifications in response to their concerns. The City completed a Neighborhood Transportation Plan Program (NTPP) in 2017 which proactively sought citizen input on safety concerns on residential streets. Concerns raised through the NTPP were prioritized and the Council authorized funding to implement 90 projects and actions ranging from signing and striping changes to roundabouts and rectangular rapid-flash beacon (RRFB) enhanced crosswalks.

Engagement with citizens through these submitted requests and the monthly monitoring of police collision reports often result in an engineering analysis of intersections and roadways where collisions occur. City staff review striping, signage, vegetation and sight distance and the availability of separate, designated facilities for active transportation modes following serious collisions. These reviews have resulted in modifications to address high risk collision locations. Examples include:

- A left turn restriction at a signalized intersection, addressing a high number of collisions due to left turns across multiple lanes of traffic
- Centerline curbs on two retail blocks in the downtown area restricting left turns into driveways, addressing a high number of vehicle collisions and concern for near-misses with pedestrians on an increasingly popular pedestrian route
- Increased street lighting and additional reflective pavement markings at traffic circles

This LRSP seeks to take a more proactive approach to addressing contributing factors to collisions, as opposed to the existing responsive, but reactive system.

CITY COUNCIL GOAL NUMBER ONE

The Kenmore City Council sets yearly goals to guide the work of the Council and City staff for the coming calendar year. Following two pedestrian deaths in the span of one week in mid-2014, the Council adopted a number one goal focusing on multimodal transportation safety, focused on pedestrians and cyclists. This has remained the Council's number one goal for the last three and a half years as of the writing of this LRSP.

Kenmore City Council Goal #1

To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.

TARGET ZERO

The City of Kenmore's Target Zero priority is focused on pedestrian and bicycle safety. Our local goal is to have zero serious injury or fatal collisions between a vehicle and an active transportation user by the year 2025. The City has made good progress towards this goal and has significantly reduced the number of these types of collisions since 2014.

The WSDOT Target Zero program identifies three levels of priorities for statewide focus for traffic safety. These priority emphasis levels are based on the percentage of fatal and serious injury collisions that cite certain contributing factors. Those levels are:

- Priority Level One: factors occurring in at least 30% of collisions
- Priority Level Two: factors occurring in at least 10% of collisions
- Priority Level Three: factors occurring in less than 10% of collisions

In 2016, WSDOT's Target Zero identified collisions involving pedestrians as a Priority Level Two factor (15.3% of collisions) and collisions involving bicyclists as a Priority Level Three factor (2.2% of collisions).

For this LRSP, the WSDOT priority levels will be used to guide analysis of contributing factors for collisions, but the local priority focus on active transportation modes will be used to develop the prioritized list of projects to address these contributing factors. The small sample size of the data for the City of Kenmore means that the numerical percentage guidelines for each priority level may not be applicable. Some risk factors have fewer categories and the numerical percentage guidelines may not be applicable for those factors.

PROGRAM GOALS

The goals of this Local Road Safety Plan are aligned with the City's Target Zero goals to have zero pedestrian or bicyclist serious injuries or fatalities by 2025, as well as the Kenmore City Council's number one goal of focusing on transportation safety for pedestrians and bicyclists. These program goals were developed to be S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic and Timely). The LRSP goals within a 3-year period (collision data from January 1st, 2015 through December 31, 2019 compared to January 1st 2014 through December 31, 2016) are:

- ✓ a 15% reduction in collisions resulting in a serious injury or fatality
- ✓ A 30% reduction in total bicycle and pedestrian collisions
- ✓ A 15% reduction in collisions citing driver distraction or inattention as a contributing factor
- ✓ A 10% reduction in collisions citing exceeding safe/stated speed
- ✓ An overall reduction in head on collisions

DATA ANALYSIS

TRENDS AND CONTRIBUTING FACTORS

The Local Road Safety Plan (LRSP) is a data-centric approach to determining safety priorities and developing prioritized projects to address those safety concerns which appear most often in collision history data. Identifying the trends in collision types and contributing circumstances and factors is the first step to developing a plan to address these aspects of improving safety.

During the 5-year study period for this LRSP, the City of Kenmore had 659 recorded collisions. Of those, 2.7 percent, or 18 total collisions resulted in a serious injury or fatality (SIF). Of these 18 SIF collisions, 22.2%, or 4 collisions, resulted in a fatality. This does not include any collisions on WSDOT-managed SR 522, which is analyzed in a separate document.

The following sections analyze the types, trends and contributing factors to all collisions in Kenmore as well as serious injury and fatal (SIF) collisions specifically. The rates for Kenmore are compared to statewide averages to identify not only locally important data, but that which may be outside of the average. Factors which are considered significant contributors in each category (either individually or when compared to statewide averages) are identified as Priority One, Two or Three. These factors are then analyzed based on the spatial location of each collision and the details of collisions are analyzed to identify the prioritized risk factors for collisions in Kenmore.



COLLISION DATA ACQUISITION

The City of Kenmore's LRSP is a data-centered approach to mitigating contributing factors to collisions. Because of the City's small size, both geographically (6.26 square miles) and in population (approx. 22,500), the data sample size can lead to some skewing of contributing factors to collisions. The data for Kenmore was compared to that for western Washington only and to Washington State as a whole. Data was also compared between contributions to fatal and serious collisions and to collisions overall. With the small sample size (typically less than 3 collisions in any one category and as few as 1 over the data study period), this helped to better frame the analysis of these factors. Kenmore collision data does not include collisions on WSDOT-managed SR 522. Collisions on SR 522 will be analyzed in a separate document.

DATA SOURCES

The City of Kenmore used data provided by WSDOT for collisions in the study period, as well as local records from Kenmore Police (SECTOR) reports to develop this LRSP. The data provided by WSDOT was supplemented by a City of Kenmore request for mapping and information on collisions related to specific contributing factors.

City of Kenmore local Police records were used to analyze the specific details of fatal and serious collision injuries. WSDOT provided reference numbers for these collisions.

WSDOT provided the City of Kenmore with mapping data to perform a spatial analysis of the location of collisions to identify trends and specific conditions which can be addressed in both spot locations and system-wide throughout the City.

DATA STUDY PERIOD

The data study period for this LRSP is a 5-year period, January 1, 2012 through December 31, 2016. Monthly reports are available for 2017, but these have not been verified and compiled by WSDOT to verify the details of contributing factors. 2017 data will be incorporated into future updates of this LRSP.



COLLISION CONTRIBUTING FACTORS

The following sections describe the contributing factors cited in all collisions in the data study period. These factors were documented on police reports for each collision. Many collisions had multiple recorded contributing factors. Each section identifies any priority contributing factors which should be considered in identifying the priority risk factors on Kenmore's roadway system. The full data set for collisions in Kenmore in the study period, as provided by WSDOT, can be found in **Appendix A**.

COLLISION TYPE

Collisions with pedestrians and bicyclists represented the majority of SIF collisions, cited in 27% of collisions each. Compared to the rest of Washington, Kenmore's rate of bicyclist involvement in SIF collisions is elevated. The overall rate of pedestrian and bicycle collisions in Kenmore is aligned with the statewide average. These two collision types would be a high priority for the City of Kenmore with our increased local focus on these two active transportation modes. While these percentages would be a Priority Two WSDOT Target Zero factor, **pedestrian** and **bicycle** collision types will be considered a **Priority One**.

Head on collisions and fixed object collisions were the type of collision for 11% of SIF collisions in the City. Kenmore's rate of head on collisions in SIF collisions is significantly higher than the statewide average, although the overall rate is in line with state averages. The rate of fixed object collisions in Kenmore is lower for SIF collisions, but almost double the statewide average in total collisions. **Head on** collisions and **fixed object** collisions are considered **Priority Two**.

Angle turns and overturned vehicles are cited in 5% of SIF collisions in Kenmore. Kenmore's rate of angle turn involvement in SIF collisions and collisions overall is lower than the statewide average. While this is a positive indicator for the safety of Kenmore's intersections relative to the statewide average, **intersections** will remain as a **Priority Three**.

While the highest of all collision types in the City was rear end, Kenmore did not have any SIF collisions of a rear end type, which is below the statewide average. It should be noted that this data for Kenmore does not include State Route (SR) 522 which crosses through the City, as the facility is owned and operated by WSDOT because of Kenmore's population. SR 522 data will be analyzed in a separate document. Rear end collisions are difficult to directly mitigate. For this LRSP, countermeasures addressing this collision rate will be included in the priorities related to driver contributing circumstances, detailed in that section of this document.

Collision with ...	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Bicycle	2.7	2.1	27.8	10.1
Pedestrian	3.0	2.8	27.8	27.6
Rear End	29.6	26.1	--	5.4
Fixed Object	19.3	10.7	11.1	17.5
Head On	0.8	0.5	11.1	3.0
Angle (Left turn)	5.8	8.6	5.6	8.8
Angle (T)	16.8	24.1	5.6	15.2
Overturn	0.9	0.7	5.6	4.3

Priority One	Bicycle Collisions
	Pedestrian Collisions
Priority Two	Head-On Collisions
	Fixed Object Collisions
Priority Three	Intersections

JUNCTION RELATIONSHIP

Half of Kenmore's SIF collisions occurred at intersections, which is consistent with statewide averages. For all collisions, 43% are related to intersections, which is below the statewide average. As noted in the discussion of collision types, intersections are a Priority Three for Kenmore's LRSP.

Locations outside of intersections and driveways in Kenmore account for 45% of all collisions and 44% of SIF collisions. This rate is consistent with statewide averages for SIF collisions, but is above averages for all collisions. While this elevated rate is of concern, non-intersection locations account for nearly all of the roadway network. It is difficult with the available data sets to identify specific trends or contributing factors on the numerous non-intersecting roadway segments. Addressing this elevated rate is considered a component of other priorities for this LRSP and will not be directly addressed.

Junction Type	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Intersection	43.4	54.5	50.0	51.1
Non-Intersection	45.4	34.5	44.4	41.0
Driveway	11.2	11.0	5.6	7.9

ROADWAY CURVATURE

Nearly 80% of all collisions, including SIF collisions, in Kenmore during the study period occurred on straight roadways, both flat and on a grade. Kenmore's percentage of collisions on grade is somewhat higher than the statewide average, but this is likely due to the hilly terrain of most of Kenmore's roads.

The remaining collisions occurred on horizontal curves in the road. The rate of these collisions in Kenmore, both overall and SIF type, were above the statewide average. While this may be due to the hilly terrain of most of Kenmore's roads, there are countermeasures which can be used to reduce the risks from horizontal curves.

Horizontal curves are a **Priority Three** for Kenmore's LRSP.

Roadway Curvature Type	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Straight/Level	49.5	66.0	38.9	18.6
Straight/Grade	30.5	17.0	38.9	60.8
Horizontal Curve	16.5	8.0	22.2	14.2

Priority Three	Horizontal Curves
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LIGHT CONDITION

A strong majority, 69% of all collisions and 78% of SIF collisions, of all reported collisions in Kenmore in the study period occurred during daylight hours. While this high percentage cannot be directly addressed (but can be addressed with other engineering, education and enforcement countermeasures) collisions occurring during the night can be addressed.

Collisions in Kenmore occurred in the dark with street lights present in 19% of all collisions and 22% of SIF collisions. Both rates are below the statewide averages. 5.5% of all Kenmore collisions occurred in the dark with no street lights, which is higher than the statewide average. No SIF collisions occurred in the dark with no street lights during the study period. **Street lighting** is identified as a **Priority Three** for Kenmore's LRSP.

Light Condition	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Daylight	68.7	68.0	77.8	55.0
Dark				
Street Lights On	19.0	23.2	22.2	34.6
No Street Lights	5.5	2.3	--	4.4

Priority Three Street Lighting

FIXED OBJECT STRUCK

The collision data for Kenmore's total collisions shows that there are a number of roadside objects which could be considered significant risk factors, being cited in more than 5% of collisions. The data set for SIF collisions with fixed objects is not large enough to provide meaningful data on factors related to those more severe collisions. For total collisions, the rate at which **utility poles** and **mailboxes** are struck in Kenmore exceeds the statewide average. Mitigating these two roadside objects and reducing the likelihood they are struck is a component of addressing fixed object collisions, which was identified as a **Priority Two**.

A number of other objects which were struck in either were aligned with or were below statewide averages. In order to limit the scope of this LRSP to address higher priority objects, no other category of fixed object was selected as a priority. Future updates to the LRSP may include fences, stumps and other categories of fixed object.

Fixed Object Struck	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Utility Pole	17.3	10.0	--	13.6
Tree/Stump	16.5	13.8	50.0	20.2
Fence	13.4	11.3	--	6.4
Mail Box	11.0	3.0	--	2.3
Guardrail	5.5	3.1	--	2.9
Wood Sign Post	5.5	3.9	--	1.9

Priority Two Fixed Object Collisions:
Utility Poles and Mailboxes

VEHICLE TYPES

Passenger cars and light trucks/SUVs are the primary vehicle types involved in collisions in Kenmore, representing 96% of all collisions and 76% of SIF collisions. These rates are generally in line with statewide averages and would be expected in a suburban area with primarily residences.

Despite a small sample size, the rate of SIF collisions involving motorcycles and heavy trucks in Kenmore are above the state averages, with motorcycles exceeding 10%. The single heavy truck collision is due to a single incident and the overall heavy truck collision rate in Kenmore is consistent with state averages. For **motorcycles**, the increased rate represented in SIF collisions is of concern, and is a **Priority Three**.

Vehicle Type	Kenmore – All (%)		Washington – All (%)	
Passenger Car	55.2	55.9	38.1	47.6
SUV/Light Truck	40.8	39.8	38.1	35.6
Heavy Truck	2.3	2.2	4.8	2.2
Motorcycle	1.1	1.0	19.0	11.7

Priority Three Motorcycles

POSTED SPEED

In the City of Kenmore, over 85% of roadways are signed for 25 mph posted speed limits. Of the remaining roadways, 90% are signed for 35 mph posted speed limits and are considered arterials. The remaining roads are signed for 30 mph. Because of this, the collision data for Kenmore based on the posted speed of the roadway on which the collision occurred is concentrated on these two speed bands. This makes comparison of this data to statewide averages difficult.

For all collisions, 69% occurred on roads posted at 35 mph. Considering how many fewer roads are signed at 35, this percentage is high. For SIF collisions, the percentage of collisions on 25 mph roads is actually higher, at 61%, but this is a fairly small sample size.

Because of the high rate of collisions on 35 mph roads compared to the total length of these roads in Kenmore, focusing on arterial, **35 mph roadways** is identified as a **Priority Two**. This focus will likely be considered along with other measures in selecting countermeasures to address safety concerns.

Posted Speed	Kenmore – All (%)		Washington – All (%)	
25 mph	25.3	25.0	61.1	22.2
30 mph	3.7	28.0	--	27.5
35 mph	69.2	36.6	38.9	37.2

Priority Two 35 mph Roadways

DRIVER CONTRIBUTING CIRCUMSTANCES

For all collisions, inattention or distraction on the part of the driver was cited in 19% of collisions. For SIF collisions, this rate is higher at 28%. The rate of inattention or distraction is significantly higher than the statewide average for SIF collisions, but in line with statewide averages for total collisions. Because of the apparent severity of this contributing circumstance in collisions, addressing **driver distraction** is a **Priority One** for Kenmore.

Failure to yield to pedestrians was cited in 16% of SIF collisions in the study period. This percentage for Kenmore is almost three times the statewide average, but the sample size for Kenmore is small and could be skewing this data. The overall percentage of failure to yield to pedestrians in all collisions is low, at 1% and consistent with statewide averages. Failure to yield to vehicles is the second-leading contributing circumstance in Kenmore at 9%. This is slightly below the statewide average. Because **failure to yield** is a contributor to 10% of overall collisions, and the second-leading contributor to severe collisions, addressing it is a **Priority Two** for Kenmore.

Driver Contributing Circumstances	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
None	39.5	40.0	28.0	31.8
Inattention or Distraction	19.0	18.0	28.0	13.5
Failure to Yield	9.0	10.8	4.0	7.8
To Pedestrian	1.0	0.8	16.0	5.4
Follow too Close	6.1	5.9	--	1.2
Exceed Safe or Posted Speed	5.6	4.5	12.0	11.1
Impairment	2.5	2.5	8.0	8.6

Exceeding the safe and/or posted speed limit was cited as a contributing circumstance in 12% of SIF collisions in Kenmore. This factor has a small sample size, but the percentage is consistent with statewide averages. Exceeding safe and/or posted speed is cited in around 5% of total collisions, which is slightly above the statewide average. Because **exceeding a safe speed** is a significant factor in nearly all collisions, especially the more severe collisions involving active transportation modes, it is considered a **Priority Two** for this LRSP.

It should be noted that 40% of all collisions and 28% of SIF collisions cited no contributing driver circumstances. While addressing these driver behaviors is a priority and should be addressed, the largest percentage of collisions are occurring without any contributing circumstances.

Priority One	Driver Distraction
Priority Two	Failure to Yield
	Exceeding Safe Speed

PEDESTRIAN CONTRIBUTING CIRCUMSTANCES

Collision data for those involving pedestrians also cites contributing circumstances for the pedestrian. This is a small data set for both Kenmore and statewide averages. In all collisions and in SIF collisions, the rate of pedestrian inattention and distraction in Kenmore is by far the leading contributing factor and above the statewide average. **Pedestrian distraction is a Priority Two.**

Failure to yield by pedestrians is a significant factor in SIF collisions, but the data set is small enough to make this a factor that is not a priority. This contributing circumstance should be monitored in future updates of this LRSP.

The facility use by pedestrians as a contributing circumstance shows that the majority of collisions with pedestrians occur in marked crosswalks. This is consistent with historical data, as well as statewide averages, and is one of the reasons Kenmore is judicious with marked crosswalks, especially in residential areas where pedestrians are expected near residences. Improvement of all pedestrian facilities is part of the previously noted Priority One of addressing pedestrian collision types.

Pedestrian Contributing Circumstance	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Inattention or Distraction	21.7	10.8	33.3	11.5
Failing to Yield	8.7	10.5	16.7	15.6
Failure to use Crosswalk	4.3	4.1	--	6.8
Facility Type				
<i>Marked Crosswalk</i>	54.5	47.9	60.0	36.6
<i>Roadway</i>	18.2	26.5	20.0	39.9
<i>Unmarked Crosswalk</i>	18.2	11.6	--	9.0
<i>Shoulder</i>	9.1	2.6	20.0	3.2

Priority Two *Pedestrian Distraction*

BICYCLE CONTRIBUTING CIRCUMSTANCES

Collision data for those involving bicycles is somewhat inconclusive, with the majority of circumstances being "Other" or "None". Disregard for signals by cyclists is above the statewide average. Disregard for a stop sign is the only circumstance cited in SIF collisions involving bicycles. This circumstance of disregard for signals and stop signs can be addressed by projects for the Priority One of addressing bicycle collision types.

Failure to yield and inattention or distraction by cyclists are cited in Kenmore collisions at a far lower rate than the statewide average.

The facility use by bicycles as a contributing circumstance shows a mix of roadway, shoulder and bike routes consistent with the mix of these facility types on Kenmore roadways. Improvement of all bicycle facilities is part of the previously noted Priority One of addressing bicycle collision types.

Bicycle Contributing Circumstance	Kenmore – All (%)	Washington – All (%)	Kenmore – SIF (%)	Washington – SIF (%)
Other/None	57.1	56.1	80.0	44.8
Disregard Signal	9.5	3.0	--	4.5
Disregard Stop	4.8	2.0	20.0	4.4
Inattention or Distraction	9.5	12.9	--	15.2
Facility Type				
<i>Roadway</i>	40.0	40.6	40.0	53.4
<i>Shoulder</i>	35.0	5.3	20.0	6.6
<i>Bike Route</i>	15.0	15.8	20.0	16.5
<i>Crosswalk</i>	10.0	16.7	20.0	8.5

OTHER CONTRIBUTING FACTORS

Two of the remaining factors cited in the collision data provided by WSDOT are outside the scope of this LRSP.

ROADWAY SURFACE

91% of collisions in Kenmore occurred on asphalt roadways. This is expected as the City of Kenmore has very few non-asphalt roadways and does not have any long-term plans to change the primary roadway surface type in the City. Other contributing circumstances, including those identified as Priority One, Two or Three, will be used to address collisions occurring on asphalt roadways.

WEATHER AND SURFACE CONDITION

89% of collisions in Kenmore occurred in clear, partly cloudy or overcast conditions. 83% of collisions occurred on dry roadways with nearly all collisions occurring during dry and non-precipitation conditions. The rate at which collisions occur in wet or raining conditions in Kenmore is lower than the statewide average. The City will not specifically address precipitation or surface condition as a contributing factor in this LRSP.

COLLISION CONTRIBUTING FACTOR PRIORITIES

In summary, a thorough analysis of collision data for a 5-year period from 2012 through 2016 has shown that the following prioritized collision contributing factors should be addressed by Kenmore's LRSP:

PRIORITY ONE	PRIORITY TWO	PRIORITY THREE
Bicyclists	Head On collisions	Intersections
Pedestrians	Fixed Object collisions: Utility Poles and Mailboxes	Street Lighting
Driver distraction	Failure to Yield	Horizontal Curves
	Exceeding Safe Speed	Motorcycles
	35 mph roadways	
	Pedestrian distraction	

COLLISION SPATIAL AND DETAIL ANALYSIS

A spatial analysis was performed on the data provided to the City of Kenmore by WSDOT. As part of the spatial detail, specifics of each collision were analyzed on a case-by-case basis. This analysis focused on the priority areas identified in the data analysis and identified focus areas and roadway types. Maps showing an overview of collision locations for this spatial analysis are included in **Appendix B**.

PEDESTRIANS

Collisions with pedestrians were clustered primarily in the downtown core area of Kenmore. A number of incidents were located along Juanita Drive and 68th Avenue NE. Pedestrian collisions tended to be in intersections or marked crossings, even those with signalized crosswalks. Pedestrian improvements should focus on those areas where pedestrians are expected in greater density; the downtown core, school walking routes and major transit stops such as SR 522 intersections with 61st, 68th and 73rd Avenues. Projects should include raising visibility of pedestrians in marked and signalized crosswalks.

Focus Areas	Downtown core
	School walk routes

BICYCLES

Bike collisions occurred most frequently on roadways with less-than-ideal bicycle infrastructure, such as several collisions on 61st Avenue NE. Improving the available bicycle facilities would move bikes out of vehicle lanes and raise awareness of the presence of bicycles on the roadway. The majority of bike collisions occurred along Juanita Drive. Several bike collisions occurred along the roadway which parallels the highly utilized Burke Gilman Trail. This regional trail serves multiple thousands of cyclists per day in fair or better weather conditions. Improving the parking, crossings and general interaction of this trail with adjacent vehicle facilities would address this trend in the spatial analysis.

Focus Areas	Arterial roads
	Trail/Roadway mixing zones

DISTRACTED DRIVER

Distracted and inattentive drivers were cited in collisions which clustered primarily on the arterial roadways. These tended to be in areas near intersections or where intersection queues frequently form during peak hours. Focusing enforcement efforts for distraction on these areas, while logistically challenging, would best address the safety concern. Inattention and distraction collisions during peak hours on weekdays were clustered around frequent queue locations. Addressing queueing times and congestion during peak hours, to the extent possible, may contribute to more attentive driving and address this safety factor.

In addition to the location, the rate of types of distraction and inattention were analyzed.

- Electronic distraction, including use of handheld electronics and in-vehicle systems, were cited in only 7% of distracted driver collisions. This represents only 2.3% of all collisions. Electronic distraction tended to be clustered around intersections which form peak period queues.
- The influence of alcohol was only cited in 2% of distracted driver collisions, representing 0.7% of all collisions where both alcohol and inattention/distraction were cited.
- Driver inattention was cited either alone or along with distraction in 70% of these collisions. Inattention appears to be one of the more significant factors in driver distraction. Unfortunately, this factor is difficult to address with enforcement.

Focus Areas	Intersections with peak period congestion
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HEAD ON

The location of head on collisions was mostly on arterial roadways in the vicinity of significant horizontal curves. The signage at these curves should be reviewed and other delineation should be enhanced at these curves to ensure drivers are staying in their lanes.

Driver distraction was also cited in the majority of these head on collisions. The enforcement and education measures to address driver distraction will contribute to addressing the head on collision type.

Focus Areas	<i>Horizontal Curves on Arterial and Collector Roadways</i>
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FIXED OBJECT

Collisions with mailboxes were mostly in areas of the City that have not seen redevelopment into smaller lot size residences with clustered mailboxes. These larger lot, older homes tend to all have individual mailboxes located close to the street to facilitate mail carrier access. Working with the US Postal Service and residents on a program of consolidating mailboxes into clusters would remove some roadside objects.

Collisions with utility poles were somewhat scattered, with one clustering along NE 202nd Street in the northern part of the City. The majority of utility pole collisions cited driver circumstances such as the influence of alcohol, distraction and being asleep. About half of the collisions occurred in the dark, but with street lights on. A city-wide review of visibility signage and object markers at utility poles could address this safety concern.

Focus Areas	<i>Mailboxes and Utility Poles on Arterial and Collector Roadways</i>
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EXCEEDING SAFE SPEED

Collisions citing a driver exceeding a safe speed include collisions at “full” speed and those where a driver enters a signal queue or is driving within a queue at a rate of speed that is beyond what is considered safe to avoid a collision. Therefore, it is important to note that not all collisions citing this factor are related to speeds in excess of posted limits.

This is reinforced by a mapping of the data which shows clustering of these types of collisions around typical peak hour queue and congestion locations for several of this type of collision. The other collisions citing speed are distributed around the City, mostly on arterial roadways. Continuing to develop and implement the City’s traffic calming program can help to address these non-queue speed factors in collisions.

Focus Areas	<i>Arterial Speeds</i>
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DISTRACTED PEDESTRIANS

Collisions citing pedestrian distraction or inattention focused on intersections. Educating pedestrians about the need to take active measures at crossings, in addition to physical improvements to crossings, would directly address these locations. Intersection improvements and signage alerting both drivers and pedestrians of the presence of both modes would be beneficial as well.

Focus Areas	<i>Downtown core intersections</i>
	<i>School walk route intersections</i>

INTERSECTIONS

In 42% of collisions, intersections were cited as both the location and related to the collision. Some collisions at intersections were identified as not being related to the intersection. These types of collisions were scattered throughout the City, on a mixture of arterial, collector and “residential collector” type roadways. Developing a City-wide intersection improvement program (stop and yield sign warrants, traffic circle and roundabout evaluation) and implementing low-cost improvements can address this safety factor. These intersection improvements should focus on the off-arterial intersections with a history of collisions as they may be easier and require less funds to address contributing factors in the intersection.

Focus Areas	<i>Residential collector road intersections</i>
	<i>Residential road intersections</i>

STREET LIGHTING

Collisions noting (but not necessarily citing as a cause of the collision) a lack of street lighting were located primarily on residential roadways, especially those that are of a type that is between a low-volume residential roadway and a true collector roadway. These “residential collectors” should be reviewed for appropriate levels of focused street lighting.

Focus Areas	<i>Residential collector road street lighting</i>
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HORIZONTAL CURVES

Collisions in horizontal curves were clustered near some of the smallest radii curves on arterials in the City. A city-wide program reviewing the signage, centerline markings, street lighting and vegetation around significant horizontal curves would contribute to addressing this safety factor. Focusing these efforts on small radii curves on arterials would be the priority based on the spatial distribution of collisions.

Focus Areas	<i>Horizontal Curves on Arterial and Collector Roadways</i>
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MOTORCYCLES

Motorcycle collisions were nearly all located on arterial roadways. In 71% of these collisions, the motorcyclist was cited by officers for being the “at fault” party. A number of the motorcycle collisions involved rear-end collisions, and all four motorcycle-related collisions cited an “overturned” vehicle were all single-vehicle collisions (involving only the motorcyclist). Based on these trends, education on motorcycle safety and enforcement of motorcycle safety would be helpful in addressing trends in the collision data.

Focus Areas	<i>Arterial speeds</i>
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RISK FACTOR FOCUS AREAS

Combining the collision contributing factor priorities with the collision spatial and detail analysis focus areas, the following roadway characteristics were identified as contributing to a higher risk factor. Roadways matching these risk factors should be addressed with countermeasures to proactively address collision rates and mitigate future collisions. Risk factor focus areas were prioritized based on a “Contributing score”. This score was developed based on the number of priority contributing factors addressed. Points were assigned to each, with 3 points for a Priority 1, 2 points for a Priority 2 and 1 point for a Priority 3 area. Candidate roads meeting each risk factor focus area are identified. The prioritized project list focused on these roads. Other roads may meet the criteria for a risk factor, but were not prioritized for this LRSP. Future updates to this plan may include other roadways.

ARTERIAL ROADS WITHOUT BICYCLE LANES

Priority	Factor
1	Bicyclists
2	Fixed Objects
2	Exceeding Safe Speed
2	35 mph Roadways

Contributing Score: 9 points

This type of roadway, typically one lane in each direction with a 35-mph posted speed limit does not have designated bicycle lanes. There may be wide shoulders that are used by cyclists or cyclists may be sharing the

lanes with vehicle traffic or sidewalks (if present) with pedestrians. Bike lanes provide an opportunity to reduce lane widths and introduce “side friction” creating a calming effect on vehicle speeds. Reducing vehicle speeds on arterial roadways is a high priority among the public and contributes to the safety of all modes of travel. Bicycle lanes move vehicles further from the edge of the roadway, increasing the recovery distance to roadside fixed objects such as mailboxes and utility poles.

Candidate Roads

- 61st Avenue NE
- 73rd Avenue NE
- 80th Avenue NE
- 84th Avenue NE

SCHOOL WALK ROUTES AND INTERSECTIONS

Priority	Factor
1	Pedestrians
2	Failure to Yield
2	Pedestrian Distraction
3	Intersections

Contributing Score: 8 points

These school walk routes, often incorporating all roadway classifications, are used by users of all ages and abilities and in high volumes. These walk routes typically extend approximately ½ mile from

elementary schools, but can be further in some cases. Middle school and High schools also have walk routes, but are a lower priority as students come to these schools from further distances and use school busses or personal vehicles more often. Increasing high visibility pedestrian facilities that meet local standards along school walk routes will help to alert drivers of the presence of pedestrians and the need to yield the right of way when appropriate. Improvements at crosswalks along these school walk routes can include measures to address pedestrian distraction and intersection collisions.

Candidate Roads

- Arrowhead Drive
- NE 150th Street
- 75th Avenue NE
- NE 192nd Street
- 81st Avenue NE
- 84th Avenue NE
- Simonds Rd

DOWNTOWN CORE PEDESTRIAN AREAS AND INTERSECTIONS (8 POINTS)

Priority	Factor
1	Pedestrians
2	Failure to Yield
2	Pedestrian Distraction
3	Intersections

Contributing Score: 8 points

Downtown core pedestrian areas are those generally in between 73rd Avenue NE and 65th Avenue NE, north of SR 522 and south of NE 185th Street. This represents Kenmore's downtown core and offers retail areas,

walk-friendly destinations including a skate park, access to transit and high density residential areas. Increasing the visibility of pedestrian crossings in this area can address failure to yield by drivers and pedestrian distraction. Prioritizing pedestrians in this area can calm vehicle speeds and address several higher volume intersections.

Candidate Roads

- NE 181st Street
- NE 182nd Street

HORIZONTAL CURVES ON ARTERIAL AND COLLECTOR ROADS (8 POINTS)

Priority	Factor
2	Head On Collisions
2	Fixed Object Collisions
2	35 mph Roadways
3	Horizontal Curves
3	Street Lighting

Contributing Score: 8 points

The majority of Kenmore's arterials have significant horizontal curves, due to the City's hilly topography. These roads are typically a single lane in each direction with no median or

physical separation between lanes in opposite directions. These roads have a posted 35-mph speed limit. Street lighting is present on all arterials, but may be inadequate to the current traffic volumes and standards for visibility of all modes of transportation. Arterials are frequently bordered by utility poles and mailboxes are present along some areas that have not redeveloped in the last decade.

Candidate Roads

- Juanita Drive
- 68th Avenue NE
- NE 202nd Street
- 61st Avenue NE
- 73rd Avenue NE
- NE 170th Street
- NE 155th Street

INTERSECTIONS WITH PEAK PERIOD CONGESTION (6 POINTS)

Priority	Factor
1	Driver Distraction
2	35 mph Roadways
3	Intersections

Contributing Score: 6 points

Intersections at arterials are, by their nature, high volume traffic locations.

Because of these high volumes, at morning and evening peak periods, delays and queues form. These delays and queues can lead to driver distraction and inattention as they wait for signals to change or queues at stop signs to proceed. As the City of Kenmore and the Puget Sound region continue to grow at a significant rate through 2017, traffic volumes and congestion will remain the same or increase. Measures to reduce this congestion could address driver distraction and inattention.

Candidate Roads

- Juanita Drive
- 68th Avenue NE
- 61st Avenue NE
- 73rd Avenue NE
- NE 170th Street

ARTERIAL AND COLLECTOR ROAD VEHICLE SPEEDS (5 POINTS)

Priority	Factor
2	Exceeding Safe Speed
2	35 mph Roadways
3	Motorcycles

Contributing Score: 5 points

Arterial and collector roads in Kenmore are typically signed for 30-mph and 35-mph speed limits. Speeds in excess of the posted limit present a number of risks for collisions with all modes of travel. This risk factor

is a contributor to the risks associated with a number of other contributing factors, including bicycles and pedestrians, horizontal curves and street lighting. Motorcycle safety can be addressed through maintaining a safe speed, and the spatial analysis of collisions demonstrated that arterials are where the majority of motorcycle collisions (even single-vehicle collisions) have occurred.

Kenmore's existing traffic calming program focuses on residential streets, but traffic calming measures have been implemented on Juanita Drive, NE 170th Street/Simonds Road, 61st Avenue NE and NE 155th Street in the form of electronic speed feedback signs. Because of the nature of how the exceeding safe speed contribution factor is cited, this risk factor will be addressed away from intersections with significant queues at peak periods.

Candidate Roads

- 68th Avenue NE
- NE 202nd Street
- 75th Avenue NE
- 73rd Avenue NE
- 80th Avenue NE
- NE 192nd Street

TRAIL/ROADWAY INTERSECTIONS AND MIXING ZONES (4 POINTS)

Priority	Factor
1	Bicyclists
3	Intersections

Contributing Score: 4 points

Locations where bicyclists using regional trails (the Burke Gilman Trail and the Lake Washington Loop which includes Juanita Drive) interact

with vehicle traffic can lead to conflicts due to higher than expected bicycle volumes. Due to Kenmore's location along these regional trails, many recreational and commuter users of these trails park vehicles in the City and then ride to their destination. This leads to a significant amount of parking activity and potential conflict with vehicles where parking is located along the road (parallel and perpendicular to travel lanes).

Candidate Roads

- NE 175th Street
- 65th Avenue NE

INTERSECTIONS ON RESIDENTIAL AND RESIDENTIAL COLLECTOR ROADS (1 POINT)

Priority	Factor
3	Intersections

Contributing Score: 1 point

Intersections on residential and residential collectors see a lower volume of lower speed vehicles than those on arterial roadways. But,

the collision data show that these intersections are the location of several collisions. The risk factor associated with these intersections can be attributed to familiarity as well as a lack of signage in some areas which were historically rural King County roads. Many roads may meet this risk factor and a system-wide analysis should be undertaken to identify the best candidates for treatment.

RESIDENTIAL COLLECTOR STREET LIGHTING (1 POINT)

Priority	Factor
3	Street Lighting

Contributing Score: 1 point

Street lighting on residential collector streets – those that do not have traffic volumes high enough to be classified as collectors, but that receive traffic from several cul-de-sacs or shorter residential streets – should be reviewed. Lighting on these streets serves more traffic than on other residential streets. Many roads may meet this risk factor and a system-wide analysis should be undertaken to identify the best candidates for treatment.

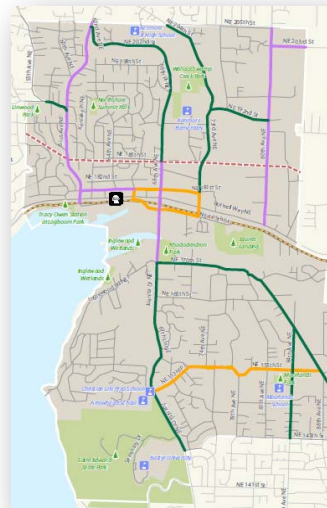
SYSTEM IMPROVEMENTS

ADDRESSING RISK FACTOR FOCUS AREAS

Addressing collision risk factors across the entire city requires an organized approach based on a mix of effective, proven countermeasures and new solutions to make the best use of limited resources. The objective of this LRSP is to maximize local and grant funds to get the best “return on investment” in terms of reduction in collisions overall and specifically with the prioritized list of types and contributing circumstances.

A number of candidate projects are identified to address each of the three priority areas. In addition to the data-centered approach of this document, identification of projects is based on the City’s Comprehensive Plan, Transportation Element. This document includes a vision for bicycle and pedestrian networks throughout the City and guides development of the transportation network.

The 6-year Capital Improvement Plan (CIP) for the City includes several projects that address bicycle and pedestrian concerns, as well as other risk factors.



METHODOLOGY

The City of Kenmore uses an expanded “five Es” approach to address safety concerns, such as those identified through the collision analysis for this LRSP. The five Es are:

- **Engineering** – addressing safety through the built environment and modifications to the roadway to address trends and contributing factors.
- **Education** – raising awareness among drivers and active transportation users of contributing factors and ways they can help increase safety.
- **Enforcement** – working cooperatively with the Kenmore Police to provide enforcement of traffic safety, address driver behavior and provide positive feedback for safe practices.
- **Encouragement** – part of the City’s Target Zero outreach and a goal of the program and work such as this report is encouraging more users to use active transportation, increasing its visibility and its recognition as a part of the day-to-day transportation environment in Kenmore.
- **Evaluation and Planning** – analyses such as this report and the City’s Comprehensive Plan which provides a long-term plan for increasing safe facilities for active transportation modes and users of all ages and abilities.

COUNTERMEASURES

A range of countermeasures and strategies can be employed to address the priority safety concerns on Kenmore roadways identified through the data analysis. These countermeasures include:

- Bicycle lanes, including designation of roadway space for cyclists through signage and markings
- Construction of sidewalks at critical locations where pedestrians are currently walking on narrow shoulders or narrow walkways
- Marked and signed crosswalks and curb extensions to reduce crossing distances
- Construction of roundabouts (including mini-roundabouts) which have been demonstrated to reduce the severity of collisions and can be constructed to reduce pedestrian crossing distances
- Roadway signage additions, relocations for visibility, reflectivity changes and size increases
- Striping changes and additions to vehicle lane markings, including the use of reflective raised pavement markers
- Use of speed feedback signs to calm vehicle speeds
- Variable message signs (VMS) which can be programmed to increase awareness of targeted enforcement, presence of pedestrians and cyclists, and motorcycle safety
- Increased roadway lighting and replacement of sodium lights with LED lights
- Targeted high visibility enforcement
- Public informational campaigns and safety accessory giveaways

The Federal Highway Administration (FHWA) has collected research information on countermeasures which directly address collisions. This research has led to a database, or clearing house, of crash modification factors (CMFs). These CMFs are a way to estimate the benefit, in terms of a reduction in collision history, of certain countermeasures. The CMFs focus on engineering countermeasures and are available for a wide range of project types, but are not available for enforcement and education programs. This LRSP uses CMFs to set goals to measure the effectiveness of proposed projects.

CAPITAL PROJECTS IN DEVELOPMENT

The City has several capital projects in development in 2018. These projects are in the design phase and are expected to begin construction in 2020. The projects are funded by a mixture of local funds, grant funds and voter-approved bond measures.

JUANITA DRIVE NE & 68TH AVENUE NE PEDESTRIAN & BICYCLE SAFETY IMPROVEMENTS

These projects, which range from the Kirkland border on the south side of Kenmore to 61st Avenue NE on the north side of Kenmore, will add sidewalks, improve crossings and add bike lanes from NE 143rd Street to NE 170th Street and from NE 182nd Street to 61st Avenue NE. This project will address safety concerns for some of the areas with the most pedestrian and bicycle collisions.

WEST SAMMAMISH BRIDGE REPLACEMENT

Along this same 68th Avenue NE corridor, the West Sammamish River bridge is being replaced (between NE 170th Street and NE 175th Street). As part of this bridge replacement, a multi-use path is being constructed to accommodate pedestrians and bicyclists on the Lake Washington Loop and connecting into the Burke Gilman Trail north of NE 175th Street.

NE 181ST STREET SIDEWALKS

As part of the continued expansion of the sidewalk network in the downtown core, the City has obtained grant funding for sidewalks on the north side of NE 181st Street between 65th and 67th Avenues. This project will bring existing sidewalks up to current standard and extend pedestrian facilities along an important downtown core street, addressing pedestrian safety.

NE 153RD PLACE SIDEWALKS

This Safe Routes to School grant-funded project will add sidewalks along NE 153rd Place, a highly utilized elementary school walking route. The project will convert an existing shoulder to sidewalk.

ROADWAY SAFETY RISK MITIGATION PROJECTS

To address each of the risk factors, 45 projects, studies and programs to analyze and implement countermeasures have been identified. These projects, studies and programs are intended to be low-cost, high-impact solutions. These projects do not include significant roadway realignments or modifications to pavement widths. The locations of projects are shown in the maps included in **Appendix C**.

Projects, programs and studies within each risk factor category are presented in priority order based on an engineering evaluation of the existing site conditions, collision history on specific facilities and ability to implement improvements in the near term. A full prioritized list of projects is included in **Appendix D**. The City will use this priority listing to help select projects for local implementation or inclusion in grant applications. The requirements of grant programs may cause lower priority projects to be selected if they are identified as competitive for state or federal grant funding.

CITY-WIDE BICYCLE LANES ON ARTERIALS

This project would designate bicycle lanes on arterials (35-mph posted speed limit) that currently lack these facilities along their full length. Bicycle facilities would be added following the recommendations of the City of Kenmore Comprehensive Plan Transportation Element. These bike lanes would be created through modifications of vehicle travel lane widths and location of lanes between curbs or edges of pavement, small modifications to existing curb bulbs, restriction of on-street parking and designation of wide shoulders as official bicycle lanes. The projects are comprised of pavement striping (including adjustments), pavement symbols and signage. No pavement widening or significant longitudinal curb modifications are included in these projects. These projects can have additional environmental benefits to the public. Choosing active transportation has significant public health benefits, can improve air quality and water quality through reduced generation of pollutants and reduce noise impacts to neighboring residential areas.

Goal CMF: 0.80

The CMF clearinghouse average for bike lanes is approximately 0.60. Considering the traffic volumes in Kenmore, compared to the research projects, a goal CMF of 0.80 is proposed through implementation of these projects.

- **73rd Avenue NE Bike Lanes (Project length 0.65 miles)**
This project would narrow vehicle lanes, remove on-street parking from one side of the street and relocate lanes between the curbs to create bike lanes in the north and south direction. On-street parking would be retained on one side of the street. All work would be within the existing curbs, consisting of marking removal and revised markings.
- **80th Avenue NE Bike Lanes (Project length 1.40 miles)**
This project would restrict parking on existing wide shoulders and designate those shoulders (with new striping, symbols and signage) as bike lanes. No pavement modifications are proposed.
- **84th Avenue NE Bike Lanes and Walkway (Project length 0.80 miles)**
This project would remove and replace an existing extruded curb that is in poor condition. As part of the project, lanes would be narrowed and the walkway relocated to create space for bike lanes in each direction with revised markings.
- **61st Avenue NE at NE 193rd Street Right Turn Lane Removal and Wide Shoulder Extension**
This project would remove an existing right turn lane on southbound 61st Avenue NE which has been a contributing factor to previous serious injury collisions involving cyclists. Modifications to an existing intersection island would allow the wide shoulder on 61st Avenue NE to continue in the southbound direction and connect to a marked, designated southbound bicycle lane.
- **61st Avenue NE Shared Lanes (Project length 0.65 miles)**
This project would convert existing on-street parking and shoulder space to a designated shared bicycle and pedestrian lane. Sidewalks on this arterial are in very poor condition and the shared lane would increase accessibility of the sidewalks for pedestrians. This project would include some curbing modifications to address existing vegetated bulb-outs.

ENHANCE CITY-WIDE ELEMENTARY SCHOOL WALKING ROUTES

A project to address elementary school walking routes city-wide would include projects to close small sidewalk gaps (under 250 feet), improve shoulder walkways and enhance crosswalks. Some of the project locations have narrow shoulders that do not provide sufficient space for pedestrians. Other locations have shoulder, but it is not a protected walkway. Some protected walkways are narrow and do not accommodate the typical mix of pedestrians and strollers along elementary school walking routes. Enhancing crosswalks with markings, median refuge islands, flashing lights and pedestrian flags will increase their visibility. These projects can have additional environmental benefits to the public. Choosing active transportation has significant public health benefits, can improve air quality and water quality through reduced generation of pollutants and reduce noise impacts to neighboring residential areas. Students who use active transportation to get to school can reduce congestion at parking lots and parent pick up waiting areas, which also addresses driver distraction and inattention due to queuing and improves air quality.

Goal sidewalk CMF: 0.90
Goal crosswalk CMF: 0.80

The CMF clearinghouse average for sidewalk and walkway projects is approximately 0.857. The CMF average for crosswalks is 0.71. Considering the traffic volumes in Kenmore, compared to the research projects, the goal CMFs are proposed to measure the results of implementation of these projects.

- **75th Avenue NE Sidewalk** – this project would add approximately 250 feet of sidewalk to close a sidewalk gap where a narrow shoulder exists.
- **NE 192nd Street Sidewalk** – this project would add 220 feet of sidewalk to convert a shoulder to sidewalk and close a sidewalk gap.
- **Enhancements at 75th Ave NE/NE 192nd St Crosswalk** – an existing painted crosswalk would be enhanced with lighted visibility, crosswalk flags and additional signage.
- **Enhancements at 84th Ave NE/NE 145th St Crosswalk** – an existing painted crosswalk would be enhanced with flashing lights and crosswalk flags. This project would need to be coordinated with the City of Kirkland as the crosswalk is outside of the City of Kenmore (in Kirkland), but the location for the enhancements would be within the City of Kenmore.
- **New Crosswalk at Simonds Road and NE 151st Street** – a crosswalk would be added across an arterial at the entrance to a major residential development. The crosswalk would include flashing lights, a median refuge island, crosswalk flags and signage.
- **Arrowhead Drive Walkway Widening** – an existing curb-protected shoulder walkway (700 LF) would be widened by approximately 3 feet to accommodate higher pedestrian volumes and strollers. This widening would require short walls for most of the project length.
- **Shoulder Walkway Enhancements on NE 150th Street/NE 148th Street** – this project would increase the available paved shoulder (200 LF of 6' wide shoulder) along a primary school walk route, connecting to a sidewalk. The shoulder would be protected with an extruded curb. A roadside ditch exists in this project area and may require low-impact development (LID) compatible improvements.

DOWNTOWN CORE PEDESTRIAN SAFETY

In the downtown core of Kenmore, pedestrian safety is a high priority and a significant risk factor. Several in-progress capital improvement projects will improve the available sidewalks and bike lanes in this area, but other projects can supplement these capital improvements and further enhance safety. A pedestrian crossing of SR 522 is a long-term desire of the City and would contribute to pedestrian safety in the downtown core. The northern end of a crossing would exit into the downtown core. The location and configuration of this exit would determine other potential improvements that could be made for downtown core pedestrian safety.

Goal roundabout CMF: **0.50**
Goal sidewalk CMF: **0.90**

The CMF clearinghouse average for sidewalk and walkway projects is approximately 0.857. The CMF average for roundabouts is 0.34. Considering the traffic volumes in Kenmore, compared to the research projects, the goal CMFs are proposed to measure the results of implementation of these projects.

➤ **SR 522 Crossing and Downtown Improvements Study**

An alternatives study for a pedestrian undercrossing of SR 522, with possible low-speed vehicle movements (Woonerf-style roadway) would reduce the exposure of pedestrians to vehicle traffic in and around the downtown core. An alternatives study for this crossing location would include the development of 30%-level design plans to assess construction costs of a crossing and program the project for future years' capital improvement programs. Other downtown improvements could be part of a crossing project. These improvements could include, but are not limited to:

- **Downtown core sidewalk gaps** including reconstruction of existing sidewalks that do not meet the current City standard for sidewalk width, planter strips, etc.
- **Downtown intersection roundabouts** using a compact or mini-roundabout style, keeping the projects mostly within the existing curb lines, but adding concrete splitter islands and center islands. These treatments would remove the need for stop signs and calm traffic speeds while maintaining or improving volumes. Splitter islands can reduce pedestrian crossing distances with median refuges and reduce the conflict points for pedestrians and vehicles. Specific designs and intersections would be determined as part of the alternatives study.

HORIZONTAL CURVE ENHANCEMENTS

Horizontal curves have been identified as a risk factor, both for on-road and off-road conditions that may lead to collisions. This project would enhance existing centerline striping with reflective raised pavement markers and profiled plastic markings. Existing warning and advisory speed signage would be enhanced with higher reflectivity, additional advanced warning signs, torch-down curve warnings and markings and other treatments to raise awareness of upcoming road conditions. Overhead street lighting near curves would be upgraded to LEDs as part of each project for increase nighttime visibility. Object warning signage and reflective markers would be added to roadside hazards within these targeted curves, including utility poles and mailboxes. The City would work with the US Postal Service and residents near these curves to consolidate mailboxes where possible, reducing the risk of collisions with mailboxes in the future.

Goal CMF: 0.75

The CMF clearinghouse average for improvements to address horizontal curves, including marking and signage changes is 0.62. Considering the traffic volumes in Kenmore, compared to the research projects, the goal CMFs is proposed to measure the results of implementation of these projects.

Projects at the following arterial curve locations are proposed. Those with sharper curves or additional roadside fixtures (including utility poles, trees, mailboxes, etc.) are indicated as having a higher complexity. Projects with an asterisk (*) fall within the limits of the Juanita Drive NE & 68th Avenue NE improvements project. Enhancements will be incorporated in the design of that capital project.

- **Arterial curves, higher complexity**
 - Juanita Drive at NE 155th Street*
 - NE 155th Street at 76th Place NE, 78th Avenue NE and 79th Avenue NE
 - 73rd Avenue NE at NE 185th Street
 - NE 170th Street at 79th Place NE
 - 61st Avenue NE at NE 181st Street
- **Arterial curves, lower complexity**
 - NE 202nd Street at 63rd Avenue NE*
 - NE 202nd Street at 62nd Avenue NE*
 - NE 170th Street at 75th Avenue NE
 - 68th Avenue NE at NE 201st Street*
 - 73rd Avenue NE at NE 204th Street

INTERSECTIONS WITH PEAK PERIOD CONGESTION

Driver distraction and inattention, and the accompanying risks, can result from long waits at queues for signals and stop signs near intersections with significant peak period congestion. In many cases, congestion mitigation is a regional issue and beyond the scope of this document. Many of the engineering solutions to congestion involve regional level signal coordination, regional highway congestion mitigation and traffic demand management. The City of Kenmore is actively engaged with neighboring cities, WSDOT and Sound Transit to address these issues. Locally, two signal modifications could reduce some queue congestion. These modifications are in response to significant citizen feedback and are measures that can be reversed if the desired effect on congestion is not realized. Addressing the driver distraction and inattention issues near these intersections is also addressed through enforcement and education. These projects have an added benefit to the public through an improvement to air quality. A reduction in congestion reduces idling of vehicles and the associated air quality impacts. Noise impacts are also reduced when congestion is reduced.

Goal CMF: 0.90

The CMF clearinghouse average for improvements to install right turn lanes is 0.90. No CMFs are available for addressing congestion. Considering the operational, not physical changes of these modifications, the goal CMF is proposed to measure the results of implementation of these projects.

