



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

**City of Kenmore
City Council Special and Regular Meeting Agenda
Monday, April 13, 2020 at 7:00 p.m.**

THE ENTIRE MEETING WILL BE A VIRTUAL ZOOM MEETING

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please email the City Clerk at kchelin@kenmorewa.gov. Council agendas are also available on our website at www.kenmorewa.gov.

Zoom Meeting Information:

Please type the following address in your internet browser:

<https://zoom.us/j/910322631>

Or iPhone one-tap :

US: +16699009128,,910322631# or +13462487799,,910322631#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782

Webinar ID: 910 322 631

International numbers available: <https://zoom.us/u/acssErjllt>

All citizen comments will be due to the City Clerk by 5:00 p.m. on April 13, 2020. The comments will be read into the record by the Mayor during the virtual meeting. The 3 minute limit will still apply.

I. 7:00 p.m. - CALL REGULAR MEETING TO ORDER

II. ROLL CALL

III. AGENDA APPROVAL

IV. CITIZEN COMMENTS

- A. **Important! All citizen comments will be due to the City Clerk by 5:00 p.m. on April 13, 2020. The comments will be read into the record by the Mayor during the virtual meeting. The 3 minute limit will still apply. All comments need to be emailed to kchelin@kenmorewa.gov. Thank you for your understanding.**

V. CONSENT AGENDA

- A. Approve total Check #s 44577 through 44674: \$396,976.97. Total

Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 3/13/2020: \$163,413.54.

[Checks](#)

- B. Receive and File Proclamation for Earth Day, April 22, 2020
[Proclamation - Earth Day](#)
- C. Receive and File Proclamation for Arbor Day, April 24, 2020
[Proclamation - Arbor Day](#)
- D. Receive and File Proclamation for Sexual Assault Awareness Month - April, 2020
[Proclamation - Sexual Assault Awareness Month](#)
- E. Cancel April 20, 2020 Regular Council Meeting
- F. Approve January 10-11, 2020 City Council Retreat Report, including City Council Priorities for 2020-2021
[Agenda Item](#)
- G. Award the Bid to Lakeside Industries and Authorize the City Manager to Execute a Contract for the Overlay of Simonds Road from NE 163rd Pl to 92nd Ave NE
[Agenda Item](#)
- H. Approve Resolution #20-336 Ratifying 20-03.1 Revised Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions
[Agenda Item](#)
- I. Ratify Proclamation & Issuance of Emergency Rule 20-04.1 Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy
[Agenda Item](#)
- J. Approve Resolution #20-337 Ratifying Proclamation & Issuance of Emergency Rule 20-05: Temporary Suspension of City In-Person Rules and Requirements
[Agenda Item](#)

VI. BUSINESS AGENDA

- A. December 2019 Financial Report Presentation and Potential Pandemic Impacts on the Budget- Joanne Gregory, Finance Director
[Agenda Item](#)
- B. Approve Resolution #20-338 Ratifying Proclamation & Issuance of Emergency Rule 20-06: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions
[Agenda Item](#)

VII. STAFF REPORT

- A. Pandemic Status and Pandemic Effect on Rhododendron Boathouse - Rob Karlinsey, City Manager

VIII. COUNCILMEMBER REPORTS, COMMENTS & INITIATIVES

IX. ADJOURNMENT

Upcoming Meetings:

Thursday, April 16, 2020 - 6:30 p.m. Financial Sustainability Plan Task Force Public Meeting via Zoom

Monday, April 20, 2020 Council Meeting - CANCELED

Monday, April 27, 2020 - Regular Council Meeting - Virtual Zoom Meeting



Voucher Certification and Approval

City of Kenmore
DATE RANGE:
03/07/2020-03/20/2020

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

Total Check #s 44577 through 44674: \$396,976.97

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 3/13/2020: \$163,413.54

RZ Keij 4/1/20
City Manager / Date

Joann M Gregory 3/31/20
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	44577	03/13/2020	City of Kenmore 401a	17,562.26
ICMA RETIREMENT TRUST 457 / 304745	44578	03/13/2020	ICMA 457 Deferred Comp	5,737.70
STATE OF FLORIDA DISBURSEMENT UNIT	44579	03/13/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	44580	03/13/2020	Employee Charitable Contribution	53.00
ALLAN WEBB NISSAN	44581	03/17/2020	2019 Nissan Leaf - Quote #2020-2-304 & 305	62,542.46
CASCADE RECREATION, INC	44582	03/17/2020	Memorial Bench Plaque Log Boom Park - Baha'is	288.75
KCDA PURCHASING COOP	44583	03/17/2020	Memorial Bench - Baha'is & Schmidt	4,411.78
CHECK RIDE	44584	03/17/2020	CDL Training - Reggie Bautista	3,450.00
A+ CONFERENCING	44585	03/20/2020	City Mgr. Dept. Conference Calls	44.06
ACTION ENTERTAINMENT	44586	03/20/2020	Entertainment for Kenmore Middle School Dance	550.00
ALL THINGS HR, LLC	44587	03/20/2020	HR Consulting	35.00
ANDERSON ROOFING INC.	44588	03/20/2020	Refund Permit Fee Not Required	218.60
ASSOCIATION OF WA CITIES	44589	03/20/2020	Councilmember O'Cain Training Registration	45.00
ASSOCIATION OF WA CITIES	44589	03/20/2020	Councilmember Pfeil Training Registration	45.00
AURORA RENTS	44590	03/20/2020	Rental Equipment for Surface Water Projects	142.85
BAKER, BRIDGIT	44591	03/20/2020	Travel Expense/ Registration Reimbursement	570.04
BANNER BANK BAKER	44592	03/20/2020	Mail Finance/NLC/United/Express Mobility	2,641.14
BANNER BANK DB	44593	03/20/2020	AWC/NRPA/American Soc. of Landscape Architects	780.52
BANNER BANK JGORDON	44594	03/20/2020	King County Metro - Orca Card Reload	50.00
BANNER BANK NO	44595	03/20/2020	Pagliacci/Fred Pryor/Vcita/ICMA/Bothell Chamber	1,230.07
BANNER BANK RK	44596	03/20/2020	Room & Board/Bothell Chamber/ICMA/Olive Garden	5,041.78
BOTHELL KENMORE CHAMBER OF COMMERCE	44597	03/20/2020	KBA Admin. Support	300.00
BRAD OR KELLI CARSON	44598	03/20/2020	Refund Hangar Deposit for 1/18/20 Event	150.00

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BRIEN, GAYLYNN	44599	03/20/2020	Dec. 2019 Sales Tax Data Conversion Svcs	50.00
BUILDERS EXCHANGE OF WASHINGTON INC	44600	03/20/2020	Rhod. Boathouse & Simonds Overlay Proj. Publishing	195.30
CITY OF BELLEVUE	44601	03/20/2020	1st & 2nd Qtr ARCH Contributions	22,460.50
CODE PUBLISHING COMPANY	44602	03/20/2020	Municipal Code Cumulative Supplement/Annual Fees	1,878.32
COLUMBIA RIDGE LANDFILL	44603	03/20/2020	2/18 Street Sweeper Debris Disposal	1,235.91
COLUMBIA RIDGE LANDFILL	44604	03/20/2020	2/28 Street Sweeper Debris Disposal	1,634.96
COMCAST	44605	03/20/2020	March City Hall Phone Svcs	370.83
COMCAST	44606	03/20/2020	March City Hall/Hangar/Incubator Internet	2,201.80
COMCAST BUSINESS	44607	03/20/2020	3/10-4/9/20 Squire's Landing Internet	79.95
COMCAST BUSINESS	44608	03/20/2020	3/14-4/13/20 City Hall Cable/Internet	162.22
DEPARTMENT OF NATURAL RESOURCES	44609	03/20/2020	W. Samm Bridge Aq. Easement Admin. Cost	1,261.17
ELECTRONIC BUSINESS MACHINES	44610	03/20/2020	Feb. 2nd Floor Copier Charges	259.18
FERGUSON ENTERPRISES INC #3011	44611	03/20/2020	Patch Cement/Drainage Materials/Catch Basin	628.21
FONG, DAPHNE	44612	03/20/2020	Deposit Refund for Cancelled Event 1/25/20	150.00
GALLATIN PUBLIC AFFAIRS	44613	03/20/2020	March Marketing/Media Relations Consulting	4,564.25
GAMETIME	44614	03/20/2020	Replacement Parts for Moorlands Playground	981.73
GORDON THOMAS HONEYWELL	44615	03/20/2020	Feb. Government Affairs Consulting Svcs	3,952.75
HOME DEPOT CREDIT SERVICES	44616	03/20/2020	Public Works Supplies & Materials	288.96
HONEY BUCKET	44617	03/20/2020	3/9-3/31/20 PW Yard Rental	150.15
HOPELINK	44618	03/20/2020	Emergency Funds	10,000.00
JENNIFER DIXON	44619	03/20/2020	Feb. - Mar. 19-C2099 Waterfront Public Arts Svcs	8,500.00
JUDHA OF LION LANDSCAPING AND SERVICES LLC	44620	03/20/2020	19-C2032 Pavement/Monument Repair Retainage	1,932.80
KBA INC.	44621	03/20/2020	18-C1846 Jan/Feb W. Sammamish Bridge Prof. Svcs	85,053.55
KENMORE COMMERCIAL LLC	44622	03/20/2020	April Incubator Bldg. Lease Payment	3,367.04
KING COUNTY ANIMAL SVCS	44623	03/20/2020	Pet Licenses & Renewals	560.00
KING COUNTY FINANCE	44624	03/20/2020	Road Svcs/Indigency Screening/Adult/Juv. Detention	7,108.45
KING COUNTY FINANCE	44625	03/20/2020	4th Qtr 2019 Mental Hlth Liquor Profits/Excise Tax	1,552.81
LANGUAGE LINE SERVICES, INC.	44626	03/20/2020	Phone Translation Services	35.37
LIGHTHOUSE CONSULTING INC	44627	03/20/2020	Feb. Web Hosting/Backup/Protection/Archiving/IT	10,070.50
LISA TROUT	44628	03/20/2020	Refund of Hangar Bldg. Deposit	100.00
MARY'S PLACE	44629	03/20/2020	1st Qtr 2020 \$5,500 & \$5,000 Emergency Funds	10,500.00
MILLER STEPHENS, MARY	44630	03/20/2020	Feb. Public Defense Svcs @ SCORE	1,250.00
NORTH URBAN HUMAN SVCS ALLIANCE	44631	03/20/2020	2020 Membership Dues	1,000.00
NORTHSHORE UTILITY DIST	44632	03/20/2020	Feb. Fleet Maintenance & Fuel	4,266.03
NXLVLUP, LLC	44633	03/20/2020	Feb. Incubator Consulting Services	1,200.00
OFFICE DEPOT	44634	03/20/2020	Misc. Office Supplies	23.86
OFFICE DEPOT	44635	03/20/2020	Misc. Office Supplies	52.78
OFFICE DEPOT	44636	03/20/2020	Misc. Office Supplies	123.41

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OFFICE DEPOT	44637	03/20/2020	Certificate Frame	29.63
OFFICE DEPOT	44638	03/20/2020	Office Supplies	63.31
OSBORN CONSULTING INC.	44639	03/20/2020	Rhod. Park Boathouse/61st Embankment/Storm Sewer	29,108.83
PACIFIC AIR CONTROL, INC.	44640	03/20/2020	19-C2065 HVAC Qtrly Maint. 4/1-6/30/20	1,808.68
PAWS	44641	03/20/2020	Feb. Animal Sheltering Svcs	394.00
PUGET SOUND ENERGY	44642	03/20/2020	Feb. City Hall Electricity	2,393.13
QUALITY BUSINESS SYSTEMS / WELLS FARGO	44643	03/20/2020	3/5-4/4/20 1st Floor Copier Lease	675.53
QUALITY WATER FINANCIAL	44644	03/20/2020	Public Works & IncubatorFiltered Water System	131.90
REID, JAMES FALCONER	44645	03/20/2020	1/16-2/28/20 Financial Sustainability Task Force	4,882.50
REPUBLIC SERVICES	44646	03/20/2020	Feb. Hangar Bldg. Solid Waste	592.59
REPUBLIC SERVICES	44647	03/20/2020	Feb. City Hall Solid Waste Svcs	561.00
REPUBLIC SERVICES	44648	03/20/2020	Feb. Rhododendron Park Solid Waste	452.31
SCORE	44649	03/20/2020	February Inmate Housing/Medical Svcs	34,710.00
SEATTLE TIMES	44650	03/20/2020	Advertising - Ordinance Summaries	211.85
SHI INTERNATIONAL CORP.	44651	03/20/2020	InDesign for Teams Software Renewal 3/1/20-2/28/21	882.79
SHRED IT USA LLC	44652	03/20/2020	Monthly Shredding Service	86.46
SISKUN POWER EQUIPMENT	44653	03/20/2020	Equipment/Blower	363.56
SOUND SAFETY PRODUCTS CO.	44654	03/20/2020	Safety Gear Jarrett Smith Cust. #3202	115.90
STAPLES ADVANTAGE	44655	03/20/2020	Maintenance Supplies	60.00
STAPLES ADVANTAGE	44656	03/20/2020	Disposable Gloves	106.26
STAPLES ADVANTAGE	44657	03/20/2020	Parks Supplies	16.39
STAPLES ADVANTAGE	44658	03/20/2020	Maintenance Supplies	129.23
STAPLES ADVANTAGE	44659	03/20/2020	Parks Supplies	74.11
STAPLES ADVANTAGE	44660	03/20/2020	Maintenance Supplies	2,621.86
STAPLES ADVANTAGE	44661	03/20/2020	Parks Supplies	250.61
STAPLES ADVANTAGE	44662	03/20/2020	Disposable Gloves	106.26
STAPLES ADVANTAGE	44663	03/20/2020	Parks Supplies	24.71
STAPLES ADVANTAGE	44664	03/20/2020	Disposable Gloves	159.39
STAPLES ADVANTAGE	44665	03/20/2020	Maintenance Supplies	604.67
STAPLES ADVANTAGE	44666	03/20/2020	Maintenance Supplies	385.99
STAPLES ADVANTAGE	44667	03/20/2020	Parks Maint. Supplies	43.03
STEWART MACNICHOLS HARMELL, INC.	44668	03/20/2020	February Public Defense Svcs	5,000.00
TOTAL LANDSCAPE CORP	44669	03/20/2020	March Parks Landscaping Svcs	7,280.45
TOWN CENTER HARDWARE	44670	03/20/2020	Feb. Supplies & Equipment Purchased	318.45
UTILITIES UNDERGROUND LOCATION CTR	44671	03/20/2020	February Utility Locates	263.16
VERIZON WIRELESS	44672	03/20/2020	Staff Cell Phones & Data Plans	263.15
WA STATE DEPT OF LABOR & INDUSTRIES	44673	03/20/2020	City Hall Elevator Annual Operating Certificate	147.20
WASHINGTON STATE TREASURER	44674	03/20/2020	2020 Summer Concert Park Fees	6,290.28
DRS 457	DFT0000631-32	03/13/2020	DRS 457 Deferred Comp	1,908.91

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AVIDIA HEALTH	DFT0000633	03/13/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000634-639	03/13/2020	Public Employees Retirement	31,974.35
NAVIA	DFT0000640	03/13/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000641	03/13/2020	Federal Taxes	18,409.95
PAYROLL	Electronic Dep.	03/13/2020	Direct Deposit	110,604.18
TOTAL				<u>\$ 560,390.51</u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/20/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	550.00
0014	AMERICAN PLANNING ASSOCIATION	1,336.00
0022	ASSOCIATION OF WA CITIES	90.00
0024	BAKER, DAVID	977.58
0037	BASTYR UNIVERSITY	351.45
0054	BULGER SAFE & LOCK, INC.	54.50
0064	CASCADE PEST CONTROL	286.00
0076	CITY OF BELLEVUE	35,696.75
0083	CITY OF LAKE FOREST PARK	48,111.00
0092	CODE PUBLISHING COMPANY	922.30
0099	CONSOLIDATED PRESS	4,349.92
0106	CROWN PRODUCTS LLC	991.20
0109	DAILY JOURNAL OF COMMERCE	466.20
0111	DEPARTMENT OF ECOLOGY	18,077.85
0121	REPUBLIC SERVICES	3,211.80
0130	EMPLOYMENT SECURITY DEPARTMENT	3,072.60
0137	FERGUSON ENTERPRISES INC #3011	1,228.50
0145	FRUHLING SAND & TOPSOIL	1,157.17
0151	CALPORTLAND COMPANY	783.49
0173	HOME DEPOT CREDIT SERVICES	522.62
0174	HOPELINK	10,000.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	38,263.61
0197	JET CITY PRINTING	424.60
0201	KCDA PURCHASING COOP	4,010.70
0205	KENMORE HERITAGE SOCIETY	25.00
0213	KING COUNTY ANIMAL SVCS	1,435.00
0216	KING COUNTY FINANCE	500.00
0218	KING COUNTY FINANCE	1,552.81
0219	KING COUNTY FINANCE	32,530.04
0230	KING COUNTY RADIO COMM SERVICES	300.30
0233	KING COUNTY SHERIFF	12,584.56
0246	LAKE CITY PICTURE FRAMING	310.21
0251	LIGHTHOUSE CONSULTING INC	29,751.98
0261	PENDLETON CONSULTING LLC	4,200.70
0285	NORTHSHORE FIRE DEPT	1,260.00
0286	NORTHSHORE SCHOOL DISTRICT	95,157.00
0287	NORTHSHORE SENIOR CENTER	8,400.00
0288	NORTHSHORE UTILITY DIST	16,515.13
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	917.95
0300	OFFICE DEPOT	2,630.85
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	1,540.00
0310	PACIFIC TOPSOILS	2,458.85
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	33,727.08
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	1,069.82
0355	STAPLES ADVANTAGE	6,522.44
0357	STEWART MACNICHOLS HARMELL, INC.	15,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	19,586.35

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For Date Range 01/01/2020 - 03/20/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0371	UNITED STATES POSTMASTER	1,817.64
0375	US POSTAL SERVICE (HASLER)	4,422.83
0385	WA ASSOC OF BUILDING OFFICIALS	70.00
0387	WA CITIES INSURANCE AUTHORITY	329,569.00
0401	WA STATE DEPT OF TRANSPORTATION	1,582.75
0405	WASHINGTON STATE OFFICE CASH MGMT	483.00
0412	COLUMBIA RIDGE LANDFILL	9,404.03
0424	ICMA RETIREMENT TRUST 457 / 304745	34,585.13
0425	DRS 457	11,448.18
0426	AFLAC	719.99
0428	BANK OF AMERICA 941	106,956.57
0429	AWC EMPLOYEE BENEFITS	123,169.74
0431	DEPARTMENT OF RETIREMENT SYSTEMS	186,982.95
0432	DEPARTMENT OF LABOR AND INDUSTRIES	7,776.94
0434	UNITED WAY OF KING COUNTY	318.00
0436	NATIONAL LIFE OF VERMONT	246.34
0448	UPS STORE KENMORE	13.44
0450	AURORA RENTS	2,356.89
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0685	PACE ENGINEERS, INC.	11,102.75
0690	BUILDERS EXCHANGE OF WASHINGTON INC	369.60
0692	HDR ENGINEERING, INC	60,046.14
0696	AMERICAN GENERAL LIFE GPO/400S	559.84
0699	BANNER BANK DB	1,114.51
0743	BANNER BANK NO	4,321.45
0764	OUSLEY, NANCY	86.08
0781	QUALITY BUSINESS SYSTEMS INC.	1,418.26
0791	NORTHSHORE ROTARY CLUB	231.00
0807	CASCADE RECREATION, INC	551.25
0817	GRAINGER	1,895.43
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0858	A+ CONFERENCING	137.83
0869	BANNER BANK JGORDON	50.00
0892	JACOBS ENGINEERING GROUP	17,252.24
0899	SHRED IT USA LLC	167.26
0912	ALCALDE & FAY	10,037.34
0913	KENMORE ELEMENTARY PTA	1,250.00
0981	COMCAST BUSINESS	970.94
0994	GORDON THOMAS HONEYWELL	7,961.42
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	418.61
1047	SARAH ROBERTS	23,322.51
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	202.18
1116	FRONTIER	2,463.54
1123	AM TEST, INC	225.00
1140	PAWS	975.00
1148	AGORA REFRESHMENTS	112.64
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	3,750.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	1,650.00
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	7,047.24
1293	THE WATERSHED COMPANY	9,287.50
1299	VERIZON WIRELESS	789.81
1309	BANNER BANK BAKER	4,355.84

