



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
7:00 p.m., Monday, April 10, 2017
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. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PRESENTATION

- A. Presentation by King County Metro's Alternative Services Staff
[Presentation](#)

VI. PROCLAMATION

- A. Kids to Park Day - May 20, 2017
[Proclamation](#)

VII. 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.

VIII. CONSENT AGENDA

- A. Adopt City Council Meeting Minutes of March 13, 2017
[Minutes](#)
- B. The Following Checks and Electronic Payments are Approved for Payment:
Total Check Numbers 36502 through 36615 in the Amount of \$538,747.61.
Total Payroll Electronic Deposits Dated 3/17/17 in the Amount of 78,793.81.

[Check Vouchers](#)

- C. Receive and File Both January and February 2017 Financial Reports for the City of Kenmore, Washington
[January Financial Report](#)
[February Financial Report](#)
- D. Resolution No. 17-293 Adopting Revised City of Kenmore Council Rules and Procedures and Repealing Resolution 14-238
[Agenda Item](#)

IX. BUSINESS AGENDA

- A. King County Planning Policies - Debbie Bent, Community Development Director
[Agenda Item](#)

X. STAFF REPORT

XI. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

XII. ADJOURNMENT

Upcoming Meetings:

Monday, April 17, 2017 Regular Council Meeting
Tuesday, April 18, 2017 Planning Commission Meeting
Wednesday, April 19, 2017 SPECIAL City Council Meeting
Monday, April 24, 2017 Regular Council Meeting

COMMUNITY CONNECTIONS

Innovation in action

Kenmore City Council Meeting
April 10, 2017



King County
METRO

We'll Get You There

Program Background

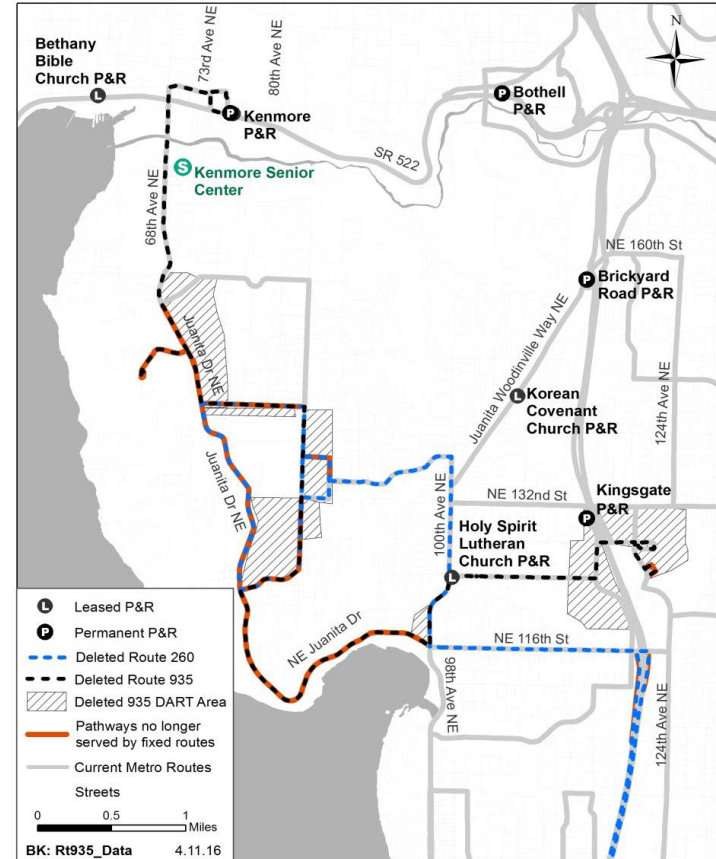
- Previously known as the “Alternative Services” program
- Established as a four-year demonstration program by the County’s 2015/16 budget ordinance; \$15m approved for 2017/18
- Program work has been guided by the priorities established by the funding ordinance
 - Service reduction mitigation – 8 projects
 - Delivery against the Five-year Plan – 7 projects
 - Developing complementary services – new projects in 2017 and 2018

Project Background

- In 2014, two routes in Finn Hill/Kenmore were deleted
 - **Route 935**
 - **Route 260**
- The area was identified for a potential mitigation project by Metro

Route 935

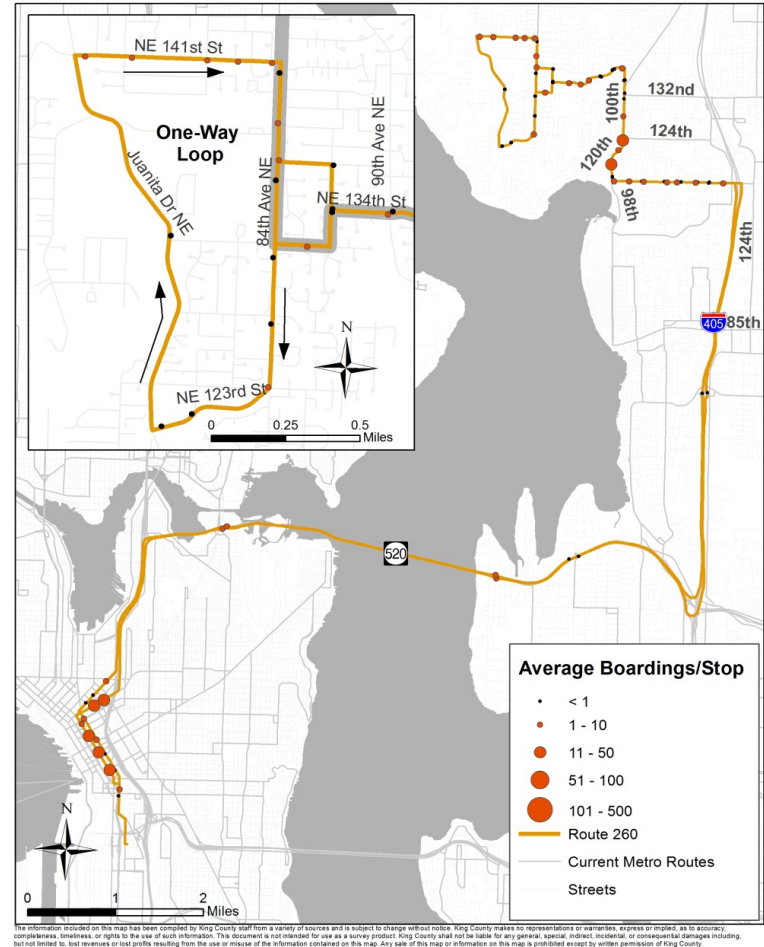
- Peak-only service between Kenmore and Totem Lake
- Previously had been an all-day route
 - Mid-day service was cut due to low ridership in 2012



Route 260

- Peak only service between Finn-Hill and Downtown Seattle
- Service in Finn-Hill was a one-way loop

Route 260 Average Boardings/Stop | Spring 2014



Who are we working with on this project?

- Kenmore, Kirkland, and Bastyr University are partners in this project
- Stakeholder working group
 - Community groups
 - Kenmore Senior Center
 - Kenmore and Kirkland residents at large



Our outreach process

Phase 1: Needs Assessment

Spring 2016

Finn Hill Neighborhood
Planning Workshop (Feb 22)
Stakeholder Working Group
meeting #1 (June 15)

Phase 2: Concept Preference Analysis

Summer-Fall 2016

Stakeholder Working Group
meeting #2 (June 29)
Stakeholder Working Group
meeting #3 (July 20)
Concept Preference Survey
(September-October)
Survey promotion: Rider
alerts, emails, social media
(September-October)
Analysis of preferences
survey (Fall)

Phase 3: Report Back and Decision Making

Winter 2017

Stakeholder meeting #4
(January 31)

Stakeholder Identified Needs

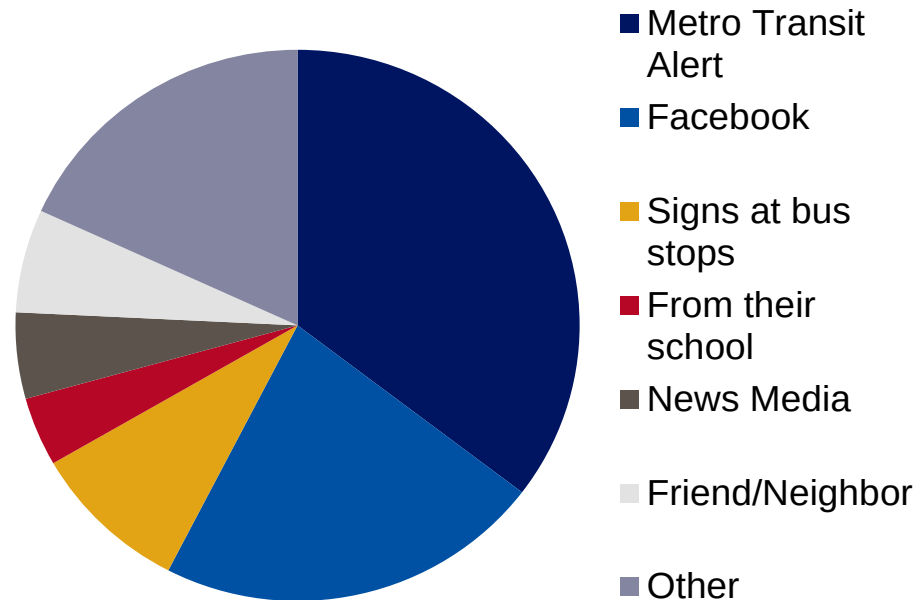
1. Alternative Services should improve **access to transit**, especially access to/from Park-and-Rides.
2. Alternative Services should improve access to/from **destinations in their neighborhoods**.
3. Alternative Services should be **available when fixed-route transit is not**.
4. Alternative Services should improve congestion in the area, **especially around schools**.



Community Concept Preference Survey

- 520 Responses
- Mostly transit users
- Largely match the demographics of the area

Heard about the survey via:



TripPool



TripPool is a “first-mile connection” for commuters. It provides real-time ridesharing that connects member-drivers and riders to transit

- Needs addressed
 - Access to transit
 - Improved access to destinations in the neighborhood

- Can connect residents to either Kenmore P&R or Kingsgate P&R
- Metro will fully fund, run, and administer the program
- Work closely with Kenmore and Kirkland staff to coordinate on communications and marketing

School Pool



SchoolPool is a free and secure ridematch program that connects parents of children attending the same school who want to carpool, bike, or walk together.

- Needs addressed
 - Reduce school congestion
 - Improved access to destinations in the neighborhood

- Leverage Kenmore's existing relationship with Northshore School District
- Metro will provide funding for a consultant to administer the program

Community Van Next Steps



Metro vans for local prescheduled group trips which are arranged by a local Transportation Coordinator and driven by volunteer drivers to meet locally-identified transportation needs.

Needs addressed

- Available when fixed-route is not
- Improved access to destinations in the neighborhood

- Gauging interest from jurisdictional and institutional stakeholders
- Requires formal partnership agreement to implement

Thank You

Ryan Miller
Transportation Planner, Community
Connections
206-477-5044
Ryan.Miller@kingcounty.gov



City of Kenmore, Washington Proclamation

WHEREAS, May 20, 2017 is the seventh Kids to Parks Day organized and launched by the National Park Trust; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, Washington, on behalf of the City Council, am pleased to proclaim May 20, 2017 as Kids to Park Day and urge residents of the City of Kenmore to make time on May 20, 2017 to take their children in their lives to a neighborhood, state or national park.

"Kids to Park Day – May 20, 2017"

IN WITNESS WHEREOF, signed this 10th day of April, 2017.



Signed: _____
David Baker, Mayor

Attested: _____
Kelly M. Chelin, City Clerk

**City of Kenmore, Washington
City Council Special and Regular Meeting
Minutes
March 13, 2017**

CALL MEETING TO ORDER – The Kenmore City Council regular meeting was called to order by Councilmember Curtis at 7:00 p.m.

Councilmembers present: Brent Smith, Milton Curtis, Nigel Herbig and Stacey Denuski.

Councilmembers absent: Mayor David Baker, Deputy Mayor Allan van Ness and Councilmember Laurie Sperry.

Councilmember Curtis stated that Mayor Baker, Deputy Mayor Van Ness and Councilmember Sperry were in Washington D.C. at the National League of Cities Conference and were thereby excused.

Staff present: Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Kris Overlesse, Public Works Director; Bryan Hampson, Development Services Director; Jennifer Gordon, Public Works Operation Manager; Rod Kaseguma, City Attorney; Samantha Loyuk, Associate Planner; Brett Schock, Traffic Engineer and Kelly Chelin, City Clerk.

FLAG SALUTE

The Council led the flag salute.

AGENDA APPROVAL

MOTION: Councilmember Denuski made a motion to approve the agenda, Councilmember Herbig seconded the motion. The motion passed 4-0.

CITIZEN COMMENTS

Derek Wyckoff, 7811 NE 205th Street, Kenmore.

Mr. Wyckoff said he is part of the brewing community and is the owner of 192 Brewing. He loves living in Kenmore and urges the Council to consider being supportive of small businesses.

Ethan Savaglio, 3749 SW 99th Street, Seattle.

Mr. Savaglio is the owner of 9 Yards Brewing. He urged the Council to not impose any more fees on businesses.

Laura Simbulan, 18325 83rd Place NE, Kenmore.

Ms. Simbulan spoke in support of Kenmore Crossfit. She told the Council that Kenmore Crossfit will go out of business if there were more fees.

Christopher B. (spelling not confirmed) Kenmore.

Mr. B also spoke in favor of Kenmore CrossFit.

Mayor Baker thanked the citizens for their comments.

CONSENT AGENDA

Councilmember Denuski moved to approve the consent agenda as submitted, Councilmember Smith seconded the motion. The motion passed 4-0.

The consent agenda included the following:

The Following Checks and Electronic Payments are Approved for Payment:

Total Check Numbers 36328 through 36411 in the Amount of \$497,965.03.

Total Payroll Electronic Deposits Dated 02/17/2017 in the Amount of \$78,602.77.

Adopt Minutes for the February 13, 2017 City Council Meeting

Approve January 6-7, 2017 City Council Retreat Report Including City Council Goals

Authorize the City Manager to Enter Into a Contract for Construction of the Tolt Trail Phase 1 Project Not to Exceed \$152,274

Authorize the City Manager to Execute Amendment No. 2 to Contract No. 16-C1502 with MacLeod Reckford for Professional Services in the Amount of \$17,597.65 for the Moorlands Park Improvement Project

Authorize the City Manager to Execute Agreement No. 17-C1654 with Iron Creek Construction LLC for Arrowhead Drive and 82nd Avenue Improvements in the Amount of \$53,642

BUSINESS AGENDA

Discussion with Council on Continuing the Temporary Elimination of the Road Impact Fee and Minimum Parking Space Requirements for Changes of Use of Existing Buildings in the North Sub Area of the Regional Business Zone East of 68th Avenue NE - Bryan Hampson, Development Services Director and Samantha Loyuk, Associate Planner

Staff explained that on July, 27, 2015, the City, pursuant to Ordinance No. 15-0398, adopted a pilot program in which the road impact fee and the minimum parking space requirements for changes of use of existing buildings in the Regional Business North Zone were temporarily eliminated while the City considered and analyzed the reasonableness and appropriateness of such requirements. Non-residential, change of uses, in existing buildings in the North Subarea of the Regional Business Zone, east of 68th Ave NE were eligible.

Ordinance No. 15-0398 was for an 18-month period. It automatically expired on its own terms effective December 31, 2016. A condition of Ordinance No. 15-0398, for utilizing the reduced on-site parking requirement, is that the business owner must pay the City \$7,500 per year, up to five years, for the City to use for parking related purposes, including traffic enforcement. During the initial period, one business took advantage of this incentive.

The City Council discussed whether to continue the pilot program for an additional period in order to further analyze and evaluate the reasonableness and appropriateness of this policy in the North Subarea of the Regional Business Zone. Because the parking spaces regulation is a "land use regulation", the Ordinance is subject to the GMA procedural requirements. Accordingly, the appropriate approach is to include (i) Commerce approval; (ii) public hearing; and (lii) SEPA review. This process is estimated to take two to three months.

The Council agreed to continue the pilot program with the business owner paying a one-time \$7,500 fee which could be split into payments over 5 years. This fee will be for parking related purposes, including traffic enforcement. This ordinance will come back to the Council at a future meeting in two to three months.

Discussion on Vegetation and Sidewalk Maintenance Policy - Brett Schock, Traffic Engineer

Staff explained that the purpose of this discussion is to explain and review the current City code and practices for maintenance of vegetation and sidewalks in the public right of way. Kenmore Municipal Code (KMC) addresses these topics in the following sections:

Vegetation maintenance: 8.35.010, 12.70.010, 12.70.040, 18.30.240 and

Sidewalk maintenance: 12.70.020, 12.70.030

Staff believes it is appropriate to revisit these policies.

Ultimately, any code revisions will require a public hearing and Council adoption. The policy discussion format is:

1. Identify the issue being addressed
2. Provide a summary of the current code requirements
3. Provide information on the current practices of the city in enforcing the code
4. Compare the City's practices with those of neighboring cities
5. Provide staff feedback and recommendations
6. Receive Council feedback

Council engaged in a lengthy discussion. Council agreed with staff recommendations. Council feedback and guidance will be incorporated into draft code revisions which will be presented within the next several months.

Discussion about City Construction Manager Position - Kris Overlesse, Public Works Director

The City continues to have an active Capital Improvement Program for parks, transportation and surface water. As a predominantly contract City, the City utilizes consultants for design, permitting and construction management for most projects. In-house design is sometimes completed for small projects and City capital project management staff may perform construction management and inspection for small projects without federal aid.

Staff recently managed construction of sidewalk installation on 68th Avenue NE, along Murphy's frontage just north of City Hall. Staff also managed construction for the Log Boom Pedestrian Bridge Project and will manage construction of the Tolt Trail.

Project budgets in the Capital Improvement Program (CIP) are typically developed assuming consultants will provide inspection and documentation services with larger projects also requiring a construction manager. For example, the SR 522 West A project was recently staffed with consultants in the roles of: Resident Engineer/Construction Manager, Office Engineer, two field inspectors and a documentation specialist. The team, with the guidance of the City's project manager Kent Vaughan, provided exceptional service. This is a similar level of staffing that will be needed for the West Sammamish River Bridge Project.

In reviewing the six-year Capital Improvement Program for parks, transportation and surface water projects, staff assessed the long-term projection for construction management staff to see if it made sense to do business a different way.

Staff concluded that the City will utilize at least 1.0 FTE of Construction Manager in the next 6 years. Many years will significantly exceed the need for 1.0 FTE Construction Manager. Especially when the West Sammamish River Bridge, Juanita and 68th Avenue Sidewalk Projects, and Log Boom and Squires Landing Park projects are under construction. Staff does not believe the need for a Construction Manager will dip below 1.0 FTE long into the future.

After discussion, the Council stated that they are in favor of the Construction Manager position. This item will come back to a future meeting for approval.

STAFF REPORT

City Manager Karlinsey reported on the leapfrog/visioning session for LakePointe. He stated it was a great session. He stated that it would be great to find a feature or focal point to LakePointe. A special Council meeting has been scheduled for Wednesday, April 19 at 6:30 p.m. for a LakePointe update. Lastly, City Manager Karlinsey asked the Council if they would like to do a proclamation for Affordable Housing Week. A proclamation will be scheduled in April.

Development Services Director Hampson reported to the Council that Mary's Place might be coming into the City at the old police precinct building. Staff is working on the permitting process with Mary's Place.

Assistant City Manager Ousley reported that the City has received some good press coverage over the last week in the Seattle Times and King 5. She also reported that there is a family that lives in Kenmore with the last name Borromeo. Their daughter, Gaby Borromeo, is a contestant on the TV show "The Voice". The City will be organizing an event with Gaby Borromeo.

ADJOURNMENT

Mayor Baker adjourned the meeting at 8:42 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

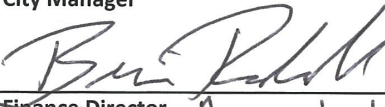
Voucher Certification and Approval

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

The following checks and electronic payments are approved for payment:

Total Check numbers: 36502 through 36615 \$ 538,747.61

Total Payroll electronic deposits dated: 03/17/2017 \$ 78,793.81

	3-25-17
City Manager	Date
	3/24/17
Finance Director	Date

Accountant

Check #	Vendor Name	Description	Check Amount
36502	NATIONWIDE FINANCIAL 401a	Social Security Replacement Plan	12,763.98
36503	NATIONWIDE RETIREMENT SOLUTIONS 457	Deferred Comp Payroll Deduction	295.00
36504	ICMA RETIREMENT TRUST 457 - 304745	Deferred Comp Payroll Deduction	3,185.33
36505	DRS 457	Deferred Comp Payroll Deduction	510.00
36506	AFLAC	Private Medical/ Disability Plans	480.49
36507	BANK OF AMERICA 941	Payroll Taxes	16,755.80
36508	DEPARTMENT OF RETIREMENT SYSTEMS	WA State Retirement	19,017.29
36509	DEPARTMENT OF LABOR AND INDUSTRIES	Worker's Compensation	2,599.99
36510	UNITED WAY OF KING COUNTY	Employee Charitable Contribution	504.00
36511	NATIONAL LIFE OF VERMONT	Life Insurance	123.17
36512	AMERICAN GENERAL LIFE GPO-400S	Life Insurance	409.94
36513	STATE OF FLORIDA DISBURSEMENT UNIT	Payroll Deduction	275.00
36514	NAVIA	Employee Health Savings & Flexible Spending Contr.	401.90
36515	AWC EMPLOYEE BENEFITS	Employee Health Insurance	48,856.53
36516	LINCOLN NATIONAL LIFE INSURANCE	Life/Long Term Disability/AD&D	925.60
36517	BAKER, DAVID	Mileage Reimbursement	346.69
36518	BASTYR UNIVERSITY	Herb & Food Fair Sapling Sponsorship	200.00
36519	BRAVO ENVIRONMENTAL SERVICE	16-C1564 Vactor Services	10,080.26
36520	CASCADE PEST CONTROL	Feb. Rhododendron Park Pest Control	142.35
36521	CITY OF LAKE FOREST PARK	Feb. Public Works Crew/Equipment	74,566.93
36522	FERGUSON ENTERPRISES INC #1539	Catch Basin Rings & Risers	782.50
36523	HERRERA ENVIRONMENTAL CONSULTANTS	16-C1606 1/28-2/24 Aquatic Vegetation Program	2,661.65
36524	JET CITY PRINTING	Business Registration Post Cards	246.38
36525	KING COUNTY FINANCE	Feb. Dump Fees	24.25
36526	KING COUNTY FINANCE	Feb. Road Svcs/After Hours Dispatch	3,600.00
36527	KING COUNTY FINANCE	Feb. Road Svcs/Signs/Signals	5,243.60
36528	KING COUNTY FINANCE	Feb. Road Svcs/Street Overlay	9,069.76
36529	KING COUNTY FINANCE	Feb. Road Svcs/Crosswalks/Striping/Signage	18,658.68
36530	SOUND PUBLISHING, INC.	Feb. Bothell/Kenmore Reporter Advertising	850.00
36531	KING COUNTY TREASURY	2017 Property Tax Bills - 58 Parcels	11,183.52
36532	MR. T'S TROPHIES	Name Plates	75.34
36533	NORTHSHORE FIRE DEPT	Jan./Feb. Fire Marshal Plan Review	520.00
36534	NORTHSHORE UTILITY DIST	Feb. Fleet Vehicle Fuel & Maintenance	4,552.37
36535	HONEY BUCKET	Squire's Landing Rental	218.35
36536	OFFICE DEPOT	Office Supplies	244.06

36537	OFFICE TEAM	3/10 Temporary Reception Services	191.60
36538	PETTY CASH CUSTODIAN	Petty Cash Fund Reimbursement	424.85
36539	PUGET SOUND ENERGY	2/13-3/15 Street Lights/Traffic Signals	1,212.48
36540	PUGET SOUND ENERGY	2/13-3/15 6728 181st Town Green	480.43
36541	PUGET SOUND ENERGY	2/13-3/15 6734 181st Town Green	34.70
36542	PUGET SOUND ENERGY	2/1-3/2 Various Street Lights	9,622.42
36543	PUGET SOUND ENERGY	2/13-3/15 City Hall Gas	1,221.05
36544	PUGET SOUND ENERGY	2/13-3/15 Incubator Electric/Gas	565.59
36545	CEMEX	SR522 Catch Basin Patching Material	288.62
36546	SEATTLE TIMES	3/7 Ad - School Impact Fees	69.13
36547	STEWART MACNICHOLS HARMELL, INC.	Feb. Public Defender Services	5,000.00
36548	SOUND CITIES ASSOC	3/29 Networking Dinner Registration for 6	270.00
36549	SOUND CITIES ASSOC	3/29 Networking Dinner Registration for 2	90.00
36550	TOTAL LANDSCAPE CORP	March City Hall & Parks Landscaping	5,002.61
36551	WA STATE DEPT OF TRANSPORTATION	Feb. Signal Maint. 68th/175th & 68th/181st	717.17
36552	WETLANDS & WOODLANDS INC	SR522 ROW Planting	9,677.06
36553	SNOHOMISH COUNTY	Feb. Vector Disposal Charges	637.00
36554	ENVIRONMENTAL SYSTEMS RESEARCH INST	GIS Software WA State DES Contract	5,694.00
36555	BANNER BANK LD	Event Rental Space/Supplies/Social Media	1,695.11
36556	BANNER BANK CS	Police Supplies/Safe Kids' Booklets	610.60
36557	DIGITAL REPROGRAPHICS SERVICES INC.	Map Lamination/Zoning Maps	144.32
36558	BUILDERS EXCHANGE OF WASHINGTON INC	Feb. Online Projects Publishing	230.35
36559	HDR ENGINEERING, INC	13-C1214 SR522 W. A Improvements	15,289.22
36560	BANNER BANK DB	APA Membership Renewal	275.00
36561	QUALITY BUSINESS SYSTEMS INC.	2nd Floor Xerox Copy Chgs 2/2-3/1	170.48
36562	NORTHSHORE ROTARY CLUB	Meals & Quarterly Dues	148.00
36563	BANNER BANK JG	Advertising/Supplies/Airfare	1,243.19
36564	GRAINGER	Tree Watering Bags	179.25
36565	BANNER BANK KENMORE	Supplies/Events/Bus. Mtg. Expenses	931.66
36566	BANNER BANK KENMORE	Drainage Materials/Subscription	1,278.96
36567	EAST JORDAN IRON WORKS	Catch Basin Grates	17,405.02
36568	A+ CONFERENCING	Conference Calls	36.03
36569	JAYMARC - AV	16-C1583 Town Green Audio/Visu	6,476.41
36570	BANNER BANK JGORDON	Supplies/Tools/Parts/Clocks/Certification	1,940.66
36571	ZONAR SYSTEMS	Street Sweeper & De-Icer GPS Tracking	525.33
36572	COMCAST BUSINESS	Internet/Cable C.H./Incubator/Town Green	2,069.93
36573	WA STATE DEPT OF LABOR & INDUSTRIES	Annual Elevator Operating Certification	141.60
36574	PAWS	Feb. Animal Sheltering Services	360.00
36575	INDEPENDENT STATIONERS	Office Supplies	148.96
36576	BANNER BANK BH	Publications/Registration	211.10
36577	MILLER STEPHENS, MARY	Dec. Defense Services @ SCORE	1,250.00
36578	PERTEET INC.	12-C1082 Jan. On-Call Engineering Services	10,888.73
36579	VERIZON WIRELESS	2/27-3/26 Cell Phones/I-Pads	524.77
36580	BANNER BANK BAKER	Airfare/Meals	224.47
36581	WAGE WORKS	Monthly Admin Fee Aflac	50.00
36582	KENMORE COMMERCIAL LLC	April Incubator Bldg. Lease Payment	3,213.25
36583	AAA PRINTING	Natural Health Hub Brochure	605.11
36584	D.R. HORTON	Reimbursement for Impact Fee Exemptions	11,885.43
36585	CITYWORKS/ AZTECA SYSTEMS INC.	Software Renewal 4/17/17-4/16/18	21,900.00
36586	CONTOUR FENCE CO. INC.	Fence Repair 18220 61st Ave NE	667.95
36587	NORTHWEST LANDSCAPE SERVICES	March SR522 ROW Landscaping	1,745.12
36588	LANGUAGE LINE SERVICES, INC.	Phone Interpreter Service 1/18	282.67
36589	WA ASSOC OF PUBLIC RECORDS OFFICERS	Spring Training Reg./Meehan	175.00
36590	WA ASSOC OF PUBLIC RECORDS OFFICERS	Spring Training Reg./McAllister	175.00