- **NE 170th Street (westbound) at 68th Avenue NE – No Turn On Red**
At this intersection, NE 170th Street currently has a no turn on red restriction from 4:00 to 7:00pm on weekdays. At this time, the right turn overlap phase (right turn arrow) is also turned off. This operation was put into place in response to an historical congestion concern for northbound 68th Avenue NE and Inglewood Road. The traffic volumes at the intersection have shifted since that time and there is now a significant queue on NE 170th Street while other directions at the intersection frequently clear each cycle. This project would use a video detection based system to only turn on the right turn restriction if northbound queues on 68th Avenue NE are past a certain point. This will balance the congestion between all intersection legs, while maintaining some space for northbound 68th Avenue NE traffic during periods of congestion and queuing.
- **68th Avenue NE (northbound) at State Route 522 – Right Turn Lane**
At the intersection with SR 522, 68th Avenue NE currently has two left turn lanes, a straight lane and a straight/right turn lane. This project would convert the right lane to right turn only. This would allow for a right turn overlap (right arrow) at the signal. The project would increase the available queue space and signal time for right turns onto SR 522 eastbound and better balance lane usage for northbound traffic on 68th Avenue NE.
- **Automated Traffic Signal Performance Measures (ATSPM) Upgrades**
The City of Kenmore does not currently own the signals on State Route 522, as we are under 25,000 population, but we do own seven other signals throughout the City. These signals currently are not networked and are not obtaining data to analyze system performance. This project would seek to obtain upgraded detection, controller, communication and in-house server technology to allow the City to better coordinate our signals and decrease congestion and queuing. This would be a two-phase project, first to identify the types of improvements and estimate the cost, followed by acquisition and installation.
- **In-House Modeling of Congested Intersections**
The City of Kenmore does not currently have in-house modeling capabilities to track impacts to intersections and model roadway improvement projects. Obtaining software and training to perform this service in-house would decrease the City's cost to the public for this analysis and improve our response times to congestion concerns.

ARTERIAL AND COLLECTOR TRAFFIC CALMING

To address arterial and collector traffic calming, the City of Kenmore's policy is to not introduce physical traffic calming on these higher volume roadways. One of the most effective and visible traffic calming measures for arterials are speed feedback signs. These signs can be mounted at the roadside with direct wired power or solar panel power. The City already operates a number of these signs. This project would add to the number of signs on arterial roadways (near previous collision locations) and replace existing signs with a newer technology sign which also captures speed data and transmits it to the City. This allows tracking of the effectiveness of the signs, identify locations where speed may be a continuing problem and allow for coordination with the police for targeted high visibility enforcement to supplement the feedback sign's traffic calming effect. In addition to speed feedback signs, trailer mounted mobile electronic variable message signs (VMS) can be used to raise awareness of motorcycle safety, speed enforcement zones, school zone speeds and increases in pedestrian traffic at back to school, daylight savings time switches and the beginning of summer.

Goal CMF: 0.95

The CMF clearinghouse average for speed feedback signs is an average of 0.95. This goal CMF is proposed to measure the results of implementation of these projects.

- **Residential Collector Calming** – install four solar-powered or direct-wired speed feedback signs on collector or residential collector routes.
- **80th Avenue NE Calming** – install four solar-powered or direct-wired speed feedback signs.
- **73rd Avenue NE Calming** – install two solar-powered or direct-wired speed feedback signs.
- **Juanita Drive Calming** – install two solar-powered or direct-wired speed feedback signs.
- **Trailer Mounted VMS Signs** – acquire three trailer mounted VMS signs for use around the City.
- **Upgrade Speed Feedbacks** – this project would replace six existing speed feedback signs with data-transmitting signs.

TRAIL/ROADWAY INTERSECTIONS AND MIXING ZONES

Addressing the risk factors associated with the mixing zones between the regionally significant Burke Gilman Trail will require coordination between Kenmore and King County Parks who is the owner and operator of the trail. The right of way for the trail would likely be involved in any proposed project. The City has worked with King County Parks on other trail improvements in the past, including underpasses at 68th Avenue NE and 73rd Avenue NE. The existing 65th Avenue NE intersection does not require vehicles to stop. A reconfigured intersection which requires vehicles to stop and allows cyclists to proceed is proposed.

Goal CMF: 0.80

The CMF clearinghouse does not address this specific type of project. But, the project goal of separating bike and vehicle traffic is similar to bike lanes. The CMF goal for that treatment is used for these projects.

- **65th Avenue NE Intersection Modifications** – Intersection modifications at 65th Avenue NE and the Burke Gilman trail, including adding stop signs (with flashing LED perimeters) for vehicle traffic and removing stop signs for bicycles in favor of yield signs for cyclists.
- **Alternatives Study for NE 175th Street Safety Improvements** – an alternatives study, including coordination with King County Parks, would help to identify feasible projects to address the risk factors associated with the areas where heavy bicycle traffic and vehicle traffic are mixing. Possible projects may include:
 - Modifications to existing on-street parking to increase the separation between bicycle traffic and vehicle traffic, including options for restriping, new paved surface, etc.
 - Modifications to access points to the trail and available parking on NE 175th Street
 - Restriction of on-street parking on NE 175th Street for trail access

RESIDENTIAL COLLECTOR INTERSECTION PROGRAM

This program would involve a systematic review of residential and residential collector intersections across the City for improvements. The program would three types of intersection improvements; signing currently unsigned intersections, installation of traffic circles and installation of mini-roundabouts. Candidate intersections would be evaluated for the most appropriate treatment. Signed intersections can assist with areas where sight distance or yielding are a concern. Traffic circles and roundabouts are options where traffic calming, in addition to yielding at intersections, is a risk factor.

Goal signage CMF: **0.90**
Goal circular intersection CMF: **0.50**

The CMF clearinghouse average for adding signage to minor road approaches is approximately 0.78. The CMF average for circular intersection types (circles or roundabouts) is 0.34. Considering the traffic volumes in Kenmore, compared to the research projects, the goal CMFs are proposed to measure the results of implementation of these projects.

➤ **Mini Roundabout Program**

This program would add mini roundabouts to five existing intersections which are good candidates for this type of intersection control. Mountable concrete circles with painted splitter islands, signage and other associated markings would be added to the intersection. The program may be repeated in future years to address other intersections that meet risk factor criteria.

➤ **Traffic Circle Program**

This program would add traffic circles to five existing intersections which are good candidates for this type of intersection control. Curbed circles with vegetation, signage and markings would be added to the intersection. The program may be repeated in future years to address other intersections that meet risk factor criteria.

➤ **Signed Intersection Control Program**

This program would add signage to existing unsigned intersections. Signs could be stop or yield and advanced warning signage will be provided where appropriate. Five intersections will be upgraded through this program.

STREET LIGHTING PROGRAM

A street lighting program would involve a systematic review of street lighting on residential collector roadways. Roads that lack sidewalks, have frequent intersections, horizontal or vertical curves or are heavily vegetated would be higher priority candidates for additional lighting. The program would include a mix of upgrading existing sodium street lighting to LED, the addition of new LED fixtures on existing utility poles and new utility poles with new LED fixtures.

Goal CMF: **0.80**

The CMF clearinghouse average for improvements to street lighting is 0.73. Considering the traffic volumes in Kenmore, compared to the research projects, the goal CMFs is proposed to measure the results of implementation of these projects.

➤ **Upgrade Existing Sodium Fixtures**

Existing sodium fixtures on residential collector and arterial roadways would be upgraded to LED lighting.

➤ **Add LED Fixtures (Existing Poles)**

LED fixtures would be added to existing utility poles in areas of low lighting on residential collector roadways and arterials.

➤ **Add LED Fixtures (Existing Poles)**

LED fixtures would be added along with a new utility pole and associated electrical service in areas of low lighting on residential collector and arterial roadways.

TARGETED ENFORCEMENT AND EDUCATION

The City will continue our Target Zero outreach program for pedestrian safety including providing reflective pedestrian vests, blinking lights and reflectors and other visibility accessories. The City can develop a campaign targeting driver and pedestrian distraction which would include targeted enforcement, especially at arterial intersections. This campaign may include small temporary signage at intersections or the use of VMS signs to address issues of distraction and inattention. The City can develop a campaign to target motorcycle safety which could include targeted enforcement.

Goal CMF: 0.90

The CMF clearinghouse does not address the effectiveness of education and targeted enforcement. Based on the CMFs for other projects and program, the goal CMF was selected to measure the results of these programs.

- **Target Zero Pedestrian Safety Program**
Continuation of this existing program would include giveaways of visibility enhancing accessories to Kenmore residents at City events, pop-up parties and at City Hall. The program would also include newsletters, flyers and efforts to promote pedestrian safety to all citizens, drivers and pedestrians.
- **Driver and Pedestrian Distraction Enforcement Program**
This program would include the development and production of promotional materials and temporary signage to notify citizens of the City's increased focus on distraction. Funding would be provided for police overtime to focus on targeted high visibility enforcement, especially at intersections that see significant queuing during peak periods.
- **Motorcycle Safety Program**
This program would include development and production of promotional materials to notify motorcycle riders of the City's increased focus on safe driving practices. Funding would be provided for police overtime to focus on targeted high visibility enforcement for motorcycle safety.

PROJECT FUNDING

The full list of projects identified in this LRSP are beyond the short-term funding resources of the City and are intended to be an aspirational guide to address collision risk factors in future years. These projects can be constructed as funding (locally and through grants, both federal and state) allows. The identified projects, programs and studies are estimated to cost between \$5,000 and \$750,000, with most construction projects estimated between \$10,000 and \$100,000. The variability in cost is dependent on the project, program or study scope, funding source and the ability to consolidate and combine projects. Projects will be combined, when possible, to reduce staff costs, consultant fees for design and construction management, mobilization costs, and gain the benefits of economy of scale for bid items.

PUBLIC INVOLVEMENT

This Local Road Safety Plan will be publicly presented to the Kenmore City Council in February of 2018. Citizens will have an opportunity to comment at that time, and the City will post the LRSP and accept comments on the plan before it is finalized.

All risk mitigation countermeasure projects undertaken will have a public outreach plan developed in accordance with the Public Works Department Public Involvement Matrix. Smaller risk mitigation countermeasure projects would have localized public involvement. Projects such as enhancement of street lighting, upgrading of horizontal curve striping and signing and use of traffic calming speed feedback signs may involve notification of adjacent property owners who may see new signage near their property, but would not involve a larger public involvement process.

Larger projects affecting a wider area of the traveling public will include broader resident and stakeholder notification and public participation. Various methods of involving the public such as door hangers, mailers, signage, open houses and online meetings may be utilized to gather public feedback which may be used to make adjustments to projects, as long as the desired safety goals of the project are achieved. Pilot and test projects will be used where practical to gauge the impact of projects and make adjustments prior to permanent installation. The City is developing an interactive online map that shows all the capital and traffic projects in the City, including status (planned/proposed, under construction, completed), expected completion date, cost, and funding sources. Projects from this LRSP will be included in that map. Based on public feedback and other information, projects may be modified, delayed, or canceled, if safety goals are achieved by other measures.

EVALUATION OF COUNTERMEASURES

The evaluation of the countermeasures implemented through this LRSP will require future data updates on collision contributing factors, locations and details and analysis of public input on mitigation projects. For each project or program, a goal crash modification factor (CMF), representing the expected reduction in collisions from implementing certain countermeasures, is identified. Individual countermeasures will be considered successful if the goal CMF is achieved in future year's collision data. The CMFs are based on a total number of collisions and are not applicable to a percentage of collisions citing a specific risk factor, relative to other contributing factors. These data updates should occur at least every other year in order to provide useful information to address the effectiveness of countermeasures and suggest modifications to better address risk factors.

In addition to these data measures, City staff provide the Kenmore City Council a yearly Target Zero update which includes a review of collision history and highlights serious injury or fatal collisions involving pedestrians or cyclists, as well as a summary of public feedback. The details on collision risk factors identified in this LRSP and the countermeasures implemented to address those risk factors, and the public feedback on those countermeasures, will be included in those yearly updates to the City Council.

UPDATES TO LRSP

The LRSP is intended to be a “living document”. This document should be updated on a biennial basis to incorporate new data, completed projects, new and innovative countermeasures and develop measures of effectiveness of the plan. These updates can happen on a more frequent basis as needed. Kenmore’s Complete Streets policy requires a yearly update to the Kenmore City Council of progress on addressing Complete Streets issues. The results of that update could be incorporated into future revisions of this LRSP. Future LRSP updates should address progress towards meeting the stated safety goals for reducing certain types of collisions.

WSDOT typically expects to confirm the details of collisions and certify updated data by the second quarter of each year. Therefore, the data for 2017 would be available by the second quarter of 2018, etc. This new data should be incorporated into this LRSP and the 5-year study period updated. Future updates to this document could include a comparison to the previous 5-year period and note any significant changes in the data.

Other updates in policy and procedures, such as updates to WSDOT or Kenmore’s Target Zero plans, Kenmore’s Complete Streets plan and City Council goals should be incorporated into this LRSP.

It is expected that this LRSP will guide the implementation of projects to address safety concerns. At each future update, the list of projects should be updated to remove those that have been completed. Any projects which address priorities that are changed and/or removed because of a new 5-year data period should be removed. The cost estimates for projects should be updated to reflect increases in construction costs. Other capital projects completed in the City or other City improvements addressing citizen concerns or smaller scope concerns may also address safety concerns and allow removal of a proposed project from this LRSP.

SUMMARY

This Local Road Safety Plan was developed to provide the City of Kenmore with a guide on the most effective projects and countermeasures to address the specific risk factors for collisions in the City. A data-centric approach was used to identify the most cited contributing circumstances to collisions, especially those resulting in a serious injury or fatality.

Kenmore's priorities continue to be pedestrian and bicycle safety. City-wide improvements to address active transportation modes and ensuring active transportation is available to those of all ages and abilities is a significant contributor to addressing this risk factor. Addressing other risk factors, such as addressing horizontal curves, lighting and driver distraction will help to achieve the goals of this plan to reduce certain types of collisions by 10-30%.

This plan should be updated biennially to check the progress towards the LRSP goals, the effectiveness of countermeasures, and to update the data and identify any new risk factors or any that are a lesser priority.



APPENDIX A

City of Kenmore Collision Data
All type, factor and contributing circumstance data

*Provided by Washington State Department of Transportation
December 2017*

Crash Data Summary for Period January 1, 2012 - December 31, 2016 for City of Kenmore

Under 23 U.S. Code § 409 and 23 U.S. Code § 148, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

	Fatal and Serious Injury Crashes						All Crashes					
	Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets	
Overall Crash Numbers												
Total # of crashes	18		3,875		4,746		659		226,656		283,887	
# of Fatal crashes	4	22.2%	507	13.1%	647	13.6%	4	0.6%	507	0.2%	647	0.2%
# of Serious Injury crashes	14	77.8%	3,368	86.9%	4,099	86.4%	14	2.1%	3,368	1.5%	4,099	1.4%
Total # of fatalities	4		538		682		4		538		682	
Total # of serious injuries	14		3,764		4,584		14		3,764		4,584	
# of Drinking/Drug-Related crashes	2	11.1%	547	14.1%	694	14.6%	30	4.6%	10,000	4.4%	13,080	4.6%
By Primary Collision Type												
Hit Pedalcyclist	5	27.8%	399	10.3%	477	10.1%	18	2.7%	4,963	2.2%	5,931	2.1%
Hit Pedestrian	5	27.8%	1,088	28.1%	1,310	27.6%	20	3.0%	6,528	2.9%	7,939	2.8%
Head On	2	11.1%	124	3.2%	144	3.0%	5	0.8%	1,066	0.5%	1,290	0.5%
Hit Fixed Object	2	11.1%	661	17.1%	830	17.5%	127	19.3%	24,023	10.6%	30,366	10.7%
Angle (Left Turn)	1	5.6%	351	9.1%	417	8.8%	38	5.8%	19,617	8.7%	24,498	8.6%
Angle (T)	1	5.6%	543	14.0%	721	15.2%	111	16.8%	51,848	22.9%	68,322	24.1%
Overturn	1	5.6%	158	4.1%	204	4.3%	6	0.9%	1,454	0.6%	1,908	0.7%
Hit Parked Vehicle	0	0.0%	76	2.0%	93	2.0%	69	10.5%	21,689	9.6%	27,186	9.6%
Rearend	0	0.0%	212	5.5%	257	5.4%	195	29.6%	60,371	26.6%	74,029	26.1%
Sideswipe (Opposite Direction)	0	0.0%	39	1.0%	43	0.9%	6	0.9%	1,324	0.6%	1,569	0.6%
Sideswipe (Same Direction)	0	0.0%	100	2.6%	109	2.3%	39	5.9%	24,215	10.7%	29,062	10.2%
Animal/Wildlife	0	0.0%	2	0.1%	3	0.1%	1	0.2%	350	0.2%	497	0.2%
Other/Not stated	1	5.6%	115	3.0%	130	2.7%	24	3.6%	9,111	4.0%	11,178	3.9%
By Junction Relationship (can be double counted depending on crash circumstances)												
Intersection-Related	9	50.0%	1,971	50.9%	2,426	51.1%	286	43.4%	121,507	53.6%	154,646	54.5%
Non-Intersection	8	44.4%	1,597	41.2%	1,947	41.0%	299	45.4%	80,039	35.3%	97,948	34.5%
Driveway-Related	1	5.6%	307	7.9%	373	7.9%	74	11.2%	25,110	11.1%	31,293	11.0%

Some data for contributing circumstances which do not apply to Kenmore has been hidden. As a result, some statewide totals may not equal 100%

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	Fatal and Serious Injury Crashes						All Crashes					
	Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets	
By Driver Contributing Circumstances												
Inattention / Distraction	7	28.0%	925	13.7%	1,116	13.5%	240	19.0%	86,206	18.7%	103,910	18.0%
Failing to Yield to Pedestrian	4	16.0%	369	5.5%	444	5.4%	13	1.0%	3,724	0.8%	4,466	0.8%
Exceeding Safe / Stated Speed	3	12.0%	740	11.0%	923	11.1%	71	5.6%	21,479	4.7%	25,828	4.5%
Under Influence of Alcohol / Drugs	2	8.0%	561	8.3%	714	8.6%	31	2.5%	10,881	2.4%	14,185	2.5%
Failing to Yield	1	4.0%	512	7.6%	649	7.8%	113	9.0%	48,848	10.6%	62,407	10.8%
On Wrong Side of Road	1	4.0%	24	0.4%	32	0.4%	2	0.2%	383	0.1%	533	0.1%
Apparently Asleep	0	0.0%	38	0.6%	45	0.5%	12	1.0%	1,714	0.4%	2,152	0.4%
Apparently Fatigued	0	0.0%	4	0.1%	6	0.1%	5	0.4%	729	0.2%	917	0.2%
Apparently Ill	0	0.0%	57	0.8%	68	0.8%	4	0.3%	1,046	0.2%	1,301	0.2%
Disregard Flagger / Officer	0	0.0%	1	0.0%	2	0.0%	0	0.0%	56	0.0%	68	0.0%
Disregard Signal	0	0.0%	170	2.5%	210	2.5%	11	0.9%	8,473	1.8%	11,275	2.0%
Disregard Stop Sign	0	0.0%	83	1.2%	116	1.4%	8	0.6%	3,778	0.8%	5,450	0.9%
Disregard Yield Sign	0	0.0%	9	0.1%	10	0.1%	0	0.0%	447	0.1%	520	0.1%
Failing to Signal	0	0.0%	1	0.0%	1	0.0%	1	0.1%	233	0.1%	297	0.1%
Following Too Close	0	0.0%	79	1.2%	98	1.2%	77	6.1%	24,548	5.3%	33,879	5.9%
Headlight Violation	0	0.0%	10	0.1%	13	0.2%	0	0.0%	179	0.0%	213	0.0%
Improper Backing	0	0.0%	7	0.1%	10	0.1%	15	1.2%	4,688	1.0%	6,356	1.1%
Improper Parking Location	0	0.0%	2	0.0%	2	0.0%	1	0.1%	308	0.1%	405	0.1%
Improper Passing	0	0.0%	63	0.9%	69	0.8%	7	0.6%	2,280	0.5%	2,641	0.5%
Improper Signal	0	0.0%	2	0.0%	2	0.0%	1	0.1%	170	0.0%	214	0.0%
Improper Turn	0	0.0%	104	1.5%	116	1.4%	12	1.0%	10,130	2.2%	12,524	2.2%
Improper U-Turn	0	0.0%	21	0.3%	21	0.3%	8	0.6%	1,929	0.4%	2,166	0.4%
Operating Defective Equipment	0	0.0%	65	1.0%	78	0.9%	20	1.6%	3,834	0.8%	4,860	0.8%
Over Centerline	0	0.0%	180	2.7%	221	2.7%	9	0.7%	3,470	0.8%	4,442	0.8%
Other	0	0.0%	555	8.2%	680	8.2%	102	8.1%	37,287	8.1%	44,818	7.8%
None	7	28.0%	2,148	31.9%	2,634	31.8%	498	39.5%	183,070	39.8%	230,555	40.0%

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Fatal and Serious Injury Crashes												All Crashes					
		Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets					
By Roadway Curvature (can be double counted when there is both a horizontal and a vertical curve)																	
Straight & Grade	7	38.9%	779	20.0%	887	18.6%	201	30.5%	41,699	18.3%	48,319	17.0%					
Straight & Level	7	38.9%	2,304	59.1%	2,901	60.8%	327	49.5%	145,410	63.9%	187,840	66.0%					
Horizontal Curve	4	22.2%	569	14.6%	676	14.2%	109	16.5%	19,102	8.4%	22,743	8.0%					
Vertical Curve	0	0.0%	97	2.5%	119	2.5%	11	1.7%	4,490	2.0%	5,209	1.8%					
Unknown/Not stated	0	0.0%	150	3.8%	191	4.0%	12	1.8%	16,715	7.3%	20,663	7.3%					
By Posted Speed Per Driver																	
20 MPH	0	0.0%	37	0.8%	47	0.8%	1	0.1%	3,040	0.9%	4,310	1.0%					
25 MPH	11	61.1%	1,058	21.7%	1,324	22.2%	251	25.3%	85,393	24.5%	109,506	25.0%					
30 MPH	0	0.0%	1,251	25.7%	1,643	27.5%	37	3.7%	90,569	26.0%	122,535	28.0%					
35 MPH	7	38.9%	1,907	39.1%	2,221	37.2%	686	69.2%	133,104	38.2%	160,188	36.6%					
40 MPH	0	0.0%	391	8.0%	435	7.3%	16	1.6%	21,819	6.3%	24,517	5.6%					
By Light Condition																	
Daylight	14	77.8%	2,128	54.9%	2,612	55.0%	453	68.7%	152,578	67.3%	193,054	68.0%					
Dark - Street Lights On	4	22.2%	1,374	35.5%	1,641	34.6%	125	19.0%	53,886	23.8%	65,867	23.2%					
Dark - No Street Lights	0	0.0%	141	3.6%	211	4.4%	36	5.5%	4,885	2.2%	6,584	2.3%					
Dark - Street Lights Off	0	0.0%	42	1.1%	50	1.1%	6	0.9%	1,186	0.5%	1,552	0.5%					
Dawn	0	0.0%	39	1.0%	42	0.9%	16	2.4%	2,870	1.3%	3,490	1.2%					
Dusk	0	0.0%	122	3.1%	156	3.3%	11	1.7%	6,212	2.7%	7,686	2.7%					
Other	0	0.0%	5	0.1%	5	0.1%	1	0.2%	141	0.1%	174	0.1%					
Unknown/Not stated	0	0.0%	24	0.6%	29	0.6%	11	1.7%	4,898	2.2%	5,480	1.9%					

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	Fatal and Serious Injury Crashes						All Crashes					
	Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets	
By Fixed Object (First Object Struck)												
Fallen Tree / Stump (Stationary)	1	50.0%	142	21.5%	168	20.2%	21	16.5%	3,571	14.9%	4,182	13.8%
Guide Post	1	50.0%	1	0.2%	1	0.1%	1	0.8%	36	0.1%	49	0.2%
Bridge Rail	0	0.0%	14	2.1%	17	2.0%	1	0.8%	440	1.8%	494	1.6%
Building	0	0.0%	13	2.0%	19	2.3%	2	1.6%	772	3.2%	1,042	3.4%
Concrete Barrier	0	0.0%	21	3.2%	24	2.9%	1	0.8%	610	2.5%	730	2.4%
Culvert or Other Item in Ditch	0	0.0%	6	0.9%	6	0.7%	0	0.0%	100	0.4%	114	0.4%
Curb / Raised Traffic Island	0	0.0%	84	12.7%	104	12.5%	2	1.6%	2,173	9.0%	2,677	8.8%
Earth Bank or Ledge	0	0.0%	15	2.3%	22	2.7%	3	2.4%	475	2.0%	581	1.9%
Fallen Rock / Boulder (Stationary)	0	0.0%	6	0.9%	7	0.8%	3	2.4%	314	1.3%	430	1.4%
Falling Tree	0	0.0%	1	0.2%	1	0.1%	2	1.6%	51	0.2%	54	0.2%
Fence	0	0.0%	38	5.7%	53	6.4%	17	13.4%	2,396	10.0%	3,443	11.3%
Fire Hydrant	0	0.0%	5	0.8%	10	1.2%	4	3.1%	553	2.3%	729	2.4%
Guardrail	0	0.0%	20	3.0%	24	2.9%	7	5.5%	806	3.4%	927	3.1%
Mail Box	0	0.0%	14	2.1%	19	2.3%	14	11.0%	793	3.3%	923	3.0%
Metal Sign Post	0	0.0%	12	1.8%	18	2.2%	2	1.6%	1,106	4.6%	1,468	4.8%
Ran Into River / Lake / Swamp / Etc.	0	0.0%	0	0.0%	1	0.1%	1	0.8%	44	0.2%	61	0.2%
Ran Over Embankment (No guardrail present)	0	0.0%	19	2.9%	23	2.8%	2	1.6%	426	1.8%	503	1.7%
Retaining Wall	0	0.0%	35	5.3%	42	5.1%	2	1.6%	903	3.8%	1,128	3.7%
Roadway Ditch	0	0.0%	18	2.7%	20	2.4%	5	3.9%	1,069	4.4%	1,173	3.9%
Snow Bank	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	0.0%	27	0.1%
Street Light Pole or Base	0	0.0%	36	5.4%	41	4.9%	2	1.6%	1,681	7.0%	2,119	7.0%
Traffic Signal Pole	0	0.0%	21	3.2%	22	2.7%	1	0.8%	445	1.9%	603	2.0%
Utility Box	0	0.0%	7	1.1%	10	1.2%	0	0.0%	253	1.1%	347	1.1%
Utility Pole	0	0.0%	88	13.3%	113	13.6%	22	17.3%	2,298	9.6%	3,044	10.0%
Wood Sign Post	0	0.0%	14	2.1%	16	1.9%	7	5.5%	957	4.0%	1,192	3.9%
Other Objects or Debris	0	0.0%	25	3.8%	35	4.2%	5	3.9%	1,275	5.3%	1,637	5.4%
Not Stated	0	0.0%	0	0.0%	0	0.0%	0	0.0%	40	0.2%	48	0.2%

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	Fatal and Serious Injury Crashes						All Crashes					
	Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets	
By Roadway Surface Type												
Asphalt concrete	19	90.5%	4544	81.9%	5715	84.1%	897	80.2%	343575	82.7%	440862	85.0%
Portland Cement Concrete	2	9.5%	915	16.5%	965	14.2%	198	17.7%	63909	15.4%	68429	13.2%
Brick/Wood Block	0	0.0%	6	0.1%	7	0.1%	3	0.3%	465	0.1%	565	0.1%
Dirt	0	0.0%	3	0.1%	9	0.1%	6	0.5%	237	0.1%	420	0.1%
Gravel	0	0.0%	10	0.2%	20	0.3%	4	0.4%	697	0.2%	1089	0.2%
Other	0	0.0%	20	0.4%	26	0.4%	2	0.2%	662	0.2%	962	0.2%
Unknown/Not stated	0	0.0%	48	0.9%	51	0.8%	9	0.8%	5972	1.4%	6581	1.3%
By Weather												
Clear/Partly Cloudy	13	72.2%	2,508	64.7%	3,236	68.2%	479	72.7%	138,640	61.2%	184,316	64.9%
Overcast	3	16.7%	632	16.3%	710	15.0%	63	9.6%	33,461	14.8%	38,496	13.6%
Raining	2	11.1%	666	17.2%	711	15.0%	88	13.4%	46,189	20.4%	49,817	17.5%
Blowing Sand/Dirt/Snow	0	0.0%	3	0.1%	4	0.1%	1	0.2%	85	0.0%	205	0.1%
Fog/Smog/Smoke	0	0.0%	32	0.8%	36	0.8%	6	0.9%	1,720	0.8%	2,201	0.8%
Sleet/Hail/Freezing Rain	0	0.0%	2	0.1%	5	0.1%	1	0.2%	153	0.1%	327	0.1%
Snowing	0	0.0%	6	0.2%	15	0.3%	5	0.8%	989	0.4%	2,562	0.9%
Other	0	0.0%	5	0.1%	6	0.1%	2	0.3%	352	0.2%	439	0.2%
Unknown/Not stated	0	0.0%	20	0.5%	21	0.4%	14	2.1%	4,989	2.2%	5,414	1.9%
By Roadway Surface Condition												
Dry	15	83.3%	2,774	71.6%	3,516	74.1%	473	71.8%	149,285	65.9%	195,096	68.7%
Wet	3	16.7%	1,032	26.6%	1,130	23.8%	157	23.8%	68,791	30.4%	75,328	26.5%
Ice	0	0.0%	25	0.6%	36	0.8%	10	1.5%	1,855	0.8%	4,066	1.4%
Oil	0	0.0%	2	0.1%	2	0.0%	0	0.0%	40	0.0%	46	0.0%
Sand/Mud/Dirt	0	0.0%	1	0.0%	4	0.1%	1	0.2%	92	0.0%	177	0.1%
Standing Water	0	0.0%	6	0.2%	8	0.2%	0	0.0%	308	0.1%	337	0.1%
Snow / Slush	0	0.0%	10	0.3%	19	0.4%	6	0.9%	1,082	0.5%	3,187	1.1%
Other	0	0.0%	8	0.2%	13	0.3%	0	0.0%	174	0.1%	269	0.1%
Unknown/Not stated	0	0.0%	17	0.4%	18	0.4%	12	1.8%	5,029	2.2%	5,381	1.9%

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	Fatal and Serious Injury Crashes						All Crashes					
	Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets	
By Vehicle Type												
Light Truck / SUV	8	38.1%	1,954	34.8%	2,446	35.6%	471	40.8%	163,051	38.6%	210,846	39.8%
Passenger Car	8	38.1%	2,723	48.4%	3,272	47.6%	638	55.2%	240,925	57.0%	296,419	55.9%
Motorcycle	4	19.0%	635	11.3%	804	11.7%	13	1.1%	4,023	1.0%	5,103	1.0%
Heavy Truck	1	4.8%	128	2.3%	148	2.2%	27	2.3%	9,749	2.3%	11,830	2.2%
School Bus	0	0.0%	13	0.2%	14	0.2%	3	0.3%	821	0.2%	1,106	0.2%
Other/Not Stated	0	0.0%	111	2.0%	129	1.9%	3	0.3%	1,765	0.4%	2,074	0.4%
By Facility Use (Pedestrians)												
Marked Crosswalk	3	60.0%	475	38.5%	546	17.6%	12	54.5%	3,555	49.5%	4,193	47.9%
Roadway	1	20.0%	480	38.9%	594	55.4%	4	18.2%	1,842	25.6%	2,317	26.5%
Shoulder	1	20.0%	39	3.2%	47	3.5%	2	9.1%	200	2.8%	232	2.6%
Designated Bike Route	0	0.0%	4	0.3%	4	0.1%	0	0.0%	13	0.2%	17	0.2%
Sidewalk	0	0.0%	67	5.4%	80	4.9%	0	0.0%	509	7.1%	601	6.9%
Unmarked Crosswalk	0	0.0%	101	8.2%	134	12.0%	4	18.2%	769	10.7%	1,014	11.6%
Walkway	0	0.0%	4	0.3%	4	0.3%	0	0.0%	51	0.7%	54	0.6%
Other	0	0.0%	64	5.2%	81	6.1%	0	0.0%	249	3.5%	330	3.8%
By Pedestrian Contributing Circumstances (Pedestrians include those on foot, skateboard, rollerblades, etc. but do not include those on a bicycle, tricycle, unicycle, etc.)												
Inattention / Distraction	2	33.3%	144	10.8%	184	11.5%	5	21.7%	769	10.5%	969	10.8%
Failing to Yield	1	16.7%	196	14.7%	250	15.6%	2	8.7%	718	9.8%	945	10.5%
Disregard Signal	0	0.0%	43	3.2%	43	2.7%	0	0.0%	156	2.1%	181	2.0%
Disregard Stop Sign	0	0.0%	7	0.5%	8	0.5%	0	0.0%	30	0.4%	34	0.4%
Failing to Yield to Ped / Cyclist	0	0.0%	8	0.6%	10	0.6%	0	0.0%	22	0.3%	32	0.4%
Failure to Use Crosswalk	0	0.0%	100	7.5%	109	6.8%	1	4.3%	323	4.4%	366	4.1%
On Wrong Side of Road	0	0.0%	5	0.4%	6	0.4%	1	4.3%	24	0.3%	30	0.3%
Under Influence of Alcohol / Drugs	0	0.0%	77	5.8%	97	6.0%	0	0.0%	261	3.6%	336	3.7%
Other	0	0.0%	210	15.7%	241	15.0%	1	4.3%	879	12.0%	1,046	11.6%
None	3	50.0%	535	40.0%	644	40.1%	13	56.5%	4,090	55.7%	4,968	55.3%

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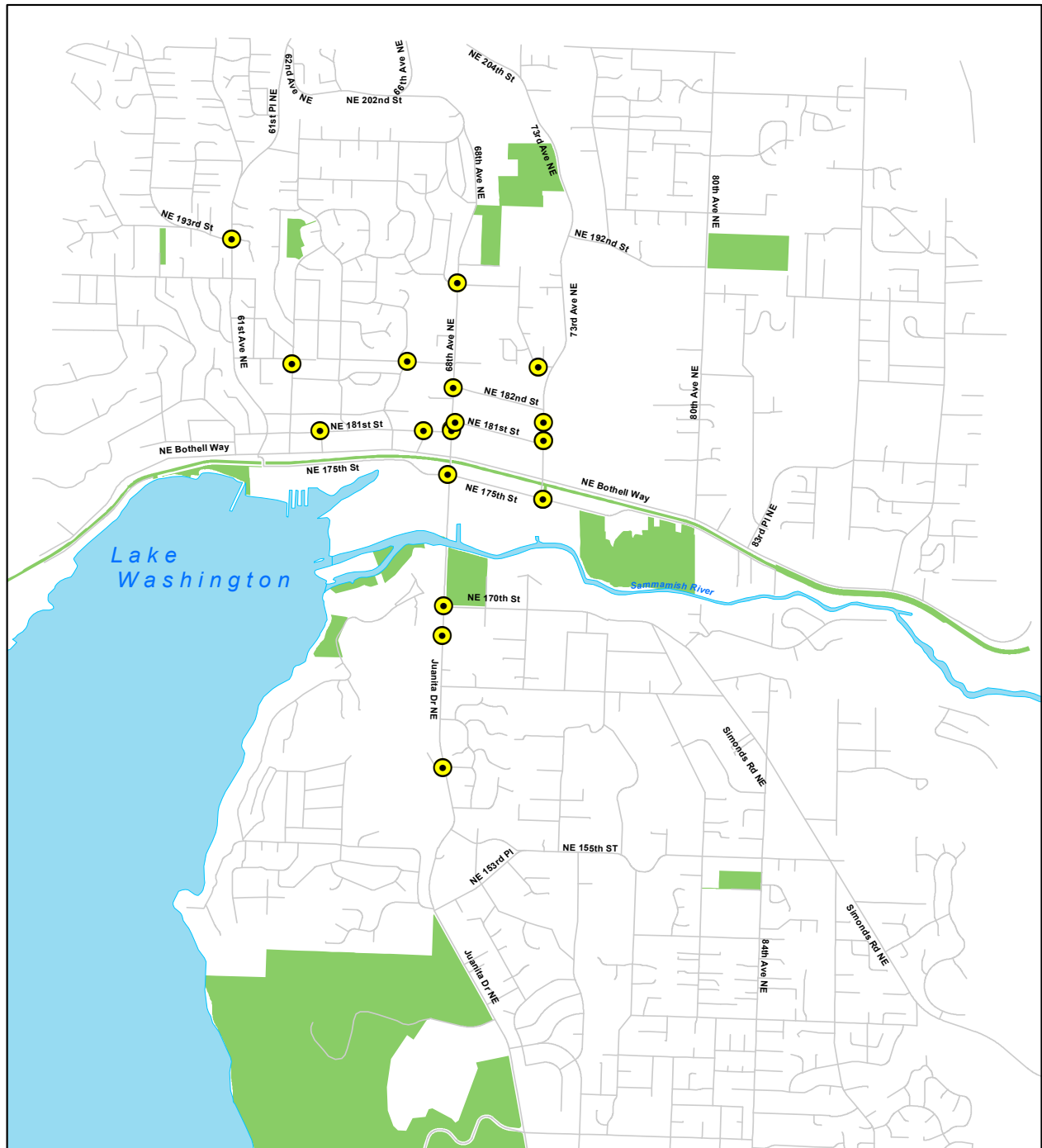
	Fatal and Serious Injury Crashes						All Crashes					
	Kenmore Streets		All Western WA City Streets		All Washington City Streets		Kenmore Streets		All Western WA City Streets		All Washington City Streets	
By Facility Use (Pedalcyclists)												
Roadway	2	40.0%	211	52.1%	259	53.4%	8	40.0%	2,028	40.3%	2,446	40.6%
Designated Bike Route	1	20.0%	75	18.5%	80	16.5%	3	15.0%	907	18.0%	952	15.8%
Marked Crosswalk	1	20.0%	34	8.4%	41	8.5%	2	10.0%	812	16.1%	1,008	16.7%
Shoulder	1	20.0%	28	6.9%	32	6.6%	7	35.0%	273	5.4%	317	5.3%
Sidewalk	0	0.0%	24	5.9%	35	7.2%	0	0.0%	536	10.6%	690	11.5%
Unmarked Crosswalk	0	0.0%	22	5.4%	25	5.2%	0	0.0%	360	7.2%	453	7.5%
Walkway	0	0.0%	1	0.2%	1	0.2%	0	0.0%	24	0.5%	29	0.5%
Other	0	0.0%	10	2.5%	12	2.5%	0	0.0%	93	1.8%	124	2.1%
By Pedalcyclist Contributing Circumstances (Pedalcyclists include bicycle, tricycle, unicycle, etc.)												
Disregard Stop Sign	1	20.0%	21	4.6%	24	4.4%	1	4.8%	101	1.9%	130	2.0%
Disregard Flagger / Officer	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	0.0%	4	0.1%
Disregard Signal	0	0.0%	24	5.2%	25	4.5%	2	9.5%	152	2.8%	195	3.0%
Disregard Yield Sign / Flashing Yellow Beacon	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3	0.1%	3	0.0%
Exceeding Safe / Stated Speed	0	0.0%	19	4.1%	23	4.2%	0	0.0%	159	2.9%	179	2.8%
Failing to Yield to Ped / Cyclist	0	0.0%	1	0.2%	2	0.4%	0	0.0%	17	0.3%	20	0.3%
Failure to Use Crosswalk	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Following Too Close	0	0.0%	1	0.2%	1	0.2%	1	4.8%	31	0.6%	34	0.5%
Headlight Violation	0	0.0%	6	1.3%	13	2.4%	1	4.8%	78	1.4%	103	1.6%
Improper Passing	0	0.0%	3	0.7%	3	0.5%	2	9.5%	40	0.7%	46	0.7%
Inattention / Distraction	0	0.0%	69	15.0%	84	15.2%	2	9.5%	678	12.6%	834	12.9%
On Wrong Side of Road	0	0.0%	20	4.3%	23	4.2%	0	0.0%	209	3.9%	276	4.3%
Operating Defective Equipment	0	0.0%	9	2.0%	10	1.8%	0	0.0%	73	1.4%	98	1.5%
Under Influence of Alcohol / Drugs	0	0.0%	11	2.4%	12	2.2%	0	0.0%	66	1.2%	82	1.3%
Other	2	40.0%	53	11.5%	65	11.8%	5	23.8%	668	12.4%	788	12.1%
None	2	40.0%	160	34.8%	182	33.0%	7	33.3%	2,477	45.9%	2,851	43.9%

Some data for contributing circumstances which do not apply to Kenmore has been hidden. As a result, some statewide totals may not equal 100%

APPENDIX B

City of Kenmore Collision Maps
Priority collision types and contributing circumstances
January 1, 2012 – December 31, 2016

*Provided by Washington State Department of Transportation
December 2017*



Pedestrian Collisions City of Kenmore, WA

Legend

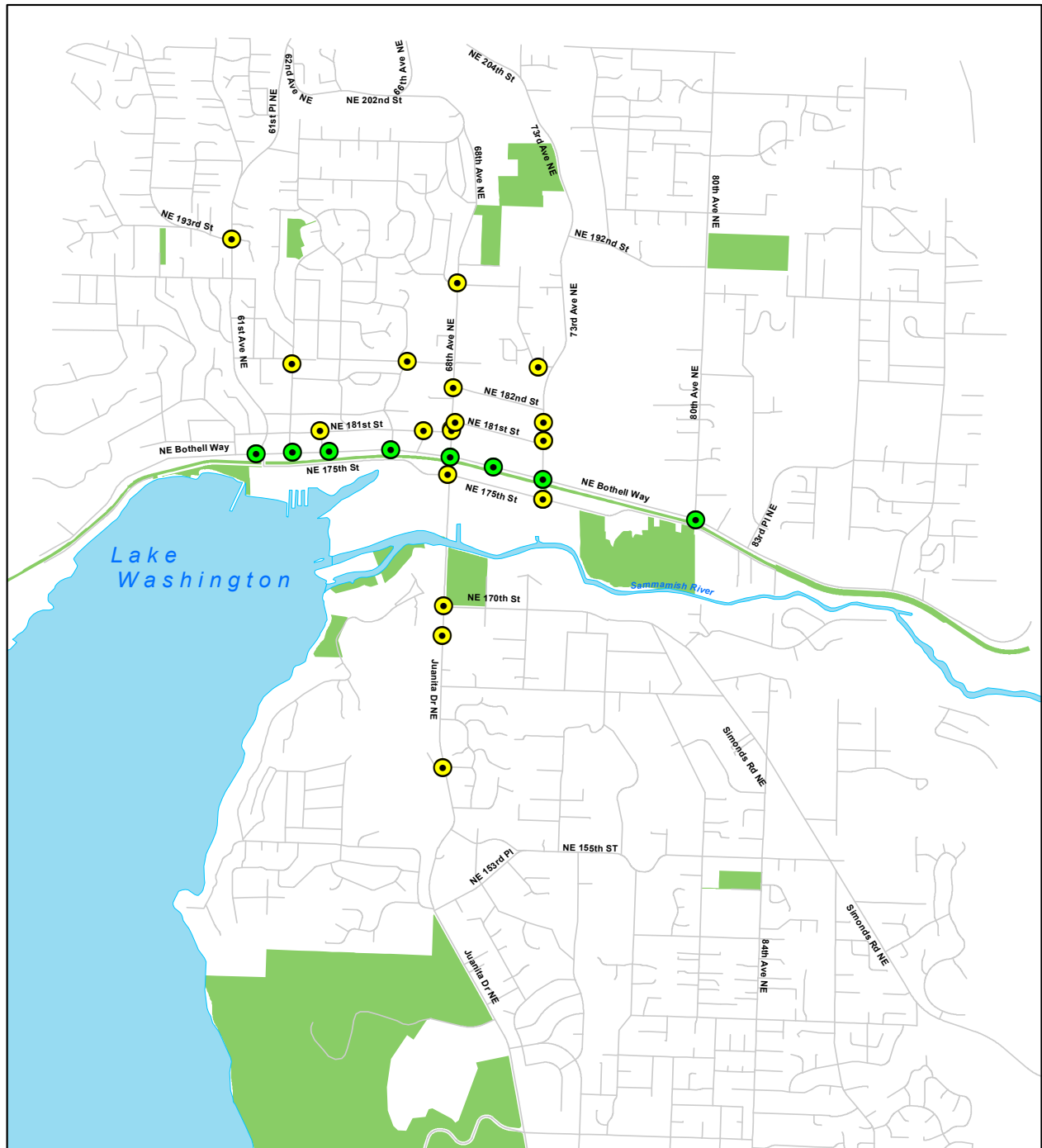
-  Ped collisions

0 0.1250.25 0.5 0.75 1 Miles



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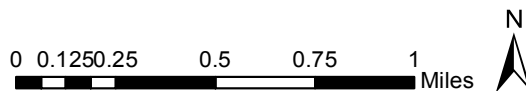




Pedestrian Collisions **City of Kenmore, WA** **(Including SR 522 Data)**

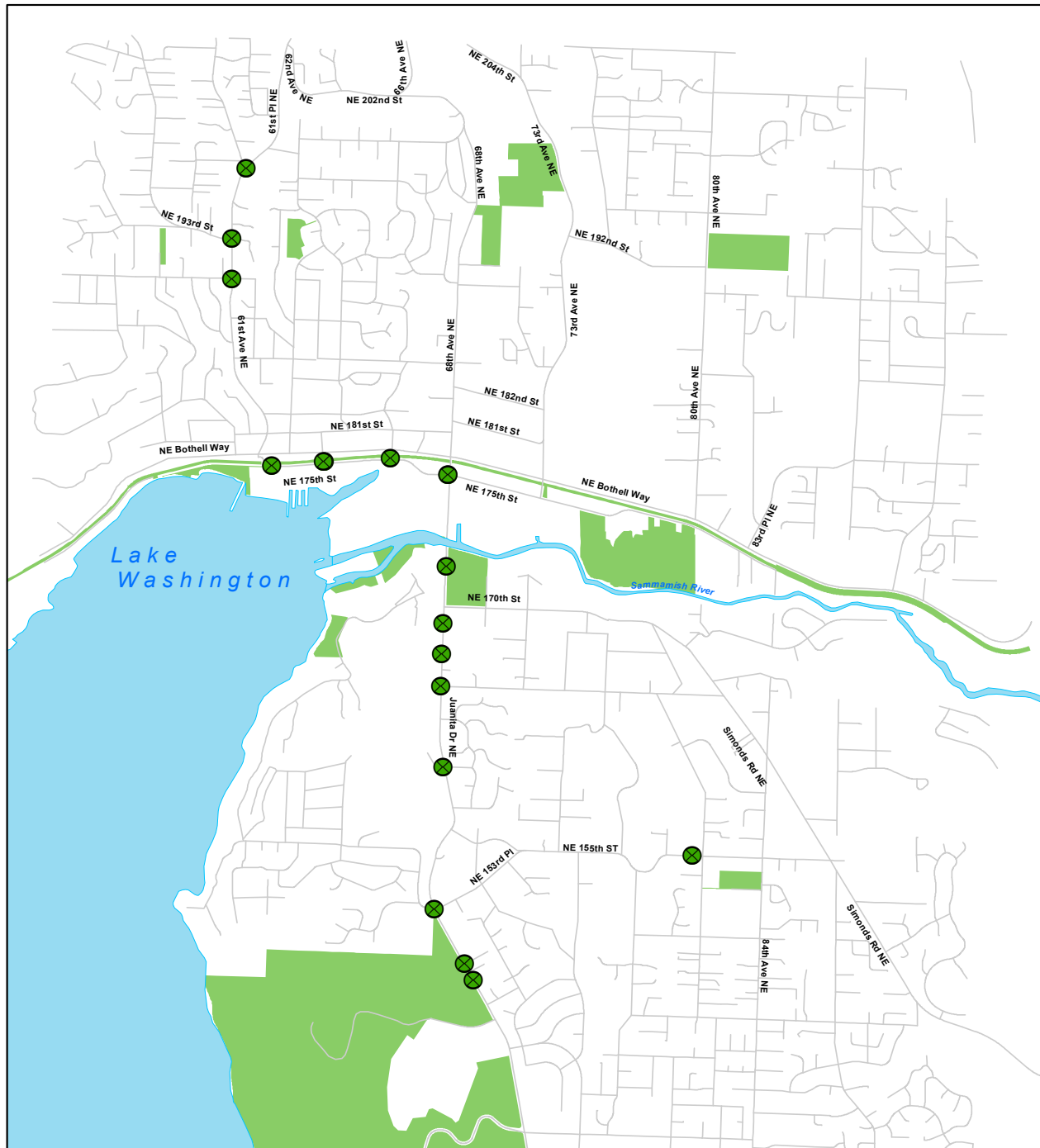
Legend

- Ped collisions
- Ped collisions (SR 522)



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Bicycle Collisions City of Kenmore, WA

Legend

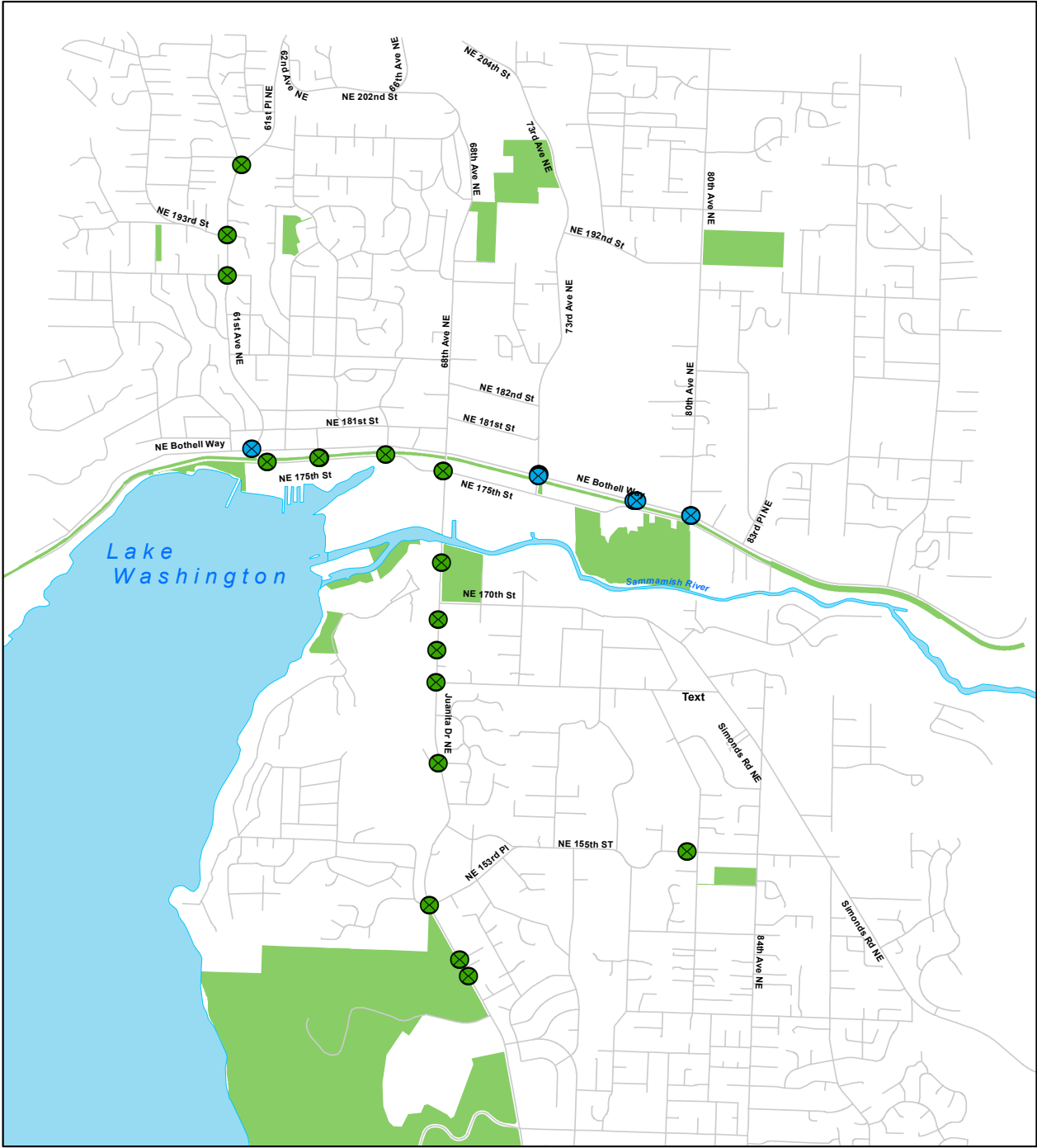
 Bike collisions

0 0.1250.25 0.5 0.75 1 Miles



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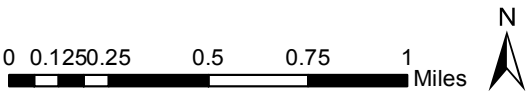