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Vendor	Name	Volume
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2,400.00
1322	AABCO BARRICADE COMPANY INC.	1,485.00
1331	KBA INC.	87,098.99
1339	STATE OF WA DEPARTMENT OF LICENSING	0.44
1345	SHERWIN WILLIAMS CO. #8099	57.96
1356	KARLINSEY, ROB	150.08
1357	KENMORE COMMERCIAL LLC	10,101.12
1358	ALPHAGRAPHS	265.36
1372	AAA PRINTING	922.14
1385	CITYWORKS/ AZTECA SYSTEMS INC.	4,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	430.86
1403	OSBORN CONSULTING INC.	100,043.07
1431	BRIEN, GAYLYNN	100.00
1452	CITY OF KENT	500.00
1457	LANGUAGE LINE SERVICES, INC.	35.37
1459	FLEMINGS HOLIDAY LIGHTING LLC	5,174.70
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25.00
1504	SCORE	111,685.77
1555	LINCOLN NATIONAL LIFE INSURANCE	2,887.03
1581	STARDOM SERVICES, INC.	1,110.00
1606	GALLATIN PUBLIC AFFAIRS	11,564.25
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	46,334.35
1689	MOTT MACDONALD GROUP, INC.	167,500.02
1704	BANNER BANK RK	8,895.24
1711	SOFTWAREONE, INC.	11,360.34
1712	SITEIMPROVE, INC.	3,353.90
1718	RESOURCE EXPLORATION, LLC	20,000.00
1738	MUNIMANAGE, LLC	5,280.00
1754	RFI ENTERPRISES INC.	365.20
1762	BAKER, BRIDGIT	905.54
1763	REID, JAMES FALCONER	4,882.50
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	8,996.90
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2,026.59
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	600.00
1884	CADMAN MATERIALS, INC.	47.50
1889	WILLIAMS, KASTNER & GIBBS PLLC	25,636.03
1901	NORTH COAST ELECTRIC COMPANY	1,198.23
1908	VAUGHAN, KENT	400.00
1914	MCNAMARA SIGNS	1,420.29
1927	GAMETIME	981.73
1930	T MOBILE USA, INC.	1,377.60
1945	GLASS MASTERS LLC	1,050.00
1960	WALTER E. NELSON CO.	408.87
1964	EARTHWORKS	9,445.10
1970	CROSSROAD SIGN	385.00
1980	HRA VEBASTRUST	18,182.55
1985	CONTRACT LAND STAFF LLC	8,004.74
1991	WASHINGTON STATE TREASURER	6,290.28
1993	HYAS GROUP, LLC	3,750.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
2004	RED BARN ENGINEERING, INC.	12,062.50
2009	O'CONNOR CONSULTING GROUP, LLC	14,000.00
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	1,932.80
2024	DFR LAW GROUP, LLC	600.00
2048	SMS CLEANING, INC.	12,990.00

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For Date Range 01/01/2020 - 03/20/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2081	SHANNON & WILSON, INC.	10,010.90
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2119	PIONEER TOWING COMPANY	138,000.00
2120	LAKEPOINTE, INC.	24,000.00
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	103,364.59
2143	ERIK D PLUMBER LLC	165.00
2156	ASSOCIATED PETROLEUM PRODUCTS INC.	1,536.49
2157	SOUND SAFETY PRODUCTS CO.	401.92
2161	BENNETT GOLD, TOBIN	4,035.47
2167	APWA/WA CHAPTER	1,500.00
2175	ELECTRONIC BUSINESS MACHINES	718.55
2176	CANON FINANCIAL SERVICES, INC.	531.68
2183	SISKUN POWER EQUIPMENT	363.56
2206	CHECK RIDE	3,450.00
2209	MORUP SIGNS, INC.	456.51
2211	PRECISION FUEL SOLUTIONS	1,237.50
2214	CAROLYN LAW	6,312.50
2221	O'REILLY/FIRST CALL	58.27
2222	GRADE, INC.	1,030.24
2236	COMCAST	7,717.89
2242	MARY'S PLACE	17,834.00
2247	EMERALD PAVING, INC	4,941.00
2249	KING COUNTY BAR ASSOCIATION	250.00
2252	TRUGREEN	302.50
2253	CHANCERY CIVIC LLC	11,208.60
2254	U.S. BANK PURCHASE CARDS	20,990.46
2259	MINUTEMAN PRESS	9,941.08
2270	LAKESIDE INDUSTRIES	914.10
2283	VSS INTERNATIONAL INC.	72,923.00
2285	QUALITY WATER FINANCIAL	263.80
2295	ALL THINGS HR, LLC	105.00
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	11,232.00
2312	GOOD, MICHAEL J.	250.00
2313	MANAGEMENT PARTNERS	13,930.00
2318	PIXELEYES GRAPHICS & DESIGN	780.00
2327	PACIFIC AIR CONTROL, INC.	3,634.68
2333	NORTHEND TRUCK EQUIPMENT CO., LLC	1,062.33
2334	NORTHSHORE YOUTH SOCCER ASSOC.	44.00
2335	DEBO, ALEXANDER	150.00
2336	CHRISTEN ESTATES, LLC	15,000.00
2337	HUANG, ANGELINA	7,500.00
2338	58 STARS TRAVEL	940.30
2339	EE-NA ENTERPRISES, LLC	1,147.75
2340	MOJO STRATEGIES	10,125.00
2341	ALLIANCEONE RECEIVABLES MGMT INC	350.93
2342	RAINBOW TOWING	302.50
2344	DZHENKOV, PETAR	275.00
2345	DEOL, GUR RAJ	275.00
2346	DILLON, MARGARET	550.00
2347	HOUSING AUTHORITY OF KING COUNTY WA	3,525.00
2348	ARROWHEAD PARK VISTA CONDOMINIUM ASSOCIATION	2,150.00
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	1,000.00
2354	ALLAN WEBB NISSAN	62,542.46
2355	BUREAU VERITAS	9,900.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 03/20/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2356	KEIM, JEANNIE	150.00
2357	4IMPRINT	432.07
2359	PRECISION PLUMBING AND HEATING	165.90
2360	O'CAIN, MELANIE	494.00
2361	BFI 4 LLC	26,351.99
2362	CHASEWEST VENTURES, INC.	25,406.25
2363	IDAHO ASSOC. OF BUILDING OFFICIALS, INC.	25.00
2364	JASON'S CREATIONS	350.00
2365	ADAM TIEGS	350.00
2366	CCI SOLUTIONS	858.00
2367	MARGARET FLYNN	650.00
2368	JEFF LUKE PHOTOGRAPHY LLC	4,525.11
2369	MARIA SZABLYA RIVAS	150.00
2370	PYRAMID CATERING & EVENTS	925.00
2371	RACHEL RISING	150.00
2372	ANDERSON ROOFING INC.	218.60
2373	BRAD OR KELLI CARSON	150.00
2374	DEPARTMENT OF NATURAL RESOURCES	1,261.17
2375	FONG, DAPHNE	150.00
2376	LISA TROUT	100.00
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1,000.00
2378	NXLVLUP, LLC	1,200.00
2379	JENNIFER DIXON	8,500.00
Vendor Set Vendor Set 01 Total:		3,200,558.56

City of Kenmore, Washington Proclamation

WHEREAS, all species play a unique role in the complex web of life and contribute to the ecosystem services on which all life on Earth depends, and hence, protecting our species is crucial to the survival of this planet and its inhabitants; and

WHEREAS, wild animal populations have declined on average by more than half and the Earth is facing an era of mass extinction; and

WHEREAS, the loss of species is for the most part a result of human activity, including degradation of ecosystems, deforestation, pollution, and climate change; and

WHEREAS, by 2050, between 60-70% of all people will live in cities and species provide important services to city dwellers such as generating oxygen and purifying the air; controlling other animals considered pests or that spread disease; pollinating plants and crops; providing recreation opportunities and well-being, etc.; and

WHEREAS, many plants, wild animals, and pollinators live in urbanized landscapes, and cities thereby have a responsibility to examine the ecological impacts of expanding urban areas and how to protect biodiversity; and

WHEREAS, it is understood that sustainability will only be achieved by meeting the needs of the present without compromising the needs of future generations; and

WHEREAS, it is more important than ever to cooperate locally and internationally to defend the environmental progress that has been heretofore gained; and

WHEREAS, it is essential to expand and diversify the global environmental movement to achieve maximum progress; and

WHEREAS, Earth Day is an annual reminder of the constant need for environmental activism, stewardship commitments and sustainability efforts;

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, Washington, on behalf of the City Council, have the distinct honor of proclaiming April 22, 2020 at EARTH DAY throughout the City of Kenmore and encourage all of its citizens, businesses, and institutions to use EARTH DAY to celebrate the Earth and promote the protection of our species.

IN WITNESS WHEREOF, signed this 13th day of April, 2020.



Signed: _____
David Baker, Mayor

Attested: _____
Kelly Chelin, City Clerk

City of Kenmore, Washington Proclamation

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW THEREFORE, I David Baker, Mayor of the City of Kenmore, Washington, on behalf of the City Council, am pleased to proclaim Friday, April 24, 2020 to be:

Arbor Day

in the City of Kenmore, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, signed this 13th day of April, 2020.



Signed: _____
David Baker, Mayor

Attested: _____
Kelly Chelin, City Clerk

City of Kenmore, Washington Proclamation

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

WHEREAS, Rape is among the most underreported crimes for reasons that include victim's fear of being disbelieved or further traumatized within systems designed to support them. Additional barriers to reporting, such as language, immigration status, or gender and racial bias, reduce reporting even further;

WHEREAS, In King County, more than 7,400 adults and children received specialized assistance from organizations with programming for sexual assault victims in 2019;

WHEREAS, Demand for services to help survivors heal has increased significantly since 2016, reflecting the cultural shift that is taking place that has prompted many survivors who have remained silent to now speak up and seek the help they need to heal;

WHEREAS, Individual and community impacts of sexual violence are rooted in and compounded by racial, gender, sexual orientation, and other forms of oppression;

WHEREAS, King County is home to many organizations that provide culturally and linguistically specific services for survivors from various racial/ethnic, faith, and cultural communities, survivors who are immigrants and refugees, survivors who are LGBTQ, and survivors with disabilities, and these culturally specific services are critical to effectively respond to the specific needs and barriers many survivors face;

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

WHEREAS, Working together to support our community's response to sexual violence, supporting survivors when they come forward, speaking out against and working to change harmful attitudes and actions, and engaging in sexual violence education and prevention work helps end sexual violence; and

NOW THEREFORE, I David Baker, Mayor of the City of Kenmore, Washington, on behalf of the City Council, join advocates and communities throughout King County in taking action to prevent sexual violence by standing with survivors and proclaiming April 2020 *SEXUAL ASSAULT AWARENESS MONTH*. Together, we commit to a safer future for all children, young people, adults, and families in our community.

IN WITNESS WHEREOF, signed this 13th day of April, 2020.



Signed: _____
David Baker, Mayor

Attested: _____
Kelly Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: January 10-11, 2020 City Council Retreat Report, including City Council Priorities Move to: Approve January 10-11, 2020 City Council Retreat Report, including City Council Priorities for 2020-2021	For Council Meeting Agenda of: April 13, 2020 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager <u>Initial & Date</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>PK</u> Exhibits/Attachments: January 10-11, 2020 City Council Retreat Report, including City Council Priorities for 2020-2021.			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Expenditure Required N/A</td> <td style="width: 33%; border: none;">Amount Budgeted N/A</td> <td style="width: 33%; border: none;">Appropriation Required N/A</td> </tr> </table>		Expenditure Required N/A	Amount Budgeted N/A	Appropriation Required N/A
Expenditure Required N/A	Amount Budgeted N/A	Appropriation Required N/A		
<u>INFORMATION/BACKGROUND:</u> The Kenmore City Council held its annual retreat on January 10 and 11, 2020. At the retreat, the City Council discussed updates to its priorities for 2020-2021. These priorities are found in the attached retreat report and shown as follows: Council Priorities for 2020-2021 1. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel. -Implement the Sidewalk Plan -Target Zero 2. Increase and preserve the options for affordable housing stock. 3. Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration. 4. Implement the Walkways and Waterways projects. 5. Create and implement a Financial Stability Plan. 6. Support Bus Rapid Transit on 522.				

7. Implement the Economic Development Plan, with an emphasis on the following key points:
 - Advance Public's Access to Water
 - Create a vibrant walkable downtown
 - Attract new businesses and support existing businesses
 - Promote the Image of Kenmore
8. Foster and create a welcoming, diverse, affirming community celebrating culture and fun.
9. Engage and educate the community on growth and development in Kenmore.
10. Continue to implement a Parks Capital Improvement Plan.
11. Continue to seek opportunities to complete a successful Lakepointe Project.

PENDLETON CONSULTING, L.L.C.

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THE
KENMORE CITY COUNCIL
ANNUAL RETREAT

January 10th and 11th
2020

Summary Report

Introduction

The Kenmore City Council annual retreat was held on January 10th and 11th, 2020 at the La Conner Country Inn in La Conner, Washington. The retreat is located and structured to provide an uninterrupted forum for in-depth discussion of selected issues. The purpose of this retreat was to discuss, key projects and policy issues identified by the participants during a pre-retreat interview to establish the agenda. In addition, this retreat focused on establishing goals and objectives for 2020 and 2021. The following agenda guided the discussions during this council retreat:

1. 2020 Department Work Plans-Overview
2. St. Edward Ballfield
3. Fiscal Topics
4. West Sammamish Bridge
5. Environment
6. Affordable Housing
7. Lakepointe
8. Transportation and Downtown
9. Aquatic Center
10. City Council Rules and Procedures
11. General City Issues
12. Council Priorities for 2020 and 2021

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials):

2020 Department Work Plans

The retreat opened with a review and brief discussion of the 2020 work plans for the various city departments. The City Manager noted that the decision to bring the Public Works Department “in house” has improved the quality of work, responsiveness to emerging events and increased the amount of work accomplished. A full spread sheet of detailed work plans for each department was provided for participants review.

St. Edward Ball Field

The participants next discussed current status of the St. Edward ball field project. The costs associated with the project were briefly reviewed noting that the total cost of an EIS assessment and other costs is expected to reach \$361,000.

Several participants noted the high level of public interest in the project and their appreciation for the interest. The pros and cons of proceeding with the project were discussed including the need for ball fields, the environmental impacts of proceeding with the build of a ball field, the total costs of the project and other key elements. It was noted that this issue will be discussed further at meeting set for February 3rd, 2020.

Fiscal Topics

Updated 6-year forecast. This session opened with a presentation by the City Manager and Finance Director updating the six-year budget forecast. It was noted that expenses will exceed revenues (lines crossing) within in the next couple of years so it will be imperative to adopt a financial sustainability plan soon.

Financial Sustainability Plan. The next session focused upon the results of a survey conducted within the Kenmore community concerning fiscal issues. A representative from Management Partners presented the findings of an independent six-year financial forecast.

West Sammamish Bridge

The participants next discussed West Sammamish Bridge project. The importance of various alternative approaches to construction and the project were noted. It was noted that due to a variety of influences, project costs have gone up significantly and bids came in higher than expected. A memo provided by Public Works Engineering was provided to the participants and reviewed. Included in the memo is a proposed strategy to proceed with the project. The “additive alternate in the bid package was discussed, including whether to award it now or perhaps later in the project. The importance of this project to the community cannot be overstated and the participants are committed to its completion.

Environment

The participants next discussed a number of key issues related to the environment and the importance of environmental protection and stewardship.

Climate Action Plan. Participants first discussed the nature and importance of creating a Kenmore Climate Action Plan. A proposal for the plan was presented and discussed. The proposal drew upon other climate action plans from other jurisdictions. A number of possible elements for the plan were

discussed including building energy use, transportation, trees, salmon habitat, and various programs such as a city “Green Purchasing Policy”. The creation of a “Kenmore version” of a climate action plan was endorsed by the participants as a possible Council priority (see below).

Green Initiatives. Participants next discussed the nature and value of a “Green Initiatives Program”. Such initiative might include ways to take more cars off the road, seeking funding for habitat restoration and tree planting. It was also noted the existing “plug and play” programs could be utilized to being initiatives to the city. Finally, it was noted that community involvement and stakeholder participation would be essential to implementing green initiatives.

Watershed and Salmon. The participants next discussed the importance of watershed and salmon protection. Staff provided an update on a meeting about Forterra and the need to restart that discussion. It was noted that student involvement at the university level could be a valuable resource for habitat restoration.

Tree Planting. Participants next discussed the importance of tree protection and replanting. Soil erosion, stormwater runoff and planting the correct type of trees were discussed. Staff provided a copy of the tree canopy assessment for review and discussion. The value of tree mitigation areas linked to development was discussed along with the need for a “stewardship program” for trees. The importance of tree maintenance after planting was discussed and it was noted that there is substantial and ongoing care necessary for newly planted trees. It was noted that some communities identify and name old growth trees to create a sense of community ownership and pride in tree preservation.

Storm water runoff. The importance of managing stormwater runoff was discussed by participants. It was noted that a “storm drain marking program” involving the local schools has been successful in other communities.

Adopt a Stream Foundation Tour. It was noted that the Adopt A Stream Foundation has offered to give a tour for City Council Members and City Staff if there is an interest.

Affordable Housing

The participants next discussed the need and nature of affordable housing in Kenmore. It was suggested that ADU’s need to address the impacts on the tree canopy. It was noted that more affordable housing is needed for seniors and the

disabled who strive to live independently. The participants discussed the need for city codes and ordinances to not be so limiting on ADU's. It was noted that it is important to define "what is affordable"? It was noted that the Planning Commission has done a lot of work on this issue and that the Planning Commissions's ADU recommendations would be presented at the next City Council meeting.

Lakepointe

The participants next discussed the status of the Lakepointe project. It was suggested it might be time to do something different with the project. It was also suggested that the city might want to work with owners to take ownership of the setbacks to get citizens access to the water. The idea would be to put the setbacks to work now. It was also suggested that it might be time to make the project simple to get rid of all the P-suffixes. One idea was to create a Recreation Center at Lakepointe to include ball fields and a swimming pool. It was noted that there is a project in Tacoma that turned a cement plant into salmon habitat. Finally, it was noted that is important to engage developers of projects to create water access.

Transportation and Downtown

Mixed use front 181st street. The participants discussed the need for improvements and mixed use on 181st street. Participants are interested in knowing what can be done to improve and encourage development that is compatible with the downtown and a walkable city? Participants also wanted to know if there is a plan for this area if the city were to get control of a property? Staff noted that they have been in regular contact with the property owners in this area. It was noted that property owners are not ready to do anything with these areas, and it might be important for the city to put some improvements in this area to "set the table" for development. There was also a question as to how a church can go in this area and whether the city might be able to do something with zoning or incentives to try to ensure more mixed use. Finally it was noted that staff are working on some ideas for this area. After a discussion the participants agreed to the following:

Agreement One. Staff will come to the City Council with answers to the use questions and some ideas on how to promote redevelopment and vibrancy

on 181st and the “bench” (south side of SR522 between 6100 and 6400 blocks), including possible zoning incentives to promote more mixed use.