36591	SCORE	February Inmate Housing	29,370.60
36592	MICRONET, INC.	Monthly Business Directory Fee	75.56
36593	GOVDELIVERY, INC.	C13-1207 Amendment #3	11,576.25
36594	METROPOLITAN TRANS. COMMISSION	Pavement Management Software Renewal	1,500.00
36595	STEWART TITLE COMPANY	915990 0080 Juanita ROW Title	4,369.05
36596	KPFF CONSULTING ENGINEERS	15-C1484 Jan. Professional Svcs	10,863.90
36597	SKYWARD CONSTRUCTION	15-C1462 Feb. Town Green/Pavilion	37,776.73
36598	BANNER BANK RK	Training Registration	396.00
36599	RESOURCE EXPLORATION, LLC	Replacement for Missing Check/PBB Software	8,000.00
36600	NORTHWEST ARBORICULTURE LLC	16-C1591 163rd/Juanita Tree Maint.	2,115.72
36601	TOP TO BOTTOM JANITORIAL, INC.	March City Hall Janitorial Services	3,500.00
36602	DEPPA, DOUG	Reimbursement/Minzghor Retirement Supplies	77.52
36603	OWEN EQUIPMENT COMPANY	Street Sweeper Broom Replacement	1,246.98
36604	EA ENGINEERING SCIENCE & TECHNOLOGY	16-C1582 Lodge @ St. Edward EIS	2,510.00
36605	FINANCIAL CONSULTING SOLUTIONS GROUP	16-C1589 1/21-2/17 Development Svcs Fee Study	770.71
36606	TYLER TECHNOLOGIES, INC.	Chart of Account Segmentation Fees/New Software	125.00
36607	TYLER TECHNOLOGIES, INC.	11/30-12/9 Chart of Account Segmentation	281.25
36608	TYLER TECHNOLOGIES, INC.	12/15 Chart of Account Segmentation	250.00
36609	TYLER TECHNOLOGIES, INC.	12/20 Chart of Account Segmentation	187.50
36610	QUALITY BUSINESS SYSTEMS	1st Floor Xerox Lease 3/5-4/4/17	672.46
36611	EASTSIDE HOMES, INC.	PRJ2008-060 ENG2011-129 Deposit Refund	12,612.07
36612	PLANTS NORTHWEST, INC.	Trees for 181st North Sidewalk	3,269.30
36613	BERGMANN, SEAN & LINETTE	Property/Slope Easement Payment	9,500.00
36614	SEATTLE PHOTO BOOTHS	3/31 Police Sponsored Teen Event	565.02
36615	BANNER BANK NO	Parking/Business Meeting Expenses	467.89
3/17/2017	PAYROLL	Direct Deposit	78,793.81
			<u>\$ 617,541.42</u>

2017	PRIOR VENDOR ACTIVITY	TOTAL	FOR 2017
	A V CAPTURE ALL		4,718.57
	A+ CONFERENCING		91.10
	AFLAC		960.98
	ALCALDE & FAY		10,035.87
	ALPHAGRAPHS US718		239.95
	AM TEST, INC		225.00
	AMERICAN GENERAL LIFE GPO-400S		819.88
	AMERICAN PLANNING ASSOCIATION		1,065.00
	AMERICAN PUBLIC WORKS ASSOCIATION		1,295.00
	ARTS OF KENMORE		950.00
	ASSOCIATION OF WA CITIES		15,574.00
	AWC EMPLOYEE BENEFITS		97,713.06
	BAKER, DAVID		858.85
	BANK OF AMERICA 941		86,018.04
	BANNER BANK BAKER		2,028.73
	BANNER BANK CS		2,349.58
	BANNER BANK JG		638.87
	BANNER BANK JGORDON		572.00
	BANNER BANK KENMORE		5,516.97
	BANNER BANK LD		1,544.89
	BANNER BANK NO		2,093.80
	BANNER BANK PS		617.09
	BANNER BANK RK		2,983.08
	BANNER BANK VAN NESS		731.20
	BEST HARBOUR DEVELOPMENT LLC		7,500.00
	BLACKBAUD		7,304.24
	BRAVO ENVIRONMENTAL SERVICE		7,928.25
	BRIEN, GAYLYNN		100.00
	BRUCE DEES & ASSOCIATES		236.51
	BUILDERS EXCHANGE OF WASHINGTON INC		135.00
	CALPORTLAND COMPANY		171.17
	CANYON VIEW ESTATES		7,561.70
	CAPITAL ONE COMMERCIAL/ COSTCO		158.29
	CASCADE PEST CONTROL		284.70
	CEMEX		366.97
	CITY OF BELLEVUE		8,131.00
	CITY OF LAKE FOREST PARK		187,212.51
	CITY OF SHORELINE		2,281.53
	CLARK & SONS EXCAVATING INC.		17,347.00
	CODE PUBLISHING COMPANY		3,562.89
	COLUMBIA RIDGE LANDFILL		1,170.78
	COMCAST		4,723.28
	CONSOLIDATED PRESS		3,180.78
	CONTOUR FENCE CO. INC.		2,419.95
	CSAT, LLC		1,200.00
	DACO ENTERPRISES, LLC		2,500.00
	DAILY JOURNAL OF COMMERCE		1,300.80
	DAY WIRELESS SYSTEMS		76.44
	DEPARTMENT OF LABOR AND INDUSTRIES		4,981.36
	DEPARTMENT OF RETIREMENT SYSTEMS		96,011.39
	DEVRIES, DENIS		48.69
	DRS 457		2,450.00

EA ENGINEERING SCIENCE & TECHNOLOGY	15,801.81
EASTSIDE HOMES, INC.	94,033.50
ECO-COUNTER	9,580.00
ECONOMIC DEV COUNCIL OF SEATTLE/KC	5,000.00
ECOSS	1,941.26
EMPLOYMENT SECURITY DEPT	249.00
EVERGREEN SAFETY COUNCIL	299.00
FERGUSON ENTERPRISES INC #1539	2,683.97
FINANCIAL CONSULTING SOLUTIONS GROUP	18,074.08
FIRE PROTECTION, INC	246.42
FLEMINGS HOLIDAY LIGHTING LLC	3,241.27
FRONTIER	25,012.53
FRUHLING SAND & TOPSOIL	200.00
FUN RENTALS	710.66
GALLATIN PUBLIC AFFAIRS	7,000.00
GORDON THOMAS HONEYWELL	7,756.54
GORDON, JENNIFER	150.00
GRAINGER	135.30
GREATER BOTHELL CHAMBER OF COMMERCE	1,900.00
HANSEN, COREY	13,405.00
HDR ENGINEERING, INC	3,164.75
HERRERA ENVIRONMENTAL CONSULTANTS	10,468.90
HESTON VISUAL ARTS	465.38
HONEY BUCKET	436.70
HOPKINS, CRAIG	143.38
HORIZON DISTRIBUTORS INC	107.54
HSA BANK	42.30
ICMA RETIREMENT TRUST 457 - 304745	15,925.13
INC4INC, INC.	7,500.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	27,838.98
INTEGRA TELECOM	1,799.53
iWORQ SYSTEMS	2,800.00
JAYMARC - AV	39,979.37
JET CITY IMPROV	600.00
JET CITY PRINTING	78.02
JOYCE ZIKER PARKINSON	150.00
JSH PROPERTIES, INC.	420.12
KAMINS CONSTRUCTION INC.	34,828.50
KENMORE COMMERCIAL LLC	6,426.50
KENMORE HERITAGE SOCIETY	585.00
KING COUNTY ANIMAL SVCS	648.00
KING COUNTY FINANCE	108,529.88
KING COUNTY FINANCE W.L.R.D.	569.64
KING COUNTY MUNICIPAL CLERKS ASSOC	25.00
KING COUNTY RADIO COMM SERVICES	298.94
KING COUNTY RECORDER'S OFFICE	166.00
KING COUNTY SHERIFF	11,391.69
KOMPAN, INC	2,169.20
KONICA MINOLTA BUSINESS SOLUTIONS	629.24
KPFF CONSULTING ENGINEERS	6,414.10
KUSTOM SIGNALS, INC.	492.26
LANDSCAPE FORMS, INC.	503.70
LAW OFFICE OF JOHN RONGERUDE, PS	300.00
LENTZ, FLORENCE K.	6,150.00

LIGHTHOUSE CONSULTING INC	12,075.61
LINCOLN NATIONAL LIFE INSURANCE	1,879.56
MAACO	383.25
MACLEOD RECKORD	70,499.97
MAIL FINANCE	703.00
MARSHBANK CONSTRUCTION	2,313.67
MCCLURE AND SONS, INC.	95,511.90
MICRONET, INC.	75.56
MILLER STEPHENS, MARY	2,500.00
MR. T'S TROPHIES	45.99
MUNIMANAGE, LLC	6,500.00
NATIONAL LIFE OF VERMONT	246.34
NATIONWIDE FINANCIAL 401a	65,298.66
NATIONWIDE RETIREMENT SOLUTIONS 457	1,025.00
NAVIA	3,759.20
NAZARIYA, ANATOLI	153.57
NEOPOST USA INC.	182.87
NICK MINZGHOR	850.00
NORTHSHORE FIRE DEPT	80.00
NORTHSHORE UTILITY DIST	8,260.35
NORTHWEST ARBORICULTURE LLC	2,598.33
NORTHWEST LANDSCAPE SERVICES	3,490.24
OFFICE DEPOT	1,234.45
OFFICE TEAM	383.20
OLBRECHTS & ASSOCIATES, PLLC	9,782.00
OLYMPIC ENVIRONMENTAL RESOURCES INC	6,108.30
OSBORN CONSULTING INC.	17,530.04
PACIFIC TOPSOILS	73.00
PAMPLIN MEDIA GROUP	190.00
PASSPORT TRAVEL AND TOURS	598.00
PENDLETON, MICHAEL	3,745.50
PERSONAL BEST/ TOPHEALTH	117.74
PHSI PURE HEALTH SOLUTIONS INC.	302.89
PHSI PURE WATER FINANCE	301.86
PUGET SOUND CLEAN AIR AGENCY	17,756.00
PUGET SOUND ENERGY	26,843.56
PUGET SOUND FINANCE OFFICERS ASSOC	50.00
PUGET SOUND REGIONAL COUNCIL	8,294.00
QUALITY BUSINESS SYSTEMS INC.	1,834.20
RANDALL, BRIAN	411.40
REDFIELD PROPERTIES LLC	2,500.00
REPUBLIC SERVICES	1,323.06
RYCO EQUIPMENT, INC.	216.81
SARAH ROBERTS	21,672.18
SCORE	30,376.05
SEATTLE TIMES	1,286.71
SHI INTERNATIONAL CORP.	375.59
SHRED-IT USA LLC	175.93
SITTS & HILL ENGINEERS, INC.	228.00
SKYWARD CONSTRUCTION	21,144.45
SNOHOMISH COUNTY	1,476.00
SOFTWAREONE, INC.	9,830.69
SOUND CITIES ASSOC	13,829.83
SOUND PUBLISHING, INC.	609.65

SPERRY, LAURIE	34.78
STAPLES ADVANTAGE	207.71
STARDOM SERVICES, INC.	1,020.00
STATE OF FLORIDA DISBURSEMENT UNIT	1,375.00
STATE OF WA DEPT. OF LICENSING	30.00
STEWART MACNICHOLS HARMELL, INC.	10,000.00
STEWART TITLE COMPANY	33,158.79
SUMMIT TREE AND LAND, INC.	4,489.50
TELESYSTEMS WEST	175.20
TOP TO BOTTOM JANITORIAL, INC.	3,500.00
TOTAL LANDSCAPE CORP	11,735.32
TOWN CENTER HARDWARE	257.66
TRINITY CONTRACTORS, INC.	43,661.30
UFF DA LOGISTICS	283.59
UNITED STATES POSTMASTER	1,586.32
UNITED WAY OF KING COUNTY	1,008.00
UPS STORE	89.15
URBAN FORESTRY SERVICES, INC.	850.00
US POSTAL SERVICE (HASLER)	2,739.69
VAN NESS, ALLAN	81.51
VELLAT, MARC H.	32,050.00
VERIZON WIRELESS	1,058.61
VERSATILE MOBILE SYSTEMS	260.88
W.S.S.O. Advanced Training	780.00
WA ASSOC OF BUILDING OFFICIALS	2,450.00
WA ASSOC OF CODE ENFORCEMENT	35.00
WA CITIES INSURANCE AUTHORITY	265,141.00
WA FINANCE OFFICERS ASSOCIATION	150.00
WA STATE DEPT OF TRANSPORTATION	855.36
WAGE WORKS	238.00
WASHINGTON ENERGY SERVICES CO. LLC	28.00
WASHINGTON STATE DEPT OF REVENUE	4,877.35
WASHINGTON STATE PATROL	897.24
WELLS FARGO FINANCIAL	1,233.82
WINTERBOURNE LANDSCAPE	574.88
	<u><u>\$ 2,015,402.65</u></u>

Subject/Topic:
January 2017 Financial Report



PO Box 82607
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: March 15, 2017
RE: January 2017 Financial Reports for the City of Kenmore, Washington

January 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
- Investment Schedule
- Cash and Investment Report
- 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

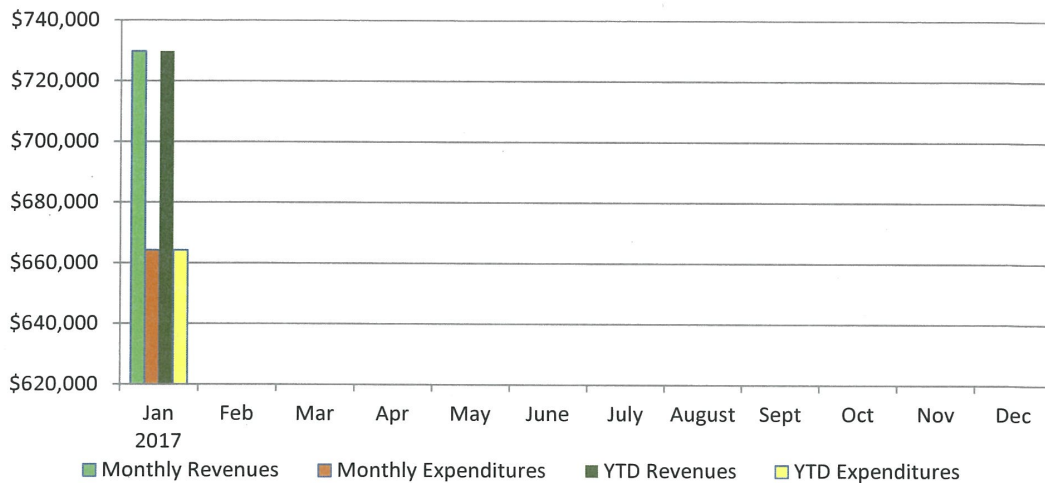
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, January is the first month (4%) of the 2017-2018 biennial budget period. For the month of January, revenues exceeded expenditures in the General Fund by \$65,501. During the biennium revenues exceed expenditures by \$65,501.

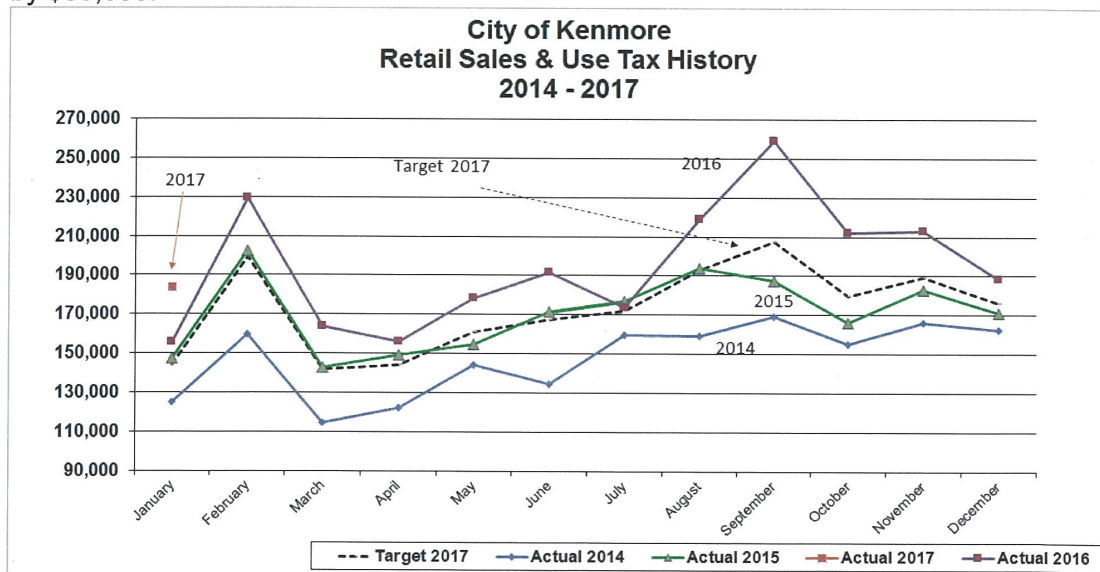
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through January 2017.

City of Kenmore, Washington
Monthly Financial Report
January 2017



Total **revenues** for the month were **\$729,719**. Biennium to date revenues are \$729,719, which is 3.1% of the budgeted revenues of \$23,533,174. Primary sources of revenue for the month included property taxes in the amount of \$7,159, development fees & permits in the amount of \$78,185, retail sales and use taxes in the amount of \$183,686, intergovernmental revenues in the amount of \$44,456, franchise fees in the amount of \$232,484, and utility taxes in the amount of \$135,701.

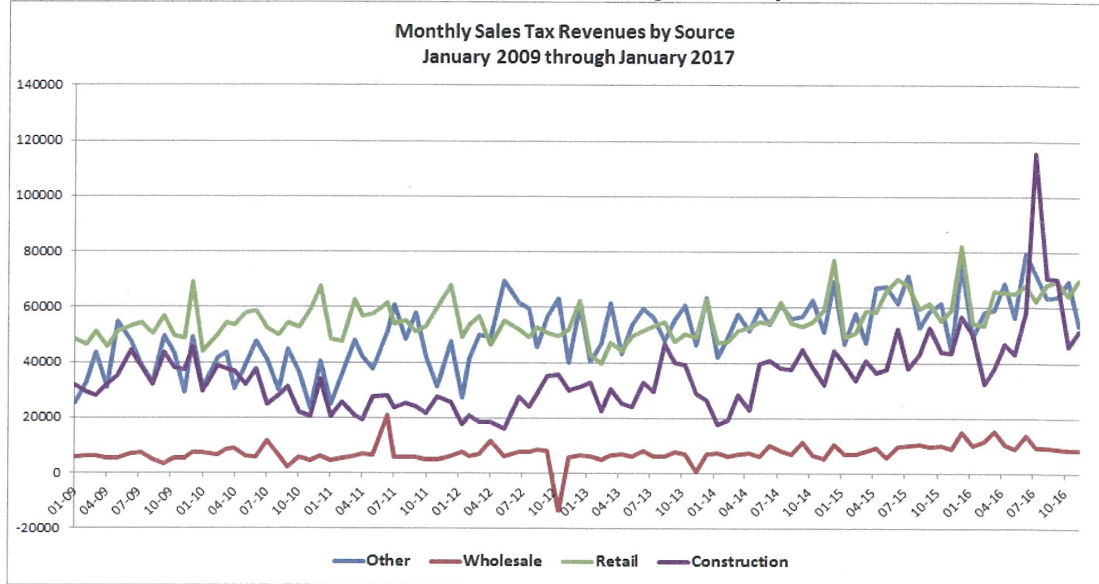
A summary of sales tax revenues received in January is attached. These receipts are based on November sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2017 line is a monthly average of actual receipts during 2014, 2015, and 2016. The orange dot represents 2017 actual receipts, which are \$27,919 above 2016, and ahead of 2017 target by \$39,386.



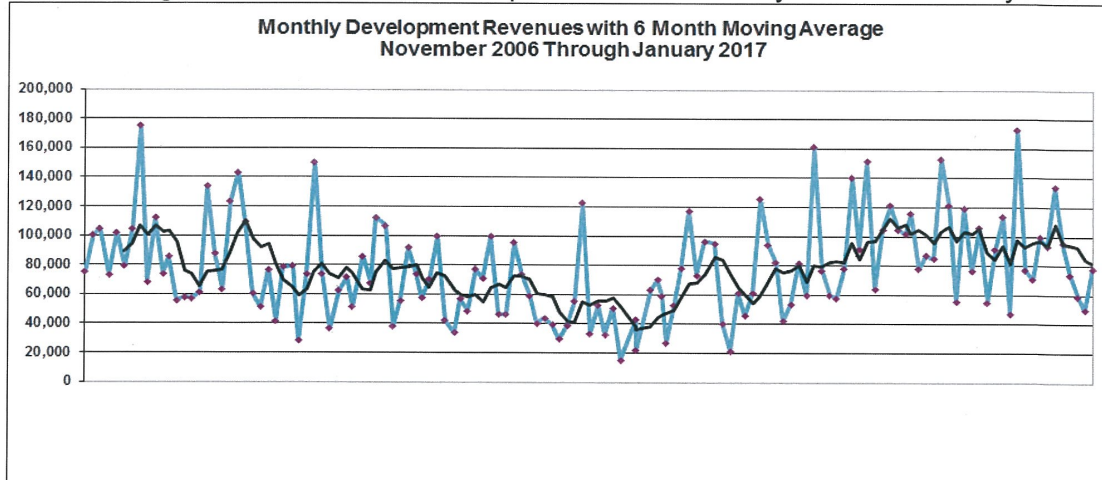
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City of Kenmore, Washington
 Monthly Financial Report
 January 2017

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 January 2017.



The following chart illustrates the development revenue activity over the last ten years.



January 2017 expenditures were \$664,218. Biennium to date expenditures are \$664,218, which is 2.8% of the biennial budget expenditures of \$23,366,621.

City of Kenmore, Washington
Monthly Financial Report
January 2017

Total City cash (\$15,929,388) and long term investments (\$11,859,843), at the end of January, totaled \$27,789,231. Proposition 1 levy funds of \$9.8M are included in this 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 \$648,495 and total non-General Fund expenditures were \$265,419.

In the **Street Fund** revenue from gas tax distributions was \$36,217. \$28,523 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund** expenditures were \$78,490 for construction of NE 181st Sidewalk projects. The fund received \$215,026 in SR 522 West A utility reimbursements and \$95,868 in sidewalk grant reimbursements during the month.

The **Park Impact Fee** fund received \$12,825 in revenues during the month.

There was \$44,829 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$176,657 of real estate excise taxes (REET) in January from sales activity that occurred in December. 61 transactions were reported this month. The 2017 year to date revenue exceeds the 2016 revenue by \$53,838 and the 2017 Target by \$86,929.

The **Kenmore Village** Fund expended \$61,176 during the month for the Town Green project.