Bicycle Collisions
City of Kenmore, WA
(Including SR 522 Data)

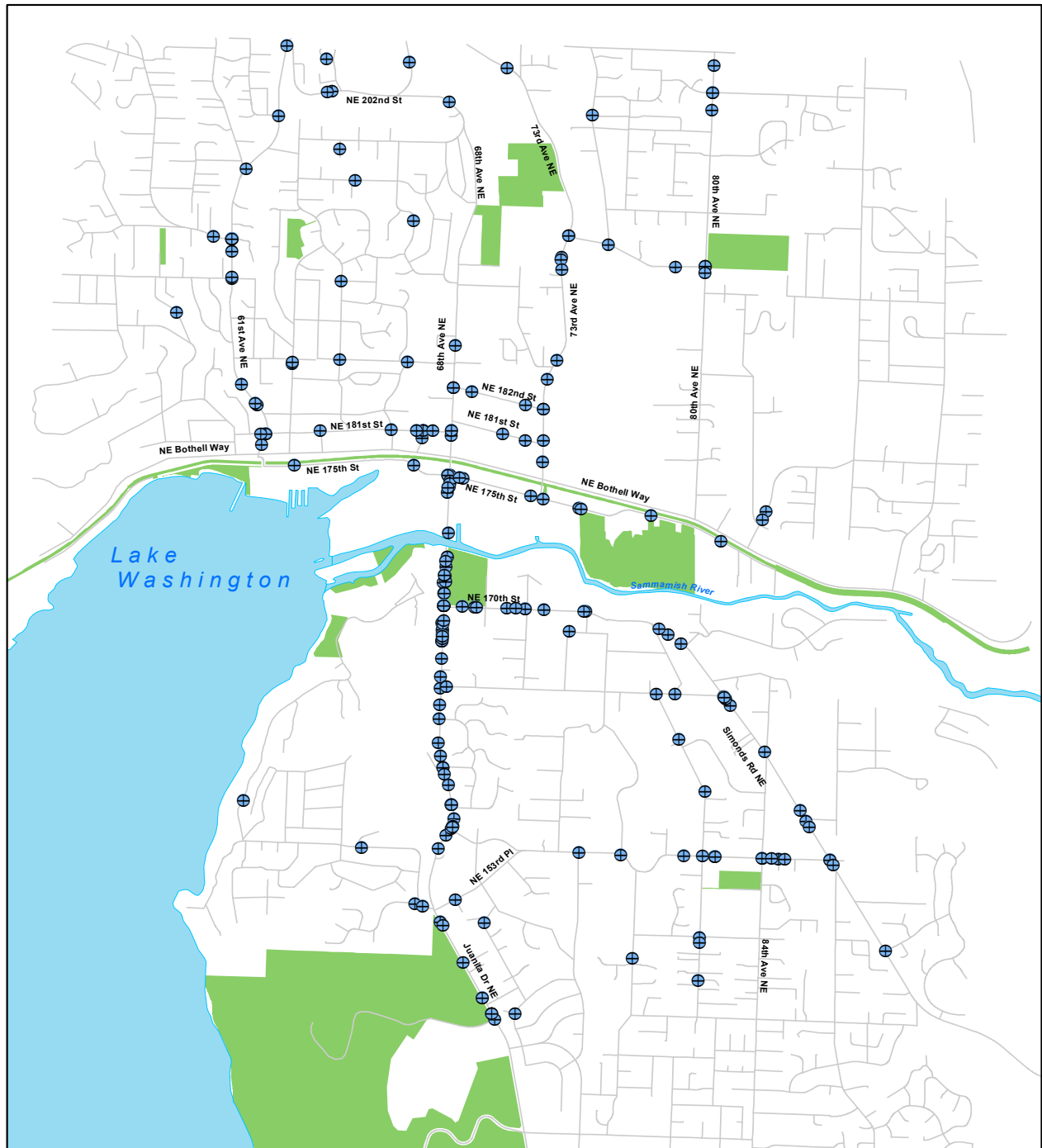
Legend

-  Bike Collisions
-  Bike Collisions (SR 522)



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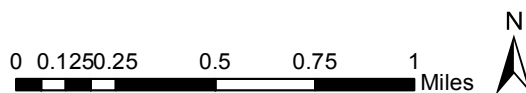




Driver Distraction Collisions City of Kenmore, WA

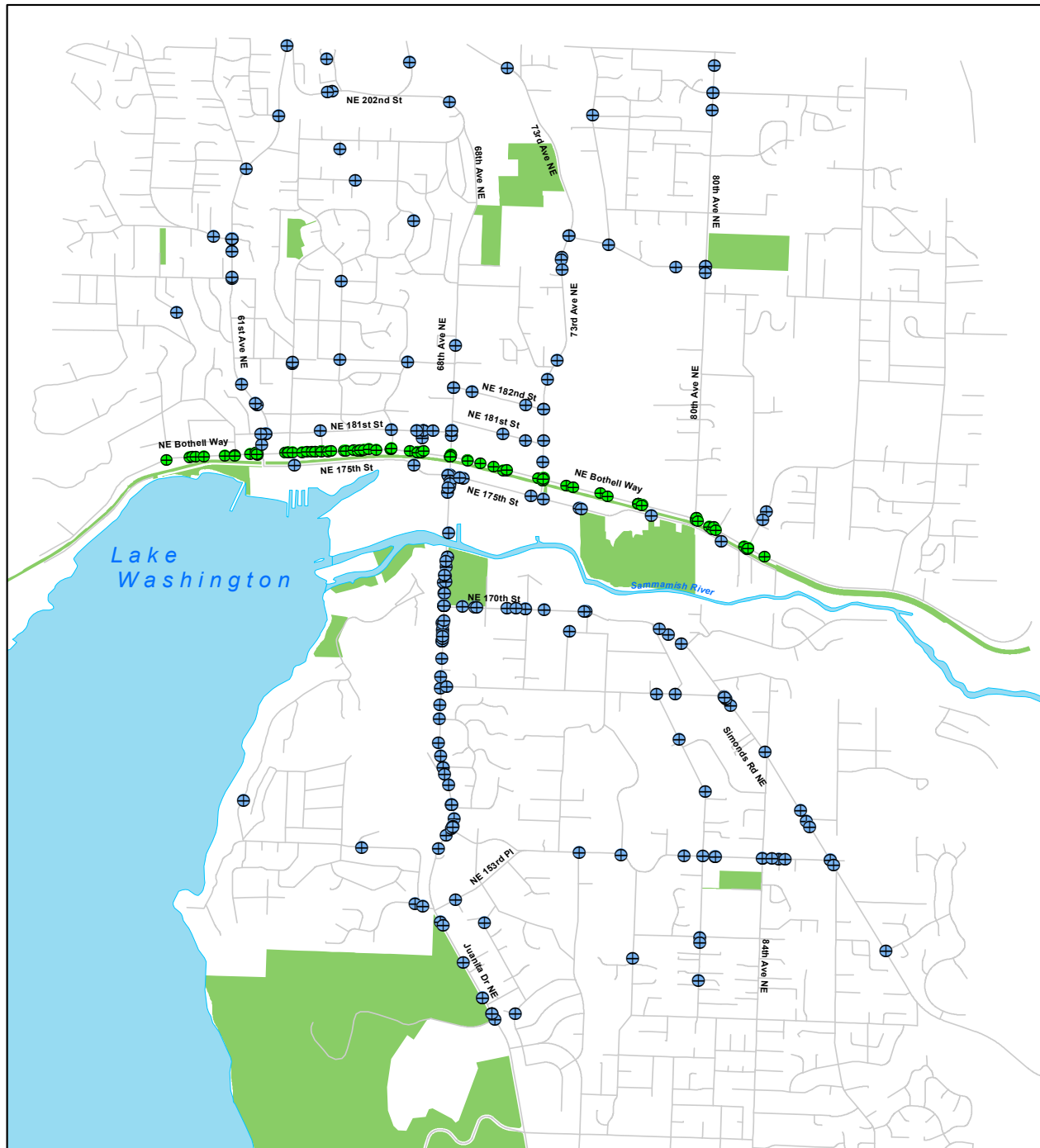
Legend

- ⊕ All distraction and inattention collisions

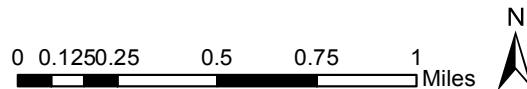


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Driver Distraction Collisions
City of Kenmore, WA
(Including SR 522 Data)

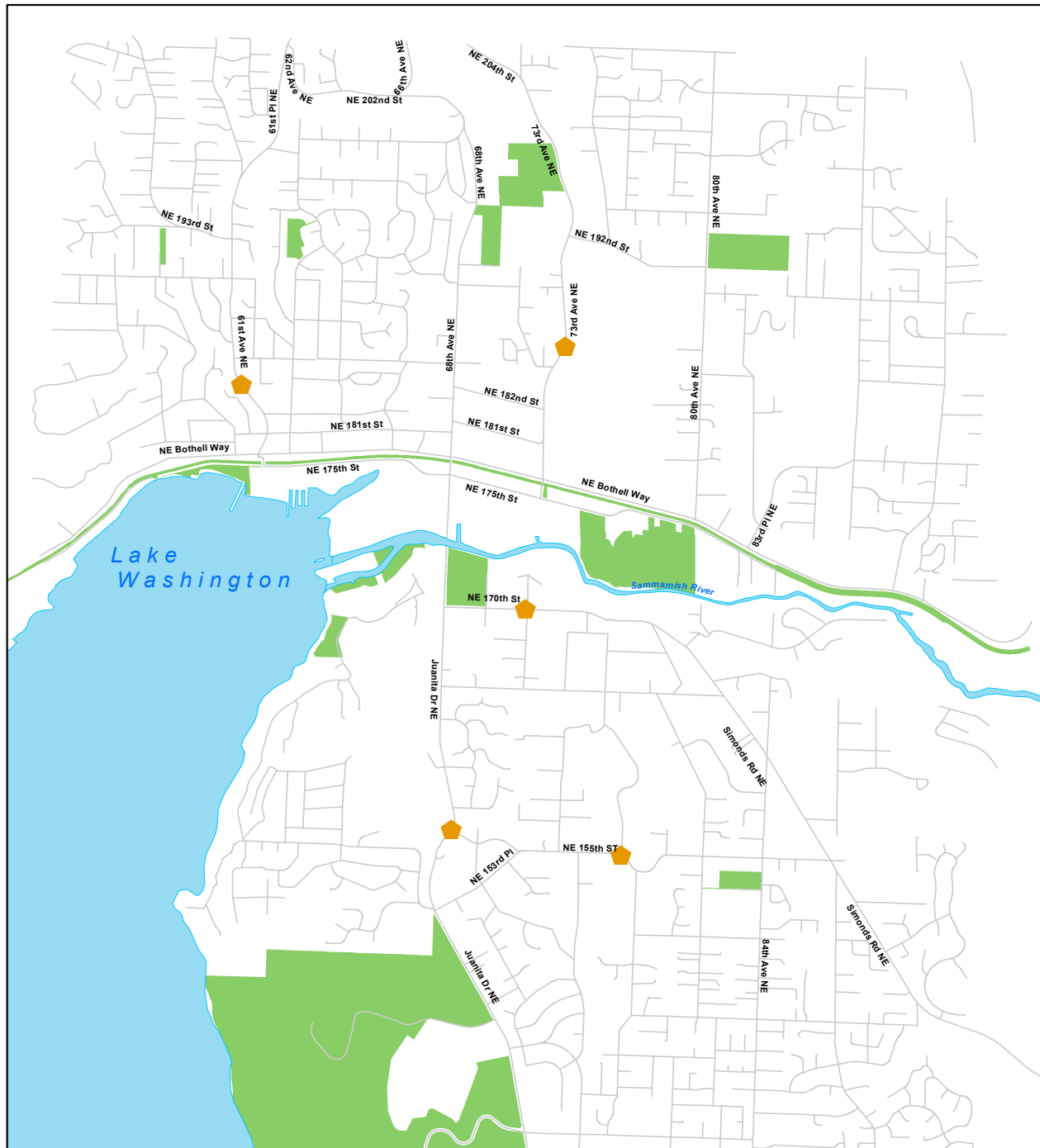


Legend

- ⊕ All distraction and inattention collisions
- ⊕ All distractions and inattention collisions (SR 522)

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Head-on Collisions City of Kenmore, WA

Legend

 Head On collisions

0 0.1250.25 0.5 0.75 1 Miles



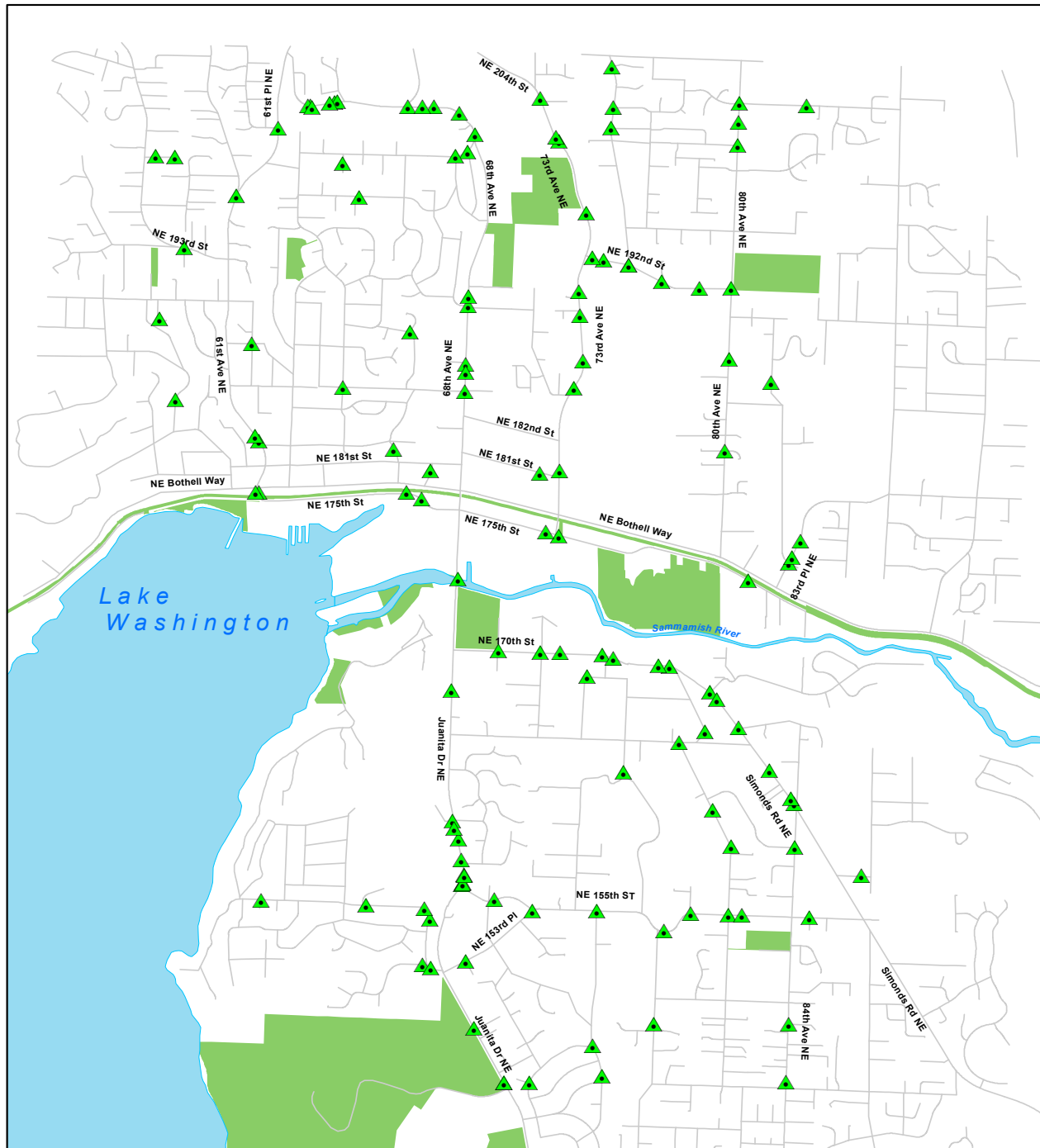
The information included on this map has been compiled by City of Kenmore staff from a variety of sources and is subject to change without notice. City of Kenmore makes no representation or warranties, expressed or implied, as to the accuracy, completeness, timeliness, or rights to the use of such information.



- Head On collisions
- Head On collisions (SR 522)

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Fixed Object Collisions City of Kenmore, WA

Legend

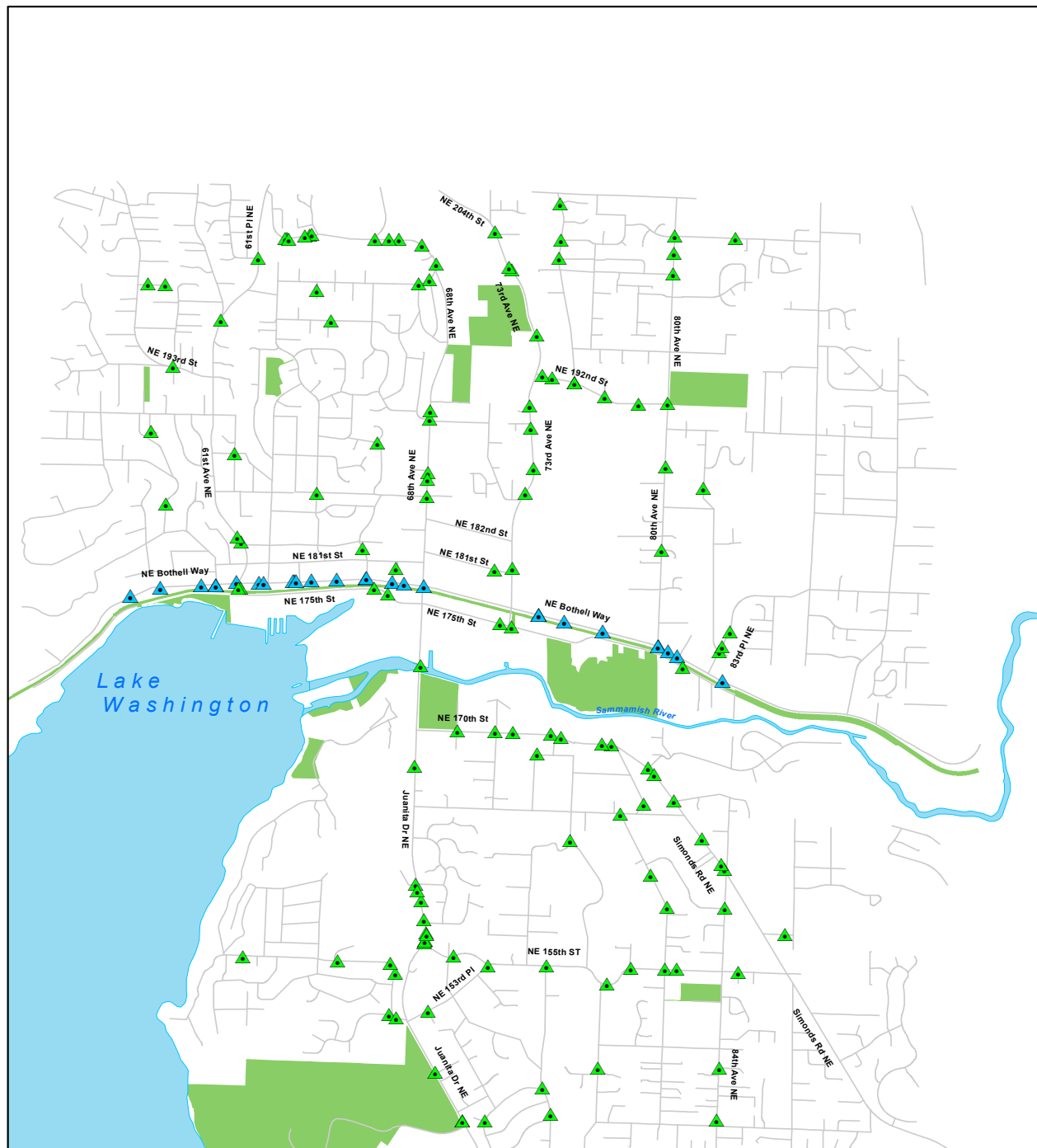
- ▲ Fixed Object collisions

0 0.1 0.2 0.4 0.6 0.8 Miles



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Fixed Object Collisions City of Kenmore, WA (Including SR 522 Data)

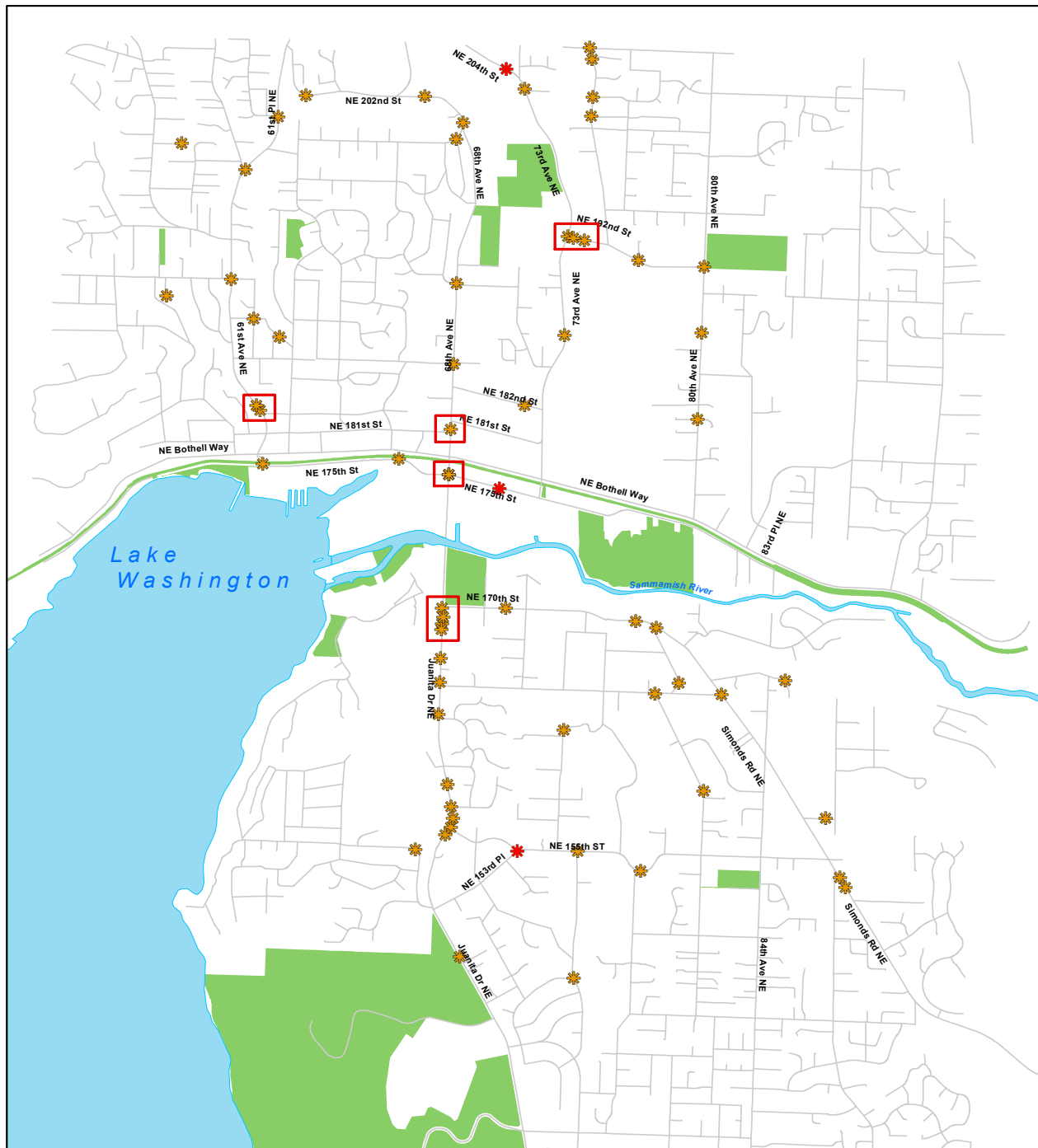
0 0.125 0.25 0.5 0.75 1 Miles



Legend

- Fixed Object collisions
- Fixed Object collisions (SR 522)

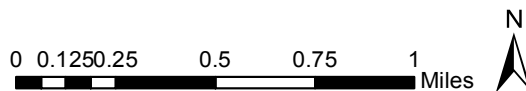
The information included on this map has been compiled by City of Kenmore staff from a variety of sources and is subject to change without notice. City of Kenmore makes no representation or warranties, expressed or implied, as to the accuracy, completeness, timeliness, or rights to the use of such information.



Safe Speed All Collisions City of Kenmore, WA

Legend

- ✱ Speed cited serious collisions
- ✱ Speed cited collisions



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- Speed cited serious collisions
- Speed cited collisions
- Speed cited collisions (SR 522)

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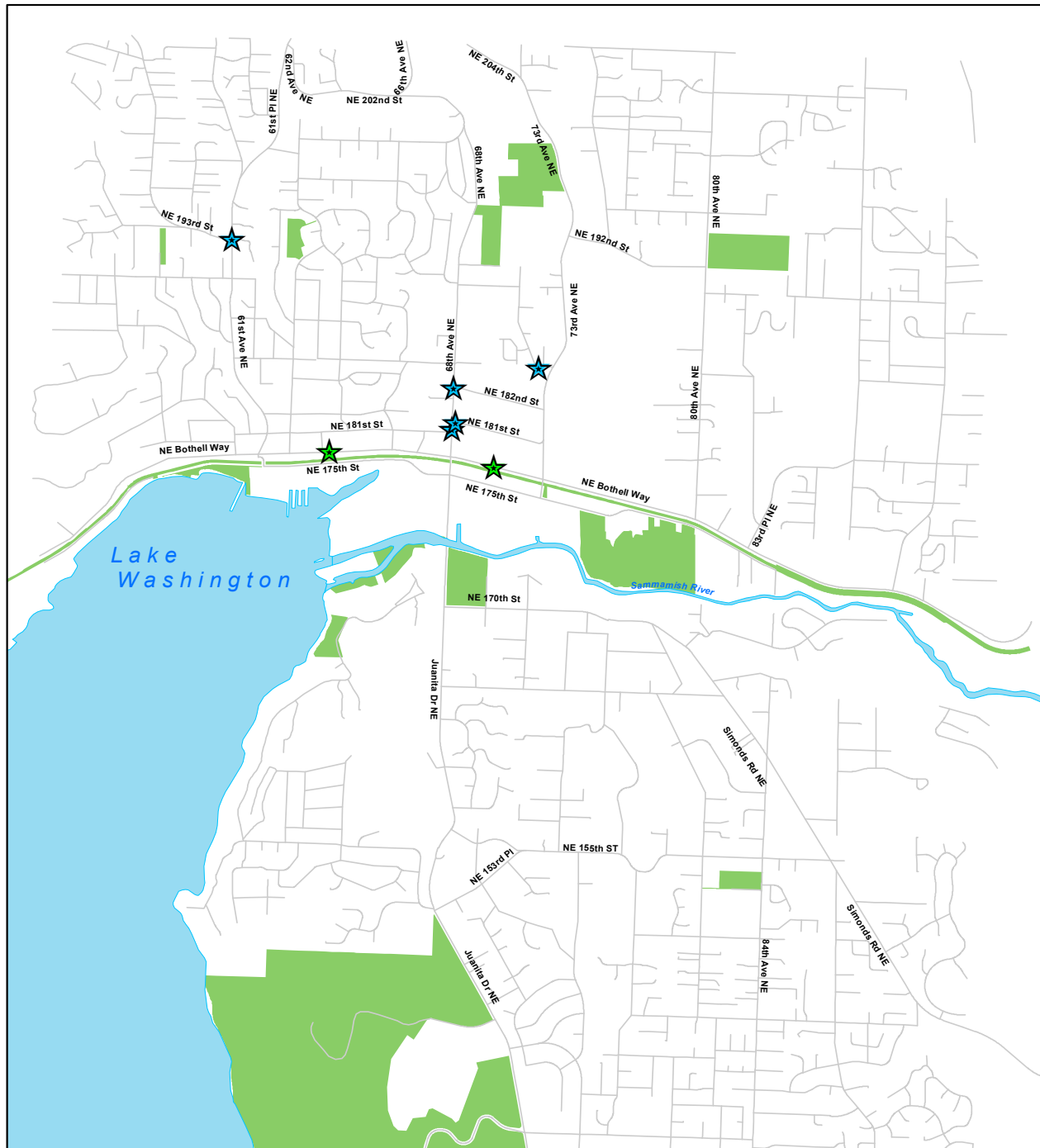




A horizontal scale bar with tick marks at 0, 0.125, 0.25, 0.5, 0.75, and 1. The word "Miles" is written at the right end of the bar.



X. B. City of Kenmore Local Road Safety Plan - Brett Schock, Traffic Eng...



Distracted Pedestrian Collisions **City of Kenmore, WA** **(Including SR 522 Data)**

0 0.1250.25 0.5 0.75 1 Miles

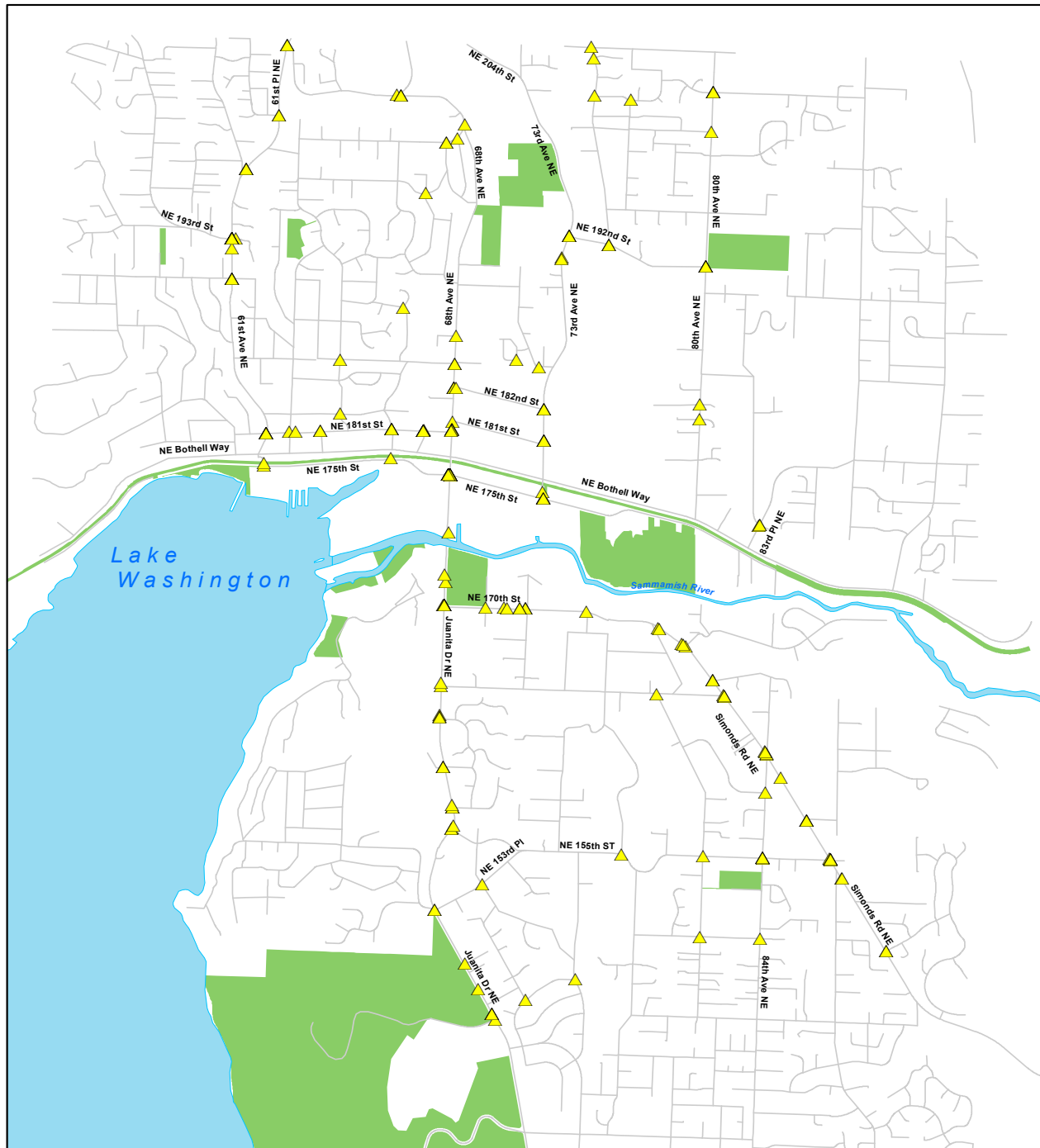


Legend

-  Ped Inattention collisions
-  Ped Inattention collisions (SR 522)

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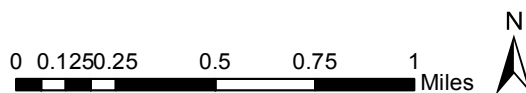




Intersection Collisions City of Kenmore, WA

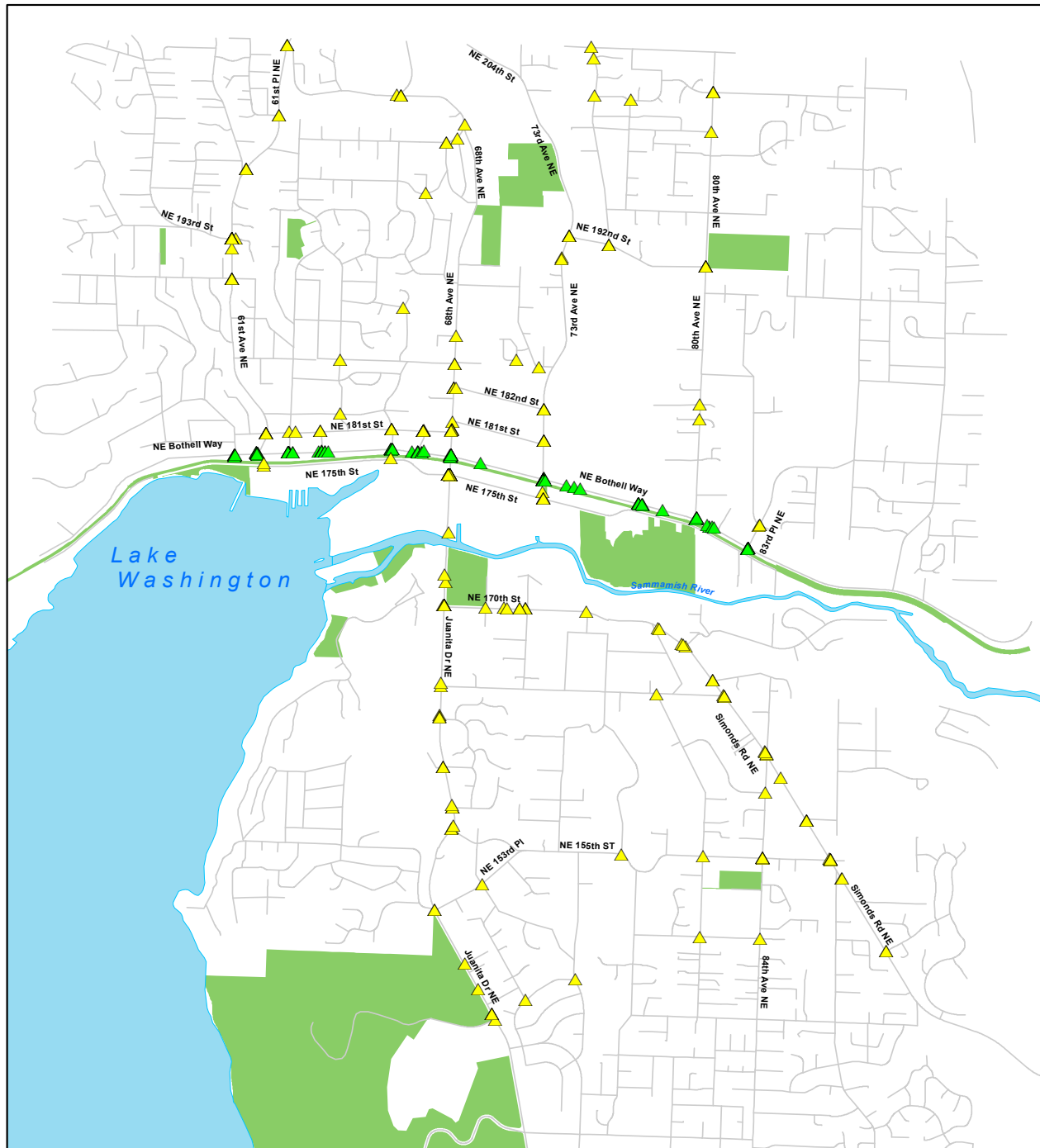
Legend

- ▲ Intersection related collisions



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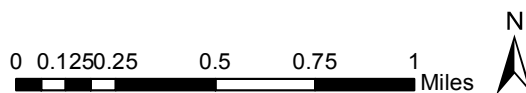




Intersection Collisions **City of Kenmore, WA** (Including SR 522 Data)

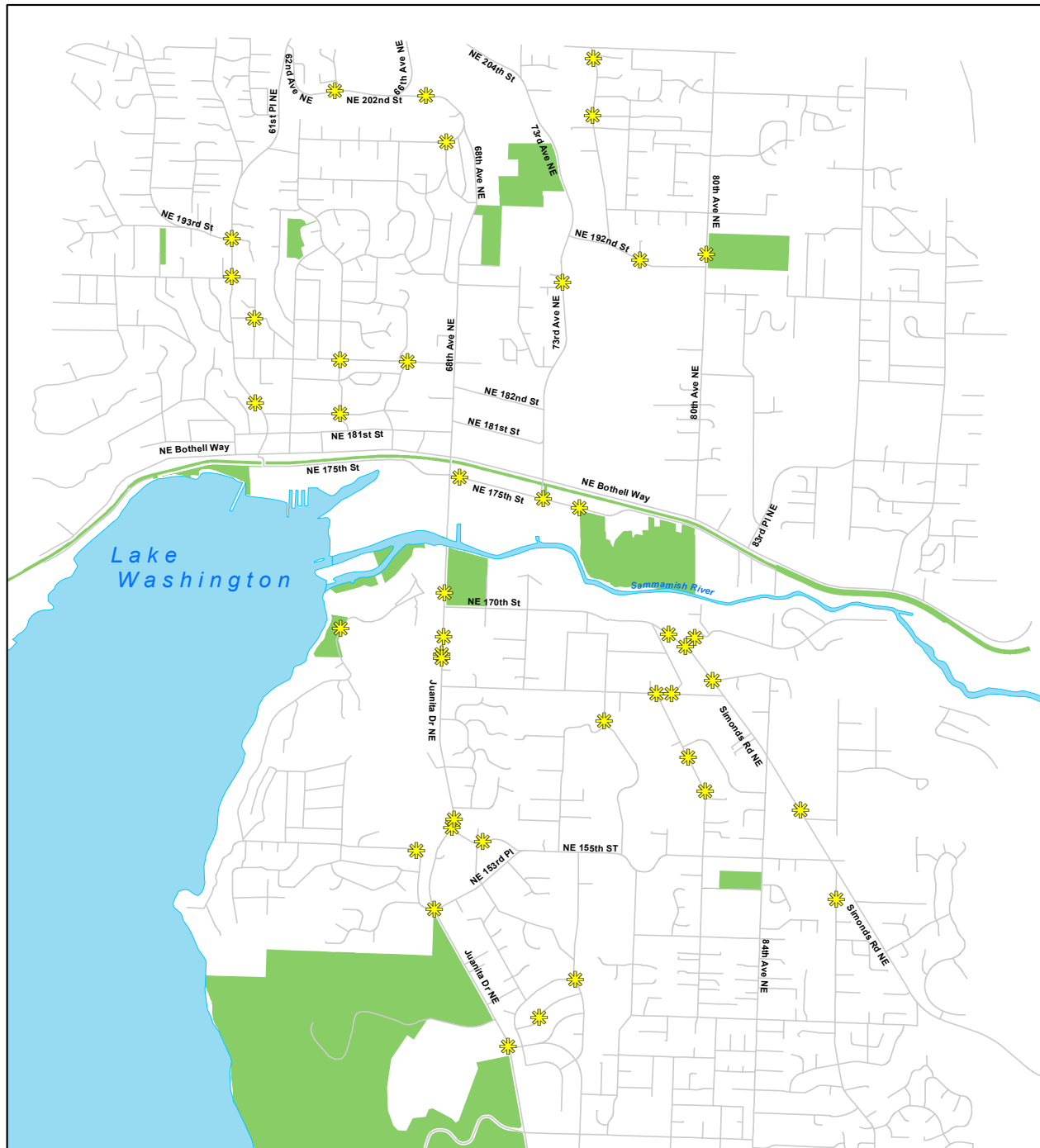
Legend

- ▲ Intersection related collisions
- ▲ Intersection related collisions (SR 522)



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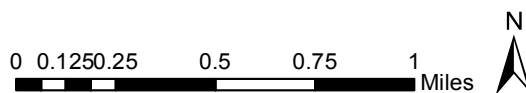




Street-Lighting Collisions City of Kenmore, WA

Legend

 Dark - No lights collisions



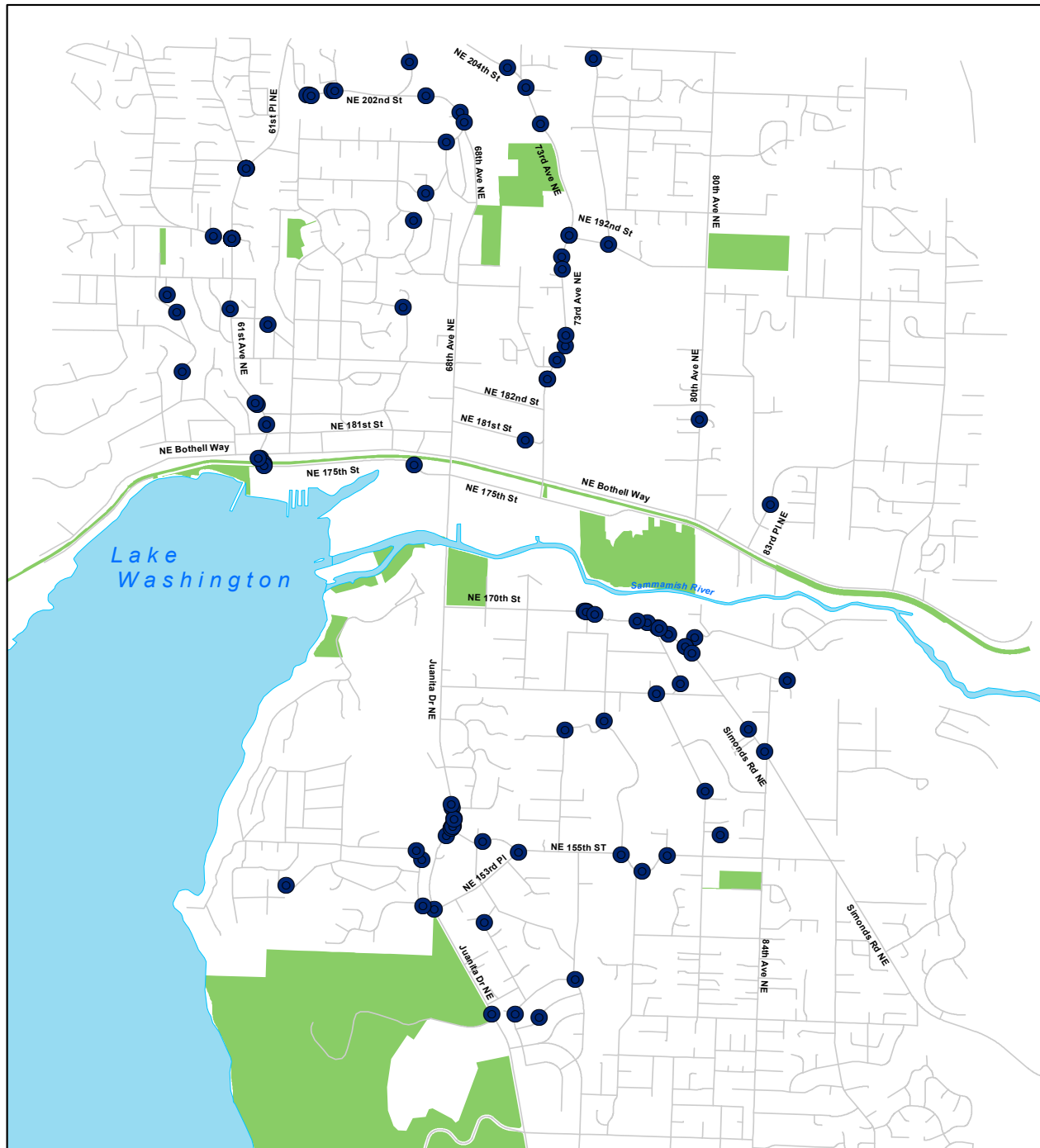
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- ☀ Dark - No lights collisions
- ☀ Dark - No lights collisions (SR 522)

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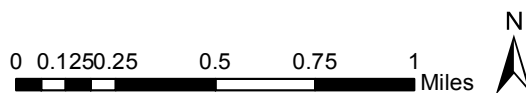




Horizontal Curve Collisions City of Kenmore, WA

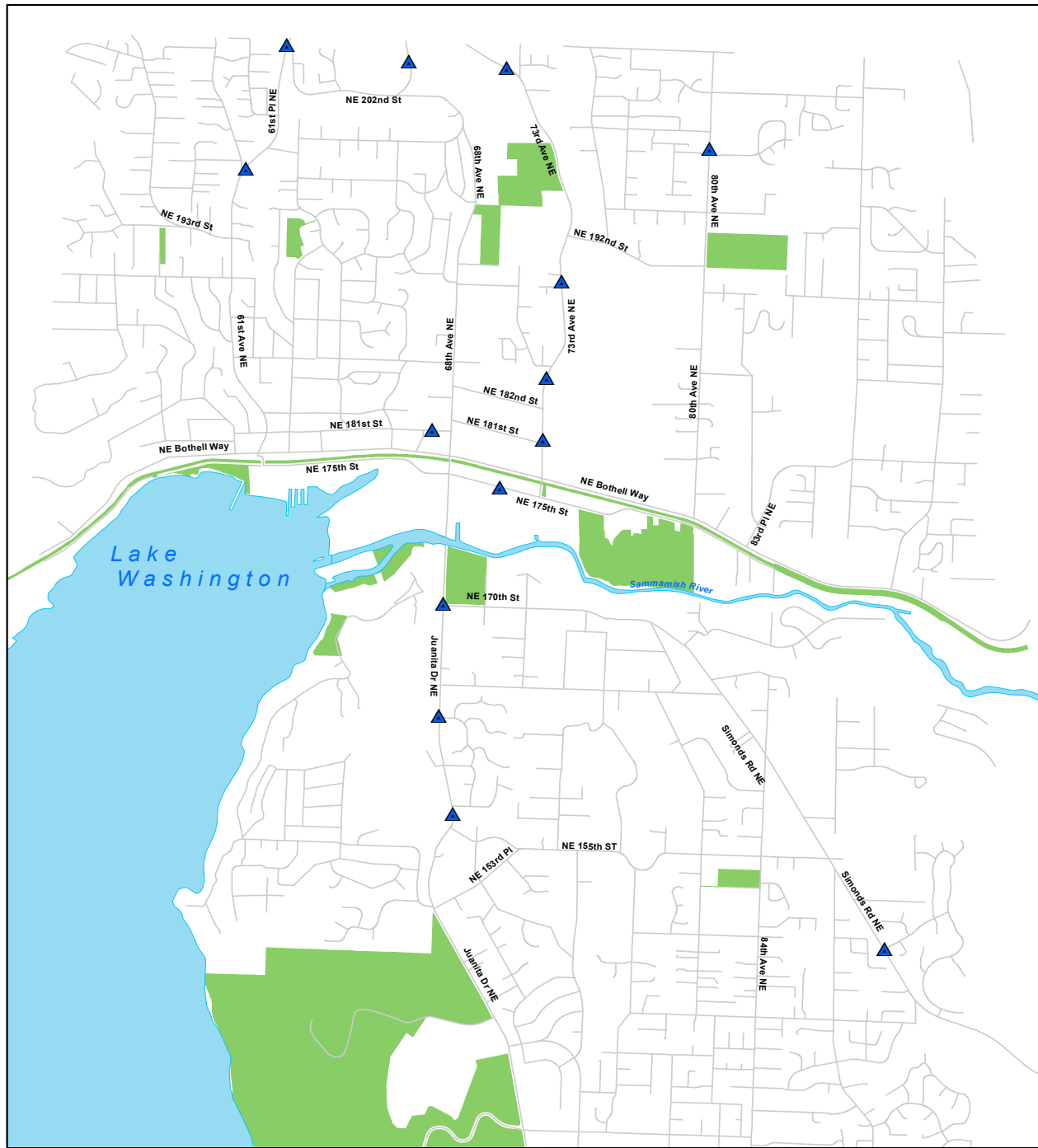
Legend

- Horizontal curve collisions



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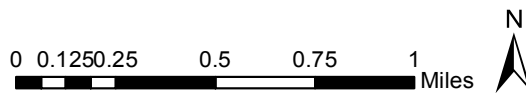