Hangar Bulletin Board. Participants briefly discussed improvement of the bulletin board in the Hangar building in city center. The City Manager will discuss ways to expand the current bulletin board.

Walkable City. Participants discussed the need for more sidewalks particularly on 61st street, 181st and other areas that do not seem safe for walking. Staff provided an update on sidewalks and sidewalk panel replacements. The review touched on grinding and trip hazard evaluation to inform improvements. It was noted that trees buckle the sidewalks and to remove them conflicts with preserving the trees in Kenmore. Finally one idea was mentioned that it might be time to look at lighted crosswalks on 181st.

Station 54. Participants next discussed the future use of Fire Station 54 in the Finn Hill neighborhood at the intersection of 70th Avenue and 153rd Street. The City does not own this property – it is owned by the Northshore Fire District. It was suggested by one participant that it might be time to think of the vacant station differently and consider a rezone. Should the station be retained for emergency use? The usefulness of having something in the vacant station that would draw walkers was noted. Finally it was noted that it would be nice to place “Way Finding Signs” in the downtown area that would detail direction and mileage to key areas. After a discussion the participants agreed to the following:

Agreement Two: Staff will see if there is a map of trails in the downtown city area.

Agreement Three: Staff will talk to the Fire District about their plans for Station 54 and a possible rezone.

Agreement Four: Staff will research what other cities have done with downtown wayfinding signs.

Up Lake In and Outs. Participants next discussed the possibility and value of changing the dedicated turn lanes on State Highway 522 at 61st street. It was noted that while the state controls 522 the city has a good relationship with WSDOT and might have a say in adjusting turn pockets. It was noted that a signal adjustment at 61st and 181st might also help. After a discussion the participants agreed to the following:

Agreement Five: Staff will talk with WSDOT about 522 and 60th right in and outs and the timing of the two light signals at 61st/522 and 181st/522. Also will discuss a U Turn sign at 61st and 522.

E-Ferry. Participants next discussed placing an “E-Ferry” on Lake Washington in Kenmore. It was noted that the state may have electric ferries and there is an interest in King County government to place ferries on Lake Washington. It was noted that this issue has been studied since 2007, and that City efforts to advocate for a passenger-only ferry for Kenmore has been making progress in recent years, including the County appropriating funding to creating a feasibility and business plan for a ferry route to Kenmore. This County study and business plan is in progress.

Community Upkeep. The participants discussed the importance of neighborhood beautification and upkeep. It was noted that there are some areas where residents have not been keeping weeds and trash in check. It was noted that the city has an ordinance that speaks to this issue. After a discussion the participants agreed to the following:

Agreement Six: Staff will send letters to the Simonds Road property owners about maintaining their road side vegetation.

Aquatic Center

Participants next discussed the need and nature of a swimming pool in Kenmore. An update was provided on activities to date to explore ways to obtain a swimming pool. Contacts have been made with surrounding cities, King County and the school district. Not all participants agreed there is a need for pool in Kenmore siting the existing pools in surrounding areas and cost of maintaining and operating a pool. It was noted that citizens have been expressing a desire for a pool. It was noted that the school board seems “indifferent” to the idea of a pool. It was noted that Kenmore needs a partner to successfully establish and operate a pool. It was noted that land acquisition and funding are important as well as recognizing that providing a pool is an “equity issue” for those that cannot afford to travel to learn to swim. Participants noted that there are environmental impacts to having a pool. Finally, it was noted that a pool is a necessity not a luxury and is important to seniors and low income kids as a means to learn to swim and recreation. After a long discussion the participants agreed to the following:

Agreement Seven: Staff will ask the Aqua club if there is a way for the public to gain use to their pool. Also, each Council member will reach out to a NSD Board member to discuss the need for a pool and possible partnering especially with regard to their upcoming ballot measure – in anticipation the joint City Council/School Board meeting in February.

City Council Rules and Procedures

The participants next discussed the City Council Rules and Procedures. It was noted that a sub committee of the council who authored for approval the current rules and procedures. It was noted that the role of the City Council is policy not administration and operations. It was noted that the Council has only one staff person--the City Manager--and that there is a process to be followed to get work to the staff that flows through the City Manager. It was noted that it requires four Council Members to require action on items. It was noted that it might be time to revisit and/or revise and update the Council Rules and Procedures. Participants agreed to the following:

Agreement Eight: A subcommittee of Milton Curtis, Nigel Herbig, and Joe Marshall will convene and draft suggested revisions to the City Council Rules and Procedures for Council approval.

Two Touch Public Rule. Participants next discussed the nature and pros/cons of a rule that requires two public readings of topics, particularly ordinances that come before the City Council. It was noted that this rule would allow for a time for review and study prior to voting. It was noted that this rule would slow down the working processes of the City Council. It was noted that other cities have such a rule. After a discussion the participants agreed to the following:

Agreement Nine: Staff will get a copy of the City of Gig Harbors policy on 1st and 2nd readings of ordinances.

General City Issues

The participants next discussed an array of general issues.

Website. Staff updated the participants on the new city website. The website is scheduled to launch in Spring of 2020.

Open data portals. Participants discussed the merits of placing as many city documents (i.e. building permits) on line for direct access by citizens. It was noted that the new website will make city documents more accessible such as contracts. It was also noted that some documents require redaction. After a discussion, participants agreed to the following:

Agreement Ten: Staff will report back to the City Council on open portals after the spring launch of the city website.

Rename Squire's Landing Park. Participants discussed the merits of renaming of Squire's Landing Park. It was noted that the park was named after an individual that was associated with discriminatory opinions and speech. It was noted that names matter and that the discriminatory traits associated with the individual is inconsistent with the values of Kenmore. It was noted that a public process was used to originally name the park, and some disagree with the "re-writing of history". It was noted that a new process should be used to rename the park, one that would ensure that indigenous people were a part of the naming process. After a discussion the participants agreed to the following:

Agreement Eleven: Staff will approach the Historical Society to lead a re-naming process that would include Tribal input and participation. This effort should be timed to coincide with the Walkways and Waterways improvement completion.

Memorial Plaque. The participants next discussed the merits of placing a Memorial Plaque for Veterans. After a discussion, participants agreed to the following:

Agreement Twelve: Staff will reach out to former City Council Member Brent Smith to see if he would lead a community effort to create and place a Memorial Plaque for Veterans.

Food Truck. Participants next discussed encouraging food trucks to come to Kenmore. It was noted that food trucks must be within a certain proximity to restrooms. It was noted that food trucks do come to Kenmore and often locate with the Brew District. It was noted that there might be a farmer's market coming to Kenmore in the Town Square. Participants were supportive of a farmer's market and after further discussion agreed to the following:

Agreement Thirteen: Staff will again reach out to a citizen affiliated with the farmers market to research and encourage location in Kenmore.

Human Services and The Arts. The participants next discussed if there is a need for the City of Kenmore to do more in the Human Services and Arts areas. It was noted that the city could become a satellite location for existing county programs. There was little support from participants to provide staff time and/or funds in these areas at this time. It was agreed that some Councilmembers could gather information about health and human services programs available to Kenmore residents and that the city's communications specialist and push out that information via the City's communications channels. It was noted the Evergreen Health organization is located in the community and is a designated public health organization. It was further noted that there are several programs offered from Evergreen that citizens can access. The participants discussed the nature and need for a sharps needle disposal site. It was noted that more information was needed on the Sharps programs.

Participants discussed the role of the city in supporting the arts. It was noted that the city can do more when arts and artists are linked with the Economic Development Strategy. It was noted that the Arts of Kenmore is a great resource in the community.

Grade Separation Study. Participants discussed the need for an update on the Crossing Study. It was pointed out that if the Lakepointe project went forward there would be a need for a pedestrian crossing. It was noted that there is little time at the staff level to complete such a study and participants agreed that the City should return the \$500,000 grant for a grade-separated crossing to the state.

Parks and School Partnership. Participants discussed the value and history of a partnership with the school district on park and ballfields. It was noted that King County has funds to support parks and school projects. Participants discussed various park and field areas, the value of adding lights, and the importance of maintenance of these grounds. It was noted that it might be possible to work with other cities to get cheaper access for Kenmore citizens to their parks and recreation programs. After a discussion the participants agreed to the following:

Agreement Fourteen: Staff will explore a Parks and School Partnership for improving School District Ball Fields that includes the following features:

1. Place the topic on the joint meeting with the School Board set for February 10th, 2020.

- 2. Look into installing lights for Moorlands Park.**
- 3. Talk with Executive Constantine's office and Councilmember Dembowski's office re: parks and schools partnership funding.**
- 4. Learn from other cities about how they partnered with school districts to improve fields.**
- 5. Ask Kirkland if there's a way for Kenmore leagues to get priority use on Kirkland's fields.**

City Council Priorities

Participants discussed changing the Council Goals title to priorities and agreed to the change. The participants next reviewed and discussed the City Council priorities established at last year's retreat. The participants then revised the priorities based upon completion and other factors. Next the participants nominated new priorities for consideration. Finally, the participants used a Paired Comparison Methodology to select their priorities for 2020-21. See the below.

The top five priorities will comprise a portion of the City Manager's annual performance review. Priorities will be addressed to generally reflect their priority; however, opportunity and/or necessity may require an emphasis on selected priorities outside the priority ranking listed in this report.

Council Priorities for 2020-2021

- 1. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel. (62 points)**
 - Implement the Sidewalk Plan**
 - Target Zero**
- 2. Increase and preserve the options for affordable housing stock. (61 points)**
- 3. Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration. (46 points)**
- 4. Implement the Walkways and Waterways projects. (45 points)**

5. **Create and implement a Financial Stability Plan. (42 points)**
6. Support Bus Rapid Transit on 522. (34 points)
7. Implement the Economic Development Plan, with an emphasis on the following key points: (32 points)
 - Advance Public's Access to Water
 - Create a vibrant walkable downtown
 - Attract new businesses and support existing businesses
 - Promote the Image of Kenmore
8. Foster and create a welcoming, diverse, affirming community celebrating culture and fun. (23 points).
9. Engage and educate the community on growth and development in Kenmore (17 points).
10. Continue to implement a Parks Capital Improvement Plan. (13 points).
11. Continue to seek opportunities to complete a successful Lakepointe Project (9 points).

**Appendix One
Retreat Participants**

Mayor
David Baker

Deputy Mayor
Nigel Herbig

Councilmember
Milton Curtis

Councilmember
Joe Marshall

Councilmember
Melanie O'Cain

Councilmember
Corina Pfeil

Councilmember
Debra Srebnik

City Manager
Rob Karlinsey

Assistant City Manger
Nancy Ousley

Finance and Administration Director
Joanne Gregory

Community Development Director
Debbie Bent

Development Services Director
Bryan Hampson

City Clerk
Kelly Chelin

City Engineer
John Vicente

Public Works Operations Manager
Jennifer Gordon

Environmental Services Manager
Richard Sawyer

Facilitator
Michael Pendleton



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

Subject/Topic: Simonds Road Overlay

For Council Meeting Agenda of: April 13, 2020

Department: Public Works Engineering

Prepared by: Terri Bielenberg

	<u>Initial & Date</u>
Approved by Department Head:	JFV 4/1/2020
Approved by City Attorney:	N/A
Approved by Finance Director:	JMG 4/2/2020
Approved by City Manager:	RK 4/2/2020

Proposed Council Action/Motion: Award the Bid to Lakeside Industries, Inc. and Authorize the City Manager to execute a contract with Lakeside Industries, Inc. for an amount up to \$969,629.93 which includes 10% construction contingency for the overlay of Simonds Road from NE 163rd Pl to 92nd Ave NE.

Exhibits/Attachments:

N/A

INFORMATION/BACKGROUND:

The Simonds Road Overlay project includes the overlay of Simonds Road from 163rd Pl to 92nd St.; replacing curb ramps to meet Americans with Disabilities Act (ADA); and improvements at the intersection of 84th Ave NE which include Rectangular Rapid Flashing Beacon (RRFB), new curb ramps, narrowing the crossing of 84th Ave NE on the north side of the intersection, and some minor landscaping. Project also includes rechannelization adding bike lanes on both sides of Simonds Road. The added bike lanes will connect to the existing bike lanes on Simonds Road/170th St.

The work will start in June after the school breaks for the summer and is expected to be completed at the end of August.

BID RESULTS:

The project was formally advertised on February 22, 2020 and bids were opened on March 17th. Five (5) bids were received and Lakeside Industries, Inc. was determined to be the lowest responsible bidder at an amount of \$881,481.75. The Engineer's estimate for this project was \$899,000. Below is a summary of the bids received.

Bidder	Bid Amount Received
Granite Construction Co.	\$999,035.60
Watson Paving Co. Inc.	\$1,078,497.00
JB Asphalt	\$905,904.00
Lakeside Industries, Inc.	\$881,481.75

Cadman Materials Inc.	\$940,931.28
City staff has verified that Lakeside Industries, Inc. meets the responsibility criteria defined by law and the City contract documents. <u>RECOMMENDATION:</u> Staff recommends that City Council authorize the City Manager to execute a contract with Lakeside Industries, Inc. for an amount up to \$969,629.93 which includes a 10% construction contingency for the overlay of Simonds Road from NE 163rd Pl to 92nd Ave NE.	
<u>FISCAL CONSIDERATION:</u> The total budget for this project is \$1.3 M. \$355,351 of the project budget is funded through federal Surface Transportation Program (STP) funds. There is sufficient budget to cover the cost of construction and support services during construction.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council Goal: This project is primarily pavement preservation and extends the life of the City's assets. Along with preserving the assets, it provides connection to existing bike lanes.	



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Resolution #20-336 Ratifying Proclamation & Issuance of Emergency Rule 20-03.1: AMENDED Temporary Moratorium on Residential Tenant Evictions Move to: Approve Resolution #20-336 Ratifying the Proclamation & Issuance of Emergency Rule 20-03.1: AMENDED Temporary Moratorium on Residential Tenant Evictions	For Council Meeting Agenda of: April 13, 2020 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: RK 4/10/20 Exhibits/Attachments: 1. Resolution #20-336 2. Proclamation & Issuance of Emergency Rule 20-03.1: AMENDED Temporary Moratorium on Residential Tenant Evictions
Expenditure Required N/A Amount Budgeted N/A Appropriation Required N/A	
<u>INFORMATION/BACKGROUND:</u> The outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace. COVID-19 has severely impacted the local economy, resulting in thousands of employees working from home, the cancellation of numerous public events, significant reductions in tourism and demand at restaurants, coffee shops, and other local businesses, increased employee lay-offs, and reduction in work-hours. The social distancing and self-isolation mitigation measure needed to slow the spread of COVID-19 will likely result in continued reductions in employment and household income, thereby leaving large numbers of residential tenants unable to pay rent and increasing the risk of eviction. The Rental Housing Association of Washington posted an announcement acknowledging that King County is experiencing the highest rate of COVID-19 illness in the country and stating that the rental housing industry recommends a 30-day hold on writs of restitution for King County, which would prevent physical evictions of local citizens during the emergency period. The economic impacts of COVID-19 have increased the risk of residential tenant evictions due to loss of income and/or employment, however, residential evictions would dramatically undermine the containment and mitigation measures needed to slow the transmission of COVID-19.	

Residential tenant evictions would negate the ability of tenants to self-isolate, would increase their risk of contracting and/or spreading COVID-19, and would put them, and high-risk individuals (older adults and individuals with underlying medical conditions), at greater risk from COVID-19.

The City Manager finds that ability to self-isolate at home during this COVID-19 emergency is critical to containing, mitigating and slowing the transmission of COVID-19, and that residential tenant evictions severely undermine state and local emergency COVID-19 response efforts.

The City Manager issued Proclamation 20-03, which established a temporary moratorium on residential tenant evictions and prohibits late fees. The City Manager desires to amend Section 6 Moratorium Exceptions to clarify exceptions, and Section 7 Duration to be consistent with the Governor's Proclamation 20-25.1, which extended Stay-Home Stay-Safe to May 4, 2020.

This proclamation and emergency rule shall be in full force and effect until 11:59 p.m. on May 4, 2020, unless the City Manager determines an extension is necessary for public health. The emergency rule shall be ratified by the City Council at the earliest practicable time.

All other provisions of Proclamation 20-03 shall remain in full force and effect.

CITY OF KENMORE
WASHINGTON

RESOLUTION NO. 20-336

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, RATIFYING CITY MANAGER
PROCLAMATION AND ISSUANCE OF EMERGENCY
RULE 20-03 AND 20-03.1: TEMPORARY MORATORIUM
ON RESIDENTIAL TENANT EVICTIONS**

WHEREAS, Art. XI, Sec. 11 of the Washington State Constitution grants the City broad police powers to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”, including during public health emergencies and disasters; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, pursuant to KMC 8.30.060.A, the City Manager has the authority to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”; and

WHEREAS, in the exercise of such authority, on March 5, 2020, the City Manager issued the City of Kenmore Proclamation 20-01, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, in the exercise of such authority, the City Manager also issued and executed Proclamation 20-03, which established a temporary moratorium on small business/nonprofit evictions for non-payment of rent, and Proclamation 20-03.1, which clarified the proclamation and also extended the moratorium to May 4, 2020; and

WHEREAS, the City Council finds that ability to self-isolate at home during this COVID-19 emergency is critical to containing, mitigating and slowing the transmission of COVID-19, and that residential tenant evictions severely undermine state and local emergency COVID-19 response efforts; and

WHEREAS, in light of the COVID19 emergency and threat to health, safety and public welfare, the City Council wishes to ratify and adopt Proclamations 20-03 and 20-03.1, and the acts of City departments and staff that have been and will be taken in connection with such emergency rule; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE,
WASHINGTON, DOES RESOLVE

Section 1. Findings. The recitals set forth above, and as set forth in Proclamations 20-03 and 20-03.1, are hereby incorporated by reference as support for this Resolution.

Section 2. Ratification & Adoption.