The **Transportation Benefit District** Fund received \$29,680 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **January 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
January 31, 2017



	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2016			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	January 2017	2017-2018	BUDGET	2017-2018	January 2015	2015-2016	BUDGET	2015-2016
REVENUES								
Beginning Fund Balance		2,981,035		3,131,687				
Property Taxes	7,159	7,159	0.1%	9,408,704	12,908	12,908	0.1%	9,075,766
Sales and Use Taxes	230,735	230,735	4.3%	5,376,291	188,575	188,575	3.8%	5,000,532
Utility Taxes	135,701	135,701	5.0%	2,717,485	43,746	43,746	1.6%	2,763,390
Other Taxes	905	905	0.4%	218,113	375	375	0.3%	112,720
Development Fees & Permits	78,185	78,185	4.4%	1,764,518	115,397	115,397	5.4%	2,151,432
Franchise Fees	232,484	232,484	13.9%	1,668,476	215,597	215,597	13.3%	1,622,160
Intergovernmental and Grants	44,456	44,456	5.3%	841,615	27,218	27,218	3.8%	707,370
Investment Interest	-183	-183	-0.4%	52,000	7,078	7,078	14.0%	50,700
Fines and Forfeitures	-295	-295	0.0%	0	-153	-153	n/a	0
Transfers and Other Revenues	572	572	0.0%	1,485,972	8,006	8,006	1.5%	541,200
Total Revenues	729,719	729,719	3.1%	23,533,174	618,747	618,747	2.8%	22,025,270
Total Revenues & Beginning Fund Balance								
		3,710,754		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
	January 2017	2017-2018	BUDGET	2017-2018	January 2015	2015-2016	BUDGET	2015-2016
EXPENDITURES								
Cost Center								
City Council	46,414	46,414	14.1%	329,426	32,767	32,767	10.0%	328,435
City Manager	90,835	90,835	2.7%	3,328,297	76,658	76,658	2.4%	3,233,222
City Clerk	24,157	24,157	5.7%	425,368	7,696	7,696	2.8%	277,683
Finance	247,649	247,649	15.7%	1,578,850	205,726	205,726	13.8%	1,490,155
Legal	0	0	0.0%	500,000	1,163	1,163	0.2%	700,000
Interfund Transfers	0	0	0.0%	1,328,228	0	0	0.0%	3,552,671
Public Safety	14,595	14,595	0.2%	8,756,304	14,009	14,009	0.2%	8,160,115
Engineering & Environmental Services	63,600	63,600	4.5%	1,415,011	47,876	47,876	2.7%	1,743,950
Community Development	38,519	38,519	2.2%	1,715,510	28,737	28,737	3.5%	830,030
Developmental Services	117,098	117,098	5.7%	2,071,288	70,605	70,605	4.0%	1,755,050
Parks & Facility Maintenance	21,351	21,351	1.1%	1,918,339	18,648	18,648	0.9%	2,029,409
Total Expenditures	664,218	664,218	2.8%	23,366,621	503,885	503,885	2.1%	24,100,720
Ending Fund Balance		3,046,536		3,298,240			0.0%	-2,075,450
Total Expenditures and Ending Fund Balance								
		3,710,754		26,664,861				22,025,270

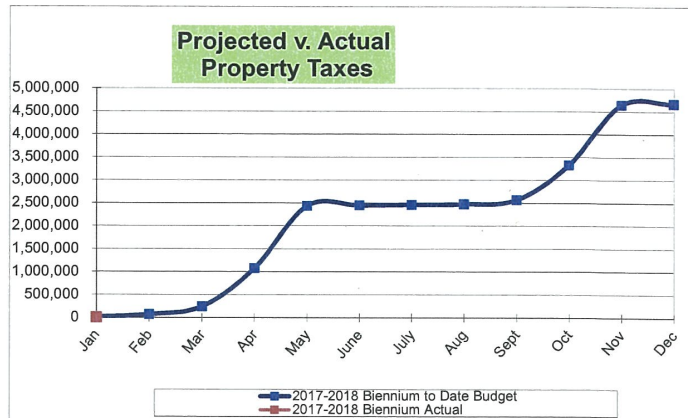
*Non-Departmental expenditures have been moved to other General Fund Cost Centers

**City of Kenmore, Washington
General Fund Revenue Graphs
January 31, 2017**

PROPERTY TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	14,999	7,159
Feb	72,766	
Mar	244,307	
Apr	1,080,675	
May	2,436,106	
June	2,449,155	
July	2,462,094	
Aug	2,475,845	
Sept	2,569,762	
Oct	3,327,586	
Nov	4,641,977	
Dec	4,668,509	

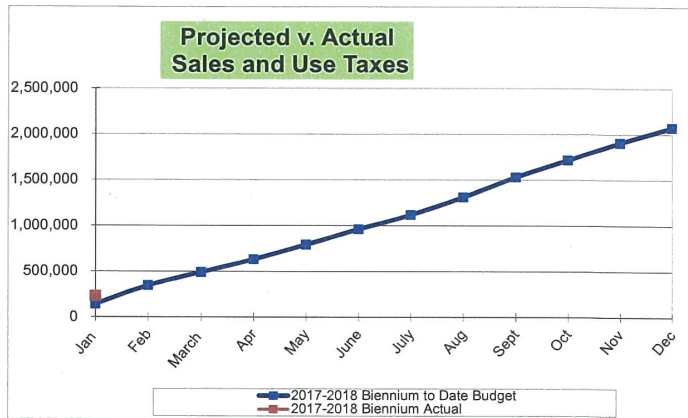
Year To Date
Actual v. Projected 48%



SALES, USE, CRIM JUSTICE TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	141,908	230,735
Feb	346,302	
March	491,775	
Apr	632,210	
May	793,693	
June	961,915	
July	1,118,574	
Aug	1,312,542	
Sept	1,531,524	
Oct	1,718,407	
Nov	1,907,463	
Dec	2,075,374	

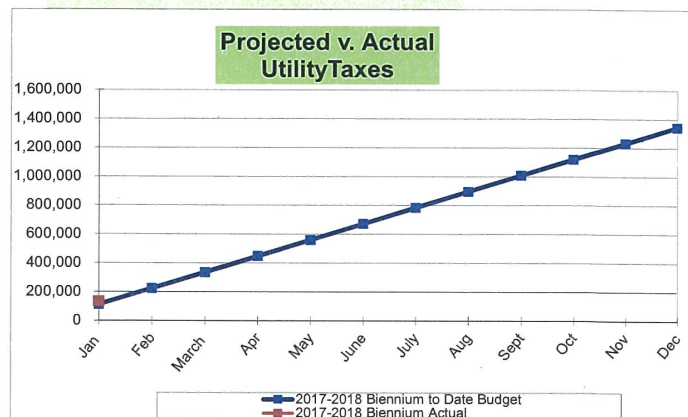
Year To Date
Actual v. Projected 163%



UTILITY TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	112,108	135,701
Feb	224,215	
March	336,323	
Apr	448,430	
May	560,538	
June	672,645	
July	784,753	
Aug	896,860	
Sept	1,008,968	
Oct	1,121,075	
Nov	1,233,183	
Dec	1,345,290	

Year To Date
Actual v. Projected 121%

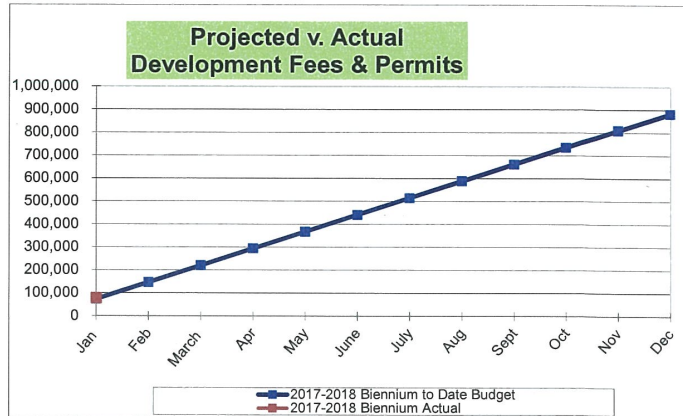


**City of Kenmore, Washington
General Fund Revenue Graphs
January 31, 2017**

DEVELOPMENT FEES & PERMITS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	73,522	78,185
Feb	147,043	
March	220,565	
Apr	294,086	
May	367,608	
June	441,130	
July	514,651	
Aug	588,173	
Sept	661,694	
Oct	735,216	
Nov	808,737	
Dec	882,259	

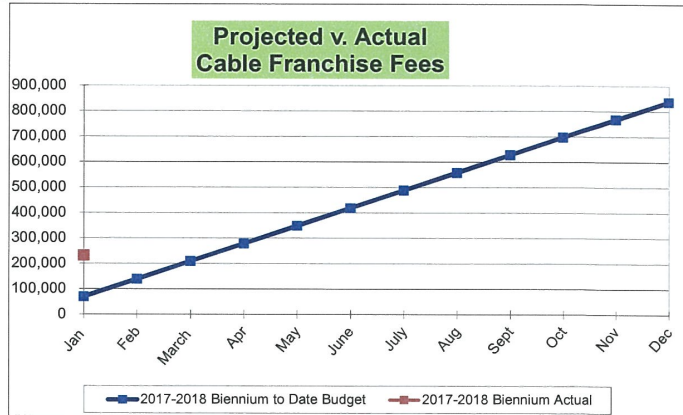
Year To Date
Actual v. Projected 106%



CABLE/WATER/SEWER FRANCHISE FEES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	69,791	232,484
Feb	139,582	
March	209,374	
Apr	279,165	
May	348,956	
June	418,747	
July	488,538	
Aug	558,329	
Sept	628,121	
Oct	697,912	
Nov	767,703	
Dec	837,494	

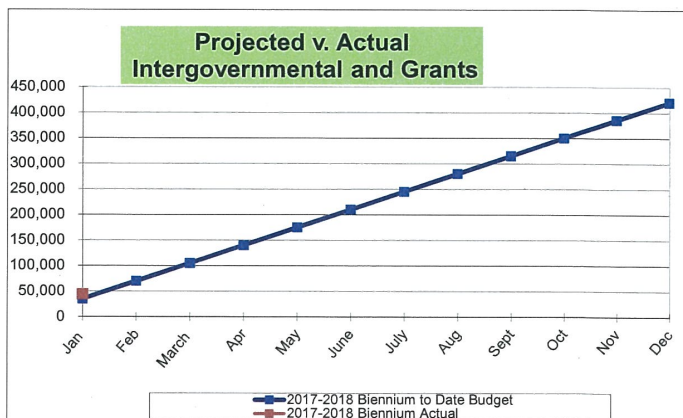
Year To Date
Actual v. Projected 333%



INTERGOVERNMENTAL & GRANTS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	35,067	44,456
Feb	70,135	
March	105,202	
Apr	140,269	
May	175,337	
June	210,404	
July	245,471	
Aug	280,539	
Sept	315,606	
Oct	350,673	
Nov	385,741	
Dec	420,808	

Year To Date
Actual v. Projected 127%

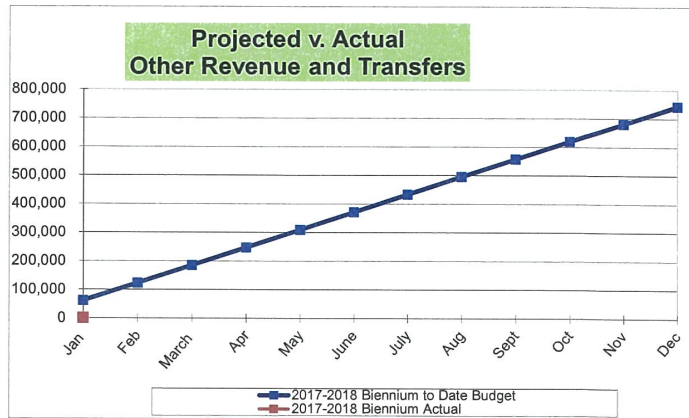


**City of Kenmore, Washington
General Fund Revenue Graphs
January 31, 2017**

OTHER REVENUES AND TRANSFERS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	61,916	999
Feb	123,831	
March	185,747	
Apr	247,662	
May	309,578	
June	371,493	
July	433,409	
Aug	495,324	
Sept	557,240	
Oct	619,155	
Nov	681,071	
Dec	742,986	

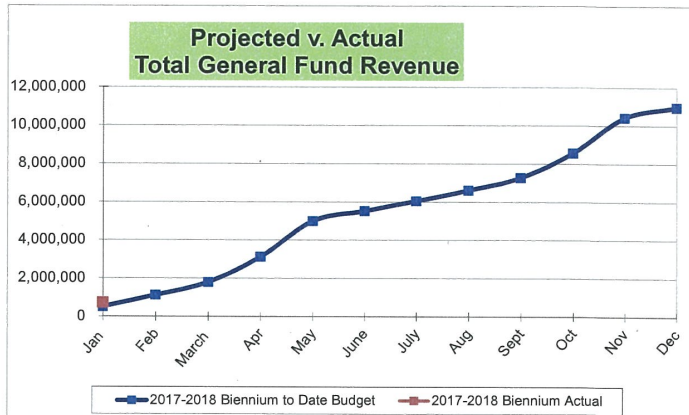
Year To Date
Actual v. Projected 2%



TOTAL GENERAL FUND REVENUE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	509,311	729,719
Feb	1,123,874	
March	1,793,292	
Apr	3,122,498	
May	4,991,814	
June	5,525,489	
July	6,047,490	
Aug	6,607,612	
Sept	7,272,914	
Oct	8,570,024	
Nov	10,425,873	
Dec	10,972,720	

Year To Date
Actual v. Projected 143%

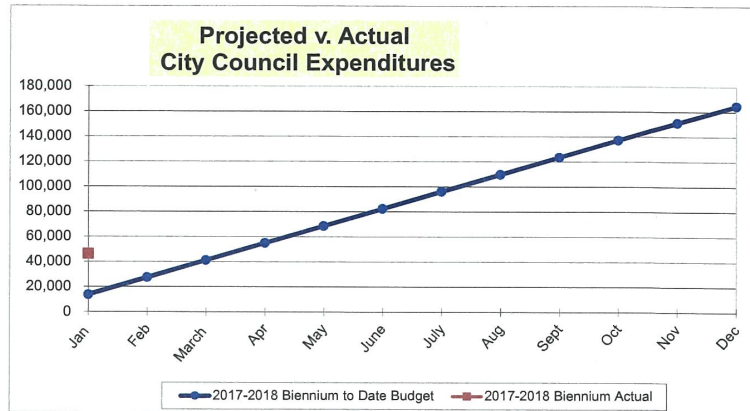


**City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2017**

CITY COUNCIL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	13,726	46,414
Feb	27,452	
March	41,178	
Apr	54,904	
May	68,630	
June	82,357	
July	96,083	
Aug	109,809	
Sept	123,535	
Oct	137,261	
Nov	150,987	
Dec	164,713	

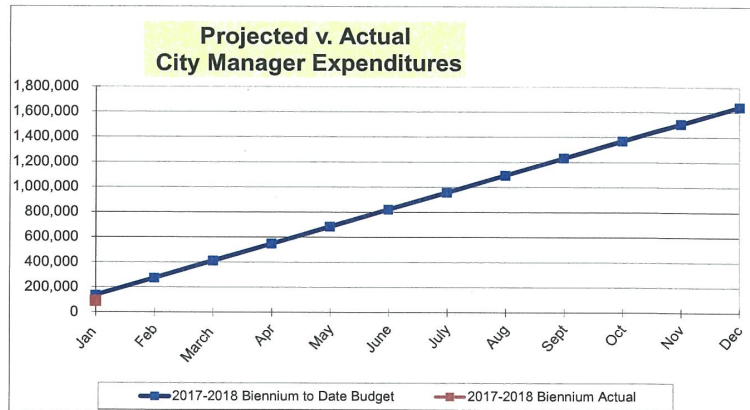
Year To Date
Actual v. Projected 338%



CITY MANAGER

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	136,941	90,835
Feb	273,882	
March	410,822	
Apr	547,763	
May	684,704	
June	821,645	
July	958,585	
Aug	1,095,526	
Sept	1,232,467	
Oct	1,369,408	
Nov	1,506,348	
Dec	1,643,289	

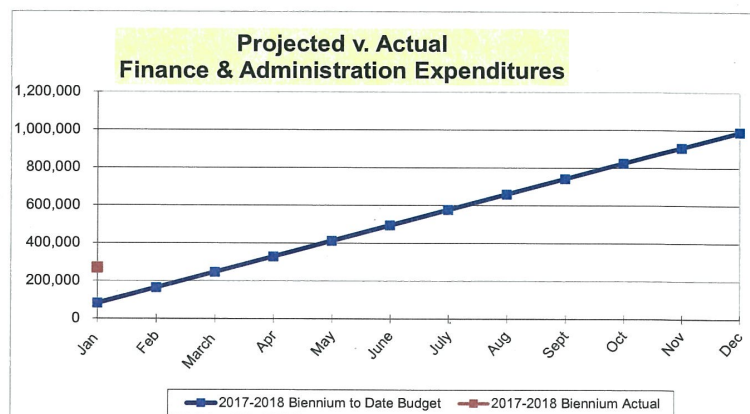
Year To Date
Actual v. Projected 66%



FINANCE & ADMINISTRATION

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	82,497	271,806
Feb	164,993	
March	247,490	
Apr	329,987	
May	412,483	
June	494,980	
July	577,477	
Aug	659,973	
Sept	742,470	
Oct	824,967	
Nov	907,463	
Dec	989,960	

Year To Date
Actual v. Projected 329%

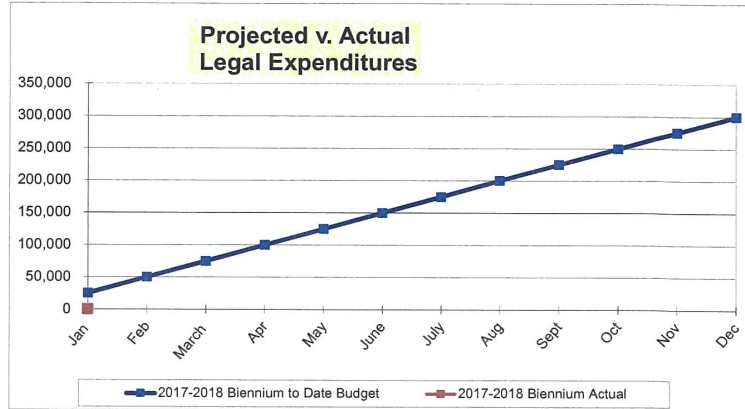


City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2017

LEGAL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	25,000	0
Feb	50,000	
March	75,000	
Apr	100,000	
May	125,000	
June	150,000	
July	175,000	
Aug	200,000	
Sept	225,000	
Oct	250,000	
Nov	275,000	
Dec	300,000	

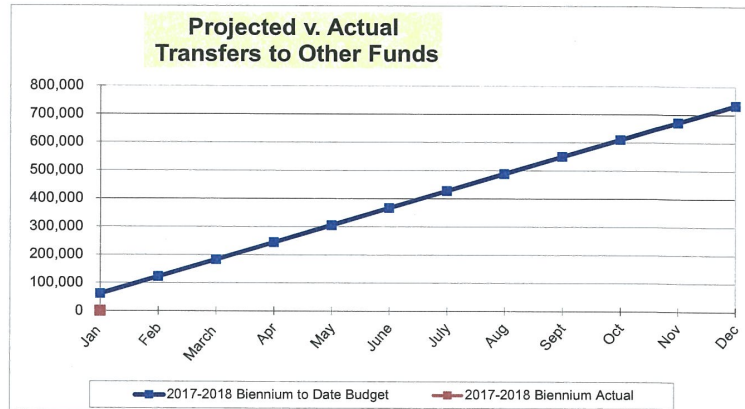
Year To Date
 Actual v. Projected 0%



TRANSFERS TO OTHER FUNDS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	61,096	0
Feb	122,192	
March	183,288	
Apr	244,384	
May	305,480	
June	366,576	
July	427,671	
Aug	488,767	
Sept	549,863	
Oct	610,959	
Nov	672,055	
Dec	733,151	

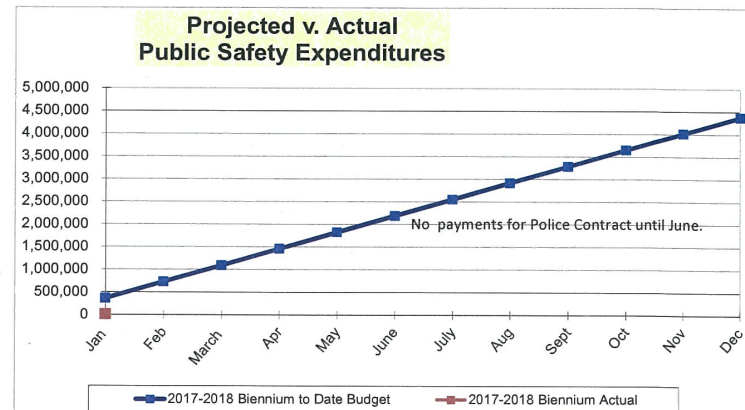
Year To Date
 Actual v. Projected 0%



PUBLIC SAFETY

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	364,846	14,595
Feb	729,692	
March	1,094,538	
Apr	1,459,384	
May	1,824,230	
June	2,189,076	
July	2,553,922	
Aug	2,918,768	
Sept	3,283,614	
Oct	3,648,460	
Nov	4,013,306	
Dec	4,378,152	

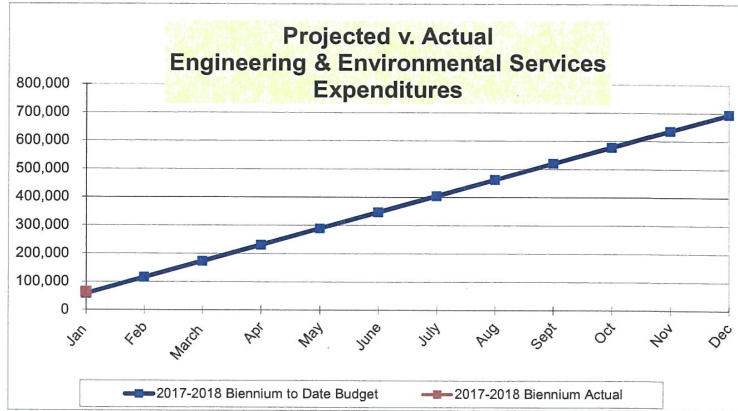
Year To Date
 Actual v. Projected 4%



City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2017
ENGINEERING & ENVIRONMENTAL SERVICES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	57,834	63,600
Feb	115,668	
March	173,503	
Apr	231,337	
May	289,171	
June	347,005	
July	404,839	
Aug	462,673	
Sept	520,508	
Oct	578,342	
Nov	636,176	
Dec	694,010	

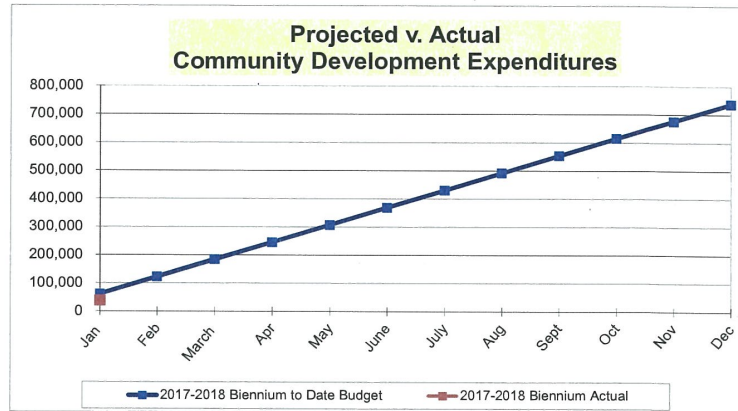
Year To Date
 Actual v. Projected 110%



COMMUNITY DEVELOPMENT

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	61,496	38,519
Feb	122,992	
March	184,488	
Apr	245,984	
May	307,480	
June	368,976	
July	430,471	
Aug	491,967	
Sept	553,463	
Oct	614,959	
Nov	676,455	
Dec	737,951	

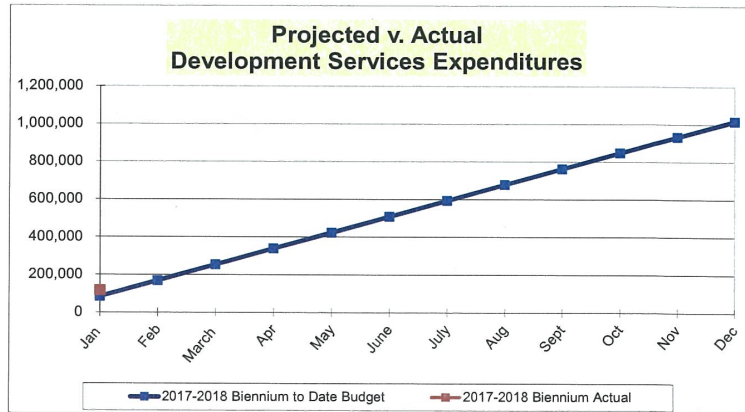
Year To Date
 Actual v. Projected 63%



DEVELOPMENT SERVICES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	84,805	117,098
Feb	169,611	
March	254,416	
Apr	339,221	
May	424,027	
June	508,832	
July	593,637	
Aug	678,443	
Sept	763,248	
Oct	848,053	
Nov	932,859	
Dec	1,017,664	

Year To Date
 Actual v. Projected 138%

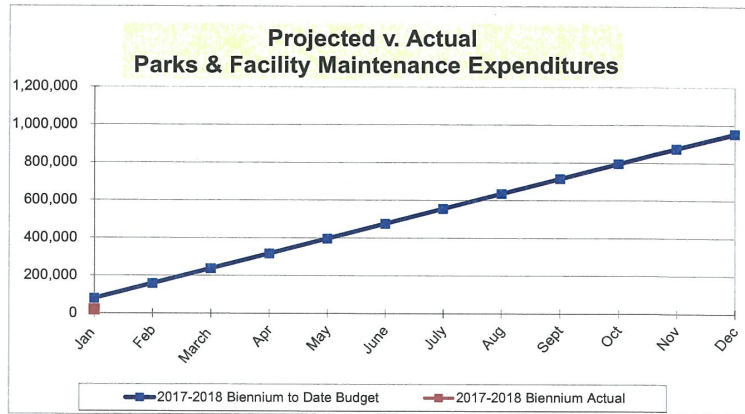


**City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2017**

PARKS & FACILITY MAINTENANCE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	79,476	21,351
Feb	158,951	
March	238,427	
Apr	317,902	
May	397,378	
June	476,853	
July	556,329	
Aug	635,804	
Sept	715,280	
Oct	794,755	
Nov	874,231	
Dec	953,706	

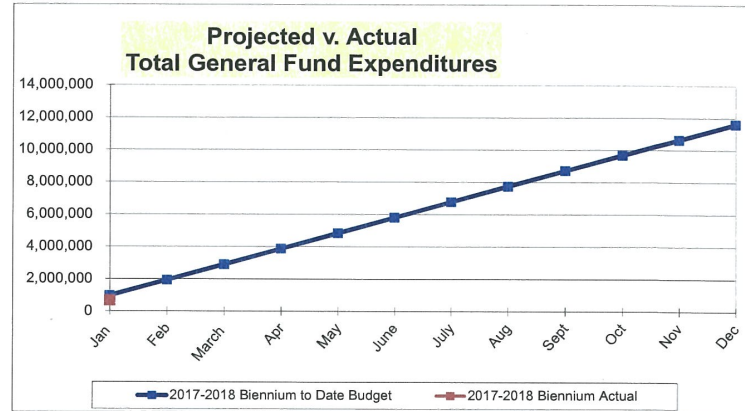
Year To Date
Actual v. Projected 27%



TOTAL GENERAL FUND EXPENDITURES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	967,716	664,218
Feb	1,935,433	
March	2,903,149	
Apr	3,870,865	
May	4,838,582	
June	5,806,298	
July	6,774,014	
Aug	7,741,731	
Sept	8,709,447	
Oct	9,677,163	
Nov	10,644,880	
Dec	11,612,596	

Year To Date
Actual v. Projected 69%



**City of Kenmore, Washington
Street Fund Summary Report
January 31, 2017**



	MONTH <u>January 2017</u>	BIENNIUM TO DATE <u>2017-2018</u>	% of <u>BUDGET</u>	BUDGET <u>2017-2018</u>
<u>REVENUES</u>				
Beginning Fund Balance		861,602		861,602
Fuel Tax	36,217	36,217	3.7%	969,604
Investment Interest	0	0	-	6,000
Miscellaneous	1,894	1,894	-	1,500
ROW Permit Fees/Inspections	505	505	0.2%	220,000
Multimodal Transportation	0	0	0.0%	46,200
Transfer from General Fund	0	0	0.0%	1,000,000
Transfer from TBD	0	0	0.0%	669,000
Total Revenues	38,616	38,616	1.3%	2,912,304
Total Revenues & Beginning Fund Balance		900,218		3,773,906

		BIENNIUM TO DATE <u>2017-2018</u>	% of <u>BUDGET</u>	BUDGET <u>2017-2018</u>
<u>EXPENDITURES</u>				
Salary and Benefits	30,093	30,093	3.2%	938,209
Maintenance & Operations	28,523	28,523	1.5%	1,930,800
Capital	865	865	2.2%	40,000
Total Expenditures	59,481	59,481	2.0%	2,909,009
Ending Fund Balance		840,737		864,897
Total Expenditures and Ending Fund Balance		900,218		3,773,906

City of Kenmore, Washington
Investment Schedule
January 31, 2017



			Average Yield to Maturity-Securities				Overall Average Yield		0.71%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Possible Call Date	Principal or Balance	Yield Equivalents
Piper Jaffray									
	31771J4M9	FICO	9/26/2017	8/14/2012	1.13%	1.13%	non callable	894,731.88	10,137.31
Total Piper Jaffrey Purchases								894,731.88	10,137.31
Time Value Investments									
	31359MEL3	FNMA	4/22/2017	10/22/2012	0.86%	0.86%	no call	999,468.08	8,595.43
	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%	4/26/2016	998,326.00	13,477.40
Total TVI Purchases								6,965,110.92	88,682.91
Sound Community Bank CD's									
	18299229	CD	2/11/2016	2/14/2014	0.80%	0.80%		1,000,000.00	8,000.00
Total Sound Community Bank CD's								1,000,000.00	8,000.00
Opus Bank CD's									
	11495975	CD	2/10/17	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
	11527322	CD	6/30/16	6/30/2015	0.45%	0.45%		1,000,000.00	4,500.00
Total Cascade Bank CD's								3,000,000.00	16,500.00
TOTAL ALL SECURITIES								\$ 11,859,842.80	\$ 123,320.23
Banner Checking and Savings						0.07% Banner		2,346,886.95	1,642.82
Opus Savings								2,009,418.61	-
Cash								1,005.00	-
LGIP - Primary Account						0.63% LGIP		1,774,455.24	11,223.43
LGIP - Bond Proceeds Account						0.63% LGIP		9,797,622.34	61,969.96
Total Accounts								\$ 27,789,230.94	198,156.44

City of Kenmore, Washington
Cash and Investment Report
January 31, 2017



<u>Fund</u>	<u>Beg. Cash & Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash & Inv.</u> <u>Current Month</u>
General	\$2,989,157	\$729,719	\$664,218	3,054,658
Street	866,618	38,616	59,481	845,753
Transportation Capital	67,727	340,478	81,707	326,499
Public Art	67,608	0	0	67,608
Park Impact Fee	1,179,534	12,825	0	1,192,359
Transportation Impact Fee	1,148,345	44,829	0	1,193,174
Swamp Creek Basin	1,415,361	0	0	1,415,361
Transportation Benefit District	59,365	29,680	0	89,045
Sammamish Bridge Replacement	520	0	0	520
Real Estate Excise Tax	2,498,077	176,657	0	2,674,734
Kenmore Village	475,236	0	70,105	405,131
Park Capital	337,292	0	1,170	336,122
Walkways & Waterways Bond	9,861,280	4,776	0	9,866,056
Surface Water Management	1,919,212	-3,295	44,444	1,871,472
Surface Water Capital	-35,376	0	0	(35,376)
Strategic Reserve	1,273,849	0	0	1,273,849
Strategic Opportunities	2,172,684	3,525	193	2,176,016
Equipment Replacement	385,352	0	756	384,596
Trust & Agency	658,770	404	7,562	651,611
Totals	\$27,340,610	\$1,378,214	\$929,637	\$27,789,187

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(> One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	-\$3,142,417	\$6,274,843	3,132,426
Street	-7,467	850,000	842,533
Transportation Capital	326,499	0	326,499
Public Art	52,608	15,000	67,608
Park Impact Fee	262,359	930,000	1,192,359
Transportation Impact Fee	1,163,174	30,000	1,193,174
Swamp Creek Basin	15,361	1,400,000	1,415,361
Transportation Benefit District	92,265	0	92,265
Sammamish Bridge Replacement	520	0	520
Real Estate Excise Tax	2,674,734	0	2,674,734
Kenmore Village	-44,869	450,000	405,131
Park Capital	258,402	0	258,402
Walkways & Waterways Bond	9,866,056	0	9,866,056
Surface Water Management	1,361,472	510,000	1,871,472
Surface Water Capital	-35,376	0	(35,376)
Strategic Reserve	423,849	850,000	1,273,849
Strategic Opportunities	2,176,013	0	2,176,013
Equipment Replacement	-65,404	450,000	384,596
Trust & Agency	551,610	100,000	651,610
Totals	\$15,929,390	\$11,859,843	\$27,789,233

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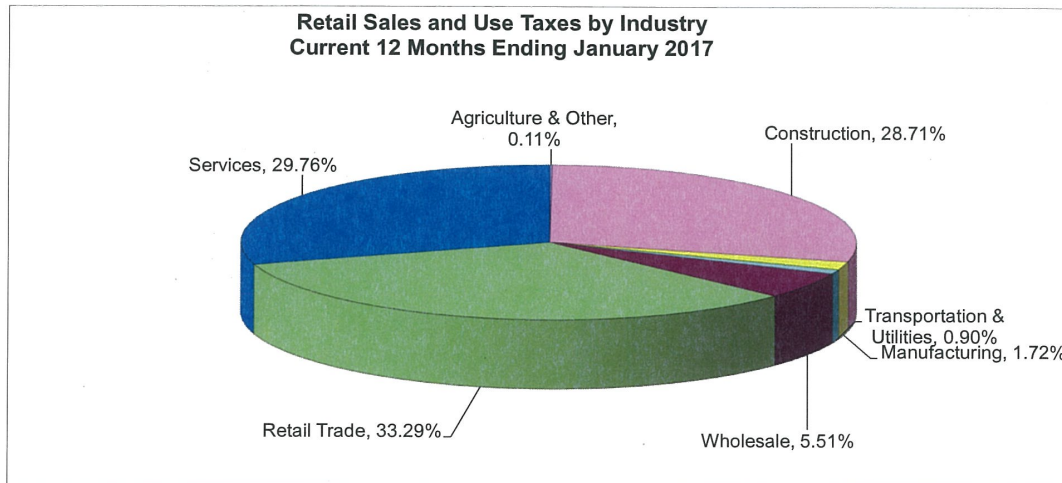
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 January 2017

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	87.96	0.00	87.96	0.0%
CONSTRUCTION	51,251.10	142.57	51,393.66	28.0%
MANUFACTURING	3,207.70	11.42	3,219.12	1.8%
TRANSPORTATION & UTILITIES	562.87	612.54	1,175.41	0.6%
WHOLESALE	8,648.41	92.02	8,740.43	4.8%
RETAIL TRADE	69,731.01	192.61	69,923.62	38.1%
SERVICES	36,352.11	1,835.37	38,187.48	20.8%
INFORMATION	8,475.11	44.31	8,519.42	4.6%
PUBLIC SERVICES	8.18	2,430.64	2,438.82	1.3%
	<u>178,324.44</u>	<u>5,361.47</u>	<u>183,685.91</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
January 31, 2017

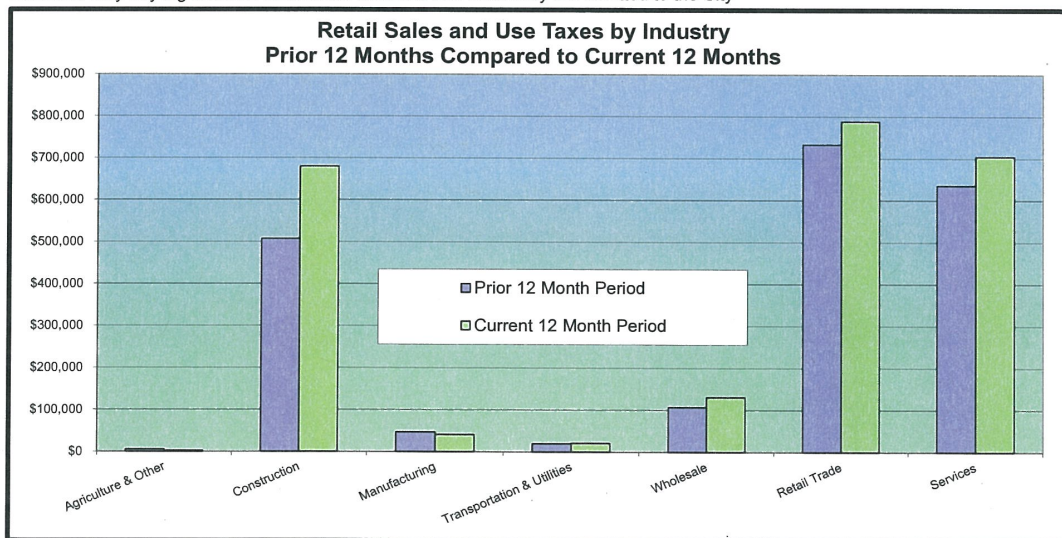


Industry	Prior 12 Months ending January 2016	Current 12 Months ending January 2017	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$5,100	\$2,655	-47.94%	0.11%
Construction	506,968	679,868 *	34.10%	28.71%
Manufacturing (Printing, Publishing, Other Manuf.)	47,120	40,757	-13.50%	1.72%
Transp/Comm/Utilities (Telecomm., Air Transport.)	19,779	21,203	7.20%	0.90%
Wholesale (Lumber, Other Wholesale)	106,961	130,591	22.09%	5.51%
Retail Trade (Eating, Merchandise, Food Stores)	733,253	788,265	7.50%	33.29%
Services (Auction, Recreation, Auto Repair, Financial)	634,944	704,604	10.97%	29.76%
Totals	\$2,054,124	\$2,367,944	15.28%	100%
Increase/(Decrease)		\$313,819	15.28%	



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



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City of Kenmore, Washington
Real Estate Excise Tax Report
January 31, 2017



Real Estate Excise Taxes (REET)
2012 - 2016 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		61,751
March	30,426	111,337	110,066		83,943
April	45,118	104,280	133,161		94,186
May	102,257	112,927	129,599		114,928
June	88,070	156,338	167,575		137,328
July	116,858	173,095	177,426		155,793
August	92,932	166,651	165,397		141,660
September	91,812	147,668	136,176		125,219
October	272,842	129,678	150,786		184,435
November	85,748	120,907	124,437		110,364
December	73,582	96,566	131,651		100,600
	\$1,125,790	\$1,454,776	\$1,619,239	\$176,657	\$1,399,935

For 2017, REET is \$53,838
more than the same period
last year and more than the 2016
target by \$86,929

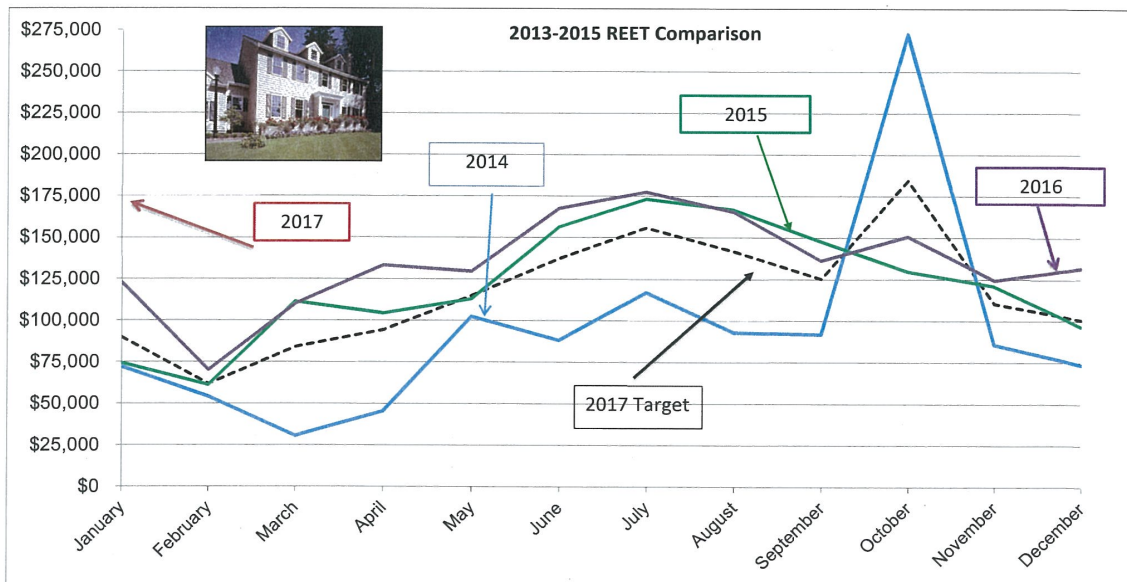
* NOTE THE 2017 target
is computed on a 3 year average
(2014-2016) of actual receipts

Real Estate Excise Taxes (REET)
2012 - 2016 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		19,458	32,709	48,020	0
March	2,175,430	7,874,934	15,147,174		10,768	38,981	74,979	0
April	4,266,725	14,291,370	21,160,913		21,120	70,742	104,747	0
May	12,347,730	14,068,904	19,813,122		61,121	69,641	98,075	0
June	7,353,999	20,361,466	26,065,161		36,402	100,789	129,023	0
July	15,071,601	25,571,387	24,020,546		74,604	126,578	118,902	0
August	5,882,306	22,614,538	21,648,781		29,117	111,942	107,161	0
September	8,437,700	18,821,380	16,950,242		41,767	93,166	83,904	0
October	44,456,605	16,519,240	21,157,409		220,060	81,770	104,729	0
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		35,357	65,278	102,008	0
	\$124,687,866	\$182,072,810	\$231,778,605	\$27,548,430	617,202	901,259	1,147,305	\$136,365



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City of Kenmore, Washington
Monthly Report for Kenmore Village Fund
January 31, 2017



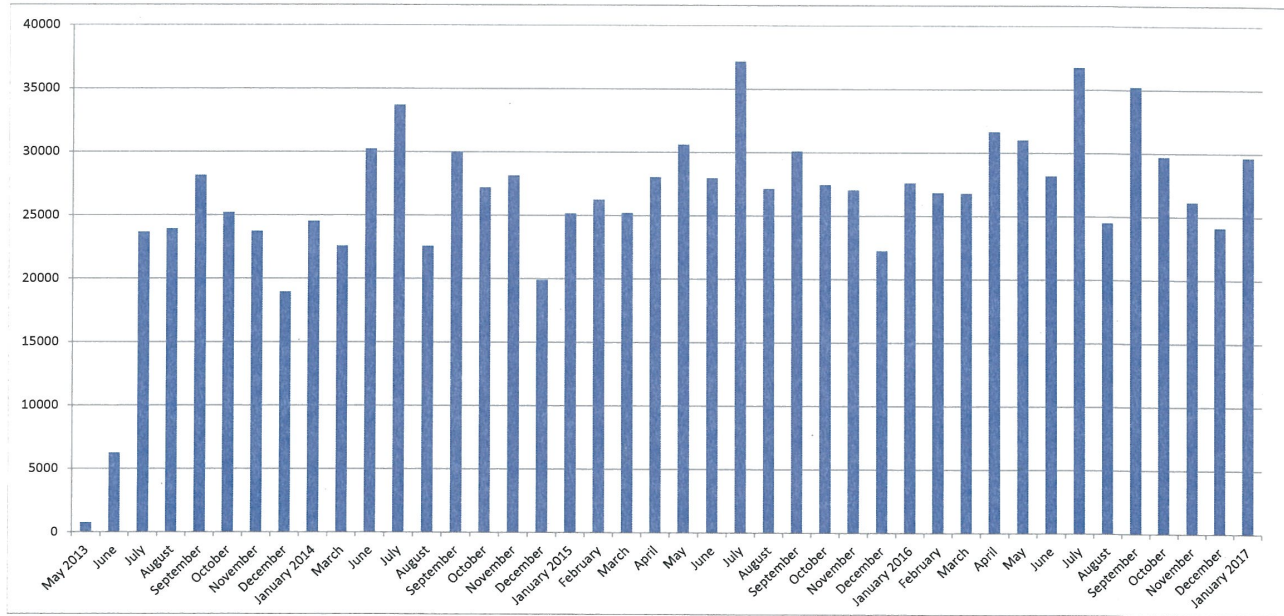
<u>Revenues</u>	<u>January 2017</u>	<u>Biennium-to- Date</u>	<u>Biennium Budget</u>
Lease Income (USPS & Kenmore Village)	0	0	89,000
Investment Interest	0	0	5,000
Transfer From General Fund	0	0	328,228
Leasehold Excise Returned	0	0	2,400
Total Revenues	0	0	424,628
		0	
		0	
<u>Expenditures</u>			
Salaries/Wages/Benefits	761	761	60,000
Events & Misc.	0	0	44,000
Utilities and Insurance - Kenmore Village	8,055	8,055	64,200
Repairs, Maintenance, Other Services	112	112	84,600
Leasehold Tax (12.84% of Lease Income)	0	0	11,428
Computer Software	0	0	20,000
Improvements	0	0	8,000
Kenmore Village Public Square	61,176	61,176	0
Total Expenditures	70,105	70,105	292,228
Net Income (Loss)	-70,105	-70,105	132,400

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
January 31, 2017



Revenues	January 2017	Biennium-to- Date	Percent of Budget	Biennium Budget
Vehicle Fees	29,680	29,680	4.36%	680,000
Investment Interest	0	0	0.00%	800
Total Revenues	\$29,680	\$29,680	\$0	\$680,800
Expenditures				
Reimbursement to Street Fund	0	0	0.00%	669,000
Total Expenditures	0	0	0.00%	669,000
Net Income (Loss)	\$29,680	\$29,680		\$11,800





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: February 2017 Financial Report Proposed Council Action/Motion: Receive and File February 2017 Financial Report for the City of Kenmore, Washington	For Council Meeting Agenda of: April 10, 2017 Department: Finance and Administration Prepared by: Joanne Gregory <u>Initial & Date</u> Approved by Department Head: <u>mg 3-28-17</u> Approved by City Attorney: <u>mg 3-28-17</u> Approved by Finance Director: <u>mg 3-28-17</u> Approved by City Manager: <u>HJK</u> Exhibits/Attachments: February 2017 Financial Report for the City of Kenmore, Washington.	
Expenditure Required N/A	Amount Budgeted	Appropriation Required N/A
	\$54,396,768 Revenues \$56,711,949 Expenditures	
<u>INFORMATION/BACKGROUND:</u> The February 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. It also provides an opportunity to identify any potential variances or fluctuations from the budget.		
<u>FISCAL CONSIDERATION:</u> February is the second month of the 24 month 2017-2018 biennium. As of February, revenues exceeded expenditures in the General Fund by \$148,933.		
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> 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 21, 2017
RE: February 2017 Financial Reports for the City of Kenmore, Washington

February 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
- Investment Schedule
- Cash and Investment Report
- 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

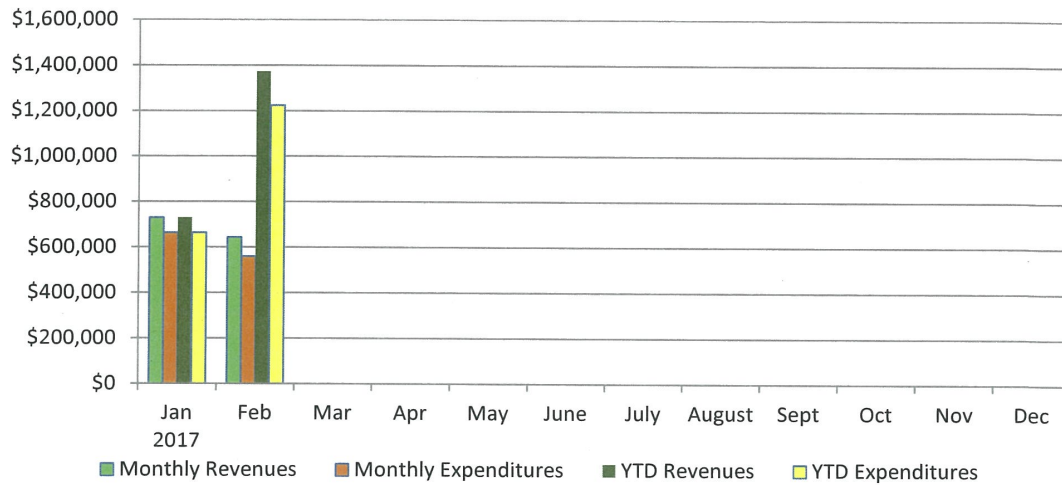
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, February is the second month (8%) of the 2017-2018 biennial budget period. For the month of February, revenues exceeded expenditures in the General Fund by \$83,433. During the biennium revenues exceed expenditures by \$148,933.

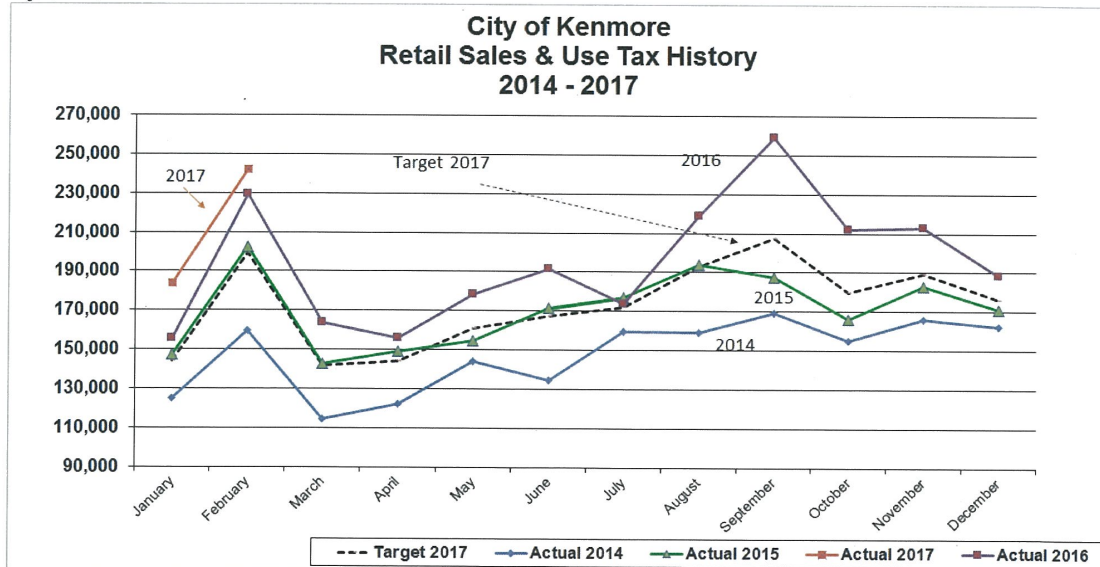
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through February 2017.

City of Kenmore, Washington
Monthly Financial Report
February 2017



Total **revenues** for the month were **\$642,946**. Biennium to date revenues are \$1,372,665, which is 5.8% of the budgeted revenues of \$23,533,174. Primary sources of revenue for the month included property taxes in the amount of \$45,839, development fees & permits in the amount of \$89,647, retail sales and use taxes in the amount of \$242,293, franchise fees in the amount of \$6,678, and utility taxes in the amount of \$140,950.

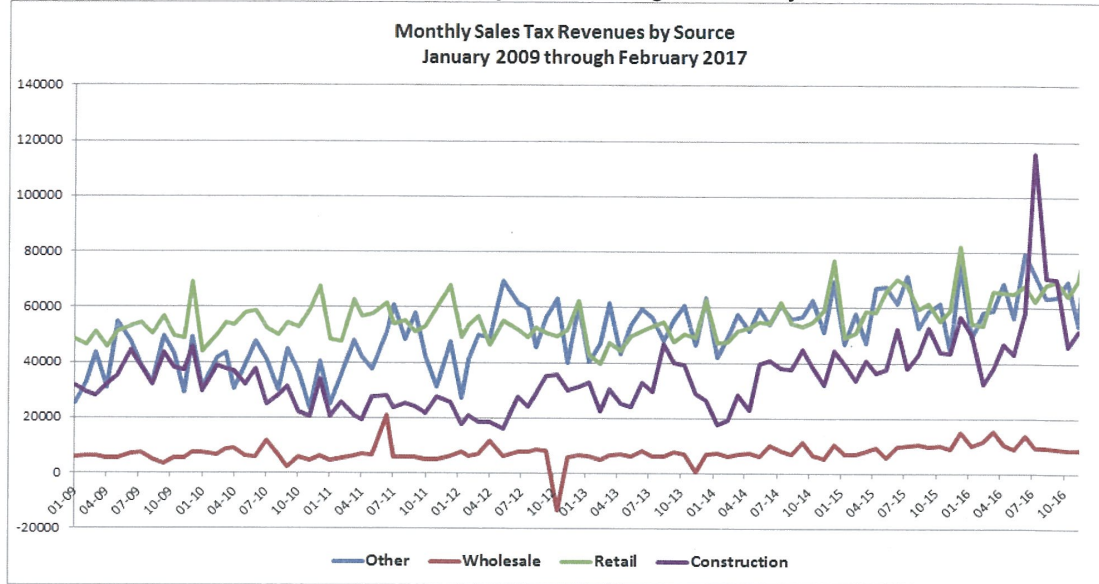
A summary of sales tax revenues received in February is attached. These receipts are based on December sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2017 line is a monthly average of actual receipts during 2014, 2015, and 2016. The orange line represents 2017 actual receipts, which are \$40,666 above 2016, and ahead of 2017 target by \$82,283.



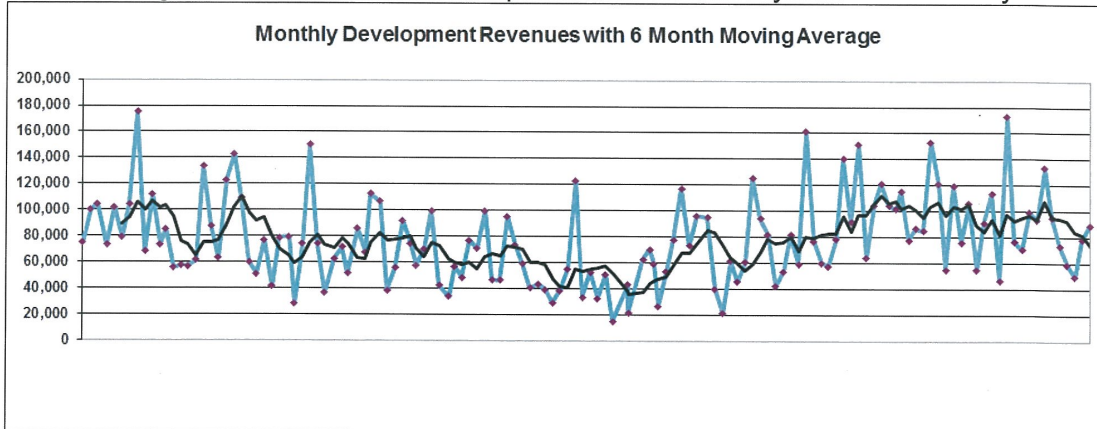
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City of Kenmore, Washington
 Monthly Financial Report
 February 2017

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 February 2017.



The following chart illustrates the development revenue activity over the last ten years.



February 2017 expenditures were **\$559,513**. Biennium to date expenditures are \$1,223,732, which is 5.2% of the biennial budget expenditures of \$23,366,621.

Total City cash (\$16,096,831) and long term investments (\$11,859,842), at the end of February, totaled \$27,956,673. Proposition 1 levy funds of \$9.8M are included in this cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2015-2016 biennial budget.

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City of Kenmore, Washington
Monthly Financial Report
February 2017

Total non-General Fund revenues were \$646,788 and total non-General Fund expenditures were \$562,779.

In the **Street Fund** revenue from gas tax distributions was \$35,712. \$88,382 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund** expenditures were \$54,424 for sidewalk construction projects. The fund received \$43,649 in W. Sammamish Bridge Replacement reimbursements and \$42,296 in sidewalk grant reimbursements during the month.

The **Park Impact Fee** fund received \$5,130 in revenues during the month.

There was \$18,641 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$94,134 of real estate excise taxes (REET) in February from sales activity that occurred in January. 37 transactions were reported this month. The 2017 year to date revenue exceeds the 2016 revenue by \$77,827 and the 2017 Target by \$119,313.

The **Kenmore Village** Fund expended \$1,407 during the month for the Town Green project.

The **Walkways & Waterways Debt Service** Fund collected \$11,393 in property taxes related to the Prop 1 Bond.

The **Transportation Benefit District** Fund received \$26,750 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **February 28, 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
February 28, 2017



	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2016			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	February 2017	2017-2018	BUDGET	2017-2018	February 2015	2015-2016	BUDGET	2015-2016
REVENUES								
Beginning Fund Balance		2,981,035		3,131,687				
Property Taxes	45,839	52,998	0.6%	9,408,704	44,798	57,705	0.6%	9,075,766
Sales and Use Taxes	301,838	532,573	9.9%	5,376,291	255,703	444,278	8.9%	5,000,532
Utility Taxes	140,950	276,651	10.2%	2,717,485	184,967	228,713	8.3%	2,763,390
Other Taxes	19,954	20,859	9.6%	218,113	13,065	13,441	11.9%	112,720
Development Fees & Permits	89,647	167,832	9.5%	1,764,518	77,968	193,365	9.0%	2,151,432
Franchise Fees	6,678	239,162	14.3%	1,668,476	0	215,597	13.3%	1,622,160
Intergovernmental and Grants	733	45,189	5.4%	841,615	218	27,436	3.9%	707,370
Investment Interest	3,700	3,518	6.8%	52,000	5,049	12,127	23.9%	50,700
Fines and Forfeitures	0	-295	0.0%	0	-286	-439	n/a	0
Transfers and Other Revenues	33,607	34,178	2.3%	1,485,972	6,139	14,145	2.6%	541,200
Total Revenues	642,946	1,372,665	5.6%	23,533,174	587,620	1,206,368	5.5%	22,025,270
Total Revenues & Beginning Fund Balance		4,353,701		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
	February	2017-2018	BUDGET	2017-2018	February 2015	2015-2016	BUDGET	2015-2016
EXPENDITURES								
Cost Center								
City Council	11,342	57,756	17.5%	329,426	13,190	45,956	14.0%	328,435
City Manager	104,093	194,928	5.9%	3,328,297	78,904	155,562	4.8%	3,233,222
City Clerk	65,407	89,564	21.1%	425,368	16,742	24,439	8.8%	277,683
Finance	47,752	295,401	18.7%	1,578,850	50,816	256,543	17.2%	1,490,155
Legal	27,989	27,989	5.6%	500,000	533	1,695	0.2%	700,000
Interfund Transfers	0	0	0.0%	1,328,228	0	0	0.0%	3,552,671
Public Safety	40,800	55,395	0.6%	8,756,304	52,490	66,499	0.8%	8,160,115
Engineering & Environmental Services	47,364	110,964	7.8%	1,415,011	45,159	93,035	5.3%	1,743,950
Community Development	39,866	78,385	4.6%	1,715,510	31,887	60,625	7.3%	830,030
Developmental Services	89,401	206,499	10.0%	2,071,288	54,411	125,016	7.1%	1,755,050
Parks & Facility Maintenance	85,501	106,851	5.6%	1,918,339	94,641	113,289	5.6%	2,029,409
Total Expenditures	559,513	1,223,732	5.2%	23,366,621	438,772	942,657	3.9%	24,100,720
Ending Fund Balance		3,129,969		3,298,240			0.0%	-2,075,450
Total Expenditures and Ending Fund Balance		4,353,701		26,664,861				22,025,270

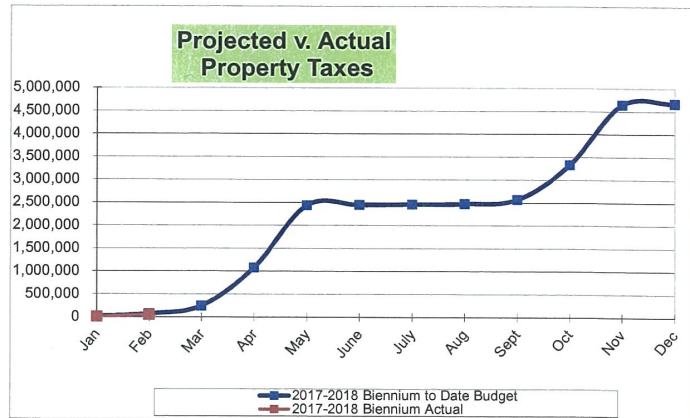
*Non-Departmental expenditures have been moved to other General Fund Cost Centers

**City of Kenmore, Washington
General Fund Revenue Graphs
February 28, 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	
Apr	1,080,675	
May	2,436,106	
June	2,449,155	
July	2,462,094	
Aug	2,475,845	
Sept	2,569,762	
Oct	3,327,586	
Nov	4,641,977	
Dec	4,668,509	

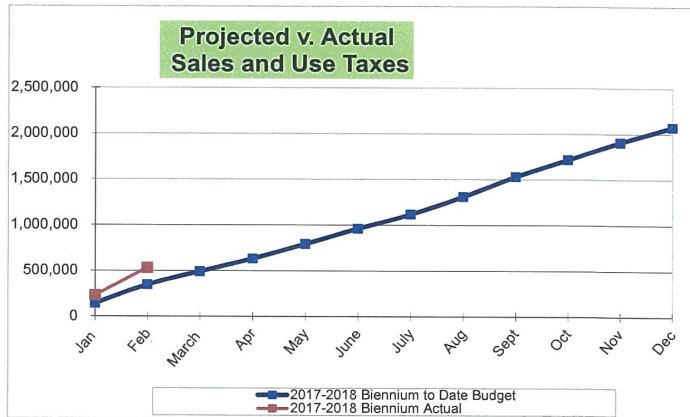
Year To Date
Actual v. Projected 73%



SALES, USE, CRIM JUSTICE TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	141,908	230,735
Feb	346,302	532,573
March	491,775	
Apr	632,210	
May	793,693	
June	961,915	
July	1,118,574	
Aug	1,312,542	
Sept	1,531,524	
Oct	1,718,407	
Nov	1,907,463	
Dec	2,075,374	

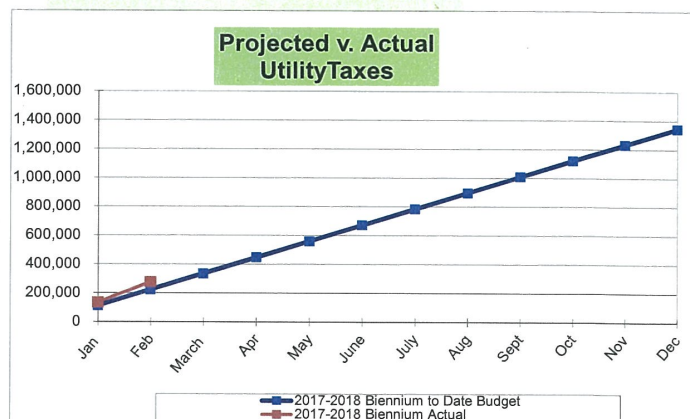
Year To Date
Actual v. Projected 154%



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	
Apr	448,430	
May	560,538	
June	672,645	
July	784,753	
Aug	896,860	
Sept	1,008,968	
Oct	1,121,075	
Nov	1,233,183	
Dec	1,345,290	

Year To Date
Actual v. Projected 123%

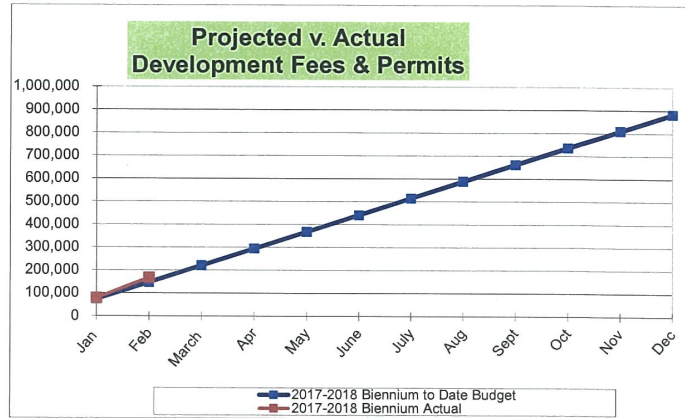


**City of Kenmore, Washington
General Fund Revenue Graphs
February 28, 2017**

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	
Apr	294,086	
May	367,608	
June	441,130	
July	514,651	
Aug	588,173	
Sept	661,694	
Oct	735,216	
Nov	808,737	
Dec	882,259	

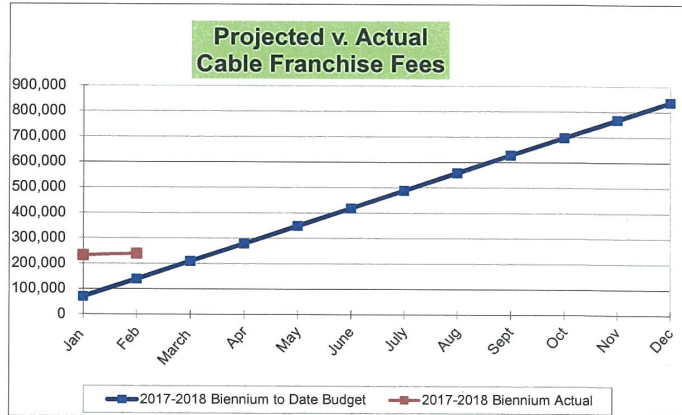
Year To Date
Actual v. Projected 114%



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	
Apr	279,165	
May	348,956	
June	418,747	
July	488,538	
Aug	558,329	
Sept	628,121	
Oct	697,912	
Nov	767,703	
Dec	837,494	

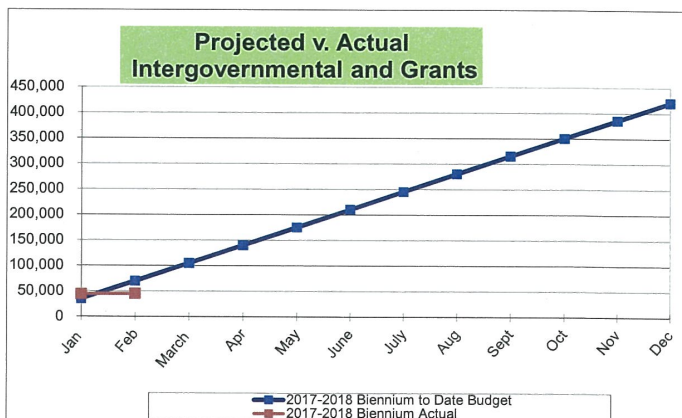
Year To Date
Actual v. Projected 171%



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	
Apr	140,269	
May	175,337	
June	210,404	
July	245,471	
Aug	280,539	
Sept	315,606	
Oct	350,673	
Nov	385,741	
Dec	420,808	

Year To Date
Actual v. Projected 64%

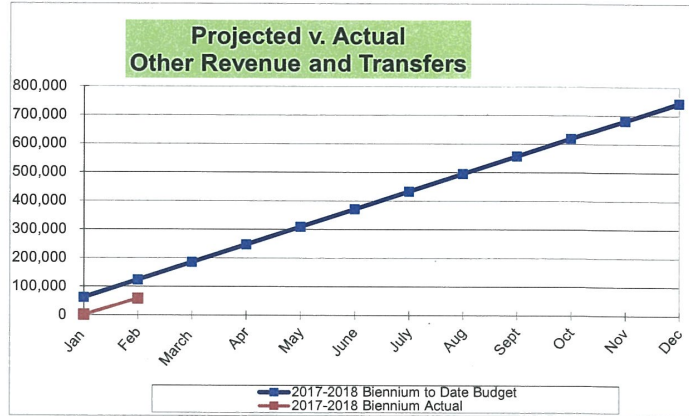


**City of Kenmore, Washington
General Fund Revenue Graphs
February 28, 2017**

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	
Apr	247,662	
May	309,578	
June	371,493	
July	433,409	
Aug	495,324	
Sept	557,240	
Oct	619,155	
Nov	681,071	
Dec	742,986	

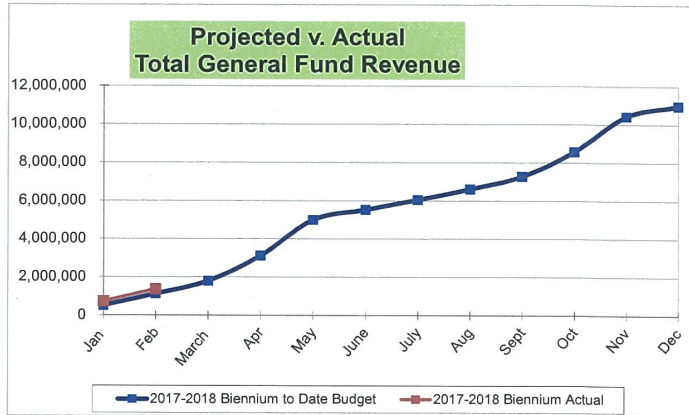
Year To Date
Actual v. Projected 47%



TOTAL GENERAL FUND REVENUE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	509,311	729,719
Feb	1,123,874	1,372,665
March	1,793,292	
Apr	3,122,498	
May	4,991,814	
June	5,525,489	
July	6,047,490	
Aug	6,607,612	
Sept	7,272,914	
Oct	8,570,024	
Nov	10,425,873	
Dec	10,972,720	

Year To Date
Actual v. Projected 122%

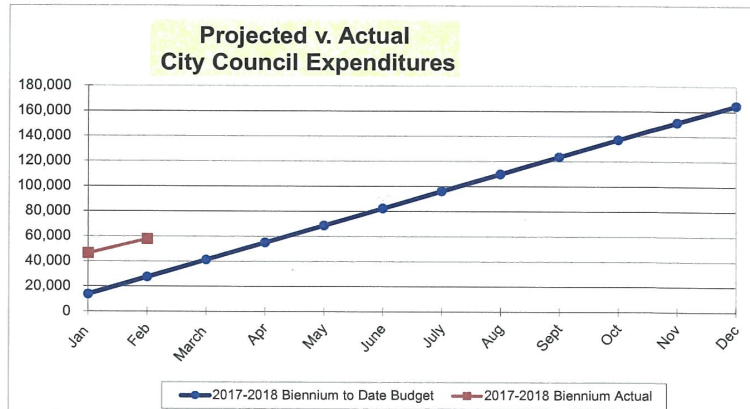


**City of Kenmore, Washington
General Fund Expenditure Graphs
February 28, 2017**

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	
Apr	54,904	
May	68,630	
June	82,357	
July	96,083	
Aug	109,809	
Sept	123,535	
Oct	137,261	
Nov	150,987	
Dec	164,713	

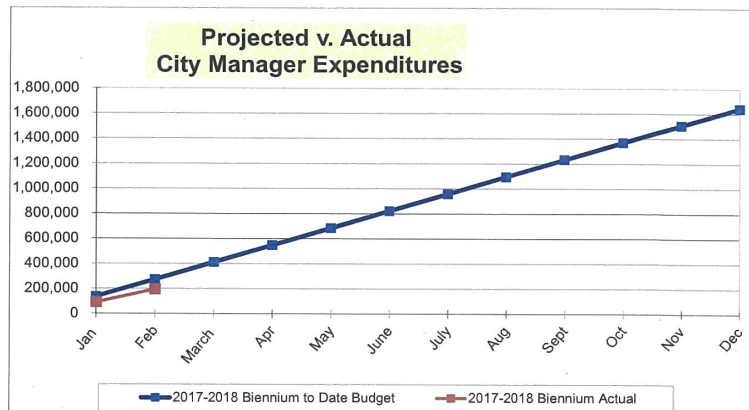
Year To Date
Actual v. Projected 210%



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	
Apr	547,763	
May	684,704	
June	821,645	
July	958,585	
Aug	1,095,526	
Sept	1,232,467	
Oct	1,369,408	
Nov	1,506,348	
Dec	1,643,289	

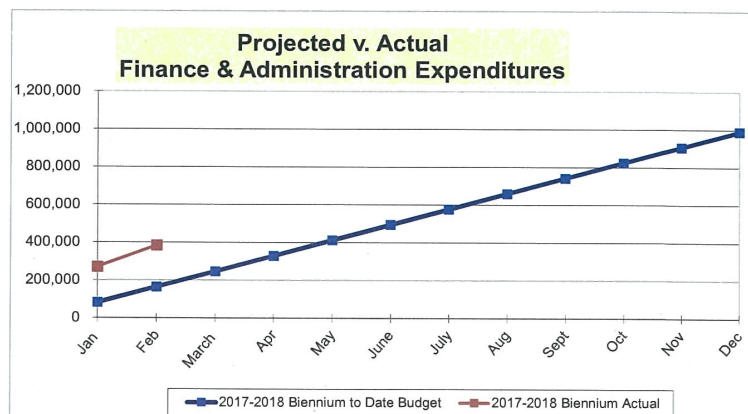
Year To Date
Actual v. Projected 71%



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	
Apr	329,987	
May	412,483	
June	494,980	
July	577,477	
Aug	659,973	
Sept	742,470	
Oct	824,967	
Nov	907,463	
Dec	989,960	

Year To Date
Actual v. Projected 233%

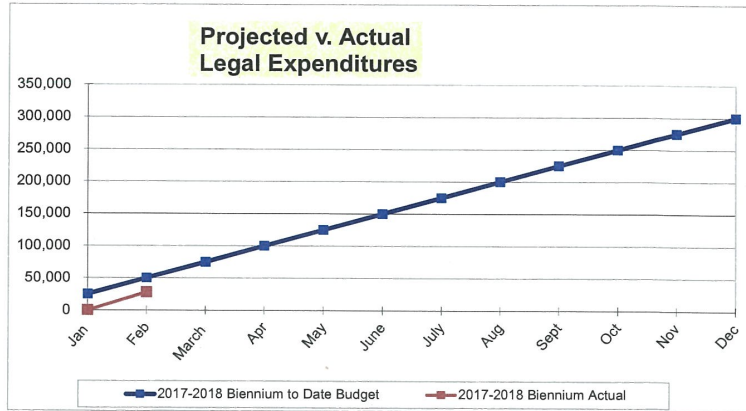


**City of Kenmore, Washington
General Fund Expenditure Graphs
February 28, 2017**

LEGAL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	25,000	0
Feb	50,000	27,989
March	75,000	
Apr	100,000	
May	125,000	
June	150,000	
July	175,000	
Aug	200,000	
Sept	225,000	
Oct	250,000	
Nov	275,000	
Dec	300,000	

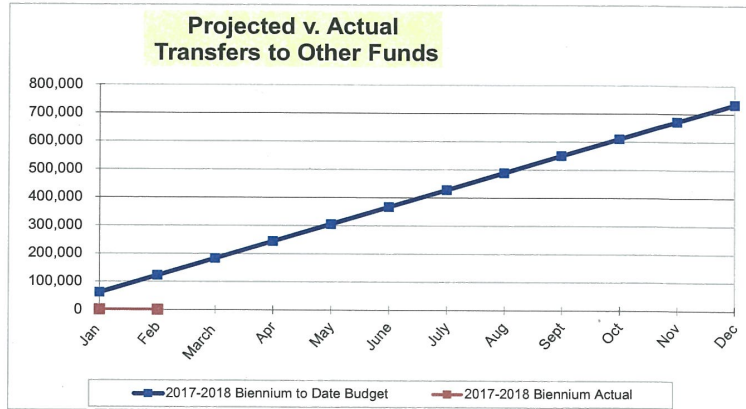
Year To Date
Actual v. Projected 56%



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	
Apr	244,384	
May	305,480	
June	366,576	
July	427,671	
Aug	488,767	
Sept	549,863	
Oct	610,959	
Nov	672,055	
Dec	733,151	

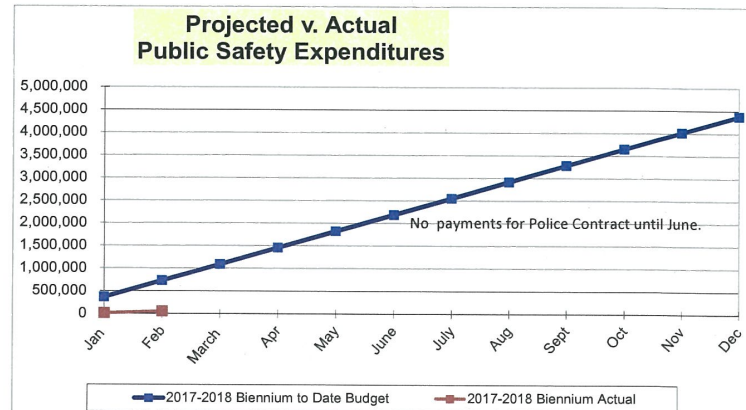
Year To Date
Actual v. Projected 0%



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	
Apr	1,459,384	
May	1,824,230	
June	2,189,076	
July	2,553,922	
Aug	2,918,768	
Sept	3,283,614	
Oct	3,648,460	
Nov	4,013,306	
Dec	4,378,152	

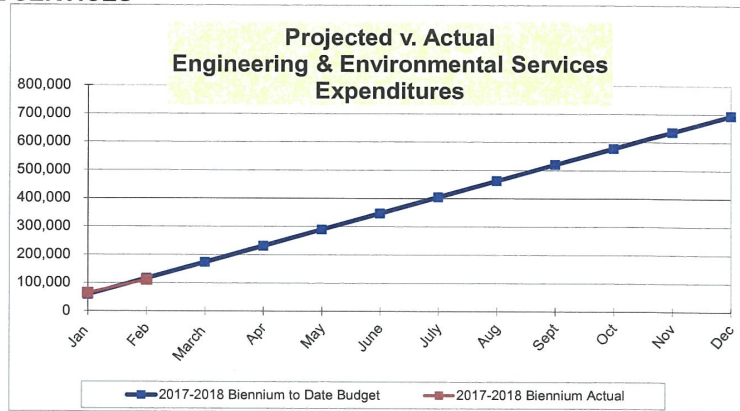
Year To Date
Actual v. Projected 8%



City of Kenmore, Washington
General Fund Expenditure Graphs
February 28, 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	
Apr	231,337	
May	289,171	
June	347,005	
July	404,839	
Aug	462,673	
Sept	520,508	
Oct	578,342	
Nov	636,176	
Dec	694,010	

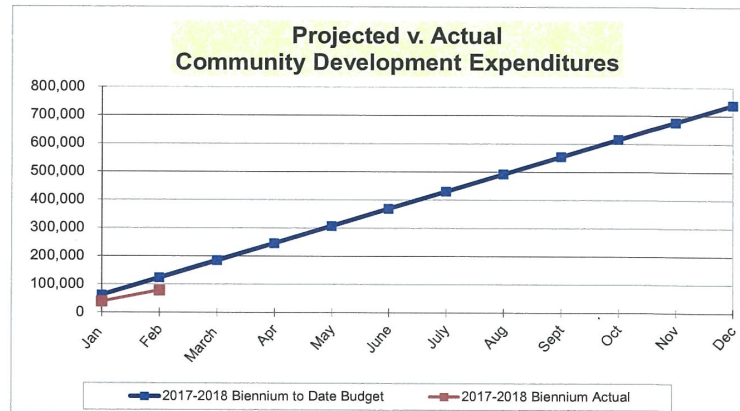
Year To Date
 Actual v. Projected 96%



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	
Apr	245,984	
May	307,480	
June	368,976	
July	430,471	
Aug	491,967	
Sept	553,463	
Oct	614,959	
Nov	676,455	
Dec	737,951	

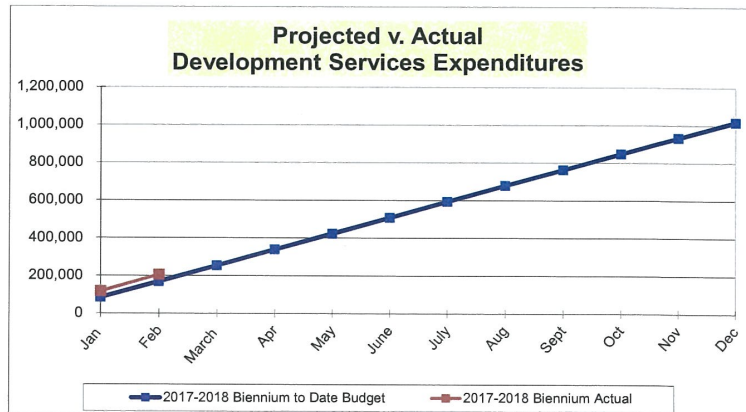
Year To Date
 Actual v. Projected 64%



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	
Apr	339,221	
May	424,027	
June	508,832	
July	593,637	
Aug	678,443	
Sept	763,248	
Oct	848,053	
Nov	932,859	
Dec	1,017,664	

Year To Date
 Actual v. Projected 122%

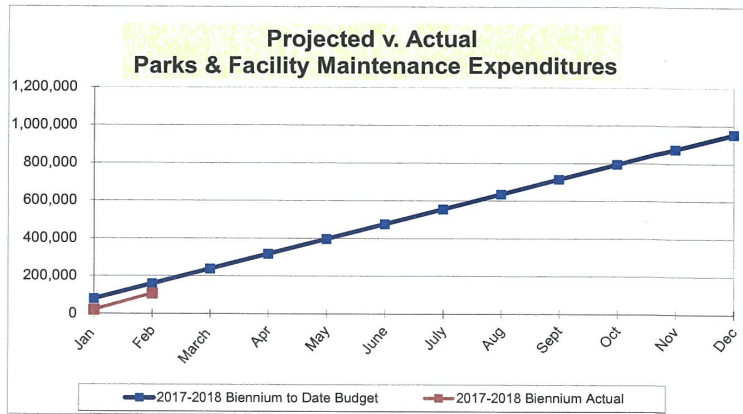


**City of Kenmore, Washington
General Fund Expenditure Graphs
February 28, 2017**

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	
Apr	317,902	
May	397,378	
June	476,853	
July	556,329	
Aug	635,804	
Sept	715,280	
Oct	794,755	
Nov	874,231	
Dec	953,706	

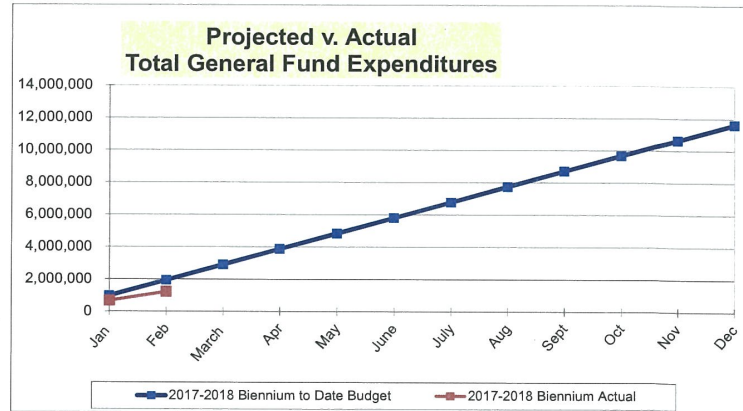
Year To Date
Actual v. Projected 67%



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	
Apr	3,870,865	
May	4,838,582	
June	5,806,298	
July	6,774,014	
Aug	7,741,731	
Sept	8,709,447	
Oct	9,677,163	
Nov	10,644,880	
Dec	11,612,596	

Year To Date
Actual v. Projected 63%



City of Kenmore, Washington
Street Fund Summary Report
February 28, 2017



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>February 2017</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
<u>REVENUES</u>				
Beginning Fund Balance		861,602		861,602
Fuel Tax	35,712	71,929	7.4%	969,604
Investment Interest	0	0	-	6,000
Miscellaneous	0	1,894	-	1,500
ROW Permit Fees/Inspections	909	1,414	0.6%	220,000
Multimodal Transportation	0	0	0.0%	46,200
Transfer from General Fund	0	0	0.0%	1,000,000
Transfer from TBD	0	0	0.0%	669,000
Total Revenues	36,621	75,237	2.6%	2,912,304
Total Revenues & Beginning Fund Balance		936,839		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	34,762	64,855	6.9%	938,209
Maintenance & Operations	88,382	116,905	6.1%	1,930,800
Capital	0	865	2.2%	40,000
Total Expenditures	123,144	182,625	6.3%	2,909,009
Ending Fund Balance		754,214		864,897
Total Expenditures and Ending Fund Balance		936,839		3,773,906

City of Kenmore, Washington
Investment Schedule
February 28, 2017



			Average Yield to Maturity-Securities				Overall Average Yield		0.71%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Possible Call Date	Principal or Balance	Yield Equivalents
Piper Jaffray									
	31771J4M9	FICO	9/26/2017	8/14/2012	1.13%	1.13%	non callable	894,731.88	10,137.31
Total Piper Jaffrey Purchases								894,731.88	10,137.31
Time Value Investments									
	31359MEL3	FNMA	4/22/2017	10/22/2012	0.86%	0.86%	no call	999,468.08	8,595.43
	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%	4/26/2016	998,326.00	13,477.40
Total TVI Purchases								6,965,110.92	88,682.91
Sound Community Bank CD's									
	18299229	CD	2/11/2016	2/14/2014	0.80%	0.80%		1,000,000.00	8,000.00
Total Sound Community Bank CD's								1,000,000.00	8,000.00
Opus Bank CD's									
	11495975	CD	2/10/17	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
	11527322	CD	6/30/16	6/30/2015	0.45%	0.45%		1,000,000.00	4,500.00
Total Cascade Bank CD's								3,000,000.00	16,500.00
TOTAL ALL SECURITIES								\$ 11,859,842.80	\$ 123,320.23
Banner Checking and Savings						0.07% Banner		2,507,654.42	1,755.36
Opus Savings								2,010,497.77	-
Cash								1,005.00	-
LGIP - Primary Account						0.63% LGIP		1,775,313.29	11,228.86
LGIP - Bond Proceeds Account						0.63% LGIP		9,802,360.04	61,999.93
Total Accounts								\$ 27,956,673.32	198,304.37

City of Kenmore, Washington
Cash and Investment Report
February 28, 2017



<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$3,132,378	\$642,946	\$559,513	3,215,811
Street	842,533	36,621	123,144	756,010
Transportation Capital	326,499	104,446	80,153	350,791
Public Art	67,608	0	0	67,608
Park Impact Fee	1,192,359	5,130	0	1,197,489
Transportation Impact Fee	1,193,174	18,641	0	1,211,815
Swamp Creek Basin	1,415,361	0	0	1,415,361
Transportation Benefit District	92,265	26,750	0	119,015
Sammamish Bridge Replacement	520	0	0	520
Walkways & Waterways Debt Service	0	11,393	0	11,393
Real Estate Excise Tax	2,674,734	94,134	0	2,768,868
Kenmore Village	405,131	0	2,733	402,398
Park Capital	258,402	288,046	132,215	414,233
Walkways & Waterways Bond	9,866,056	4,738	0	9,870,794
Surface Water Management	1,871,472	34,256	107,386	1,798,342
Surface Water Capital	-35,376	0	0	(35,376)
Strategic Reserve	1,273,849	0	0	1,273,849
Strategic Opportunities	2,176,016	3,000	13,283	2,165,733
Equipment Replacement	384,596	0	9,831	374,765
Trust & Agency	651,611	19,634	94,034	577,212
Totals	\$27,789,187	\$1,289,734	\$1,122,292	\$27,956,630

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	-\$3,058,984	\$6,274,843	3,215,859
Street	-93,990	850,000	756,010
Transportation Capital	350,791	0	350,791
Public Art	52,608	15,000	67,608
Park Impact Fee	267,489	930,000	1,197,489
Transportation Impact Fee	1,181,815	30,000	1,211,815
Swamp Creek Basin	15,361	1,400,000	1,415,361
Transportation Benefit District	119,015	0	119,015
Sammamish Bridge Replacement	520	0	520
Walkways & Waterways Debt Service	11,393	0	11,393
Real Estate Excise Tax	2,768,868	0	2,768,868
Kenmore Village	-47,602	450,000	402,398
Park Capital	414,233	0	414,233
Walkways & Waterways Bond	9,870,794	0	9,870,794
Surface Water Management	1,288,342	510,000	1,798,342
Surface Water Capital	-35,376	0	(35,376)
Strategic Reserve	423,849	850,000	1,273,849
Strategic Opportunities	2,165,730	0	2,165,730
Equipment Replacement	-75,235	450,000	374,765
Trust & Agency	477,211	100,000	577,211
Totals	\$16,096,832	\$11,859,843	\$27,956,675

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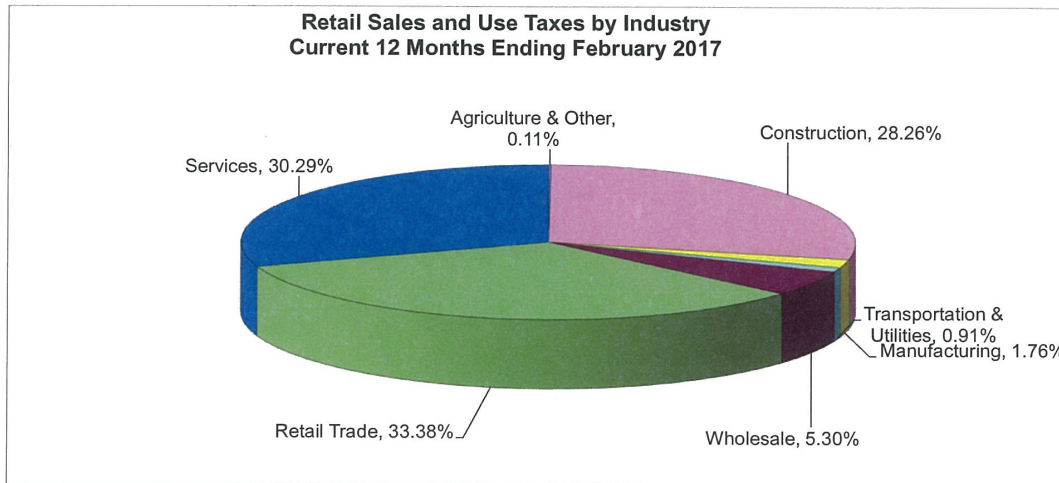
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 February 2017

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	156.37	0.00	156.37	0.1%
CONSTRUCTION	49,426.14	414.92	49,841.06	20.6%
MANUFACTURING	4,791.18	64.51	4,855.69	2.0%
TRANSPORTATION & UTILITIES	1,212.85	375.73	1,588.57	0.7%
WHOLESALE	10,310.56	119.81	10,430.38	4.3%
RETAIL TRADE	87,688.52	822.18	88,510.70	36.5%
SERVICES	68,775.87	3,956.92	72,732.79	30.0%
INFORMATION	9,033.70	244.20	9,277.90	3.8%
PUBLIC SERVICES	6.94	4,892.69	4,899.62	2.0%
	<u>231,402.13</u>	<u>10,890.95</u>	<u>242,293.08</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
February 28, 2017

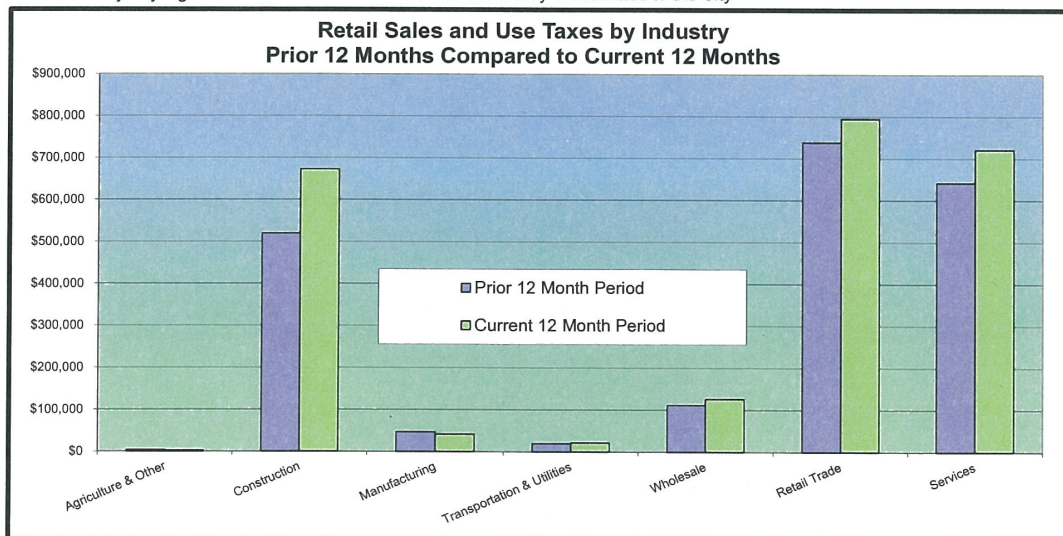


Industry	Prior 12 Months ending February 2016	Current 12 Months ending February 2017	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$3,203	\$2,658	-17.00%	0.11%
Construction	519,451	672,808 *	29.52%	28.26%
Manufacturing (Printing, Publishing, Other Manuf.)	47,316	41,812	-11.63%	1.76%
Transp/Comm/Utilities (Telecomm., Air Transport.)	19,719	21,602	9.55%	0.91%
Wholesale (Lumber, Other Wholesale)	111,556	126,071	13.01%	5.30%
Retail Trade (Eating, Merchandise, Food Stores)	738,227	794,659	7.64%	33.38%
Services (Auction, Recreation, Auto Repair, Financial)	641,870	721,080	12.34%	30.29%
Totals	\$2,081,342	\$2,380,690	14.38%	100%
Increase/(Decrease)		\$299,348	14.38%	



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



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City of Kenmore, Washington
Real Estate Excise Tax Report
February 28, 2017



Real Estate Excise Taxes (REET)
2012 - 2016 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		83,943
April	45,118	104,280	133,161		94,186
May	102,257	112,927	129,599		114,928
June	88,070	156,338	167,575		137,328
July	116,858	173,095	177,426		155,793
August	92,932	166,651	165,397		141,660
September	91,812	147,668	136,176		125,219
October	272,842	129,678	150,786		184,435
November	85,748	120,907	124,437		110,364
December	73,582	96,566	131,651		100,600
	\$1,125,790	\$1,454,776	\$1,619,239	\$270,792	\$1,399,935

For 2017, REET is \$77,827
more than the same period
last year and more than the 2016
target by \$119,313

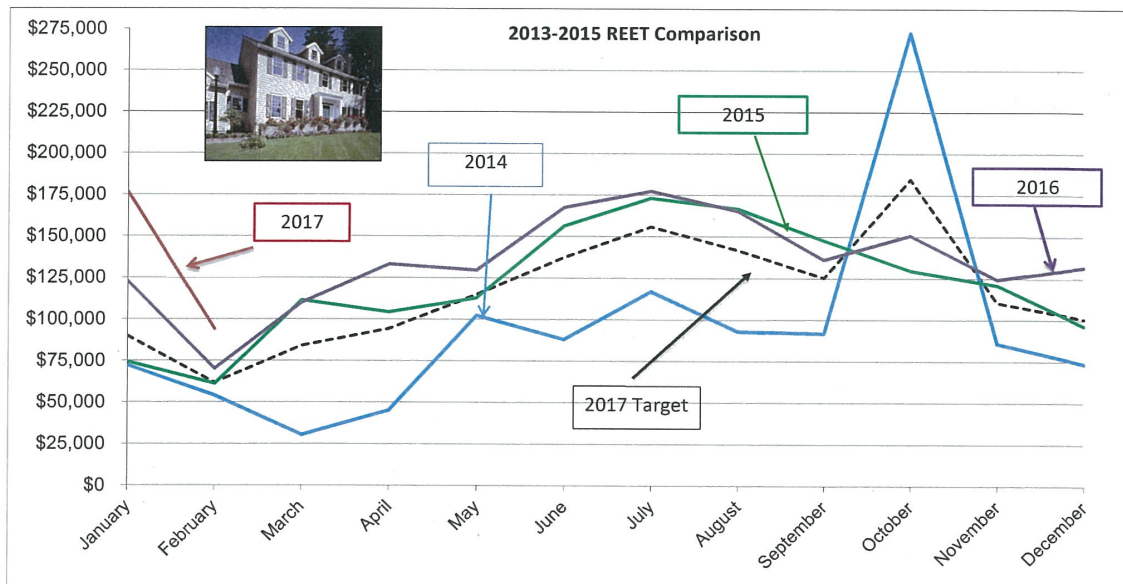
* NOTE THE 2017 target
is computed on a 3 year average
(2014-2016) of actual receipts

Real Estate Excise Taxes (REET)
2012 - 2016 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		10,768	38,981	74,979	0
April	4,266,725	14,291,370	21,160,913		21,120	70,742	104,747	0
May	12,347,730	14,068,904	19,813,122		61,121	69,641	98,075	0
June	7,353,999	20,361,466	26,065,161		36,402	100,789	129,023	0
July	15,071,601	25,571,387	24,020,546		74,604	126,578	118,902	0
August	5,882,306	22,614,538	21,648,781		29,117	111,942	107,161	0
September	8,437,700	18,821,380	16,950,242		41,767	93,166	83,904	0
October	44,456,605	16,519,240	21,157,409		220,060	81,770	104,729	0
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		35,357	65,278	102,008	0
	\$124,687,866	\$182,072,810	\$231,778,605	\$46,565,480	617,202	901,259	1,147,305	\$230,499



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City of Kenmore, Washington
Monthly Report for Kenmore Village Fund
February 28, 2017



<u>Revenues</u>	<u>February 2017</u>	<u>Biennium-to- Date</u>	<u>Biennium Budget</u>
Lease Income (USPS & Kenmore Village)	0	0	89,000
Investment Interest	0	0	5,000
Transfer From General Fund	0	0	328,228
Leasehold Excise Returned	0	0	2,400
Total Revenues	0	0	424,628
		0	
		0	
		0	
<u>Expenditures</u>			
Salaries/Wages/Benefits	0	761	60,000
Events & Misc.	0	0	44,000
Utilities and Insurance - Kenmore Village	0	8,055	64,200
Repairs, Maintenance, Other Services	1,326	1,438	84,600
Leasehold Tax (12.84% of Lease Income)	0	0	11,428
Computer Software	0	0	20,000
Improvements	0	0	8,000
Kenmore Village Public Square	1,407	62,583	0
Total Expenditures	2,733	72,838	292,228
Net Income (Loss)	-2,733	-72,838	132,400

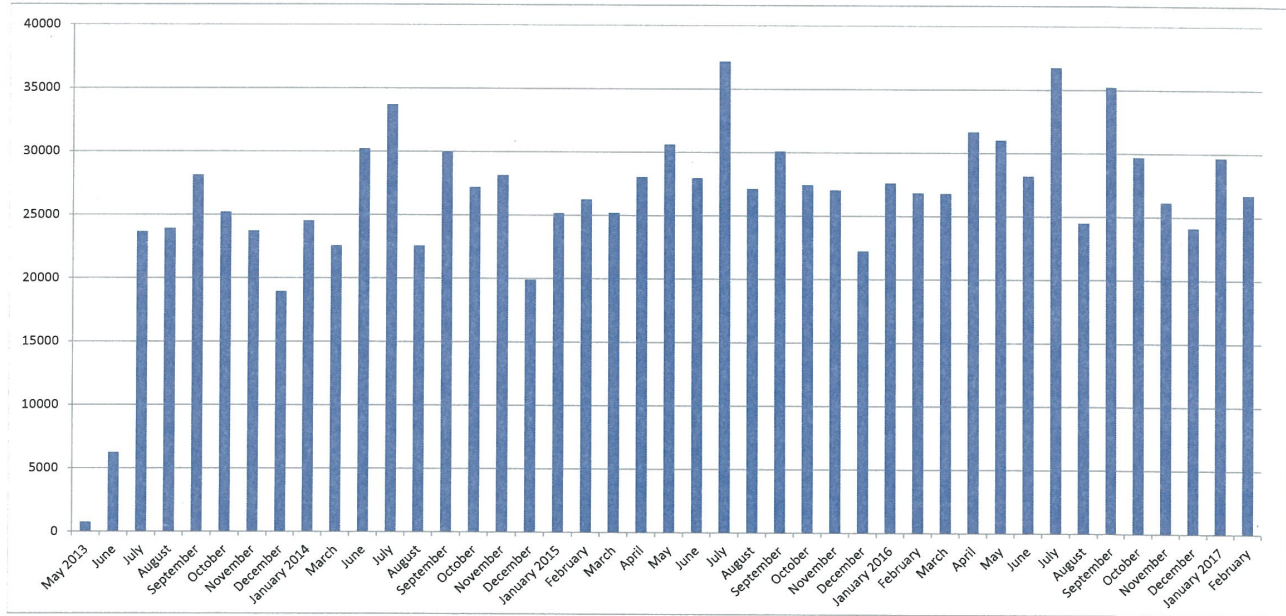
NOTE: This schedule only reflects activity occurring on the City books and does not include the lease revenue and expenditures accounted for by the property management firm.

**Kenmore Transportation Benefit District
Monthly Report
February 28, 2017**



Revenues	February 2017	Biennium-to- Date	Percent of Budget	Biennium Budget
Vehicle Fees	26,750	56,430	8.30%	680,000
Investment Interest	0	0	0.00%	800
Total Revenues	\$26,750	\$56,430	\$0	\$680,800

Expenditures	February 2017	Biennium-to- Date	Percent of Budget	Biennium Budget
Reimbursement to Street Fund	0	0	0.00%	669,000
Total Expenditures	0	0	0.00%	669,000
Net Income (Loss)	\$26,750	\$56,430		\$11,800



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City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Resolution No. 17-293 Council Rules and Procedures Proposed Council Action/Motion: Approve Resolution 17-293 Adopting Revised City of Kenmore Council Rules and Procedures, and Repealing Resolution 14-238	For Council Meeting Agenda of: April 10, 2017 Department: <u>City Manager's Office</u> Prepared by: <u>Rob Karlinsey/Janet Quinn</u> <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: <u>RK 3/31/17 via email</u> Approved by Finance Director: _____ Approved by City Manager: <u>RK</u> Exhibits/Attachments: Resolution No. 17-293 Attachment to Resolution: City of Kenmore Council Rules and Procedures
Expenditure Required \$N/A Amount Budgeted \$ N/A Appropriation Required \$ N/A	
<u>INFORMATION/BACKGROUND:</u> At their March 27, 2017 meeting, City Councilmembers determined that they wish to adopt revised Council Rules and Procedures, which also incorporate City Council Vacancy and Leave of Absence Policy and Procedure previously approved as Resolution 14-238. Resolution 17-293 replaces 13-215.	
<u>FISCAL CONSIDERATION:</u> N/A	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> This action is consistent with RCW 35A.13.170 and 35A.12.120, which require the City Council to establish the rules by which it will be governed.	

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 17-293**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING REVISED CITY OF KENMORE
COUNCIL RULES AND PROCEDURES AND REPEALING
RESOLUTION NO. 14-238.**

WHEREAS, City Councilmembers have agreed to certain working protocols and procedures;
and

WHEREAS, RCW 35A.13.170 and 35A.12.120 require the City Council to establish rules of
procedure for the order of business and conduct of City Council meetings; and

WHEREAS, the City Council desires to adopt its revised rules and procedures to provide for a
Code of Ethics and Conflicts of Interest section and to make other modifications; and

WHEREAS, the City Council desires to have all its rules and procedures in one document,
including Vacancy and Leave of Absence policies formerly adopted by Resolution No. 14-238;

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

Section 1. The City Council adopts the “City of Kenmore Council Rules and Procedures”
attached to this Resolution.

Section 2. Resolution No. 14-238 is repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A
REGULAR MEETING THEREOF THIS 10th DAY OF APRIL, 2017.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Rod Kaseguma, City Attorney

ATTACHMENT TO CITY OF KENMORE RESOLUTION NO. 17-293

CITY OF KENMORE

Council Rules and Procedures

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long-range planning (e.g. vision, zoning, development, and land use) and federal and state mandates.

B. Structure of Meetings

1. All meetings shall be open to the public, except for executive sessions authorized by law (and noted in Council Rules and Procedures, Section 7, Executive Sessions) and collective bargaining sessions and related proceedings described in RCW 42.39.140(4)(a). Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.
2. Meetings will be orderly and will involve Councilmembers, City staff, consultants, and citizens, which will allow all viewpoints to be heard and considered.
3. Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
4. There will be 3 regular meetings per month on the 2nd, 3rd and 4th Monday evenings. If a regular meeting falls on a holiday, it will be held the next day, Tuesday, unless canceled by the City Council. There will be no regular meetings on the 1st and 5th Monday evenings. Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed. Executive sessions will be scheduled as needed. Town Hall meetings will occur periodically as determined by the City Council. Retreats will be scheduled yearly, or more often if needed, when extended blocks of time are needed to set priorities and make long-term plans for the City.
5. All public meetings will be scheduled or announced, and agendas will be prepared and made available in advance as required by State law (the Open

Public Meetings Act). Meetings may be added or canceled as discussed and approved by the City Council.

6. Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or at special meetings with proper notification.
7. Meeting agendas with relevant information on each topic will be available 10 days in advance whenever possible.
8. Regular meetings will be recorded by the City Clerk or designee.
9. Remote attendance and voting will be allowed as noted in Section 6.
10. Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Citizen Comments, shall be provided to the City Clerk and distributed as necessary.

C. Rules for Meetings

1. These rules constitute the official rules and procedures and code of conduct for the City Council.
2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and State and federal laws, the State and federal laws shall govern.
4. In general, the City Council will follow Robert's Rules for "Formal Debate," including requiring a second for all motions and disallowing the Presiding Officer from making motions.
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Section 2. Order of Business Meetings

A. Call to Order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers. The Clerk will record the names of Councilmembers present and absent. The Clerk will also note the time of any late arrivals and early leave takings for the record.

B. Agenda Approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

C. Citizen Comments

1. Members of the public may only speak during the designated Citizen Comment period, or during a scheduled public hearing or a quasi-judicial hearing (as discussed in Section 8 below).
2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Citizen Comment period. This may include items such as:
 - a. Members of the public must sign the log prior to the Citizen Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.
 - b. They must state their name and city of residence.
 - c. There is a 3-minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.

- g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
 - h. Booing, hissing or clapping is inappropriate.
4. Each member of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
 5. No person may use the designated Citizen Comment period to support or oppose any candidate for public office.
 6. The Presiding Officer will allow members of the public to return to their seats in the audience before paraphrasing and responding to their presentations.
 7. There will be no two-way conversations between Councilmembers and members of the public.
 8. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council.

D. Council Business Meeting

1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.
2. Council will discuss the issues and take action on them as appropriate.

E. Councilmember Reports, Comments and Initiatives

1. Councilmembers may give reports, make comments and/or raise new topics or issues during "Councilmember Reports, Comments and Initiatives."
2. Each Councilmember will have 5 minutes for reports, comments and new topics/issues. Extra comments can be submitted in writing.
3. In raising a new topic or issue, the Councilmember must present it as a concept that includes a statement of how the topic or issue relates to existing City goals or to other important Council discussions.
4. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
5. The Presiding Officer will direct discussion of the new topic or issue.

6. After discussing the new topic or issue, the City Council will vote or come to consensus on whether to move the topic or issue forward as a future agenda item or as a request for action by the City Manager.
7. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long-range planning, budgeting, federal and State mandates, City Manager recruitment, hiring, evaluation and termination, and approval of employee positions. **The City Council will not focus on administrative issues and matters.**
2. Comply with the laws, regulations and policies affecting operation of City government.
3. Use public office for public good, not personal gain.
4. Be independent, impartial and fair in judgments and actions.
5. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
6. Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.
7. Represent the City at local, State and national forums.
8. Represent the City to its citizens.
9. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
10. Not individually request the City Manager to initiate any action or work that will take more than 1 hour to complete, without consent of the City Council. If a Councilmember wants the City Manager to initiate action or work that will take more than 1 hour to complete, the Councilmember must ask the City Council to approve the action or work by a majority vote.
11. Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time. If a Councilmember wants City staff or consultants to accomplish actions or work, the Councilmember must

make the request of the City Manager if the action or work will take 1 hour or less and of the City Council if the action or work will take more than 1 hour.

12. Access City computers at the appropriate access level. A City computer, such as an iPad, will be provided for home access if the Councilmember requests it, and it may not be used for personal business. This is preferred to the use of a Councilmember's personal computer, for risk management purposes. The City computer is the property of the City and will be returned to the City at the end of the term of office.

B. City Manager Role

1. Serve as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.
3. Spend City funds per the City's adopted purchasing policies, which align with State and City laws.
4. With input from the Mayor, prepare agendas for meetings and retreats.
5. Provide timely, useful information evenly and equally to all Councilmembers.
6. Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember.
7. Prepare adequately for City Council meetings.
8. Meet with citizens as needed to solve problems and answer questions.
9. Interact with other public agencies to accomplish City Council goals and policies.

C. Mayor Role

1. Primary roles: facilitate meetings; represent the City at local, State and national forums; and represent the City in a ceremonial capacity.
2. Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.
3. Announce in advance public presentations, ceremonies and events that the Mayor is invited to attend.

4. Bring new issues to the City Council during Council Initiatives.
5. Request other Councilmembers to attend meetings in place of the Mayor when he or she cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. At the Mayor's option, hold monthly meetings with up to two Councilmembers and the City Manager. The Mayor should attempt to rotate the participation of Councilmembers in such meetings.
7. In the event that a City Manager resigns or leaves, the Mayor will work with the City Council to find a replacement using a recruitment agency.

Section 4. Vacancy and Leave of Absence

A. Purpose

This section provides guidance to the City Council when a Councilmember position becomes vacant, when a Councilmember requests an extended leave of absence, and when the City Council desires to appoint a Councilmember Pro Tempore during a Councilmember's extended leave of absence.

B. References

1. RCW 42.12 - Vacant Position
2. RCW 35A.13.020 (and RCW sections cited therein) - Vacancies – Filling of Councilmember Vacancies
3. RCW 35A.13.035 - Appointment of Councilmember Pro Tempore
4. RCW 35A.13.065 - Pro Tempore Appointments
5. RCW 42.30.110(1)(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
6. RCW 42.30.060 - Prohibition on Secret Ballots

C. Definitions

1. "Vacancy" means a resignation, recall, forfeiture, written intent to resign, permanent incapacity or death of a Councilmember.

2. "Leave of absence" means a temporary interval when a Councilmember is unable to serve due to extended absence or incapacity, but expects to return to full service prior to the end of his or her term of office.
3. "Permanent incapacity" means a physical or mental incapacity that is reasonably expected to prevent the Councilmember from returning to full service (including but not limited to attending consecutive regular meetings of the council) prior to the end of his or her term of office.

D. Leave of Absence

The remaining Councilmembers, by a simple majority vote, may grant a leave of absence to a Councilmember upon receipt and approval of a written request.

E. Filling of Vacancy or Appointment of Councilmember Pro Tempore

1. A Councilmember vacancy shall be filled according to the process described below.
2. After granting a leave of absence, the remaining Councilmembers, by a simple majority vote, shall select one of the following options:
 - a. Leave the position unfilled;
 - b. Appoint a Councilmember Pro Tempore without the process described below;
 - c. Appoint a Councilmember Pro Tempore according to the process described below; or
 - d. Appoint a Councilmember Pro Tempore using another process based on the circumstances at the time of the leave of absence and the needs of the City Council.

3. The Councilmember who is vacating his or her position, permanently or temporarily by leave of absence, shall not participate in the appointment process.

F. Application Process

1. Upon a vacancy or City Council determination to appoint a Councilmember Pro Tempore, the City Council shall direct staff to begin the Councilmember application process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.
2. The City Clerk's Office shall prepare and submit an advertisement to the newspaper of record, with courtesy copies to all local newspapers, which announces the vacancy consistent with the requirements necessary to hold public office. This advertisement shall contain such information that the City Council deems appropriate.
3. The applicant must be a registered voter of the City of Kenmore, have a two-year continuous period of residency in the City of Kenmore, and hold no other public office or employment under the City of Kenmore government.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form must include the question: "Is there anything in your background that would bring discredit to this city if appointed?" The application form must also require the applicant to complete and file a Washington State PDC Form F-1. The City Clerk's Office shall make the applications available at Kenmore City Hall and such other locations that the City Council directs, if any.
5. The City Clerk's Office shall distribute to all Councilmembers the applications received by the deadline. The applications shall be accompanied by any additional information submitted by the applicant and obtained by the City Clerk's Office, such as endorsements, letters of reference and other pertinent materials.

G. Interview Process

1. The City Council will determine which applicants will be interviewed according to qualifications submitted.
2. The City Clerk's Office shall notify the selected applicants of the location, date and time of City Council interviews.
3. Prior to the date and time of the interview, the Mayor shall accept one interview question from each Councilmember.
4. Prior to the interview, the City Clerk shall obtain and provide to the Councilmembers a Criminal Check for the applicant.
5. The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk.
6. Each interview of an applicant shall be no more than 30 minutes in length. At the interview:
 - a. The applicant shall present his or her credentials to the City Council.
 - b. The City Council shall ask the predetermined set of questions.
 - c. If agreed to by the City Council, Councilmembers may ask and receive answers to miscellaneous questions.

H. Voting Process

1. Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.
2. In voting on the applicants, the City Council shall follow *Robert's Rules of Order Newly Revised*.
3. The position shall be filled by the applicant receiving a majority vote of the remaining members of the City Council. Thus, balloting will continue until an applicant receives a majority of four votes.

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4. At any time during the balloting process, the City Council may postpone balloting until a special or regular meeting if no applicant has received a majority of four votes.
5. The Mayor shall declare the applicant receiving a majority of four votes as the new Councilmember or Councilmember Pro Tempore, and he or she shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

I. Deadline for Filling Permanent Vacancies

Permanent vacancies must be filled within ninety (90) days following the occurrence of the vacancy.

J. Term of Office

1. The new Councilmember shall serve the remainder of the unexpired term until his or her successor takes office, pursuant to State law.
2. A Councilmember Pro Tempore appointed to serve during a leave of absence of a Councilmember shall serve only until such time as the Councilmember resumes his or her duties.

Section 5. Council Conduct

A. Purpose

This section sets forth a Code of Conduct for Councilmembers regarding ethics and conflicts of interest, and the Councilmembers' treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. Code of Ethics and Conflicts of Interest

1. Upon election or appointment, Councilmembers should review Chapter 42.20 RCW, Misconduct of public officers; Chapter 42.23 RCW, Code of Ethics for Municipal Officers – Contract Interests; Chapter 42.30 RCW, Open Public Meetings Act; and Chapter 42.36 RCW, Appearance of Fairness Doctrine.

2. No Councilmember may use his or her position to secure special privileges or exemptions for himself, herself, or others. See RCW 42.23.070. In addition, except for incidental electronic and telephone communication, Councilmembers shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for other than a City purpose.
3. No Councilmember may accept employment or engage in business or professional activity that the Councilmember might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position. See RCW 42.23.070(3)
4. Councilmembers owe a fiduciary duty to the public and are required by law to maintain confidentiality with regard to certain information gained through their official positions. Therefore, no Councilmember may disclose confidential information gained by reason of the Councilmember's position, nor may a Councilmember otherwise use such information for his or her personal gain or benefit. See RCW 42.23.070(4).
5. If a Councilmember participates in litigation contrary to an official City position or action as adopted or ratified by a majority of the City Council, the Councilmember shall recuse himself or herself and not participate in any vote, deliberation or executive session, or receive confidential information regarding further consideration or action in that matter, once litigation regarding the matter has been served or filed. The fact that a Councilmember voted in opposition or expressed in his or her official duties an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or nonparticipation.

Once litigation has been served or filed, communication regarding the case with anyone other than City staff, the City Attorney or outside legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation. Councilmembers shall not in their official capacity make any comment, provide any information or otherwise involve themselves in the matter without the assistance and advice of the City attorney or outside legal counsel.

6. It shall be an appearance of conflict, which must be disclosed, (1) for any Councilmember to acquire or seek to acquire an interest in property that the City is actively seeking to acquire or has stated its intent to acquire, (2) for any Councilmember to acquire or seek to acquire an interest in property that

is immediately adjacent to such property, or (3) for any Councilmember to benefit personally by the City's acquisition or non-acquisition of such property.

7. No Councilmember shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of the Councilmember, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. See RCW 42.23.030. This section shall not apply in the following cases (See RCW 42.23.030):
 - a. The furnishing of utility services by the City at the same rates and on the same terms as are available to the public generally;
 - b. The designation of public depositaries for City funds;
 - c. The publication of legal notices required by law to be published by the City, upon competitive bidding or at rates not higher than prescribed by law for members of the general public; or
 - d. Any other exception provided for by law.
8. A Councilmember may not vote in the authorization, approval, or ratification of a contract in which he or she is beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. See RCW 42.23.030. The interest of the Councilmember must be disclosed to the Council and noted in the official meeting minutes before the formation of the contract. See RCW 42.23.030.
9. A Councilmember is not interested in a contract, within the meaning of subsections 7 and 8 above, if the Councilmember has only a remote interest in the contract. A "remote interest" means:
 - a. That of a non-salaried officer of a nonprofit corporation.
 - b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
 - c. That of a landlord or tenant of a contracting party; or
 - d. That of holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.
10. If a Councilmember has a remote interest in a contract, the City Council may authorize, approve or ratify the contract, despite such remote interest, provided that the following conditions are satisfied:

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- a. The Councilmember with the remote interest fully discloses the nature and extent of the interest, and the disclosure is noted in the official meeting minutes before the contract is made.
 - b. The City Council authorizes, approves, or ratifies the contract after that disclosure and notation.
 - c. The City Council's authorization, approval, or ratification is in good faith.
 - d. Where the votes of a certain number of Councilmembers are required to authorize, approve or ratify the contract, the vote requirement is met without counting the vote of the Councilmember who has the remote interest.
 - e. The Councilmember having the remote interest does not influence or attempt to influence any other Councilmember to enter into the contract.
11. Any contract made in violation of the restrictions and requirements of subsections 7 through 10 above is void and the performance thereof, in full or in part, by a contracting party shall not be the basis of any claim against the City. See RCW 42.23.050.
12. Any Councilmember violating the provisions of subsections 7 through 10 above, subsection 13 below, or RCW 42.23.070 shall be liable to the City for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the Councilmember by law. See RCW 42.23.050. In addition, a violation by a Councilmember of subsections 7 through 10 above or RCW 42.23.070 may be grounds for forfeiture of his or her office. See RCW 42.23.050.
13. Councilmembers shall not receive from or give to any person or entity anything of monetary value (hereafter referred to as "gifts") where the gifts have been received or given, or to a reasonable person would appear to have been received or given, with intent to give or obtain special consideration or influence as to any action by the Councilmember in his or her official capacity ("prohibited gifts"); provided, that nothing shall prohibit campaign contributions which are solicited or received and reported in accordance with applicable law.
14. The gifts listed below are presumed not to be prohibited gifts. However, this presumption is rebuttable and may be overcome based on the circumstances surrounding the receipt or giving of the gift.
- a. Unsolicited flowers, plants and floral arrangements;
 - b. Unsolicited advertising or promotional items of nominal value, such as pens and note pads;

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- c. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- d. Unsolicited items received by a Councilmember for the purpose of evaluation or review, if the Councilmember has no personal beneficial interest in the eventual use or acquisition of the item;
- e. Informational materials and publications related to the Councilmember's performance of official duties;
- f. Food and beverages consumed at hosted receptions where attendance is related to the Councilmember's duties for the City;
- g. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental or community organization, where attendance by the Councilmember is related to the Councilmember's duties for the City;
- h. Unsolicited gifts from dignitaries from another city, state or foreign country, as long as the Councilmember gives the gift to the City;
- i. Food and beverages on infrequent occasions in the ordinary course of meals where attendance by the Councilmember is related to the Councilmember's duties for the City;
- j. Any gift which would have been offered or given to the Councilmember if he or she were not a Councilmember; and
- k. Payments by a governmental or nongovernmental entity of reasonable expenses incurred by the Councilmember in connection with a speech, presentation, appearance, or trade mission made in an official capacity.

C. General Courtesy Expectations

- 1. Be courteous, respectful, kind and professional at all times with everyone.
- 2. Be honest and truthful.
- 3. Act with integrity and in good faith.
- 4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
- 5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
- 6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.

7. Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order, except by consent of a majority of the Councilmembers present at the time the motion is before the City Council. During discussions prior to a motion being made, a Councilmember may request to speak more than twice.
8. Comments will be limited to 3 minutes at a time.
9. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order."
10. Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff and City consultants.
11. Treat City staff in a polite and professional manner.
12. Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

D. Respect in Regard to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers will be allowed one minute maximum to explain their vote during a roll call vote. This is an exception to Robert's Rules.
4. Councilmembers must not seek out members of the media to vent feelings when on the minority side of a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.
5. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
6. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the Councilmember's personal viewpoint or opinion.
7. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

E. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech, as stated in the U.S. Constitution and as interpreted by the courts, and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes, but is not limited to, the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.
 - b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
 - c. Modifying, revising, altering, or editing any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
 - d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:
 - (i) Contacting City staff, other than as authorized by these rules or by final action of the City Council or by the City Manager, which contact materially limits a City staff member's ability to complete work assigned by the City Manager or by final action of the City Council; or
 - (ii) Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts the efficient operations of the City.
 - e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager, when such contact is used or intended to impermissibly redirect, interfere with,

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interrupt or undermine City staff's work assignments as determined by the City Manager or by a majority vote of the City Council.

- f. Representing to citizens, other public agencies, or other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but that will be acted upon by the City Council.
- g. Discussing or disseminating information from an executive session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.
- i. Making verbal or written contact with State, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in this policy and in Chapter 42.23 RCW. Recusal must be used when there is a conflict of interest. (See Section 5, B: Code of Ethics and Conflicts of Interest)

F. Sanctions

- 1. The Council has power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.
- 2. The Council may punish a member for violation of these rules by: a verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.
- 3. The Presiding Officer may give a verbal admonition.
- 4. Other punishments not mentioned in Section 5.F.-2. require the affirmative vote of 5 members of the City Council.

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5. A censure is a statement by 5 members of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 6. Remote Attendance and Voting

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone or video is contained in this section.

B. Frequency

Councilmember attendance via speakerphone or video is limited to 3 times in a calendar year, but the City Council, by majority vote, may allow additional attendance by speakerphone or video.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone or video to allow time for preparation of the speakerphone or video components and of the agenda items to be attended via speakerphone or video.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The video and audio components of videoconferencing should be visible and audible to all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
 - a. "Councilmember _____ is attending via speakerphone/ video for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you (see and) hear me?" (There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk (see and) hear Councilmember _____?"

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4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
5. Each agenda item being attended via speakerphone or video shall be introduced and acknowledged in the same manner as set forth above.
6. After all agenda items being attended via speakerphone or video have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember, _____ thank you for your attendance via speakerphone/video. The remote connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone/video has been terminated."

Section 7. Executive Sessions

A. Topics for Executive Session Discussions

The topics that may be discussed in executive sessions are set forth in RCW 42.30.110 and RCW 42.30.140. Executive session topics include, but are not limited to, the following:

1. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
2. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.
3. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.
4. Receipt and evaluation of complaints or charges against a public officer or employee.
5. Evaluation of qualifications of an applicant for public employment.
6. Review of the performance of a public employee.
7. Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).
8. Discussion of collective bargaining sessions with employee organizations.
9. Consideration of matters affecting national security.

B. Confidentiality of Executive Session Discussions

Topics discussed in executive session must not be discussed outside of the executive session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council). Councilmembers shall keep all executive session information and discussions confidential to ensure that the City's interests are not compromised.

C. Procedure

1. The Presiding Officer must announce the executive session by stating: "The City Council is recessing into an executive session pursuant to RCW _____ (e.g. "RCW 42.30.110(1)(a)) regarding _____. (e.g., review of the performance of a city employee). The executive session is expected to last for _____ minutes (hours)."
2. If the executive session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action or take no action when the meeting reconvenes.
3. If, during the executive session, the Presiding Officer believes that the executive session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the number of minutes that the executive session will be extended.
4. The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is completed."
5. At the close of the executive session or the meeting at which the executive session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the executive session, including extensions.

D. Written Material

1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
2. Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City Council Rules and Procedures page 21

Manager is not in attendance), prior to the end of the executive session. No paper or document will be removed by a Councilmember from the executive session, unless the City Manager, or the Presiding Officer (if the City Manager is not in attendance), determines that the paper or document may be removed from the executive session.

3. Written notes taken by any attendee of an executive session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the executive session.
4. Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.

Section 8. Public Testimony

A. Citizen Comment Rules in Regular and Special non-Executive-Session Business Meetings are delineated in Section 2.B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Citizen Comments.
4. A person who testifies shall state his or her name, city of residence and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public wishing to speak have had an adequate opportunity to speak, and the Councilmembers have had an opportunity to ask City staff questions regarding the staff presentation and/or the public comments, the Presiding Officer shall declare the public hearing closed. The City Council may by, majority vote, continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

C. Quasi-Judicial Matters

1. Council will follow Chapter 42.36 RCW for application of the "Appearance of Fairness Doctrine," which holds that quasi-judicial matters must not only be fair in practice but must also have the appearance of fairness.
2. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising comprehensive, community or neighborhood plans, land use planning documents, area-wide zoning ordinances and area-wise zoning amendments.
3. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
4. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
5. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 9. Waiver / Effect of Waiver of Rules

- A. These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive any of these rules, unless otherwise inconsistent with applicable law.
- B. In case of conflict between current law and these Rules and Procedures, current law shall prevail.

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

Subject/Topic: Consideration of amendments to King County Countywide Planning Policies Proposed Council Action/Motion: The City will be deemed to have ratified the Countywide Planning Policies and amendments unless within 90 days of adoption by King County, the City takes legislative action to disapprove the amendments. The 90-day deadline is June 4, 2017.	For Council Meeting Agenda of: April 10, 2017 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent</u> Initial & Date Approved by Department Head: <u>LA Gw 00, 3/21/17</u> Approved by City Attorney: Approved by Finance Director: <u>[Signature] 3/21/17</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: 1. 3/6/17 letter to the Mayor from King County Executive with attachments
Expenditure Required: \$0 Amount Budgeted: \$0 Appropriation Required: \$0	
<u>INFORMATION/BACKGROUND:</u> Attachment I provides information regarding amendments adopted by the King County Council to the 2012 King County Countywide Planning Policies. Amendments include three technical adjustments to the Urban Growth Area boundary that involve right-of-way adjustments in the City of Covington and City of Enumclaw and one substantive amendment to contract the Urban Growth Area boundary from the City of Issaquah's Potential Annexation Area at East Cougar Mountain. Staff recommends that the Council take no action, which means that the City will be deemed to have ratified the amendments. If Council wishes to disapprove the amendments then legislative action is required by June 4, 2017. Background: The Washington State Growth Management Act requires counties to designate an urban growth area. All jurisdictions in King County have a role in accommodating growth, and the Countywide Planning Policies provide direction at the county and jurisdiction level to guide local comprehensive plans and regulations. The following link is to the Countywide Planning Policy document. http://www.kingcounty.gov/-/media/depts/executive/performance-strategy-budget/regional-planning/CPPs/2012-CPPsAmended062516withMaps.ashx?la=en The Countywide Planning Policies are amended over time to reflect changing conditions. Policy development is done by the King County Growth Management Planning Council who make recommendations for amendments to the King County Council. A majority of the King County Council constitutes approval of amendments. Amendments must be ratified within 90 days of King County approval and require affirmation by cities and towns representing at least 70% of the county population and 30% of the jurisdictions. Ratification is either by an affirmative vote or no action within the ratification period.	
<u>FISCAL CONSIDERATION:</u> None.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Compliance with the City's adopted Comprehensive Plan and the Growth Management Act.	



March 6, 2017

The Honorable David Baker
City of Kenmore
P.O. Box 82607
Kenmore, WA 98028-0607

Dear Mayor Baker:

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

On February 13, 2017, the Metropolitan King County Council approved and ratified the amendment on behalf of unincorporated King County. The ordinance will become effective Monday, March 6, 2017. Copies of the transmittal letter, King County Council staff report, ordinance 18454 and Growth Management Planning Council motion are enclosed to assist you in your review of this amendment.

In accordance with the CPP, G-1, amendments become effective when ratified by ordinance or resolution by at least 30 percent of the city and county governments representing 70 percent of the population of King County according to the interlocal agreement. A city will be deemed to have ratified the CPP and amendments unless, within 90 days of adoption by King County, the city takes legislative action to disapprove the amendments. **Please note that the 90-day deadline for these amendments is Sunday, June 4, 2017.**

If you adopt any legislation concerning this action, please send a copy of the legislation by the close of business, Monday, June 5, 2017, to Melani Pedroza, Acting Clerk of the Council, Room 1200, King County Courthouse, 516 Third Avenue, Seattle, WA 98104.

If you have any questions about the amendments or ratification process, please contact Karen Wolf, Senior Strategy and Performance Analyst, King County

Executive's Office, at 206 263-9649, or Christine Jensen, Metropolitan King County Council Staff, at 206 477-5702.

Thank you for your prompt attention to this matter.

Sincerely,

The block contains two handwritten signatures in black ink. On the left is the signature of Joe McDermott, which is stylized and somewhat cursive. On the right is the signature of Dow Constantine, which is also cursive and clearly legible.

Joe McDermott, Chair
Metropolitan King County Council

Dow Constantine
King County Executive

Enclosures

cc: King County City Planning Directors
Sound Cities Association
Lauren Smith, Director, Regional Planning
Karen Wolf, Senior Strategy and Performance Analyst
Christine Jensen, Council Staff, Transportation, Environment and Economy
Committee (TREE)



King County

Dow Constantine
King County Executive
401 Fifth Avenue, Suite 800
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CLERK
KING COUNTY COUNCIL

December 13, 2016

The Honorable Joe McDermott
Chair, King County Council
Room 1200
COURTHOUSE

Dear Councilmember McDermott:

This letter transmits an ordinance that will enable King County to to amend two maps in the King County Countywide Planning Policies (CPPs) that revise the Urban Growth Area boundary, as recommended by the Growth Management Planning Council (GMPC.)

This ordinance transmits GMPC Motion 16-1 that was unanimously approved by the GMPC on September 28, 2016. The ordinance adopts and ratifies the GMPC motion on behalf of unincorporated King County in accordance with Countywide Planning Policy G-1.

Motion 16-1 approves the Urban Growth Area changes as included in Proposed Substitute Ordinance 2016-0155.2 as recommended by the King County Council Transportation Economy and Environment Committee on September 20, 2016. Motion 16-1 approves three technical amendments to the Urban Growth Area that involve road right-of-way adjustments to facilitate the proper provision of services in, or adjacent, city potential annexation areas. There amendments are:

1. SE 240th Street near Covington – move the Urban Growth Area boundary to the north margin of the right-of-way to add the road section to the Urban Growth Area;
2. 248th Ave SE near Enumclaw – move the Urban Growth Area boundary to west margin of right-of-way to add road section to the Urban Growth Area; and
3. 228th Ave Se near Enumclaw – move the Urban Growth Area boundary to east margin of right-of-way to remove the road section from the Urban Growth Area.

Motion 16-1 also approves one substantive proposal to retract the Urban Growth Area west of the City of Issaquah. This change would remove from Issaquah's East Cougar Potential Annexation Area parcels that are vacant, have Urban Reserve zoning, lack vehicular access, and are mostly encumbered by steep slopes.

This ordinance integrates the goals of the King County Strategic Plan by recognizing the role of land use planning in shaping environmentally sustainable and economically viable future



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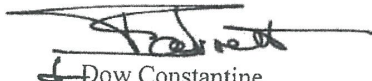
The Honorable Joe McDermott
December 13, 2016
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for all people in King County. The County's role in the GMPC fosters the ethic of working together for "One King County" by actively participating in regional organizations and defining King County's role in regional issues.

There are no fiscal impacts to King County government as a result of adoption of this ordinance.

If you have any questions, please contact Lauren Smith, Director for Regional Planning, Office of Performance, Strategy and Budget at 206-263-9606.

Sincerely,



Dow Constantine
King County Executive

Enclosures

cc: King County Councilmembers
 ATTN: Carolyn Busch, Chief of Staff
 Melani Pedroza, Acting Clerk of the Council
 Carrie S. Cihak, Chief of Policy Development, King County Executive Office
 Dwight Dively, Director, Office of Performance, Strategy and Budget (PSB)
 Lauren Smith, Director, Regional Planning, PSB



King County

**Metropolitan King County Council
Transportation, Economy and Environment Committee**

STAFF REPORT

Agenda Item:	5	Name:	Christine Jensen
Proposed No.:	2017-0004	Date:	January 31, 2017

SUBJECT

Adoption of recommendations from the Growth Management Planning Council (GMPC) regarding amendments to the Urban Growth Boundary (UGA) and Potential Annexation Area (PAA) maps.

SUMMARY

Proposed Ordinance 2017-0004 would amend the UGA and PAA maps that are located in the Countywide Planning Policies (CPPs). These map updates are consistent with the UGA changes that were adopted in the 2016 King County Comprehensive Plan (KCCP).¹

If adopted by the Council, the ordinance would ratify the change on behalf of the population of unincorporated King County and begin the CPP ratification process by the cities in King County.

BACKGROUND

The GMPC is a formal body comprised of elected officials from King County, Seattle, Bellevue, other cities and towns in King County, and special purpose districts. The GMPC was created in 1992 by an interlocal agreement² in response to a provision in the Washington State Growth Management Act (GMA) requiring cities and counties to work together to adopt CPPs.³ Under the GMA, the CPPs serve as the framework for each local jurisdiction's comprehensive plan, which ensures countywide consistency with respect to land use planning efforts.

As provided for in the interlocal agreement, the GMPC developed and recommended the original CPPs, which were adopted by the King County Council⁴ and ratified by the cities in 1992. Subsequent amendments to the CPPs follow the same adoption

¹ Ordinance 18427

² Motion 8733

³ RCW 36.70A.210

⁴ Ordinance 10450

process, which is now outlined in CPP G-1⁵ and includes: recommendation by the GMPC, adoption and ratification by the King County Council, and ratification by the cities. Amendments to the CPPs become effective when ratified by at least 30 percent of the city and county governments representing at least 70 percent of the population of King County. A city shall be deemed to have ratified an amendment to the CPPs unless the city disapproves it by legislative action within 90 days of adoption by King County.

ANALYSIS

GMPC Motion 16-1

On September 28, 2016, the GMPC unanimously adopted Motion 16-1, which is a non-binding recommendation to the County Council to amend the UGA and PAA maps in the CPPs. Motion 16-1 recommends adoption of four changes to the UGA and PAA maps; three of the changes are technical, and one is a reduction of the UGA adjacent to the City of Issaquah.⁶ Consistent with CPP adoption requirements, Proposed Ordinance 2017-0004 forwards this GMPC recommendation to the Council for consideration and possible approval.

Following GMPC action in September, these recommendations were informally provided to the County Council for consideration prior to the vote on land use proposals in the 2016 KCCP,⁷ which was adopted on December 5, 2016. The GMPC recommended changes in Proposed Ordinance 2017-0004 are consistent with the adopted 2016 KCCP.

UGA Technical Corrections

Motion 16-1 includes three technical changes to the UGA adjacent to the cities of Covington and Enumclaw. It recommends adjusting the UGA on SE 240th Street (City of Covington) and on 248th Avenue SE (City of Enumclaw) so that the entire road right-of-ways are inside the UGA. Adjust the UGA on 228th Ave SE (City of Enumclaw) so that the entire road right-of-way is outside the UGA. The intent of these changes is to clarify long-term maintenance activities for these roadways consistent with the surrounding land uses, as allowed by KCCP policy T-211. It would also allow the cities to incorporate the portion of the roadways that are being moved into the UGA.

East Cougar Mountain UGA Contraction

Motion 16-1 also includes a proposal to reduce the UGA in the East Cougar Mountain area adjacent to the City of Issaquah. This item was requested by the City of Issaquah during the 2016 KCCP update process. The City's proposal was to remove all of the 776-acre East Cougar Mountain area from their PAA, as the City is no longer interested in annexing the area.

The recommended map change would remove a portion of the area, 24 parcels totaling 188 acres, from the UGA and redesignate the land as rural. Removing these parcels from the UGA was recommended based on the limited access to this area, the difficulty of providing an urban level of services, and the current undeveloped nature of the

⁵ 2012 King County Countywide Planning Policies, as amended:

<http://www.kingcounty.gov/depts/executive/performance-strategy-budget/regional-planning/CPPs.aspx>

⁶ Maps of the proposed changes are included in Attachment A to Proposed Ordinance 2017-0004

⁷ Consistent with KCCP policy RP-106

parcels. In practical terms, this change would have little effect on density as both the current urban zoning⁸ and future rural zoning⁹ of these parcels only allow one dwelling unit per five acres.

The remaining 588 acres were not recommended for removal from the UGA at this time. The reasoning provided for this was: 1) the properties are already at an urban-level density, which would cause a discrepancy between potential future rural-level zoning; and 2) it would create a permanent rural-service island that County service providers could only access by traversing through a city. It is anticipated that there will be continued discussions with the City regarding its request to remove the remainder of the area from the UGA. If desired, additional changes could be considered as part of the County's next major update of the KCCP.¹⁰

Council Consideration

The GMPC recommended map changes meet the requirements for amendments to the UGA as outlined in the CPPs.¹¹ If Proposed Ordinance 2017-0004 is adopted by the Council, it would ratify the change on behalf of the population of unincorporated King County and begin the ratification process by the cities. If the map changes are not adopted by the County and/or ratified by the cities, the 2016 KCCP would be inconsistent with the CPPs and may require future attention.

There is no deadline for Council action on the proposed map updates.

ATTACHMENTS

1. Proposed Ordinance 2017-0004 (and its attachments)
2. Transmittal Letter
3. Fiscal Note

INVITED

- Karen Wolf, Senior Policy Analyst, Office of Performance, Strategy and Budget

⁸ Urban Reserve (UR)

⁹ Rural Area-5 (RA-5)

¹⁰ Currently scheduled to occur in 2020

¹¹ DP-14, DP-15, DP-16, and DP-17

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KING COUNTY
Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

February 13, 2017

Ordinance 18454

Proposed No. 2017-0004.1

Sponsors Dembowski

1 AN ORDINANCE adopting and ratifying Growth
2 Management Planning Council Motion 16-1.

3 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

4 **SECTION 1. Findings:**

5 A. Growth Management Planning Council Motion 16-1 recommends that Urban
6 Growth Area Map and the Potential Annexation Area Map in the 2012 King County
7 Countywide Planning Policies be amended as depicted on the maps attached to Motion
8 16-1.

9 B. On September 28, 2016, the Growth Management Planning Council
10 unanimously adopted Motion 16-1, which recommends that the 2012 King County
11 Countywide Planning Policies be amended to adjust the Urban Growth Area boundary for
12 three technical amendments that involve road right-of-way adjustments and one
13 substantive amendment to contract the Urban Growth Area boundary from the city of
14 Issaquah's Potential Annexation Area at East Cougar Mountain.

15 **SECTION 2.** The amendments to the 2012 King County Countywide Planning

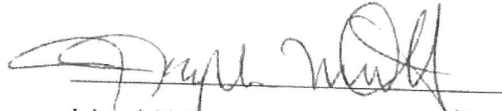
Ordinance 18454

- 16 Policies, as shown in Attachment A to this ordinance, are hereby adopted by King County
17 and ratified on behalf of the population of unincorporated King County.
18

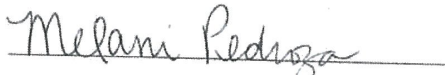
Ordinance 18454 was introduced on 1/17/2017 and passed by the Metropolitan King County Council on 2/13/2017, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles
and Ms. Balducci
No: 0
Excused: 0

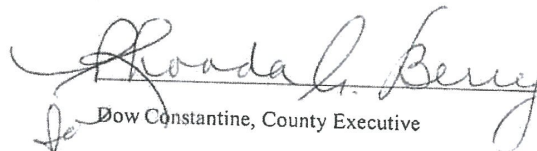
KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


J. Joseph McDermott, Chair

ATTEST:


Melani Pedroza, Acting Clerk of the Council

APPROVED this 24th day of February 2017.


Dow Constantine, County Executive

Attachments: A. GMPC Motion No. 16-1

Attachment A

2017-004

9/28/16

Sponsored By: Executive Committee**GMPC MOTION NO. 16-1**

A MOTION amending the 2012 King County Countywide Planning Policies; addressing changes to the Urban Growth Area of King County and the resulting changes to the Urban Growth Boundary map and Potential Annexation Area map.

WHEREAS, the Washington State Growth Management Act, RCW 36.70A.110 requires counties to designate an urban growth area within which urban growth shall be encouraged and outside of which growth can occur if it is not urban in nature; and

WHEREAS, Countywide Planning Policy G-1 recognizes that King County may initiate amendments to the Urban Growth Area; and

WHEREAS; the King County Executive and the King County Council request the Growth Management Planning Council consider the attached amendments to the Urban Growth Area for eventual adoption by the King County Council and ratification by the cities; and

WHEREAS, Countywide Planning Policies DP-15 – DP-18 outline criteria for changes to the Urban Growth Area; and

WHEREAS, on May 25, 2016, the Growth Management Planning Council received a briefing on all of the potential changes to the Urban Growth Area under consideration by the King County Transportation, Economy, and Environment Committee; and

WHEREAS, on September 20, 2016, the King County Transportation, Economy, and Environment Committee recommended the following amendments to the Urban Growth Area be considered by the King County Council as part of their approval of the 2016 King County Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED that the Growth Management Planning Council of King County hereby recommends that the 2012 King County Countywide Planning Policies Urban Growth Boundary Map and the Potential Annexation Areas Map be amended as depicted on the attached maps.


Dow Constantine, Chair, Growth Management Planning Council

ATTACHMENTS

Maps to Be Amended (with technical fixes to titles, as noted below)

~~Growth Management Planning Council~~ Urban Growth Area Boundary – Countywide Planning Policies, September 2016

Potential Annexation Areas – Countywide Planning Policies ~~October 2015~~, September 2016

For Reference – Detailed Site Maps Showing Specific Amendments to Urban Growth Area Boundary, as well as Amendment to East Cougar Potential Annexation Area

Urban Growth Area Contraction and Revision to Potential Annexation Area – East Cougar Mountain

Urban Growth Area Technical Amendment – SE 240th Street

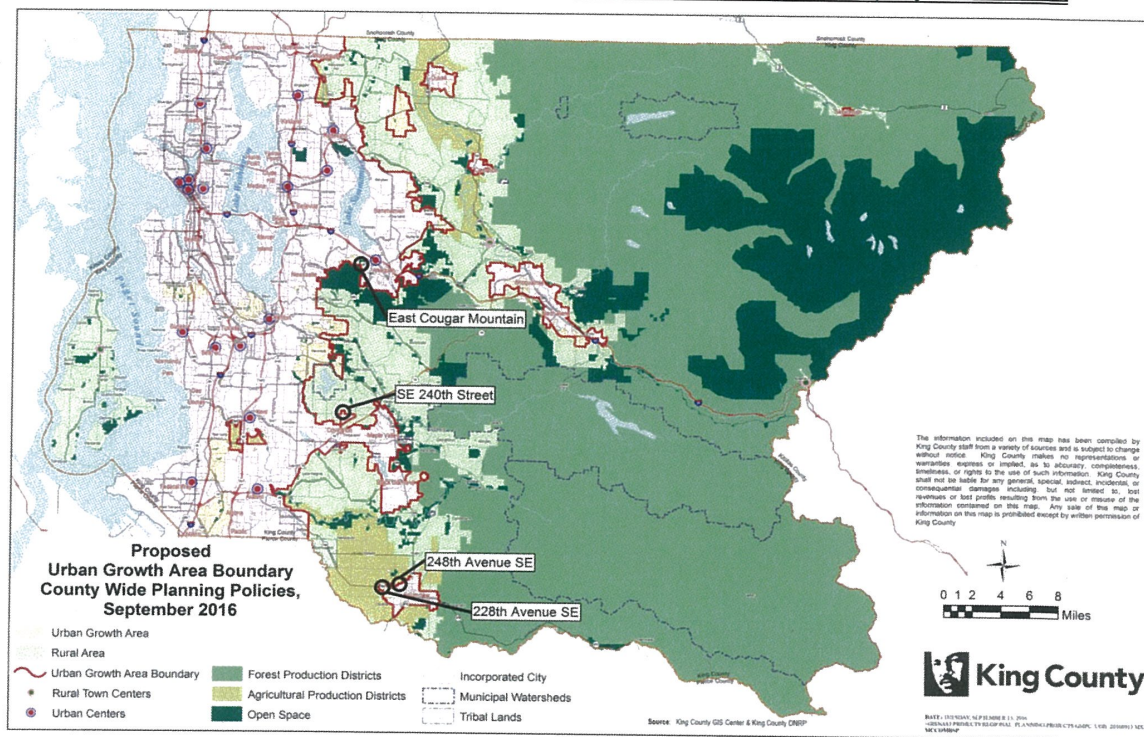
Urban Growth Area Technical Amendment – 248th Ave SE

Urban Growth Area Technical Amendment – 228th Ave SE

Maps to Be Amended (with technical fixes to titles, as noted below)

Note: Call out boxes to be removed following adoption by GMPC

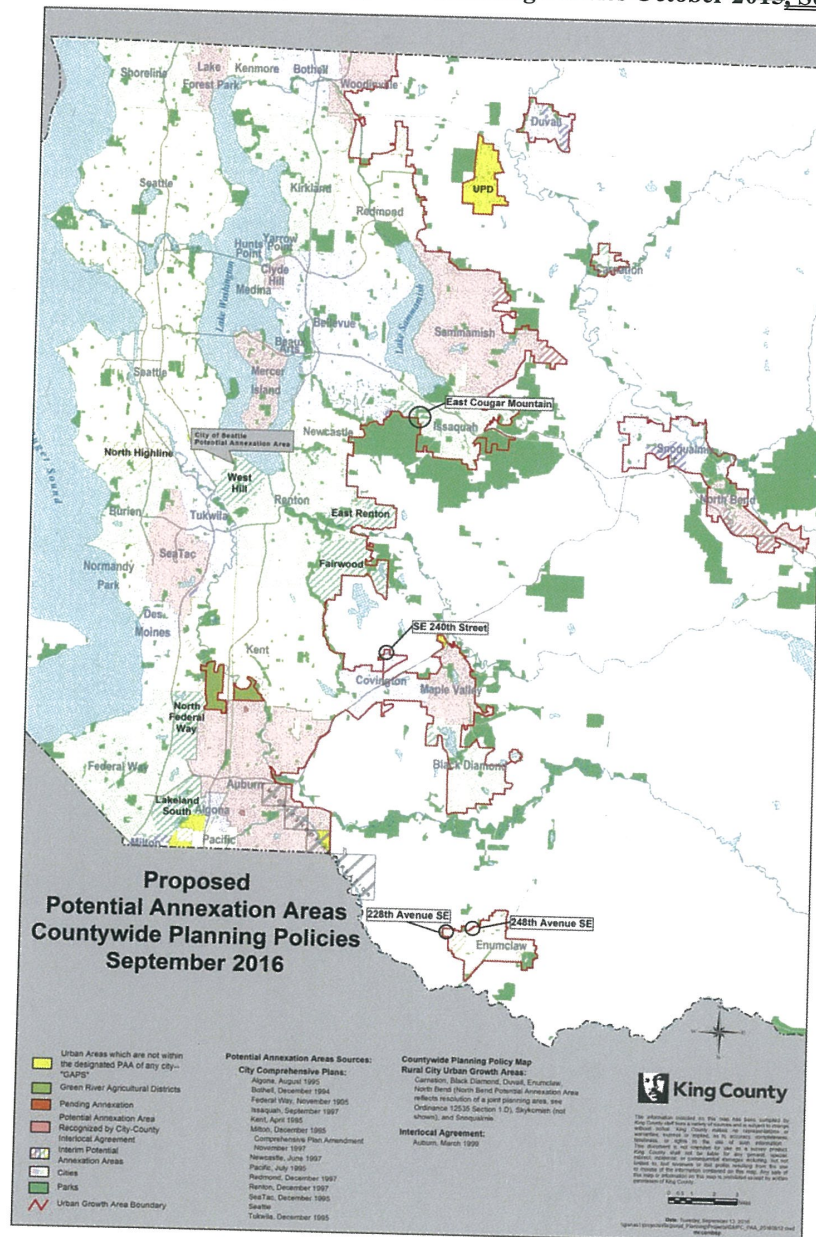
~~Growth Management Planning Council~~
Urban Growth Area Boundary – Countywide Planning Policies, September 2016



Maps to Be Amended (with technical fixes to titles, as noted below)

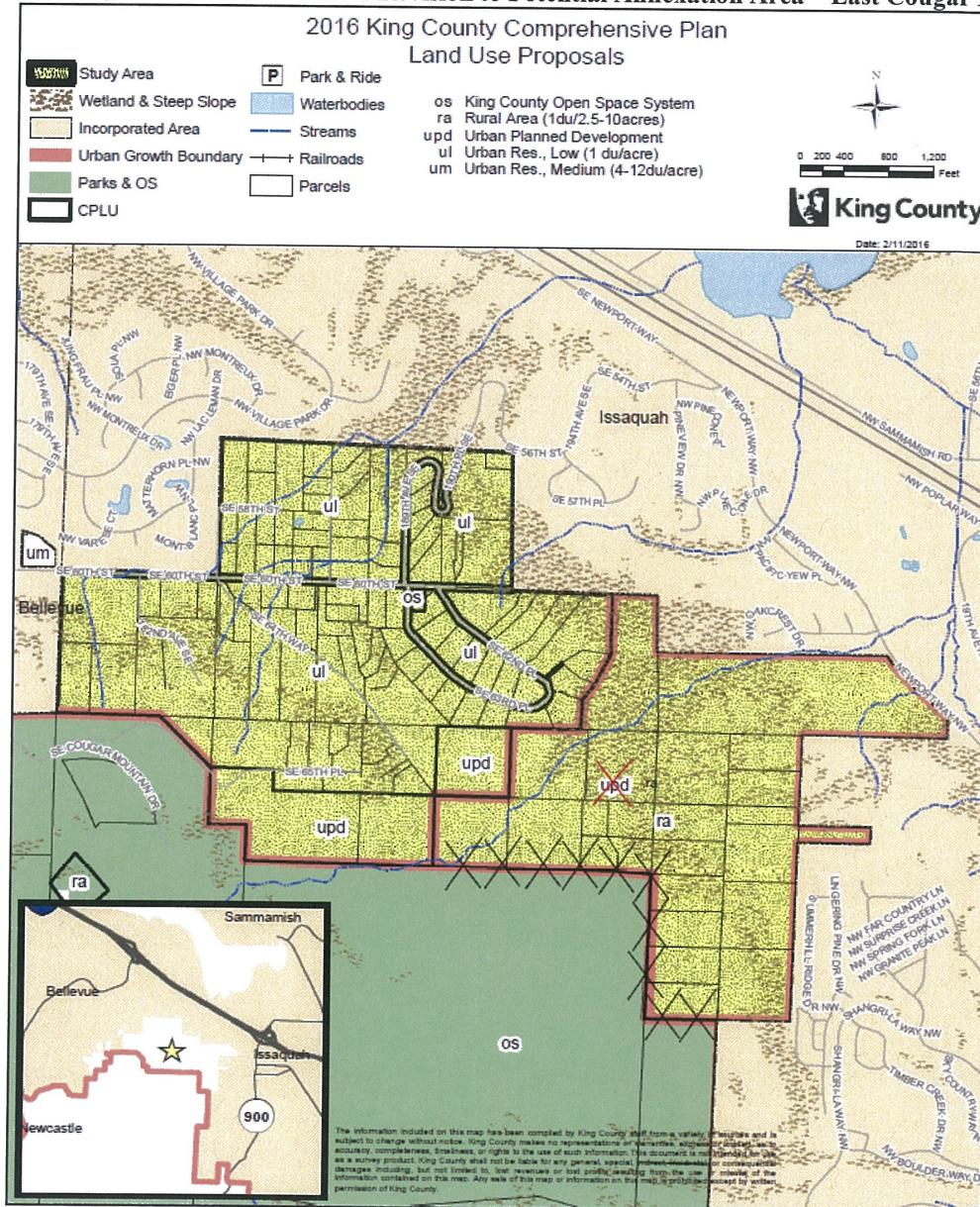
Note: Call out boxes to be removed following adoption by GMPC

Potential Annexation Areas = Countywide Planning Policies ~~October 2015~~, September 2016



For Reference – Detailed Site Maps Showing Specific Amendments to Urban Growth Area Boundary, as well as Amendment to East Cougar Potential Annexation Area

Urban Growth Area Contraction and Revision to Potential Annexation Area – East Cougar Mountain



**Urban Growth Area Boundary Amendment
SE 240th Street**

King County

PAA

Move UGA boundary to the north margin of SE 240th St. to include this section of the right-of-way in the urban area.

176TH PL SE

SE 240TH ST

Covington

King County

SE 240TH ST

Covington

Park Ave SE

SE WAK RD

Legend:

- - - Proposed UGA Boundary
- Existing UGA Boundary
- County Roads
- Parcels
- King County
- Covington
- ROW Issue

Inset Map Legend:

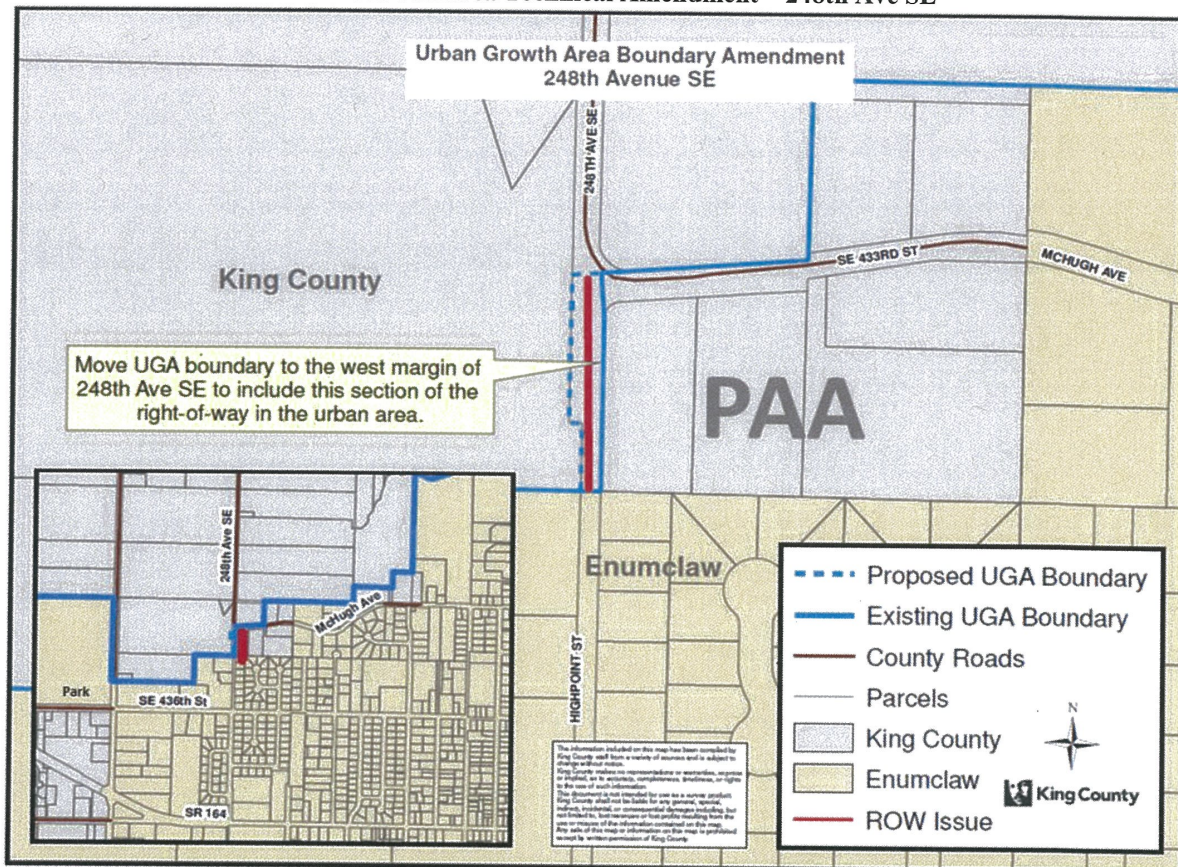
- SE 240TH ST
- King County
- Covington
- Park Ave SE
- SE WAK RD

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King County

For Reference – Detailed Site Maps Showing Specific Amendments to Urban Growth Area Boundary, as well as Amendment to East Cougar Potential Annexation Area

Urban Growth Area Technical Amendment – 248th Ave SE



For Reference – Detailed Site Maps Showing Specific Amendments to Urban Growth Area Boundary, as well as Amendment to East Cougar Potential Annexation Area

Urban Growth Area Technical Amendment – 228th Ave SE