Motorcycle Collisions City of Kenmore, WA

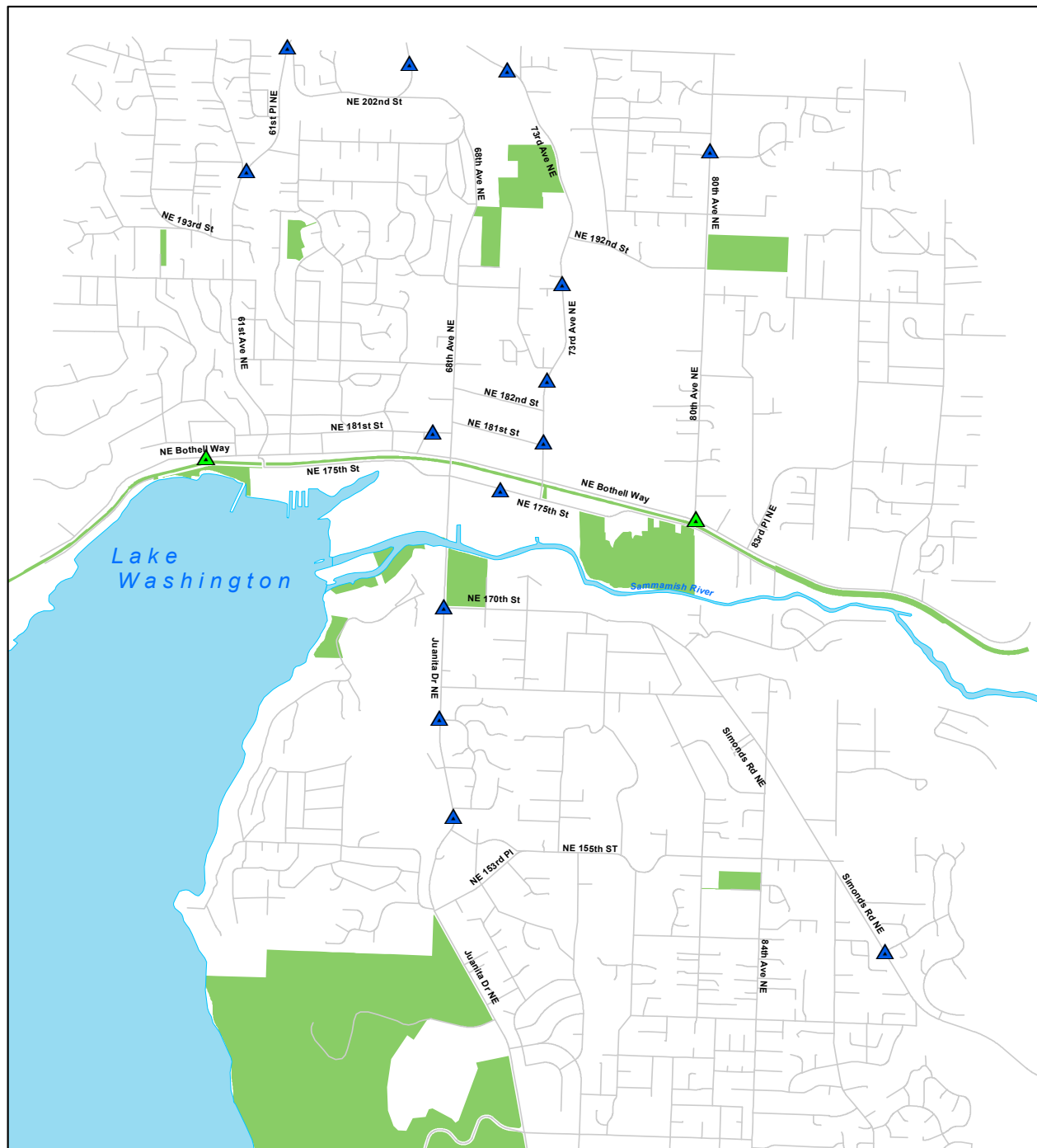
Legend

- ▲ Motorcycle collisions



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Motorcycle Collisions City of Kenmore, WA (Including SR 522 Data)

0 0.125 0.25 0.5 0.75 1 Miles



Legend

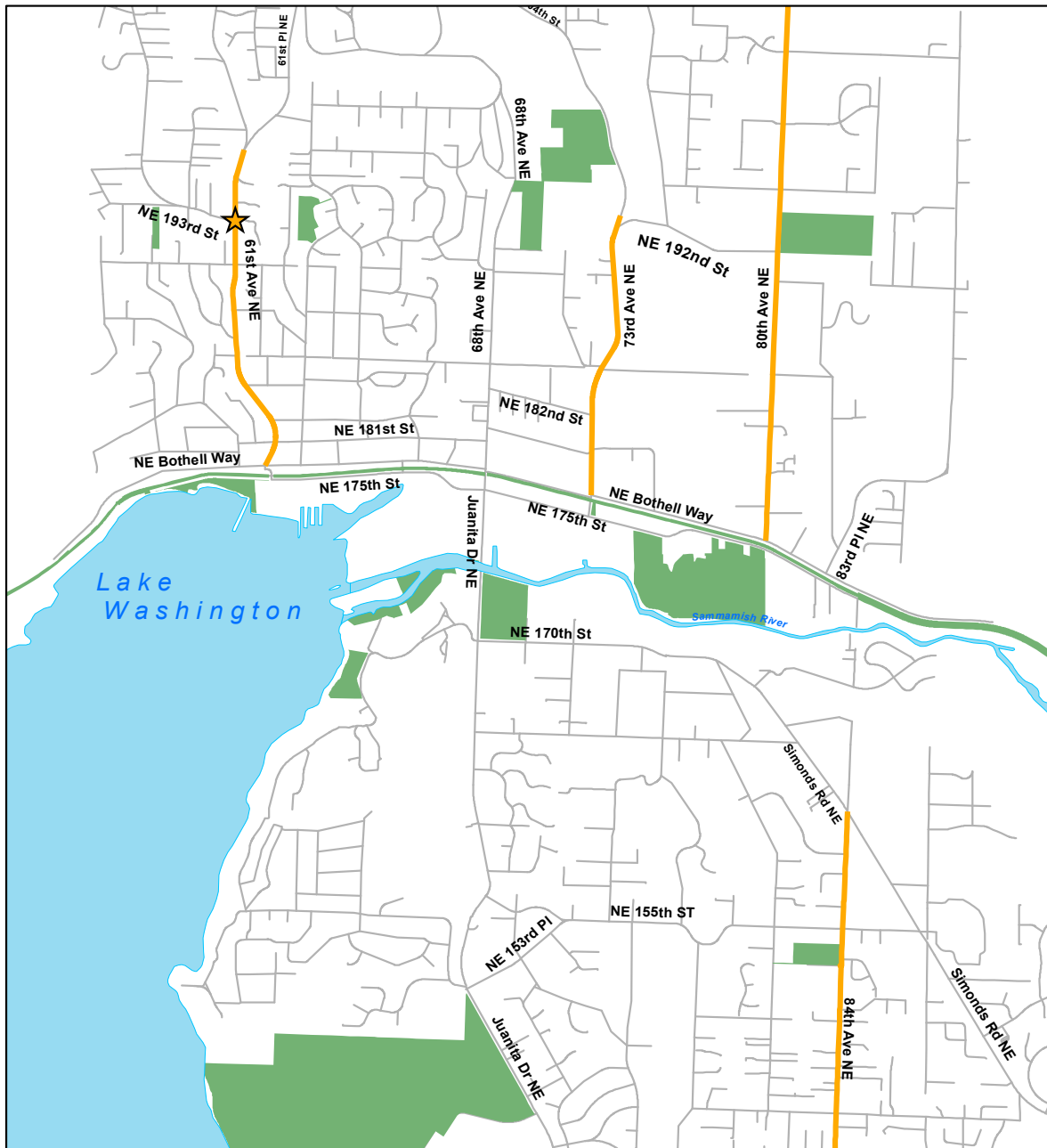
- Motorcycle collisions
- Motorcycle collisions (SR 522)

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APPENDIX C

City of Kenmore Risk Mitigation Project Maps
Proposed projects to address identified risk factors

*Developed by the City of Kenmore Public Works
January 2018*



Legend

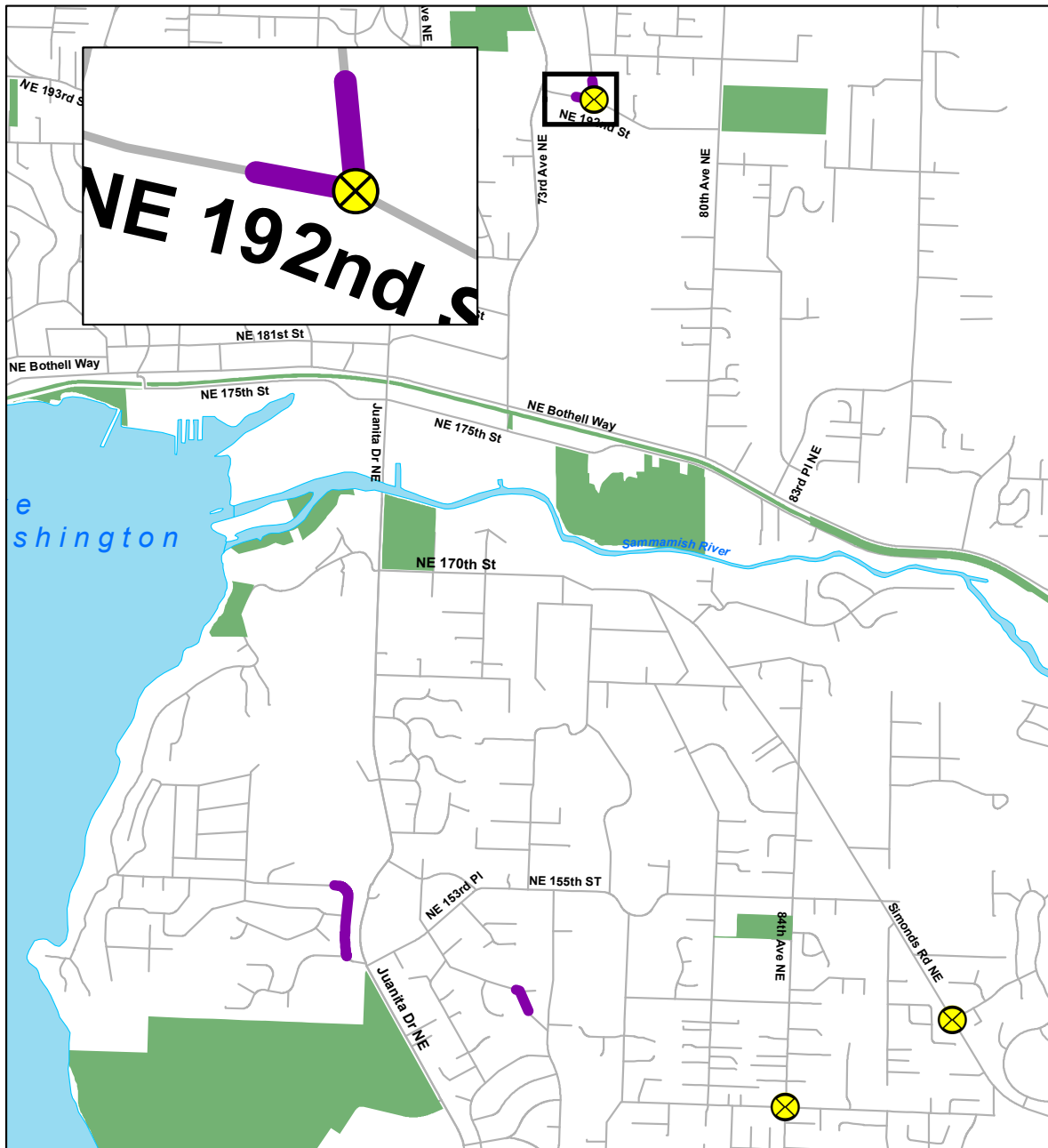
- Arterials Without Bicycle Lanes
- ★ 61st Ave NE Right Turn and Shoulder

0 0.125 0.25 0.5 0.75 Miles



City-Wide Bicycle Lanes On Arterials Kenmore, WA

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Legend

-  Intersection Enhancement Projects
-  Walkway Enhancement Projects

Enhance City-Wide Elementary School Walking Routes Kenmore, Wa

0 0.125 0.25 0.5 0.75 Miles



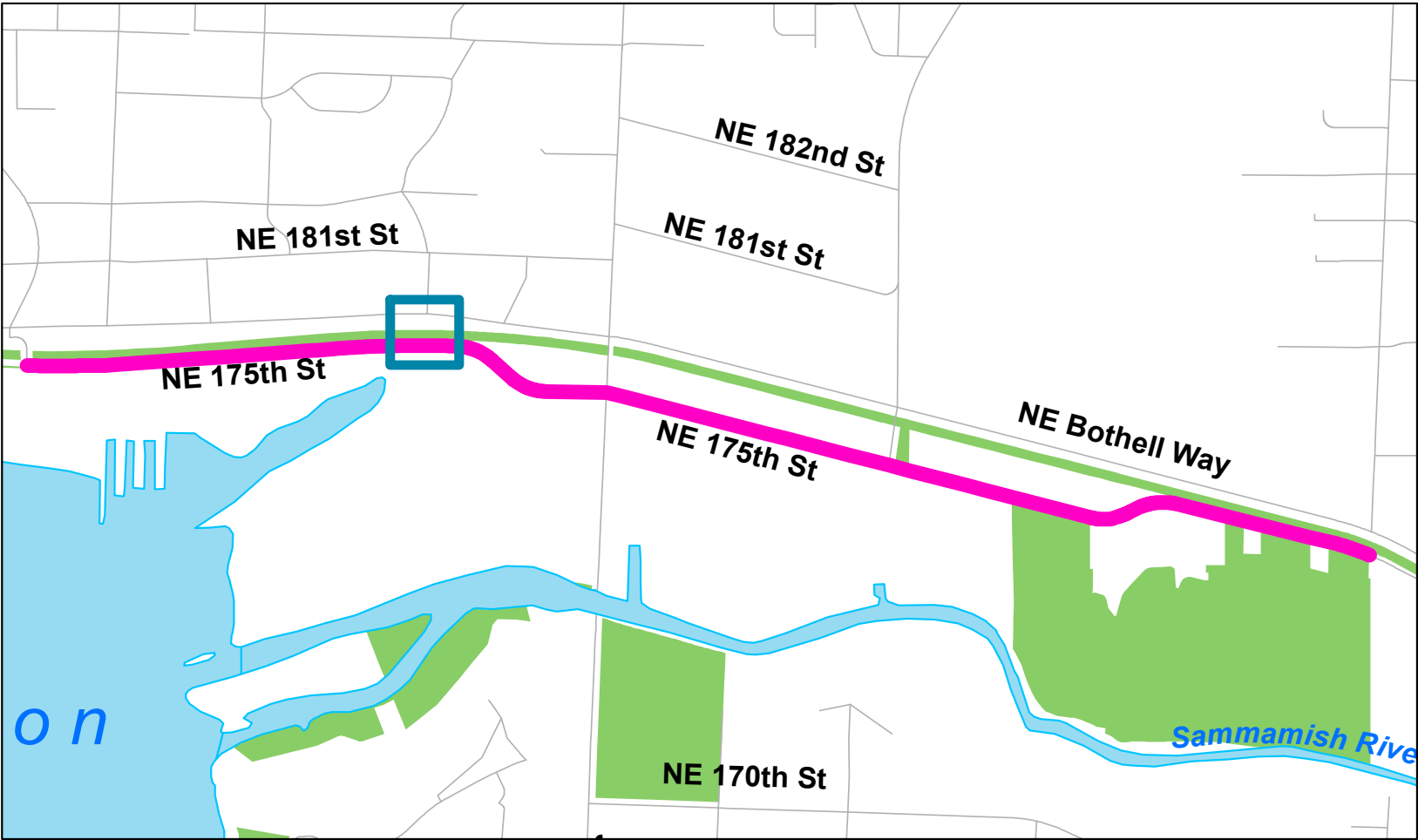
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 Horizontal Curves

0 0.125 0.25 0.5 0.75 Miles



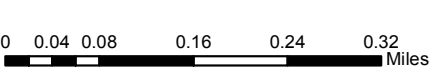
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Legend

- 68th Ave NE Intersection Improvement
- Trail & Roadway Mixing Zone Improvements

**Trail/Roadway Intersections
and Mixing Zones
Kenmore, WA**



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APPENDIX D

City of Kenmore Risk Mitigation Project Prioritization

Developed by the City of Kenmore Public Works

January 2018

Prioritized Roadway Safety Risk Mitigation Projects

Each proposed project in the LRSP was assigned a score based on

1. The risk factor focus area contributing score
2. The priority of a project within a risk factor focus area
3. An adjustment based on estimated cost, favoring lower cost projects

Project ID	Project Description	Factored Score
D02	Horizontal curve: NE 155th Street at 76th Place NE, 78th Avenue NE and 79th Avenue NE	2.09
A01	73rd Avenue NE Bike Lanes	2.00
D03	Horizontal curve: 73rd Avenue NE at NE 185th Street	1.99
E01	NE 170th Street (westbound) at 68th Avenue NE No Turn On Red Modifications	1.97
D04	Horizontal curve: NE 170th Street at 79th Place NE	1.89
F01	Residential Collector Calming	1.86
A02	80th Avenue NE Bike Lanes	1.80
D05	Horizontal curve: 61st Avenue NE at NE 181st Street	1.79
G01	65th Avenue NE Intersection Modifications	1.74
B01	75th Avenue NE Sidewalk	1.69
F02	80th Avenue NE Calming	1.69
B03	Enhancements at 75th Ave NE/NE 192nd St Crosswalk	1.60
B02	NE 192nd Street Sidewalk	1.55
F03	73rd Avenue NE Calming	1.52
C01	SR 522 Undercrossing and Downtown Improvements Study	1.49
D08	Horizontal curve: NE 170th Street at 75th Avenue NE	1.49
E02	68th Avenue NE (northbound) at State Route 522 Right Turn Lane	1.47
B04	Enhancements at 84th Ave NE/NE 145th St Crosswalk	1.46
J01	Upgrade Existing Sodium Fixtures	1.41
A03	84th Avenue NE Bike Lanes and Walkway	1.40
A04	61st Avenue NE at NE 193rd Street Right Turn Lane Removal and Wide Shoulder Extension	1.40
F04	Juanita Drive Calming	1.36
B05	New Crosswalk at Simonds Road and NE 151st Street	1.32
K01	Target Zero Pedestrian Safety Program	1.30
D10	Horizontal curve: 73rd Avenue NE at NE 204th Street	1.29
E03	Automated Traffic Signal Performance Measures (ATSPM) Upgrades (Phase 1)	1.27
F05	Trailer Mounted VMS Signs	1.19
J02	Add LED Fixtures (Existing Poles)	1.08
E05	In-House Modeling of Congested Intersections	1.06
B07	Shoulder Walkway Enhancements on NE 150th Street/NE 148th Street	1.03
F06	Upgrade Speed Feedbacks	1.02
B06	Arrowhead Drive Walkway Widening	0.97

Project ID	Project Description	Factored Score
G02	Alternatives Study for NE 175th Street Safety Improvements	0.94
H01	Mini Roundabout Program	0.91
A05	61st Avenue NE Shared Lanes	0.80
H02	Traffic Circle Program	0.78
H03	Signed Intersection Control Program	0.74
J03	Add LED Fixtures (Existing Poles)	0.74
E04	Automated Traffic Signal Performance Measures (ATSPM) Upgrades (Phase 2)	0.67
K02	Driver and Pedestrian Distraction Enforcement Program	0.67
K03	Motorcycle Safety Program	0.63



City Council Business Agenda Item City of Kenmore, WA

Attachment B – 68th Ave NE / NE 170th Signal Change

Since 2015, the City has received at least 10 citizen action requests asking to review the need for the current right turn restriction between 4pm and 7pm at NE 170th Street and Juanita Drive/68th Avenue NE. The issue was raised consistently during public meetings for the Neighborhood Transportation Plan program by citizens living south of the Sammamish River and also by the public during meetings for the West Sammamish River Bridge Project and the Juanita Drive NE Pedestrian and Bicycle Safety Project. Backups are significantly longer on NE 170th Street/Simonds Road than they are on Juanita Drive (south of the intersection) when this restriction is active. These backups typically extend beyond the 72nd Avenue NE intersection, as far as 75th Avenue NE and occasionally beyond 79th Place NE (almost 2/3 of a mile).

The objective of this proposed signal change is to reduce queue lengths on NE 170th Street through modification of the operation of the 68th Avenue NE/NE 170th Street signal. These changes may create some added queuing on Juanita Drive during the height of the PM peak period on weekdays. The changes are intended to have no impact to Inglewood Road.

History of Signal Operations

The implementation of this right turn restriction occurred several years ago in reaction to concerns about queue lengths on 68th Avenue NE northbound towards NE 175th Street. When right turns from NE 170th Street to 68th Avenue NE were not restricted, northbound queues would fill all available space north of the NE 170th Street intersection. The right turn restriction was put into place during the peak afternoon hours to address these concerns.

Current Signal Operations and Restrictions

At the intersection of 68th Avenue NE and NE 170th Street, the signal currently restricts right turns on red from NE 170th Street (westbound) to 68th Avenue NE (northbound) during the hours of 4pm-7pm on weekdays. During this timeframe, an electronic “blank-out” sign on the signal mast arm illuminates displaying this restriction to westbound drivers. Static signage mounted on the shoulder of NE 170th Street and on the pole of the signal for NE 170th Street reinforce this message. In addition to the restriction, the protected right turn arrow, which allows right turns from NE 170th Street during the phase when 68th Avenue NE (southbound) traffic has a protected left turn to NE 170th Street (eastbound) is turned off from 4pm-7pm on weekdays. See **Figure 1** for a graphic representation of this operation.

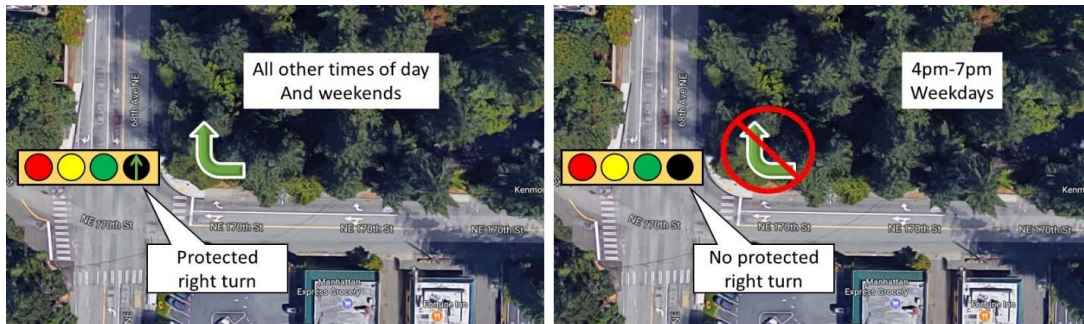


Figure 1 Existing Signal Operations

Monitoring of Existing Conditions

The City has been tracking congestion and queues on Juanita Drive, 68th Avenue NE and NE 170th Street through site visits during the PM peak, observation of daily Google Maps backup data and traffic video recording. Video recordings of queue lengths at the intersection were obtained in summer of 2015. These studies confirmed that queues on NE 170th Street were frequently at or beyond 72nd Avenue NE, while queues on 68th Avenue NE rarely reached within a few hundred feet of NE 170th Street, and Juanita Drive queues typically cleared the signal.

Google maps publicly available data was obtained in October of 2016. On the historical estimate maps, queue length on NE 170th Street, indicated by colored roadway segments, consistently exceeds that on Juanita Drive, see **Figure 2** for an example of these maps. Daily checks of the real-time traffic for a two-week period in October of 2016 matched with historical and observational data from site visits.

Site visits in October of 2017 confirmed that backups on NE 170th Street were consistently at or beyond 72nd Avenue NE, extending to 75th Avenue NE at the height of the PM peak period. Queues on 68th Avenue NE did not fill all the way to NE 170th Street, and frequently ended over 500' north of NE 170th Street. Juanita Drive traffic fully cleared the signal on nearly every signal cycle through the PM peak period. The majority of signal cycles saw less than three vehicles exiting Inglewood Golf Club onto 68th Avenue NE northbound.

These observations confirm that the congestion and queueing situation, and the imbalance between Juanita Drive and NE 170th Street congestion, at this intersection is fairly static over the last 2 years, despite significant increases in regional population over the study period.

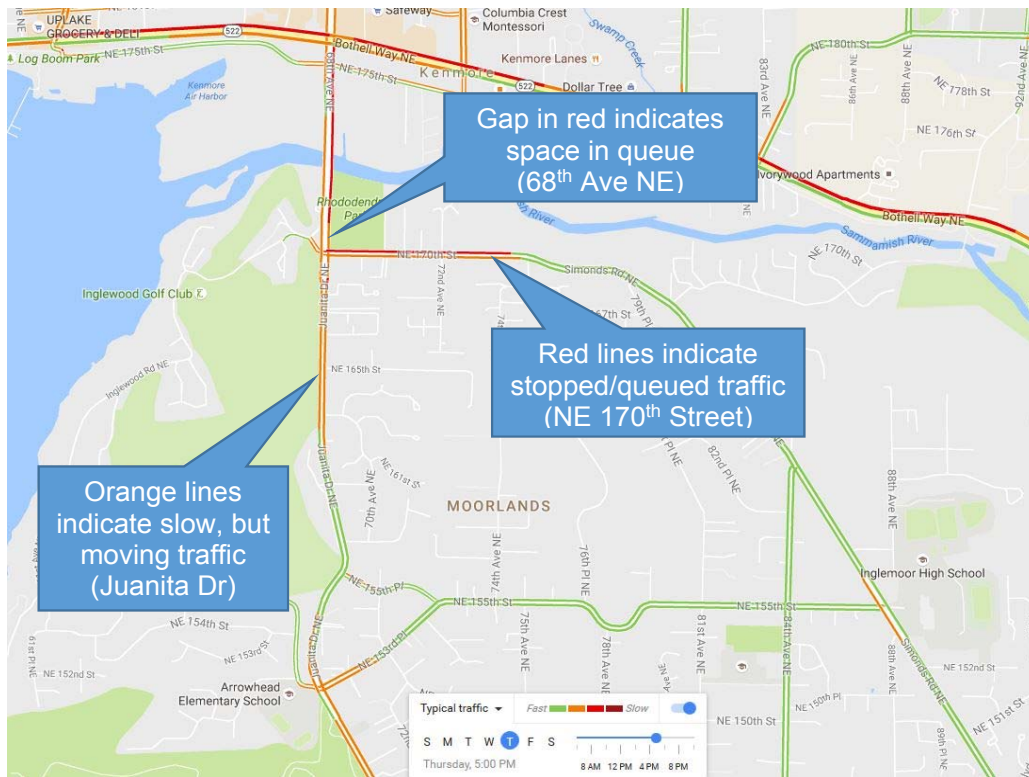


Figure 2 Typical Thursday Conditions at 5:00pm (Credit: Google Maps)

Proposed Signal Operation Changes

The City Traffic Engineer has worked with King County signals technicians to develop an “intelligent system” solution using existing equipment at the signal to make this right turn restriction more responsive to the problem it was originally installed to address.

The existing video detection system detects the presence of vehicles on 68th Avenue NE as it approaches the NE 170th Street intersection. This video detection system works by drawing a polygon on the screen and detecting when a vehicle occupies that polygon. The proposed modification would add a new detection polygon in the area of the queues on 68th Avenue NE, a few hundred feet north of the intersection with NE 170th Street. If a vehicle is detected occupying this polygon (at any time of day, indicating a long northbound queue), the system will send a signal to the controller for the no turn on red “blank out” sign, turning it on. **Figure 3** shows a “live feed” of this video detection camera pointed north at the NE 170th Street/68th Avenue NE signal.

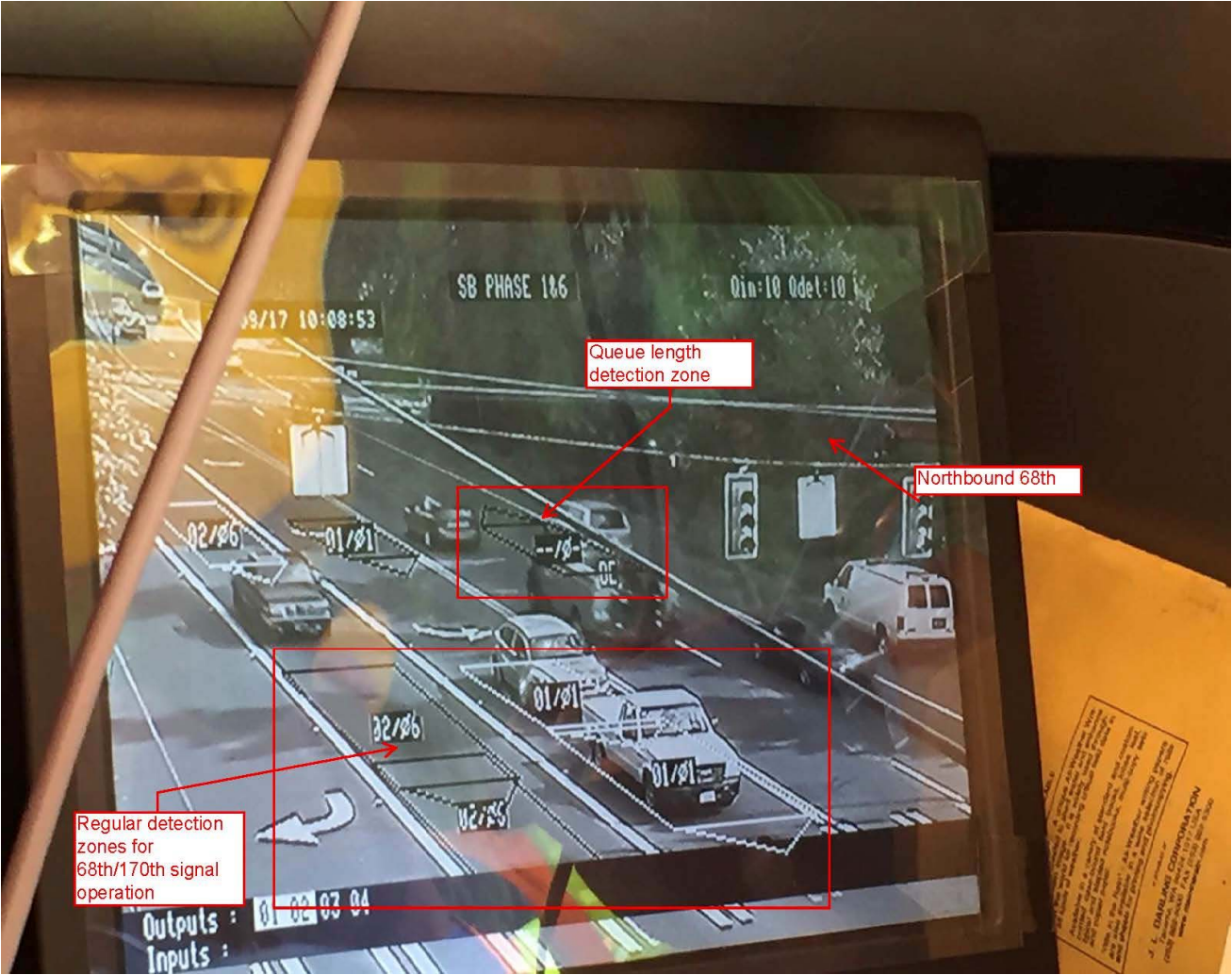


Figure 3 Video Detection Zone

Implementation

Following public outreach and public input, in accordance with the Public Works Department Public Involvement Matrix, staff will report back to the City Council on the results of the public feedback and seek direction on moving forward with any modifications prior to implementation. The City Traffic Engineer will work with King County signals technicians to implement the programming of the intelligent detection zone for 68th Avenue NE northbound queues. The detection zone would be tied to the existing electronic “blank out” no turn on red sign. No additional detection equipment or signal control equipment is needed to implement these changes. Existing static no turn on red signs would be covered during the pilot period for this change.

Monitoring and Adjustments

If implemented, the City would continue to monitor queue lengths at this intersection using site visits and Google Maps data. The existing baseline data can be used to compare the effects of the change on traffic queues. It is expected that there may be some additional queuing on Juanita Drive, but the queue lengths on NE 170th Street should be shorter. Inglewood Golf Course drivers should be able to exit during their signal phase without difficulty.

If conditions on these roads do not meet these expectations and queues of unacceptable length develop on Juanita Drive (and are not lessened on NE 170th Street), the signal operation can be changed back with minimal expense. The City will also monitor and consider citizen feedback following implementation. The signal can be reverted to the existing programming with a 4pm-7pm turn restriction, and signage can be uncovered.

If the changes do achieve the desired outcomes, the static signs will be removed no less than 8 weeks after implementation.



City Council Business Agenda Item City of Kenmore, WA

Attachment C – 68th Ave NE / SR 522 Right Turn Lane

The current lane configuration of northbound 68th Avenue NE at SR522 leads to a significant amount of lane changes and merges due to the lane configuration on 68th Avenue NE at NE 181st Street and the location of retail driveways. The existing through (northbound) only lane of 68th Avenue NE (south of SR522) is currently underutilized.

To address these concerns, a proposed lane assignment change would make the right-hand lane at 68th Avenue NE and SR 522 a right only turn lane, see **Figure 1**. This lane configuration would also allow for a protected right turn to eastbound SR 522, potentially reduce wait times for vehicles looking to head east at this intersection, and reduce the need for merges and lane changes between SR 522 and NE 181st Street.

Existing Conditions

The existing four-lane configuration for northbound 68th Avenue NE at SR 522 consists of two left turn lanes (to westbound SR 522) a straight lane and a straight/right turn lane, see **Figure 1**. At the intersection of 68th Avenue NE and NE 181st Street (north of the SR 522 intersection), the two-lane configuration consists of a left turn lane and a straight/right turn lane. Roadside signage and signs on the mast arm at SR 522 display this lane configuration information to drivers, and on-pavement arrows indicate the two left turn lanes at SR 522.

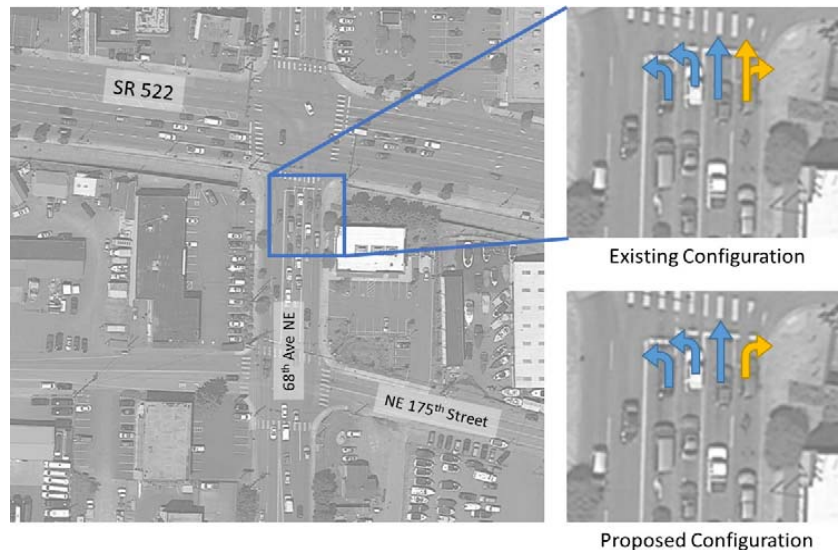


Figure 1 Proposed Lane Assignment Change

Field Observations

The City conducted multiple field observations of traffic volumes at the intersection during peak and non-peak hours. During peak hours, approximately 1/3 of northbound traffic on 68th Avenue NE turned right onto eastbound SR 522. At non-peak hours, this ratio rose to 1/2 of northbound traffic. Approximately 15% of all northbound traffic changed lanes in the block of 68th Avenue NE between SR 522 and NE 181st Street.

Proposed Modifications

The proposed modifications on 68th Avenue NE at SR 522 would convert the right lane to a right-only lane, keeping all northbound traffic in the one existing straight lane. This modification would be accompanied by signing and striping changes to convey the new lane configuration to drivers and additional signage to draw attention to the changed traffic pattern. On-pavement legends are recommended to supplement ground-mounted and mast-mounted signage.

The existing signal head would be replaced with one that has both green arrows (pointing right) for a 20+ second protected right turn phase (during east-west left turns for SR 522 traffic). This signal would also be capable of displaying a flashing yellow right arrow. This flashing yellow arrow would be tied to the pedestrian push-button for the north-south crosswalk of SR 522. If a pedestrian pushes the button and activates the crosswalk, right turning vehicles would see the flashing yellow arrow, instead of a green arrow, drawing attention to the need to yield to pedestrians.

Implementation

Following public outreach and public input, in accordance with the Public Works Department Public Involvement Matrix, staff will report back to the City Council on the results of the public feedback and seek direction on moving forward with any modifications prior to implementation. The City will work with WSDOT and King County crews to make these signal, signage and marking adjustments.

Monitoring Plan

With a single lane for northbound traffic at the intersection of 68th Avenue NE and SR 522, congestion may increase. The City of Kenmore has developed a plan to monitor congestion, including:

- Traffic volume will be monitored and compared with the current baseline.
- Traffic backups to 175th and beyond will continue to be monitored.
- The plan will be re-evaluated after 3 months.
- The proposed modifications are operational and can be revised with relatively little cost to address unexpected consequences or unfavorable congestion.



City Council Business Agenda Item City of Kenmore, WA

Attachment D – 73rd Avenue NE Bike Lane Project

73rd Avenue NE is an arterial in Kenmore, carrying traffic between SR 522 and Snohomish County. The roadway currently operates as a multi-modal connection, with vehicle lanes, continuous sidewalks south of NE 192nd Street, observed bicycle traffic (in vehicle lanes) and on-street parking. Several residences have driveways that directly access 73rd Avenue NE and there are cul-de-sacs and connecting streets along its full length. Kenmore Elementary school driveway connects to 73rd Avenue NE.

The roadway is designated, in the City's Comprehensive Plan Transportation Element Bicycle Priority Network (Comprehensive Plan, Figure 6-16) for future development with buffered bike lanes. The City is proposing buffered bike lanes without any changes to the existing roadway, curbs or sidewalks between NE 181st Street and NE 192nd Street.

The purpose of this project is to increase the availability of bicycle facilities, in accordance with the Comprehensive Plan, calm vehicle speeds through reduced lane width and increased "side friction" and address sight distance concerns from on-street parking on the west side of 73rd Avenue NE.

Existing Conditions

73rd Avenue NE has a curb to curb roadway width that varies between 40 feet and 44 feet within the project limits. **Figure 1** shows a typical existing section in the 44-foot width area.

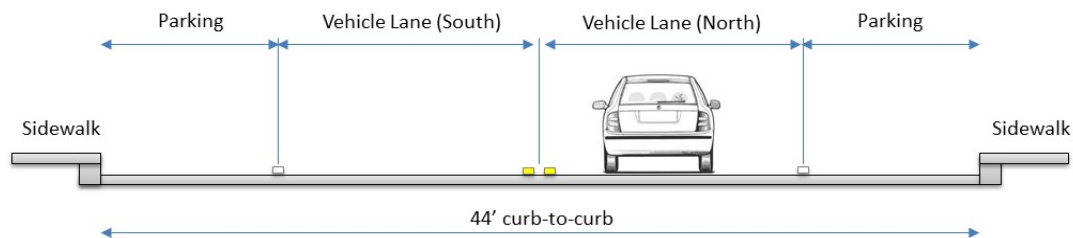


Figure 1 73rd Avenue NE – 44' Existing Section

On-street parking is available to the public along most of both shoulders of 73rd Avenue NE north of NE 185th Street. Between NE 185th Street and NE 181st Street, on-street parking on the west shoulder of 73rd Avenue NE is heavily restricted. Parking is available in this stretch on the east shoulder with less restrictions. All mailboxes for residents on 73rd Avenue NE are located on the east side of the road. Residents on the west side must cross 73rd Avenue NE to collect their mail.

Proposed Improvements

The proposed project would restripe 73rd Avenue NE between NE 181st Street and NE 192nd Street to provide bike lanes in both directions while restricting parking on the west side of the street. Existing marked crosswalks of 73rd Avenue NE would remain in place. No changes are proposed to the existing curbs, sidewalks or asphalt roadway. The proposed changes can be implemented within the existing roadway footprint.

The project changes (a typical section of which is shown in **Figure 2** and a plan view shown in **Figure 3**) consist of:

- Removal of the existing centerline and west fog line, replaced with new striping, shifting lanes to the west
- Narrowing of vehicle lanes to 10.5', matching City Roadway Standard minimums for arterial roadways, within the project limits
- Adding bike lanes in each direction within the project limits, including signage and on-street symbols
 - Bike lanes will be buffered north of NE 185th Street
 - Bike lanes and buffers provide additional separation between sidewalks (pedestrians) and vehicle travel lanes
- Eliminating on-street parking on the west side of 73rd Avenue NE within the project limits, but retaining on-street parking on the east side (between the bike lanes and the sidewalk)
 - East side on-street parking lane provides a refuge outside of moving traffic lanes for residents on 73rd Avenue NE to gather their mail
- Adding a left turn pocket for northbound traffic at NE 182nd Street
 - Address concerns with passing on the right

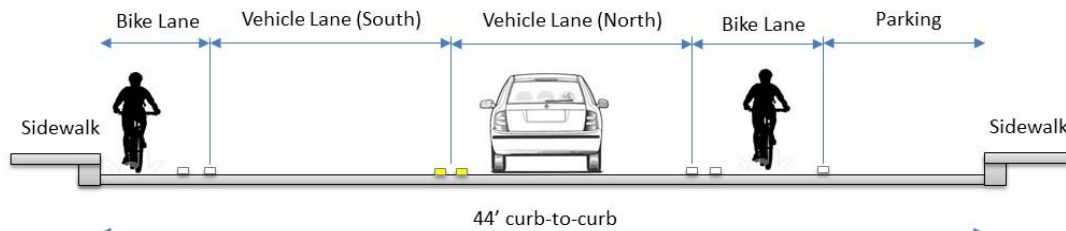


Figure 2 73rd Avenue NE – 44' Proposed Section

The proposed design for the intersection of 73rd Avenue NE with NE 192nd Street would use green paint and dashed lines to designate the location where the bike lane and right turn vehicle lane cross. This allows cyclists to continue north (sharing the lane of 73rd Avenue NE with vehicles north of the intersection) without crossing perpendicular to the path of right turning vehicles onto NE 192nd Street. **Figure 4** shows the current design of this intersection.

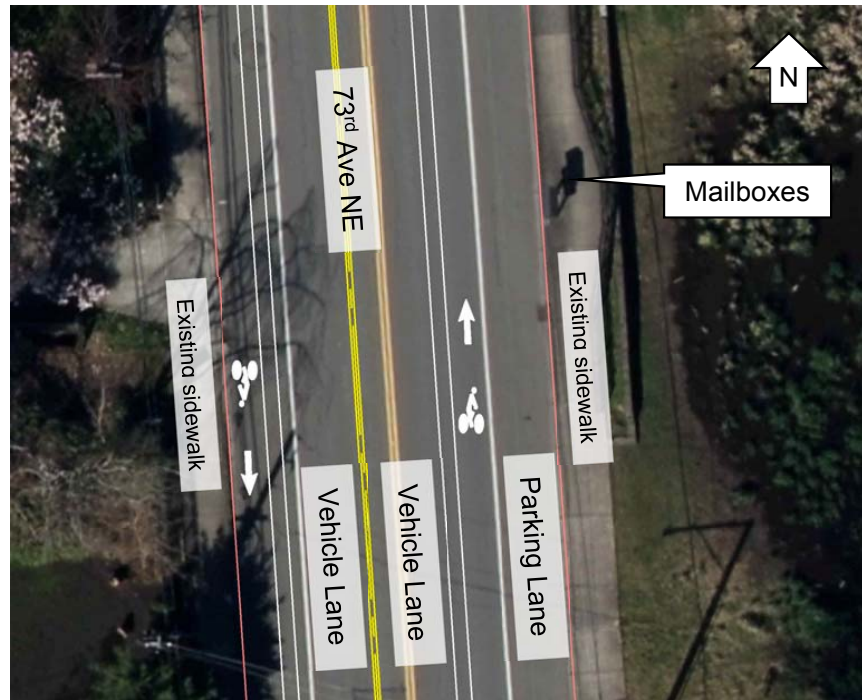


Figure 3 73rd Avenue NE Proposed Plan View

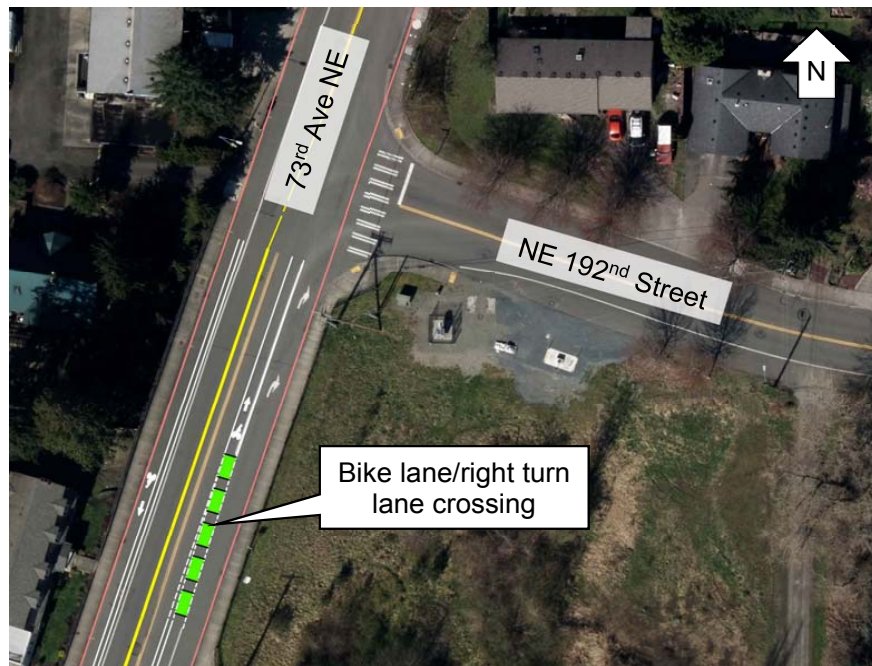


Figure 4 73rd Avenue NE – NE 192nd Street Intersection

Impact to On-Street Parking

There would be an impact to the available on-street parking with the proposed changes. South of NE 185th Street, citizens have expressed concerns with sight distance due to on-street parking near the intersections of NE 182nd Street and NE 185th Street. These concerns, as well as existing parking restrictions for driveways, contributed to the current design eliminating all on-street parking on the west side of 73rd Avenue NE.

This project, as currently proposed, would shift all on-street parking to the east side of 73rd Avenue NE. Some residents who currently park near or south of NE 185th Street may need to relocate their parking further north. North of NE 185th Street, on-street parking is sparsely used, based on field observations. The observed volume of overnight and daily on-street parking would fit within the retained parking on the east side of 73rd Avenue NE. There are existing sidewalks on the east side, and marked crosswalks at NE 192nd, NE 185th and NE 181st Streets for access to multi-family and residential areas on the west side of 73rd Avenue NE.

As currently proposed, the total loss of on-street parking on the west side of 73rd Avenue NE is estimated at **50-59 spaces** (1,267 linear feet of available on-street parking converted to bike lane). This figure is based on available parking as currently signed, and does not take into account sight distance at driveways. As currently proposed, 73 parking spaces would be retained on the east side of 73rd Avenue NE, taking into account sight distance restrictions at all driveways, mailboxes and hydrants.

Implementation

Following public outreach and input, in accordance with the Public Works Department Public Involvement Matrix, staff will report back to the City Council on the results of the public feedback, any modifications and seek Council direction on whether to move forward with the project. If the City Council directs staff to move forward with the project, the City will solicit bids from contractors for installation of the project. The City is currently working with King County Metro on potential grant funding that may be available to this project. The Metro Park and Ride, located adjacent to 73rd Avenue NE between NE 181st Street and SR 522, would see improved bicycle facilities directly accessing the park and ride if this project were completed. A decision on grant funding is expected in early 2018. The City will also be including this project in the application for system-wide improvements as part of WSDOT's City Safety Program.

Monitoring and Adjustments

Following implementation, the City will monitor vehicle speeds, on-street parking usage and availability, and bicycle volumes within the project limits. This data will be compared to baseline data that will be gathered prior to implementation. The city will also gather citizen feedback through existing public input tools.



City Council Business Agenda Item City of Kenmore, WA

Attachment E – 80th Avenue NE Bike Lane Project

80th Avenue NE is an arterial in Kenmore, carrying traffic between SR 522 and Snohomish County. The roadway currently has wide shoulders, observed bicycle traffic (in vehicle lanes and on the shoulders) and on-street parking, mostly south of NE 183rd Street. Few residences have driveways that directly access 80th Avenue NE, but there are a number of intersecting cul-de-sacs and multi-family developments. North of NE 192nd Street, several intersecting roads access larger residential developments.

In the City's Comprehensive Plan (Figure 6-16), 80th Avenue NE is included in the Bicycle Priority Network. The City is proposing buffered bike lanes without any changes to the existing asphalt roadway, curbs or sidewalks between SR 522 and NE 205th Street.

The purpose of this project is to increase the availability of bicycle facilities, in accordance with the Comprehensive Plan, calm vehicle speeds through reduced lane width and increased "side friction". 80th Avenue NE is also an important regional link between Bothell, through Kenmore, and provides an at-grade connection to the Burke-Gilman Trail.

Existing Conditions

80th Avenue NE has an edge to edge roadway width that varies within the project limits from 36 to 42 feet. Most of the roadway length is not curbed, but some areas, especially south of NE 183rd Street, have curbs and sidewalks. The sidewalks are not continuous. **Figure 1** shows a typical existing section.

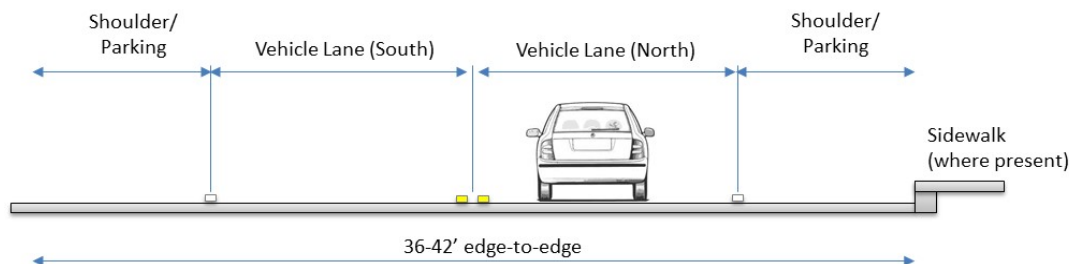


Figure 1 80th Avenue NE – Existing Section

On-street parking is available to the public along most of both shoulders of 80th Avenue NE. South of NE 183rd Street, there are marked designated parking spaces and some parking restrictions based on sight distance concerns at intersections and walkway availability at gaps in the sidewalk.

Proposed Improvements

The proposed project changes striping and signage on the shoulders of 80th Avenue NE, outside of the existing travel lanes. No changes are proposed to the existing curbs, sidewalks or roadway. The proposed changes can be implemented within the existing roadway footprint and right of way.