- A. The City Council hereby ratifies, confirms, and adopts Proclamations 20-03 and 2020-03.1, "COVID-19 Pandemic and Public Health Emergency Rule 20-03: Temporary Moratorium on Residential Tenant Evictions", attached hereto and incorporated by reference.
- B. Any and all acts undertaken by City departments and staff consistent with Proclamations 20-03 and 20-03.1 are ratified and authorized until such time as such proclamation has been rescinded or otherwise terminated by the City Manager or City Council.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF APRIL 2020.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

City of Kenmore

Proclamation & Issuance of Emergency Rule 20-03.1: Amending Temporary Moratorium on Residential Tenant Evictions

WHEREAS, the outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, on March 5, 2020, the City Manager issued the *City of Kenmore Proclamation*, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, on March 11, 2020, the World Health Organization classified the global spread of COVID-19 as a pandemic, and urged all governments to take action now to stem the spread of the disease; and

WHEREAS, on March 11, 2020, the Governor issued the "*Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*", dated March 11, 2020 (Proclamation 20-08), which found that COVID-19 spreads easily from person to person and may result in serious illness or death, and continues to spread in the state with cases expected to double every five to seven days, without any expectation of ending soon; and

WHEREAS, the Governor's Proclamation 20-08 also identified stringent social distancing as necessary to curtail and limit the opportunities for disease transmission, and prohibited: 1) private and public schools from in-person educational, recreational and other programs; and 2) gatherings of 250 people or more until April 24, 2020, unless extended beyond that date; and

WHEREAS, on March 11, 2020, the Local Health Officer for Public Health – Seattle & King County issued the *Local Health Officer Order*, dated March 11, 2020, which limited public events of fewer than 250 people, except under certain circumstances, with the intent to mitigate and slow the spread of COVID-19 in the community; and

WHEREAS, on March 11 the Centers for Disease Control and Prevention (CDC) issued *CDC's Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020, which recommends "extensive community mitigation activities" to slow the spread of, and minimize morbidity and mortality caused by, COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to the COVID-19 pandemic; and

WHEREAS, on March 15, the Governor expanded protections against COVID-19, and ordered a temporary closure of all restaurants, bars and entertainment and recreational facilities; and

WHEREAS, on March 23, 2020, the Governor issued Proclamation 20-25, "Stay Home – Stay Healthy" which require all non-essential workers to stay home until April 8, 2020, which the Governor extended to 11:59 p.m. on May 4, 2020 under Proclamation 20-25.1; and

WHEREAS, federal, state and local proclamations, recommendations and orders have the intended purpose of containing, mitigating and slowing the transmission of COVID-19, and include, among other things, social distancing measures, such as, limiting public events and recommending that individuals stay at home to reduce exposure to and transmission of COVID-19; and

WHEREAS, COVID-19 has severely impacted the local economy, resulting in thousands of employees working from home, the cancellation of numerous public events, significant reductions in tourism and demand at restaurants, coffee shops, and other local businesses, increased employee lay-offs, and reduction in work-hours; and

WHEREAS, the social distancing and self-isolation mitigation measure needed to slow the spread of COVID-19 will likely result in continued reductions in employment and household income, thereby leaving large numbers of residential tenants unable to pay rent and increasing the risk of eviction; and

WHEREAS, the Rental Housing Association of Washington posted an announcement acknowledging that King County is experiencing the highest rate of COVID-19 illness in the country, and stating that the rental housing industry recommends a 30-day hold on writs of restitution for King County, which would prevent physical evictions of local citizens during the emergency period; and

WHEREAS, the economic impacts of COVID-19 have increased the risk of residential tenant evictions due to loss of income and/or employment, however, residential evictions would dramatically undermine the containment and

mitigation measures needed to slow the transmission of COVID-19; and

WHEREAS, residential tenant evictions would negate the ability of tenants to self-isolate, would increase their risk of contracting and/or spreading COVID-19, and would put them, and high-risk individuals (older adults and individuals with underlying medical conditions), at greater risk from COVID-19; and

WHEREAS, the City Manager finds that ability to self-isolate at home during this COVID-19 emergency is critical to containing, mitigating and slowing the transmission of COVID-19, and that residential tenant evictions severely undermine state and local emergency COVID-19 response efforts; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, under the emergency powers authorized under KMC 8.30.060.A, the City Manager is empowered to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”; and

WHEREAS, Art. XI, Sec. 11 of the Washington State Constitution gives the City broad police powers to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”; and

WHEREAS, the City Manager issued Proclamation 20-03, which established a temporary moratorium on residential tenant evictions, and the City Manager desires to amend Section 6 Moratorium Exceptions to clarify exceptions, and Section 7 Duration to be consistent with the Governor’s Proclamation 20-25.1, which extended Stay-Home Stay-Safe to May 4, 2020;

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF KENMORE, WASHINGTON, HEREBY PROCLAIMS, MAKES, AND ISSUES AN EMERGENCY COVID-19 RULE AS FOLLOWS:

1. Recitals. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the emergency rule established by this proclamation.
2. Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-03.1: Temporary Moratorium on Residential Tenant Evictions: The City Manager hereby amends Emergency Rule No. 20-03, as set forth on Exhibit 1, “COVID-19 Pandemic and Public Health Emergency Rule 20-03.1: Amended Temporary Moratorium on Residential Tenant Evictions”, attached hereto and incorporated by reference. All other provisions of Proclamation

20-03 shall remain in full force and effect.

3. Effective date & Duration. . This proclamation and emergency rule shall be in full force and effect upon signature of the City Manager until 11:59 p.m. on May 4, 2020, unless the City Manager determines an extension is necessary for public health. The emergency rule shall be ratified by the City Council at the earliest practicable time.

Dated this 8th day of April, 2020.

Signed 
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



Exhibit 1

**COVID-19 Pandemic and Public Health Emergency Rule 20-03.1:
Amended Temporary Moratorium on Residential Tenant Evictions**

1. PURPOSE:

A. The purpose of this Rule is to protect the health and safety of persons, provide emergency assistance to the victims of the COVID 19 emergency and establish procedures relating to mitigation of the pandemic illness and public health emergency currently taking place, which pose a continuing risk to the health and safety of staff and the community at large.

B. The purpose of this Rule is also to implement a containment and mitigation tool for the protection of the Kenmore community, by imposing a temporary moratorium on residential tenant evictions, and therefore reducing exposure to and transmission of COVID-19.

2. SCOPE: The temporary moratorium imposed under this Rule applies to all tenant evictions from residential dwelling units within the City's boundaries.

3. DEFINITIONS:

A. "City" means the City of Kenmore.

B. "Eviction" or "evictions" mean any and all acts or conduct taken by a landlord or owner to expel or cause a tenant to vacate a residential dwelling unit within the City.

C. "Landlord" means the owner, lessor, or sub-lessor of a residential dwelling unit or property of which it is a part, and in addition means any person designated as representative of the owner, lessor, or sub-lessor, but not limited to an agent, a resident manager, or designated property manager.

D. "Moratorium" means the prohibition, delay and/or suspension of an activity.

E. "Owner" means one or more persons, jointly or severally, in whom is vested: a) all or any part of the legal title to property containing a residential dwelling unit; or b) all or part of the beneficial ownership, and a right to present use and enjoyment of the property containing a residential dwelling unit.

- F. "Rental Agreement" means all agreements which establish or modify terms, conditions, rules, regulations, or any other provisions concerning the use and occupancy of a residential dwelling unit.
- G. "Rental Premises" means a residential dwelling unit, appurtenances thereto, grounds, and facilities held out for the use of tenants generally and any other area or facility which is held out for use by the tenant.
- H. "Residential Dwelling Unit" means a residential structure or that part of a residential structure which is used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, including, but not limited to, single-family residences and units of multiplexes, apartment buildings, and mobile homes.
- I. "Tenant" means any person who is entitled to occupy a residential dwelling unit primarily for living and dwelling purposes under a rental agreement.

4. REFERENCES:

- A. Art. XI, Sec. 11 of the Washington State Constitution
- B. Chapter 7.05 RCW – Local Health Departments
- C. Chapter 7.08 RCW – Combined City-County Health Departments
- D. Chapter 70.26 RCW – Pandemic Influenza Preparedness
- E. RCW 38.52.070 – Emergency Powers
- F. Chapter 8.30 KMC – Emergency Operations Plan
- G. City of Kenmore Comprehensive Emergency Management Plan
- H. Washington Department of Health: doh.wa.gov
- I. Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
- J. *City of Kenmore Proclamation*, dated March 5, 2020
- K. *Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*, dated March 11, 2020
- L. Public Health – Seattle & King County, *Local Health Officer Order*, dated March 11, 2020
- M. *CDC's Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020

5. EMERGENCY RULE - TEMPORARY MORATORIUM IMPOSED:

- A. There is hereby adopted and imposed a temporary moratorium on all tenant evictions of residential dwelling units within the City by landlords and/or owners of said residential dwelling units for the time period set forth in Section 7 of this Rule.
- B. A landlord or owner of a residential housing unit shall not issue a notice of termination or initiate an eviction action or otherwise act to evict a tenant during this temporary moratorium. Further, no late fees or other charges due to late payment of rent shall accrue during the moratorium.
- C. For any pending residential tenant eviction, it shall be a defense that the eviction of the tenant would occur during the moratorium. Given the public health emergency and public safety issues, a court may grant a continuance for future hearing date in order for the eviction action to be heard after the moratorium.

6. EXCEPTION TO MORATORIUM: The temporary moratorium imposed under Section 5 of this Rule shall not apply to evictions relating to the protection of life and safety, including, but not limited to circumstances where a tenant threatens another tenant or other person(s) with a firearm or other deadly weapon, or some other unlawful use of a firearm or other deadly weapon on the rental premises, for physically assaulting or placing another person in immediate physical danger on the rental premises; or evictions issued for waste, nuisance or commission of a crime on the rental premises.

7. DURATION: The temporary moratorium imposed in Section 5 of this Rule shall be in full force and effect upon signature of the City Manager, and ratification by the City Council, and shall not expire until 11:59 p.m. on April 24, May 4, 2020. Provided, however, the City Manager shall have the authority, in his discretion, to extend the temporary moratorium for additional time periods based on public health necessity.

Dated this 8th day of April, 2020:

Signed 
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Proclamation & Issuance of Emergency Rule 20-04.1: AMENDED: Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy Move to: Ratify the Amended Proclamation & Issuance of Emergency Rule 20-04.1 Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy	For Council Meeting Agenda of: April 13, 2020 Department: City Manager’s Office Prepared by: Rob Karlinsey, City Manager Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: RK 4/10/20 Exhibits/Attachments: 1. Proclamation & Issuance of Emergency Rule 20-04.1: Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy	
Expenditure Required N/A	Amount Budgeted N/A	Appropriation Required N/A
<u>INFORMATION/BACKGROUND:</u> The outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace. To mitigate and reduce the transmission of COVID-19 when buying groceries or other necessary items, it is vital to allow retail establishments to provide paper or plastic bags to customers, and to limit the use of reusable bags from homes, which could increase risk of transmission. RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster. Under the emergency powers authorized under KMC 8.30.060.A, the City Manager is empowered to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”. On March 23, 2020 the City Manager issued Proclamation 20-04 Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy to provide greater protection to workers in food and retail industries that provide essential services to the public, by temporarily suspending the regulations adopted under Chapter 8.50 NMC, “Plastic Bag Policy”.		

In order to be consistent with the Governor's Proclamation 20-25.1, which extended the Stay-Home Stay-Safe Order through May 4, 2020, the City Manager desires to amend Proclamation 20-04 to extend its duration to May 4, 2020.

The proclamation and emergency rule shall be in full force and effect upon signature of the City Manager, and shall expire on April 30, 2020 at 11:59 p.m. on May 4, 2020, unless the City Manager determines an extension is necessary for public health. The emergency rule shall be ratified by the City Council at the earliest practicable time.

All other provisions of Proclamation 20-04 shall remain in full force and effect.

City of Kenmore

Proclamation & Issuance of Emergency Rule 20-04.1: AMENDED: Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy

WHEREAS, the outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, on March 5, 2020, the City Manager issued the *City of Kenmore Proclamation*, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, on March 11, 2020, the World Health Organization classified the global spread of COVID-19 as a pandemic, and urged all governments to take action now to stem the spread of the disease; and

WHEREAS, on March 11, 2020, the Governor issued the "*Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*", dated March 11, 2020 (Proclamation 20-08), which found that COVID-19 spreads easily from person to person and may result in serious illness or death, and continues to spread in the state with cases expected to double every five to seven days, without any expectation of ending soon; and

WHEREAS, the Governor's Proclamation 20-08 also identified stringent social distancing as necessary to curtail and limit the opportunities for disease transmission, and prohibited: 1) private and public schools from in-person educational, recreational and other programs; and 2) gatherings of 250 people or more until April 24, 2020, unless extended beyond that date; and

WHEREAS, on March 11, 2020, the Local Health Officer for Public Health – Seattle & King County issued the *Local Health Officer Order*, dated March 11, 2020, which limited public events of fewer than 250 people, except under certain circumstances, with the intent to mitigate and slow the spread of COVID-19 in the community; and

WHEREAS, on March 11 the Centers for Disease Control and Prevention (CDC) issued *CDC's Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020, which recommends "extensive community mitigation activities" to slow the spread of, and minimize morbidity and mortality caused by, COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to the COVID-19 pandemic, and on March 29, 2020, the President extended federal social distancing guidance through the month of April, 2020; and

WHEREAS, on March 15, the Governor expanded protections against COVID-19, and ordered a temporary closure of all restaurants, bars and entertainment and recreational facilities; and

WHEREAS, on March 23, 2020, the Governor issued Proclamation 20-25, "Stay Home – Stay Healthy" which ordered all residents to stay home and non-essential businesses and projects to close until April 8, 2020, and then under Proclamation 20-25.1, the Governor extended the Stay-Home Stay-Safe order to May 4, 2020; and

WHEREAS, to mitigate and reduce the transmission of COVID-19 when buying groceries or other necessary items, it is vital to allow retail establishments to provide paper or plastic bags to customers, and to limit the use of reusable bags from homes, which could increase risk of transmission; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, under the emergency powers authorized under KMC 8.30.060.A, the City Manager is empowered to "make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster"; and

WHEREAS, on March 23, 2020 the City Manager issued Proclamation 20-04 Temporary Suspension of Chapter 8.50 KMC Plastic Bag Policy (Proclamation 20-04) to provide greater protection to workers in food and retail industries that provide essential services to the public, by temporarily suspending the regulations adopted under Chapter 8.50 NMC, "Plastic Bag Policy"; and

WHEREAS, to be consistent with the Governor's Proclamation 20-25.1, which extended the Stay-Home Stay-Safe Order through May 4, 2020, the City Manager

desires to amend Proclamation 20-04 to extend its duration to May 4, 2020;

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF KENMORE, WASHINGTON, HEREBY PROCLAIMS, MAKES, AND ISSUES AN EMERGENCY COVID-19 RULE AS FOLLOWS:

1. Recitals. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the emergency rule established by this proclamation.
2. Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-04: Suspension of KMC, Plastic Bag Policy: The City Manager hereby amends Section 3, "Effective Date" of Emergency Rule No.20-04 to read as follows:
 3. Effective date & Duration. This proclamation and emergency rule shall be in full force and effect upon signature of the City Manager, and shall expire on at 11:59 p.m. on May 4, 2020, unless the City Manager determines an extension is necessary for public health. The emergency rule shall be ratified by the City Council at the earliest practicable time.

All other provisions of Proclamation 20-04 shall remain in full force and effect.

Dated this 9th day of April, 2020.

Signed 
Rob Karlhsey, City Manager

Attested _____
Kelly Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Proclamation & Issuance of Emergency Rule: Temporary Suspension of City In-Person Rules and Requirements Move to: Adopt Resolution #20-337 Ratifying Proclamation & Issuance of Emergency Rule 20-05: Temporary Suspension of City In- Person Rules and Requirements	For Council Meeting Agenda of: April 13, 2020 Department: City Manager’s Office Prepared by: Rob Karlinsey, City Manager Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: RK 4/10/20 Exhibits/Attachments: 1. Resolution #20-337 2. Proclamation & Issuance of Emergency Rule 20-05: Temporary Suspension of City In- Person Rules and Requirements	
Expenditure Required N/A	Amount Budgeted N/A	Appropriation Required N/A
<u>INFORMATION/BACKGROUND:</u> The COVID-19 pandemic continues, and physical distancing continues to be necessary to help slow the spread of the virus. In keeping with federal, state, and county direction, public meetings, including City Council meetings, cannot be in-person, but must be held “virtually” either online or by telephone. Under emergency authority and the March 5, 2020 City of Kenmore Proclamation of Emergency 20-01, the attached proclamation and emergency rule suspends City in-person rules, requirements or procedures, as follows: A. All City rules, regulations and policies that require any type of “in-person” attendance, contact, submittal or procedure are suspended. B. Examples of suspended rules, regulations and policies include, but are not limited to: 1) Council rules of procedures that require physical attendance at meetings and/or limit the ability to attend via phone or other electronic means; and 2) Public works procedures that require physical delivery and/or opening of project bids instead of by electronic means. 3) Requirements to sign documents in-person. C. The City’s use of electronic and digital signatures for agreements and other documents is authorized and ratified as follows. 1) Whenever the use of a written, affixed by hand, or “wet” signature created when a person physically marks a document with the intent to sign the record is authorized or required, an electronic signature may be used with the same force and effect, except as		

required otherwise by law.

2) The City Council, Mayor, City Manager and designees are authorized to use the DocuSign electronic signature platform, or any future replacement of such platform to affix electronic signatures to electronic records.

3) The City Manager may adopt any necessary administrative policies or processes to implement the use of electronic signatures by the City.

D. The City Manager shall have the authority to apply this emergency rule to any in-person rules, regulations and policies not described herein, and identify and implement other methods to accomplish the intended result.

The proclamation is consistent with the Governor's Stay-Home Stay-Safe Proclamation 20-25, as amended by 20-25.1, and will expire on May 4, 2020, unless the City Manager extends for the public health.

The attached resolution ratifies and approves Proclamation 20-05, and ratifies prior acts undertaken to avoid "in-person" contact during the COVID-19 emergency.

CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 20-337

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, RATIFYING CITY MANAGER
PROCLAMATION AND ISSUANCE OF EMERGENCY
RULE 20-05: TEMPORARY SUSPENSION OF CITY IN-
PERSON RULES AND REQUIREMENTS**

WHEREAS, Art. XI, Sec. 11 of the Washington State Constitution grants the City broad police powers to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”, including during public health emergencies and disasters; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, pursuant to KMC 8.30.060.A, the City Manager has the authority to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”; and

WHEREAS, in the exercise of such authority, on March 5, 2020, the City Manager issued the City of Kenmore Proclamation 20-01, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, in the exercise of such authority, the City Manager also issued and executed Proclamation 20-05, which suspended City “in-person” rules, requirements and procedures during this emergency; and

WHEREAS, the City Council finds that in order to provide greater protection to the public and City staff, that all City rules, regulations, and policies that require “in-person” attendance or submittals should be temporarily suspended, and that the emergency rule is intended to contain, mitigate and reduce the exposure and transmission of COVID-19 in the Kenmore community and public at large; and

WHEREAS, in light of the COVID19 emergency and threat to health, safety and public welfare, the City Council wishes to ratify and adopt Proclamation 20-05, and the acts of City departments and staff that have been and will be taken in connection with such emergency rule; and

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

Section 1. Findings. The recitals set forth above, and as set forth in Proclamation 20-05, are hereby incorporated by reference as support for this Resolution.

Section 2. Ratification & Adoption.

- A. The City Council hereby ratifies, confirms, and adopts, "COVID-19 Pandemic and Public Health Emergency Rule 20-05: Suspension of In-Person Rules, Regulations and Policies", as set forth in in Exhibit 1 to Proclamation 20-05, attached hereto and incorporated by reference.
- B. Any and all acts of City departments and staff that have been and will be taken in connection with Proclamation 20-05 are ratified and authorized until such time as such proclamation has been rescinded or otherwise terminated by the City Manager or City Council.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF APRIL 2020.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

City of Kenmore

Proclamation & Issuance of Emergency Rule 20-05: Temporary Suspension of City In-Person Rules and Requirements

WHEREAS, the outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, on March 5, 2020, the City Manager issued the *City of Kenmore Proclamation*, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, on March 11, 2020, the World Health Organization classified the global spread of COVID-19 as a pandemic, and urged all governments to take action now to stem the spread of the disease; and

WHEREAS, on March 11, 2020, the Governor issued the "*Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*", dated March 11, 2020 (Proclamation 20-08), which found that COVID-19 spreads easily from person to person and may result in serious illness or death, and continues to spread in the state with cases expected to double every five to seven days, without any expectation of ending soon; and

WHEREAS, the Governor's Proclamation 20-08 also identified stringent social distancing as necessary to curtail and limit the opportunities for disease transmission, and prohibited: 1) private and public schools from in-person educational, recreational and other programs; and 2) gatherings of 250 people or more until April 24, 2020, unless extended beyond that date; and

WHEREAS, on March 11, 2020, the Local Health Officer for Public Health – Seattle & King County issued the *Local Health Officer Order*, dated March 11, 2020, which limited public events of fewer than 250 people, except under certain circumstances, with the intent to mitigate and slow the spread of COVID-19 in the community; and

WHEREAS, on March 11 the Centers for Disease Control and Prevention (CDC) issued *CDC's Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020, which recommends "extensive community mitigation activities" to slow the spread of, and minimize morbidity and mortality caused by, COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to the COVID-19 pandemic, and on March 29, 2020, the President extended federal social distancing guidance through the month of April, 2020; and

WHEREAS, on March 23, 2020, the Governor issued Proclamation 20-25, "Stay Home – Stay Healthy" which ordered all residents to stay home and non-essential businesses and projects to close until April 8, 2020, and then under Proclamation 20-25.1, the Governor extended the Stay-Home Stay-Safe order to May 4, 2020; and

WHEREAS, on March 24, 2020, the Governor issued Proclamation 20-28, which waived and suspended until midnight on April 23, 2020, certain portions of the Public Records Act and Open Public Meetings Act that required in-person settings or activities, which is anticipated to be extended to be consistent with Proclamation 20-25.1; and

WHEREAS, federal, state and local proclamations, recommendations and orders have the intended purpose of containing, mitigating and slowing the transmission of COVID-19, and include, among other things, social distancing measures, such as, limiting public events and recommending that individuals stay at home to reduce exposure to and transmission of COVID-19; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, under the emergency powers authorized under KMC 8.30.060.A, the City Manager is empowered to "make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster"; and

WHEREAS, the City Manager finds that in order to provide greater protection to the public and City staff, that all City rules, regulations, and policies that require "in-person" attendance or submittals should be temporarily suspended; and

WHEREAS, the City Manager also finds that suspending said rules, regulations

and policies is reasonably related to the protection of life, health and property, and is intended to contain, mitigate and reduce the exposure and transmission of COVID-19 in the Kenmore community and public at large;

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF KENMORE, WASHINGTON, HEREBY PROCLAIMS, MAKES, AND ISSUES AN EMERGENCY COVID-19 RULE AS FOLLOWS:

1. Recitals. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the emergency rule established by this proclamation.
2. COVID-19 Pandemic and Public Health Emergency Rule: Suspension of In-Person Rules, Regulations & Policies: The City Manager hereby orders, adopts, makes, and issues the following emergency rules:
 - A. All City rules, regulations, policies and procedures that require any type of "in-person" attendance, contact, submittal or procedure is hereby suspended until the time set forth herein.
 - B. Examples of suspended rules, regulations, policies and procedures include, but are not limited to:
 - 1) Council rules of procedures that require physical attendance at meetings and/or limit the ability to attend via phone or other electronic means; and
 - 2) Public works procedures that require physical delivery and/or opening of project bids instead of by electronic means.
 - 3) In-person signature of documents per Section 2.C of this Rule.
 - C. Pursuant to RCW 19.360.020, the City's use of electronic and digital signatures for agreements and other documents is hereby authorized and ratified as follows.
 - 1) Whenever the use of a written, affixed by hand, or "wet" signature created when a person physically marks a document with the intent to sign the record is authorized or required, an electronic signature may be used with the same force and effect, except as required otherwise by law.
 - 2) The City Council, Mayor, City Manager and designees are authorized to use the DocuSign electronic signature platform, or any future replacement of such platform to affix electronic signatures to electronic records.
 - 3) The City Manager may adopt any necessary administrative policies or processes to implement the use of electronic signatures by the City.

4) All prior City use and acceptance of electronic or digital signatures is hereby approved and ratified.

D. The City Manager shall have the authority to apply this emergency rule to any in-person rules, regulations, policies, and procedures not described herein, and adopt and implement any necessary administrative policies or processes to implement and accomplish the intended result.

3. Effective date. This proclamation and emergency rule shall be in full force and effect upon signature of the City Manager until 11:59 p.m. on May 4, 2020, unless the City Manager determines an extension is necessary for public health. The emergency rule shall be ratified by the City Council at the earliest practicable time.

Dated this 8th day of April, 2020.

Signed 
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



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

Subject/Topic: December 2019 Financial Report Presentation	For Council Meeting Agenda of: March 31, 2020										
	Department: Finance and Administration										
	Prepared by: Joanne Gregory, Director of Finance and Administration										
	<table border="0"> <tr> <td></td> <td align="right"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td align="right">Jmg 3/31/20</td> </tr> <tr> <td>Approved by City Attorney:</td> <td align="right">Jmg 3/31/20</td> </tr> <tr> <td>Approved by Finance Director:</td> <td align="right">Jmg 3/31/20</td> </tr> <tr> <td>Approved by City Manager:</td> <td align="right">PJK 4/1/20</td> </tr> </table>		<u>Initial & Date</u>	Approved by Department Head:	Jmg 3/31/20	Approved by City Attorney:	Jmg 3/31/20	Approved by Finance Director:	Jmg 3/31/20	Approved by City Manager:	PJK 4/1/20
	<u>Initial & Date</u>										
Approved by Department Head:	Jmg 3/31/20										
Approved by City Attorney:	Jmg 3/31/20										
Approved by Finance Director:	Jmg 3/31/20										
Approved by City Manager:	PJK 4/1/20										
Proposed Council Action/Motion: Receive and File December 2019 Financial Report for the City of Kenmore, Washington	Exhibits/Attachments: December 2019 Financial Report for the City of Kenmore, Washington.										
<u>INFORMATION/BACKGROUND:</u> The December 2019 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 2019-2020 adopted biennial budget. The budget was adopted on November 19, 2018 and a mid-biennium review was conducted in November 2019. Budget amendments approved at that time are incorporated into this report.											
<u>FISCAL CONSIDERATION:</u> December is the 12th month of the 2019-2020, 24-month biennium. As of December, expenditures exceeded revenues in the General Fund by \$1,401,629 due to \$2,051,000 of one-time transfers from the General Fund to the Street Fund (\$1,427,000) and Strategic Opportunities Fund (\$624,000). The transfer to the Street Fund was for pavement preservation and the transfer to Strategic Opportunities Fund resulted from excess General Fund reserves at the close of 2018. Without these one-time transfers, the General Fund would have shown a surplus of over \$600,000. 2019 revenue was at 102% of projections and expenditures were at 104% of projections.											
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> <u>Kenmore Budget Policy 9a:</u> 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. <u>Kenmore Budget Policy 9b:</u> All budget amendments, both revenues and expenditures, will be noted in the monthly report. <u>Priority Based Budgeting Result:</u> Governance: Supports decision-making with timely and accurate short-term and long-range analysis that enhances vision and planning.											



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: March 20, 2020
RE: December 2019 Financial Reports for the City of Kenmore, Washington

December 2019 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
- Cash and Investment Report
- Investment Schedule
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution
- Real Estate Excise Tax Report
- Report for Transportation Benefit District

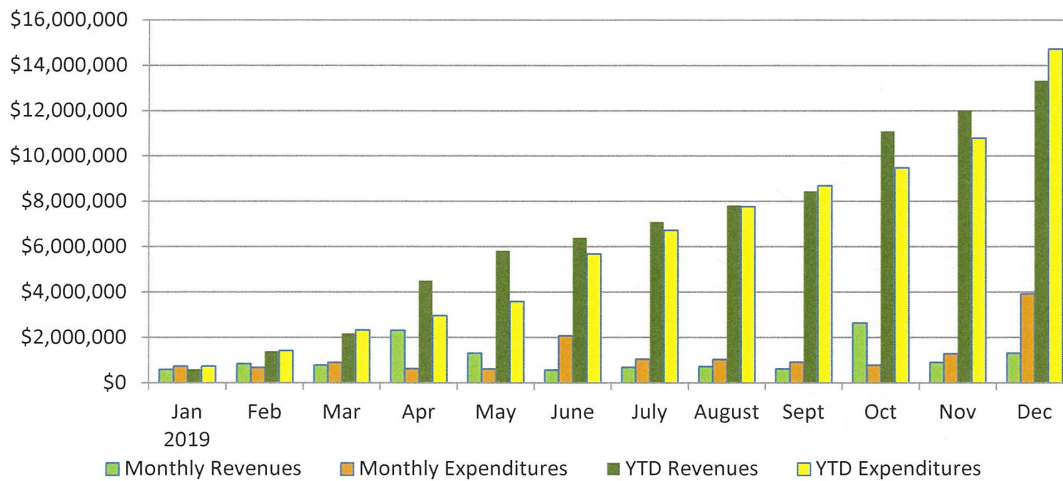
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, December is the twelfth month (50%) of the 2019-2020 biennial budget period. For the month of December, expenditures exceeded revenues in the General Fund by \$2,612,085. Included in this amount is \$2,606,529 of General Fund transfers to the Street & Strategic Opportunities Funds. Biennium to date, expenditures exceed revenues by \$1,401,629 due to the transfers.

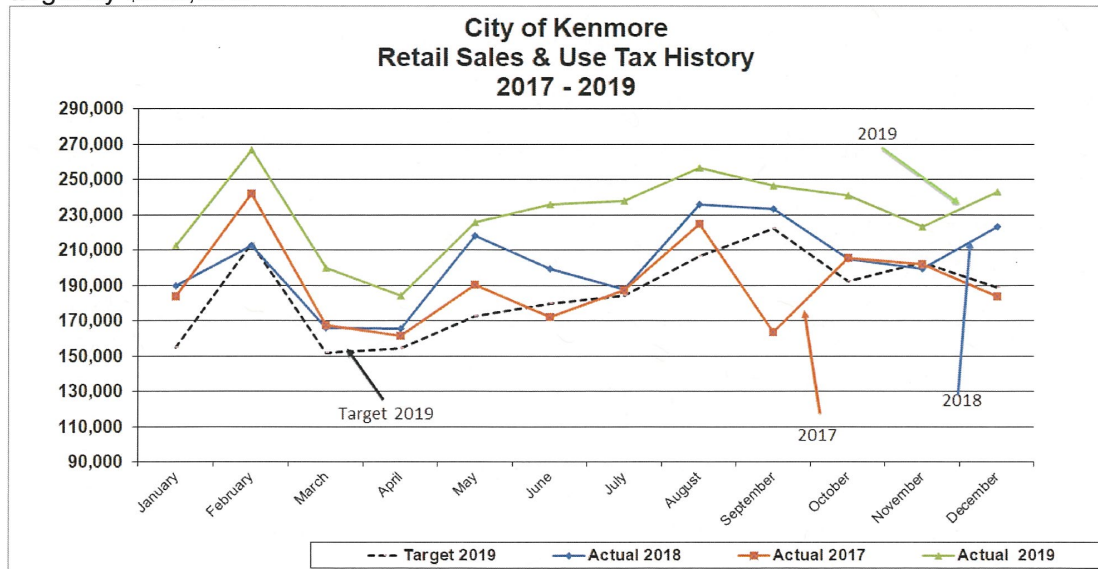
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through December 2019.

City of Kenmore, Washington
Monthly Financial Report
December 2019



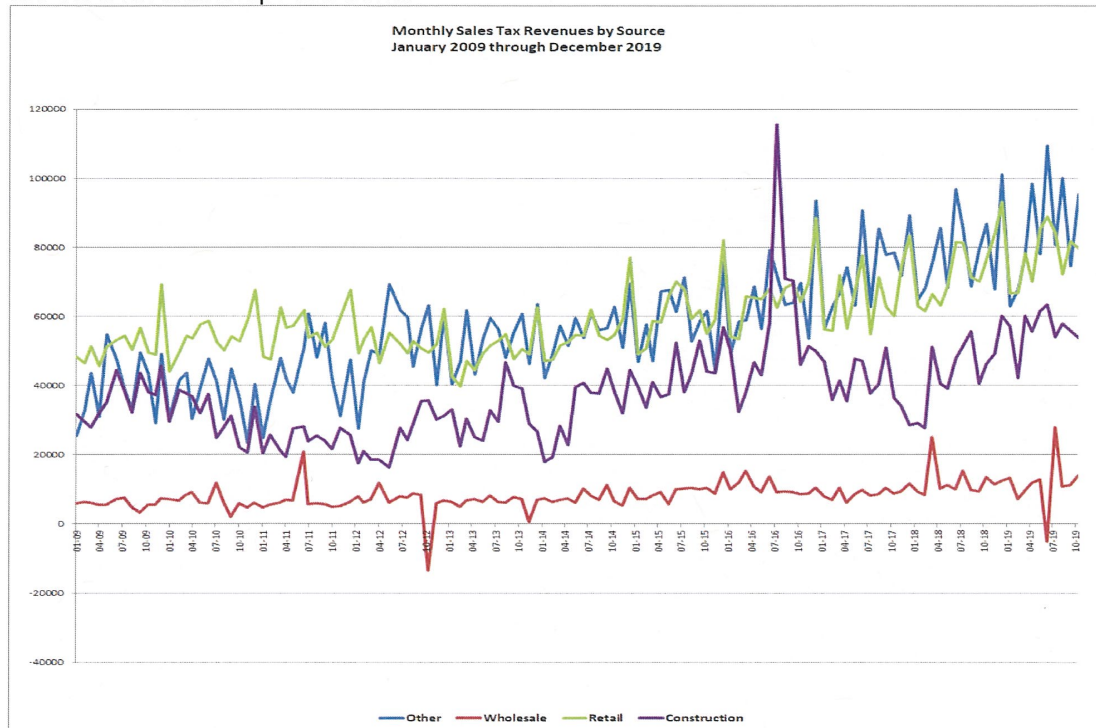
Total **revenues** for the month were **\$1,322,935**. Biennium to date revenues are \$13,326,665, which is 50% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$19,745, development fees & permits in the amount of \$58,611, retail sales and use taxes in the amount of \$223,471, and utility taxes in the amount of \$84,364. There was also \$778,968 in transfers from other funds during the month.

A summary of sales tax revenues received in December is attached. These receipts are based on October sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2019 line is a monthly average of actual receipts during 2016, 2017, and 2018. The green line represents 2019 actual receipts, which are \$336,922 above 2018 and ahead of the 2019 target by \$549,093.

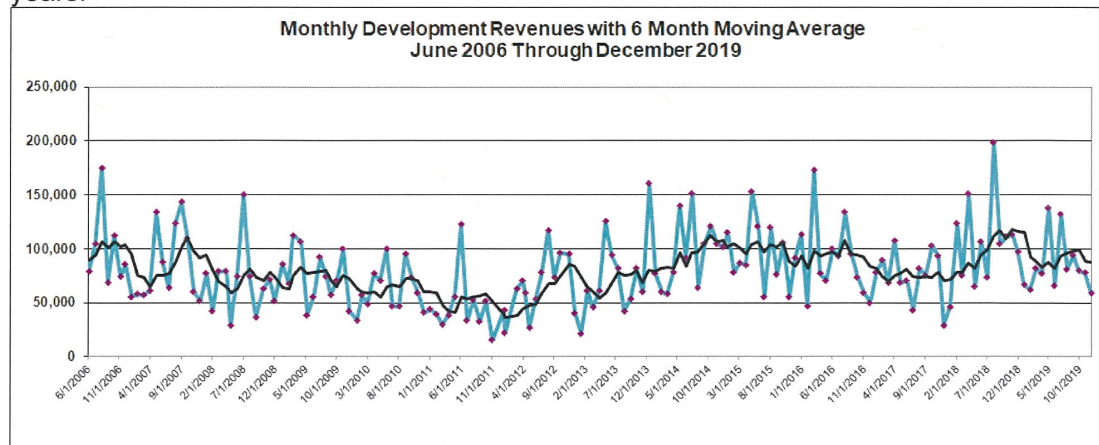


City of Kenmore, Washington
Monthly Financial Report
December 2019

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through December 2019. Retail and Other are on a favorable upward trend.



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



City of Kenmore, Washington
Monthly Financial Report
December 2019

December 2019 expenditures were **\$3,935,020**. Included in this amount is \$2,606,529 of transfers to other funds. Biennium to date expenditures are \$14,728,294, which is 51% of the amended biennial budget expenditures of \$28,526,872.

Total City cash (\$19,630,725) and long-term investments (\$8,063,054), at the end of December, totaled \$27,693,779. Proposition 1 levy funds of \$8.2M are included in this cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2019-2020 biennial budget.

Total non-General Fund revenues were \$5,646,239 and total non-General Fund expenditures were \$5,526,111.

In the **Street Fund** revenue from gas tax distributions were \$46,945. \$68,686 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$389,434 on pedestrian safety projects. The fund received \$200,000 in a transfer from the REET Fund during the month.

The **Park Impact Fee** fund received \$5,474 in revenues during the month.

There was \$19,891 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$127,473 of real estate excise taxes (REET) in December from sales activity that occurred in November. 42 transactions were reported during the month. The 2019 year to date revenue is higher than the 2018 revenue by \$39,152 and lower than the 2019 target by \$144,355.

The **Park Capital** fund had \$542,734 in Park improvement expenditures during the current month.

The **Walkways & Waterways Debt Service** Fund collected \$4,924 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,219,668.

The **Transportation Benefit District** Fund received \$19,262 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **December 31, 2019**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
December 31, 2019



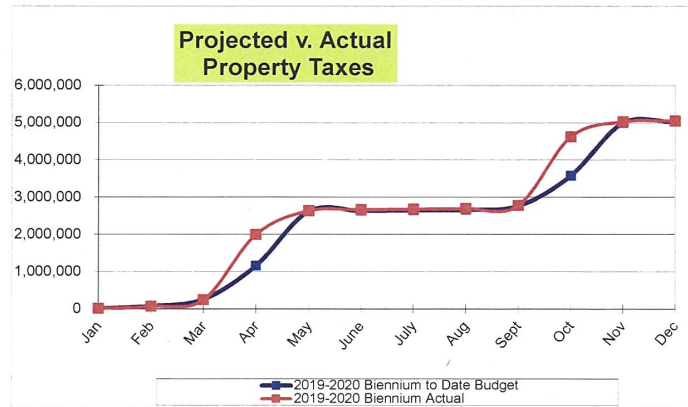
	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	YEAR TO DATE	BIENNIUM TO DATE	% of
	December 2019	2019-2020	BUDGET	2019-2020	December 2017	2017	2017-2018	BUDGET
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368			3,138,914	3,131,687
Property Taxes	19,745	5,050,864	49.4%	10,224,205	22,843	4,656,328	4,656,328	49.1%
Sales and Use Taxes	305,309	3,493,551	56.2%	6,212,000	236,005	2,903,337	2,903,337	49.2%
Utility Taxes	84,364	1,029,975	41.8%	2,466,355	104,465	1,242,051	1,242,051	45.7%
Other Taxes	859	127,179	69.9%	181,868	0	73,864	73,864	33.9%
Development Fees & Permits	58,611	1,014,896	54.7%	1,854,042	28,962	907,838	907,838	44.3%
Franchise Fees	0	874,872	47.8%	1,831,835	0	861,559	861,559	49.4%
Intergovernmental and Grants	88,587	627,769	59.4%	1,057,677	55,413	448,132	448,132	53.2%
Investment Interest	-17,557	87,099	91.4%	95,300	-104,800	47,095	47,095	90.6%
Fines and Forfeitures	4,050	4,173	n/a	0	-477	15,292	15,292	0.0%
Transfers and Other Revenues	778,968	1,016,288	39.8%	2,554,590	361,273	565,622	565,622	35.3%
Total Revenues	1,322,935	13,326,665	50.3%	26,477,872	703,683	11,721,120	11,721,120	47.6%
Total Revenues & Beginning Fund Balance		18,261,033		31,412,240			14,860,034	27,753,861