The project changes (a typical section of which is shown in **Figure 2** and a plan view shown in **Figure 3**) consist of:

- Narrowing of vehicle lanes to 10.5', matching City Roadway Standard minimums for arterials, with a second 4" white fog line, creating a buffer to the shoulders/bike lanes
- Designating bike lanes in each direction within the project limits, with signage and on-street symbols
 - Bike lanes will need to be shared lanes where sidewalks are not present
- Restricting on-street parking within the project limits

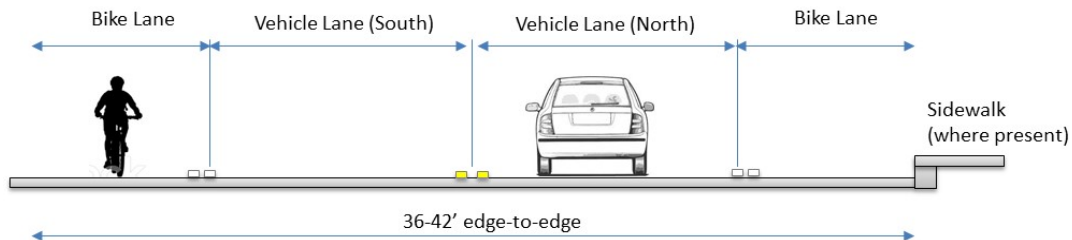


Figure 2 80th Avenue NE – Proposed Section

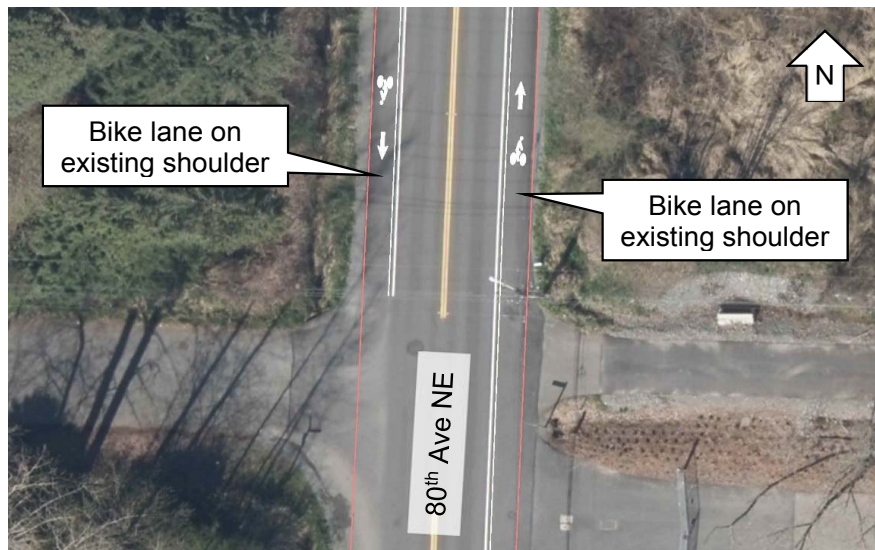


Figure 3 80th Avenue NE – Proposed Plan View

Impact to On-Street Parking

There would be an impact to the available on-street, on-pavement parking with the proposed changes. South of NE 190th Street, several citizens who either have driveways on 80th Avenue NE or live in the cul-de-sacs that intersect 80th Avenue NE have expressed concerns with sight distance due to on-street parking. There are existing signed parking restrictions on 80th Avenue NE, protecting sight distance, mailboxes and pedestrian walkways, in the area south of NE 184th Street. No on-street parking is allowed on 80th Avenue NE south of NE 179th Place. Based on field observations, the parking south of NE 184th Street is well used, with an average of 18 or more parked vehicles during several field observations. North of NE 184th Street, on-street, on-pavement parking on 80th Avenue NE is only sparsely used, with an average of 5 or less parked vehicles observed between NE 184th Street and NE 205th Street during several field observations. The lack of signed parking restrictions north of NE 184th Street, despite the shoulder being the only available pedestrian walkway in many locations, demonstrates the sparse use of this on-street, on-pavement parking.

This project, as currently proposed, would eliminate all on-street, on-pavement parking on 80th Avenue NE. The current paved shoulders are not wide enough to accommodate both full width (5 feet) bike lanes and on-street parking.

As proposed, the total loss of on-street, on-pavement parking is estimated at **346-383 spaces** (8,054 linear feet of available on-street, on-pavement parking converted to bike lane). The loss of parking in the more well-used area south of NE 184th Street is **21 spaces**. The loss of parking between NE 184th and NE 192nd Street is **101-114 spaces**. The loss of parking between NE 192nd Street and the Snohomish County border is **224-248 spaces**.

No on-street parking that is off the paved surface would be restricted as part of this project. This would be communicated to all residents along 80th Avenue NE prior to implementation of the project.

Implementation

Following public outreach and input, in accordance with the Public Works Department Public Involvement Matrix, staff will report back to the City Council on the results of the public feedback and seek direction on moving forward with any modifications prior to implementation. If the City Council directs staff to move forward with the project, the City will use a mixture of King County crews and small works roster contractors for completing this project. Competitive bids will be sought for portions of the installation that cannot be completed by King County. The City will also be including this project in the application for system-wide improvements as part of WSDOT's City Safety Program.

Monitoring

Following implementation, the City will monitor vehicle speeds and bicycle volumes within the project limits. This data will be compared to baseline data that will be gathered prior to implementation.



City Council Business Agenda Item
City of Kenmore, WA

Attachment F

Draft Public Works Public Involvement Matrix
Draft Public Works Project-Specific Public Involvement Matrix

DRAFT

City of Kenmore Project Manager Guidelines for Public Involvement Level of Service

Project Type		Communications Toolbox													
		Electronic			Print					Informational Signs			Temp Devices	In-Person	
		City Website	Council Weekly Update	E-Release	City Newsletters	Mailed Notifications	Door Hangers	Lobby Posting/Fact Sheet	Newspaper Article or Ad	A-frame Sign	Variable Message Signs (VMS)	Post Sign	Demonstration Devices / Temp Paint	Council Meetings	Open Houses
TRAFFIC	LEVEL 1						X ₂								
	LEVEL 2		X ₂				X ₂								
	LEVEL 3	X ₂	X ₂	X ₂				X _{1,2}			X ₂				
	LEVEL 4	X ₁	X ₂	X ₂	X ₂	X _{1,2}		X _{1,2}		X ₂				X ₁	
	LEVEL 5	X _{1,2}	X ₂	X ₂	X ₂	X _{1,2}	X _{1,2}	X _{1,2}		X _{1,2}			X ₁	X ₁	X ₁
CIP	LEVEL 1	X ₁	X ₂	X ₂			X ₂					X ₂		X ₁	
	LEVEL 2	X ₁	X ₂	X _{1,2}	X ₂	X _{1,2}						X ₂		X ₁	X ₁
	LEVEL 3	X _{1,2}	X _{1,2}	X _{1,2}	X ₂	X _{1,2}		X _{1,2}	X ₂		X ₂	X ₂		X _{1,2}	X _{1,2}
OPS	LEVEL 1						X ₂								
	LEVEL 2	X _{1,2}	X _{(1-SWM Only),2}	X _{1,2}	X _{1,2}	X _{1,2}					X ₂	X ₂		X _{1,2}	(SWM Only) X _{1,2}

LEGEND

- X - Recommended
- 1 - During Project Development / Design
 - 2 - In advance of Construction

OPERATIONS (STREETS, SWM OPS)

LEVEL 1: Infrastructure upgrades with localized neighborhood impacts (new CB's, re-grading ditches, etc.)

LEVEL 2: Asphalt overlays, slurry seals, crack sealing and other projects on arterials with larger public impacts

*Routine maintenance: N/A (cleaning CB's, cleaning ditches, tree trimming / mowing, etc.)

TRAFFIC

LEVEL 1: Advisory & guide signs, lighting, marking revisions with no operational change

LEVEL 2: Sign-based operational changes (new stop sign, spot eliminating of parking for sight lines, safety,etc)

LEVEL 3: Traffic & Pedestrian Signal Revisions

LEVEL 4: Infrastructure - no traffic change - sidewalk, bike lane, x-walk

LEVEL 5: Infrastructure - traffic change - humps, roundabouts, intersection change, re-purposing/eliminate parking

CIP (TRANSP, SWM)

LEVEL 1: 30 working days or less construction, minimal or no change in ROW function, local impacts only

LEVEL 2: Less than 1yr construction duration, some change in ROW function, local impacts only

LEVEL 3: Multi-year construction projects or projects with regional traffic impacts

DEFINITIONS/TERMS:

City Website: Project page under "Current Projects" (<http://www.kenmorewa.gov/CurrentProjects>) maintained monthly in coordination with administrative staff.

Council Weekly Update: Short narrative in weekly City Manager email to City Council (I:\AA weekly updates) when milestones are reached or when requested.

E-releases: E-releases include E-monthly newsletter, Email list serve, E-Press Releases, Social Media Outlets and CoK news & events page (www.kenmorewa.gov/newsandevents) in coordination with City Manager's administrative staff.

City Newsletter: Quarterly newsletter prepared by City Manager's administrative staff; articles to be provided upon request from City Manager.

Mailed Notifications: Letters, postcards or flyers mailed to residents not less than 1 week in advance of public meetings or construction starts. Typical notification boundaries are 1,000-foot radius of project limits, except Walkways & Waterways projects limits are citywide. Refer to purchasing policies for selecting printing companies.

Door Hangers: Door hangers delivered by project manager or designee to home owners. Typically used when utilities (communications, electric, gas, water, sewer) or driveway access to specific homes will be interrupted or installation is in adjacent right-of-way.

Lobby Posting / Fact Sheet: One-page takeaway sheet to convey project information made available to the public at the front counter.

Newspaper Article or Ad: Article or ad published in news outlet as requested by or in consultation with the City Manager (ex. Kenmore/Bothell Reporter) to get the word out regionally. Examples include upcoming construction starts.

A-frame Sign: Re-usable city owned signs placed in advance of smaller targeted neighborhood traffic revisions.

Variable Message Board (VMS) Signs: Rented VMS boards placed on site typically 1 week in advance of construction. Refer to purchasing policies for selecting rental companies (ex. AABCO Barricade).

Post Sign: Manufactured project signs placed on site typically 2-3 weeks in advance of construction. Refer to purchasing policies for selecting sign manufacturing companies.

Council Meeting Updates: Presentations to Council providing status updates in advance of public open house meetings or as needed for contract/budget authorization.

Council One-on-One Meetings: Project briefings with City Manager during one-on-one meetings with Council members. Generally used to convey more complex topics as a "first glance" prior to official Council briefings.

Open Houses: Public open house style meetings held at City Hall (or near the project site) to provide status updates / solicit public feedback at various stages of project development (typically 30%).

For larger projects, open house meetings can be held for the public to "meet the contractor" and the project's communications team, prior to construction.

DRAFT

City of Kenmore Project Communication Plan

Project Name:

Date:

Project Number: Project Manager: Reviewer Initials:		Communications Toolbox													
		Electronic			Print					Informational Signs			Temp Devices	In-Person	
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	LEVEL 2														
	LEVEL 3														
	LEVEL 4														
	LEVEL 5														
CIP	LEVEL 1														
	LEVEL 2														
	LEVEL 3														
OPS	LEVEL 1														
	LEVEL 2														

LEGEND

Y - To be Implement N - Not Necessary for this Project
1 - During Project Development / Design
2 - In advance of Construction

OPERATIONS (STREETS, SWM OPS)

LEVEL 1: Infrastructure upgrades with localized neighborhood impacts (new CB's, re-grading ditches, etc.)
LEVEL 2: Asphalt overlays, slurry seals, crack sealing and other projects on arterials with larger public impacts
*Routine maintenance: N/A (cleaning CB's, cleaning ditches, tree trimming / mowing, etc.)

TRAFFIC

LEVEL 1: Advisory & guide signs, lighting, marking revisions with no operational change
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LEVEL 5: Infrastructure - traffic change - humps, roundabouts, intersection change, re-purposing/eliminate parking)

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A-frame Sign: Re-usable city owned signs placed in advance of smaller targeted neighborhood traffic revisions.

Variable Message Board (VMS) Signs: Rented VMS boards placed on site typically 1 week in advance of construction. Refer to purchasing policies for selecting rental companies (ex. AABCO Barricade).

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Local Road Safety Plan

Brett Schock
Traffic Engineer
March 26, 2018



Presentation Outline

- Local Road Safety Plan Overview
- Highlighted projects for Council feedback
- Next steps

Local Road Safety Plan Overview



Local Road Safety Plans

- Data-based analysis of collision history
 - January 1, 2012 – December 31, 2016
- Develop a plan to address historical collisions
- Identify risk factors for future collisions

Collision Data

- 659 total collisions on Kenmore roads in 5-year period
 - Excludes SR 522
- 18 collisions (2.7%) resulted in a serious injury (14) or fatality (4)
 - 2 bicyclist fatalities, 2 pedestrian fatalities
- Data obtained from WSDOT, verified with local records

Collision Contributing Factors

- Priority Level One
 - Bicyclists
 - Pedestrians
 - Driver distraction



Collision Contributing Factors

- Priority Level Two
 - Head-on collisions
 - Fixed object collisions
 - Failure to yield
 - Exceeding safe speed
 - 35 mph roadways
 - Pedestrian distraction



Collision Contributing Factors

- Priority Level Three
 - Intersections
 - Street Lighting
 - Horizontal curves
 - Motorcycles



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Arterial roads without bicycle lanes



Countermeasure

- Implementation of bicycle lanes on arterial roads through restriping and repurposing of on-street parking

Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- School walk routes and intersections



Countermeasure

- Filling sidewalk gaps (approximately 200 feet and less) and widening shoulder walkways
- Crosswalk enhancements

Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Downtown core pedestrian areas and intersections

Countermeasure

- SR 522 crossing and downtown improvements study



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Horizontal curves on arterials and collector roads

Countermeasure

- Enhancement of markings, signage and lighting on arterial horizontal curves



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Intersections with peak period congestion

Countermeasure

- Signalized intersection modifications to reduce congestion and queuing



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Arterial and collector road vehicle speeds

Countermeasure

- Traffic calming and traffic data acquisition via speed feedback signs



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Trail/roadway intersections and mixing zones

Countermeasure

- Increased off-street bicycle parking and trail access



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Intersections on residential and residential collector roads

Countermeasure

- Intersection program incorporating signage, traffic circles and roundabouts



Risk Factor Focus Areas and Countermeasures

Risk Factor Focus

- Residential collector street lighting

Countermeasure

- Street lighting upgrades and additions



Target Zero

- Continue targeted enforcement programs
 - WTSC grant application
- Continue City-wide education and outreach



Local Road Safety Plans Program Goals

- 15% reduction in collisions resulting in serious injury or fatality
- 30% reduction in bicycle and pedestrian collisions
- 15% reduction in collisions citing driver distraction
- 10% reduction in collisions citing speed
- Overall reduction in head-on collisions

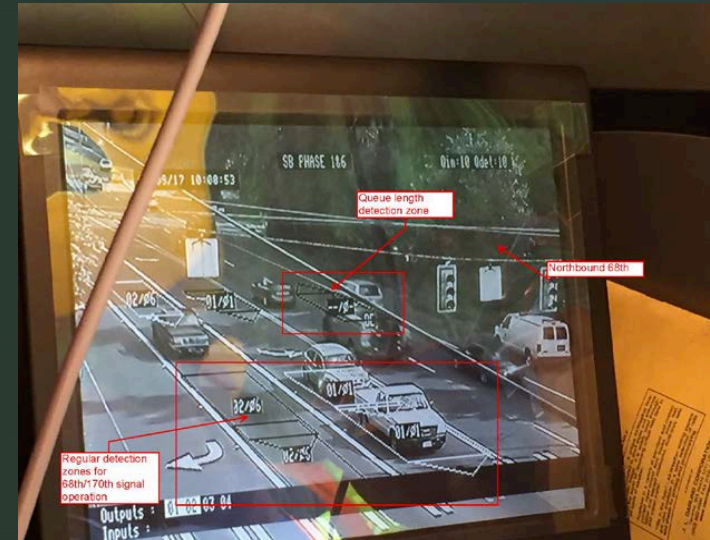


Highlighted Projects

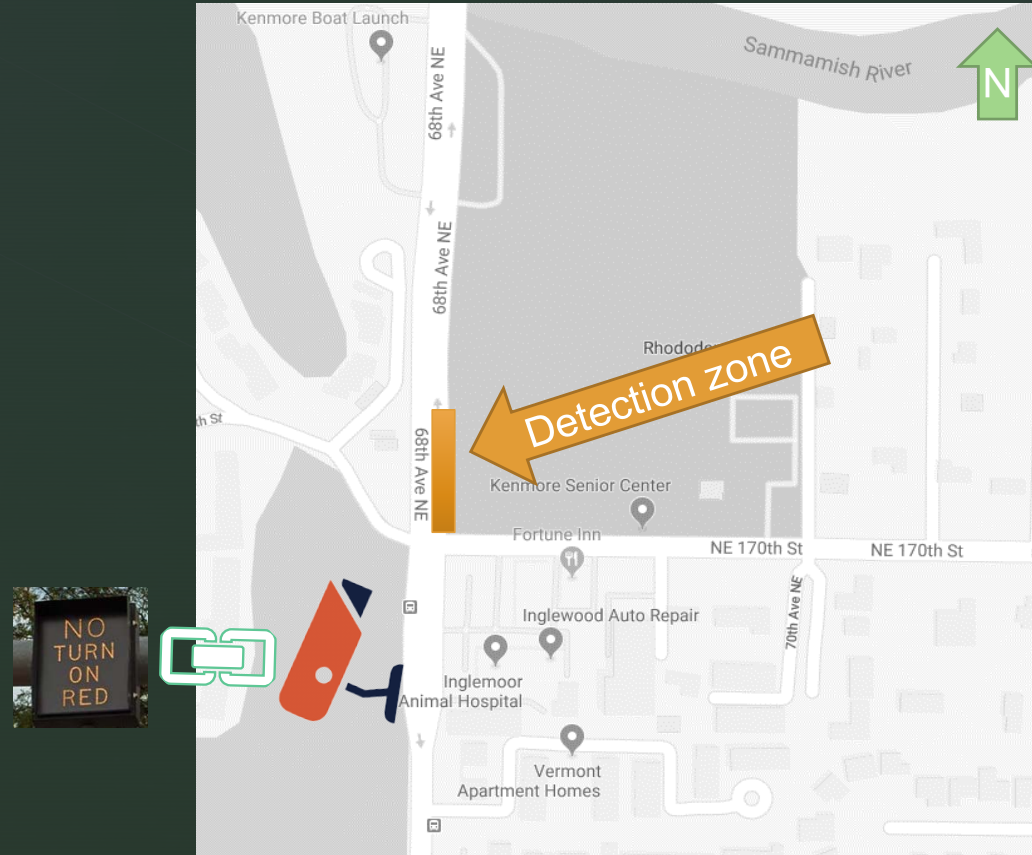


NE 170th Street at 68th Avenue NE No Turn On Red Modification

- Address congestion on NE 170th Street westbound from 4pm-7pm
 - Significant volume of public requests – CARs, NTPP
- “Intelligent” congestion detection using existing equipment



NE 170th Street at 68th Avenue NE No Turn On Red Modification



68th Avenue NE at SR 522 Right Turn Lane

- Address lane change conflicts northbound 68th Ave between SR 522 & NE 181st
- Allow more time for right turns to SR 522
 - Signalized and on red
- Change in lane assignment for the northbound right turn lane of 68th Avenue NE

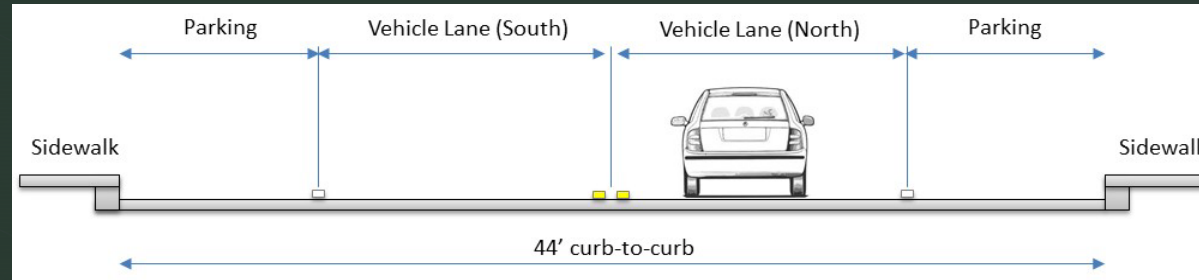


73rd Avenue NE Bike Lanes

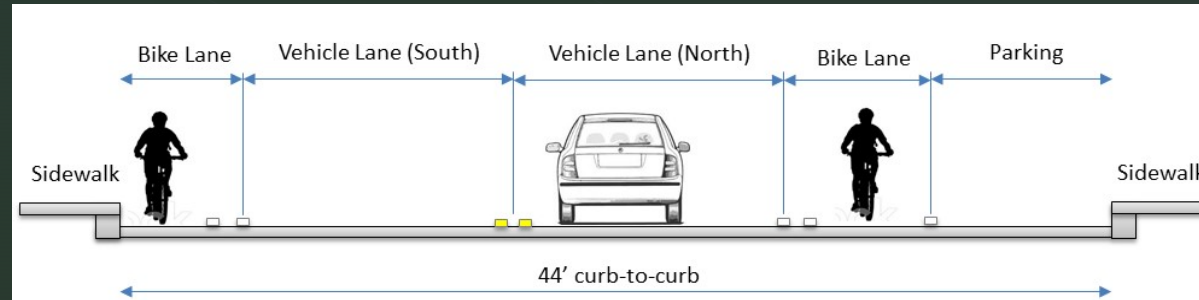
- Remove and replace striping to add bike lanes in both directions
- Requires removal of **50-59 parking spaces** on the west side of 73rd Avenue NE
 - Sight distance concerns at driveways and side streets on the west
- Intended to be low-cost, effective alternative to meet safety goals and 2015 Comprehensive Plan
 - No modifications to pavement width, curbs, etc.

73rd Avenue NE Bike Lanes

Existing section



Proposed section

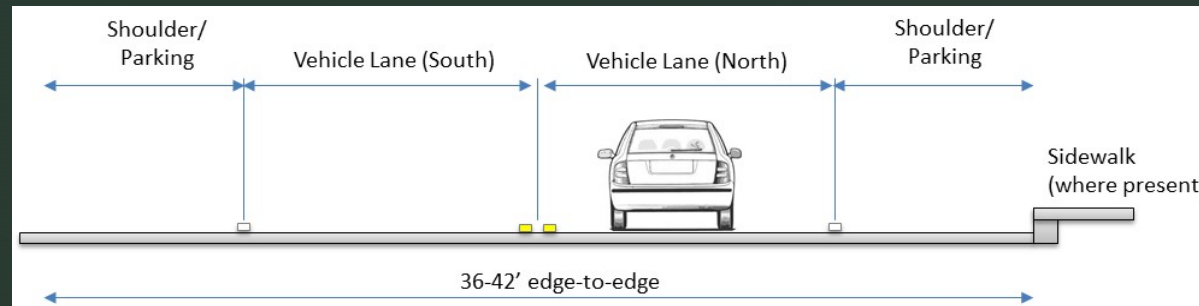


80th Avenue NE Bike Lanes

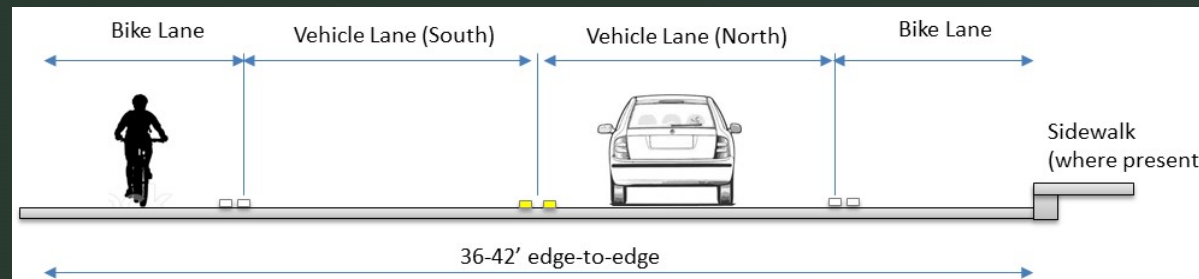
- Convert existing shoulders to bike lanes in both directions
- Requires removing **346-383 parking spaces** on 80th Avenue NE
 - Average occupancy 20-25 vehicles, mostly south of NE 183rd Street
- Intended to be low-cost, effective alternative to meet safety goals and 2015 Comprehensive Plan
 - No modifications to pavement width, curbs, etc.

80th Avenue NE Bike Lanes

Existing section



Proposed section



Public Works Public Involvement Matrix

DRAFT

City of Kenmore Project Manager Guidelines for Public Involvement Level of Service

Project Type		Communications Toolbox													
		Electronic			Print			Informational Signs			Temp Devices	In-Person			
		City Website	Council Weekly Update	E-Release	City Newsletters	Mailed Notifications	Door Hangers	Lobby Posting/Fact Sheet	Newspaper Article or Ad	A-frame Sign	Variable Message Signs (VMS)	Post Sign	Demonstration Devices / Temp Point	Council Meetings	Open Houses
TRAFFIC	LEVEL 1						X ₂								
	LEVEL 2		X ₂				X ₂								
	LEVEL 3	X ₂	X ₂	X ₂				X _{1,2}			X ₂				
	LEVEL 4	X ₁	X ₂	X ₂	X ₁	X _{1,2}		X _{1,2}		X ₁			X ₁		
	LEVEL 5	X _{1,2}	X ₂	X ₂	X ₂	X _{1,2}	X _{1,2}	X _{1,2}		X _{1,2}			X ₁	X ₁	X ₁
CIP	LEVEL 1	X ₁	X ₂	X ₂			X ₂					X ₂		X ₁	
	LEVEL 2	X ₁	X ₂	X _{1,2}	X ₂	X _{1,2}						X ₂		X ₁	X ₁
	LEVEL 3	X _{1,2}	X _{1,2}	X _{1,2}	X ₂	X _{1,2}		X _{1,2}	X ₂		X ₂	X ₂		X _{1,2}	X _{1,2}
OPS	LEVEL 1						X ₂								
	LEVEL 2	X _{1,2}	X ₁ (SWM Only)	X _{1,2}	X _{1,2}	X _{1,2}					X ₂	X ₂		X _{1,2}	(SWM Only) X _{1,2}

LEGEND

X - Recommended

1 - During Project Development / Design

2 - In advance of Construction

OPERATIONS (STREETS, SWM OPS)

LEVEL 1: Infrastructure upgrades with localized neighborhood impacts (new CB's, re-grading ditches, etc.)

LEVEL 2: Asphalt overlays, slurry seals, crack sealing and other projects on arterials with larger public impacts

*Routine maintenance: N/A (cleaning CB's, cleaning ditches, tree trimming / mowing, etc.)

TRAFFIC

LEVEL 1: Advisory & guide signs, lighting, marking revisions with no operational change

LEVEL 2: Sign-based operational changes (new stop sign, spot eliminating of parking for sight lines, safety, etc.)

LEVEL 3: Traffic & Pedestrian Signal Revisions

LEVEL 4: Infrastructure - no traffic change - sidewalk, bike lane, x-walk

LEVEL 5: Infrastructure - traffic change - humps, roundabouts, intersection change, re-purposing/eliminate parking

CIP (TRANSP, SWM)

LEVEL 1: 30 working days or less construction, minimal or no change in ROW function, local impacts only

LEVEL 2: Less than 1yr construction duration, some change in ROW function, local impacts only

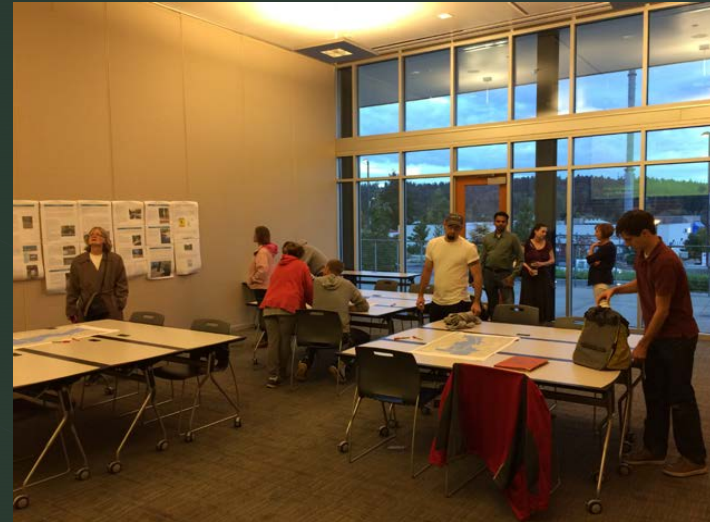
LEVEL 3: Multi-year construction projects or projects with regional traffic impacts

S:_Engineering Department__Cok Guidelines for Public Involvement DRAFT

(SEE REVERSE)

Next Steps Public Outreach

- Proposed open houses for all four projects
- Receive public input
 - Potential modifications while retaining project goals



Next Steps Return to Council

- Following open houses, all four projects will be presented to Council for final approval
 - Public feedback will be presented
- Implementation
 - May delay implementation of projects into future years based on funding levels and favorable contractor bid price expectations



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Municipal Code Amendments related to School Impact Fees.

Proposed Council Action/Motion:
Provide direction to staff on Municipal Code amendments related to school impact fees.

For Council Meeting Agenda of: March 26, 2018

Department: Community Development

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

Initial & Date

Approved by Department Head: DB 3/19/18

Approved by City Attorney:

Approved by Finance Director: ✓ JWG 3/14/18

Approved by City Manager: DB

Exhibits/Attachments:

1. Chapter 20.47, Kenmore Municipal Code
2. MRSC impact fee chart
3. Map of proposed new facilities
4. Draft interlocal from School District
5. Draft ordinance from School District

INFORMATION/BACKGROUND:

At the January 22, 2018 City Council meeting, Council directed staff to pursue Municipal Code amendments related to school impact fees. Staff anticipates that changes will be made to the existing Municipal Code Chapter addressing transportation and park impact fees (see Attachment 1). Before preparing an ordinance, however, staff requests direction on a number of questions that will affect the proposed amendments:

1. Is the amount of the proposed impact fee appropriate for Kenmore? The requested school impact fees based on the 2017 Northshore Capital Facilities Plan are:

Single-family: \$10,573

Multifamily: \$0

These fees include a 50% reduction from the calculated amount. The 50% reduction is included in the King County and Snohomish County codes, but appears to be an arbitrary amount. Attachment 2 is a chart provided by MRSC comparing school impact fees in other school districts.

The City's current transportation impact fee for single-family residences is \$9,600.04. Current park impact fees for single-family residences are \$2,642. Transportation and park impact fees also are assessed for multifamily development. The School District has stated that they are reevaluating the impact fee charge for multifamily development. Timing for this review is with the 2018 Capital Facilities Plan (CFP) update that commences this spring. The draft CFP will be available in April/May, with School Board adoption in the summer of 2018.

New construction to be funded by the requested school impact fees is located at the northeast corner of the district in Snohomish County (see Attachment 3). The Maltby school site is, in fact, outside of the urban growth area. Although Kenmore children will not attend the new facilities, use of impact fees for this new construction would, presumably, free up capital funds for more local improvements. Too, it is possible that in the future the school impact fee fund could be used for new construction or installation of relocatable facilities in Kenmore.

While the City cannot charge a school impact fee greater than that resulting from the impact fee calculation, the City does have the ability to lower the fee. The three jurisdictions in the Northshore School District that have adopted school impact fees have taken different approaches. King County adopted the requested 2016 fee of \$10,563. The City of Bothell has adopted a \$7,000 fee. Snohomish County adopted \$7,000 in 2016, but has approved an increase to \$10,563 that will take effect on April 1, 2018. According to Snohomish County staff, the

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initial reduced amount was to avoid the quick rise in fees (\$0 to \$10,563) that concerned a number of stakeholders. The City of Woodinville has not yet adopted school impact fees. The City of Kirkland, while technically within the District's boundaries, has no undeveloped residential land that sits within the District's boundaries and no school impact fees are proposed.

2. **Should the City take on the administrative task of receiving the fees?** King County and Snohomish County receive school impact fees directly from building permit applicants and then transfer those fees to the School District. City of Bothell has the School District collect the fees.

The 1998 Interlocal Agreement between Kenmore and the District required the District to collect fees directly from building permit applicants, providing a certificate to be used by the City before issuing permits. Although collecting fees at a single location at City Hall is helpful for applicants, it adds an administrative burden to the City, including the need to transfer funds to the School District on a regular (likely monthly) basis and maintain accounting records. The Finance Director does not believe these responsibilities would have a significant workload impact. Attachment 4 is the draft interlocal agreement provided by the School District that has the City collect the fees.

3. **Are the exemptions identified by the School District in their draft ordinance appropriate?** Kenmore's park and transportation impact fee rules exempt the following related to residential permits:
 - a. Alteration, expansion or replacement of an existing residential structure that does not add any dwelling units;
 - b. Demolition or moving of a structure;
 - c. Expansion or replacement of an existing single-family residential structure that maintains its single-family character;
 - d. Pursuant to RCW 82.02.060, the City may provide exemptions for low-income housing and other development activities with broad public purposes. The impact fee amounts waived in excess of 80 percent for low-income housing pursuant to RCW 82.02.060(3) will be paid for through the City's other funding sources;
 - e. Accessory dwelling units; provided, that impact fees would be assessed if at any time the accessory dwelling unit was converted to another land use or dwelling unit based on the fees in effect at the time of conversion.

The draft ordinance provided by the School District (see Attachment 5) includes related exemptions from school impact fees for the following:

- a. Shelters or dwelling units for temporary placement, which provide housing to persons on a temporary basis for not more than four weeks;
- b. Construction or remodeling of transitional housing facilities or dwelling units that provide housing to persons on a temporary basis for not more than twenty-four (24) months, in connection with job training, self-sufficiency training and human services counseling, the purpose of which is to help persons make the transition from homelessness to placement in permanent housing; and
- c. Any form of housing for the elderly, including nursing homes, retirement centers, and any type of housing units for persons age 55 and over, which have recorded covenants or recorded declaration of restrictions precluding school-aged children as residents in those units.
- d. Rebuilding of legally established dwelling unit(s) destroyed or damaged by fire, flood, explosion, act of God or other accident or catastrophe, or remodeling of existing legally established dwelling unit(s), provided that such rebuilding takes place within a period of one (1) year after destruction, and so long as no additional dwelling units are created.
- e. Condominium projects in which existing dwelling units are converted into condominium ownership and where no new dwelling units are created.

The Kenmore exemptions allow any amount of residential remodeling or reconstruction as long as the single-family character of the residence is maintained (a. and c.). The exemption recommended by the School District also takes this approach, but appears to apply only in the event of damage or destruction. Kenmore's exemptions also address house moving, low-income housing and other development activities with broad public purposes (for example, the incentive zoning along NE 175th Street), and accessory dwelling units. Staff recommends that the City's existing

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incentives be retained and that the District incentives “a” through “c” and “e” be added to the school impact fee exemptions for the City. The exemption for low-income housing must be approved by the School District.

4. **When should school impact fees go into effect?** Development Services staff have been advising applicants at the preapplication stage of development about the potential for school impact fees for nearly a year. This notice is put in writing in the preapplication comments. Still, applicants have expressed concern about the fees and their potential to affect the feasibility of a project—particularly for older plats and short plats that were approved several years ago, but for which no building permits have been submitted. Options for the Council to consider if immediate implementation is not preferred include:

- Delayed implementation of the ordinance. The effective date of the ordinance could be moved into the future, allowing applicants to submit complete building permits and vest before the fees go into effect. The Municipal Code presently includes the following impact fee exemption: “Any permit application that has been submitted to the City before closing time on the business day before the effective date of an amendment to this chapter and subsequently determined to be a complete application, based on the information on file as of the effective date of this amendment.”
- Gradual increase of the fees. This approach is similar to that taken by Snohomish County. The County started with a reduced fee and gradually is increasing it to the full \$10,563.
- Exemptions for previously approved zoning permits. Impact fees are assessed at the time of building permit issuance. This option would create an exemption for the construction of a single-family residence that is subject to an unexpired zoning permit approval (variance, reasonable use exception, shoreline permit, etc.). The exemption could be extended to also include those zoning permits for which a complete application has been filed prior to the effective date of the impact fee ordinance, as long as the zoning permit receives eventual approval. For legal reasons, the City Attorney recommends against an exemption for building permits on the basis of former plat or short plat approvals.

Any of these options would reduce the capital funds requested by the School District.

5. **Should townhomes be included in the definition of single-family for purposes of school impact fees?** Currently in the City's single-family zoning districts, townhomes are permitted on lots designed for townhouse units or approved through a conditional use permit. Townhomes are defined in the Zoning Code as multifamily development. If townhomes are not assessed impact fees, a side effect could be that developers would choose to develop townhomes rather than single-family residences in the City's single-family zoning districts.

The Snohomish County Code defines townhomes as single-family dwelling units and the Northshore CFP includes townhomes in their fee chart for that reason. If the City Council does not wish to incentivize townhome development in the single-family zoning districts, school impact fee amendments to Title 20 could make townhomes “single-family dwelling units” for purposes of assessing school impact fees. Staff recommends no changes to definitions in the Zoning Code.

FISCAL CONSIDERATION:

None at this time.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

- Comprehensive Plan Policy PS-4.1.2: “Coordinate and communicate with the appropriate school districts on issues of mutual interest including school facility location/expansion, impacts of new development, impacts of school facilities and activities on the community, parks and recreation programs, population and growth projections, and school involvement in the community.”

Chapter 20.47**TRANSPORTATION AND
PARK IMPACT FEES**

Sections:

Article I. General

- 20.47.010 Findings and authority.
- 20.47.020 Definitions.
- 20.47.030 Assessment of impact fees.
- 20.47.035 Temporary suspension of road impact fees relating to change of use.
- 20.47.040 Exemptions.
- 20.47.050 Credits.
- 20.47.060 Tax adjustments.
- 20.47.070 Appeals.
- 20.47.080 Establishment of impact fee accounts.
- 20.47.090 Refunds.
- 20.47.100 Use of funds.
- 20.47.110 Review.

Article II. Rates

- 20.47.120 Transportation impact fee.
- 20.47.130 Park impact fee.
- 20.47.140 Independent fee calculations.

Article III. Miscellaneous Provisions

- 20.47.150 Existing authority unimpaired.
- 20.47.155 Park space in lieu of impact fee.

Article I. General**20.47.010 Findings and authority.**

The city council of the City of Kenmore (the "council") hereby finds and determines that new growth and development, including but not limited to new *residential*, commercial, retail, office, and industrial development, in the City of Kenmore will create additional demand and need for *public facilities* in the City of Kenmore, and the council finds that new growth and development should pay a proportionate share of the cost of new facilities needed to serve the new growth and development. The City of Kenmore has conducted extensive studies documenting the procedures for measuring the impact of new developments on *public facilities*, has prepared the *rate study* and *parks study*, and hereby incorporates these studies into this chapter by reference. Therefore, pursuant to Chap-

ter 82.02 RCW, the council adopts this chapter to assess impact fees for transportation and parks. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the council in establishing the impact fee program. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.020 Definitions.

The following words and terms shall have the following meanings for the purposes of this chapter, unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW 82.02.090, or given their usual and customary meaning.

A. "Accessory dwelling unit" means a separate complete *dwelling unit* attached to or contained within the *structure* of the primary dwelling; or contained within a separate *structure* that is accessory to the primary *dwelling unit* on the premises.

B. "Building permit" means an official document or certification which is issued by the building official and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure.

C. "Capital facilities plan" means the capital facilities plan element of a comprehensive plan adopted by the City of Kenmore pursuant to Chapter 36.70A RCW, and such plan as amended.

D. "City manager" means the city manager or the city manager's designee.

E. "Council" means the city council of the City of Kenmore.

F. "Development activity" means any construction, expansion, or change in the use of a building or structure that creates additional demand and need for *public facilities*.

G. "Development approval" means any written authorization from the City of Kenmore which authorizes the commencement of a *development activity*.

H. "Dwelling unit" means one or more rooms designed for occupancy by a person or *family* for living and sleeping purposes, containing *kitchen facilities* and rooms with internal accessibility, for use solely by the dwelling's occupants. *Micro-housing dwelling units* may share *kitchen facilities* with other dwelling units in place of providing *kitchen facilities* within each unit.

I. "Encumbered" means to reserve, set aside, or otherwise earmark the impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for *public facilities*.

J. "Feepayer" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity or municipal corporation, commencing a land *development activity* which creates the demand for additional capital facilities, and which requires the issuance of a *building permit*. "Feepayer" includes an applicant for an impact fee credit.

K. "Gross floor area" means the total square footage of any building, structure, or use, including accessory uses.

L. "Hearing examiner" means the examiner who acts on behalf of the City in considering and applying land use regulatory codes as provided under this code. Where appropriate, "hearing examiner" also refers to the office of the hearing examiner.

M. "Impact fee" means a payment of money imposed by the City of Kenmore on *development activity* pursuant to this chapter as a condition of granting *development approval* in order to pay for the *public facilities* needed to serve new growth and development. "Impact fee" does not include a reasonable permit fee, an application fee, the administrative fee for collecting and handling impact fees, or the cost of reviewing independent fee calculations.

N. "Impact fee account" or "account" means the account(s) established for each type of public facility for which impact fees are collected. The accounts shall be established pursuant to KMC 20.47.080 and 20.47.090, and comply with the requirements of RCW 82.02.070.

O. "Independent fee calculation" means the transportation impact calculation, park impact calculation, and/or economic documentation prepared by a *feepayer* to support the assessment of an *impact fee* other than by the use of the rates listed in Article II of this chapter, or the calculations prepared by the *city manager* where none of the fee categories or fee amounts in Article II of this chapter accurately describe or capture the impacts of the new development.

P. "Interest" means the average interest rate earned in the last fiscal year by the City of Kenmore.

Q. "ITE Land Use Code" means the classification code number assigned to a type of land use by the Institute of Transportation Engineers in the version of "Trip Generation" adopted by the City.

R. "Low-income housing" means housing with a monthly housing expense that is no greater than

30 percent of 80 percent of the median family income adjusted for family size in King County, as determined by the United States Department of Housing and Urban Development (HUD). In the event that HUD no longer publishes median income figures for King County, the county may use or determine such other method as it may choose to determine the King County median income, adjusted for household size.

S. "Mobility unit" means one PM peak hour person trip end. Each person trip has two trip ends, one each at the origin and destination.

T. "Open space" means for the purposes of this chapter undeveloped public land that is permanently protected from development (except for the development of trails or other passive public access or use).

U. "Owner" means the owner of record of real property, or a person with an unrestricted written option to purchase property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.

V. "Parks" means parks, *open space*, and recreational facilities, including but not limited to ball fields, golf courses, athletic fields, soccer fields, swimming pools, tennis courts, volleyball courts, neighborhood parks, community parks, and *open space*.

W. "Parks study" means the "Rate Study for Impact Fees for Parks," City of Kenmore, dated May 15, 2001.

X. "Project improvements" means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project, and are not system improvements. No improvement or facility included in a *capital facilities plan* adopted by the *council* shall be considered a project improvement.

Y. "Public facilities" means the following capital facilities owned or operated by the City of Kenmore or other governmental entities: (1) public transportation facilities; and (2) publicly owned *parks*, *open space*, and recreation facilities.

Z. "Rate study" means the "Transportation Impact Fee Rate Study Update," prepared for the City of Kenmore by Fehr & Peers, dated December 2015.

AA. "Residential" or "residential development" means all types of construction intended for human habitation. This shall include, but is not limited to, single-family, duplex, triplex, and other multifamily development.

BB. "Square footage" means the square footage of the *gross floor area* of the development.

CC. "State" means the State of Washington.

DD. "System improvements" means *public facilities* that are included in the City of Kenmore's *capital facilities* plan and are designed to provide service to service areas within the community at large, in contrast to *project improvements*.

EE. "Transportation facility" means public easements or right-of-way that enables motor vehicles, transit vehicles, bicycles and/or pedestrians to travel between destinations.

FF. "Trip generation" means the number of *mobility units* generated by a *development activity*. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.030 Assessment of impact fees.

A. The City shall collect *impact fees*, based on the rates in Article II of this chapter, from any applicant seeking *development approval* from the City for any *development activity* within the City, where such *development activity* requires the issuance of a building permit.

B. For mixed use developments, *impact fees* shall be imposed for the proportionate share of each land use based on the applicable measurement in the *impact fee* rates set forth in Article II of this chapter.

C. *Impact fees* shall be calculated at the time the complete application for a building permit is submitted using the *impact fee* rates then in effect. Except as provided in subsection F of this section, *impact fees* shall be paid at the time the permit is issued by the City.

D. Applicants that have been awarded credits prior to the submittal of the complete *building permit* application pursuant to KMC 20.47.050 shall submit, along with the complete *building permit* application, a copy of the letter or certificate prepared by the *city manager* pursuant to KMC 20.47.050 setting forth the dollar amount of the credit awarded. Except as provided in subsection F of this section, *impact fees*, as determined after the application of appropriate credits, shall be collected from the *feepayer* at the time the *building permit* is issued.

E. Except as provided in subsection F of this section, the *city manager* shall not issue the required permit unless and until the *impact fees* set forth in Article II of this chapter have been paid in the amount that they exceed exemptions or credits provided pursuant to KMC 20.47.040 or 20.47.050.

F. An applicant for a building permit for a single-family detached or attached residence may request a deferral of the full *impact fee* payment, deferring collection of the *impact fee* payment until issuance of a certificate of occupancy or equivalent certification and subject to this subsection F. The certificate of occupancy or equivalent certification shall not be issued until the *impact fees* have been paid in full. The amount of *impact fees* that may be deferred must be determined by the fees in effect at the time the permit application is deemed complete. The term of an *impact fee* deferral under this subsection may not exceed 18 months from the date of *building permit* issuance. An applicant seeking a deferral under this subsection must grant and record a deferred *impact fee* lien against the property in favor of the City in the amount of the deferred *impact fee*. The deferred *impact fee* lien, which must include the legal description, tax account number, and address of the property, must also be:

1. In a form approved by the City;
2. Signed and notarized by all *owners* of the property, with all signatures acknowledged as required for a deed, and recorded in the county where the property is located;
3. Binding on all successors in title after the recordation; and
4. Junior and subordinate to any mortgage or deed of trust for the purpose of construction upon the same real property granted by the person who applied for the deferral of *impact fees*.

If the deferred *impact fees* are not paid in accordance with a deferral authorized by this subsection, and in accordance with the term provisions established in this subsection, the City may institute foreclosure proceedings in accordance with Chapter 61.12 RCW. Upon receipt of final payment of all deferred *impact fees* for a property, the City must execute a release of deferred *impact fee* lien for the property. The property *owner* at the time of the release, at his or her expense, is responsible for recording the lien release. The extinguishment of a deferred *impact fee* lien by the foreclosure of a lien having priority does not affect the obligation to pay the *impact fees* as a condition of final inspection, certificate of occupancy, or equivalent certification. Each applicant for a single-family *residential* construction permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals under this subsection for the first 20 single-family *residential* construction *building*

permits per City. A nonrefundable fee, as set forth in a fee resolution adopted by the city council, associated with implementing this subsection shall accompany the request. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.035 Temporary suspension of road impact fees relating to change of use.

Notwithstanding any other provision of this chapter, the City temporarily eliminates the collection of the road impact fee from any applicant seeking development approval from the City for any change of use in an existing building in the north subarea of the regional business zone; provided, that this section shall not apply to dwelling units; provided further, that this section shall not apply to projects that add to, increase or expand the gross floor area of an existing building; and provided further, that this section shall apply only to the use, renovation or remodeling of an existing building and shall not apply to redevelopment projects or other projects in which an existing building is replaced or substantially redeveloped. The term "existing building" in this section means a building that was constructed before July 1, 2015. This section shall apply to projects for which a complete development approval application is filed with the City on April 1, 2017, through December 31, 2019. This section shall automatically expire on December 31, 2019. [Ord. 17-0436 § 2.]

20.47.040 Exemptions.

A. Except as provided for below, the following shall be exempted from the payment of all *impact fees*:

1. Alteration, expansion or replacement of an existing *residential* structure that does not add any *dwelling units*;
2. Miscellaneous improvements that do not increase the impacts of the development on the City's public facilities, including, but not limited to, fences, walls, swimming pools, and signs;
3. Demolition or moving of a structure;
4. Expansion or replacement of an existing single-family residential structure that maintains its single-family character;
5. Replacement of a nonresidential structure with a new structure of the same size and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure. Replacement of a structure with a new structure of the same size shall be inter-

preted to include any structure for which the gross square footage of the building will not be increased by more than 100 square feet;

6. Any permit application that has been submitted to the City before closing time on the business day before the effective date of an amendment to this chapter and subsequently determined to be a complete application, based on the information on file as of the effective date of this amendment;

7. Pursuant to RCW 82.02.060, the City may provide exemptions for low-income housing and other development activities with broad public purposes. The impact fees amounts waived in excess of 80 percent for low-income housing pursuant to RCW 82.02.060(3) will be paid for through the City's other funding sources, as identified in the December 2015 Transportation Impact Fees rate study by Fehr & Peers;

8. *Accessory dwelling units*; provided, that *impact fees* would be assessed if at any time the *accessory dwelling unit* was converted to another land use or *dwelling unit* based on the fees in effect at the time of conversion. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.050 Credits.

A. A *feepayer* can request that a credit or credits for *impact fees* be awarded to him/her for the total value of dedicated land, improvements, or construction provided by the *feepayer*. Credits will be given only if the land, improvements, and/or the facility constructed are:

1. Included within the *capital facilities plan* and identified on the list of *impact fee* projects in the *rate study*; and

2. At suitable sites and constructed at acceptable quality as determined by the City.

B. The *city manager* shall determine if requests for credits meet the criteria in subsection A of this section.

C. For each request for a credit or credits the *city manager* shall select an appraiser or the *feepayer* may select an independent appraiser acceptable to the *city manager*.

D. The appraiser must possess an MAI or other equivalent certification and shall not have a fiduciary or personal interest in the property being appraised. A description of the appraiser's certification shall be included with the appraisal, and the appraiser shall certify that he or she does not have a fiduciary or personal interest in the property being appraised.

E. The appraiser shall be directed to determine the total value of the dedicated land, improvements, and/or construction provided by the *feepayer* on a case-by-case basis.

F. The *feepayer* shall pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the *city manager* may be providing to the *feepayer*, in the event that a credit is awarded.

G. After receiving the appraisal the *city manager* shall provide the *feepayer* with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, the legal description of the site donated where applicable, and the legal description or other adequate description of the project or development to which the credit may be applied. The *feepayer* must sign and date a duplicate copy of such letter or certificate indicating his or her agreement to the terms of the letter or certifi-

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icate, and return such signed document to the *city manager* before the *impact fee* credit will be awarded. The failure of the feepayer to sign, date, and return such document within 60 calendar days shall nullify the credit.

H. No credit shall be given for *project improvements*.

I. Any claim for credit must be made with the *impact fee* calculation submittal. The failure to timely file such a claim shall constitute a final bar to later request any such credit.

J. Determinations made by the *city manager* pursuant to this section shall be subject to the appeals procedures set forth in KMC 20.47.070. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.060 Tax adjustments.

Pursuant to and consistent with the requirements of RCW 82.02.060, the *rate study* and *parks study* have provided adjustments for future taxes to be paid by the new development which are earmarked or proratable to the same new *public facilities* which will serve the new development. The *impact fee* rates in Article II of this chapter have been reasonably adjusted for taxes and other revenue sources which are anticipated to be available to fund public improvements. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.070 Appeals.

A. Appeals of City decisions on transportation impact fees shall be conducted according to KMC 12.80.090.

B. Appeals of City decisions on park impact fees shall be conducted as follows:

1. Appeals may only be filed by the *feepayer* for the property where the *development activity* will occur.

2. The *feepayer* must first file a request for review by the city manager regarding the *impact fees* with the *city clerk*, as follows:

a. The request shall be in writing on the form provided by the City;

b. The request for review by the *city manager* shall be filed within 14 calendar days of the *feepayer's* payment of the *impact fees* at issue; the failure to timely file such a request shall constitute a final bar to later seek such review;

c. No administrative fee will be imposed for the request for review by the *city manager*; and

d. The *city manager* shall issue his or her determination in writing.

3. Determinations of the *city manager* under subsection (B)(2) of this section with respect to the applicability of the *impact fees* to a given *development activity*, the availability or value of a credit, or the *city manager's* decision concerning the *independent fee calculation* which is authorized in Article II of this chapter, or the fees imposed by the *city manager* pursuant to Article II of this chapter, or any other determination which the *city manager* is authorized to make pursuant to this chapter, can be appealed to the hearing examiner.

4. Appeals shall be taken within 14 calendar days of the *city manager's* issuance of a written determination by filing a notice of appeal specifying the grounds thereof, and depositing the necessary fee, which is set forth in the existing fee schedules for appeals of such decisions. The *city manager* shall transmit to the office of the hearing examiner all papers constituting the record for the determination, including, where appropriate, the *independent fee calculation*.

5. The hearing examiner shall fix a time for the hearing of the appeal, give notice to the parties in interest, and decide the same as provided in this code. At the hearing, any party may appear in person or by agent or attorney.