	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	YEAR TO DATE	BIENNIUM TO DATE	% of
	December 2019	2019-2020	BUDGET	2019-2020	December	2017	2017-2018	BUDGET
EXPENDITURES								
Cost Center								
City Council	14,173	166,557	41.6%	400,337	19,118	167,354	167,354	50.8%
City Manager	169,115	1,651,429	47.6%	3,471,467	160,623	1,563,222	1,563,222	47.0%
City Clerk	14,574	350,172	40.9%	856,966	13,447	218,506	218,506	51.4%
Finance	58,039	898,377	48.5%	1,851,887	82,534	910,851	910,851	54.5%
Legal	44,523	312,722	59.0%	530,000	48,731	274,954	274,954	55.0%
Interfund Transfers	2,606,529	2,606,529	80.8%	3,226,484	152,135	650,220	650,220	46.3%
Public Safety	692,464	4,282,065	46.9%	9,133,991	748,126	4,055,650	4,055,650	46.1%
Engineering & Environmental Services	43,551	674,259	40.7%	1,658,620	-7,907	629,990	629,990	44.5%
Community Development	60,809	798,613	47.0%	1,698,893	57,892	599,620	599,620	35.0%
Developmental Services	135,929	1,227,207	49.9%	2,461,502	126,548	1,087,784	1,087,784	51.0%
Parks & Facility Maintenance	95,314	1,760,364	54.4%	3,236,725	152,821	1,002,290	1,002,290	35.1%
Total Expenditures	3,935,020	14,728,294	51.6%	28,526,872	1,554,068	11,160,439	11,160,439	45.4%
Ending Fund Balance	-2,612,086	3,532,739	0	2,885,368			3,699,694	3,172,165
Total Expenditures and Ending Fund Balance		18,261,033		31,412,240			14,860,034	27,753,861

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

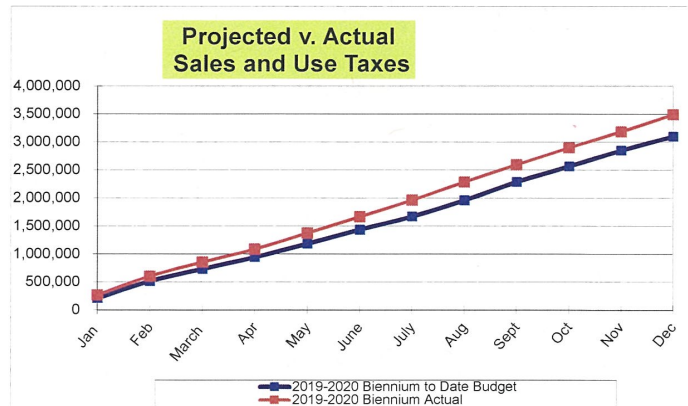
City of Kenmore, Washington
General Fund Revenue Graphs
December 31, 2019
PROPERTY TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	16,142	15,956
Feb	78,314	72,268
Mar	262,932	245,480
Apr	1,163,061	1,997,487
May	2,621,823	2,636,674
June	2,635,867	2,665,669
July	2,649,793	2,683,171
Aug	2,664,592	2,698,195
Sept	2,765,669	2,777,203
Oct	3,581,266	4,622,308
Nov	4,995,859	5,031,119
Dec	5,024,414	5,050,864
2019-20	10,224,205	
Year To Date		
Actual v. Projected		101%



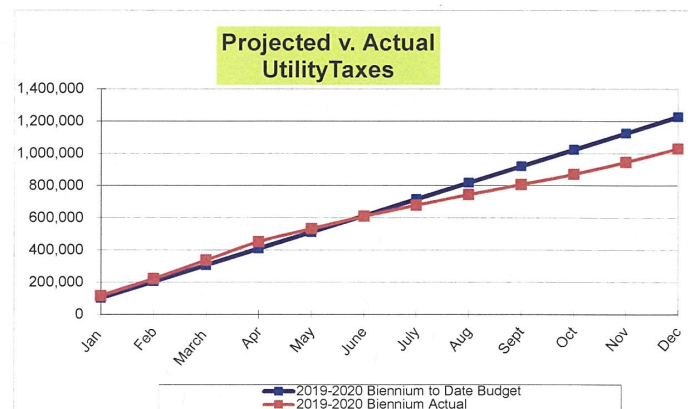
SALES, USE, CRIM JUSTICE TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	212,106	269,980
Feb	517,607	604,138
March	735,041	856,863
Apr	944,946	1,088,185
May	1,186,309	1,374,734
June	1,437,746	1,666,385
July	1,671,899	1,964,263
Aug	1,961,818	2,288,017
Sept	2,289,123	2,597,346
Oct	2,568,451	2,899,148
Nov	2,851,028	3,188,241
Dec	3,102,000	3,493,551
2019-20	6,212,000	
Year To Date		
Actual v. Projected		113%



UTILITY TAXES

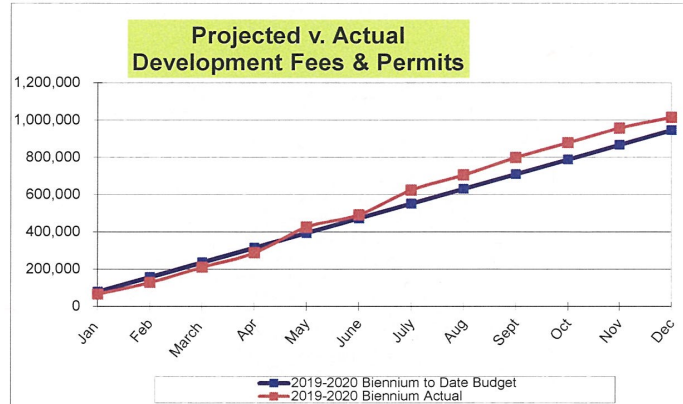
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	102,250	116,230
Feb	204,500	222,289
March	306,750	336,885
Apr	409,000	451,726
May	511,250	532,513
June	613,500	609,980
July	715,750	678,336
Aug	818,000	744,185
Sept	920,250	807,049
Oct	1,022,500	870,381
Nov	1,124,750	945,611
Dec	1,227,000	1,029,975
2019-20	2,466,355	
Year To Date		
Actual v. Projected		84%



**City of Kenmore, Washington
General Fund Revenue Graphs
December 31, 2019**

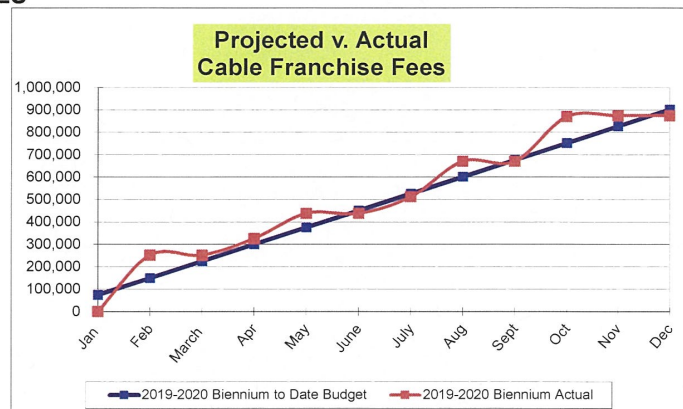
DEVELOPMENT FEES & PERMITS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	78,798	66,225
Feb	157,596	128,413
March	236,394	210,056
Apr	315,192	287,371
May	393,990	425,533
June	472,788	491,849
July	551,586	623,701
Aug	630,384	704,660
Sept	709,182	798,699
Oct	787,980	878,293
Nov	866,778	956,284
Dec	945,576	1,014,896
2019-20 Year To Date	1,854,042	
Actual v. Projected		107%



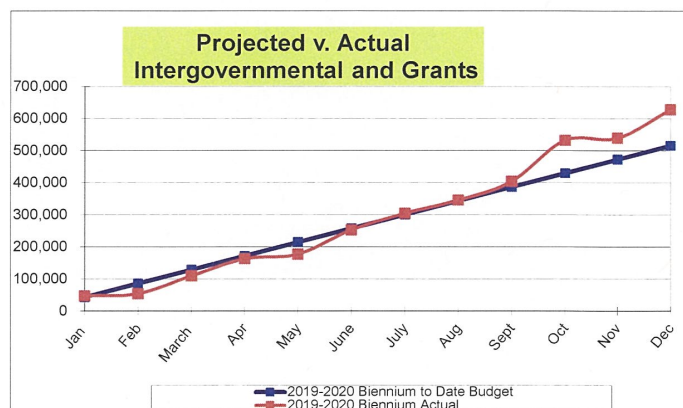
CABLE/WATER/SEWER FRANCHISE FEES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	75,199	0
Feb	150,397	252,172
March	225,596	252,172
Apr	300,794	326,352
May	375,993	438,724
June	451,191	438,724
July	526,390	512,364
Aug	601,588	670,837
Sept	676,787	670,837
Oct	751,985	870,413
Nov	827,184	874,872
Dec	902,382	874,872
2019-20 Year To Date	1,831,835	
Actual v. Projected		97%



INTERGOVERNMENTAL & GRANTS

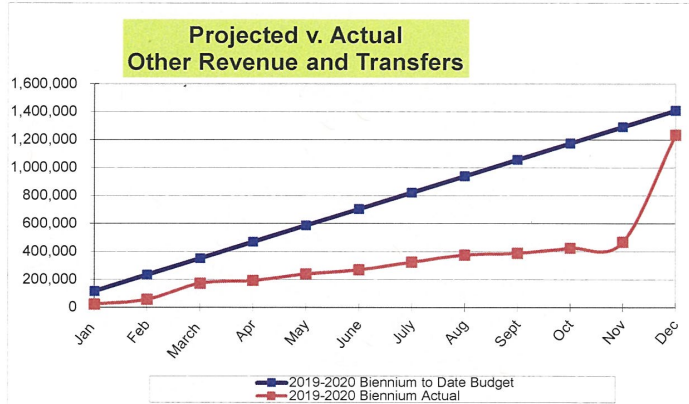
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	42,971	47,201
Feb	85,942	54,089
March	128,913	109,670
Apr	171,884	163,004
May	214,855	177,453
June	257,826	253,048
July	300,796	304,878
Aug	343,767	345,687
Sept	386,738	403,920
Oct	429,709	532,170
Nov	472,680	539,182
Dec	515,651	627,769
2019-20 Year To Date	1,057,677	
Actual v. Projected		122%



**City of Kenmore, Washington
General Fund Revenue Graphs
December 31, 2019**

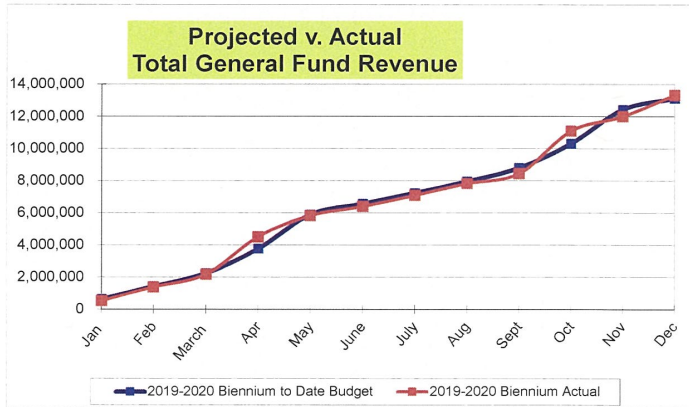
OTHER REVENUES AND TRANSFERS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	117,537	24,088
Feb	235,074	58,157
March	352,611	173,597
Apr	470,148	194,013
May	587,685	239,688
June	705,222	270,394
July	822,759	325,201
Aug	940,296	375,765
Sept	1,057,833	389,494
Oct	1,175,370	424,897
Nov	1,292,907	468,420
Dec	1,410,444	1,234,739
2019-20	2,831,758	
Year To Date		
Actual v. Projected		88%



TOTAL GENERAL FUND REVENUE

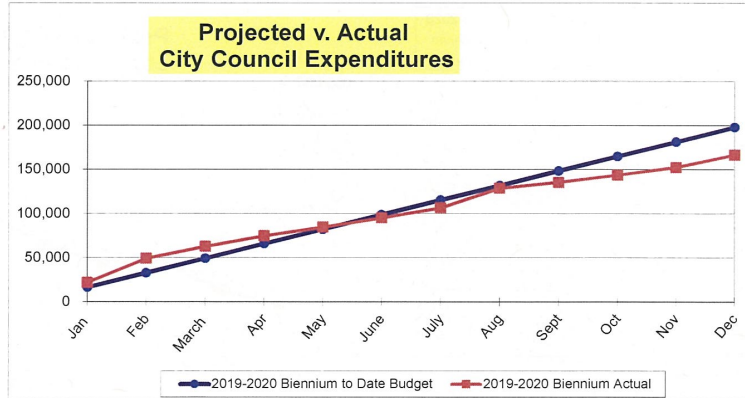
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	645,003	539,680
Feb	1,429,430	1,391,527
March	2,248,237	2,184,723
Apr	3,775,024	4,508,138
May	5,891,904	5,825,319
June	6,574,140	6,395,848
July	7,238,973	7,091,915
Aug	7,960,445	7,827,346
Sept	8,805,582	8,444,547
Oct	10,317,261	11,097,610
Nov	12,431,185	12,003,730
Dec	13,127,467	13,326,665
2019-20	26,477,872	
Year To Date		
Actual v. Projected		102%



**City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2019**

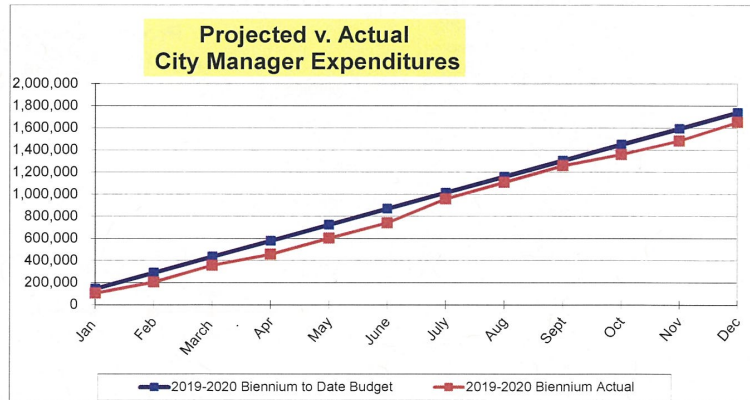
CITY COUNCIL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	16,496	22,063
Feb	32,992	49,221
March	49,488	62,792
Apr	65,984	75,001
May	82,480	84,740
June	98,977	95,204
July	115,473	106,626
Aug	131,969	128,803
Sept	148,465	135,551
Oct	164,961	143,718
Nov	181,457	152,384
Dec	197,953	166,557
2019-20	400,337	
Year To Date		
Actual v. Projected		84%



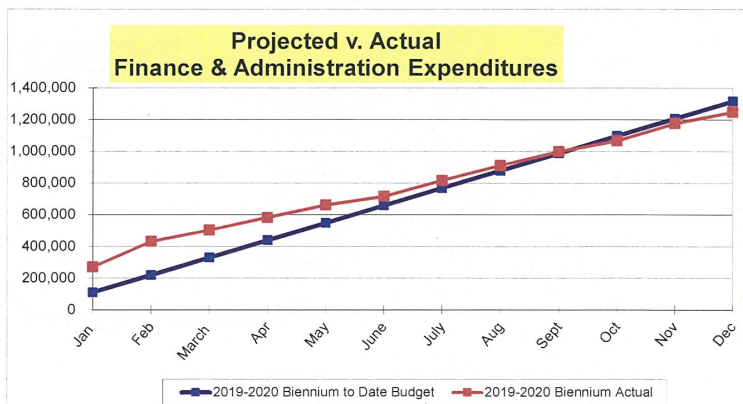
CITY MANAGER

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	144,903	104,052
Feb	289,807	205,694
March	434,710	356,226
Apr	579,614	457,138
May	724,517	602,227
June	869,421	741,459
July	1,014,324	957,531
Aug	1,159,227	1,107,936
Sept	1,304,131	1,256,633
Oct	1,449,034	1,360,357
Nov	1,593,938	1,482,314
Dec	1,738,841	1,651,429
2019-20	3,471,467	
Year To Date		
Actual v. Projected		95%



FINANCE & ADMINISTRATION

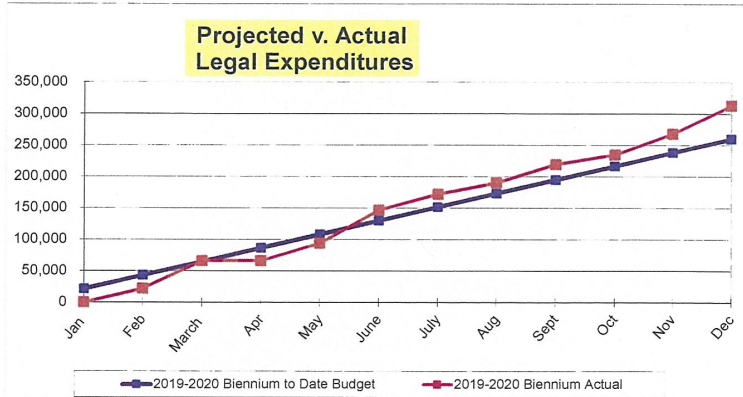
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	109,736	269,600
Feb	219,471	431,276
March	329,207	503,061
Apr	438,942	582,217
May	548,678	660,942
June	658,414	715,697
July	768,149	816,659
Aug	877,885	911,624
Sept	987,620	998,709
Oct	1,097,356	1,065,814
Nov	1,207,091	1,175,936
Dec	1,316,827	1,248,548
2019-20	2,708,853	
Year To Date		
Actual v. Projected		95%



City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2019

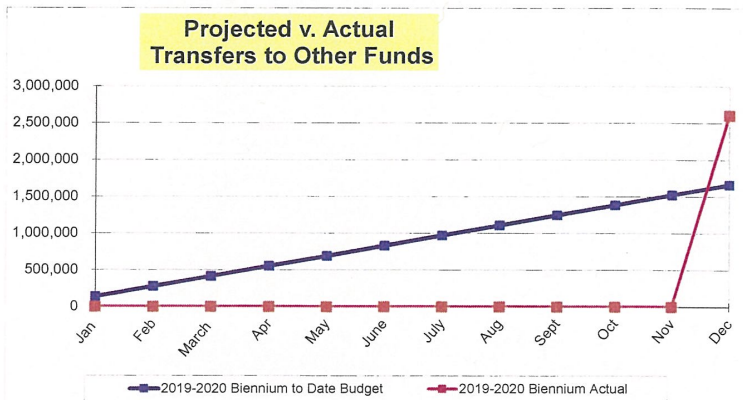
LEGAL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	21,667	0
Feb	43,333	22,119
March	65,000	66,212
Apr	86,667	66,212
May	108,333	94,270
June	130,000	146,975
July	151,667	171,987
Aug	173,333	190,275
Sept	195,000	219,582
Oct	216,667	235,051
Nov	238,333	268,199
Dec	260,000	312,722
2019-20	530,000	
Year To Date		
Actual v. Projected		120%



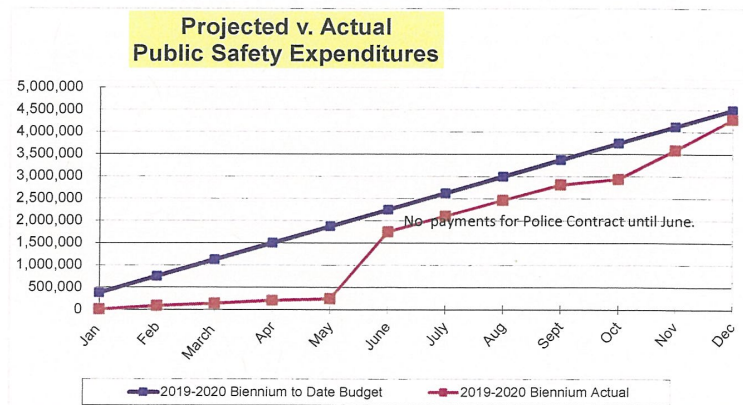
TRANSFERS TO OTHER FUNDS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	138,658	0
Feb	277,316	0
March	415,974	0
Apr	554,632	0
May	693,290	0
June	831,949	0
July	970,607	0
Aug	1,109,265	0
Sept	1,247,923	0
Oct	1,386,581	0
Nov	1,525,239	0
Dec	1,663,897	2,806,529
2019-20	3,226,484	
Year To Date		
Actual v. Projected		157%



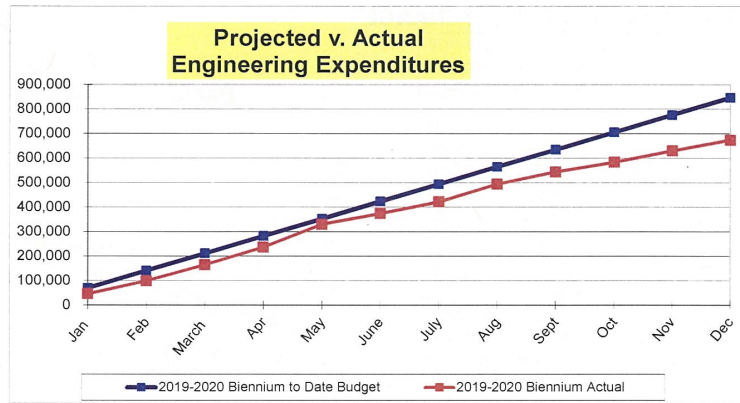
PUBLIC SAFETY

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	374,381	4,167
Feb	748,763	83,327
March	1,123,144	139,422
Apr	1,497,525	206,168
May	1,871,906	247,288
June	2,246,288	1,751,151
July	2,620,669	2,106,100
Aug	2,995,050	2,465,101
Sept	3,369,431	2,811,294
Oct	3,743,813	2,935,392
Nov	4,118,194	3,589,601
Dec	4,492,575	4,282,065
2019-20	9,133,991	
Year To Date		
Actual v. Projected		95%



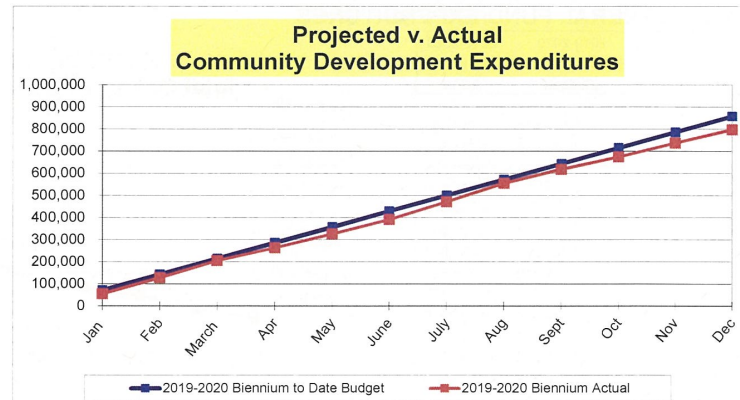
City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2019
ENGINEERING

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	70,640	46,711
Feb	141,281	99,615
March	211,921	164,832
Apr	282,562	237,584
May	353,202	330,604
June	423,843	374,066
July	494,483	422,180
Aug	565,123	494,604
Sept	635,764	544,540
Oct	706,404	583,557
Nov	777,045	630,708
Dec	847,685	674,259
2019-20	1,658,620	
Year To Date		
Actual v. Projected		80%



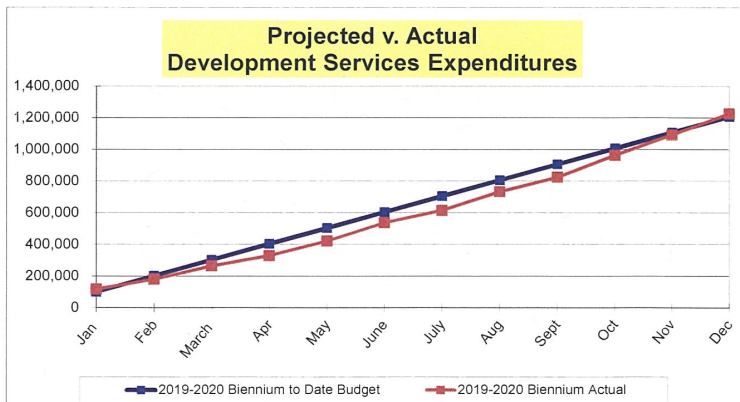
COMMUNITY DEVELOPMENT

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	71,551	55,205
Feb	143,102	128,125
March	214,653	205,773
Apr	286,203	263,084
May	357,754	326,000
June	429,305	391,375
July	500,856	470,899
Aug	572,407	555,711
Sept	643,958	618,373
Oct	715,508	674,614
Nov	787,059	737,804
Dec	858,610	798,613
2019-20	1,698,893	
Year To Date		
Actual v. Projected		93%



DEVELOPMENT SERVICES

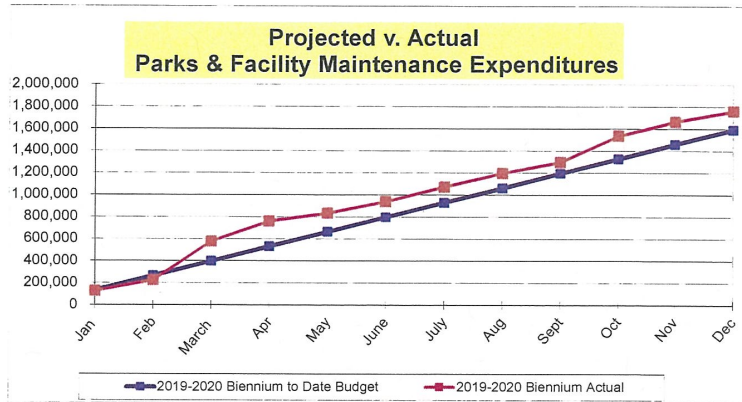
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	100,683	118,215
Feb	201,367	179,150
March	302,050	263,769
Apr	402,733	328,719
May	503,417	421,046
June	604,100	536,548
July	704,783	614,591
Aug	805,467	733,104
Sept	906,150	825,102
Oct	1,006,833	963,797
Nov	1,107,517	1,091,277
Dec	1,208,200	1,227,207
2019-20	2,461,502	
Year To Date		
Actual v. Projected		102%



City of Kenmore, Washington
General Fund Expenditure Graphs
December 31, 2019

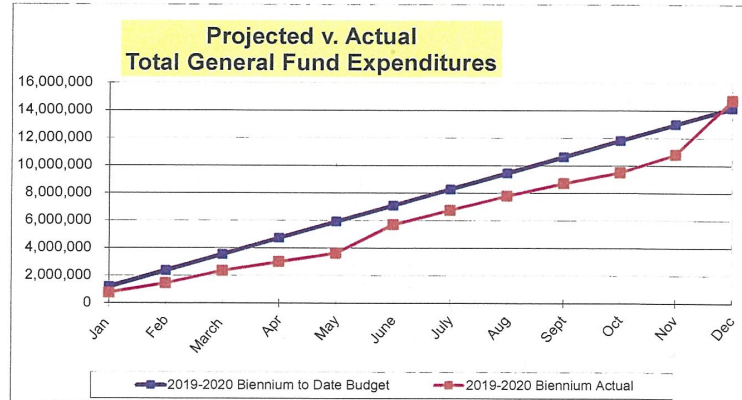
PARKS & FACILITY MAINTENANCE

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	132,698	126,627
Feb	265,397	225,820
March	398,095	577,287
Apr	530,793	760,555
May	663,492	832,862
June	796,190	935,732
July	928,888	1,070,661
Aug	1,061,587	1,194,367
Sept	1,194,285	1,295,648
Oct	1,326,983	1,533,230
Nov	1,459,682	1,665,050
Dec	1,592,380	1,760,364
2019-20	3,236,725	
Year To Date		
Actual v. Projected		111%



TOTAL GENERAL FUND EXPENDITURES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	1,181,414	746,640
Feb	2,362,828	1,424,346
March	3,544,242	2,339,375
Apr	4,725,656	2,976,679
May	5,907,070	3,599,979
June	7,088,484	5,688,207
July	8,269,898	6,737,233
Aug	9,451,312	7,781,525
Sept	10,632,726	8,705,433
Oct	11,814,140	9,495,530
Nov	12,995,554	10,793,274
Dec	14,176,968	14,728,294
2019-20	28,526,872	
Year To Date		
Actual v. Projected		104%



**City of Kenmore, Washington
Street Fund Summary Report
December 31, 2019**



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>December 2019</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
REVENUES				
Beginning Fund Balance		926,962		926,962
Fuel Tax	46,945	483,215	48.0%	1,006,385
Investment Interest	6,045	13,424	268.5%	5,000
Miscellaneous		10,306	515.3%	2,000
ROW Permit Fees/Inspections	31,280	157,260	65.5%	240,000
Multimodal Transportation	7,932	31,730	50.4%	62,910
Transfer from General Fund	1,982,529	1,982,529	76.2%	2,602,484
Transfer from TBD	358,000	358,000	50.0%	716,000
Total Revenues	2,432,731	3,036,463	65.5%	4,634,779
Total Revenues & Beginning Fund Balance		3,963,425		5,561,741
		BIENNIUM TO DATE	% of	BUDGET
		<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
EXPENDITURES				
Salary and Benefits	50,330	652,300	49.4%	1,320,880
Maintenance & Operations	68,686	1,260,001	39.8%	3,163,899
Capital	10,288	154,752	103.2%	150,000
Total Expenditures	129,304	2,067,053	44.6%	4,634,779
Ending Fund Balance		1,896,372		926,962
Total Expenditures and Ending Fund Balance		3,963,425		5,561,741

City of Kenmore, Washington
Cash and Investment Report
December 31, 2019



<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	\$6,144,824	\$1,322,935	\$3,935,020	3,532,738
Street	-407,055	2,432,731	129,304	1,896,372
Transportation Capital	244,370	200,462	389,434	55,398
Public Art	70,627	172	0	70,798
Park Impact Fee	688,031	7,164	400,000	295,195
Transportation Impact Fee	3,170,081	27,661	0	3,197,742
Swamp Creek Basin	1,478,557	3,596	400,000	1,082,153
Transportation Benefit District	452,853	19,335	358,000	114,188
Sammamish Bridge Replacement	2,136,001	0	205,146	1,930,855
Walkways & Waterways Debt Service	1,268,131	4,924	1,086,575	186,480
Real Estate Excise Tax	2,200,566	132,605	900,000	1,433,171
Kenmore Village	3	0	0	3
Park Capital	-1,290,289	1,900,401	542,734	67,377
Walkways & Waterways Bond	6,969,754	12,443	600,000	6,382,197
Surface Water Management	2,278,728	12,934	444,629	1,847,034
Surface Water Capital	-152,848	7,000	24,517	(170,365)
Public Works Shop Fund	0	0	0	0
Strategic Reserve	1,330,727	3,236	0	1,333,964
Strategic Opportunities	2,204,205	831,863	0	3,036,068
Equipment Replacement	559,741	18,140	2,018	575,863
Trust & Agency	841,741	31,572	43,755	829,558
Totals	\$30,188,749	\$6,969,174	\$9,461,131	\$27,696,792

<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	\$620,932	\$2,928,055	3,548,987
Street	1,060,999	850,000	1,910,999
Transportation Capital	55,398	0	55,398
Public Art	55,798	15,000	70,798
Park Impact Fee	-634,802	930,000	295,198
Transportation Impact Fee	3,167,745	30,000	3,197,745
Swamp Creek Basin	-317,846	1,400,000	1,082,154
Transportation Benefit District	114,188	0	114,188
Sammamish Bridge Replacement	1,948,108	0	1,948,108
Walkways & Waterways Debt Service	186,480	0	186,480
Real Estate Excise Tax	1,433,169	0	1,433,169
Kenmore Village	0	0	0
Park Capital	308,251	0	308,251
Walkways & Waterways Bond	6,382,197	0	6,382,197
Surface Water Management	1,341,094	510,000	1,851,094
Surface Water Capital	-170,365	0	(170,365)
Public Works Shop Fund	0	0	0
Strategic Reserve	483,965	850,000	1,333,965
Strategic Opportunities	3,036,069	0	3,036,069
Equipment Replacement	125,863	450,000	575,863
Trust & Agency	729,529	100,000	829,529
Totals	\$19,926,769	\$8,063,055	\$27,989,824

City of Kenmore, Washington
Investment Schedule
December 31, 2019

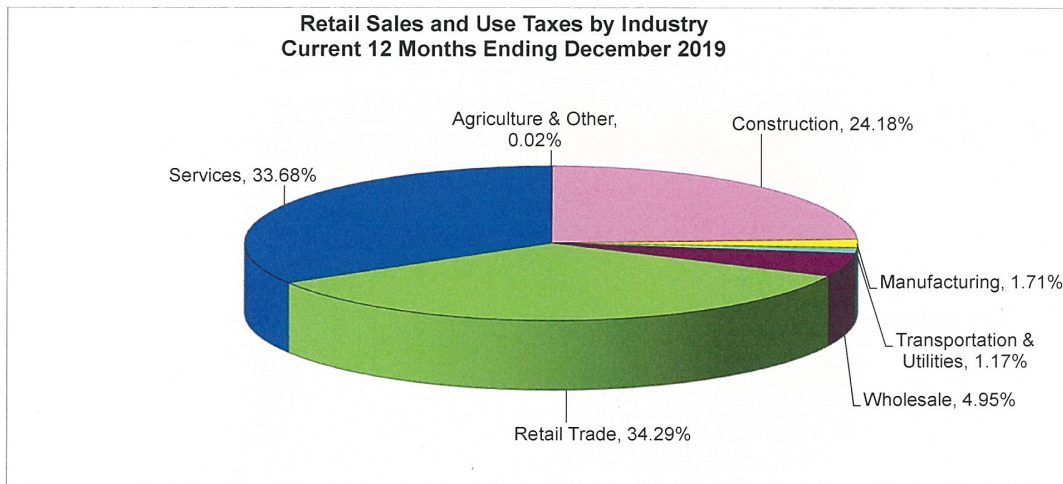


Average Yield to Maturity-Securities							Overall Average Yield	1.63%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
Morgan Stanley								
	3134G9GR2	FHLMC	8/18/2020	8/7/2017	1.60%	1.62%	999,500.00	16,191.90
	3130ACTL8	FHLB	11/25/2020	12/22/2017	1.95%	1.95%	997,650.00	19,454.18
	3133EHXL2	FHLB	3/5/2020	9/19/2017	1.54%	1.54%	999,000.00	15,384.60
	3130AB3N4	FHLB	10/29/2019	4/28/2017	1.55%	1.55%	1,000,750.00	15,511.63
Total Morgan Stanley Purchases							3,996,900.00	66,542.30
Time Value Investments								
	3130A7RL1	FHLB	4/19/2021	1/26/2017	1.80%	1.80%	992,893.00	17,872.07
	76116FAG2	RFCSP	1/15/2021	5/31/2018	2.50%	2.50%	999,718.18	24,992.95
	3136G4ED1	FNMA	10/25/2021	4/22/2019	2.36%	2.36%	1,073,543.26	25,335.62
Total TVI Purchases							3,066,154.44	68,200.65
Opus Bank CD's								
	11495975	CD	8/10/2020	8/10/2019	2.50%	2.50%	1,000,000.00	24,970.00
Total Cascade Bank CD's							1,000,000.00	24,970.00
TOTAL ALL SECURITIES							\$ 8,063,054.44	\$ 159,712.95
Banner Checking and Savings						0.07% Banner	3,315,063.32	2,320.54
Opus Savings						1.81% Opus	3,130,751.63	56,666.60
LGIP - Primary Account						1.77% LGIP	4,912,404.69	86,949.56
LGIP - Bond Proceeds Account						1.77% LGIP	8,272,505.00	146,423.34
Total Accounts							\$ 27,693,779.08	452,073.00

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
December 31, 2019

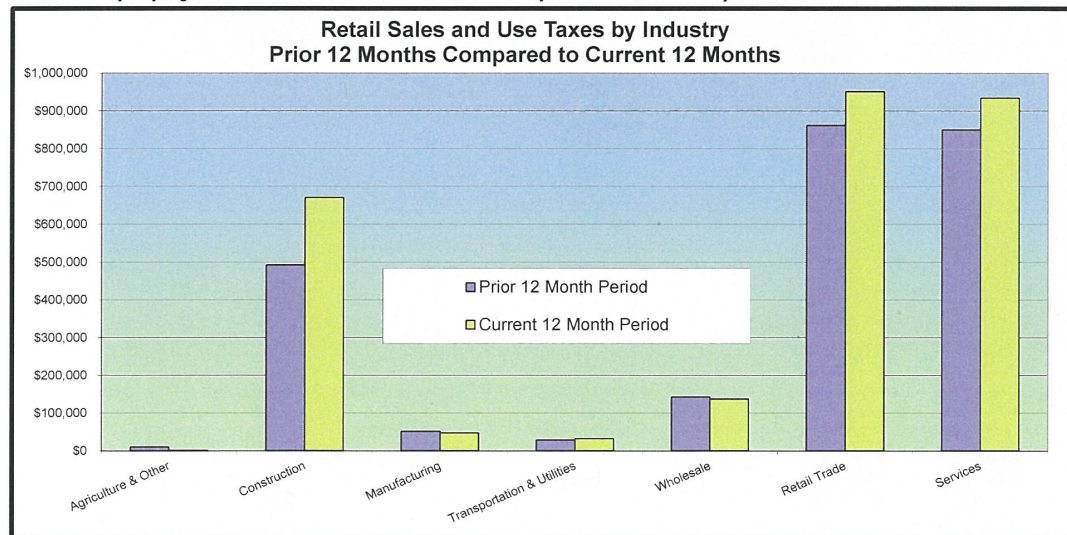


Industry	Prior 12 Months ending December 2018	Current 12 Months ending December 2019	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$10,144	\$581	-94.27%	0.02%
Construction	491,814	670,666	36.37%	24.18%
Manufacturing (Printing, Publishing, Other Manuf.)	51,797	47,385	-8.52%	1.71%
Transp/Comm/Utilities (Telecomm., Air Transport.)	28,720	32,377	12.73%	1.17%
Wholesale (Lumber, Other Wholesale)	142,928	137,295	-3.94%	4.95%
Retail Trade (Eating, Merchandise, Food Stores)	861,981	951,359	10.37%	34.29%
Services (Auction, Recreation, Auto Repair, Financial)	849,784	934,428	9.96%	33.68%
Totals	\$2,437,168	\$2,774,092	13.82%	100%
Increase/(Decrease)		\$336,923	13.82%	



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



City of Kenmore, Washington
Real Estate Excise Tax Report
December 31, 2019



Real Estate Excise Taxes (REET)
2016 - 2019 Monthly Receipts

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2019
January	122,819	176,657	99,205	67,141	132,894
February	70,146	94,134	82,263	84,215	82,181
March	110,066	170,086	89,698	89,106	123,284
April	133,161	126,245	148,514	104,430	135,973
May	129,599	139,422	144,906	96,756	137,976
June	167,575	211,430	181,182	201,666	186,729
July	177,426	163,138	181,974	109,538	174,179
August	165,397	114,754	115,421	240,124	131,857
September	136,176	221,719	128,704	153,174	162,200
October	150,786	186,805	97,998	97,291	145,196
November	124,437	150,187	102,373	152,965	125,666
December	131,651	146,159	112,490	127,473	130,100
	\$1,619,239	\$1,900,736	\$1,484,728	\$1,523,880	\$1,668,234

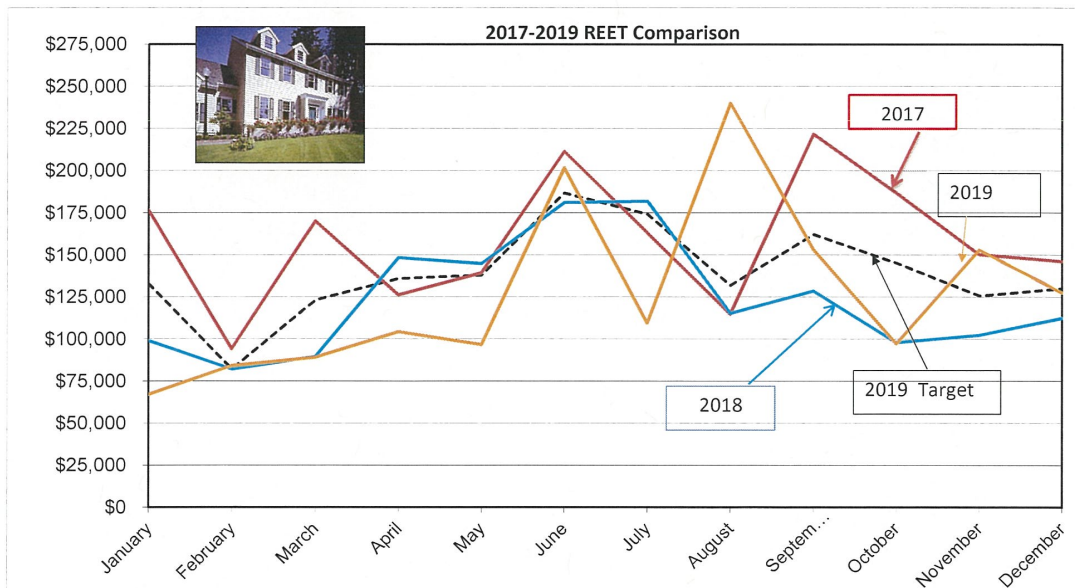
For 2019, REET is \$39,152 more than the same period last year and less than the 2019 target by \$144,355

* NOTE THE 2019 target is computed on a 3 year average (2016-2018) of actual receipts

Real Estate Excise Taxes (REET)
2016 - 2019 Property Sales > \$500,000

sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the rev.