6. The hearing examiner is authorized to make findings of fact regarding the applicability of the *impact fees* to a given *development activity*, the availability or amount of the credit, or the accuracy or applicability of an *independent fee calculation*. The decision of the hearing examiner shall be final, except as provided in this section.

7. The hearing examiner may, so long as such action is in conformance with the provisions of this chapter, reverse or affirm, in whole or in part, or may modify the determinations of the *city manager*. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.080 Establishment of impact fee accounts.

A. *Impact fee* receipts shall be earmarked specifically and deposited in special *interest-bearing* accounts.

B. There are hereby established two separate *impact fee* accounts for the fees collected pursuant to this title: the transportation impact account and the *parks* impact account. Funds withdrawn from these accounts must be used in accordance with the provisions of KMC 20.47.100 and applicable *State* law. *Interest* earned on the fees shall be retained in each of the accounts and expended for the purposes for which the *impact fees* were collected.

C. On an annual basis, the *city manager* shall provide a report to the *council* on each of the two *impact fee* accounts showing the source and amount of all monies collected, earned, or received, and the public improvements that were financed in whole or in part by *impact fees*.

D. *Impact fees* shall be expended or *encumbered* within 10 years of receipt, unless the *council* identifies in written findings extraordinary and compelling reason or reasons for the City to hold the fees beyond the 10-year period. Under such circumstances, the *council* shall establish the period of time within which the *impact fees* shall be expended or *encumbered*. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.090 Refunds.

A. The current owner of the property for which an impact fee has been paid may receive a refund of such fees if the City fails to expend or encumber the impact fees within 10 years of when the fees were paid or such other period of time established by RCW 82.02.070(3) on public facilities intended to benefit the development activity for which the impact fees were paid. Refunds shall be subject to the provisions of RCW 82.02.080. The request for refund must be submitted to the city manager in writing. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.100 Use of funds.

A. Pursuant to this chapter, *impact fees* shall:

1. Be used for public improvements that will reasonably benefit the new development; and
2. Not be imposed to make up for deficiencies in *public facilities* serving existing developments; and
3. Not be used for maintenance or operation.

B. Transportation *impact fees* may be spent for public improvements, including, but not limited to, planning, land acquisition, right-of-way acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable *impact fees* or mitigation costs, and any other expenses which can be capitalized.

C. Park *impact fees* may be spent for public improvements, including, but not limited to, planning for *parks* that will reasonably benefit the new development, land acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing,

and administrative expenses, applicable *impact fees* or mitigation costs, and capital equipment pertaining to park facilities.

D. *Impact fees* may also be used to recoup public improvement costs previously incurred by the City to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.

E. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of public improvements for which *impact fees* may be expended, *impact fees* may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.110 Review.

The fee rates set forth in Article II of this chapter may be reviewed and adjusted by the *council* as it deems necessary and appropriate in conjunction with the annual update of the *capital facilities plan* element of the City's comprehensive plan. The *council* may determine the amount of the adjustment and revise the fee rates set forth in Article II of this chapter. Absent such affirmative *council* adjustment, the city manager may adjust transportation *impact fees* annually in accordance with a five-year rolling average of the Washington State Department of Transportation Construction Cost Index ("CCI"), coinciding with the *city council's* annual fee resolution. [Ord. 16-0420 § 7 (Exh. 5).]

Article II. Rates

20.47.120 Transportation impact fee.

The transportation *impact fee* rates shall be determined by the formula for calculating *impact fees* set forth in the *rate study*, which is incorporated herein by reference. Except as otherwise provided for *independent fee calculations* in KMC 20.47.140, exemptions in KMC 20.47.040, and credits in KMC 20.47.050, all new developments in the City will be charged the transportation *impact fee* applicable to the type of development, in an amount imposed by the city *council* by resolution. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.130 Park impact fee.

The park *impact fee* rates shall be determined by the formula for calculating *impact fees* set forth in the *parks study* and the Parks, Recreation, and

Open Space Plan, which are incorporated herein by reference. Except as otherwise provided for independent fee calculations in KMC 20.47.140, exemptions in KMC 20.47.040, and credits in KMC 20.47.050, all new *residential* developments in the City will be charged the park *impact fee* applicable to the type of *dwelling unit*, in an amount imposed by the *city council* by resolution. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.140 Independent fee calculations.

A. If, in the judgment of the *city manager*, none of the fee categories or fee amounts set forth in KMC 20.47.120 or 20.47.130 accurately describe or capture the impacts of a new development on transportation or *parks*, an *independent fee calculation* may be performed and the *city manager* may impose alternative fees on a specific development based on those calculations. The alternative fees and the calculations shall be set forth in writing and shall be mailed to the *feepayer*.

B. If a *feepayer* opts not to have the *impact fees* determined according to KMC 20.47.120 or 20.47.130, then the *feepayer* shall prepare and submit to the *city manager* an *independent fee calculation* for the *development activity* for which a *building permit* is sought. The documentation submitted shall show the basis upon which the *independent fee calculation* was made.

C. Any *feepayer* submitting an *independent fee calculation* will be required to pay the City a fee to cover the cost of reviewing the *independent fee calculation*, in the amount established by the *city council* by resolution, unless otherwise established by the *city manager*, and shall be paid by the *feepayer* prior to initiation of review.

D. There is a presumption that the calculations set forth in the *rate study* and *parks study* are valid. The *city manager* shall consider the documentation submitted by the *feepayer*, but is not required to accept such documentation or analysis which the *city manager* reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the *feepayer* to submit additional or different documentation for consideration. The *city manager* is authorized to adjust the *impact fees* on a case-by-case basis based on the *independent fee calculation*, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations shall be set forth in writing and shall be mailed to the *feepayer*.

E. Determinations made by the *city manager* pursuant to this section may be appealed as set forth in KMC 20.47.070. [Ord. 16-0420 § 7 (Exh. 5).]

Article III. Miscellaneous Provisions

20.47.150 Existing authority unimpaired.

Nothing in this chapter shall preclude the City from requiring the *feepayer* or the proponent of a *development activity* to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter 43.21C RCW, based on the environmental documents accompanying the underlying *development approval* process, and/or Chapter 58.17 RCW, governing plats and subdivisions; provided, that the exercise of this authority is consistent with the provisions of Chapters 43.21C and 82.02 RCW. [Ord. 16-0420 § 7 (Exh. 5).]

20.47.155 Park space in lieu of impact fee.

A. The payment of a *parks impact fee*, consistent with this chapter, shall be the preferred method of meeting park space requirements for all new development, except as provided in subsection B of this section.

B. At the discretion of the City, the *feepayer* may be able to receive credit towards their *impact fee* for land dedicated, improvements made or other construction completed for park purposes.

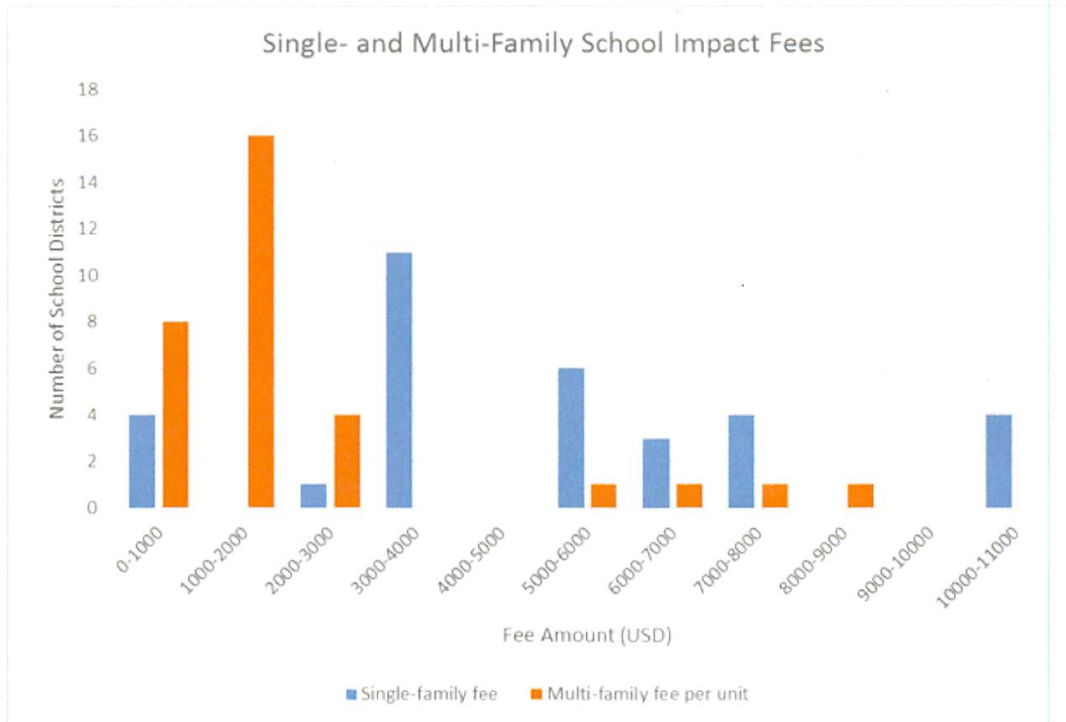
1. Such land improvements or construction completed shall be adjacent to other publicly owned land; or

2. Be within an area of the City designated within the City comprehensive plan as in need of park space; or

3. Would in some other way further the goals and objectives of the *capital facilities plan* or other City plans;

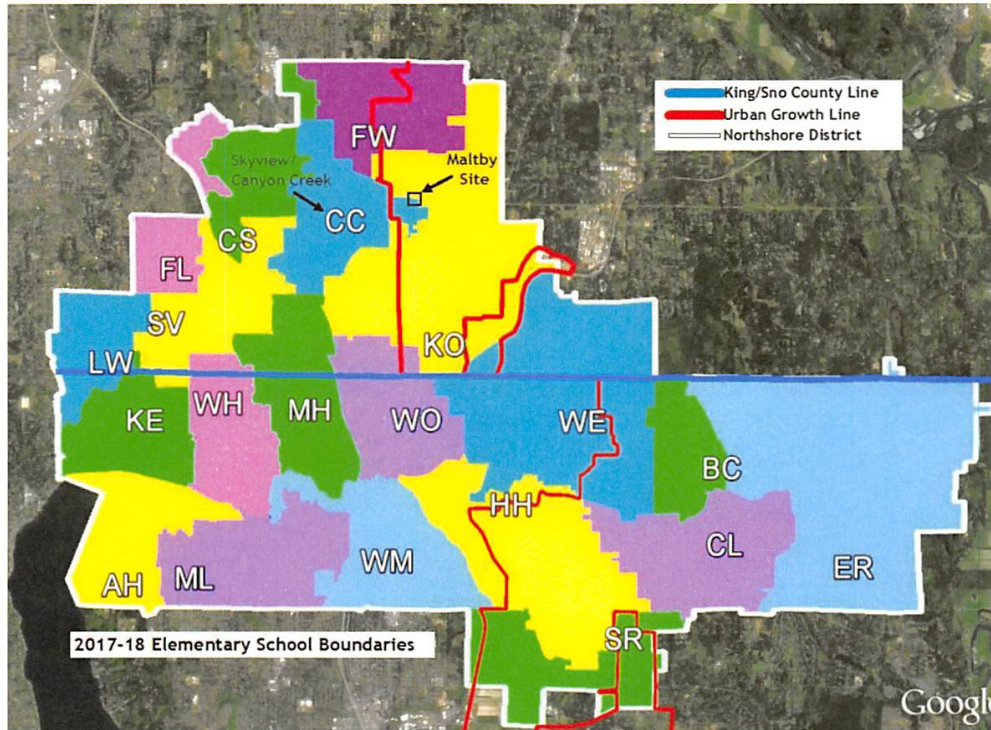
4. All such improvements shall be constructed at an acceptable quality as determined by the City. [Ord. 16-0420 § 7 (Exh. 5).]

Attachment 2



Source: MRSC 2018

**NORTHSHORE SCHOOL DISTRICT – MAP – NEW HOUSING DEVELOPMENT
TRACKING AND PROPOSED NEW CAPACITY LOCATIONS**



**INTERLOCAL AGREEMENT
BY AND BETWEEN
THE CITY OF KENMORE, WASHINGTON
AND
THE NORTSHORE SCHOOL DISTRICT**

THIS AGREEMENT is entered into this ____ day of _____, _____, by and between the City of Kenmore (hereinafter "City") and the Northshore School District (hereinafter "District").

WHEREAS, the Washington State Legislature passed the Growth Management Act, Chapter 36.70A RCW, and Chapter 82.02 RCW (hereinafter "Act"), which authorizes the imposition of impact fees on development activity as part of the financing for public facilities, which financing must provide for a balance between impact fees and other sources of public funds; and

WHEREAS, the Act permits the collection and expenditure of impact fees only for public facilities which are addressed by a capital facilities element of a comprehensive land use plan adopted under the Act; and

WHEREAS, the District has prepared a capital facilities plan, and authorization to collect and expend fees is contingent upon the City adopting the District's Capital Facilities Plan as part of the City's Comprehensive Plan, all as required by RCW 36.70A.070, and on the Plan's adherence with the statutory requirements of the Act; and

WHEREAS, the City has adopted Ordinance No. _____ (the "school impact fee ordinance"), which describes the features of the school impact fee program, and allows the District to receive and expend school impact fees in conformance with the Act; and

WHEREAS, the City and the District enter into this Interlocal Agreement pursuant to Chapter 39.34 RCW, for the purposes of setting forth the duties and responsibilities of the parties with regard to the school impact fee program;

NOW, THEREFORE, in consideration of the mutual promises herein, the parties agree as follows:

I. RESPONSIBILITIES OF THE DISTRICT

The District, by and through its officials, employees, agents, and representatives, agrees to:

A. On or before July 1st of each calendar year, submit to the City a six (6) year capital facilities plan or an update of the previously adopted plan together with an impact fee schedule which meets the requirements of the Act and the school impact fee ordinance.

- B. Establish and maintain impact fee accounts as required by RCW 82.02.070.
- C. Properly expend and account for impact fees as required in RCW 82.02.050(4) and 82.02.070(2).
- D. Prepare and submit to the City on or before July 1 of each calendar year a report showing the source and amount of all moneys collected, earned or received, and all system improvements that were financed in whole or in part by impact fees during the preceding calendar year, together with all information necessary to allow the City to meet all of the requirements of RCW 82.02.070(1).
- E. Encumber and expend impact fees as provided in RCW 82.02.070(3), and where the District has extraordinary and compelling reasons for noncompliance with this statute, the District shall identify such reasons in written findings to the City Council.
- F. On behalf of the City, notify property owners of refunds under RCW 82.02.080.
- I. Make timely payments of refunds due under RCW 82.02.080, together with any interest which may be due thereon.
- G. Review all covenants and declarations of restrictions for form, as these documents are required to maintain exemptions from payment of impact fees.
- H. Maintain all accounts and records necessary to ensure compliance with this Agreement, the school impact fee ordinance, and all other applicable law.

II. RESPONSIBILITIES OF THE CITY

The City, by and through its officers, officials, employees, agents and representatives, agrees to:

- A. Timely review and take action on the District's updated Capital Facilities Plan and revised impact fee schedule.
- B. Be responsible for the following aspects of the impact fee program:
 - 1. Determine, pursuant to the school impact fee ordinance, whether or not residential development activity in the City is exempt from payment of fees;
 - 2. Notify applicants of the requirement to pay school impact fees based on the schedule of fee schedule adopted by the City pursuant to the school impact fee ordinance;

3. Calculate the fee amount for any non-exempt residential development activity, based upon the schedule of fees adopted by the City pursuant to the school impact fee ordinance;
4. Require school certificates indicating payment of fees from the developer prior to approving or permitting residential development activity; and
5. Establish and maintain school impact fee accounts pursuant to RCW 82.02.070 so that impact fees can be transferred to the District on a monthly basis.

C. Amend, update, and maintain its Comprehensive Plan and development regulations and the school impact fee ordinance at all times in order to permit the District to continue collecting school impact fees.

D. When City applications for development activity have been submitted, enforce covenants or declaration of covenants and restrictions, where the same have been executed as a condition of exemption from school impact fees. When such applications have not been submitted, the City shall advise the District of any potential enforcement action, and the District shall determine whether to request that the City take enforcement action. If the District requests that the City take enforcement action, the District shall reimburse the City for the City's cost of enforcement.

E. Provide a consolidated appeal process by which an aggrieved party may appeal the impact fee or independent fee calculation.

III. AUDIT

A. The District's records and documents with respect to all matters covered by the school impact fee ordinance or this Agreement shall be subject to inspection, review or audit by the City or an appropriate state agency.

B. The District agrees to cooperate with any monitoring or evaluation activities conducted by the City that pertain to the subject of this Agreement. The District agrees to allow the City or appropriate state agencies and/or any of their authorized officers, employees, agents or representatives to have full access to and the right to examine, audit, and make excerpts or transcripts during normal business hours, all of the District's records with respect to all matters covered by the school impact fee ordinance or this Agreement. The City shall provide fifteen (15) days advance written notice of fiscal audits to be conducted.

IV. INDEMNIFICATION AND HOLD HARMLESS

A. The District shall, at its own cost and expense, protect, defend, indemnify, and hold harmless the City, its officers, employees, and agents, from any and all costs, claims, judgments or awards of damages, including attorney fees, arising out of or in any way resulting from the acts or omissions of the District, its officers, employees or agents, relating to the

District's implementation of the school impact fee program, performance of the duties set forth in Section I of this Agreement, or compliance with the terms of the school impact fee ordinance, as passed by the City Council of the City of Kenmore on the ____ day of _____, _____. By way of example, and not of limitation, the District shall protect, defend, indemnify, and hold harmless the City, its officers, employees, and agents, from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the District's (by its officers, employees, agents, or representatives) negligent acts or omissions, intentional acts or omissions; any liability arising from an audit of the District's impact fee account; or failure for any reason to comply with the terms of this Agreement, the terms of the school impact fee ordinance, or applicable law, all as may be amended from time to time.

B. The District further agrees that the District shall, at its own costs and expense, protect, defend, indemnify, and hold harmless the City, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages, including attorney fees, arising out of or in any way resulting from the District's failure to refund impact fees, or interest on such impact fees, including but not limited to a determination that impact fees from development activity that was not completed are not refundable because the funds were expended or encumbered by the District whether or not the District's determination was made in good faith; provided, however, that if the District offers to defend, the District shall not be liable for any of the City's attorney's fees or costs incurred after such offer to defend is made.

C. The District's duties to the City under this Section shall not be diminished or extinguished by the prior termination of this Agreement pursuant to Section V.

D. Except as provided in paragraphs A, B and C, the City shall, at its own cost and expense, protect, defend, indemnify and hold harmless the District, its officers, employees, or agents, from any and all costs, claims, judgments or awards of damages, including attorney fees, arising out of or in any way resulting from the acts or omissions of the City, its officers, employees or agents, relating to the City's implementation of the school impact fee program or performance of the duties set forth in Section II of this Agreement; provided, however, that if the City offers to defend, the City shall not be liable for any of the District's attorney's fees or costs incurred after such offer to defend is made; and provided further however, that the District shall promptly refund any fees as required by a final court order including payment of any pre- or post-judgment interest. The parties agree that the City shall bear no liability for any costs, claims, judgments or awards of damages, including attorney fees, arising out of or in any way arising out of information provided by the District and relied upon by the City in the adoption of a school impact fee ordinance or any subsequent revision to the fee schedule, and the City shall not be required to defend any appeal or challenge to the District's information, data, use of school impact fees, calculation of fees or decisions on reconsideration/appeal.

E. The City's duties to the District under this Section shall not be diminished or extinguished by prior termination of this Agreement pursuant to Section V.

V. TERMINATION

A. The District's authorization to receive and collect school impact fees under this Agreement may be terminated without cause by the City, in whole or in part, at any time, but only upon the repeal or invalidation of the school impact fee ordinance. All other obligations under this Agreement shall remain in effect until both of the following conditions shall have been satisfied:

1. The City or the District provides written notice that this Agreement is being terminated; and
2. The District no longer retains unexpended or unencumbered impact fees and interest earned thereon.

The obligations under Section IV, Indemnification, shall be continuing and shall not be diminished or extinguished by the termination of this Agreement.

B. The District shall, upon the repeal of the school impact fee ordinance and/or termination of this Agreement, either properly expend or refund any remaining unexpended or unencumbered impact fees together with interest earned thereon pursuant to Chapter 82.02 RCW.

C. Nothing herein shall limit, waiver or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligation, terms and conditions set forth in this Agreement are breached by the other party.

VI. MODIFICATION

No changes or modifications of this Agreement shall be valid or binding upon either party unless such changes or modifications are in writing and executed by both parties.

VII. INTEGRATION

This Agreement, together with the school impact fee ordinance, contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to bind either party.

VIII. SEVERABILITY

In the event that any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

IX. RIGHTS OF OTHER PARTIES

It is understood that this Agreement is solely for the benefit of the parties hereto and conveys no right to any other party.

X. DISPUTES

Jurisdiction of any dispute arising under this Agreement shall be in King County Superior Court, and the substantially prevailing party shall be entitled to recover its costs and reasonable attorney fees.

XI. GOVERNING LAW AND FILING

This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Washington. This Agreement shall be filed with the Secretary of the District's Board of Directors, the Clerk of the City of Kenmore, and the King County Recorder.

XII. ADMINISTRATION

A. The City's representative for purposes of administering this Agreement is the City Administrator or his/her designee.

B. The District's representative for purposes of administering this Agreement is the Superintendent or his/her designee.

XIII. WAIVER OF DEFAULT

Waiver of any default in the performance of this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date and year set forth below.

THE CITY OF KENMORE By _____ Its _____	NORTHSHORE SCHOOL DISTRICT By _____ Its _____
APPROVED AS TO FORM: OFFICE OF THE CITY ATTORNEY _____	APPROVED AS TO FORM: SCHOOL DISTRICT ATTORNEY _____
ATTEST/AUTHENTICATED: _____ City Clerk	

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument, on oath stated that (he/she) was authorized to execute the instrument and
acknowledged it as the _____ of the City of Kenmore to be the free and voluntary
act of such party for the uses and purposes mentioned in the instrument.

Dated: _____.

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My Commission expires _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument, on oath stated that (he/she) was authorized to execute the instrument and
acknowledged it as the _____ of the Northshore School District to be the free and
voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____.

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My Commission expires _____

Attachment 5

THE CITY OF KENMORE, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON RELATING TO SCHOOL IMPACT FEES; ESTABLISHING A FRAMEWORK FOR THE ADOPTION OF A SCHOOL IMPACT FEE PROGRAM BY THE CITY; REQUIRING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE CITY AND A PARTICIPATING SCHOOL DISTRICT; PROVIDING FOR THE ADOPTION OF THE PARTICIPATING DISTRICT'S CAPITAL FACILITIES PLAN AS AN ELEMENT OF THE CITY'S COMPREHENSIVE PLAN; AUTHORIZING THE IMPOSITION AND COLLECTION OF IMPACT FEES BY THE CITY ON BEHALF OF A PARTICIPATING SCHOOL DISTRICT ON NEW DEVELOPMENT IMPACTING SCHOOL FACILITIES; PROVIDING THE FORMULA FOR CALCULATION OF THE FEE AND FEE SCHEDULE; DESCRIBING THE PROCEDURES FOR CREDIT, APPEAL AND REFUNDS; ALL AS AUTHORIZED BY THE GROWTH MANAGEMENT ACT, RCW 82.02.050 THROUGH 82.02.100; AMENDING TITLE ____ OF THE KENMORE MUNICIPAL CODE BY ADDING A NEW CHAPTER ____; AND SETTING A DATE WHEN THE SAME SHALL BE EFFECTIVE.

WHEREAS, the City has authority to adopt impact fees to address the impact on school facilities caused by new development, pursuant to RCW 82.02.050 through 82.02.100; and

WHEREAS, the City's SEPA Responsible Official issued a determination of non-significance on _____, 20____, with a _____ 20____ comment deadline and _____ 20____ appeal period; and

WHEREAS, no comments or appeals have been submitted; and

WHEREAS, the City Planning Commission held a public hearing and recommended adoption of this Ordinance; and

WHEREAS, the City Council held a public hearing and considered this Ordinance during its regular City Council meeting of _____ 20____.

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

Section 1. Title. There is hereby added to Title ____ of the Kenmore Municipal Code, a new chapter ____, entitled "School Impact Fees," containing the provisions set forth in Sections 1 through 16 of this ordinance.

Section 2. Authority and Purpose.

A. This ordinance is enacted pursuant to the City's police powers, the Growth Management Act as codified in chapter 36.70A RCW, the impact fee statutes as codified in RCW 82.02.050 through 82.02.100, chapter 58.17 RCW relating to platting and subdivisions, and the State Environmental Policy Act (SEPA), chapter 43.21C RCW.

B. The purpose of this chapter is to:

1. Develop a program consistent with the City's Comprehensive Plan for joint public and private and financing of school facilities consistent with the District's capital facilities plan, as such public facilities are necessitated in whole or in part by residential development in the City;

2. Ensure adequate levels of service in school facilities;

3. Create a mechanism to charge and collect fees to ensure that all new development bears its proportionate share of the capital costs of school facilities reasonably related to new development, in order to ensure the availability of adequate school facilities at the time new development occurs;

4. Ensure fair collection and administration of such impact fees.

C. The provisions of this chapter shall be liberally construed to effectively carry out its purpose in the interest of the public health, safety and welfare.

Section 3. Definitions. For purposes of this ordinance, the following terms have the indicated meanings:

A. "Capacity" means the number of students the District's facilities can accommodate District-wide, based on the District's standard of service, as determined by the District.

B. "Capital Facilities Plan" means the District's facilities plan adopted by the school board consisting of:

1. A forecast of future needs for school facilities based on the District's enrollment projections;

2. An identification of additional demands placed on existing public facilities by new development;

3. The long-range construction and capital improvement projects of the District;

4. The schools under construction or expansion;

5. The proposed locations and capacities of expanded or new school facilities;

6. An inventory of existing school facilities, including permanent, transitional and relocatable facilities;

7. At least a six-year financing component, updated as necessary to maintain at least a six-year forecast period, for financing needed for school facilities within projected funding levels, and identifying sources of financing for such purposes, including bond issues authorized by the voters;

8. An identification of deficiencies in school facilities serving the student populations and the means by which existing deficiencies will be eliminated within a reasonable period of time; and
9. Any other long-range projects planned by the District.
- C. "City" means the City of Kenmore.
- D. "Classrooms" mean educational facilities of the District required to house students for its basic educational program. The classrooms are those facilities the District determines are necessary to best serve its student population. Specialized facilities as identified by the District, including but not limited to gymnasiums, cafeterias, libraries, administrative offices, and child care centers, shall not be counted as classrooms.
- E. "Construction Cost Per Student" means the estimated cost of construction of a permanent school facility in the District for the grade span of school to be provided, as a function of the District's design standard per grade span.
- F. "Design Standard" means the space required, by grade span and taking into account the requirements of students with special needs, which is needed in order to fulfill the educational goals of the District as identified in the District's capital facilities plan.
- G. "District" means a participating school district and shall specifically mean the Northshore School District No. 417.
- H. "Developer" means the person or entity that owns or holds purchase options or other development control over property for which development activity is proposed.
- I. "Development Activity" means any residential construction or expansion of a residential building, structure or use, any change in use of a residential building or structure, or any change in the use of residential land that creates additional demand for school facilities.
- J. "Dwelling Unit" means a dwelling unit as defined in Section ___ of the Kenmore Municipal Code.
- K. "Elderly" means a person aged 62 or older.
- L. "Encumbered" means impact fees identified by the District as being committed as part of the funding for a school facility for which the publicly funded share has been assured or building permits sought or construction contracts let.
- M. "Grade Span" means the categories into which the District groups its grade of students; i.e., elementary, middle or junior high school, and high school.
- N. "Impact Fee" means a payment of money imposed upon development as a condition of development approval to pay for school facilities needed to serve new growth and development, that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. "Impact Fee" does not include a reasonable permit or application fee.
- O. "Impact Fee Schedule" means the table of impact fees to be charged per unit of development, computed by the formula adopted under this ordinance, indicating the standard fee amount per dwelling unit that shall be paid as a condition of residential development within the City.
- P. "Interlocal Agreement" means the agreement between the District and the City, governing the operation of the school impact fee program and describing the relationship, duties and liabilities of the parties.
- Q. "Permanent Facilities" means facilities of the District with a fixed foundation which are not relocatable facilities.

R. "Relocatable Facilities" means any factory-built structure, transportable in one or more sections that is designed to be used as an education space and is needed to prevent the overbuilding of school facilities, to meet the needs of service areas within the District or to cover the gap between the time that families move into new residential developments and the date that construction is completed on permanent school facilities.

S. "Relocatable Facilities Cost Per Student" means the estimated cost of purchasing and siting a relocatable facility in the District for the grade span of school to be provided, as a function of the District's design standard per grade span.

T. "Site Cost Per Student" means the estimated cost of a site in the District for the grade span of school to be provided, as a function of the District's design standard per grade span.

U. "Standard of Service" means the standard adopted by the District which identifies the program year, the class size by grade span and taking into account the requirements of students with special needs, the number of classrooms, the types of facilities the District believes will best serve its student population, and other factors as identified by the District. The District's standard of service shall not be adjusted for any portion of the classrooms housed in relocatable facilities which are used as transitional facilities or any other specialized facilities housed in relocatable facilities.

V. "Student Factor" means the number derived by the District to describe how many students of each grade span are expected to be generated by a dwelling unit. Student factors shall be based on District records of average actual student generated rates for new developments constructed over a period of not more than five (5) years prior to the date of the fee calculation; provided that, if such information is not available in the District, data from adjacent districts, or districts with similar demographics or county wide averages may be used. Student factors must be updated on an annual basis, and separately determined for single family and multi-family dwelling units and for grade spans.

W. "Transitional Facilities" means those school facilities that are being used pending the construction of permanent facilities, provided that the necessary financial commitments are in place to construct the permanent facilities.

Section 4. Interlocal Agreement Between the City and District. As a condition of the City's authorization and adoption of a school impact fee ordinance, the City and District shall enter into an interlocal agreement governing the operation of the school impact fee program, and describing the relationship and liabilities of the parties thereunder.

Section 5. Submission of District Capital Facilities Plan and Data.

A. On an annual basis, the District shall submit to the City a new or updated capital facilities plan (as defined in Section 3 herein) as adopted by the school board, which includes at least the following:

1. The District's enrollment projections over the next six (6) years, its current enrollment and the District's enrollment projections and actual enrollment from the previous year;
2. The District's standard of service;
3. The District's overall capacity over the next six (6) years, which shall take into account the available capacity from school facilities planned by the District but not

yet built and be a function of the District's standard of service as measured by the number of students which can be housed in District facilities; and

4. An inventory of the District's existing facilities.

B. To the extent that the District's standard of service identifies a deficiency in its existing facilities, the District's capital facilities plan must identify the sources of funding other than impact fees for building or acquiring the necessary facilities to serve the existing student population in order to eliminate the deficiencies within a reasonable period of time.

C. Facilities to meet future demand shall be designed to meet the adopted standard of service. If sufficient funding is not projected to be available to fully fund a capital facilities plan which meets the adopted standard of service, the District's capital facilities plan should document the reason for the funding gap, and identify all sources of funding that the District plans to use to meet the adopted standard of service.

D. The District shall also submit an annual report to the City Council showing the capital improvements which were financed in whole or in part by the impact fees.

E. In its development of the Financing Plan Component of the Capital Facilities Plan, the District shall plan on a six-year horizon and shall demonstrate its best efforts by taking the following steps:

1. Establish a six-year financing plan, and propose the necessary bond issues and levies required by and consistent with that plan and as approved by the school board; and

2. Apply to the state for funding, and comply with the state requirements for eligibility to the best of the District's ability.

Section 6. Annual Council Review. On at least an annual basis, the City Council shall review the information submitted by the District pursuant to Section 5(A) herein. The review shall occur in conjunction with any update of the capital facilities plan element of the City's Comprehensive Plan. The City Council may also at this time determine if an adjustment to the amount of the impact fees is necessary.

Section 7. Impact Fee Program Elements.

A. The City shall impose impact fees on every development activity in the City for which a fee schedule has been established.

B. Any impact fee imposed shall be reasonably related to the impact caused by the development and shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development.

C. The impact fee shall be based on the capital facilities plan developed by the District and approved by the school board, and adopted by reference by the City as part of the capital facilities element of the City's comprehensive plan for the purpose of establishing the fee program.

Section 8. Fee Calculations.

- A. The fee shall be calculated based on the formula set out in Attachment A.
- B. Separate fees shall be calculated for single family and multi-family types of dwelling units, and separate student generation rates must be determined by the District for each type of dwelling unit. For the purpose of this ordinance, mobile homes shall be treated as single family dwellings and duplexes shall be treated as multi-family dwellings.
- C. The fee shall be calculated on a District-wide basis using the appropriate factors and data to be supplied by the District, as indicated in Attachment A. The fee calculations shall be made on a District-wide basis to assure maximum utilization of all school facilities in the District which meet District standards for instructional purposes.
- D. The formula in Attachment A provides a credit for the anticipated tax contributions that would be made by the development based on historical levels of voter support for bond issues in the District.
- E. The formula also provides for a credit for school facilities or sites actually provided by a developer which the District finds acceptable.

Section 9. Fee Collection. At the time of application for a development activity at the City, the school impact fee shall be imposed based on the impact fee schedule. The impact fee shall be collected by the City on behalf of the District, and maintained in separate accounts for transmittal to the District on a monthly basis. The City may also impose an application fee to cover the City's reasonable costs of administration of the impact fee program.

Section 10. Assessment of Impact Fees.

- A. The City shall collect impact fees from any applicant seeking a building permit from the City, using the impact fee schedules in effect on the date of application.
- B. Except as may be due to exemptions or credits provided pursuant to Section 12 of this chapter, or pursuant to an independent fee calculation accepted by the City pursuant to Section 13 of this chapter, the City shall not issue a building permit(s) unless and until the impact fees set forth in the schedules in this chapter have been paid.

Section 11. Collection of Impact Fees.

- A. Except as provided in subsection B of this section, the impact fee imposed under this chapter shall be due and payable at the time of issuance of a building permit.
- B. Impact fee payments may be deferred for single-family detached and attached residential construction until the City conducts a final building inspection as authorized by RCW 82.02.050(3). In order to defer the payment of impact fees as required by this chapter, all applicants and/or legal owners of the subject property upon which the development activity is to occur must sign an impact fee deferral agreement in a form acceptable by the city attorney. The applicant must also pay a \$200.00 administrative fee, along with fees necessary for recording the agreement in the office of the King County auditor. The impact fee deferral agreement shall require the applicant to grant and record an impact fee lien as required by RCW 82.02.050(3)(c) prior to issuance of the building permit. The City shall withhold final building inspection approval, issuance of a certificate of occupancy, and any other equivalent final certification until the deferred impact fees have been paid in full. In no event shall the term of an impact fee deferral exceed 18 months.

In the event that the fees are not paid within the time provided in this subsection, the city shall commence foreclosure proceedings under the process set forth in Chapter 61.12 RCW, except as may be revised herein. The then-present owner shall also pay the city's reasonable attorney fees and costs incurred in the foreclosure process. Notwithstanding the foregoing, the city shall not commence foreclosure proceedings less than 30 calendar days prior to providing written notification to the then-present owner of the property via certified mail with return receipt requested advising of its intent to commence foreclosure proceedings. If the then-present owner cures the default within the 30-day cure period, no attorney fees and/or costs will be owed. In addition, the city retains its full authority to withhold inspections and to suspend, revoke or refuse to issue occupancy and other building permits and to commence enforcement actions due to nonpayment of impact fees.

Section 12. Exemptions. The following development activities do not create any additional school impacts and are exempt from the requirements of this ordinance:

A. Reconstruction, remodeling or construction of the following facilities, subject to the recording of a covenant or recorded declaration of restrictions precluding use of the property for other than the exempt purpose. Provided, that if the property is used for a non-exempt purpose, then the school impact fees then in effect shall be paid.

1. Shelters or dwelling units for temporary placement, which provide housing to persons on a temporary basis for not more than four weeks;

2. Construction or remodeling of transitional housing facilities or dwelling units that provide housing to persons on a temporary basis for not more than twenty-four (24) months, in connection with job training, self-sufficiency training and human services counseling, the purpose of which is to help persons make the transition from homelessness to placement in permanent housing; and

3. Any form of housing for the elderly, including nursing homes, retirement centers, and any type of housing units for persons age 55 and over, which have recorded covenants or recorded declaration of restrictions precluding school-aged children as residents in those units.

B. Rebuilding of legally established dwelling unit(s) destroyed or damaged by fire, flood, explosion, act of God or other accident or catastrophe, or remodeling of existing legally established dwelling unit(s), provided that such rebuilding takes place within a period of one (1) year after destruction, and so long as no additional dwelling units are created.

C. Condominium projects in which existing dwelling units are converted into condominium ownership and where no new dwelling units are created.

D. Any development activity that is exempt from the payment of an impact fee pursuant to RCW 82.02.100, due to mitigation of the same system improvement under the State Environmental Policy Act.

E. Any development activity for which school impacts have been mitigated pursuant to a condition of plat approval to pay fees, dedicate land or construct or improve school facilities, unless the condition of the plat approval provides otherwise; provided that the condition of the plat approval predates the effective date of fee imposition.

F. Any development activity for which school impacts have been mitigated pursuant to a voluntary agreement entered into with the District to pay fees, dedicate land or construct or improve school facilities, unless the terms of the voluntary agreement provide otherwise; provided that the agreement predates the effective date of fee imposition.

Section 13. Determination of the Fee, Adjustments, Exceptions and Appeals

A. The City shall determine a developer's impact fee, according to the schedule adopted by the City pursuant to Section 6 herein.

B. The fee amount established in the schedule shall be reduced by the amount of any payment previously made for the lot or development activity in question, either as a condition of approval or pursuant to a voluntary agreement.

C. Whenever a developer is granted approval subject to a condition that the developer actually provide a school facility acceptable to the District, the developer shall be entitled to a credit for the actual cost of providing the facility, against the fee that would be chargeable under the formula provided by this ordinance. The cost of construction shall be estimated at the time of approval, but must be documented, and the documentation confirmed after the construction is completed to assure that an accurate credit amount is provided. If construction costs are less than the calculated fee amount, the difference remaining shall be chargeable as a school impact fee.

D. The standard impact fees may be adjusted, if one of the following circumstances exist, provided that any discount set forth in the fee formula fails to adjust for the error in the calculation or fails to ameliorate for the unfairness of the fee:

1. The developer demonstrates that an impact fee assessment was improperly calculated; or

2. Unusual circumstances identified by the developer demonstrate that if the standard impact fee amount was applied to the development, it would be unfair or unjust.

F. In cases where a developer requests an independent fee calculation, adjustment exception or a credit pursuant to RCW 82.02.060(3), the City shall consult with the District and the District shall advise the City prior to the City making the final impact fee determination.

E. A developer may provide studies and data to demonstrate that any particular factor used by the District may not be appropriately applied to the development proposal.

F. Any appeal of the decision of the City with regard to fee amounts shall follow the process for the appeal of the underlying development application, as set forth in the Kenmore Municipal Code.

G. Impact fees may be paid under protest in order to obtain a permit or other approval of development activity.

Section 14. Impact Fee Accounts and Refunds

A. Impact fee receipts shall be earmarked specifically and retained in a special interest-bearing account established by the District solely for the District's school impact fees. All interest shall be retained in the account and expended for the purpose or purposes for which impact fees were imposed. Annually, the District, based in part on its report prepared pursuant to Section 5, shall prepare a report on the impact fee account showing the source and amount of all moneys collected, earned or received, and capital or system improvements that were financed in whole or in part by impact fees. The District shall submit a copy of this report to the City.

B. Impact fees for the district's system improvements shall be expended by the District for capital improvements including but not limited to school planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, relocatable facilities, capital equipment

pertaining to educational facilities, and any other expenses which could be capitalized, and which are consistent with the District's capital facilities plan.

C. Impact fees may also be used to recoup system improvement costs previously incurred by the District to the extent that new growth and development activity will be served by the previously constructed improvements or incurred costs.

D. In the event that bonds or similar debt instruments are issued for the advanced provision of capital facilities for which impact fees may be expended and where consistent with the bond covenants, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section.

E. Impact fees shall be expended or encumbered by the District for a permissible use within ten (10) years of receipt by the District, unless there exists an extraordinary or compelling reason for fees to be held longer than ten (10) years. Such extraordinary or compelling reasons shall be identified to the City by the District in a written report. The City Council shall identify the District's extraordinary and compelling reasons for the fees to be held longer than ten (10) years in the Council's own written findings.

F. The current owner of property on which an impact fee has been paid may receive a refund of such fees if the impact fees have not been expended or encumbered within ten (10) years of receipt of the funds by the District on school facilities intended to benefit the development activity for which the impact fees were paid. In determining whether impact fees have been encumbered, impact fees shall be considered encumbered on a first in, first out basis. The District shall notify potential claimants by first-class mail deposited with the United States postal service addressed to the owner of the property as shown in the County tax records.

G. An owner's request for a refund must be submitted to the District in writing within one (1) year of the date the right to claim the refund arises or the date that notice is given, whichever date is later. Any impact fees that are not expended or encumbered by the District in conformance with the capital facilities plan within these time limitations, and for which no application for a refund has been made within this one (1) year period, shall be retained and expended consistent with the provisions of this section. Refunds of impact fees shall include any interest earned on the impact fees.

H. Should the City seek to terminate any or all school impact fee requirements, all unexpended or unencumbered funds, including interest earned, shall be refunded to the current owner of the property for which a school impact fee was paid. Upon the finding that any or all fee requirements are to be terminated, the City shall place notice of such termination and the availability of the refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first-class mail addressed to the owner of the property as shown in the County tax records. All funds available for refund shall be retained for a period of one (1) year. At the end of one (1) year, any remaining funds shall be retained by the District, but must be expended by the District, consistent with the provisions of this section. The notice requirement set forth above shall not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.

I. A developer may request and shall receive a refund, including interest earned on the impact fees, when:

1. The developer has not received final plat approval, the building permit, the mobile home permit, the site plan approval, nor final approval for the development activity as required by statute or City Code including the Uniform Building Code; and

2. No impact on the District has resulted. "Impact" shall be deemed to include cases where the District has expended or encumbered the impact fees in good faith prior to the application for a refund. In the event that the District has expended or encumbered the fees in good faith, no refund shall be forthcoming. However, if within a period of three (3) years, the same or subsequent owner of the property proceeds with the same or substantially similar development activity, the owner shall be eligible for a credit. The owner must petition the District and provide receipts of impact fees paid by the owner for a development of the same or substantially similar nature on the same property or some portion thereof. The District shall determine whether to grant a credit, and such determinations may be appealed by following the procedures set forth in Section 13 above.

J. Interest due upon the refund of impact fees required by this section shall be calculated according to the average rate received by the District on invested funds throughout the period during which the fees were retained.

Section 15. Severability. If any section, sentence, clause or phrase of this ordinance should 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 16. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, shall be effective five (5) days after passage and publication of the ordinance or a summary thereof consisting of the title.

Passed by the Council and approved by the Mayor of the City of Kenmore, the ____ day of _____, 20__.

APPROVED:

MAYOR

ATTEST/AUTHENTICATED:

CLERK

APPROVED AS TO FORM:
CITY ATTORNEY:

BY _____

FILED WITH THE CITY CLERK: -- -- --
PASSED BY THE CITY COUNCIL: -- -- --
PUBLISHED: -- -- --
EFFECTIVE DATE: -- -- --
ORDINANCE NO. _____

ATTACHMENT A

FORMULA FOR DETERMINING SCHOOL IMPACT FEES

IF:

A = Student Factor for Dwelling Unit Type and grade span X site cost per student for sites for facilities in that grade span = Full Cost Fee for site acquisition cost

B = Student Factor for Dwelling Unit Type and grade span X school construction cost per student for facilities in that grade span X ratio of District's square footage of permanent facilities to total square footage of facilities = Full Cost Fee for school construction

C = Student Factor for Dwelling Unit Type and grade span X relocatable facilities cost per student for facilities in that grade span X ratio of District's square footage of relocatable facilities to total square footage of facilities = Full Cost Fee for relocatable facilities

D = Student Factor for Dwelling Unit Type and grade span "Boeckh Index" X SPI Square Ft per student factor X state match % = State Match Credit, and

A1, B1, C1, D1 = A, B, C, D for Elementary grade spans

A2, B2, C2, D2 = A, B, C, D for Middle/Junior High grade spans

A3, B3, C3, D3 = A, B, C, D for High School grade spans

TC = Tax Payment Credit = The net present value of the Average Assessed Value in the District for Unit Type X Current School District Capital Property Tax Levy Rate, using a 10-year discount period and current interest rate (based on the Bond Buyer Twenty Bond General Obligation Bond Index)

FC = Facilities Credit = The per-dwelling-unit value of any site or facilities provided directly by the development

THEN the unfunded need = $UN = A1 + \dots + C3 - (D1 - D2 - D3) - TC$

AND the developer fee obligation = F

AND the net fee obligation = $NF = F - FC$

- [Notes:
1. Student Factors are to be provided by the District based on District records of average actual student generation rates for new developments constructed over a period of not more than five (5) years prior to the date of the fee calculation; if such information is not available in the District, data from adjacent districts, districts with similar demographics, or countywide averages must be used. Student factors must be separately determined for single family and multi-family dwelling units, and for grade spans.
 2. The "Construction Cost Allocation" or "CCA" is the maximum cost per square foot of construction that the state will recognize. This amount is established by the legislature in the biennium budget.
 3. The District is to provide its own site and facilities standards and projected costs to be used in the formula, consistent with the requirements of this Ordinance.
 4. The formula can be applied by using the following table.]

**TABLE FOR CALCULATING SCHOOL IMPACT FEE OBLIGATIONS FOR
RESIDENTIAL DWELLING UNITS
(TO BE SEPARATELY CALCULATED FOR SINGLE FAMILY AND MULTI-FAMILY
UNITS)**

- A1= Elementary School site cost per student X student factor
A2= Middle/Junior High School site cost per student X student factor
A3= High School site cost per student X student factor
A= A1+A2+A3
B1= Elementary School construction cost per student X student factor
B2= Middle/Junior High School construction cost per student X student factor
B3= High School construction cost per student X student factor
B= $(B1+B2+B3) \times \frac{\text{square footage of permanent facilities}}{\text{total square footage of facilities}}$
C1= Elementary School relocatable facility cost per student X student factor
C2= Middle/Junior High School relocatable facility cost per student X student factor
C3= High School relocatable facility cost per student X student factor
C= $(C1+C2+C3) \times \frac{\text{square footage of relocatable facilities}}{\text{total square footage of facilities}}$
D1= CCA X SPI Square footage per student for elementary school X state match % X student factor
D2= CCA X SPI Square footage per student for middle/junior high school X state match % X student factor
D3= CCA X SPI Square footage per student for high school X state match % X student factor
D= D1+D2+D3
TC= $\frac{((1+i)^{10})-1}{i(1+i)^{10}}$ X average assessed value for the dwelling unit type in the school district
X current school district capital property tax levy rate where i = the current interest rate as stated in the Bond Buyer Twenty Bond General Obligation Bond Index
FC= $\frac{\text{Value of site or facilities provided directly by the development}}{\text{number of dwelling units in development}}$

Total Unfunded Need = A+B+C-D-TC =

$$\begin{array}{r} \text{_____ A} \\ + \text{_____ B} \\ + \text{_____ C} \end{array}$$

Subtotal

- _____ D	
- _____ TC	
TOTAL UNFUNDED NEED = _____	_____ =
DEVELOPER FEE OBLIGATION	
Less FC (if applicable)	- _____
NET FEE OBLIGATION	_____

ATTACHMENT B

SCHOOL IMPACT FEE

(applies to residential development only)

Housing Type:

Single Family \$

Multi-family \$



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

Subject/Topic:
December 2017 Financial Report
Presentation

For Council Meeting Agenda of: March 26, 2018

Department: Finance and Administration

Prepared by: Joanne Gregory

Initial & Date

Approved by Department Head: Jug 3/22/18

Approved by City Attorney:

Approved by Finance Director: Jug 3/22/18

Approved by City Manager: JGK

Proposed Council Action/Motion:
Receive and File December 2017 Financial
Report for the City of Kenmore, Washington

Exhibits/Attachments:
December 2017 Financial Report for the City of
Kenmore, Washington.

INFORMATION/BACKGROUND:

The December 2017 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2017-2018 adopted biennial budget. The budget was adopted on December 12, 2016 and amended July 24, 2017 and November 27, 2017. This review also provides an opportunity to identify any additional potential variances or fluctuations from the budget.

FISCAL CONSIDERATION:

December was the 12th month of the 24-month 2017-2018 biennium and conclusion of the 2017 fiscal year. As of December, revenues for the biennium exceeded expenditures in the General Fund by \$560,681. Also, revenues were 49.8% of the biennial budget and expenditures were 47.4%.

Nationally the unemployment rate remained at 4.1% for the third month in a row and the Dow Jones closed at 24,719, down 481 points from November's close.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Kenmore Budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date. Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the monthly report.



PO Box 82607
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: March 16, 2018
RE: December 2017 Financial Reports for the City of Kenmore, Washington

December 2017 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Other Funds Graphs
- Investment Schedule
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution
- Real Estate Excise Tax Report
- Monthly Report for Kenmore Village
- Report for Transportation Benefit District
- Department Workload and Performance Measures

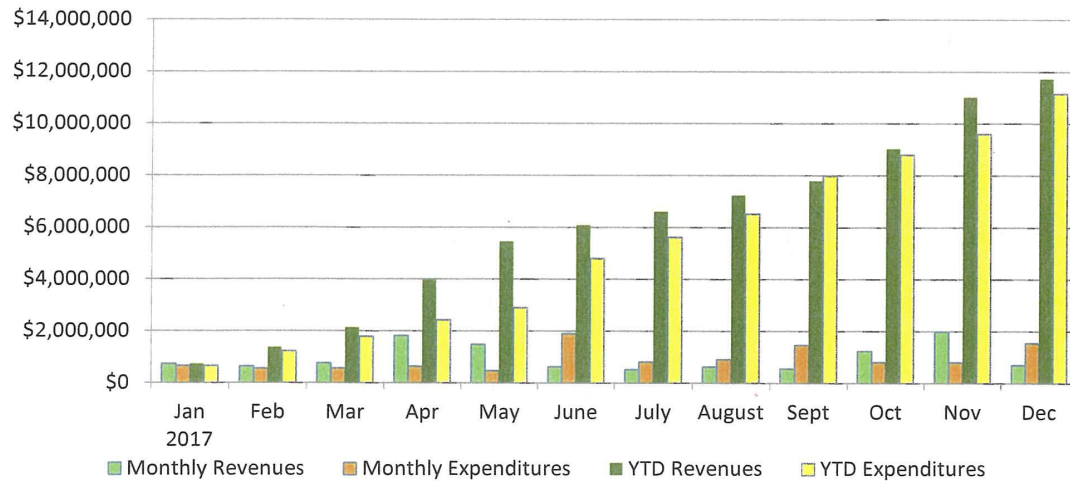
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, December is the twelfth month (50%) of the 2017-2018 biennial budget period. For the month of December, expenditures exceeded revenues in the General Fund by \$850,385. Biennium to date revenues exceed expenditures by \$560,681. December expenditures included both the November and December invoices for the police services contract (\$552K) as well as \$152,135 of budgeted interfund transfers out to other funds.

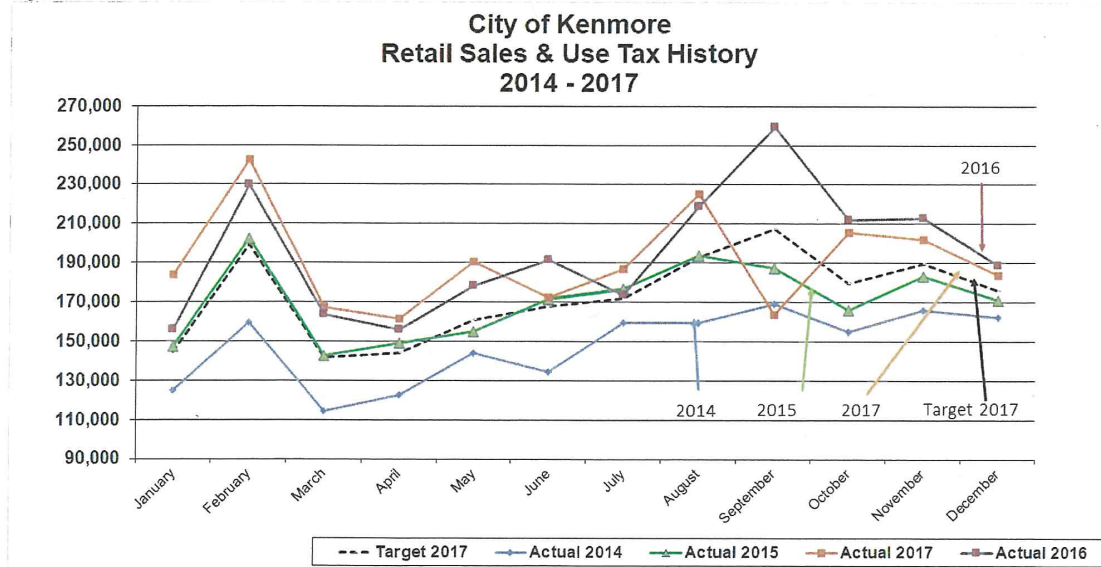
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through December 2017.

City of Kenmore, Washington
Monthly Financial Report
December 2017



Total **revenues** for the month were **\$703,683**. Biennium to date revenues are \$11,721,120, which is 50% of the budgeted revenues of \$23,533,174. Primary sources of revenue for the month included property taxes in the amount of \$22,843, development fees & permits in the amount of \$28,962, retail sales and use taxes in the amount of \$183,873, budgeted transfers/reimbursements from other funds in the amount of \$325,600 and utility taxes in the amount of \$104,465.

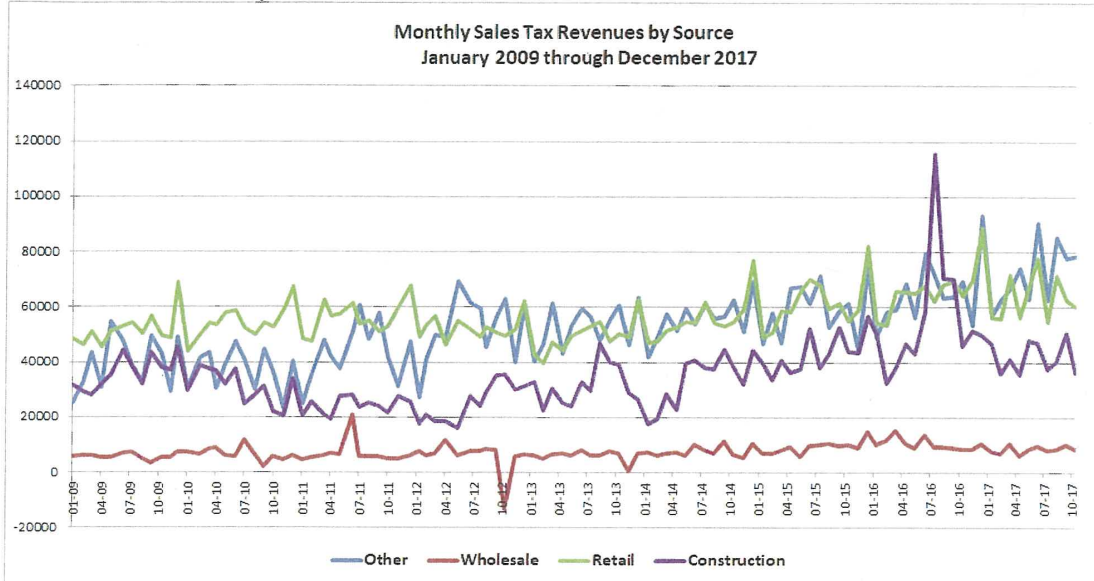
A summary of sales tax revenues received in December is attached. These receipts are based on October sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2017 line is a monthly average of actual receipts during 2014, 2015, and 2016. The orange line represents 2017 actual receipts, which are \$55,544 below 2016, and ahead of 2017 target by \$209,106.



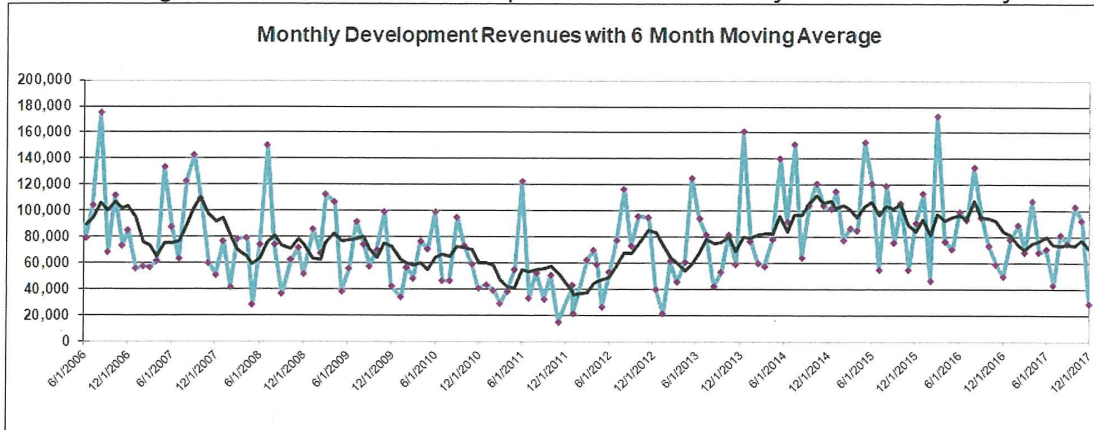
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City of Kenmore, Washington
 Monthly Financial Report
 December 2017

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through December 2017. Retail and Other are on a favorable upward trend.



The following chart illustrates the development revenue activity over the last ten years.



December 2017 expenditures were **\$1,554,068**. Biennium to date expenditures are \$11,160,439, which is 48% of the amended biennial budget expenditures of \$23,535,546.

Total City cash (\$12,302,688) and long-term investments (\$12,962,543), at the end of December, totaled \$25,265,231. Proposition 1 levy funds of \$7.8M are included in this

City of Kenmore, Washington
 Monthly Financial Report
 December 2017

cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2015-2016 biennial budget.

Total non-General Fund revenues were \$7,409,984 and total non-General Fund expenditures were \$10,323,259.

In the **Street Fund** revenue from gas tax distributions was \$46,179. \$217,339 was expended for maintenance and operations during the month. The fund received \$486,635 in interfund transfers during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$1,118 on overlay projects and \$292,311 on design of the Juanita Drive Pedestrian & Bike Safety project. \$559,965 was expended on other sidewalk and safety projects. The fund received \$1,653,094 in budgeted interfund transfers of Impact Fees, bond funds, and Real Estate Excise Tax to support capital projects.

During 2017, \$1,135,773 of the **Walkways & Waterways** bond was spent on the Parks projects and \$821,337 was spent on the Transportation Projects.

The **Park Impact Fee** fund received \$5,130 in revenues during the month. The fund made a budgeted transfer in the amount of \$881,377 to the Park Capital Fund.

There was \$9,320 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$146,159 of real estate excise taxes (REET) in December from sales activity that occurred in November. The 2017 year to date revenue exceeds the 2016 revenue by \$281,497 and the 2017 target by \$500,801. The fund also made budgeted transfers to other funds in the amount of \$2,027,786.

The **Kenmore Village** Fund received \$20,000 in lease revenue during the month and expended \$16,131 in maintenance and operations during the month.

The **Walkways & Waterways Debt Service** Fund collected \$6,422 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,301,272. The December debt service payment of principal and interest was \$999,325.

The **Transportation Benefit District** Fund received \$27,542 in vehicle license fees during the month. The fund also transferred \$334,500 to the Street Fund during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **December 31, 2017**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
December 31, 2017



	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2016			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	<u>December 2017</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>	<u>December 2015</u>	<u>2015-2016</u>	<u>BUDGET</u>	<u>2015-2016</u>
REVENUES								
Beginning Fund Balance		2,981,035		3,131,687				
Property Taxes	22,843	4,656,328	49.5%	9,408,704	24,288	4,511,047	49.7%	9,075,766
Sales and Use Taxes	236,005	2,903,337	54.0%	5,376,291	216,933	2,592,076	51.8%	5,000,532
Utility Taxes	104,465	1,242,051	45.7%	2,717,485	99,342	1,185,774	42.9%	2,763,390
Other Taxes	0	73,864	33.9%	218,113	206	56,893	50.5%	112,720
Development Fees & Permits	28,962	907,838	51.4%	1,764,518	91,254	1,142,955	53.1%	2,151,432
Franchise Fees	0	861,559	51.6%	1,668,476	0	802,881	49.5%	1,622,160
Intergovernmental and Grants	55,413	448,132	53.2%	841,615	62,391	387,283	54.7%	707,370
Investment Interest	-104,800	47,095	90.6%	52,000	-65,715	30,653	60.5%	50,700
Fines and Forfeitures	-477	15,292	0.0%	0	-202	-4,360	n/a	0
Transfers and Other Revenues	361,273	565,622	38.1%	1,485,972	17,418	75,971	14.0%	541,200
Total Revenues	703,683	11,721,120	49.8%	23,533,174	445,916	10,781,172	48.9%	22,025,270
Total Revenues & Beginning Fund Balance		14,702,155		26,664,861				22,025,270

	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2014			
	MONTH	BIENNIUM TO DATE	% of	BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	<u>December</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>	<u>December 2015</u>	<u>2015-2016</u>	<u>BUDGET</u>	<u>2015-2016</u>
EXPENDITURES								
Cost Center								
City Council	19,118	167,354	50.8%	329,426	15,273	156,472	47.6%	328,435
City Manager	160,623	1,563,222	47.0%	3,328,297	178,971	1,482,207	45.8%	3,233,222
City Clerk	13,447	218,506	51.4%	425,368	47,051	176,509	63.6%	277,683
Finance	82,534	910,851	54.5%	1,672,775	52,231	732,671	49.2%	1,490,155
Legal	48,731	274,954	55.0%	500,000	41,334	189,956	27.1%	700,000
Interfund Transfers	152,135	650,220	49.0%	1,328,228	1,666,216	1,666,216	46.9%	3,552,671
Public Safety	748,126	4,055,650	46.1%	8,806,304	642,338	4,152,022	50.9%	8,160,115
Engineering & Environmental Services	-7,907	629,990	44.5%	1,415,011	23,184	937,886	53.8%	1,743,950
Community Development	57,892	599,620	35.0%	1,715,510	32,268	401,776	48.4%	830,030
Developmental Services	126,548	1,087,784	52.5%	2,071,288	67,358	855,249	48.7%	1,755,050
Parks & Facility Maintenance	152,821	1,002,290	51.6%	1,943,339	82,967	802,859	39.6%	2,029,409
Total Expenditures	1,554,068	11,160,439	47.4%	23,535,546	2,849,192	11,553,824	47.9%	24,100,720
Ending Fund Balance		3,541,716		3,129,315			0.0%	-2,075,450
Total Expenditures and Ending Fund Balance		14,702,155		26,664,861				22,025,270

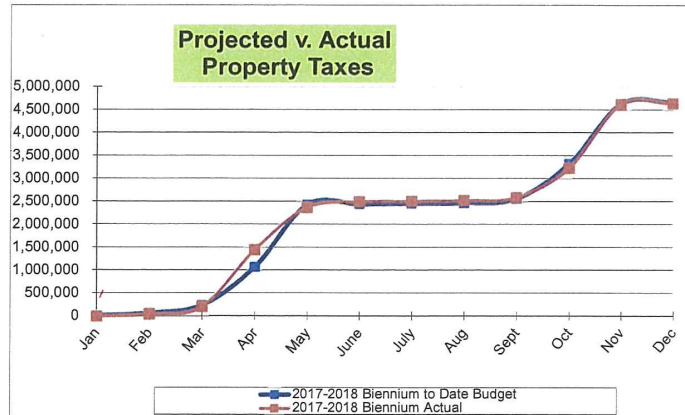
*Non-Departmental expenditures have been moved to other General Fund Cost Centers

**City of Kenmore, Washington
General Fund Revenue Graphs
December 31, 2017**

PROPERTY TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	14,999	7,159
Feb	72,766	52,998
Mar	244,307	216,659
Apr	1,080,675	1,458,691
May	2,436,106	2,381,369
June	2,449,155	2,502,483
July	2,462,094	2,513,673
Aug	2,475,845	2,532,303
Sept	2,569,762	2,598,369
Oct	3,327,586	3,237,961
Nov	4,641,977	4,633,485
Dec	4,668,509	4,656,328

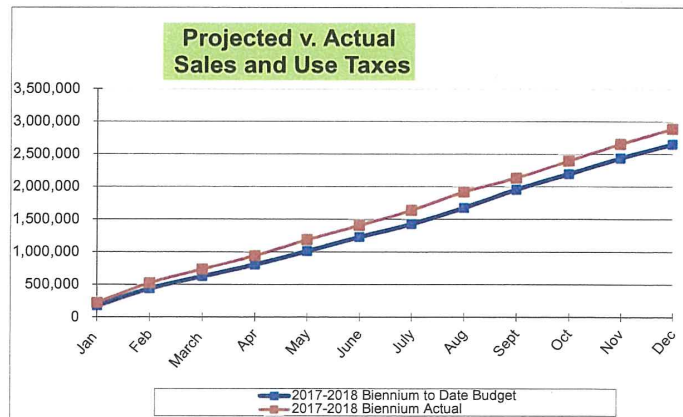
Year To Date
Actual v. Projected 100%



SALES, USE, CRIM JUSTICE TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	181,988	230,735
Feb	444,109	532,573
March	630,669	745,832
Apr	810,768	950,976
May	1,017,858	1,195,423
June	1,233,592	1,414,459
July	1,434,497	1,649,245
Aug	1,683,249	1,931,738
Sept	1,964,078	2,148,304
Oct	2,203,743	2,408,662
Nov	2,446,195	2,667,332
Dec	2,661,530	2,903,337

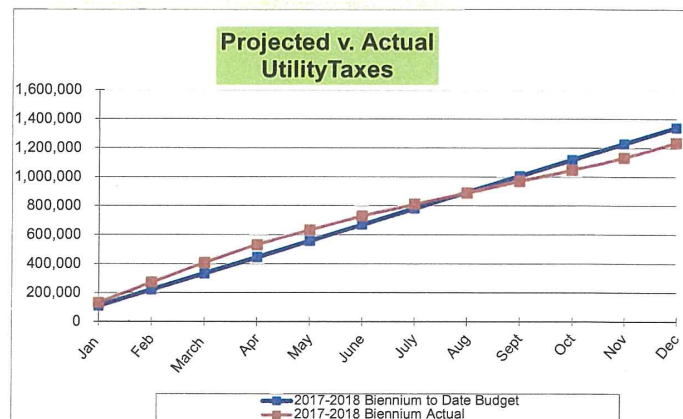
Year To Date
Actual v. Projected 109%



UTILITY TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	112,108	135,701
Feb	224,215	276,651
March	336,323	411,873
Apr	448,430	536,574
May	560,538	637,705
June	672,645	734,068
July	784,753	815,857
Aug	896,860	894,394
Sept	1,008,968	974,909
Oct	1,121,075	1,052,833
Nov	1,233,183	1,137,586
Dec	1,345,290	1,242,051

Year To Date
Actual v. Projected 92%

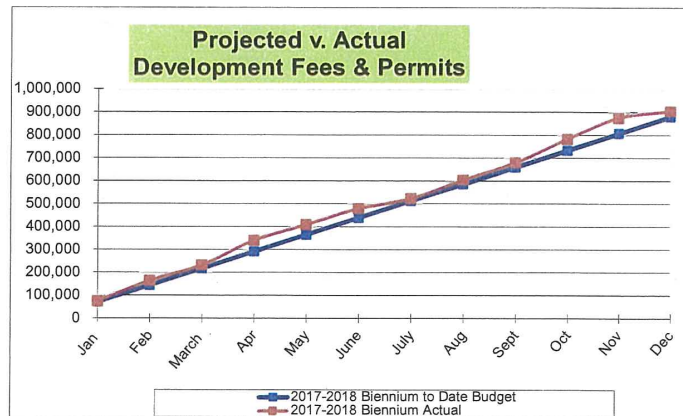


**City of Kenmore, Washington
General Fund Revenue Graphs
December 31, 2017**

DEVELOPMENT FEES & PERMITS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	73,522	78,185
Feb	147,043	167,832
March	220,565	235,930
Apr	294,086	343,704
May	367,608	412,106
June	441,130	482,823
July	514,651	525,803
Aug	588,173	607,355
Sept	661,694	682,688
Oct	735,216	785,831
Nov	808,737	878,877
Dec	882,259	907,838

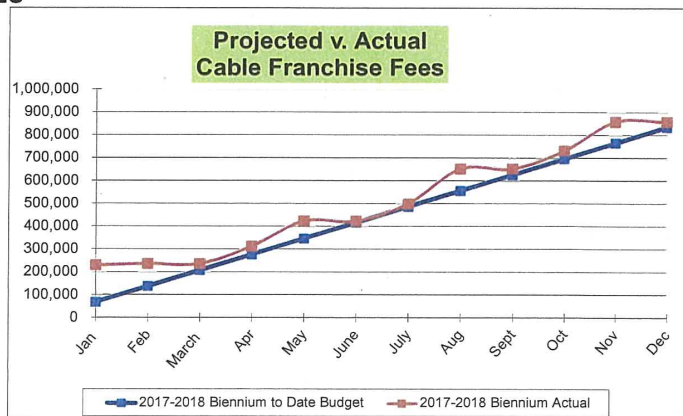
Year To Date
Actual v. Projected 103%



CABLE/WATER/SEWER FRANCHISE FEES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	69,791	232,484
Feb	139,582	239,162
March	209,374	239,162
Apr	279,165	315,423
May	348,956	425,607
June	418,747	425,607
July	488,538	501,554
Aug	558,329	655,518
Sept	628,121	655,518
Oct	697,912	735,029
Nov	767,703	861,559
Dec	837,494	861,559

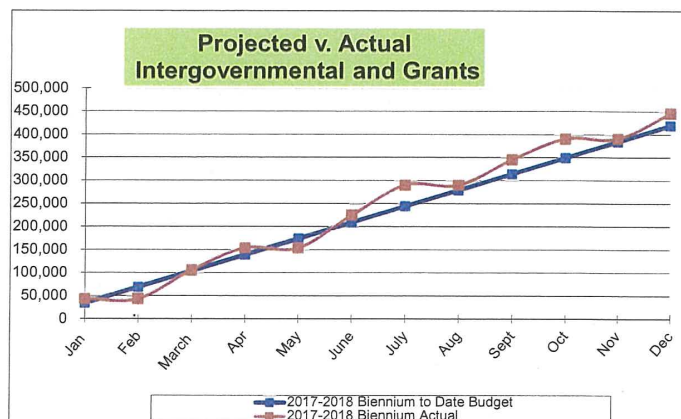
Year To Date
Actual v. Projected 103%



INTERGOVERNMENTAL & GRANTS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	35,067	44,456
Feb	70,135	45,189
March	105,202	107,311
Apr	140,269	155,316
May	175,337	155,316
June	210,404	226,540
July	245,471	292,059
Aug	280,539	292,059
Sept	315,606	347,297
Oct	350,673	392,719
Nov	385,741	392,719
Dec	420,808	448,132

Year To Date
Actual v. Projected 106%

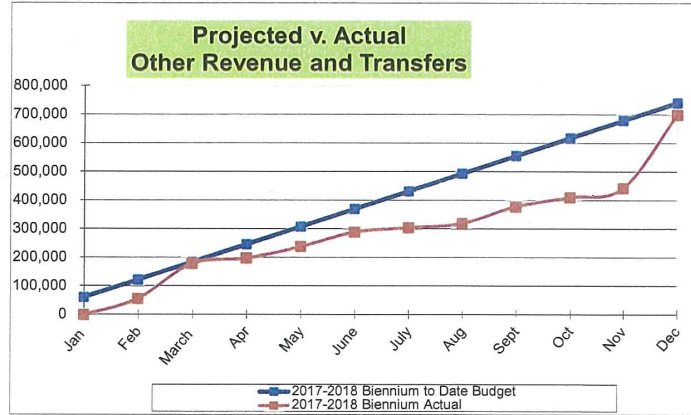


**City of Kenmore, Washington
General Fund Revenue Graphs
December 31, 2017**

OTHER REVENUES AND TRANSFERS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	61,916	999
Feb	123,831	58,260
March	185,747	181,032
Apr	247,662	200,565
May	309,578	240,545
June	371,493	291,769
July	433,409	306,836
Aug	495,324	322,815
Sept	557,240	380,909
Oct	619,155	413,115
Nov	681,071	445,878
Dec	742,986	701,874

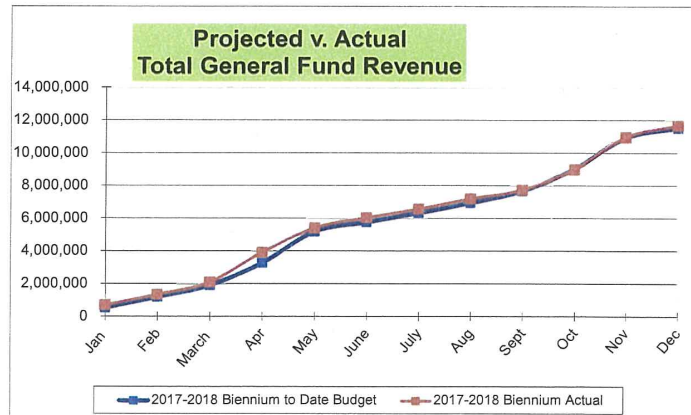
Year To Date
Actual v. Projected 94%



TOTAL GENERAL FUND REVENUE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	549,390	729,719
Feb	1,221,682	1,372,665
March	1,932,185	2,137,799
Apr	3,301,055	3,961,250
May	5,215,979	5,448,071
June	5,797,166	6,077,749
July	6,363,413	6,605,027
Aug	6,978,318	7,236,181
Sept	7,705,468	7,787,994
Oct	9,055,360	9,026,150
Nov	10,964,605	11,017,436
Dec	11,558,876	11,721,120

Year To Date
Actual v. Projected 101%

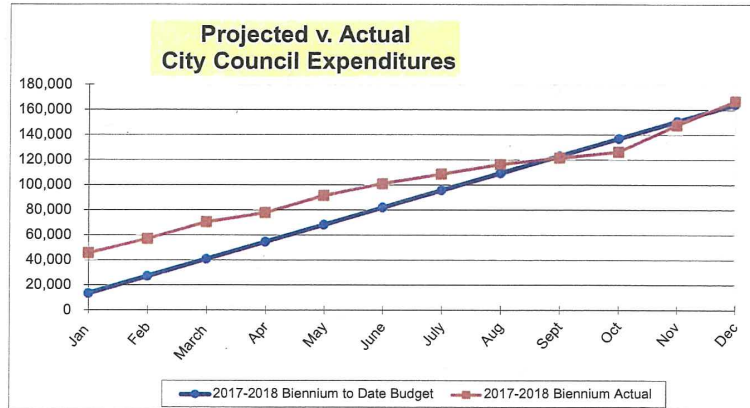


**City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2017**

CITY COUNCIL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	13,726	46,414
Feb	27,452	57,756
March	41,178	71,061
Apr	54,904	78,512
May	68,630	92,211
June	82,357	101,705
July	96,083	109,302
Aug	109,809	117,178
Sept	123,535	122,204
Oct	137,261	126,996
Nov	150,987	148,236
Dec	164,713	167,354

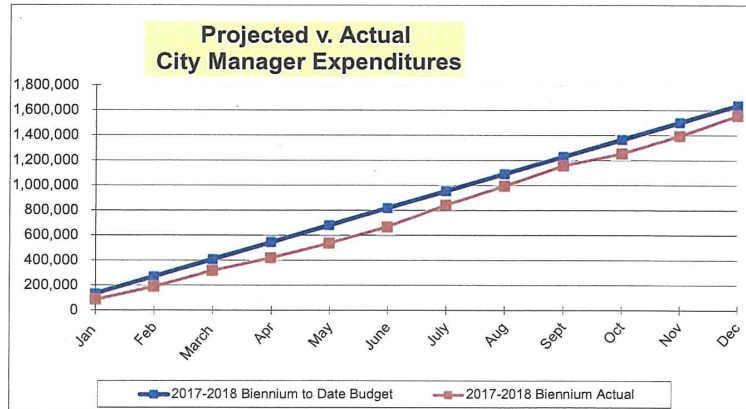
Year To Date
Actual v. Projected 102%



CITY MANAGER

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	136,941	90,835
Feb	273,882	194,928
March	410,822	323,868
Apr	547,763	425,830
May	684,704	542,534
June	821,645	674,090
July	958,585	848,662
Aug	1,095,526	999,570
Sept	1,232,467	1,163,885
Oct	1,369,408	1,260,983
Nov	1,506,348	1,402,600
Dec	1,643,289	1,563,222

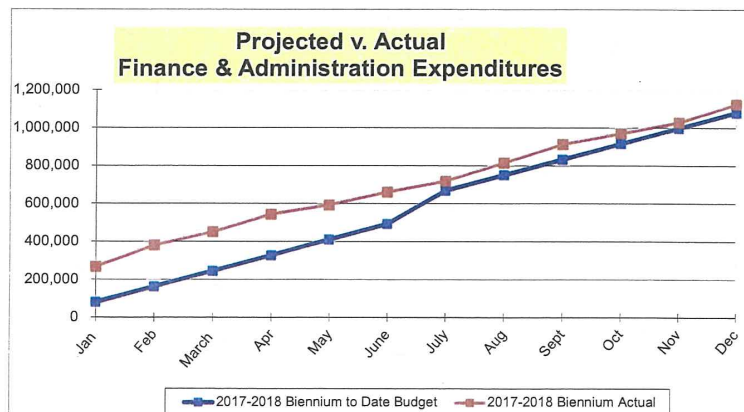
Year To Date
Actual v. Projected 95%



FINANCE & ADMINISTRATION

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	82,497	271,806
Feb	164,993	384,964
March	247,490	454,949
Apr	329,987	548,666
May	412,483	598,014
June	494,980	665,107
July	671,402	723,491
Aug	753,898	819,229
Sept	836,395	916,855
Oct	918,892	974,668
Nov	1,001,388	1,033,375
Dec	1,083,885	1,129,357

Year To Date
Actual v. Projected 104%

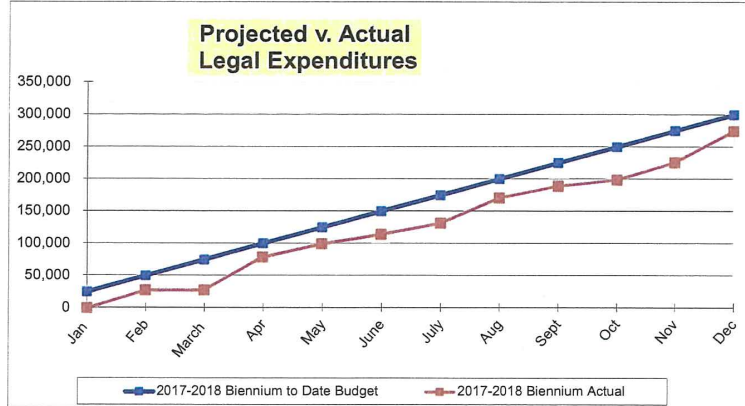


City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2017

LEGAL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	25,000	0
Feb	50,000	27,989
March	75,000	27,989
Apr	100,000	79,303
May	125,000	99,777
June	150,000	114,760
July	175,000	132,113
Aug	200,000	171,567
Sept	225,000	189,643
Oct	250,000	199,381
Nov	275,000	226,223
Dec	300,000	274,954

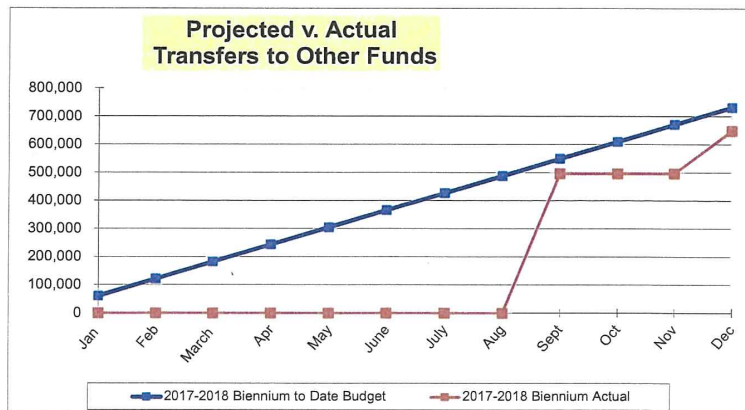
Year To Date
 Actual v. Projected 92%



TRANSFERS TO OTHER FUNDS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	61,096	0
Feb	122,192	0
March	183,288	0
Apr	244,384	0
May	305,480	0
June	366,576	0
July	427,671	0
Aug	488,767	0
Sept	549,863	498,085
Oct	610,959	498,085
Nov	672,055	498,085
Dec	733,151	650,220

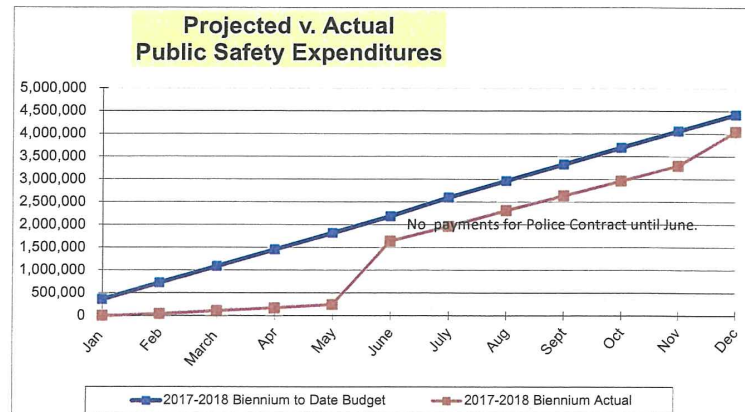
Year To Date
 Actual v. Projected 89%



PUBLIC SAFETY

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	364,846	14,595
Feb	729,692	55,395
March	1,094,538	123,579
Apr	1,459,384	183,567
May	1,824,230	256,351
June	2,189,076	1,647,260
July	2,603,922	1,975,736
Aug	2,968,768	2,319,390
Sept	3,333,614	2,647,903
Oct	3,698,460	2,972,996
Nov	4,063,306	3,307,524
Dec	4,428,152	4,055,650

Year To Date
 Actual v. Projected 92%

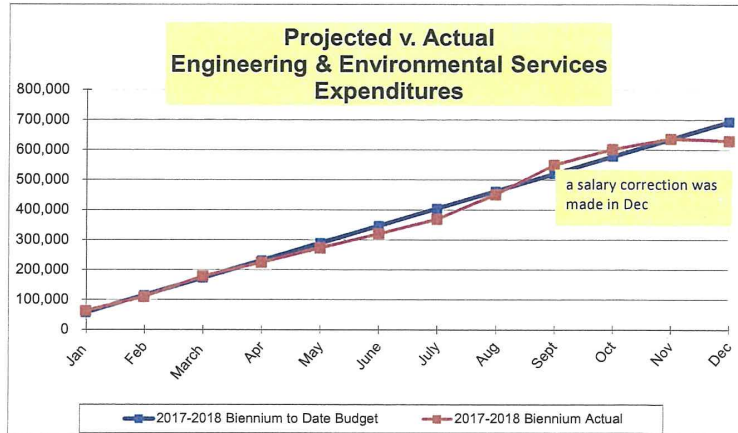


City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2017

ENGINEERING & ENVIRONMENTAL SERVICES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	57,834	63,600
Feb	115,668	110,964
March	173,503	179,003
Apr	231,337	225,551
May	289,171	274,037
June	347,005	320,683
July	404,839	369,766
Aug	462,673	451,218
Sept	520,508	550,760
Oct	578,342	602,609
Nov	636,176	637,896
Dec	694,010	629,990

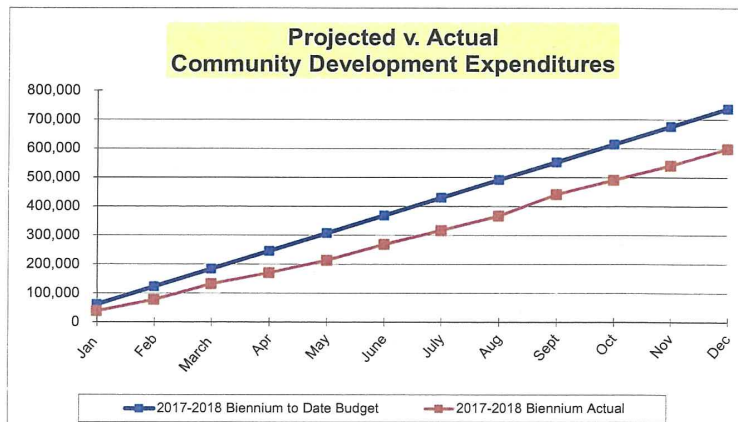
Year To Date
 Actual v. Projected 91%



COMMUNITY DEVELOPMENT

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	61,496	38,519
Feb	122,992	78,385
March	184,488	131,963
Apr	245,984	170,919
May	307,480	214,335
June	368,976	268,408
July	430,471	317,529
Aug	491,967	367,246
Sept	553,463	442,213
Oct	614,959	491,496
Nov	676,455	541,728
Dec	737,951	599,620

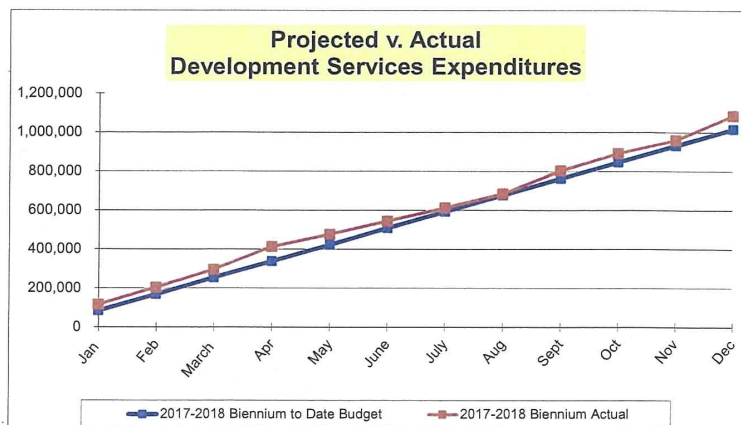
Year To Date
 Actual v. Projected 81%



DEVELOPMENT SERVICES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	84,805	117,098
Feb	169,611	206,499
March	254,416	296,791
Apr	339,221	414,588
May	424,027	478,600
June	508,832	545,646
July	593,637	613,857
Aug	678,443	685,004
Sept	763,248	805,144
Oct	848,053	894,134
Nov	932,859	961,235
Dec	1,017,664	1,087,784

Year To Date
 Actual v. Projected 107%

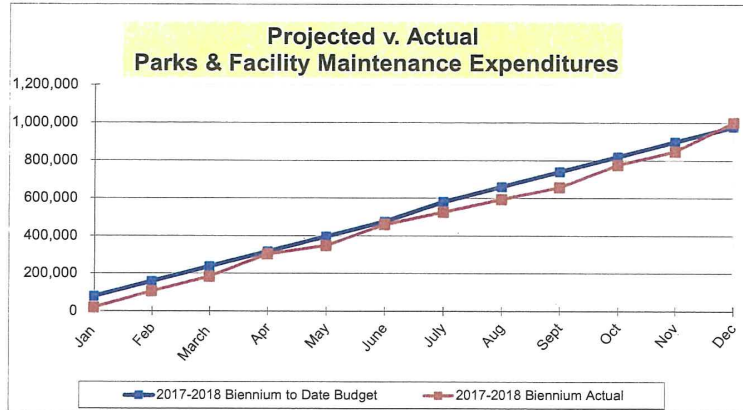


**City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2017**

PARKS & FACILITY MAINTENANCE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	79,476	21,351
Feb	158,951	106,851
March	238,427	185,322
Apr	317,902	304,281
May	397,378	350,322
June	476,853	462,101
July	581,329	526,908
Aug	660,804	595,730
Sept	740,280	658,192
Oct	819,755	777,017
Nov	899,231	849,468
Dec	978,706	1,002,290

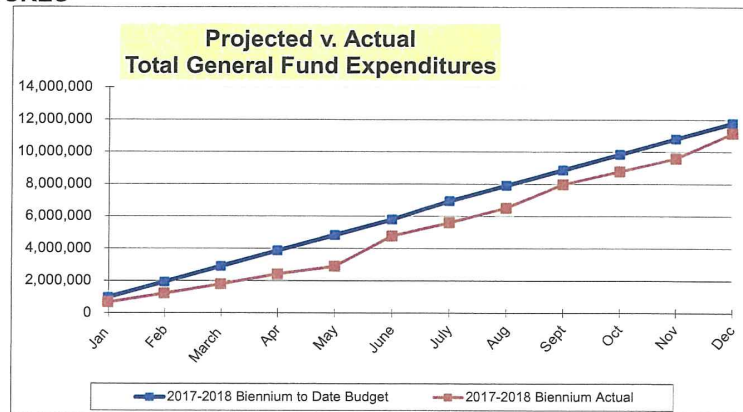
Year To Date
Actual v. Projected 102%



TOTAL GENERAL FUND EXPENDITURES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	967,716	664,218
Feb	1,935,433	1,223,732
March	2,903,149	1,794,525
Apr	3,870,865	2,431,218
May	4,838,582	2,906,179
June	5,806,298	4,799,760
July	6,942,939	5,617,363
Aug	7,910,656	6,526,131
Sept	8,878,372	7,994,883
Oct	9,846,088	8,798,366
Nov	10,813,805	9,606,372
Dec	11,781,521	11,160,439

Year To Date
Actual v. Projected 95%



**City of Kenmore, Washington
Street Fund Summary Report
December 31, 2017**



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>December 2017</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
<u>REVENUES</u>				
Beginning Fund Balance		790,989		861,602
Fuel Tax	46,179	483,387	49.9%	969,604
Investment Interest	1,329	2,727	-	6,000
Miscellaneous	-58,230	4,482	-	1,500
ROW Permit Fees/Inspections	12,180	119,147	54.2%	220,000
Multimodal Transportation	7,994	23,466	50.8%	46,200
Transfer from General Fund	152,135	527,135	52.7%	1,000,000
Transfer from TBD	334,500	334,500	50.0%	669,000
Total Revenues	496,087	1,494,843	51.3%	2,912,304
Total Revenues & Beginning Fund Balance		2,285,832		3,773,906

		BIENNIUM TO DATE	% of	BUDGET
		<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
<u>EXPENDITURES</u>				
Salary and Benefits	78,153	454,660	48.5%	938,209
Maintenance & Operations	217,339	1,048,365	54.3%	1,930,800
Capital	601	106,385	266.0%	40,000
Total Expenditures	296,092	1,609,410	55.3%	2,909,009
Ending Fund Balance		676,423		864,897
Total Expenditures and Ending Fund Balance		2,285,832		3,773,906

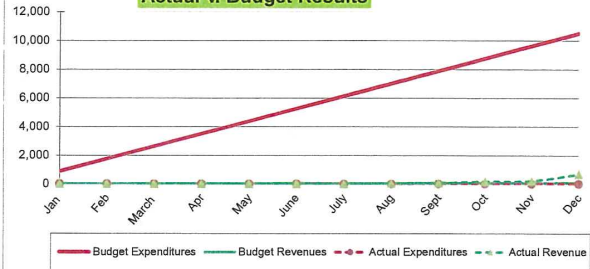
City of Kenmore, Washington
Other Funds Monthly Activity
December 31, 2017

PUBLIC ART FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	875	0	6	0
Feb	1,750	0	13	0
March	2,625	0	19	0
Apr	3,500	0	25	0
May	4,375	0	31	0
June	5,250	0	38	0
July	6,125	0	44	0
Aug	7,000	0	50	51
Sept	7,875	0	56	73
Oct	8,750	0	63	166
Nov	9,625	0	69	214
Dec	10,500	0	75	680
2017-18	11,000		150	
Total Actual to Date vs Total Budget		0%		453%

This fund accounts for public art authorized by Ordinance 01-0115. One percent (1%) of public project construction contracts is contributed to this fund to provide for public art displays or performing arts events as authorized by the City Council.

**Public Art Fund
Actual v. Budget Results**

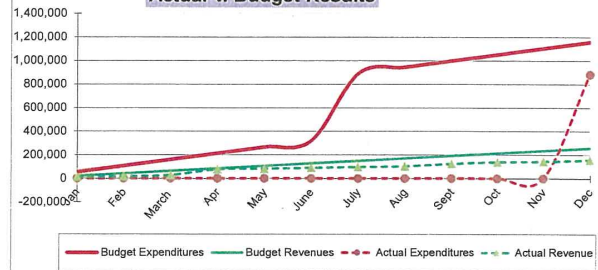


PARK IMPACT FEE FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	53,292	0	21,417	12,825
Feb	106,583	0	42,833	17,955
March	159,875	0	64,250	28,215
Apr	213,167	0	85,667	77,244
May	266,458	0	107,083	82,374
June	319,750	0	128,500	90,069
July	890,418	0	149,917	97,764
Aug	943,709	0	171,333	103,859
Sept	997,001	0	192,750	124,803
Oct	1,050,293	0	214,167	139,450
Nov	1,103,584	0	235,583	142,942
Dec	1,156,876	881,377	257,000	157,195
2017-18	1,271,876		412,000	
Total Actual to Date vs Total Budget		69%		38%

This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

**Park Impact Fee Fund
Actual v. Budget Results**

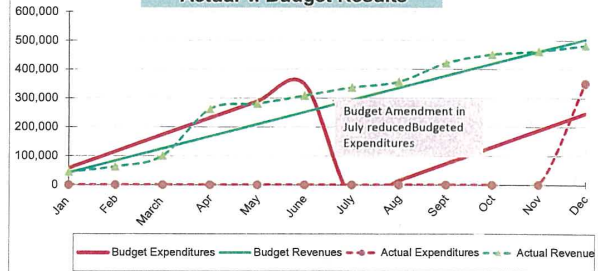


TRANSPORTATION IMPACT FEE FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	57,884	0	41,958	44,829
Feb	115,768	0	83,917	63,470
March	173,651	0	125,875	100,752
Apr	231,535	0	167,833	262,204
May	289,419	0	209,792	280,845
June	347,303	0	251,750	308,806
July	43,129	0	293,708	336,767
Aug	14,755	0	335,667	356,881
Sept	72,639	0	377,625	421,747
Oct	130,523	0	419,583	451,919
Nov	188,406	0	461,542	462,369
Dec	246,290	350,000	503,500	482,822
2017-18	533,783		905,500	
Total Actual to Date vs Total Budget		66%		53%

This fund accounts for City imposed transportation impact fees on new development. Expenditures are for public transportation improvements.

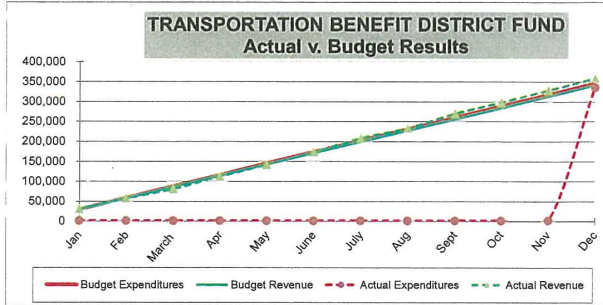
**Transportation Impact Fee Fund
Actual v. Budget Results**



City of Kenmore, Washington
Other Funds Monthly Activity
December 31, 2017

TRANSPORTATION BENEFIT DISTRICT FUND

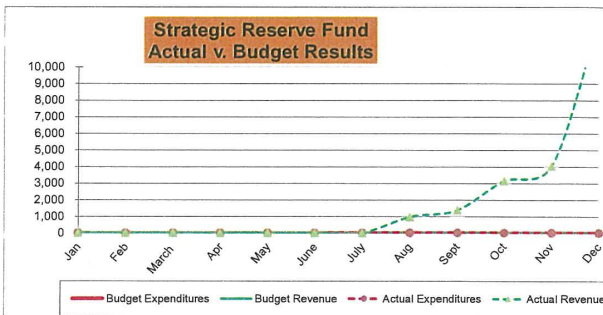
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	28,750	0	28,367	29,680
Feb	57,500	0	56,733	56,430
March	86,250	0	85,100	79,992
Apr	115,000	0	113,467	111,336
May	143,750	0	141,833	140,838
June	172,500	0	170,200	172,300
July	201,250	0	198,567	207,088
Aug	230,000	0	226,933	232,576
Sept	258,750	0	255,300	268,680
Oct	287,500	0	283,667	296,981
Nov	316,250	0	312,033	327,193
Dec	345,000	334,500	340,400	357,603
2017-18	669,000		680,800	
Total Actual to Date vs Total Budget		50%		53%



The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

STRATEGIC RESERVE FUND

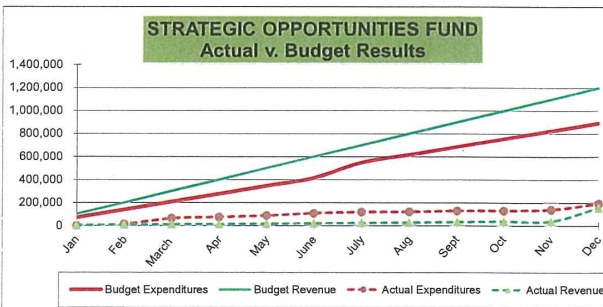
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	0	0	0	0
Feb	0	0	0	0
March	0	0	0	0
Apr	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0
Aug	0	0	0	959
Sept	0	0	0	1,373
Oct	0	0	0	3,137
Nov	0	0	0	4,033
Dec	0	0	0	12,814
2017-18	0	0	0	0
Total Actual to Date vs Total Budget		0%		0%



This fund was created to serve as the City's emergency reserve fund. Per State Statute, the fund cannot exceed \$.375 per \$1,000 of the City's assessed value and is fully funded at \$1,264,464 for 2011. No expenditures are anticipated or have been budgeted at this time.

STRATEGIC OPPORTUNITIES FUND

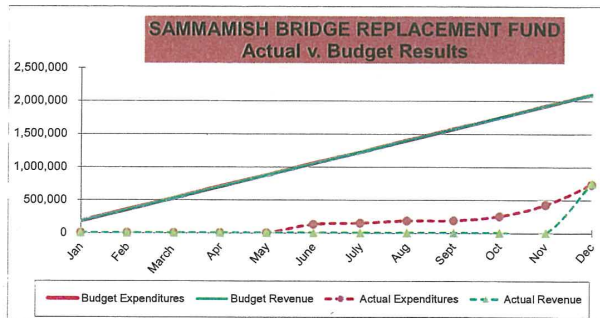
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	68,750	193	99,750	3,525
Feb	137,500	13,476	199,501	6,525
March	206,250	61,884	299,251	9,375
Apr	275,000	73,327	399,001	12,075
May	343,750	85,704	498,751	15,230
June	412,500	105,921	598,502	18,510
July	544,950	116,212	698,252	22,810
Aug	613,700	118,477	798,002	26,541
Sept	682,450	127,574	897,752	31,671
Oct	751,200	129,380	997,503	37,444
Nov	819,950	138,562	1,097,253	38,340
Dec	888,700	191,649	1,197,003	154,915
2017-18	1,634,900		1,217,946	
Total Actual to Date vs Total Budget		12%		13%



The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves. For 2015-16, the Business Incubator expenditures are budgeted in this fund.

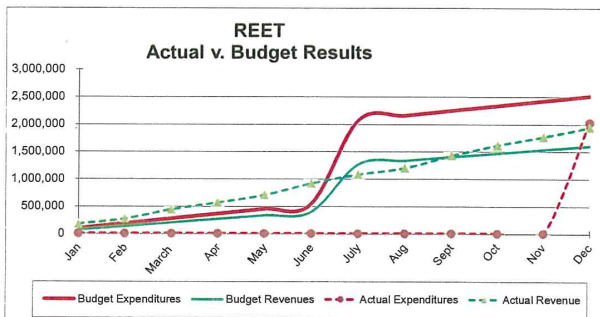
City of Kenmore, Washington
Other Funds Monthly Activity
December 31, 2017

SAMMAMISH BRIDGE REPLACEMENT FUND				
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	174,914	0	174,914	0
Feb	349,827	0	349,827	0
March	524,741	0	524,741	0
Apr	699,654	0	699,654	0
May	874,568	0	874,568	0
June	1,049,481	126,094	1,049,481	0
July	1,224,395	145,376	1,224,395	0
Aug	1,399,308	180,995	1,399,308	0
Sept	1,574,222	183,984	1,574,222	0
Oct	1,749,135	251,029	1,749,135	0
Nov	1,924,049	421,557	1,924,049	0
Dec	2,098,962	730,007	2,098,962	748,320
2017-18	3,009,961		3,009,961	
Total Actual to Date vs Total Budget		24%		25%



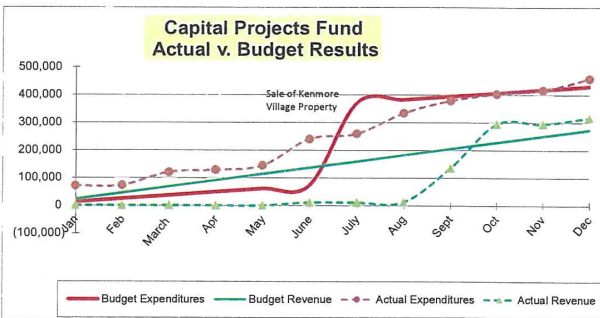
The Sammamish Bridge Replacement Fund is used to account for the resources and expenditures of the West Sammamish Bridge replacement project.

REAL ESTATE EXCISE TAX FUND				
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	89,596	0	66,833	176,657
Feb	179,193	0	133,667	270,792
March	268,789	0	200,500	440,878
Apr	358,385	0	267,333	567,123
May	447,982	0	334,167	706,544
June	537,578	0	401,000	917,974
July	2,065,104	0	1,267,833	1,081,112
Aug	2,154,701	0	1,334,667	1,198,562
Sept	2,244,297	0	1,401,500	1,421,554
Oct	2,333,893	0	1,468,333	1,614,038
Nov	2,423,490	0	1,535,167	1,767,216
Dec	2,513,086	2,027,786	1,602,000	1,943,691
2017-18	3,622,825		2,203,000	
Total Actual to Date vs Total Budget		56%		88%



The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements.

KENMORE VILLAGE FUND				
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	12,096	70,105	22,779	0
Feb	24,192	72,838	45,559	0
March	36,288	119,626	68,338	0
Apr	48,384	127,948	91,117	27
May	60,480	144,017	113,896	27
June	72,576	239,277	136,676	10,821
July	369,237	259,282	159,455	10,821
Aug	381,333	332,743	182,234	12,342
Sept	393,429	377,671	205,013	135,463
Oct	405,525	402,565	227,793	294,011
Nov	417,621	416,385	250,572	294,315
Dec	429,717	457,486	273,351	317,063
2017-18	576,794		424,628	
Total Actual to Date vs Total Budget		79%		75%

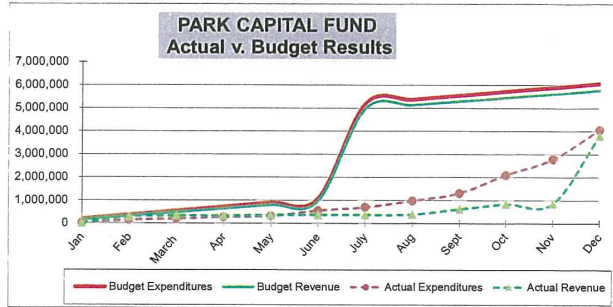


The Kenmore Village Fund accounts for leasing activity and property transactions within Kenmore Village

City of Kenmore, Washington
Other Funds Monthly Activity
December 31, 2017

PARK CAPITAL FUND

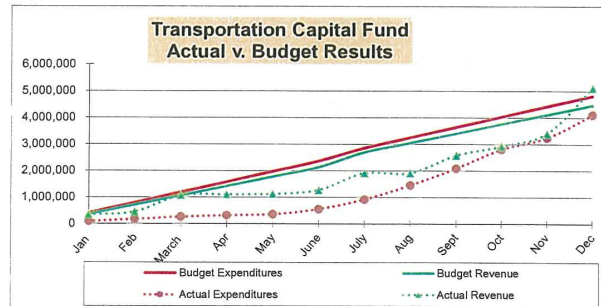
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	176,003	1,170	158,341	0
Feb	352,005	133,385	316,683	288,046
March	528,008	187,325	475,024	326,050
Apr	704,010	261,037	633,365	326,050
May	880,013	308,011	791,706	353,859
June	1,056,016	540,453	950,048	353,859
July	5,184,894	689,496	4,967,265	374,767
Aug	5,360,897	968,179	5,125,606	607,504
Sept	5,536,899	1,298,920	5,283,947	822,185
Oct	5,712,902	2,086,893	5,442,289	844,509
Nov	5,888,904	2,768,869	5,600,630	3,788,172
Dec	6,064,907	4,053,948	5,758,971	
2017-18	8,446,832		8,190,896	
Total Actual to Date vs Total Budget		48%		46%



The Park Capital fund will account for Park Capital Projects formerly included in the Municipal Capital fund. In addition, distributions from the King County Proposition 2 Parks Expansion Levy will be receipted into this fund

TRANSPORTATION CAPITAL FUND

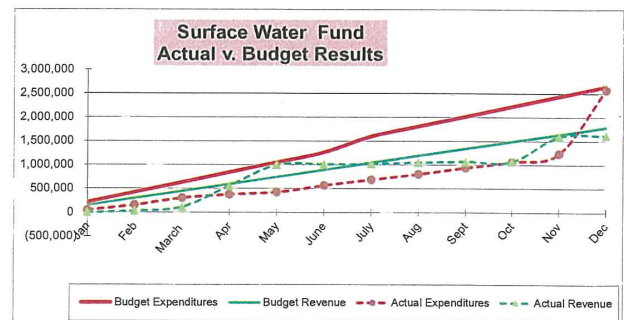
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	392,880	81,707	354,697	340,478
Feb	785,760	161,860	709,393	444,924
March	1,178,640	256,638	1,064,090	1,067,839
Apr	1,571,520	314,233	1,418,787	1,101,573
May	1,964,400	352,349	1,773,483	1,123,091
June	2,357,280	546,266	2,128,180	1,266,260
July	2,852,605	915,095	2,689,992	1,908,336
Aug	3,245,485	1,448,725	3,044,688	1,908,336
Sept	3,638,365	2,083,259	3,399,385	2,574,586
Oct	4,031,245	2,802,531	3,754,082	2,919,207
Nov	4,424,125	3,235,058	4,108,778	3,405,573
Dec	4,817,005	4,102,076	4,463,475	5,119,461
2017-18	9,529,005		9,316,326	
Total Actual to Date vs Total Budget		43%		55%



The Transportation Capital Fund accounts for capital improvements to the City's streets and SR 522, funded by various grants plus City resources from real estate excise tax and transportation impact fees. All phases of improvements to SR 522 are now accounted for in this fund. There is a time lag between project expenditures and reimbursements from grants; this accounts for the lower revenues compared to the expenditures.

SURFACE WATER MANAGEMENT FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	209,955	44,444	148,867	(3,295)
Feb	419,909	151,830	297,733	30,960
March	629,864	300,057	446,600	113,869
Apr	839,819	374,351	595,467	556,020
May	1,049,773	421,948	744,333	996,212
June	1,259,728	563,736	893,200	1,010,840
July	1,594,683	685,815	1,042,067	1,015,847
Aug	1,804,637	801,345	1,190,933	1,048,689
Sept	2,014,592	936,691	1,339,800	1,067,199
Oct	2,224,547	1,059,486	1,488,667	1,067,199
Nov	2,434,501	1,234,855	1,637,533	1,590,839
Dec	2,644,456	2,569,671	1,786,400	1,614,560
2017-18	4,854,487		3,543,400	
Total Actual to Date vs Total Budget		53%		46%

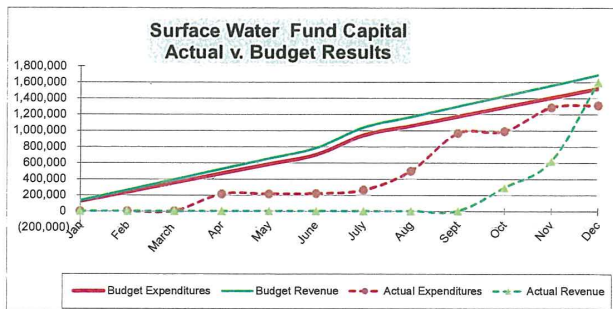


This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements.

City of Kenmore, Washington
Other Funds Monthly Activity
December 31, 2017

SURFACE WATER CAPITAL FUND

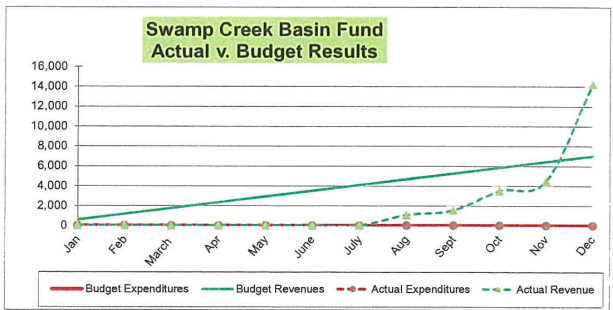
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	116,303	0	130,220	0
Feb	232,606	0	260,439	0
March	348,909	1,195	390,659	0
Apr	465,211	209,700	520,878	0
May	581,514	209,700	651,098	0
June	697,817	215,213	781,317	0
July	939,120	258,495	1,036,537	0
Aug	1,055,423	493,282	1,166,756	0
Sept	1,171,726	962,648	1,296,976	0
Oct	1,288,028	987,174	1,427,195	289,813
Nov	1,404,331	1,284,989	1,557,415	619,813
Dec	1,520,634	1,310,242	1,687,634	1,596,430
2017-18	3,583,634		3,750,634	
Total Actual to Date vs Total Budget		37%		43%



This fund accounts for the expenditures for Surface Water Capital Improvements. Revenue sources for this fund include a variety of federal, state, or local grants, surface water management fees transferred from the Surface Water Management Fund and real estate excise taxes.

SWAMP CREEK BASIN FUND

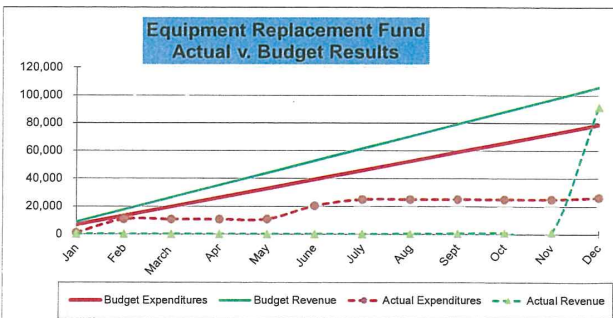
	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	0	0	583	0
Feb	0	0	1,167	0
March	0	0	1,750	0
Apr	0	0	2,333	0
May	0	0	2,917	0
June	0	0	3,500	0
July	0	0	4,083	0
Aug	0	0	4,667	1,065
Sept	0	0	5,250	1,525
Oct	0	0	5,833	3,485
Nov	0	0	6,417	4,481
Dec	0	0	7,000	14,238
2017-18	0		14,000	
Total Actual to Date vs Total Budget		0%		102%



This fund accounts for the Memorandum of Agreement with King County which provided funds reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin.

EQUIPMENT REPLACEMENT FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	6,542	756	8,791	0
Feb	13,083	10,587	17,582	0
March	19,625	10,587	26,373	0
Apr	26,167	10,587	35,164	0
May	32,708	10,717	43,955	0
June	39,250	20,250	52,747	0
July	45,792	24,882	61,538	0
Aug	52,333	24,882	70,329	271
Sept	58,875	24,882	79,120	388
Oct	65,417	24,882	87,911	886
Nov	71,958	24,882	96,702	1,141
Dec	78,500	26,117	105,493	91,288
2017-18	119,000		210,986	
Total Actual to Date vs Total Budget		22%		43%



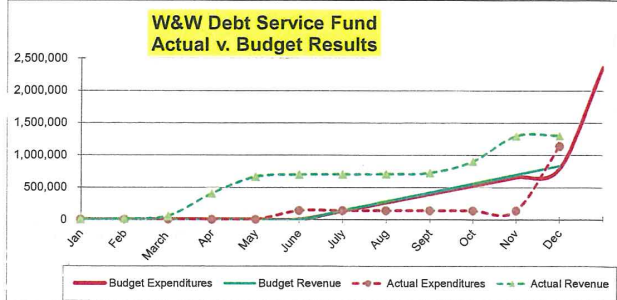
This fund is used to maintain a reserve for future replacement of equipment, including, but not limited to furniture, computers and vehicles. Payments are received from various operating departments and funds that benefit from or use the assets.

City of Kenmore, Washington
Other Funds Monthly Activity
December 31, 2017

W & W DEBT SERVICE FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	0	0	0	0
Feb	0	0	0	11,393
March	0	0	0	54,321
Apr	0	0	0	403,389
May	0	0	0	662,042
June	0	137,178	0	695,841
July	131,014	137,178	138,889	698,800
Aug	262,028	137,178	277,778	703,591
Sept	393,042	137,178	416,667	721,910
Oct	524,056	137,178	555,556	901,388
Nov	655,070	137,178	694,444	1,294,850
Dec	786,084	1,136,503	833,333	1,301,272
2017-18	2,358,253		2,500,000	
Total Actual to Date vs Total Budget		48%		52%

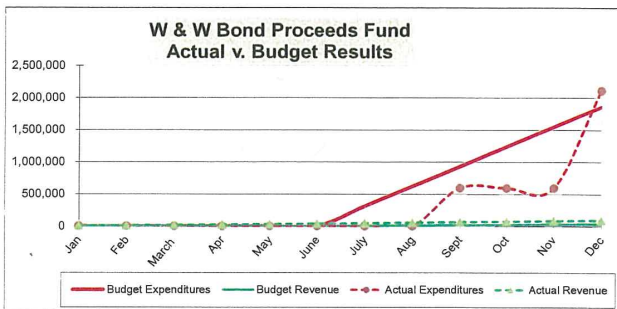
This fund accumulates the voted property tax levy receipts for the Walkways and Waterways Bonds which are used to make the principal and interest repayments on the bonded debt.



W & W BOND PROCEEDS FUND

	2017-2018 Budget Expenditures	2017-2018 Actual Expenditures	2017-2018 Budget Revenue	2017-2018 Actual Revenue
Jan	0	0	0	4,776
Feb	0	0	0	9,514
March	0	0	0	15,347
Apr	0	0	0	22,025
May	0	0	0	29,267
June	0	0	0	37,181
July	309,722	0	5,556	46,142
Aug	619,444	0	11,111	55,419
Sept	929,167	593,532	16,667	64,554
Oct	1,238,889	593,532	22,222	74,086
Nov	1,548,611	593,532	27,778	83,462
Dec	1,858,333	2,111,671	33,333	94,180
2017-18	5,575,000		100,000	
Total Actual to Date vs Total Budget		38%		94%

This fund holds the receipts from the December 2016 sale of the Walkways and Waterways Bonds and transfers money to the Transportation and Park Capital Funds to pay for the specific Walkways and Waterways projects.



City of Kenmore, Washington
Investment Schedule
December 31, 2017



Average Yield to Maturity-Securities							Overall Average Yield	1.07%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
<u>Morgan Stanley</u>								
	3134G9GR2	FHLMC	8/18/2020	8/7/2017	1.60%	1.62%	999,500.00	16,191.90
	3130ACTL8	FHLB	11/25/2020	12/22/2017	1.95%	1.95%	997,650.00	19,454.18
	3133EHXL2	FHLB	3/5/2020	9/19/2017	1.54%	1.54%	999,000.00	15,384.60
	3130AB3N4	FHLB	10/29/2019	4/28/2017	1.55%	1.55%	1,000,750.00	15,511.63
Total Morgan Stanley Purchases							3,996,900.00	66,542.30
<u>Time Value Investments</u>								
	31771EAL5	FICO	2/8/2018	1/13/2015	1.15%	1.15%	999,114.48	11,489.82
	31771EAQ4	FHLB	11/2/2018	11/23/2016	1.08%	1.08%	999,868.36	10,798.58
	3130A7RL1	FHLB	4/19/2021	1/26/2017	1.80%	1.80%	992,893.00	17,872.07
	3135G0XK4	FNMA	5/25/2018	11/25/2013	1.38%	1.38%	985,750.00	13,583.64
	3135G0XK4	FNMA	5/25/2018	2/27/2014	1.30%	1.30%	989,691.00	12,865.98
	3135G0G23	FNMA	4/29/2019	11/24/2015	1.35%	1.35%	998,326.00	13,477.40
Total TVI Purchases							5,965,642.84	80,087.49
<u>Sound Community Bank CD's</u>								
	18299229	CD	2/11/2018	2/14/2016	0.80%	0.80%	1,000,000.00	8,000.00
Total Sound Community Bank CD's							1,000,000.00	8,000.00
<u>Opus Bank CD's</u>								
	11495975	CD	2/10/18	6/10/15	0.35%	0.35%	1,000,000.00	3,500.00
	11539715	CD	3/29/18	3/30/16	0.85%	0.85%	1,000,000.00	8,500.00
Total Cascade Bank CD's							2,000,000.00	12,000.00
TOTAL ALL SECURITIES							\$ 12,962,542.84	\$ 166,629.79
Banner Checking and Savings						0.07% Banner	-376,426.59	(263.50)
Opus Savings						0.83% Opus	2,002,947.06	16,624.46
Cash							1,005.00	-
LGIP - Primary Account						0.83% LGIP	788,136.36	6,541.53
LGIP - Bond Proceeds Account						0.83% LGIP	9,887,026.09	82,062.32
Total Accounts							\$ 25,265,230.76	271,594.60

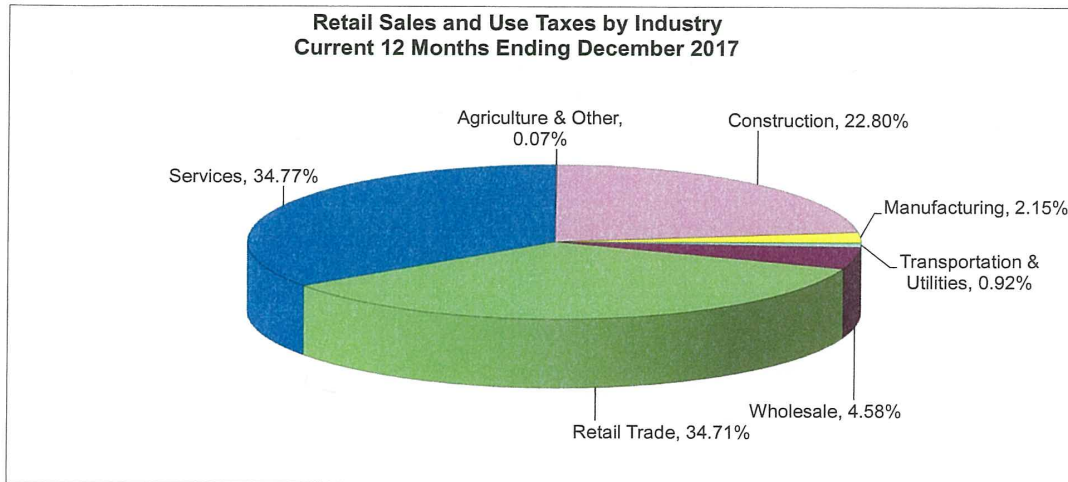
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 December 2017

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	105.74	0.00	105.74	0.1%
CONSTRUCTION	35,286.69	1,240.21	36,526.90	19.9%
MANUFACTURING	4,236.62	61.52	4,298.14	2.3%
TRANSPORTATION & UTILITIES	395.12	990.52	1,385.64	0.8%
WHOLESALE	8,475.94	230.01	8,705.95	4.7%
RETAIL TRADE	59,997.39	190.10	60,187.49	32.7%
SERVICES	56,406.86	2,567.24	58,974.11	32.1%
INFORMATION	8,810.55	10.93	8,821.48	4.8%
PUBLIC SERVICES	9.45	4,857.91	4,867.36	2.6%
	<u>173,724.35</u>	<u>10,148.45</u>	<u>183,872.80</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
December 31, 2017

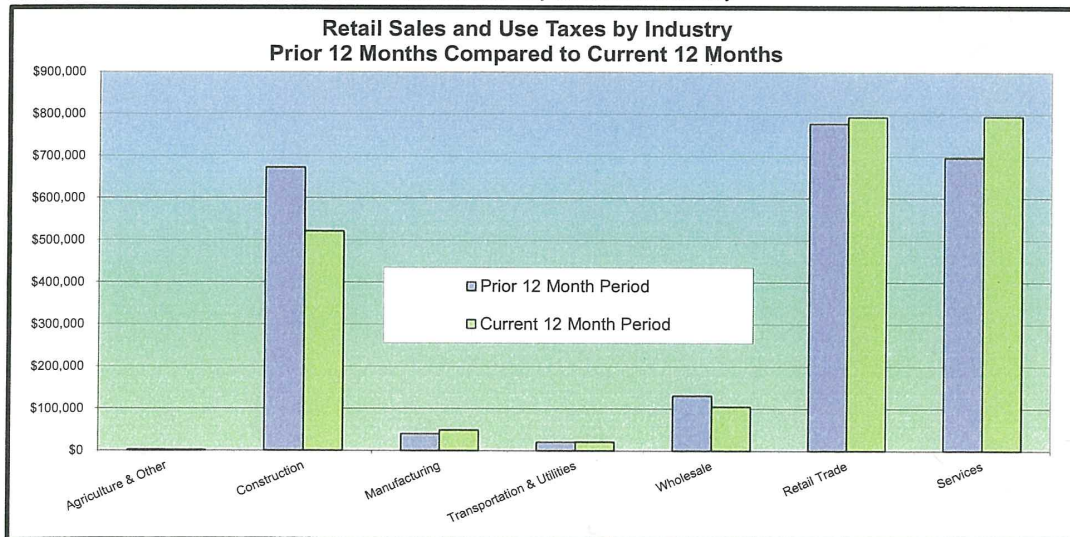


Industry	Prior 12 Months ending December 2016	Current 12 Months ending December 2017	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$2,663	\$1,488	-44.11%	0.07%
Construction	672,071	520,981 *	-22.48%	22.80%
Manufacturing (Printing, Publishing, Other Manuf.)	40,209	49,086	22.08%	2.15%
Transp/Comm/Utilities (Telecomm., Air Transport.)	20,612	21,083	2.29%	0.92%
Wholesale (Lumber, Other Wholesale)	130,697	104,549	-20.01%	4.58%
Retail Trade (Eating, Merchandise, Food Stores)	777,409	793,042	2.01%	34.71%
Services (Auction, Recreation, Auto Repair, Financial)	696,364	794,282	14.06%	34.77%
Totals	\$2,340,024	\$2,284,511	-2.37%	100%
Increase/(Decrease)		(\$55,514)	-2.37%	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



I:\Admin & Finance\Monthly Reports\2017\DecemberSalesTaxDist

**City of Kenmore, Washington
Real Estate Excise Tax Report
December 31, 2017**

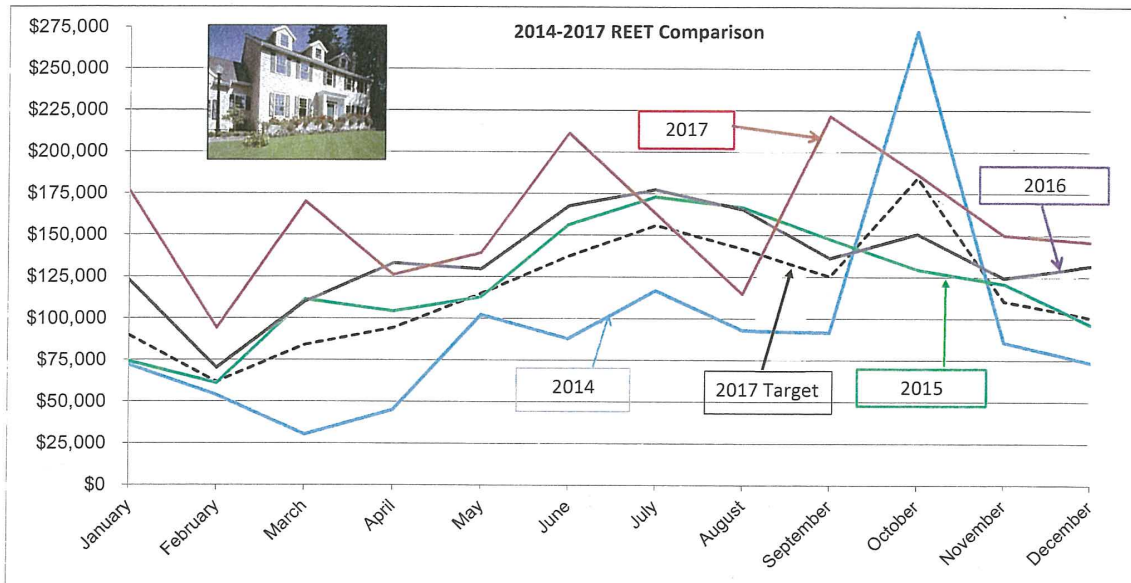


Real Estate Excise Taxes (REET) 2014 - 2017 Monthly Receipts					
	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Target 2017
January	72,106	74,259	122,819	176,657	89,728
February	54,038	61,070	70,146	94,134	61,751
March	30,426	111,337	110,066	170,086	83,943
April	45,118	104,280	133,161	126,245	94,186
May	102,257	112,927	129,599	139,422	114,928
June	88,070	156,338	167,575	211,430	137,328
July	116,858	173,095	177,426	163,138	155,793
August	92,932	166,651	165,397	114,754	141,660
September	91,812	147,668	136,176	221,719	125,219
October	272,842	129,678	150,786	186,805	184,435
November	85,748	120,907	124,437	150,187	110,364
December	73,582	96,566	131,651	146,159	100,600
	\$1,125,790	\$1,454,776	\$1,619,239	\$1,900,736	\$1,399,935

For 2017, REET is \$241,239
more than the same period
last year and more than the 2016
target by \$415,419

* NOTE THE 2017 target
is computed on a 3 year average
(2014-2016) of actual receipts

Real Estate Excise Taxes (REET) 2014 - 2017 Property Sales > \$500,000 (The sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the revenue)								
Taxes from > \$500,000 Sale Amounts								
	2014	2015	2016	2017	2014	2015	2016	2017
January	4,699,850	7,418,000	18,590,517	27,548,430	23,264	36,719	92,023	136,365
February	3,930,920	6,607,900	9,701,034	19,017,050	19,458	32,709	48,020	94,134
March	2,175,430	7,874,934	15,147,174	29,692,641	10,768	38,981	74,979	146,979
April	4,266,725	14,291,370	21,160,913	19,953,544	21,120	70,742	104,747	98,770
May	12,347,730	14,068,904	19,813,122	24,277,456	61,121	69,641	98,075	120,173
June	7,353,999	20,361,466	26,065,161	36,414,050	36,402	100,789	129,023	180,250
July	15,071,601	25,571,387	24,020,546	28,779,145	74,604	126,578	118,902	142,457
August	5,882,306	22,614,538	21,648,781	18,859,991	29,117	111,942	107,161	93,357
September	8,437,700	18,821,380	16,950,242	38,431,272	41,767	93,166	83,904	190,235
October	44,456,605	16,519,240	21,157,409	31,278,148	220,060	81,770	104,729	154,827
November	8,922,100	14,736,156	16,916,011		44,164	72,944	83,734	0
December	7,142,900	13,187,535	20,607,695	25,603,889	35,357	65,278	102,008	126,739
	\$124,687,866	\$182,072,810	\$231,778,605	\$299,855,616	617,202	901,259	1,147,305	\$1,484,286



City of Kenmore, Washington
 Monthly Report for Kenmore Village Fund
 December 31, 2017



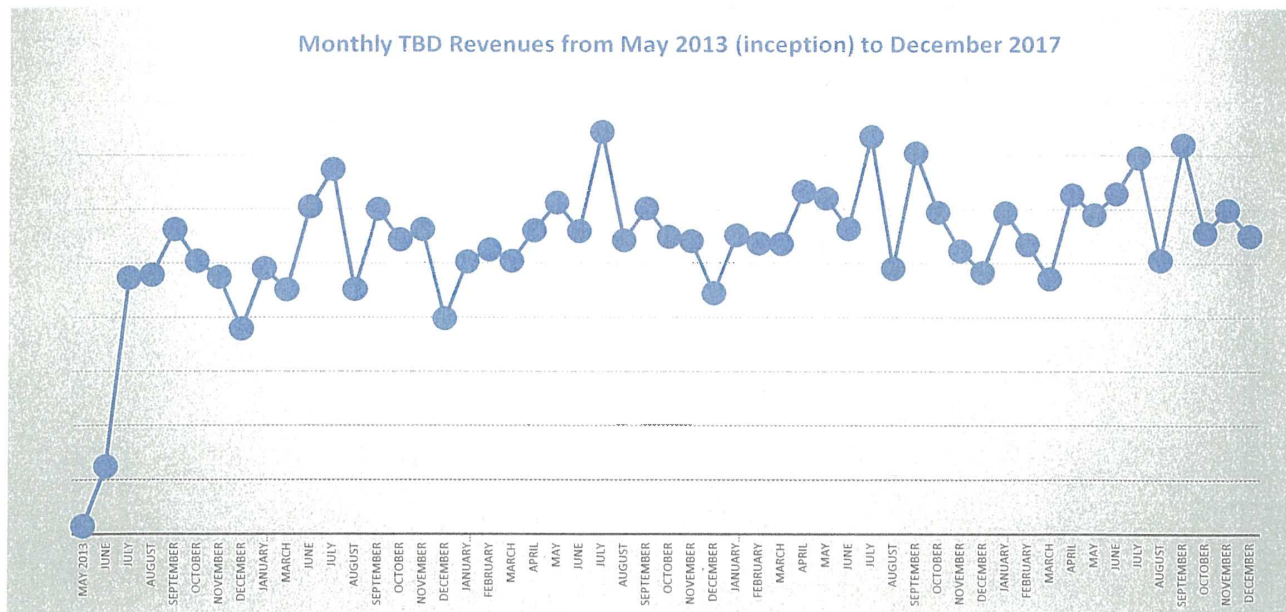
	December 2017	Biennium-to- Date	Biennium Budget 2017-2018
Beginning Fund Balance		\$472,737	\$219,959
Revenues			
Lease Income (distribution from JSH)	20,000	20,120	89,000
Investment Interest	2,254	2,932	5,000
Transfer From General Fund	0	123,085	328,228
Sale of Property/Misc	0	170,282	0
Leasehold Excise Returned	494	643	2,400
Total Revenues	22,748	317,063	424,628
Expenditures			
Salaries/Wages/Benefits		761	60,000
Downtown Plan Services	-1,343	7,690	0
Events & Misc.	233	28,451	44,000
Utilities and Insurance - Kenmore Village	5,693	26,191	64,200
Repairs, Maintenance, Other Services	10,205	55,940	84,600
Surface Water and Fire Benefit Fees	0	3,557	0
Computer Software	0	0	20,000
Improvements	0	0	8,000
Hangar/Town Square Capital Project	26,313	334,896	0
Total Expenditures	41,101	457,486	292,228
Net Income (Loss)	-18,354	-140,423	132,400
Ending Fund Balance		\$332,314	\$352,359

NOTE: This schedule only reflects activity occurring on the City books and does not include the lease revenue and expenditures accounted for by the property management firm.

**Kenmore Transportation Benefit District
Monthly Report
December 31, 2017**



Revenues	December 2017	Biennium-to-Date	Percent of Budget	Biennium Budget
Vehicle Fees	27,542	353,653	52.01%	680,000
Investment Interest	2,868	3,949	493.58%	800
Total Revenues	\$30,410	\$357,602	52.53%	\$680,800
Expenditures				
Reimbursement to Street Fund	334,500	334,500	50.00%	669,000
Total Expenditures	334,500	334,500	50.00%	669,000
Net Income (Loss)	-\$304,090	\$23,102		\$11,800



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PO Box 82607
KENMORE, WASHINGTON 98028

City Manager Department

Workload Measure	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Population Served	21,500	22,320	22,320	22,967
Public Records Requests Received	265	385	380	300
Inquiries to Front Desk (phone & in- person)	306/week	368/week	410/week	325/week
Business Open Houses/Seminars	10	14	20	10
Animals sheltered by PAWS	31	32	31	30
Pet license revenue	\$73,943	\$91,152	\$89,949	\$90,876
Human Services contributions distributed	\$159,100	\$159,100	\$166,200	\$166,200

Performance Measure	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Positive Media Stories on Kenmore	150	150	200	140
Public records requests closed during the period (not previously tracked)	n/a	375	377	300
Hits to City Website	41,000 (41k users)	58,247 (58k users)	111k (68k users visited 111k times)	40,000
Facebook "Likes"	897	1,253	1,632	1,600
Event Sponsorship	\$20,975	\$20,530	\$28,500	\$20,000

Finance and Administration Department

<u>Workload Measures</u>	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Ordinances processed, including codification	18	25	17	20
Council and Transportation Benefit District meetings supported (TBD District dissolved in 2016)	34	41	36	34
Number of invoices paid	1,984	1,591	4,071	3,000
Number of checks processed	1,274	970	2,750	1,800
FTE positions recruited and filled	13	11	10	5
Contracts processed	135	141	183	130
Number of registered voters	14,110	14,818	14,989	14,500
Computer and servers maintained	71	76	77	78
Number of network users supported	53	54	54	55
Number of tort claims filed	13	12	8	12
<u>Performance Measures</u>	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
% of Council meeting minutes presented for approval at Council meeting within 30 days of meeting	84%	83%	95%	100%
% of Council meeting minutes posted to web within 48 hours of approval	52%	95%	100%	100%
% of Council meeting audio posted to web within 2 business days of meeting	75%	78%	80%*	100%
Monthly financial reports to Council within 45 days	33% (4 reports)	50%	33%	100%
Clean audit report received	Yes	Audit not yet performed	Yes	Yes
Number of years City has received Distinguished budget awards received from GFOA	11	11	12	12
Received Well City Award	Yes	Yes	Yes	Yes

*Due to Software problems

Public Works Engineering

Workload Measures	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Dollar Value of CIP Projects Managed	\$2.89M	\$10.46M	\$4.28M	\$5.33M
Number of Grant/Loan Applications Completed	2	11	8*	7**
Performance Measures	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Amount of Grant funding Secured to Move Forward with SR 522 Project	\$12M	No additional funds needed at this time	\$0	\$5.0M

*TAP (West Samm, 68th, Juanita)

DOE (68th, Juanita)

TIB (West Samm, 68th, Juanita)

**HSIP (Juanita)

SRTS (68th x 2)

WSDOT Ped/Bike (68th, Juanita)

TIB (Juanita, 68th)

Community Development Department

Workload Measures	2015 Actual	2016 Actual	2017 Actual	2018 estimate
Number of park capital projects managed	9	10	10	10
Number of new initiatives identified (policies, programs, services, funding strategies)	1	1	1	1
Number of meetings with council and planning commission (related to department objectives/work program)	33	30	30	33
Number of grants identified/applications submitted	1	5	3	5
Number of work program projects managed	9	9	9	9

Performance Measures	2015 Actual	2016 Actual	2017 Actual	2018 estimate
% of park capital projects within scope, on time and within budget	90	80	80	90
Number of new initiatives brought forward for implementation	0	1	0	1
% of planning commission recommendations & council decisions consistent with options presented by staff	90	90	90	90
Number of grant applications awarded	3	3	2	3
% of work program projects meeting deadlines	90	90	90	90

Development Services Department

<u>Workload Measures</u>	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Land-use applications processed	105	111	122	79
Construction permits processed	819	913	982	850
Construction inspections performed	3856	3615	3413	3500
Number of code enforcement cases	68	53	81	50

<u>Performance Measures</u>				
% of customers rating review and development services as excellent or good	98%	99%	98%	99%
% of applications processed on time	95%	90%	85%	99%
% of inspections performed on the day requested	99%	99%	99%	99%
% of total applications applied for on-line	32%	53%	53%	60%
% of violations resolved through voluntary compliance methods	98%	90%	88%	90%

Public Works Parks and Facilities Maintenance

<u>Workload Measures</u>	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Number of Service Requests	1297	1308	1760	1800
Special Events Applications	20	19	18	20
Facility Rental Applications	27	30	34	30

Street Maintenance

<u>Workload Measures</u>	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Number of ROW* Franchise Utility Permits Applications processed	238	226	223	225
ROW Permit Applications (non franchise)	16	21	29	20
811 Utility Locate Calls Tickets	1630	1631	2186	1600
<u>Performance Measures</u>	2015 Actual	2016 Actual	2017 Actual	2018 Estimate
Annual Pavement Rehabilitation Program	\$587,443	\$236,400	\$384,452	\$805,000
Process ROW Franchise Utility Permit Applications within 7 business days of receipt	92%	82%	88%	90%

Surface Water Management

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Grant/Loan Applications Completed	2	1	1	1

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Private Facilities	102	113	129	135
Performance Measures				
Number of Facilities Inspected	100	113	129	135
Facilities Requiring Maintenance	66	48	60	60
Facilities Re-inspected	66	48	50	50
Enforcement Actions	2	1	1	1

Workload Measures				
Number of Public Facilities	165	177	187	197
Performance Measures				
Number of Public Facilities Inspected	165	175	187	197
Public Facilities Requiring Maintenance	75	75	77	80
Public Facilities Receiving Maintenance	75	75	77	80

Workload Measures	2015 Actual	2016 Actual As of 9/30/2016	2017 Estimate	2018 Estimate
Surface Water Service Requests Initiated	129	88	140	145
Surface Water Service Requests Closed	96	112	120	125
Surface Water Work Orders Initiated	348	634	650	675
Surface Water Work Orders Closed	469	620	630	640

Workload Measures	2015 Actual	2016 Actual	2017 Estimate	2018 Estimate
Number of Public Catch Basins	4,159	4,159	4,200	4,200
Number of Private Catch Basins	2,272	2,272	2,400	2,500
Number of Public Manholes	335	335	350	350
Number of Private Manholes	115	115	120	120
Feet of Public Open Conveyance	69,863	69,863	70,500	70,500
Feet of Private Open Conveyance	31,936	31,936	32,000	32,000
Feet of Public Enclosed Conveyance	362,816	362,816	363,000	363,000
Feet of Private Enclosed Conveyance	249,582	249,582	250,000	250,000
Performance Measures				
Number of Catch Basins Inspected	4,775	4,775	4,850	4,850
Number of Manholes Inspected	158	335	350	350

Workload Measures	2015 Actual	2016 Actual As of 9/30/2016	2017 Actual	2018 Estimate
Surface Water Service Requests Initiated	129	88	140	145
Surface Water Service Requests Closed	96	112	120	125
Surface Water Work Orders Initiated	348	634	650	675
Surface Water Work Orders Closed	469	620	630	640



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

Subject/Topic: NE 181st Street Sidewalk (65th – 67th) Design Alternative Discussion

For Council Meeting Agenda of: March 26, 2018

Department: Public Works

Prepared by: Kent Vaughan

To Be Presented By: Kent Vaughan / John Vicente

Proposed Council Action/Motion:

Authorize the City Manager to proceed with either Design Alternatives 1 or 2 for the NE 181st Street (65th – 67th) Sidewalk project.

	<u>Initial & Date</u>
Approved by Department Head:	② 3/5/18
Approved by City Attorney:	N/A
Approved by Finance Director: ✓	<i>[Signature]</i> 3/5/18
Approved by City Manager:	<i>[Signature]</i> POK

Exhibits/Attachments:

Attachment 1: Design Alternatives

Attachment 2: Staff Report from January 19, 2018

INFORMATION/BACKGROUND:

On January 22, 2018, staff gave a brief report on the NE 181st Street (65th to 67th Ave NE) sidewalk project (Attachment 1). Preliminary design work for this project had been completed and staff recommended a preferred design (Alternative 1 below) that would maximize on-street parallel parking and meet the intent of the City's Transportation Improvement Board (TIB) secured grant. This design required the removal of the existing trees along the north side of NE 181st Street between 65th Avenue NE and 67th Avenue NE and included street trees of a similar species (Cleveland Pear) as those recently installed in the NE 181st Street sidewalk projects between 68th Avenue NE and 73rd Avenue NE. At the meeting, several councilmembers expressed an interest in staff considering saving the large Sycamore tree (46" caliper). There was also discussion from Council if angled parking could be provided. No formal votes by Council were made at the meeting.

Based on this previous Council discussion, staff has developed two other design alternatives for Council consideration. Please note: all design alternatives under consideration will include street trees, street and pedestrian illumination, no utility undergrounding, and will result in the removal of 5 parking stalls partially in the public right-of-way currently used by the adjacent hair salon.

Public Outreach: Staff has met with the owner representative for Kenmore Plaza and they understand that the existing parking is within existing right-of-way and will be removed. Staff intends to talk to all the business and home owners that may be potentially impacted by the project, and as design progresses, hold a public open house meeting for the project.

Attachment 2 includes plan views of each design alternative. A brief description and pros and cons for each design alternative are provided below:

Design Alternatives	Description	Pros	Cons
Design Alternative 1 (Staff Recommended / TIB Grant Project)	- Continuous 8-foot wide sidewalk; 8-foot wide amenity zone where possible; - Parallel parking on both sides of street; - Provides 19 new on-street parallel parking stalls.	- Sidewalk meets downtown width requirements; - No property acquisition required; - No additional local funding needs.	Removes large Sycamore and Birch trees (2) on north side.
Design Alternative 2 (Same as Alternative 1 except saves large Sycamore Tree)	8-foot wide sidewalk except at tree location (sidewalk narrows to 5 feet); 8-foot wide amenity zone where possible; - Parallel parking on both sides of the street; - Provides 16 new on-street parallel parking stalls.	- Saves large Sycamore tree on north side. - No property acquisition required; - No additional local funding needs.	- Creates pinch point at tree location reducing the sidewalk width to 5 feet; - Yields less street parking (-3) than Alternative 1.
Design Alternative 3 (Angled Parking) * As depicted, this alternative saves the large Sycamore tree which results in the same reduced sidewalk width at the tree location. With the tree removed, this alternative could yield 3 more parallel stalls on the north side.	- Continuous 8-foot wide sidewalk; 8-foot wide amenity zone where possible; - Angled parking on north side and parallel parking on south side; - Provides 20 new on-street parking (11 angled, 9 parallel).	- Sidewalk meets downtown width requirements. - Yields the most on-street parking.	- Property acquisition required (1,650 SF); - Additional local funding required (~150 - 200k); - May impact project delivery schedule due to ROW component; - Will have business impacts to adjacent business (eliminates one of the drive-through lanes for existing coffee shack). Property owner has expressed concern about any impacts to the coffee shack.

RECOMMENDATION: Design Alternatives 1 and 2 meet the intent and proposed scope of work of the secured Transportation Improvement Board (TIB) grant funding. TIB has indicated that any improvements deviating from the original scope of work will be the City's responsibility. Alternatives 1

includes a continuous sidewalk within existing right-of-way and maximize on-street parking without the need for additional City funding or property.

Staff recommends that City Council authorize the City Manager to proceed with either Design Alternative 1 or 2 for the NE 181st Street (65th – 67th) Sidewalk project.

FISCAL CONSIDERATION:

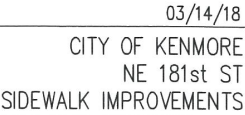
Staff executed a task order with KPFF Engineers under the existing on-call transportation and parks contract (15-C1484) to complete the project design. Design work is scheduled to be completed in the fall of 2018. Construction is anticipated to begin in the Spring of 2019.

The current 2017-18 Project Budget for this project is \$805,205. This sidewalk project is funded by a TIB sidewalk grant in the amount of \$535,132, with a local match of \$270,073.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

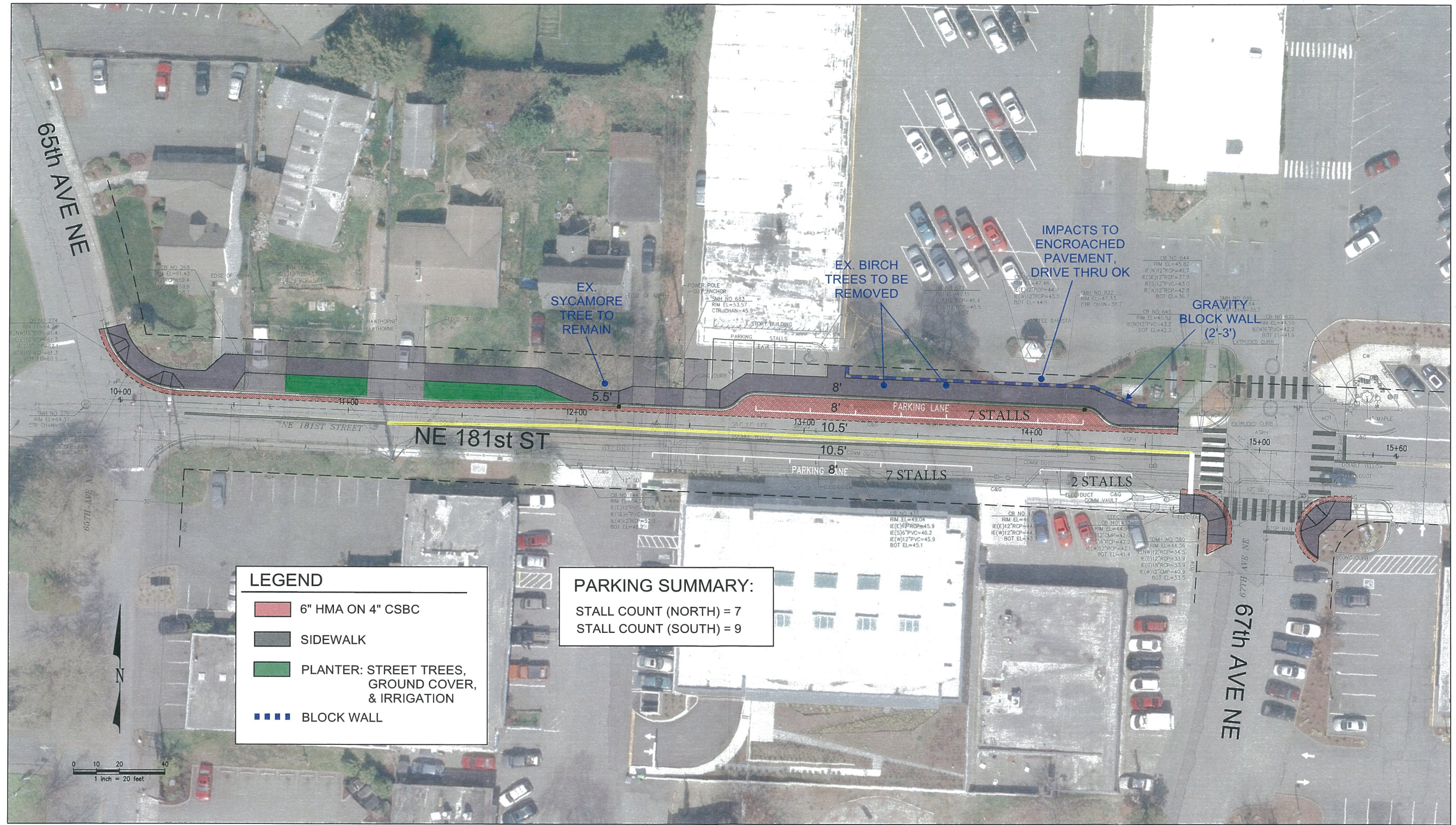
Council goal 1: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.

- Implement the Sidewalk Plan



Mar 14, 2018 - 1:50pm
1601 5th Avenue, Suite 1600
Seattle, WA 98101
206.622.5822
www.kpff.com

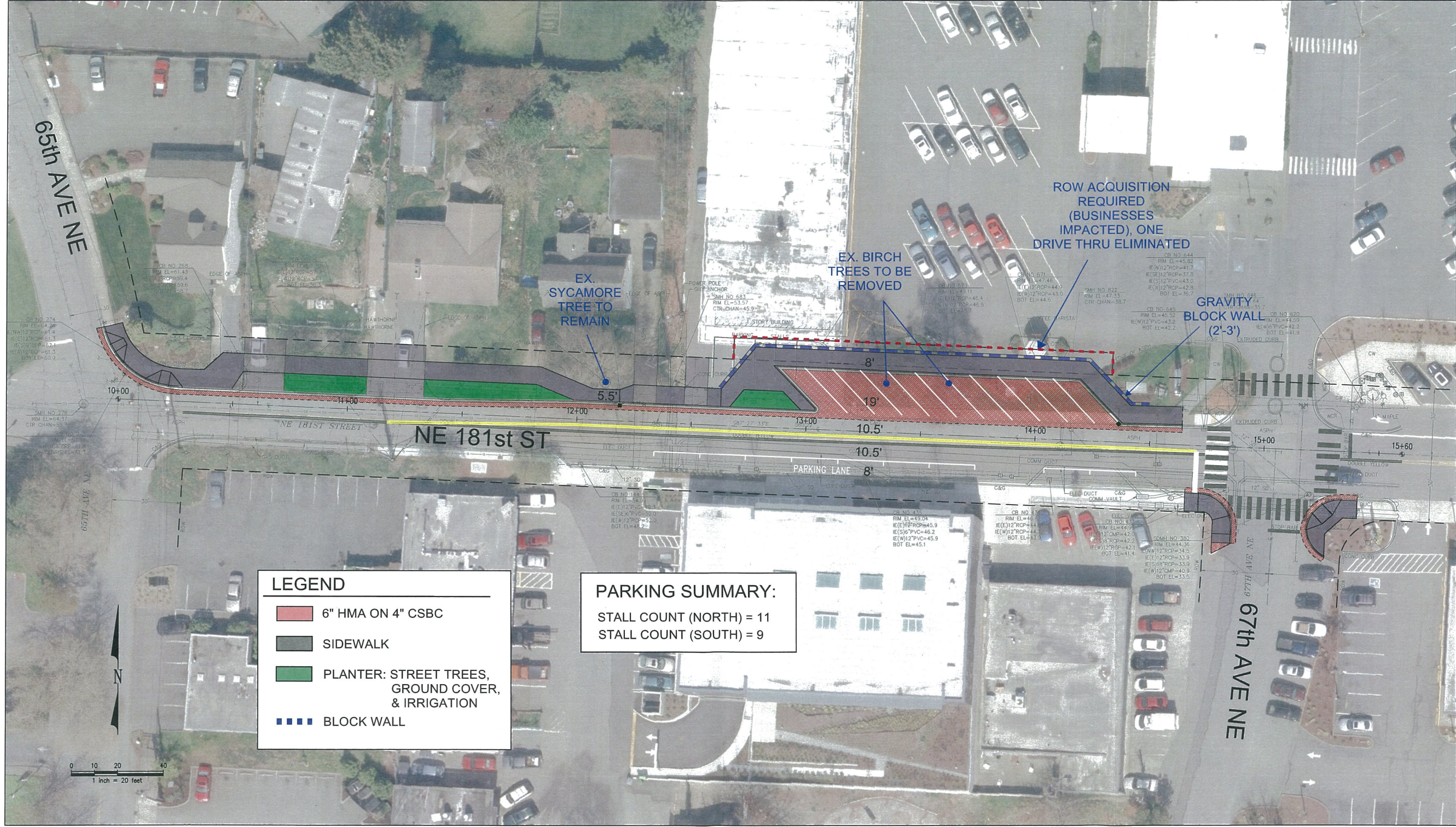
kpff
1601 5th Avenue, Suite 1600
Seattle, WA 98101
206.622.5822
www.kpff.com



ALTERNATIVE 2 - PARALLEL PARKING WITH SYCAMORE TREE

03/14/18
CITY OF KENMORE
NE 181st ST
SIDEWALK IMPROVEMENTS

Mar 15, 2018 - 9:42am
Xref Filename: \Aerial\Aerial.dwg
User: KAC
Project: 1601 5th Avenue, Suite 1600
Seattle, WA 98101
206.422.8822
www.kpff.com



ALTERNATIVE 3 - ANGLED PARKING



ATTACHMENT 2 (3 pages)

City Of Kenmore, Washington

Memorandum

Date: January 19, 2018
To: Rob Karlinsey
From: Kent Vaughan

Subject: NE 181st Street Sidewalks (65th Avenue NE – 67th Avenue NE) Design Update

In August 2017, the City contracted with KPFF Engineers to complete a survey of the project area and develop a preliminary design for this sidewalk project. Attached is the proposed preliminary design for reference. This design provides roughly 500 feet of continuous 8-foot wide sidewalk between 65th Avenue NE and 67th Avenue NE. It is the City's intent to provide similar lighting and landscaping amenities with this project as the recently completed NE 181st Street sidewalk projects between 68th Avenue NE and 73rd Avenue NE, except that undergrounding of utility lines is not included. As part of this project, the City will also improve the ADA ramps on the south side of the NE 181st Street and 67th Avenue NE intersection to better align with the north-south crosswalks and the recently completed intersection improvements on the north side of the street.

Budget:

The current 2017-18 Project Budget for this project is \$805,205. This sidewalk project is funded by a TIB sidewalk grant in the amount of \$535,132, with a local match of \$270,073. The preliminary construction cost for this design is estimated to be \$540k, which includes a 25% contingency. This estimated construction cost is only slightly higher than the originally estimated construction cost submitted with the grant application and is within the project budget.

Parking:

On-street parking will be maximized with this design layout, providing a net increase of fifteen (15) parking stalls within the project limits. This parking estimate accounts for the loss of five (5) striped parking stalls fronting the hair salon that are currently encroaching in the public right-of-way and will no longer be available for use once the sidewalk is constructed. Since these stalls are partially located in the public right-of-way, the stalls are not considered legal and their removal does not qualify for compensation.

Trees:

An arborist was consulted as part of this contract work to assess the health of the three (3) large trees abutting NE 181st Street between 65th Avenue NE and 67th Avenue NE. The arborist's report concluded that the large sycamore tree (46" caliper) was in relatively good health, while the two white birch trees (16" and 20" caliper) were declining in health and should be removed. The proposed sidewalk alignment will result in the removal of these large trees. Street trees are planned along the project alignment of a

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Rob Karlinsey
January 19, 2018

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similar species (Cleveland Pear) and caliper (4") as those recently installed in the NE 181st Street sidewalk projects between 68th Avenue NE and 73rd Avenue NE.

Next Steps:

Staff will negotiate a scope and fee with KPFF to complete the remaining design work and develop contract documents for construction. Early in the design process, staff will be reaching out to the adjacent property owners and stakeholders to give them an opportunity to provide input and/or comment on the proposed sidewalk design before it is finalized.

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X. E. Authorize the City Manager to Proceed with either Design Alternati...