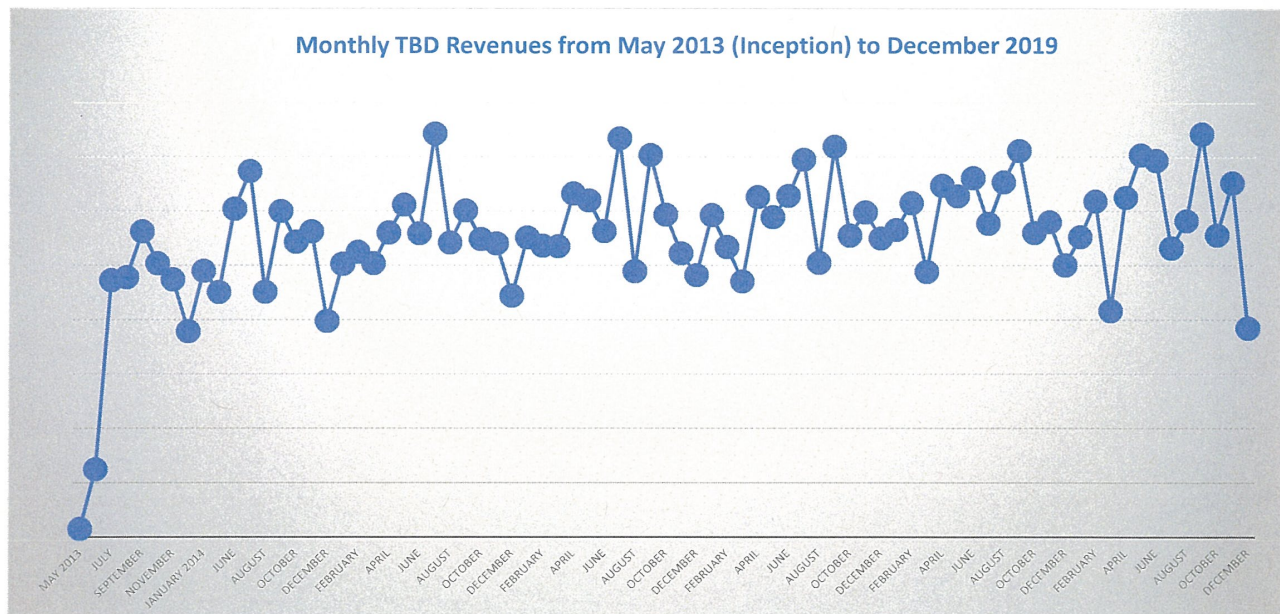
	2016	2017	2018	2019	2016	2017	2018	2019
January	18,590,517	27,548,430	17,379,581	12,424,500	92,023	136,365	86,029	61,501
February	9,701,034	19,017,050	15,277,640	14,286,900	48,020	94,134	75,624	70,720
March	15,147,174	29,692,641	13,818,387	15,106,888	74,979	146,979	68,401	74,779
April	21,160,913	19,953,544	23,896,450	19,671,000	104,747	98,770	118,287	97,371
May	19,813,122	24,277,456	25,710,632	16,722,738	98,075	120,173	127,268	82,778
June	26,065,161	36,414,050	31,816,871	36,281,428	129,023	180,250	157,494	179,593
July	24,020,546	28,779,145	32,800,185	20,426,900	118,902	142,457	162,361	101,113
August	21,648,781	18,859,991	19,693,600	44,530,295	107,161	93,357	97,483	220,425
September	16,950,242	38,431,272	22,172,221	23,545,383	83,904	190,235	109,752	116,550
October	21,157,409	31,278,148	14,697,849	15,876,738	104,729	154,827	72,754	78,590
November	16,916,011	16,347,581	16,347,581	28,040,050	83,734	0	80,921	138,798
December	20,607,695	25,603,889	19,908,284	20,693,490	102,008	126,739	98,546	102,433
	\$231,778,605	\$299,855,616	\$253,519,281	\$267,606,310	1,147,305	\$1,484,286	\$1,254,920	\$1,324,651



Kenmore Transportation Benefit District
Monthly Report
December 31, 2019



Revenues	December 2019	Biennium-to-Date	Percent of Budget	Biennium Budget
Vehicle Fees	19,262	353,384	49.77%	710,000
Investment Interest	73	4,444	55.55%	8,000
Total Revenues	\$19,335	\$357,828	49.84%	\$718,000
Expenditures				
Reimbursement to Street Fund	358,000	358,000	50.00%	716,000
Total Expenditures	358,000	358,000	50.00%	716,000
Net Income (Loss)	-\$338,665	-\$172		\$2,000





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:	For Council Meeting Agenda of: April 13, 2020
Proclamation & Issuance of Emergency Rule Temporary Moratorium on Small Business/Non-Profit Tenant Evictions	Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager
Move to:	
Adopt Resolution #20-338 Ratifying Proclamation & Issuance of Emergency Rule 20-06: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions	<u>Initial & Date</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: RK 4/20/20 Exhibits/Attachments: 1. Resolution #20-338 2. Proclamation & Issuance of Emergency Rule 20-06: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions

Expenditure Required N/A	Amount Budgeted N/A	Appropriation Required N/A
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INFORMATION/BACKGROUND:

Art. XI, Sec. 11 of the Washington State Constitution grants the City broad police powers to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”, including during public health emergencies and disasters.

RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster.

Pursuant to KMC 8.30.060.A, the City Manager has the authority to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster.

On March 5, 2020, the City Manager issued the City of Kenmore Proclamation 20-01, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same.

The City Manager also issued and executed Proclamation 20-06, which established a temporary moratorium on small business/nonprofit evictions for non-payment of rent. A temporary moratorium on small business and nonprofit tenant evictions during the COVID19 outbreak will protect public health, safety, and welfare by providing small businesses with stable locations from which to operate during and immediately after the public

health emergency, thus reducing the number of small businesses declaring bankruptcy and closing during the economic downturn caused by the public health emergency.

The attached resolution ratifies and approves Proclamation 20-06 and ratifies the acts of City departments and staff that have been and will be taken in connection with such emergency rule.

CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 20-338

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, RATIFYING CITY MANAGER
PROCLAMATION AND ISSUANCE OF EMERGENCY
RULE 20-06: TEMPORARY MORATORIUM ON SMALL
BUSINESS/NONPROFIT TENANT EVICTIONS**

WHEREAS, Art. XI, Sec. 11 of the Washington State Constitution grants the City broad police powers to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”, including during public health emergencies and disasters; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, pursuant to KMC 8.30.060.A, the City Manager has the authority to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”; and

WHEREAS, in the exercise of such authority, on March 5, 2020, the City Manager issued the City of Kenmore Proclamation 20-01, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, in the exercise of such authority, the City Manager also issued and executed Proclamation 20-06, which established a temporary moratorium on small business/nonprofit evictions for non-payment of rent; and

WHEREAS, the City Council finds that a temporary moratorium on small business and nonprofit tenant evictions during the COVID19 outbreak will protect public health, safety, and welfare by providing small businesses with stable locations from which to operate during and immediately after the public health emergency, thus reducing the number of small businesses declaring bankruptcy and closing during the economic downturn caused by the public health emergency; and

WHEREAS, in light of the COVID19 emergency and threat to health, safety and public welfare, the City Council wishes to ratify and adopt Proclamation 20-06, and the acts of City departments and staff that have been and will be taken in connection with such emergency rule; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE,

WASHINGTON, DOES RESOLVE

Section 1. Findings. The recitals set forth above, and as set forth in Proclamation 20-06, are hereby incorporated by reference as support for this Resolution.

Section 2. Ratification & Adoption.

- A. The City Council hereby ratifies, confirms, and adopts, "COVID-19 Pandemic and Public Health Emergency Rule 20-06: Temporary Moratorium on Small Business/Nonprofit Tenant Evictions", as set forth in in Exhibit 1 to Proclamation 20-06, attached hereto and incorporated by reference.
- B. Any and all acts undertaken by City departments and staff consistent with Proclamation 20-06, are ratified and authorized until such time as such proclamation has been rescinded or otherwise terminated by the City Manager or City Council.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF APRIL 2020.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

City of Kenmore

Proclamation & Issuance of Emergency Rule 20-06: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions

WHEREAS, the outbreak of the novel coronavirus (COVID-19), and its rapid progression in Washington state continues to threaten the life and health of its people as well as the economy of the state, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, on March 5, 2020, the City Manager issued the *City of Kenmore Proclamation 20-01*, dated March 5, 2020, which proclaimed an emergency due to COVID-19, and also proclaimed that emergency operations under Chapter 8.30 of the Kenmore Municipal Code (KMC) and the utilization of emergency powers granted under RCW 38.52.070 were in effect, and the City Council ratified the same; and

WHEREAS, on March 11, 2020, the World Health Organization classified the global spread of COVID-19 as a pandemic, and urged all governments to take action now to stem the spread of the disease; and

WHEREAS, on March 11, 2020, the Governor issued the “*Proclamation By The Governor Amending Proclamations 20-05, 20-06 And 20-07, 20-08*”, dated March 11, 2020 (Proclamation 20-08), which found that COVID-19 spreads easily from person to person and may result in serious illness or death, and continues to spread in the state with cases expected to double every five to seven days, without any expectation of ending soon; and

WHEREAS, Proclamation 20-08 also identified stringent social distancing as necessary to curtail and limit the opportunities for disease transmission, and prohibited: 1) private and public schools from in-person educational, recreational and other programs; and 2) gatherings of 250 people or more until April 24, 2020, unless extended beyond that date; and

WHEREAS, on March 11, 2020, the Local Health Officer for Public Health – Seattle & King County issued the *Local Health Officer Order*, dated March 11, 2020, which limited public events of fewer than 250 people, except under certain circumstances, with the intent to mitigate and slow the spread of COVID-19 in the community; and

WHEREAS, on March 11 the Centers for Disease Control and Prevention (CDC) issued *CDC's Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020, which recommends "extensive community mitigation activities" to slow the spread of, and minimize morbidity and mortality caused by, COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to the COVID-19 pandemic, and on March 29, 2020, the President extended federal social distancing guidance through the month of April, 2020; and

WHEREASE, on March 15, the Governor expanded protections against COVID-19, and ordered a temporary closure of all restaurants, bars and entertainment and recreational facilities; and

WHEREAS, on March 23, 2020, the Governor issued Proclamation 20-25, "Stay Home – Stay Healthy" which ordered all residents to stay home and non-essential businesses and projects to close until April 8, 2020, and then under Proclamation 20-25.1, the Governor extended the Stay-Home Stay-Safe order to May 4, 2020; and

WHEREAS, COVID-19 has severely impacted the local economy, resulting in thousands of employees working from home, the cancellation of numerous public events, significant reductions in tourism and demand at restaurants, coffee shops, and other local businesses, increased employee lay-offs, and reduction in work-hours; and

WHEREAS, the social distancing and self-isolation mitigation measures needed to slow the spread of COVID-19 have caused numerous businesses and residents in the State and Kenmore to suffer significant financial loss, including loss of business income, layoffs and reduced hours for a significant segment of the workforce; and

WHEREAS, Art. XI, Sec. 11 of the Washington State Constitution grants the City broad police powers to "make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws", including during public health emergencies and disasters; and

WHEREAS, RCW 38.52.070 establishes emergency and disaster response powers, and authorizes the City to, among other things, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster; and

WHEREAS, under the emergency powers authorized under KMC 8.30.060.A, the

City Manager is empowered to “make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster”; and

WHEREAS, jurisdictions across the nation, including the cities of Seattle, Kirkland, and Edmonds have adopted eviction prevention measures to provide small business and nonprofit organization stabilization support during this unprecedented health emergency; and

WHEREAS, the City Manager finds that establishing a temporary moratorium on small business and nonprofit tenant evictions during the COVID19 outbreak will protect public health, safety, and welfare by providing small businesses with stable locations from which to operate during and immediately after the public health emergency, thus reducing the number of small businesses declaring bankruptcy and closing during the economic downturn caused by the public health emergency;

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF KENMORE, WASHINGTON, HEREBY PROCLAIMS, MAKES, AND ISSUES AN EMERGENCY COVID-19 RULE AS FOLLOWS:

1. Recitals. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the emergency rule established by this proclamation.
2. COVID-19 Pandemic and Public Health Emergency Rule 20-06: Temporary Moratorium on Small Business/Nonprofit Tenant Evictions. The City Manager hereby orders, makes, issues, and adopts Emergency Rule 20-06, as set forth on Exhibit 1, “COVID-19 Pandemic and Public Health Emergency Rule 20-06: Temporary Moratorium on Small Business/Nonprofit Tenant Evictions”, attached hereto and incorporated by reference.
3. Effective Date & Duration. This proclamation and emergency rule shall be in full force and effect upon signature of the City Manager, and shall not expire until 11:59 p.m. on May 4, 2020 unless the City Manager determines an extension is necessary for public health. The emergency rule shall be ratified by the City Council at the earliest practicable time, and if rejected shall be void.

Dated this ___ day of April, 2020.

Signed _____
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



Exhibit 1

**COVID-19 Pandemic and Public Health Emergency Rule 20-06:
Temporary Moratorium on Small Business/Nonprofit Tenant Evictions**

1. PURPOSE:
 - A. The purpose of this Rule is to protect the health and safety of persons, provide emergency assistance to the victims of the COVID 19 emergency and establish procedures relating to mitigation of the pandemic illness and public health emergency currently taking place, which pose a continuing risk to the health and safety of staff and the community at large.
 - B. The purpose of this Rule is also to provide small businesses and nonprofits stabilization support during this unprecedented health emergency. A temporary moratorium on small business and nonprofit tenant evictions during the COVID19 outbreak will protect public health, safety, and welfare by providing small businesses with stable locations from which to operate during and immediately after the public health emergency, thus reducing the number of small businesses declaring bankruptcy and closing during the economic downturn caused by the public health emergency.
2. SCOPE: The temporary moratorium imposed under this Rule applies to all tenant evictions of small businesses or nonprofits within the City's boundaries.
3. DEFINITIONS:
 - A. "City" means the City of Kenmore.
 - B. "Eviction" or "evictions" mean any and all acts or conduct to expel or cause a small business or nonprofit tenant to vacate property for non-payment of rent.
 - C. "Moratorium" means the prohibition, delay and/or suspension of an activity.
 - D. "Nonprofit" shall mean an entity that: (1) is a "not for profit corporation" or "nonprofit corporation" under RCW 24.03.005(16) or is designated a "public benefit not for profit corporation" or "public benefit nonprofit corporation" under RCW 24.03.490 or 2) holds tax-exempt status under 26 U.S.C. Sec. 501(c)(3).

- E. “Small business” shall have the same meaning as in RCW 19.85.020(2), which is any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that is owned and operated independently from all other businesses, and that has fifty or fewer employees” per establishment or premises.

4. TEMPORARY MORATORIUM IMPOSED:

- A. There is hereby adopted, ordered and imposed a temporary moratorium on all tenant evictions of small businesses or nonprofits within the City for the non-payment of rent for the time period set forth in Section 7 of this Rule.
- B. During this moratorium, a landlord or owner of property shall endeavor to enter into a payment plan, discount to rent, or other agreement to assist the distressed small business or nonprofit in rent relief, including but not limited to, the deferred payment of rent, or other strategies to address the economic disruption caused by the COVID19 emergency.
- C. No late fees, interest, or other charges due to late payment of rent shall accrue during the moratorium.
- D. For any pending eviction action for the non-payment of rent, it shall be a defense to any eviction action that the eviction of a small business or nonprofit tenant would occur during the moratorium. Given the public health emergency and public safety issues, a court may grant a continuance for future hearing date in order for the eviction action to be heard after the moratorium.

5. EXCEPTION TO MORATORIUM: The temporary moratorium imposed under Section 4 of this Rule shall not apply to small business/nonprofit tenant evictions relating to the protection of life and safety, including, but not limited to circumstances where a tenant threatens another tenant or other person(s) with a firearm or other deadly weapon, or some other unlawful use of a firearm or other deadly weapon on the property, for physically assaulting or placing another person in immediate physical danger on the property, or evictions issued for waste, nuisance or commission of a crime on the property.

6. REFERENCES:

- A. Art. XI, Sec. 11 of the Washington State Constitution
- B. Chapter 7.05 RCW – Local Health Departments
- C. Chapter 7.08 RCW – Combined City-County Health Departments
- D. Chapter 70.26 RCW – Pandemic Influenza Preparedness
- E. RCW 38.52.070 – Emergency Powers
- F. Chapter 8.30 KMC – Emergency Operations Plan
- G. City of Kenmore Comprehensive Emergency Management Plan
- H. Washington Department of Health: doh.wa.gov
- I. Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
- J. *City of Kenmore Proclamation*, dated March 5, 2020
- K. *Proclamation By The Governor Amending Proclamations 20-05, 20-06 and 20-07 - 20-08*, dated March 11, 2020
- L. *Proclamation By The Governor Amending Proclamations 20-05 - 20-25*, dated March 23, 2020
- M. *Proclamation By The Governor Amending Proclamations 20-05 and 20-25 - 20-25.1*,

dated April 2, 2020

- N. Public Health – Seattle & King County, *Local Health Officer Order*, dated March 11, 2020
- O. *CDC’s Recommendations for the next 30 days of Mitigation Strategies for Seattle-King, Pierce, and Snohomish Counties based on current situation with widespread COVID-19 transmission and affected health care facilities*, dated March 11, 2020

7. DURATION: The temporary moratorium imposed in Section 4 of this Rule shall be in full force and effect upon signature of the City Manager, and ratification by the City Council, and shall not expire until 11:59 p.m. on May 4, 2020. Provided, however, the City Manager shall have the authority, in his discretion, to extend the temporary moratorium for additional time periods based on public health necessity.

Dated this ____ day of April, 2020:

Signed _____
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk