



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

**City of Kenmore
City Council Regular Meeting Agenda
7:00 p.m., Monday, April 27, 2020**

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.

Zoom Log In Information:

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/86567496884>

Or iPhone one-tap :

US: +13462487799,,86567496884# or +16699009128,,86567496884#

Or Telephone:

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

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

Webinar ID: 865 6749 6884

International numbers available: <https://us02web.zoom.us/j/86567496884>

There will be two ways to provide citizen comments to the City Council at the meeting. You can email the City Clerk at kchelin@kenmorewa.gov by 5:00 p.m. the day of the meeting and your comments will be read into the record by the Mayor. The second way to participate would be during the public comment portion of the meeting, using the "raise hand" function on Zoom. More instructions on this "raise hand" function will be provided at the meeting. If you have questions on this, please feel free to email City Clerk Kelly Chelin at kchelin@kenmorewa.gov. The 3 minute time limit still applies.

I. CALL MEETING TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. AGENDA APPROVAL

V. CITIZEN COMMENTS

A. There will be two ways to provide citizen comments to the City Council at the

meeting. You can email the City Clerk at kchelin@kenmorewa.gov by 5:00 p.m. the day of the meeting and your comments will be read into the record by the Mayor. The second way to participate would be during the public comment portion of the meeting, using the “raise hand” function on Zoom. More instructions on this “raise hand” function will be provided at the meeting. If you have questions on this, please feel free to email City Clerk Kelly Chelin at kchelin@kenmorewa.gov. The 3 minute time limit still applies.

VI. PRESENTATIONS

- A. City of Kenmore State Government Relations Report 2020 Legislative Session - Shelly Helder and Briahna Murray, Gordon Thomas Honeywell
[Report](#)
[Presentation](#)

VII. CONSENT AGENDA

- A. Total Check #s 44675 through #44750 in the amount of \$476,377.86.
Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated: 3/27/20.
[Checks](#)
- B. City Council Meeting Minutes of February 24, 2020, March 5, 2020, March 16, 2020 and March 23, 2020
[2-24 Minutes](#)
[3-5 Minutes](#)
[3-16 Minutes](#)
[3-23 Minutes](#)
- C. Receive and File the January 2020 Financial Report for the City of Kenmore
[Agenda Item](#)
- D. Receive and File the February 2020 Financial Report for the City of Kenmore
[Agenda Item](#)
- E. Resolution #20-339 Ratifying Proclamation & Issuance of Emergency Rule 20-06.1: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions until June 4, 2020
[Agenda Item](#)
- F. Resolution #20-340 Ratifying the Proclamation & Issuance of Emergency Rule 20-03.2 Temporary Moratorium on Residential Tenant Evictions until June 4, 2020
[Agenda Item](#)

VIII. BUSINESS AGENDA

- A. Police Services Report and North Sound RADAR Update - Brandon Moen, Police Chief and Brooke Buettner, North Sound RADAR Program Manager

[Police Services Report](#)

[Police Services Presentation](#)

[North Sound RADAR Report](#)

[North Sound RADAR Powerpoint](#)

- B. Draft Hazard Mitigation Plan - Bryan Hampson, Development Services Director
[Agenda Item](#)
- C. Ratify Proclamation 20-02.1 – Amendment to Pandemic and Public Health Emergency Response and Recovery - Rob Karlinsey, City Manager
[Agenda Item](#)

IX. STAFF REPORT

- A. Pandemic Budget Impacts - Rob Karlinsey, City Manager
[Memo](#)

X. COUNCILMEMBER REPORTS, COMMENTS & INITIATIVES

XI. ADJOURNMENT



**City of Kenmore
State Government Relations Report
2020 Legislative Session**

Dear City of Kenmore,

It was a pleasure to advocate for Kenmore in Olympia throughout the 2020 legislative session. The 2020 session was the second year of the legislative biennium and, as such, was a short, 60-day session. We are pleased to share that after many months of hard work and late nights that the City of Kenmore was successful in advancing its legislative priorities, including the transfer of \$6 million to the West Sammamish River Bridge project and securing \$200,000 for the Lake WA Loop Trail (Juanita Drive Pedestrian and Bicycle Safety). These successes would not have been possible without an active and supportive legislative delegation: Senator David Frockt, Rep. Gerry Pollet and Rep. Javier Valdez. We encourage the City of Kenmore to express great thanks to the delegation.

Now that session is officially over, attention will turn to the 2020 November election. All members of the House of Representatives and approximately half of the members of the State Senate will face re-election. Democrats will attempt to retain their strong majority in both chambers, while Republicans will attempt to win seats. Given that the 2020 November election is also a presidential election, turnout is anticipated to be higher than usual. The outcome of the November election will also impact redistricting, which occurs every 10 years, and will follow the 2020 elections.

The ever-changing political climate requires adaptive and consistent advocacy. We look forward to working with Kenmore throughout the interim months to continue advancing the city's priorities and preparing for the 2021-22 legislative biennium. There are several items that were included on the City's 2020 legislative agenda that we plan to work on over the interim months, unless directed otherwise: local revenue options for maintenance and preservation of local transportation networks, 61st Avenue sidewalk replacement, and sustainable fiscal structures for cities.

Thank you,

Shelly Helder & Briahna Murray

1201 Pacific Ave, Suite 2100
Tacoma, WA 98401
Phone: (253) 620-6500
Fax: (253) 620-6565

www.gth-gov.com

203 Maryland Ave., NE
Washington, DC 20002
Phone: (202) 544-2681
Fax: (202) 544-5763

Overview of the 2020 Legislative Session

Overview of the 2020 Legislative Session

The 2020 legislative session was the second year of the two-year legislative biennium and was scheduled to be a “short” legislative session lasting sixty days. The primary task of the Legislature in a short session is to develop the supplemental, operating, capital, and transportation budgets, which amend the biennial budgets adopted during the first year of the legislative biennium.

The 2020 Legislature adopted supplemental budgets, approved 386 bills, and still managed to adjourn within the scheduled sixty days at 8:15PM on the 60th and final day of the legislative session. The Legislature adjourned just as the COVID-19 pandemic was beginning to ramp up, and before the Governor’s Stay Home, Stay Healthy Order was issued. While the Legislature has finished its required work for now, there are already rumors that a special session may be needed later this year to make further changes to the budget in response to the COVID-19 pandemic.

Throughout the 2020 legislative session, Democrats continued to hold the majority in both the House of Representatives and the State Senate. The House of Representatives was comprised of 57 Democrats and 41 Republicans and the State Senate was comprised of 27 Democrats and 22 Republicans. These majorities will remain in place throughout any special session(s) until December 31, 2019.

Going into the 2020 session, legislative leadership cautioned that the session would truly be a “short” session and only address issues that are time pressing and supplemental in nature. This did not, however, prevent legislators from introducing a record number of legislative proposals for consideration. Bills introduced in 2019 that did not pass into law continued to be under consideration in 2020. These bills, combined with those introduced in 2020, made for a total of 3,773 bills under consideration during the 2020 legislative session. The Legislature passed 386 of these bills – some of which the Governor later vetoed.

One of the biggest challenges the Legislature faced this session was how best to respond to Initiative-976. Voters approved Initiative-976 in November 2019, reducing car tab fees to \$30 and causing a \$453 million revenue shortfall in the 2019-21 transportation budget. Prior to the beginning of the legislative session, the Governor paused most transportation contracts that were not yet underway in order to provide the Legislature with flexibility in identifying on how best to address the revenue shortfall. To complicate the issue, throughout the legislative session legal challenges to the Initiative languished in the court system remaining unresolved. The 2020 Legislature chose to assume that the Initiative would be upheld and adopted a supplemental transportation budget that addressed the \$453 million revenue shortfall and allowed most projects to proceed forward as scheduled.

Below is a summary of each of the supplemental budgets adopted by the Legislature, including a highlight of those provisions that the Governor subsequently vetoed once it became clear that state revenues would decline significantly as a result of the COVID-19 pandemic.

2020 Supplemental Operating Budget

The 2020 supplemental operating budget adopted by the Legislature was smaller than originally anticipated. The February revenue forecast estimated that there would be \$1.5 billion in additional

revenue for the 2019-21 biennium. Both the House and the Senate developed supplemental budget proposals that spent just over \$1 billion. However, in the final days of the legislative session budget writers reduced the budget from early proposals to proactively prepare for a decline in revenues stemming from the COVID-19 epidemic. The supplemental budget approved by the Legislature included \$961 million in new spending. The Governor vetoed \$235 million of this new spending, to reduce the total amount of new spending in the final 2020 supplemental budget to \$726 million. The operating budget totals \$53.3 billion over the 2019-21 biennium, with \$3 billion in reserves.

The Legislature may be called into a special session to make further budget and policy changes in response to the COVID-19 pandemic. State revenues are expected to decline \$3-4 billion for the 2019-21 biennium. Local government budgets will also need to be revisited to reflect a significant decline in revenue as sales tax and other revenue collections decline and as utility tax and property tax collections are delayed. As the Legislature explores ways to rebalance the state's budget, local governments will need to advocate to prevent reductions from state-shared revenues.

Below are those items in the supplemental operating budget important to local government, including highlights of which items the Governor vetoed:

- o \$200 million to fund public health activities to manage and mitigate the impact of the COVID-19 pandemic.
- o \$160 million for housing and homelessness. This includes increased funding for shelter capacity, construction of affordable housing, housing and essential needs, and permanent supportive housing.
- o A one-time 3% increase for PERS 1 retirees; for local governments that have PERS 1 retirees, this will result in a cost increase at the local level. While the supplemental operating budget provides resources for its own costs, it does not provide additional resources for local governments.
- o Two additional Basic Law Enforcement Academy classes are funded each fiscal year, increasing the number of classes from 19 to 21 per year. 3 classes will be held at the Spokane training center. Resources are provided for the Department of Fish and Wildlife to map and identify fish blocking culverts.
- o A study is funded to develop a statewide medication assisted treatment program in jails.
- o A study is funded to identify how to incorporate a "net ecological gain" standard into the Growth Management Act and Shoreline Management Act.

The Governor vetoed the following provisions relevant to local governments:

- o \$250,000 to fund a joint legislative task force to develop a business plan for a publicly owned depository/state bank.
- o \$350,000 to fund a work group to make recommendations on changes to the Growth Management Act in light of the recent report released by the Ruckelshaus Center.
- o \$10 million of additional funding for the Local Solid Waste Financial Assistance Program.
- o \$75,000 to develop a strategy for future investments in outdoor recreation with a report due November 30, 2020.

The Governor also vetoed the following bills:

- o [House Bill 2634](#), sponsored by Rep. Amy Walen (D-Kirkland), which would have exempted the sale or transfer of real property from real estate excise taxes when sold to a nonprofit entity, housing authority, or public corporation to provide affordable housing.
- o [House Bill 2797](#), sponsored by Rep. June Robinson (D-Everett), would have made amendments to the credit against the state sales tax allocated to local jurisdictions to fund affordable housing (authorized in House Bill 1406 during the 2019 legislative sessions). Notably, it would have extended the amount of time cities would have to impose a qualifying local tax in order to increase the amount of credit received by the City.
- o [House Bill 2919](#), sponsored by Rep. Frank Chopp (D-Seattle), would have required King County to spend a portion of real estate excise tax funds on the maintenance and operations of permanent supportive housing.

2020 Supplemental Capital Budget

The 2019-21 biennial capital budget appropriated roughly \$3.18 billion and left \$70 million for the 2020 supplemental budget. An additional \$19.8 million was realized by adjusting various accounts within the budget, which allowed for a total supplemental capital budget of \$89.9 million. Some highlights of significant investments include:

- \$7.8 million for projects that enhance shelter capacity around the state.
- \$5 million for a new competitive grant program for community and cottage housing.
- \$1 million for preservation of manufactured and mobile home communities.
- \$10 million for the Community Economic Revitalization Board for projects that construct, repair, and acquire local public facilities to encourage business development and expansion in areas seeking economic growth.
- The \$95 million that was previously allocated to the Public Works Assistance Account was maintained, but there was no change made to the ongoing diversions from the Account to the Education Legacy Account.
- \$33.7 million for the Model Toxic Control Account for cleanup projects by local governments.
- Although no additional funding is allocated toward fish barrier removal in the capital budget, the Fish Barrier Removal Board is directed to develop a comprehensive statewide culvert remediation plan that fully satisfies the requirements of the injunction. The plan will include recommendations for nonstate barrier corrections that maximize fish habitat gain and other benefits that will assist in salmon recovery. The plan is due to the Legislature by January 15, 2021.

The Governor signed the supplemental capital budget approved by the Legislature in full.

2020 Supplemental Transportation Budget

The final supplemental transportation budget assumes that Initiative 976 will ultimately be upheld by the Court, resulting in a \$453 million loss of transportation revenue in the 2019-21 biennium. The supplemental budget authorized all project contracts that were put on "pause" prior to the beginning of the legislative session to proceed forward on schedule. To make up for the funding gap, the supplemental budget delays or reduces rail capital projects into the 21-23 biennium, delays WSDOT Public Transportation Program grants in the 21-23 biennium, makes project reductions based on updated information from WSDOT and incorporates savings from other cancelled or closed out projects. All of these are short-term strategies; several transportation accounts have negative ending fund balances in the next biennium. Altogether, there is a \$600 million shortfall for the 21-23 biennium.

The supplemental budget adds spending authority for agency needs that concern safety, security and support. Some of these investments include:

- \$6.0 million to the State Ferries System at WSDOT for training, inspections, and naval architecture support.
- \$2.3 million to the State Patrol to address backlogs of impaired driving case submissions at the state toxicology lab.
- \$13 million to WSDOT for the transition to a new back office system and customer service center for the Tolling Program.

There are a few adjustments within the final budget that both positively and negatively affect local governments:

- \$275 million for state-owned fish passage barrier correction, retaining proviso language to coordinate with Fish Barrier Removal Board on watershed approach. The budget directs WSDOT to consider factors while complying with injunction, including presence of other barriers and directs WSDOT and the Fish Barrier Removal Board to develop a statewide comprehensive plan.
- The Safe Routes to School grant program received a \$7.3 million increase for a total of \$36.5 million over the biennium and the Bicycle and Pedestrian safety grant program received an increase of \$13.3 million for a total of \$38.3 million over the course of the biennium.
- A \$10 million reduction in gas tax distribution to local governments (as a result of declining revenues).

The Governor made minor line-item vetoes to the supplemental transportation budget approved by the Legislature.

2020 November Elections on the Horizon

Now that the 2020 Legislature has concluded its work, attention will begin to shift to the 2020 November elections. All members of the House of Representatives and approximately half the members of the State Senate will need to seek re-election to maintain their position. Several members have announced that they will not seek re-election (listed below). These positions will be filled by new legislators. Official filing week is May 11-15, during this week candidates will formally announce whether they are running.

Representative Sherry Appleton (D-Poulsbo)
 Representative Eric Pettigrew (D-Seattle)
 Representative Christine Kilduff (D-Tacoma)
 Representative Pat Sullivan (D-Covington)
 Representative Gael Tarleton (D-Seattle) – *running for Secretary of State*
 Representative Mike Pelliciotti (D-Federal Way) – *running for State Treasurer*
 Representative Beth Doglio (D-Olympia) – *running for 10th congressional district*
 Representative Chris Gildon (R-Puyallup) – *running for the Senate*
 Representative Bill Jenkin (R-Prosser) – *running for the Senate*
 Representative Norma Smith (R-Langley)
 Representative Richard DeBolt (R-Chehalis)
 Senator Maureen Walsh (R-Walla Walla)
 Senator Randi Becker (R-Enumclaw)
 Senator Hans Zeiger (R-Puyallup) – *running for Pierce County Council position*
 Lt. Governor Cyrus Habib

2021 Redistricting

The U.S. Census is currently underway and is scheduled to be completed by March 31, 2021. Once the census is completed, Washington State will begin the process of redistricting. Redistricting occurs every 10 years and is the process of adjusting the boundary lines of each legislative district to ensure that an equal number of people are in each district. Once the U.S. Census is complete, the Redistricting Commission will be appointed. The commission has five members: two from each of the majority party caucuses (this year, two Democrats and two Republicans), and a non-partisan, non-voting Chair. Each House and Senate caucus leader appoints one voting member to the commission in January 2021.

City of Kenmore Legislative Priorities

Capital Budget Request: Lake Washington Loop Trail - \$1 million

This was the second year the city requested funding for the Juanita Drive Bicycle and Pedestrian Improvements, also known as the Kenmore portion of the Lake Washington Loop Trail. Referencing the fact that these improvements support a recreational trail system opened the door to pursue funding from the state's capital budget. This was key because bicycle and pedestrian improvement projects are typically funded from the state's transportation budget which was facing a \$453 million shortfall due to the passage of I-976. Although the capital budget had more resources than the transportation budget, it was anticipated to be a relatively small supplemental budget given the limitations on bonding capacity. Roughly \$70 million was allocated for the supplemental budget and communities were informed that appropriations, if awarded, would be for emergent needs and limited in size.

Leading up to the 2020 legislative session we scheduled a tour of the project site for Senator David Frock, which gave him the opportunity to visualize the improvements to this stretch of road. We worked with city staff to complete both the House and Senate capital budget request forms and submitted both forms early in the session. In order to be considered, a funding request application must be sponsored by a legislator. Senator David Frock sponsored the city's request in the Senate and Rep. Gerry Pollet sponsored the city's request in the House. Rep. Javier Valdez was also supportive of the request. Throughout the session we touched base with each member of the city's delegation to remind them of the request and keep it top of mind.

When the Senate capital budget was released it included \$200,000 for the Lake Washington Loop Trail project. Although this was less than the requested fund level, the city was fortunate to be included at all, since the majority of funding requests were not granted. The House proposed capital budget did not include any funding for the city's request. We reached out to each member of the city's delegation to encourage them to retain the \$200,000 for the city's request in the final capital budget. The final 2020 supplemental capital budget includes a \$200,000 grant to the City of Kenmore for improvements along the Lake WA Loop Trail! This would not have been possible without the support and advocacy of the 46th legislative delegation; we strongly encourage the city to reach out to each member of the delegation to express the city's appreciation.

Transportation Budget Request: Transfer of \$6 million to West Sammamish River Bridge

When the city was developing the 2020 Legislative Agenda, the highest priority transportation request was \$450,000 for bicycle and pedestrian safety improvements along 68th Avenue. However, the passage

Gordon Thomas Honeywell Governmental Affairs
End of Session Report

of I-976 made the pursuit of additional transportation resources a challenging feat and the bids for the West Sammamish River Bridge replacement came in much higher than anticipated. At the city's direction, we transitioned the transportation budget priority to request a transfer of \$6 million from State Route 522 Improvements to the West Sammamish River Bridge Replacement.

In the 2015 Connecting Washington Package, the City of Kenmore was awarded \$12 million to complete improvements along State Route 522 and \$8 million for replacement of the West Sammamish River Bridge. Of the remaining \$8 million allocated for Improvements along State Route 522, we requested that \$6 million be transferred to the West Sammamish River Bridge project. While it seems like this would be an easy request, when Connecting Washington was established, there were specific rules that were put in place to prevent the transfer of resources from one project to another (to ensure fair distribution of resources throughout the state). Requesting this transfer could have been interpreted as the SR 522 Improvement project not needing the total funding and the \$6 million could have been allocated to another project all together. For this reason, we were strategic in our communication with legislators and staff about this request. We also paired it with an offer to return the \$500,000 to the state that was allocated to the City for a SR 522 Crossing Study. With the changes to the development of the Lakepointe property, the city determined the study would be premature at this time and returning the funding to the state would be a gesture of goodwill.

We primarily worked with Rep. Javier Valdez since he is not only on the House Transportation committee but also sits on the House Transportation Budget Cabinet. We met with House Transportation staff and the Chair of the House Transportation committee, Rep. Jake Fey, to outline the city's request. Rep. Valdez spearheaded this request and when the House Transportation budget proposal was released, it included the transfer of funds. We strategically did not make a similar request in the Senate to avoid drawing attention to the potentially perceived excess of funding. To be expected, the transfer was not reflected in the Senate's budget proposal, but we worked with Senate budget staff to ensure the transfer of funds was retained during budget negotiations. The 2020 supplemental transportation budget eliminates the funding for the 522 crossing study and transfers \$6 million from the 522 Improvements to the West Sammamish River Bridge replacement project.

Kenmore's "Forward Washington" Priorities

In 2019 the Senate Transportation Committee Chair, Senator Steve Hobbs (D-Lake Stevens), developed a transportation revenue package proposal. The proposal did not advance in 2019 and in anticipation of continued discussion, the city identified several priorities to include in the next state transportation revenue package:

- Local Revenue Options for Maintenance and Preservation
- 61st Avenue Sidewalk Replacement
- Reconnecting Kenmore's Downtown to Lake Washington

As anticipated, the discussion continued in the 2020 session and we were able to weigh in on several legislative proposals. The first was the updated version of the Senate Transportation Chairman's proposal. The updated proposal included two options for the state to generate funding for transportation: 1) a carbon fee of \$10 per metric ton for utilities and \$15 per metric ton for other entities, or 2) a cap and invest system which limits greenhouse gas targets and utilizes resulting revenue for transportation purposes. In addition to one of these options, the proposal included a 6-cent gas tax

increase, an assessment on new construction (similar to an impact fee), a fee on for-hire vehicles (including Uber, Lyft, etc.), an automobile parts sales tax, rental car tax, a sales and use tax on bicycles, and several additional increases in existing fees. The proposal would generate \$15 billion in new revenue which, once bonded, would make \$18-19 billion available for transportation investments throughout the state. The proposal also included a breakdown of how the revenue would be spent, including a draft project list. The proposals did not include any local revenue option, so we weighed in through written comment to urge the Legislature to include flexible local tools in the next package.

The second opportunity was through an AWC led effort to advance legislation that would provide cities with more options to increase revenue to fund local transportation projects. Rep. Bill Ramos (D-Issaquah) and Sen. Joe Nguyen (D- White Center) sponsored the House and Senate versions of the bill, respectively. The legislation was developed in direct response to the Joint Transportation Committee study that was released in mid-2019 and estimated the statewide city transportation funding need is \$900 million per year. [House Bill 2362](#), and [Senate Bill 6652](#), would have authorized cities to councilmanically increase the sales tax by up to .04 percent of 1%, impose an additional 2% utility tax (above the current 6% cap), and impose a local 2-cent fuel tax councilmanically, with an additional 2 cents that can be voter-approved. Both bills died prior to fiscal cutoff but the House and Senate held public hearings to begin the discussion of local options that could be included in the next transportation revenue package. The City of Kenmore was signed in support of these bills during both public hearings. The Association advanced legislation this session to elevate the issue in hopes that additional revenue authority for cities can be included as part of an overall transportation package. The public hearings held this session laid the groundwork for these or similar proposals to advance in future legislative sessions.

Sustainable Fiscal Structure for Cities

In the 2019 session Rep. Gerry Pollet introduced [House Bill 2145](#), which would have replaced the 1% cap on annual property tax levy increases, to allow for growth of population and inflation, not to exceed a 3% increase. The bill did not receive a public hearing in the 2019 session and was automatically reintroduced in the 2020 session. It was made clear early in session that 2020 would not be the year for such a change to state policy but that a public hearing for the bill would be possible. Despite many local governments, including the City of Kenmore, and Rep. Pollet asking for a public hearing, the bill was never scheduled.

Buoys on Lake Washington

The City supported Kenmore Air's request for the Department of Natural Resources to be allocated funding to install buoys on Lake Washington to increase public safety for aircraft and boaters. With limited funding in both the transportation and capital budgets this session, this request did not advance.

Kenmore's Policy Statements and Other Local Government Bills

Tax Increment Financing

Local Revitalization Financing

[House Bill 2804](#), sponsored by Rep. Davina Duerr (D-Bothell), was an AWC led priority and would have provided a competitive process for cities, counties and ports to receive a \$1 million award for 20 years to use toward infrastructure that would spur private development. The bill was referred to as a renewal and reform of the Local Revitalization Financing (LRF) program that was authorized by the Legislature in the mid-2000s but is no longer eligible for new awards because the state match is exhausted. The bill was

introduced early in session and had two public hearings in the House Local Government and House Finance committee with panels of local government officials testifying to the value of such a tool. There was no opposition to the bill from stakeholders. The bill did not make it out of the House prior to the House of Origin cutoff, but leadership indicated it was necessary to implement the budget (NTIB) and therefore not subject to cutoff. When the House operating budget was released it referenced House Bill 2804 and the NTIB designation was confirmed. The bill eventually passed the House 94-3 and was referred to the Senate with 3 days remaining in the session. The Senate Ways & Means committee held a public hearing where once again there was strong support from local governments through testimony and electronic sign ins. However, during the executive session when it was scheduled to be voted on, the Chair skipped the bill and it died in committee. In talking with several members of the Ways & Means committee, it was shared that concern over a looming recession in response to the COVID-19 outbreak caused hesitation in supporting a proposal that would have committed the state to \$15 million investment each year for the next 20 years. Although the bill did not pass this year, it provided opportunities to educate legislators on the value of tax increment financing tools and laid a foundation for advancing the legislation in the 2021 session.

Traditional Tax Increment Financing

[House Bill 2778](#) and [House Joint Resolution 4212](#), sponsored by Rep. Pat Sullivan (D-Covington), advance a state constitutional amendment to allow for tax increment financing in Washington State. Article IX Section, 2 of the State Constitution requires that the state tax for common schools be applied exclusively to the support of the common schools. Previous Supreme Court rulings have found that tax increment financing is unconstitutional because it diverts property tax revenues from the common schools. For this reason, introduction of House Bill 2778 was accompanied by HJR 4212 which would have amended the state constitution to allow for tax increment financing. Both proposals had favorable public hearings in the House Finance committee and were voted out of the committee only to die in the House Rules committee. If HJR 4212 had passed both chambers with a 2/3 majority, it would have to be approved by a majority of WA voters. Although this is an ambitious objective, the WA State Constitution has been amended 107 times, so it is not impossible.

Affordable Housing

Councilmanic Authority for Affordable Housing Tax

[House Bill 1590](#), sponsored by Rep. Beth Doglio (D-Olympia), authorizes cities and counties to councilmanically impose a .01 of 1% sales tax increase to fund affordable housing and behavioral health facilities. This authority exists in current law but requires voter approval. Counties will have until September 30th of this year to impose the tax and if they do not or do not impose the full tax, cities may impose the whole or remainder of the sales tax. This bill does not eliminate the option to submit the proposition to a vote of the people. The House approved the bill 52-44, and the Senate approved the bill 27-21. This law takes effect on June 11th.

Changes to Affordable Housing Sales Tax Credit – Vetoed

[HB 2797](#), by [Rep. June Robinson](#) (D- Everett) makes a number of changes to the statute enacted in 2019 through [HB 1406](#) which allowed counties and cities to collect a portion of the state sales tax for affordable housing purposes. HB 2797 extends, until December 31, 2021, the deadline for cities to adopt a qualifying local tax, thus making them eligible to receive the funding. A city that intends to adopt a qualifying local tax to adopt a notice of intent to do so by July 28, 2020. The bill authorizes cities and

counties to use revenues collected from the tax on staffing related to the daily operations of permanent supportive housing. Small cities are authorized to use up to 6 percent of the revenues collected from the tax on administration related to the tax. Counties are prohibited from pledging for repayment of bonds any revenues from the tax collected within cities levying the tax: (1) before July 28, 2020; or (2) before June 30, 2022, within cities that have adopted a notice of intent to authorize a qualifying local tax. The bill was widely supported by local governments and housing advocates and passed the Legislature with mixed votes. However, in the weeks following the adjournment of the legislative session, the fiscal impacts of the COVID-19 pandemic caused Governor Inslee to veto several bills that would impact state revenues, and this was one of them.

Multi-Family Property Tax Exemption – Partial Veto

[House Bill 2620](#), sponsored by [Rep. Amy Walen](#) (D- Kirkland) and [Senate Bill 6411](#), sponsored by [Sen. Mona Das](#) (D- Covington) were the preferred vehicles for the extension of the Multifamily Property Tax Extension program. The bills were an AWC priority and removed the population eligibility threshold, allowing cities under 15,000 to use the program. Stakeholder discord and opposition from key legislators and interest groups, including the Low-Income Housing Alliance, caused both bills to die prior to the first floor cutoff; however, late in session [Rep. Nicole Macri](#) (D-Seattle) introduced [House Bill 2950](#) to continue advancing the program. The bill establishes a formal stakeholder group to try and develop consensus around the use of the MFTE program and includes representation from AWC. The bill also extends any expiring credits until the end of 2021, which was a concern for many cities currently utilizing the program. The bill received widespread support and passed the Legislature. Unfortunately, the Governor line-item vetoed the workgroup section of the bill as a cost savings measure for the state due to the growing COVID-19 pandemic.

Product Stewardship

[House Bill 2360](#), sponsored by Rep. Strom Peterson (D-Edmonds), establishes the sharps waste stewardship program. The bill requires sharps manufacturers that sell sharps or drugs that are usually intended to be injected outside a health care setting into Washington to operate a sharps stewardship program to collect and dispose of sharps from consumers. The city supported this bill, per the policy statement guidance. The bill passed out of the policy committee but died in the fiscal committee.

Prevent Human Trafficking

[House Bill 2316](#), sponsored by Rep. Tina Orwall (D-SeaTac), would have eliminated the \$50 charge to a person who commits prostitution and increased the fee charged to a first time offender found to have patronized a prostitute from \$1,500 to \$2,500. The bill would decrease the amount by which a court can reduce additional fees charged to a person who commits a prostitution or trafficking-related offense. Lastly, it would require an additional 3 percent of fee revenues to be remitted to the Department of Commerce to be used for training through the Office of Crime Victims Advocacy. The city supported this bill through sign it at the public hearing. Although it passed out of the House Public Safety committee unanimously, it died in the House Rules committee.

[House Bill 2320](#), sponsored by Rep. Mari Leavitt (D-University Place) and [Senate Bill 6356](#), sponsored by Sen. Mike Padden (D-Spokane Valley), requires hotels and motels to train all employees on how to recognize human trafficking and what to do in response. The WA State Hospitality Association supported this proposal since many of their members currently provide training to their employees and the training

has proven successful in equipping hospitality workers to identify and respond in human trafficking incidents. The bill passed the House and Senate but in slightly different versions. There was disagreement between the two chambers about the content of the training and the bill died.

[Senate Bill 5164](#), sponsored by Sen. Rebecca Saldana (D-Seattle), provides public assistance to victims of certain crimes, including human trafficking. Beginning February 1, 2022, victims of human trafficking and qualifying family members are eligible for: Food Assistance Programs for Legal Immigrants, State Family Assistance Programs and Medical Care Services. This bill was originally introduced in the 2019 session and was reintroduced this year. The city supported the bill through electronic sign in at each public hearing.

Funding for Indigent Defense

[House Bill 2420](#), sponsored by Rep. Morgan Irwin (R-Milton), would have required the office of public defense to assume all responsibilities for the provision of indigent defense that are currently performed by counties and cities. Despite having bipartisan co-sponsorship, the bill was never scheduled for a public hearing.

Mobile Homes

[House Bill 2610](#), sponsored by Rep. Davina Duerr (D-Bothell), addresses the sale or lease of manufactured/mobile home communities (MHC) and the property on which they sit. The bill requires MHC landlords to provide a written notice of opportunity to purchase an MHC to each tenant, the Department of Commerce, and the Housing Finance Commission within 14 days after the MHC is listed for sale or lease. Qualified tenant organizations have 45 days from receipt of the notice to provide the landlord with a notice of intent to consider purchase. A landlord must wait 90 days after receipt of a notice of intent before accepting an offer to purchase from a person or entity other than a qualified tenant organization or eligible organization. The City of Kenmore supported this bill through electronic sign in. The bill passed the House 51-45 but did not make it out of the Senate.

[House Bill 2657](#), sponsored by Rep. Mia Gregerson (D-SeaTac), and [Senate Bill 6271](#), sponsored by Sen. Mona Das (D-Kent), requires manufactured/mobile home community (MHC) landlords to provide tenants with three years' notice before closure or conversion of the MHC. Landlords are exempt from the three-year closure notice requirement if they establish a process for compensating the tenants for the loss of their homes and compensates the tenants for such loss during the closure period at the market value of the home or \$5,000, whichever is greater. It requires tenants who sell a home within the MHC to provide the buyer with a copy of any closure notice in effect at least 15 days before the intended sale, with a copy to be provided by the landlord at least 7 days before the intended sale. The Senate version of the bill advanced out of the policy committee but died in the Senate Rules committee. The city supported the Senate bill when it had a public hearing. The House bill was never scheduled for a public hearing.

Passenger Only Ferry

[House Bill 2641](#), sponsored by Rep. Jake Fey (D-Tacoma), authorizes cities along the Puget Sound and Lake Washington to provide passenger only ferry service. Cities are required to develop a passenger only ferry investment plan prior to providing service. Cities are authorized to enter into contracts, agreements, and public-private partnerships in order to operate passenger only ferry service. The city

closely monitored this proposal throughout the process. The bill passed both chambers and will go into effect on June 11th.

Bills that Passed the Legislature that Impact Cities

PRS and TRS 1 Increase

[House Bill 1390](#), sponsored by Rep. Mari Leavitt (D-University Place), provide a one time 3% increase to the retirees in the Public Employees' Retirement System and the Teachers' Retirement System Plans 1. The increase is capped at \$62.50 and will go into effect on July 1, 2020. For jurisdictions who have PERS 1 retirees, this will result in a cost increase at the local level. The state provides resources for its own costs but not for local governments. The bill passed both chambers unanimously.

Hosting of Homeless

[House Bill 1754](#), sponsored by Rep. Sharon Tomiko Santos (D-Seattle), preempts how local jurisdictions can regulate religious organizations for hosting homeless either through encampments, indoor shelter, or safe parking. Jurisdictions that have regulations in place prior to the effective date of the bill (June 11, 2020) are grandfathered. The bill passed the Senate 42-7 and passed the House unanimously.

Automated Traffic Safety Cameras

[House Bill 1793](#), sponsored by Rep. Joe Fitzgibbon (D-West Seattle), establishes a pilot program for the use of automated traffic safety cameras on specific streets in the City of Seattle for specific violations which include: stopping at an intersection or crosswalk, public transportation only lane, and stopping or traveling in a restricted lane. A notice of warning without a penalty will be issued through December 21, 2020 after which time the penalty must not exceed \$75. Although this bill is narrowly drafted to apply only to the City of Seattle, Kenmore supported the bill through the process in hopes the policy will eventually be expanded to allow for automated traffic cameras to enforce violators of the high occupancy vehicles only lane. The bill will go into effect on June 11.

Public Records

[House Bill 1888](#), sponsored by Rep. Zack Hudgins (D-Renton), exempts month and year of birth, photographs, and payroll deduction information of public employees and volunteers held in personnel files from public disclosure requirements, but permits the news media to have access to full dates of birth and photographs. The bill passed the House and the Senate and has been delivered to the Governor's Office to be signed into law.

Comprehensive Plan Timeline

[House Bill 2342](#), sponsored by Rep. Joe Fitzgibbon (D-Burien), extends the timeline for comprehensive plan updates by one year so that more comprehensive conversations about the GMA update cycle, climate change, and other issues can be worked on comprehensively over the next year. In addition, Kitsap County jurisdictions are synched up with the other Puget Sound Regional Council jurisdictions. The bill passed the Senate 46-3 and the House 78-18.

Incentivizing Density

[House Bill 2343](#), sponsored by Rep. [Joe Fitzgibbon](#) (D-Burien), expands options for actions cities may take to increase density. The bill is a "sequel" to House Bill 1923, which passed during the 2019 legislative session. House Bill 1923 provided cities with a menu of options to increase density or

prompted cities to complete a housing action plan; this bill expands this list of options and adjusts parking requirements. The cap triggering parking requirements on affordable housing units is changed from transit service 4 times per hour to 2 times per hour. The bill limits parking requirements for multifamily housing located ¼ mile within a transit stop receiving high levels of service. Counties, as well as cities, are authorized to implement parking requirements for multifamily housing if on-street parking is infeasible for the unit. The bill also extends SEPA and GMA appeals from April 1, 2021 to April 1, 2023. AWC supported the bill.

Compost Procurement – Partial Veto

[House Bill 2713](#), sponsored by [Rep. Amy Walen](#) (D- Kirkland), requires state agencies and local governments to use compost products in government-funded projects, subject to certain exceptions. The House amended the bill to encourage local governments that provide residential compost services to enter into a purchasing agreement with their compost processor to buy back finished compost products for use in government projects or on government land. The Governor signed the bill into law with the exception of a pilot program that would have reimbursed farmers who purchase compost from solid waste recycling facilities.

Plastic Bag Ban

[Senate Bill 5323](#), sponsored by Sen. Mona Das (D-Kent), bans single use plastic carry-out bags effective January 1, 2021. The bill was originally introduced in the 2019 session and was heavily negotiated over the interim months to address concerns from stakeholders. One of the major concerns from municipalities was preemption of local authority. Many cities had already established a plastic bag ban, instituting standards for acceptable alternatives and a fee charged to purchase those alternatives. However, one of the primary objectives from retailers was to have a single statewide standard for carryout bags, rather than a patchwork approach from one jurisdiction to another. The final bill preempts local governments from enacting local carryout bag ordinances. Local government carryout bag ordinances enacted as of April 1, 2020 are preempted as of January 1, 2021. If a local ordinance has established pass-through charge of \$0.10, the pass-through charge is not preempted until January 1, 2026. Film plastic bags at least 2.25 mils thick are allowed until December 31, 2025 and thereafter they must be 4 mils thick. The decision to allow thick plastic bags was due to the lack of supply for paper bags and concern that a statewide ban on plastic would result in no available paper bags for retailers to sell to customers. To address this concern, the Department of Ecology is directed to expedite processing permits to expand existing pulp and paper mills for the purpose of manufacturing paper bags. In December 2024 the Department of Commerce is directed to submit a report to the Legislature that addresses the effectiveness of the passthrough charge, the availability and pricing of various types of carryout bags, and the sufficiency of the pass-through charge relative to the cost of authorized bags to retail establishments. In addition, the report must include recommendations for revisions to carryout bag requirements. The bill passed the House 76-29 and the Senate 33-15.

Accessory Dwelling Units

[Senate Bill 6617](#), sponsored by [Sen. Marko Liias](#) (D- Lynnwood), removes the ability for cities to require on-site parking for accessory dwelling units within ¼ mile of a major transit stop receiving service at least every 15 minutes. Cities may implement off-street parking requirements for ADUs in areas that lack access to street parking capacity, physical space impediments, or other parking infeasibilities. Cities are also exempt from this requirement if they have amended or adopted ADU regulations within the last 4

years. New ADU requirements take effect July 1, 2021. AWC led a coalition of municipalities in opposition to legislation dealing with ADU's since the 2019 session. The topic was brought forward by the Sightline Institute, a Seattle-based think tank with a mission of encouraging sustainability who view ADU's as a solution to the affordable housing crisis. The effort was also supported by building interests, which made a potent political force. SB 6617 began as a strict mandate that was strongly opposed by cities. The version that passed is far less onerous than any of the previous iterations and the fact that cities were able to so significantly change the bill is viewed as a major victory.

Kenmore Bill Tracking List

Bills that Passed the Legislature

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
EHB 1390 (SSB 5400)	PERS/TRS 1 benefit increase	Providing a benefit increase to certain retirees of the public employees' retirement system plan 1 and the teachers' retirement system plan 1.	Signed by Gov	Leavitt	
HB 1590	Housing tax/councilmanic	Allowing the local sales and use tax for affordable housing to be imposed by a councilmanic authority.	Signed by Gov	Doglio	
ESHB 1754 (SB 5644)	Homeless hosting/religious	Concerning the hosting of the homeless by religious organizations.	Signed by Gov	Santos	
ESHB 1793 (SSB 5789)	Auto. traffic safety cameras	Establishing additional uses for automated traffic safety cameras for traffic congestion reduction and increased safety.	Signed by Gov	Fitzgibbon	Support
SHB 2343 (SSB 6334)	Urban housing	Concerning urban housing supply.	Signed by Gov	Fitzgibbon	
HB 2641	Passenger-only ferry service	Authorizing cities to provide passenger-only ferry service.	Signed by Gov	Fey	
EHB 2797 (SSB 6631)	Housing/sales & use tax	Concerning the sales and use tax for affordable and supportive housing.	Vetoed	Robinson	
SHB 2950	Housing tax exemption	Addressing affordable housing needs through the multifamily housing tax exemption by providing an extension of the exemption until January 1, 2022, for certain properties currently receiving a twelve-year exemption and by convening a work group.	Partial veto	Macri	
3SSB 5164 (HB 1971)	Public assist./crime victims	Providing public assistance to victims of certain crimes including human trafficking.	Signed by Gov	Saldaña	Support
ESSB 5323 (2SHB 1205)	Plastic bags	Reducing pollution from plastic bags by establishing minimum state standards for the use of bags at retail establishments.	Signed by Gov	Das	Support
ESSB 6617	Accessory dwelling units	Concerning accessory dwelling unit regulation.	Signed by Gov	Lias	

Dead Bills

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
SHB 2186	Vehicle debris escape	Concerning debris escaping from vehicles on public highways.	H Rules R	Kilduff	Support
SHB 2316	Trafficking & prostit. fees	Concerning fees charged to persons who commit trafficking and prostitution offenses.	H Rules R	Orwall	Support
SHB 2320 (SB 6356)	Human trafficking training	Requiring training on human trafficking.	H Rules 3C	Leavitt	Support
HB 2360	Sharps waste stewardship	Establishing the sharps waste stewardship program.	H Approps	Peterson	Support
HB 2362 (SB 6652)	Local transportation revenue	Addressing local transportation revenue options.	H Trans	Ramos	Support
HB 2420	Indigent defense/state	Requiring the office of public defense to assume duties for the provision of trial court indigent defense services.	H Approps	Irwin	Support
HB 2549	Salmon recovery efforts/GMA	Integrating salmon recovery efforts with growth management.	H Env & Energy	Lekanoff	
2SHB 2570	Accessory dwelling units	Managing growth by planning and zoning for accessory dwelling units.	H Rules C	Gregerson	
EHB 2610 (SSB 6230)	Mobile home community sales	Concerning the sale or lease of manufactured/mobile home communities and the property on which they sit.	H Rules 3C	Duerr	Support
SHB 2620 (2SSB 6411)	Multiple-unit dwellings/tax	Expanding the property tax exemption for new and rehabilitated multiple-unit dwellings in urban growth areas.	H Rules C	Walen	
ESHB 2625	Local parks funding options	Concerning local parks funding options.	H Rules 3C	Eslick	Support
ESHB 2629 (SSB 6414)	Utility connection charges	Waiving utility connection charges for certain properties.	H Rules 3C	Walen	
HB 2630 (2SSB 6231)	Accessory dwelling units/tax	Providing a limited property tax exemption for the construction of accessory dwelling units.	H Rules R	Walen	
SHB 2649	Homeless shelter capacity	Concerning homeless shelter capacity.	H Rules C	Ryu	
HB 2657 (SB 6271)	Mobile home closure notices	Extending the closure notice period for manufactured/mobile home communities.	H Civil R & Judi	Gregerson	Support
HB 2778	Community redev. financing	Concerning community redevelopment financing in apportionment districts.	H Rules R	Sullivan	Support
HB 2780 (SSB 6536)	Single-family zones	Creating more housing options in traditionally single-family zones.	H Env & Energy	Macri	
ESHB 2804	Local government infrastrct	Addressing local government infrastructure.	H Rules 3C	Duerr	Support
ESHB 2849	Commerce housing programs	Concerning housing programs administered by the department of commerce.	H Rules 3C	Tharinger	
HB 2886	Local government permitting	Concerning local government permitting and land use decisions.	H Local Govt	Gildon	

SHB 2907 (SB 6669)	County business excise tax	Authorizing counties with populations over two million to impose an excise tax on business.	H Rules R	Macri	
HB 2948 (SB 6692)	Local tax authority/housing	Granting additional and progressive tax authority for counties with populations exceeding two million and cities therein to impose an excise tax on businesses that addresses the affordable housing crisis and reduces homelessness through evidence-based practices that will save lives and improve public safety, while also ensuring certainty and predictability for businesses.	H Finance	Springer	
HJR 4212	Community redevl. financing	Providing for community redevelopment financing in apportionment districts.	H Rules R	Sullivan	Support
SSB 5789 (ESHB 1793)	Auto. traffic safety cameras	Establishing additional uses for automated traffic safety cameras for traffic congestion reduction and increased safety.	S Rules 3	Liias	Support
SB 6271 (HB 2657)	Mobile home closure notices	Extending the closure notice period for manufactured/mobile home communities.	S Rules X	Das	Support
SSB 6302	Home occupant load limits	Prohibiting local governments from limiting the number of unrelated persons occupying a home.	S Rules 3	Rolfes	
SSB 6328	Local infra. investment prg	Creating a local infrastructure investment program to support the development of affordable housing, workforce housing, and revitalization efforts.	S Ways & Means	Warnick	Support
SSB 6334 (SHB 2343)	Urban housing	Concerning urban housing supply.	S Rules X	Salomon	
SB 6335 (HB 2609)	Climate change/GMA	Addressing climate change through growth management.	S Local Governme	Salomon	
SB 6356 (SHB 2320)	Human trafficking training	Requiring training on human trafficking.	S Rules X	Padden	Support
2SSB 6411 (SHB 2620)	Multiple-unit dwellings/tax	Expanding the property tax exemption for new and rehabilitated multiple-unit dwellings in urban growth areas.	S Rules X	Das	
SSB 6414 (ESHB 2629)	Utility connection charges	Waiving utility connection charges for certain properties.	S Rules X	Stanford	Support
SB 6519	Archaeological sites	Requiring protection of archaeological and cultural sites by state agencies, local governments, and all recipients of state revenue.	S State Govt/Tri	McCoy	
SSB 6536 (HB 2780)	Single-family zones	Creating more housing options in traditionally single-family zones.	S Rules X	Das	
SSB 6586	Electric vehicles/per mile	Implementing a per mile charge on electric and hybrid vehicles.	S Rules 2	Saldaña	

SB 6652 (HB 2362)	Local transportation revenue	Addressing local transportation revenue options.	S Transportation	Nguyen	Support
SB 6669 (SHB 2907)	County business excise tax	Authorizing counties with populations over two million to impose an excise tax on business.	S Ways & Means	Keiser	
SB 6680	Affordable housing funding	Providing a local government option for the funding of essential affordable housing programs.	S Housing Stabil	Lovelett	

2020 LEGISLATIVE SESSION END OF SESSION REPORT

CITY OF KENMORE

GORDON THOMAS HONEYWELL GOVERNMENTAL AFFAIRS
SHELLY HELDER & BRIAHNA MURRAY



2020 SESSION OVERVIEW

- Second year of the 2-year legislative biennium
- 60-day short legislative session
- Democrats maintain majority in both chambers
- Focus was on adopting supplemental operating, capital, & transportation budgets
- Bills from 2019 carry over to 2020 and 2,363 additional bills introduced, totaling 3,773 bill considered
- 386 bills passed the legislature
- 24 vetoed in full, 14 partially vetoed



2020 SUPPLEMENTAL OPERATING BUDGET SUMMARY

- State fiscal year/operating budget runs July 1, 2019-June 30, 2021
- Supplemental operating budget amends the budget adopted in 2019
- In February, \$1.5 billion in new revenue forecasted for the 2019-21 biennium
- The supplemental budget adopted by the Legislature was smaller than originally anticipated to prepare for a decline in state revenues caused by COVID-19 epidemic
- However, it still spent \$961 million of \$1.5 billion of new revenue spent.
- The Governor used his veto authority to reduce spending an additional \$235 million.
- Total amount of new spending = \$726 million



2020 SUPPLEMENTAL CAPITAL BUDGET SUMMARY

- Supplemental capital budget amends the budget adopted in 2019
- Approximately \$70 million in bond revenue remaining from 2019
- Additional \$19.8 million identified after adjusting various cash accounts
- Total supplemental capital budget: \$89.9 million
- Priority to fund local projects that had not received funding in 2019



2020 SUPPLEMENTAL TRANSPORTATION BUDGET SUMMARY

- Supplemental transportation budget amends the budget adopted in 2019
- I-976 caused a \$453 million revenue shortfall in the 2019-21 Transportation Budget
- Prior to session, Governor paused all project contracts to give the Legislature with flexibility on how to resolve the revenue shortfall
- The supplemental transportation budget approved by the Legislature allowed all paused project contracts to proceed forward on schedule
- Pushed out projects that were delayed or canceled to balance the 2019-21 budget, but created a long-term revenue shortfall: Future years of Connecting Washington no longer balanced
- Increased pressure to adopt a transportation revenue package



LEGISLATIVE PRIORITIES: OVERVIEW

2019 Legislative Successes

- Twin Springs Park Funding in Capital Budget
- WWRP Funding for Squires Landing and Log Boom Park

2020 Legislative Priorities

- Capital Budget Request: Lake Washington Loop Trail
- Transportation Budget Request: Transfer of \$6 million to West Sammamish River Bridge
- "Forward Washington" Priorities
- Sustainable Fiscal Structure for Cities
- Buoys on Lake Washington



LAKE WASHINGTON LOOP TRAIL

- Kenmore portion of the Lake Washington Loop Trail = Juanita Drive Pedestrian and Bicycle Safety
- Capital budget request of \$1 million in a supplemental budget year
- \$200,000 included in Senate proposed capital budget, \$0 in House proposed budget
- \$200,000 in final supplemental capital budget



TRANSPORTATION BUDGET REQUEST

- Requested a transfer of \$6 million from State Route 522 Improvements to the West Sammamish River Bridge Replacement
- Connecting Washington funded projects prohibited transfer of funds resulting from cost savings
- Transportation budget writers were looking for cost savings due to reduction in revenue from passage of I-976
- Offered to return state funding for over/under crossing of State Route 522
- Final budget allocates an additional \$6 million to West Sammamish River Bridge in 2021-23 biennium



"FORWARD WASHINGTON" PRIORITIES

- Local Revenue Options for Maintenance and Preservation
 - House Bill 2362/ Senate Bill 6672
- The Senate Transportation Committee held a work session on an updated version of the 2019 Forward Washington proposal
 - City of Kenmore submitted written comment to the committee that highlighted the city priorities



MORE LEGISLATIVE PRIORITIES

- Sustainable Fiscal Structure for Cities
 - House Bill 2145, sponsored by Rep. Gerry Pollet
- Buoys on Lake Washington
 - Did not advance this session

POLICY STATEMENTS

- Tax Increment Financing / Local Revitalization Financing
 - House Bill 2778/ House Joint Resolution 4212
 - House Bill 2804
- Affordable Housing
 - **House Bill 1590**
- Mobile Homes
 - House Bill 2610
- Passenger Only Ferry
 - **House Bill 2641**



ADDITIONAL LEGISLATIVE ITEMS

- Potential special session due to COVID-19
- 2020 November Elections and Retirements
- 2021 redistricting after the Census



FINAL COMMENTS

- Please thank the members of the Kenmore legislative delegation – Senator David Frockt, Rep. Gerry Pollet and Rep. Javier Valdez
- Lobbying is a year-round effort - over the interim, we will focus on:
 - Fiscal sustainability for cities
 - Transportation priorities



THANK YOU!

QUESTIONS?

Briahna Murray
(253) 310-5477
bmurray@gth-gov.com

Shelly Helder
(360) 209-3338
shelder@gth-gov.com



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

03/21/2020-04/03/2020

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

Total Check #s 44675 through 44750: \$476,377.86

Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated: 3/27/2020: \$162,313.58

ROK 4-15-20
City Manager / Date

Jaime DaGuzman 4/14/2020
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
AFLAC	44675	03/27/2020	Employee Medical/Disability Plans	359.99
AMERICAN GENERAL LIFE GPO/400S	44676	03/27/2020	Life Insurance	279.92
AWC EMPLOYEE BENEFITS	44677	03/27/2020	Employee Health Insurance	62,628.02
AWC EMPLOYEE BENEFITS	44678	03/27/2020	Void	
DEPARTMENT OF LABOR AND INDUSTRIES	44679	03/27/2020	City of Kenmore	3,444.95
DEPARTMENT OF LABOR AND INDUSTRIES	44680	03/27/2020	Void	-
EMPLOYMENT SECURITY DEPARTMENT	44681	03/27/2020	Paid Family & Medical Leave	1,270.49
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	44682	03/27/2020	City of Kenmore 401a	17,747.56
ICMA RETIREMENT TRUST 457 / 304745	44683	03/27/2020	ICMA 457 Deferred Comp	5,737.70
LINCOLN NATIONAL LIFE INSURANCE	44684	03/27/2020	Life Ins/ADD & LTD	1,176.70
LINCOLN NATIONAL LIFE INSURANCE	44685	03/27/2020	Void	-
NATIONAL LIFE OF VERMONT	44686	03/27/2020	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	44687	03/27/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	44688	03/27/2020	Employee Charitable Contribution	53.00
A+ CONFERENCING	44689	04/03/2020	Conference Calls	296.67
ALCALDE & FAY	44690	04/03/2020	March Government Affairs Consulting	5,018.67
ALPHAGRAPHS	44691	04/03/2020	Business Cards	202.79
BAKER, DAVID	44692	04/03/2020	Lodging, Registration, Mileage Reimbursement	2,579.95
BOTHELL KENMORE CHAMBER OF COMMERCE	44693	04/03/2020	March KBA Support	300.00
CANON FINANCIAL SERVICES, INC.	44694	04/03/2020	March 2nd Floor Copier Lease	265.84
CASCADE PEST CONTROL	44695	04/03/2020	Monthly Rhododendron Park Pest Control	143.00

VII. A. Total Check #s 44675 through #44750 in the amount of \$476,377.86...

COLUMBIA RIDGE LANDFILL	44696	04/03/2020	Street Sweeper Debris Disposal 3/9/20	1,401.78
COMCAST BUSINESS	44697	04/03/2020	3/19-4/18 Hangar Bldg. Cable	137.26
CONTRACT LAND STAFF LLC	44698	04/03/2020	17-C1795 Squire's Landing Land Acquisition	58.75
CONTRACT LAND STAFF LLC	44699	04/03/2020	19-C2077 Feb. PW Facility Property Acquisition	10,011.00
DAILY JOURNAL OF COMMERCE	44700	04/03/2020	Advertising	399.00
FERGUSON ENTERPRISES INC #3011	44701	04/03/2020	SWM Materials	94.33
FOCUS TOOLS & ENGINEERING, INC.	44702	04/03/2020	75% Dep. Rhododendron Park Boathouse Racks	25,050.00
FRONTIER	44703	04/03/2020	3/19-4/18 PW Office Internet	111.98
FRUHLING SAND & TOPSOIL	44704	04/03/2020	Surface Water Waste Materials Dump Fees	139.50
GALLATIN PUBLIC AFFAIRS	44705	04/03/2020	April Media Relations/Marketing Svcs	3,500.00
GLASS MASTERS LLC	44706	04/03/2020	City Hall Interior/Exterior Glass Cleaning	2,395.00
GOVERNMENT FINANCE OFFICERS ASSOC	44707	04/03/2020	4/1/20-4/30/21 Membership Renewal	190.00
GRAINGER	44708	04/03/2020	Fuses for Access Control Panels	20.99
HDR ENGINEERING, INC	44709	04/03/2020	16-C1625 Jan. Juanita Dr. Ped/Bike Project	80,667.54
HEARTH MUSIC	44710	04/03/2020	Summer Concert Booking Agent 1/2 Down	2,050.00
HONEY BUCKET	44711	04/03/2020	Temporary Hand Washing Stations	3,250.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	44712	04/03/2020	Feb. Legal Services	19,999.50
JAYMARC AV	44713	04/03/2020	Town Green Audio/Visual Proj. Retainage	4,948.37
JEFF LUKE PHOTOGRAPHY LLC	44714	04/03/2020	Council Photography	4,525.11
JET CITY PRINTING	44715	04/03/2020	Envelopes	396.00
JOHN BROWN	44716	04/03/2020	RO00006167 Refund Permit Overpayment	56.75
KING COUNTY SHERIFF	44717	04/03/2020	Feb. Town Green & Schoo l District Overtime	10,813.00
KING COUNTY TREASURY	44718	04/03/2020	Property Taxes - 5 Parcels	9,667.22
KPFF CONSULTING ENGINEERS	44719	04/03/2020	Jan. Ped/Bike Proj. Professional Svcs	17,416.64
KPFF CONSULTING ENGINEERS	44720	04/03/2020	Feb. On-Call Engineering Svcs	817.30
KPFF CONSULTING ENGINEERS	44721	04/03/2020	Feb. 68th ave Ped/Bike Project Prof. Svcs	11,315.87
MOTT MACDONALD GROUP, INC.	44722	04/03/2020	Feb. 17-C1656 Squire's Landing Design/Permitting	65,971.73
MOTT MACDONALD GROUP, INC.	44723	04/03/2020	17-C1656 Feb. Log Boom Design/Permit Svcs	21,367.87
NATIONAL BARRICADE CO., LLC	44724	04/03/2020	Temporary Boards - Daylight Savings	489.50
NORTH COAST ELECTRIC COMPANY	44725	04/03/2020	City Hall Light Bulbs	639.32
NORTH LAKE LITTLE LEAGUE	44726	04/03/2020	Field Schedule Refund Due to COVID-19	3,080.00
NORTHLAKE LITTLE LEAGUE	44727	04/03/2020	INV00610 Rental Deposit Refund	250.00
NORTHSHORE FIRE DEPT	44728	04/03/2020	February Fire Marshal Plan Review	60.00
NORTHSHORE SCHOOLS FOUNDATION	44729	04/03/2020	Emergency Management Human Svcs Funding	3,000.00
NORTHSHORE UTILITY DIST	44730	04/03/2020	1/15-3/15 Water/Sewer Charges	1,801.19
OFFICE DEPOT	44731	04/03/2020	Misc. Office Supplies	253.08

VII. A. Total Check #s 44675 through #44750 in the amount of \$476,377.86...

OFFICE DEPOT	44732	04/03/2020	Void	-
PACE ENGINEERS, INC.	44733	04/03/2020	20-C2129 Feb. Engineering Svcs	11,661.25
PHSI PURE HEALTH SOLUTIONS INC.	44734	04/03/2020	City hall Filtered Water Service	101.09
PUGET SOUND ENERGY	44735	04/03/2020	2/13-3/16 Gas/Electricity/Traffic Signals	12,991.92
RED BARN ENGINEERING, INC.	44736	04/03/2020	20-C2128 2/17-2/28/20 Engineering Svcs	3,184.25
RED BARN ENGINEERING, INC.	44737	04/03/2020	20-C2128 3/2-3/13 Engineering Svcs	2,934.75
REID, JAMES FALCONER	44738	04/03/2020	Financial Sustainability Task Force Svcs	2,835.00
SEATTLE TIMES	44739	04/03/2020	Ad for TBD Annual Report	127.11
SHANNON & WILSON, INC.	44740	04/03/2020	18-C1850 SMP & 19-C2122 Special Counsel	1,822.45
SMS CLEANING, INC.	44741	04/03/2020	March City Hall & Hangar Janitorial Svcs	6,495.00
STAPLES ADVANTAGE	44742	04/03/2020	Maintenance Supplies	57.82
T MOBILE USA, INC.	44743	04/03/2020	2/13-3/12 Cell Phones/Internet	852.25
U.S. BANK PURCHASE CARDS	44744	04/03/2020	Purchases through 3/15/20	9,693.09
U.S. BANK PURCHASE CARDS	44745	04/03/2020	Void	-
U.S. BANK PURCHASE CARDS	44746	04/03/2020	Void	-
U.S. BANK PURCHASE CARDS	44747	04/03/2020	Void	-
WA STATE DEPT OF TRANSPORTATION	44748	04/03/2020	68th/175th & 181st Signal Maintenance	379.04
WILLIAMS, KASTNER & GIBBS PLLC	44749	04/03/2020	Feb. El-Sharawy Special Counsel	6,358.84
IRIS WINDOW COVERINGS	44750	04/03/2020	Hangar Building Motorized Shade	8,635.00
DRS 457	DFT0000643	03/27/2020	DRS 457 Deferred Comp	1,908.91
AVIDIA HEALTH	DFT0000645	03/27/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000646-51	03/27/2020	Public Employees Retirement	31,736.74
NAVIA	DFT0000652	03/27/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000653	03/27/2020	Federal Taxes	18,599.71
PAYROLL	Electronic Dep.	03/27/2020	Direct Deposit	109,552.07
TOTAL				<u>\$ 638,691.44</u>

VII. A. Total Check #s 44675 through #44750 in the amount of \$476,377.86...



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 04/03/2020

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	3,557.53
0037	BASTYR UNIVERSITY	351.45
0054	BULGER SAFE & LOCK, INC.	54.50
0064	CASCADE PEST CONTROL	429.00
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	865.20
0111	DEPARTMENT OF ECOLOGY	18,077.85
0121	REPUBLIC SERVICES	3,211.80
0130	EMPLOYMENT SECURITY DEPARTMENT	4,343.09
0137	FERGUSON ENTERPRISES INC #3011	1,322.83
0145	FRUHLING SAND & TOPSOIL	1,296.67
0151	CALPORTLAND COMPANY	783.49
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	522.62
0174	HOPELINK	10,000.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	58,263.11
0197	JET CITY PRINTING	820.60
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	23,397.56
0235	KING COUNTY TREASURY	9,667.22
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	1,320.00
0286	NORTHSHORE SCHOOL DISTRICT	95,157.00
0287	NORTHSHORE SENIOR CENTER	8,400.00
0288	NORTHSHORE UTILITY DIST	18,316.32
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	4,167.95
0300	OFFICE DEPOT	2,883.93
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	46,719.00
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	1,196.93
0355	STAPLES ADVANTAGE	6,580.26
0357	STEWART MACNICHOLS HARMELL, INC.	15,000.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 04/03/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	19,586.35
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	1,961.79
0405	WASHINGTON STATE OFFICE CASH MGMT	483.00
0412	COLUMBIA RIDGE LANDFILL	10,805.81
0424	ICMA RETIREMENT TRUST 457 / 304745	40,322.83
0425	DRS 457	13,357.09
0426	AFLAC	1,079.98
0428	BANK OF AMERICA 941	125,556.28
0429	AWC EMPLOYEE BENEFITS	185,797.76
0431	DEPARTMENT OF RETIREMENT SYSTEMS	218,719.69
0432	DEPARTMENT OF LABOR AND INDUSTRIES	11,221.89
0434	UNITED WAY OF KING COUNTY	371.00
0436	NATIONAL LIFE OF VERMONT	369.51
0448	UPS STORE KENMORE	13.44
0450	AURORA RENTS	2,356.89
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0685	PACE ENGINEERS, INC.	22,764.00
0690	BUILDERS EXCHANGE OF WASHINGTON INC	369.60
0692	HDR ENGINEERING, INC	140,713.68
0696	AMERICAN GENERAL LIFE GPO/400S	839.76
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	1,916.42
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0858	A+ CONFERENCING	434.50
0868	JAYMARC AV	4,948.37
0869	BANNER BANK JGORDON	50.00
0892	JACOBS ENGINEERING GROUP	17,252.24
0899	SHRED IT USA LLC	167.26
0912	ALCALDE & FAY	15,056.01
0913	KENMORE ELEMENTARY PTA	1,250.00
0981	COMCAST BUSINESS	1,108.20
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.	303.27
1116	FRONTIER	2,575.52
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	1,925.00
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	7,047.24

Vendor Purchasing Report

For Date Range 01/01/2020 - 04/03/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1293	THE WATERSHED COMPANY	9,287.50
1299	VERIZON WIRELESS	789.81
1309	BANNER BANK BAKER	4,355.84
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2,700.00
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	13,468.16
1358	ALPHAGRAPHICS	468.15
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	4,063.73
1581	STARDOM SERVICES, INC.	1,110.00
1606	GALLATIN PUBLIC AFFAIRS	15,064.25
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	75,884.16
1689	MOTT MACDONALD GROUP, INC.	254,839.62
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	7,717.50
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	9,413.05
1828	QUALITY BUSINESS SYSTEMS./ WELLS FARGO	2,026.59
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	700.00
1884	CADMAN MATERIALS, INC.	47.50
1885	NATIONAL BARRICADE CO., LLC	489.50
1889	WILLIAMS, KASTNER & GIBBS PLLC	31,994.87
1892	HEARTH MUSIC	2,050.00
1901	NORTH COAST ELECTRIC COMPANY	1,837.55
1908	VAUGHAN, KENT	400.00
1914	MCNAMARA SIGNS	1,420.29
1927	GAMETIME	981.73
1930	T MOBILE USA, INC.	2,229.85
1945	GLASS MASTERS LLC	3,445.00
1960	WALTER E. NELSON CO.	408.87
1964	EARTHWORKS	9,445.10
1970	CROSSROAD SIGN	385.00
1980	HRA VEBA TRUST	18,182.55
1985	CONTRACT LAND STAFF LLC	18,074.49
1991	WASHINGTON STATE TREASURER	6,290.28
1993	HYAS GROUP, LLC	3,750.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00

VII. A. Total Check #s 44675 through #44750 in the amount of \$476,377.86...

Vendor Purchasing Report

For Date Range 01/01/2020 - 04/03/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2004	RED BARN ENGINEERING, INC.	18,181.50
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.	19,485.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2081	SHANNON & WILSON, INC.	11,833.35
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	121,112.15
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.	797.52
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	30,683.55
2259	MINUTEMAN PRESS	9,941.08
2268	IRIS WINDOW COVERINGS	8,635.00
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	PIXEYES 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

Vendor Purchasing Report

For Date Range 01/01/2020 - 04/03/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	4,000.00
2354	ALLAN WEBB NISSAN	62,542.46
2355	BUREAU VERITAS	9,900.00
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
2380	JOHN BROWN	56.75
2381	NORTHLAKE LITTLE LEAGUE	250.00
2382	FOCUS TOOLS & ENGINEERING, INC.	25,050.00
2383	NORTH LAKE LITTLE LEAGUE	3,080.00
Vendor Set Vendor Set 01 Total:		3,728,539.86

VII. A. Total Check #s 44675 through #44750 in the amount of \$476,377.86...

**City of Kenmore
City Council Regular Meeting
Minutes
February 24, 2020**

CALL TO ORDER - Mayor David Baker called the meeting to order at 6:00 p.m.

ROLL CALL

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

RECESS TO EXECUTIVE SESSION

The meeting recessed to executive session at 6:00 p.m. to discuss Potential Litigation per RCW 42.30.110(1)(i) and Property Acquisition per RCW 42.30.110(1)(b) for 1 hour.

At 7:00 p.m., the executive session was extended until 7:05 p.m.

RECONVENE TO REGULAR SESSION

The meeting reconvened to regular session at 7:05 p.m.

7:05 p.m. - CALL REGULAR MEETING TO ORDER

FLAG SALUTE

AGENDA APPROVAL

The ARCH presentation was moved and combined with Item A on the Business Agenda.

PRESENTATIONS

NEMCO Update - Bryan Hampson, Development Services Director and Carl Lunak,
NEMCO

PROCLAMATION

Black History Month - February, 2020
Women's History Month, March, 2020

City of Kenmore - City Council Meeting Minutes
February 24, 2020

CITIZEN COMMENTS

Elizabeth Mooney
5934 NE 202nd Street
Kenmore, Washington 98028

Ms. Mooney thanked the Council for protecting St. Edward ballfield.

Sara Solum Hayashi
14615 81st Avenue NE
Kenmore, Washington 98028

Ms. Hayashi thanked the Council for honoring Black History Month.

John Hendrickson
5919 NE 202nd Lane
Kenmore, Washington 98028

Mr. Hendrickson spoke about the North Lake Little League and the St. Edward ballfield.

Karen Prince
15122 65th Avenue NE
Kenmore, Washington 98028

Ms. Prince thanked the Council for the decision on St. Edward ballfield.

CONSENT AGENDA

MOTION: Councilmember Curtis made a motion to approve the consent agenda, Mayor Baker seconded the motion. The motion passed unanimously.

The consent agenda included the following items:

Total Check #s 44300 through 44392 in the amount of \$561,801.12.
Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic
Deposits Dated: 1/31/2020 in the Amount of 4159,959.42.
Payroll Check #10154 dated 1/31/2020 in the Amount of \$125.82.

Approve Council Meeting Minutes of January 13 and January 21, 2020

Adopt Ordinances 20-0505 and 20-0506 Amending the City's Shoreline Master Program

City of Kenmore - City Council Meeting Minutes
February 24, 2020

Authorize the City Manager to Execute Contract 20-C2138 with Puget Sound Energy for Juanita Drive NE Street Lighting Upgrades

Authorize the City Manager to Execute Contract 20-C2140 with Sound Transit to Accept Grant Funds for Juanita Pedestrian and Bike Safety Improvement Project

Approve Resolution 20-334 to Adopt the Final PROS Plan

BUSINESS AGENDA

Resolution No. 20-335 Authorizing the Duly Authorized Administrative Agency for a Regional Coalition for Housing (ARCH) to Execute All Documents Necessary to Fund Housing Projects Recommended by the ARCH Executive Board - Nancy Ousley, Assistant City Manager

Assistant City Manager Ousley explained that pursuant to the Amended and Restated Interlocal Agreement with ARCH, which was approved by the Kenmore City Council in 2010 (Contract No. 10-C866), the City of Bellevue keeps in trust and administers the accumulated funds annually set aside for the Housing Trust Fund by the City of Kenmore.

The ARCH Executive Board Fall 2019 Housing Trust Fund recommendation includes funding for seven projects, for a total of \$5,001,000, using member jurisdiction funds directed to the ARCH Housing Trust Fund (\$4,251,000) and Community Development Block Grant funds (\$750,000). The actual funding amount for the projects will depend on final action by the member jurisdiction City Councils. The requested funding contribution from the City of Kenmore's Trust Fund contributions is \$65,050 for five projects: Congregations For the Homeless Men's Shelter (\$7,980); Community Homes Adult Family Home 8 (\$2,400) and Shared Living 1 (\$1,600); Horizon Housing/Inland Together Center Redevelopment (\$43,890); and Inland Polaris at Eastgate (\$9,180).

Staff recommends Council approval of Resolution No. 20- 335, providing authorization for the duly appointed administering agency (City of Bellevue) to execute all documents necessary to enter into agreements for the funding of an affordable housing projects in the amount of \$65,050 as recommended by the ARCH Executive Board, utilizing funds from the City's Housing Trust Fund contributions.

This action has no budgetary impact as the funds have already been budgeted and contributed. The City's Housing Trust Fund uncommitted cash balance at the end of 2019 is \$96,986. Note that this does not count the 2020 contribution of \$40,000.

City of Kenmore - City Council Meeting Minutes
February 24, 2020

MOTION: Deputy Mayor Herbig make a motion to approve Resolution 20-335 Authorizing the Duly Authorized Administrative Agency for a Regional Coalition for Housing (ARCH) to Execute All Documents Necessary to Fund Housing Projects Recommended by the ARCH Executive Board, Councilmember Pfeil seconded the motion. The motion passed unanimously.

Discussion and Direction on Accessory Dwelling Units - Debbie Bent, Community Development Director

Director Bent explained that on January 13, the Planning Commission presented their recommendations on possible amendments to the City's existing accessory dwelling unit (ADU) code. At that meeting, the Council raised several issues/questions. Additional information on these issues/questions is provided below.

Issues raised by the Council included:

- Owner occupancy requirement
- Parking
- Allowable number of ADUs
- Smallest lot size for a detached ADU
- Attached ADU size limit
- ADU height
- Door locations

Policy direction is needed on these issues.

Questions raised by Council:

- What are other jurisdictions doing with ADUs, particularly around owner occupancy?
Response: See Attachment 4 for a chart summarizing ADU requirements from other jurisdictions.
- Has widespread developer-initiated conversion to duplex/triplex happened if there is no owner occupancy requirement?
Response: See Attachment 5 for information from Portland. No local information is available.
- Are utility fees impacted if there is no owner occupancy of one of the units?
Response: Initial contacts with the Northshore Utility District (NUD), made last year, did not identify any special standards related to owner-occupancy. The Building Code, however, does treat attached ADU projects differently if there is no owner occupancy. (Detached ADUs are not affected.) With the owner-occupancy requirement in effect, an attached ADU can be granted single-family dwelling status

City of Kenmore - City Council Meeting Minutes
February 24, 2020

as opposed to two-family dwelling status. The main difference between the single-family and two-family dwelling unit codes is that of fire separation requirements. The two-family building code requires a fire separation rating of 1 hr. "Dwelling units in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire-resistance rating..." This rating corresponds to the fire-resistance of the materials separating the two units. The fire-resistance rating required by the single-family building code is 1/2 hr. The Building Plans Examiner gave a rough ballpark estimate that the cost markup from single- to two-family building code may vary from \$5,000 to \$8,000 depending on the square footage of the unit. The Examiner also noted that enforcement of owner-occupancy to establish qualification for the two-family exemption will be difficult if the owner-occupancy mandate is revoked. Presently, the City requires that an owner-occupancy affidavit be filed and this is also used as Building Code verification.

- How is the tree canopy preserved if a detached ADU is allowed?
Response: The Municipal Code presently contains an allowance for removing up to 2 trees per year on a single-family lot up to 10,000 sq.ft. The number of trees that can be removed gradually increases as lot size increases over 10,000 sq.ft. According to Development Services, these tree removal requirements would apply if an ADU were proposed on a lot containing a single-family residence.
- If there is no owner occupancy requirement, should the impact fee exemption for ADUs be reconsidered?
Response: Eliminating the impact fee exemption would increase the cost of building an ADU and potentially reduce the affordability of the unit.
- If there is no owner occupancy requirement, should the City require the hiring of a property manager for an ADU?
Response: In no other circumstance does the City require the hiring of a property manager for a rental property. The decision of whether or not a property manager is needed is left to the discretion of the property owner.

Next Steps

Once the City Council provides direction to staff on policy approaches, the amendments will be finalized. Depending on the significance of any proposed changes, it may be necessary for the City Council to hold a public hearing.

The Council may also wish to provide direction on the four non-regulatory approaches discussed by the Planning Commission:

- Preapproved plans and expedited permit processing
- Educational Efforts
- Amnesty Program
- Lending & Financial Assistance Options

If a majority of the Council is interested in entertaining any of these approaches, staff would prepare information on feasibility and a recommendation for each.

City of Kenmore - City Council Meeting Minutes
February 24, 2020

ADUs are smaller dwelling units placed on the same lot as a preexisting single-family residence. The City's current regulations, which have been in place since incorporation in 1998, allow both attached and detached ADUs in the City, although detached ADUs are not permitted on lots smaller than 10,000 sq.ft. in size. Attached ADUs are those that are located inside the primary residence—for example, in a converted basement. Detached ADUs (sometimes called DADUs) are separate structures from the main house—sometimes built over a garage, in other cases as standalone structures.

MOTION: Councilmember Curtis made a motion that after occupancy, the ADU does not need to be owner occupied, Deputy Mayor Herbig seconded the motion. The motion failed 3-4 with Councilmember Pfeil, Councilmember Marshall, Mayor Baker and Councilmember OCain voting no.

MOTION: Councilmember O'Cain made a motion to reconsider that motion, Deputy Mayor Herbig seconded the motion. The motion passed 4-3-0 with Councilmember Marshall, Mayor Baker and Councilmember Pfeil voting no.

CALL FOR QUESTION: Motion passed 4-0 with Councilmember Marshall, Mayor Baker and Councilmember Pfeil voting no.

RECONSIDER MOTION: Councilmember Curtis made a motion to require owner occupancy when permit is applied for but not rented, Councilmember O'Cain seconded the motion. The motion passed 4-3-0 with Councilmember Marshall, Mayor Baker and Councilmember Pfeil voting no.

MOTION: Deputy Mayor Herbig made a motion to accept the Planning Commission's recommendation on lot size, Councilmember O'Cain seconded the motion. The motion failed 2-5 with Councilmember Pfeil, Councilmember Curtis, Councilmember Srebnik and Mayor Baker voting no.

MOTION: Councilmember Curtis made a motion to have 1 primary, 1 ADU (5,000 sq. feet to 7,999 sq. feet) and 1 primary and 2 ADUs for over 8,000 sq. feet, Councilmember Srebnik seconded the motion. The motion passed 6-1-0 with Councilmember Marshall voting no.

MOTION: Councilmember Srebnik made a motion for detached ADUs to go with the Planning Commission

City of Kenmore - City Council Meeting Minutes
February 24, 2020

recommendation but expanding to 2 if they are both attached or 1 of each, Councilmember Curtis seconded the motion. The motion passed 5-2-0 with Councilmember Marshall and Mayor Baker voting no.

MOTION: Councilmember Curtis made a motion to not require extra parking for ADU, Deputy Mayor Herbig seconded the motion. The motion passed 4-3-0 with Councilmember Curtis, Mayor Baker and Councilmember Srebnik voting no.

MOTION: Councilmember Srebnik made a motion to accept the Planning Commission recommendation of 1000 square feet size limit for both attached and detached, Councilmember O’Cain seconded the motion. The motion passed 5-2-0 with Councilmember Curtis and Mayor Baker voting no.

AMENDMENT TO MOTION: Councilmember Curtis made an amendment to the motion to include without being asked for permission, Councilmember O’Cain seconded the motion. The motion passed 6-0 with Councilmember Marshall voting no.

MOTION: Deputy Mayor Herbig made a motion for detached ADUs to be 10% of the lot size under 6000 square feet detached up to 600 square feet, Councilmember Srebnik seconded the motion.

AMENDMENT MOTION: Councilmember Curtis made an amendment to the motion of max up to 50% of the original residential primary structure, Deputy Mayor Herbig seconded the motion.

2nd AMENDMENT MOTION: Deputy Mayor Herbig made an amendment to the motion up to 1500 square feet, Councilmember Curtis seconded the motion.

MOTION AS AMENDED: Motion passed 5-2-0 with Councilmember Marshall and Mayor Baker voting no.

MOTION: Councilmember O’Cain made a motion to table the size limits to the March 16 Council Meeting, Deputy Mayor Herbig seconded the motion. The motion passed 4-2-1 with Mayor Baker and Councilmember Curtis voting no and Councilmember Marshall abstaining.

City of Kenmore - City Council Meeting Minutes
February 24, 2020

Note: Councilmember Srebnik left the meeting at 9:58 p.m.

MOTION: Councilmember Curtis made a motion to go with the Planning Commission recommendation on height of ADU, Mayor Baker seconded the motion. The motion passed 4-2-0 with Councilmember Pfeil and Deputy Mayor Herbig voting no.

MOTION: Councilmember Marshall made a motion to go with the Planning Commission recommendation on doors, There was no second. The motion died to lack of second.

MOTION: Councilmember O’Cain made a motion to remove the door replacement requirement, Councilmember Pfeil seconded the motion. The motion passed 4-2 with Councilmember Marshall and Mayor Baker voting no.

Ordinance No. 20-0507 Relating to a Non-Exclusive Cable Television Franchise Agreement Approved by Ordinance No. 08-0282, Approving Transfer of Control From Franchisee Frontier Communications Northwest, Inc. to Northwest Fiber LLC, and Authorizing the City Manager to Execute a Transfer Control Agreement and Cable Franchise Settlement and Extension Agreement - Nancy Ousley, Assistant City Manager

Assistant City Manager Ousley explained that the proposed Ordinance approves the transfer of a Cable Television Franchise from Frontier Communications Northwest to Northwest Fiber LLC, which is based in Kirkland, WA. Pursuant to federal law, cable Franchisors such as the City must approve the transfer of control of a franchise within 120 days of receiving notice that such a transfer might occur; if no action is taken, the transfer is deemed approved. FCC rules also state that the City has 30 days from the date the notice (Form 394) is received to provide notice if the Form 394 is incomplete. After the City received the notice on July 22, 2019, an initial review concluded that the Form 394 was incomplete, and the City’s notice of incompleteness was sent to Northwest Fiber on August 20, 2019, which put the 120 day review on hold. Additional information was subsequently provided. Since that time the City, Northwest Fiber and Frontier Communications Northwest have agreed to two extensions of the review period in order to complete a settlement agreement. The current extension expires February 28, 2020. Northwest Fiber LLC is purchasing Frontier’s operations in Washington, Oregon, Idaho and Montana.

Special Counsel Gail Karish of Best Best and Krieger has assisted the City in the transfer process. Front Range Consulting reviewed the financial qualifications of Northwest Fiber, LLC to perform under the current franchise agreement. The City shared the cost of the Special Counsel and financial review with the City of Kirkland and Mount Hood Cable Regulatory Commission, a consortium of cities in the Portland, OR metropolitan area.

City of Kenmore - City Council Meeting Minutes
February 24, 2020

This cable franchise was initially granted to Verizon in 2008, and the transfer to Frontier Communications was approved by the City Council in 2009. Verizon had deployed fiber to the premises in the north side of the city and pursued a cable television franchise to offer that service on the platform. The Franchise Agreement requires that the Franchisee provide cable television service to the entire city by August 2011. That requirement has not been met and has resulted in the City imposing liquidated damages on two occasions. The current Franchise Agreement expires in August, 2020.

The Settlement and Extension Agreement has the following provisions:

- The current Franchise Agreement is extended by one year, to August 2021. This will allow the new Franchisee to assess the conditions and existing infrastructure in the City. The Franchise requirement to offer service in the entire City will be set aside during the one year extension period.
- Frontier will pay \$45,000 in Liquidated Damages for non compliance and an additional \$15,000
- Frontier will pay the City \$111,504 related to a construction delay claim involving the NE 192nd Street Culvert Project

The Transfer of Control Agreement features the following points:

- Obligations of the original Franchise Agreement remain in effect (aside from the one year extension terms of the Settlement and Extension Agreement noted above)
- Performance bond requirement
- Franchisee will reimburse the City for reasonable costs of the franchise transfer review, a maximum of \$25,000
- The City's authority to regulate the use of public right of way for purposes other than cable service is not affected by this agreement.

The Washington Utilities and Transportation Commission is reviewing a proposed Settlement Agreement between Frontier Communications Northwest, Northwest Fiber, LLC and Wave Division Capital and Commission telecommunications staff related to the sale; the Commission is expected to issue a ruling by early March 2020. The City provided written comments to the Commission in conjunction with a Public Hearing in January 2020.

MOTION: Councilmember Pfeil made a motion to approve Ordinance No. 20-0507 Relating to a Non-Exclusive Cable Television Franchise Agreement Approved by Ordinance No. 08-0282, Approving Transfer of Control From Franchisee Frontier Communications Northwest, Inc. to Northwest Fiber LLC, and Authorizing the City Manager to Execute a Transfer Control Agreement and Cable Franchise Settlement and Extension Agreement, Councilmember Pfeil seconded the motion. The motion passed unanimously.

City of Kenmore - City Council Meeting Minutes
February 24, 2020

ADJOURNMENT

The meeting was adjourned at approximately 10:11 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
March 5, 2020**

CALL TO ORDER - Mayor David Baker called the meeting to order at 7:00 p.m.

ROLL CALL

Mayor David Baker (on the phone)
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik (on the phone)
Councilmember Corina Pfeil
Councilmember Melanie O’Cain (on the phone)

FLAG SALUTE

AGENDA APPROVAL

The agenda was approved with no changes.

CITIZEN COMMENTS

Joe Reed
15507 65th Place NE
Kenmore, Washington 98028

Mr. Reed stated he is with the Inglemoor Booster Club and encouraged the Council to approve the Rhododendron Boathouse.

Dennis Mendry
6410 NE 182nd Street
Kenmore, Washington 98028

Mr. Mendy spoke in favor of the Rhododendron Boathouse and raised a few questions about parking.

Pam Marshall
14699 128th Avenue NE
Woodinville, Washington 98072

City of Kenmore - City Council Meeting Minutes
March 5, 2020

Ms. Marshall spoke in favor of the Rhododendron Boathouse.

CONSENT AGENDA

MOTION: Councilmember Marshall made a motion to pull item C: Approve January 10-11, 2020 City Council Retreat Report, Including City Council Priorities to the March 16, 2020 Council Meeting, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

MOTION: Councilmember Marshall made a motion to approve the consent agenda as modified, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

The consent agenda items included the following:

Total Checks #44393 through #44464 in the amount of \$459,721.03.

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 2/14/20 in the amount of \$155,415.62.

Payroll Check #10155 dated 2/14/20 in the amount of \$352.26.

Cancel the March 9, 2020 Regular Council Meeting

Authorize the City Manager to Execute an Interlocal Agreement with Marysville for the Rental of Outdoor Video Services for Movies at the Square Event Series

Authorize the City Manager to Execute Contract 20-C2137 with Puget Sound Energy for 68th Avenue NE for Pedestrian and Bicycle Safety Improvements Project

Authorize the City Manager to Execute Contract 16-C1625 Amendment No. 4 with HDR for Juanita Pedestrian and Bicycle Safety Improvements

Authorize the City Manager to Execute an Agreement with the Washington State Patrol for the West Sammamish Bridge

BUSINESS AGENDA

Emergency Proclamation - Rob Karlinsey, City Manager

City Manager Karlinsey explained that given the ongoing outbreak of the Novel Corona Virus COVID-19 in our area, he recommends that the City Council approve a policy in order to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the

City of Kenmore - City Council Meeting Minutes
March 5, 2020

operations of the City of Kenmore and/or pose a risk to the health or safety of staff and the community at large.

MOTION: Councilmember Curtis made a motion to ratify the proclamation, Councilmember Srebnik seconded the motion. The motion passed unanimously.

Pandemic and Public Health Emergency Response and Recovery Policy and Procedures - Rob Karlinsey, City Manager

MOTION: Councilmember Pfeil made a motion to approve the Pandemic and Public Health Emergency Response and Recovery Policy and Procedures, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

Direction on Rhododendron Park Boathouse Bid Award - Debbie Bent, Community Development Director

Director Bent explained that staff is seeking Council direction on how to proceed with the bids received 2/6/20 for the Rhododendron Boathouse project. The deadline for awarding a bid is 4/6/20. If Council direction is to proceed with a bid award, and based on Council direction on options, then staff would bring back a request for Council authorization to award a bid at the 3/16/20 Council meeting.

On 10/7/19, Council direction was to solicit bids for two boathouse construction options. The two options along with construction cost estimates and budget estimates were presented to Council. Construction Alternate 1 for the site work, foundation and building shell only (i.e. no mezzanine level, balcony area, stairs, lift, interior restroom, or boatracks) with a total construction cost estimate of \$774,565.00. The base bid for the full boathouse, including all elements, with a construction cost estimate of \$887,425.00.

At the 10/7/19 Council meeting, staff noted the budget shortfall was estimated at \$85,965. Council direction was to not allocate any additional city funds but to fund the shortfall from non-city funds such as non-profit fundraising or other private funding source. A fundraising committee has been formed and has initiated a campaign to raise \$100,000. To date, the committee has secured \$50,000 in matching funds from the George Pocock Rowing Foundation and is working on other potential funding sources and donors. The committee estimates that a \$100,000 could be raised by year end.

Bids were received for the Rhododendron Boathouse project on February 6th. Every bid received was higher than the project's construction budget. The apparent low bidder (GenCap Construction) for the project bid a total of \$1,195,826 for the full boathouse construction (~\$400,000 above project budget) and \$937,089 (~\$250,000 above) for the

City of Kenmore - City Council Meeting Minutes
March 5, 2020

alternate, building shell option. Staff may be able to reduce construction management costs by up to \$55,000 by combining management services with the concurrent West Sammamish Bridge construction project.

Staff is seeking council direction on options.

- 1) Should the Council move forward with the project and award a bid?
 - a. If Council direction is to not award a bid and reject all bids, there are pros and cons to consider. The Shoreline permit for the project expires on 4/28/21. For construction to be completed by the April permit deadline, the project would need to be rebid immediately and so there is unlikely to be any cost savings or lower bids. Therefore, a new shoreline permit would have to be obtained which results in additional design/permitting costs and a delay up to 24 months before the project is ready to go out for bid again. If the current competitive regional construction climate continues along with construction cost increases (e.g. tariffs), then a delay is likely to result in additional project costs. However, a delay would give the non-profit rowing community additional time to raise funds, but the amount would also likely be higher.
 - b. If Council direction is to award a bid, then direction is also needed on which option, the full boathouse or the boathouse shell.
If Council direction is the boathouse shell option, then the budget gap is \$191,000 (assuming construction management savings of \$55,000 and projecting \$138,000 in applicable NSD funds). As there are fewer tenant improvements then not all of the \$250,000 NSD funds can be used, as these funds are specifically for tenant improvements. Building the mezzanine improvements at a future date would also likely result in higher costs than constructing them as part of the original project.

If Council direction is to construct the full boathouse then the budget gap is \$340,000 (assuming construction management savings of \$55,000 and projecting \$250,000 in applicable NSD funds).

These gaps will be further lowered by \$100,000 once the funds being raised by the fundraising committee are secured.

Staff Recommendation: If Council direction is to go forward with the project, staff recommends the full boathouse project with the budget gap of \$340,000 entirely funded from fundraising by the fundraising committee. The committee is comprised of members from the George Pocock Rowing Foundation, Kenmore Rowing Club and Northshore School District Athletic Booster Clubs. As noted above, the committee, have raised \$50,000 and would need until approximately August 2021 to raise the full amount. Staff recommends that the fundraising committee submit a Memorandum of Intent (MOI) to the City outlining their commitment to raise the funds and commitment to provide regular reports to the Council on the status of fundraising efforts. Staff recommends that the City uses \$340,000 of Strategic

City of Kenmore - City Council Meeting Minutes
March 5, 2020

Opportunity Funds, to fund the budget at the time of bid award, to be paid back with the funds raised by the fundraising committee. The Strategic Opportunity fund budgeted 2020 end-fund balance is \$3,200,363.

MOTION: Mayor Baker made a motion to go with Staff Recommendation on the Rhododendron Boathouse, Councilmember O’Cain seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at approximately 7:42 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
March 16, 2020**

CALL TO ORDER - Mayor David Baker called the meeting to order at 7:00 p.m.

ROLL CALL

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall (on the phone)
Councilmember Milton Curtis (on the phone)
Councilmember Debra Srebnik (on the phone)
Councilmember Corina Pfeil
Councilmember Melanie O’Cain (on the phone)

FLAG SALUTE

AGENDA APPROVAL

The agenda was approved with no changes.

CITIZEN COMMENTS

There were no comments from the audience.

CONSENT AGENDA

MOTION: Deputy Mayor Herbig made a motion to approve the consent agenda, Councilmember Pfeil seconded the motion. The motion passed unanimously.

The consent agenda included the following:

Total Check #s 44465 through 44576 in the amount of \$450,641.52.

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic

Deposits Dated: 2/28/20 in the amount of \$152,730.52.

Payroll Check #10156 dated 2/28/20 in the amount of \$950.34.

City Council Meeting Minutes of January 27, 2020, February 3, 2020 and February 10, 2020

City of Kenmore - City Council Meeting Minutes
March 16, 2020

Receive and File the Music 4 Life Proclamation for April, 2020

Cancel the March 23, 2020 Council Meeting

Authorize the City Manager to Award the Contract for the Rhododendron Boathouse Project to GenCap Construction Corp

Receive and File the Press Release for the 7th Annual Kenmore Hydroplane Cup Event on April 4, 2020

(March 16, 2020 - This event has been postponed. Date to be TBD)

Move the Accessory Dwelling Unit Code Amendment Discussion to the Next Regularly-Scheduled Council Meeting (TBD)

Receive and File Memorandum from the Recreation Coordinator on Recreation Programming

Authorize the City Manager to Execute Contract No. 20-C2134 with Earthworks Landscape Services, Inc. Right-of-Way Landscape Maintenance

BUSINESS AGENDA

Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions - Rob Karlinsey, City Manager

City Manager Karlinsey explained that given the pandemic state of emergency caused by the novel coronavirus and the resulting COVID-19 disease in our region, he recommends that the Kenmore City Council ratify the Proclamation & Issuance of Emergency Rule: Temporary Moratorium on Residential Tenant Evictions.

MOTION: Councilmember Pfeil made a motion to ratify the proclamation, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

STAFF REPORT

COVID19 Situation Report - Rob Karlinsey, City Manager

Discussion of Special Meeting on April 6, 2020 to Conduct Jurassic Parliament Training with the Council

MOTION: Councilmember Pfeil made a motion to meet virtually on April 6, 2020 in order to conduct the Jurassic Parliament Training, Councilmember

City of Kenmore - City Council Meeting Minutes
March 16, 2020

Srebnik seconded the motion. The motion failed 3-4-0 with Councilmember Curtis, Mayor Baker, Deputy Mayor Herbig and Councilmember O’Cain opposed.

The Jurassic Parliament Training will be rescheduled in June.

ADJOURNMENT

The meeting was adjourned at approximately 7:41 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Special Regular Meeting
Minutes
March 23, 2020**

CALL TO ORDER - Mayor David Baker called the meeting to order at 6:00 p.m.

RECESS TO EXECUTIVE SESSION

The meeting recessed to Executive Session to receive and evaluate complaints or charges brought against a public officer or employee per RCW 42.30.110(1)(f) for approximately 45 minutes.

RECONVENE BACK TO REGULAR SESSION

The meeting reconvened back to regular session at 6:30 p.m.

City Manager Karlinsey gave a short update on the pandemic.

MOTION: Deputy Mayor Herbig made a motion that Mike Bolasina of Summit Law Group retain Kris Cappel of the Seabold Group to conduct a neutral investigation of Councilperson Corina Pfeil's allegations of sexual discrimination against Mayor Baker with the expectation that Ms. Cappel will provide the City Council with a written report of the findings for Council review, Councilmember Curtis seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at approximately 7:00 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic January 2020 Financial Report Proposed Council Action/Motion: Receive and File January 2020 Financial Report for the City of Kenmore, Washington	For Council Meeting Agenda of: April 27, 2020 Department: Finance and Administration Prepared by: Joanne Gregory, Director of Finance and Administration <u>Initial & Date</u> Approved by Department Head: <u>Jan 4-14-20</u> Approved by City Attorney: <u>Jan 4-14-20</u> Approved by Finance Director: <u>Jan 4-14-20</u> Approved by City Manager: <u>Jan 4-14-20</u> Exhibits/Attachments: January 2020 Financial Report for the City of Kenmore, Washington.
<u>INFORMATION/BACKGROUND:</u> The January 2020 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> January is the 13th month of the 2019-2020, 24-month biennium. As of January, expenditures exceeded revenues in the General Fund by \$1,401,629 due to \$2,051,000 of planned one-time transfers from the General Fund to the Street Fund (\$1,427,000) and Strategic Opportunities Fund (\$624,000). In January, General Fund revenues were \$882,830 and expenditures were \$904,892. Total city cash and investments were \$27,806,210.	
<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 31, 2020
RE: January 2020 Financial Reports for the City of Kenmore, Washington

January 2020 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

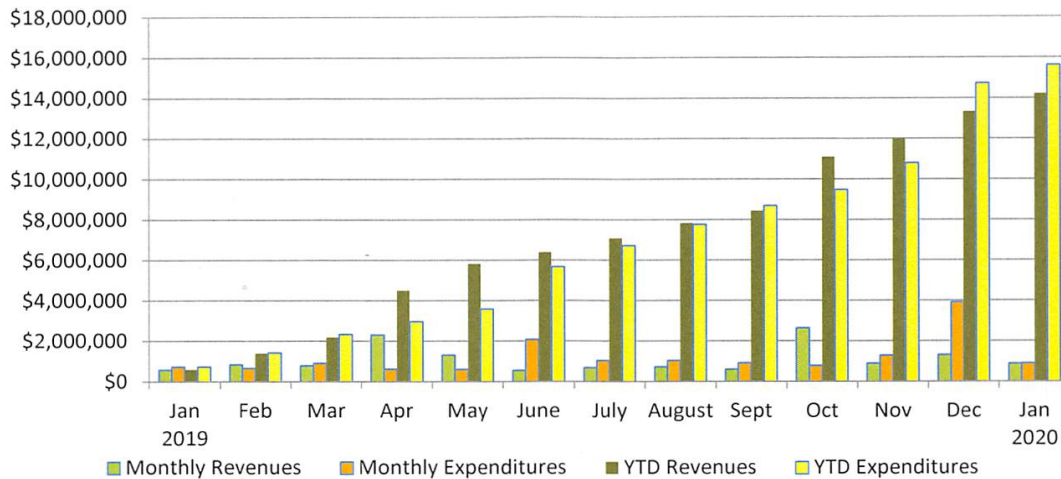
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, January is the thirteenth month (54%) of the 2019-2020 biennial budget period. For the month of January, expenditures exceeded revenues in the General Fund by \$22,062. Biennium to date, expenditures exceed revenues by \$1,423,691.

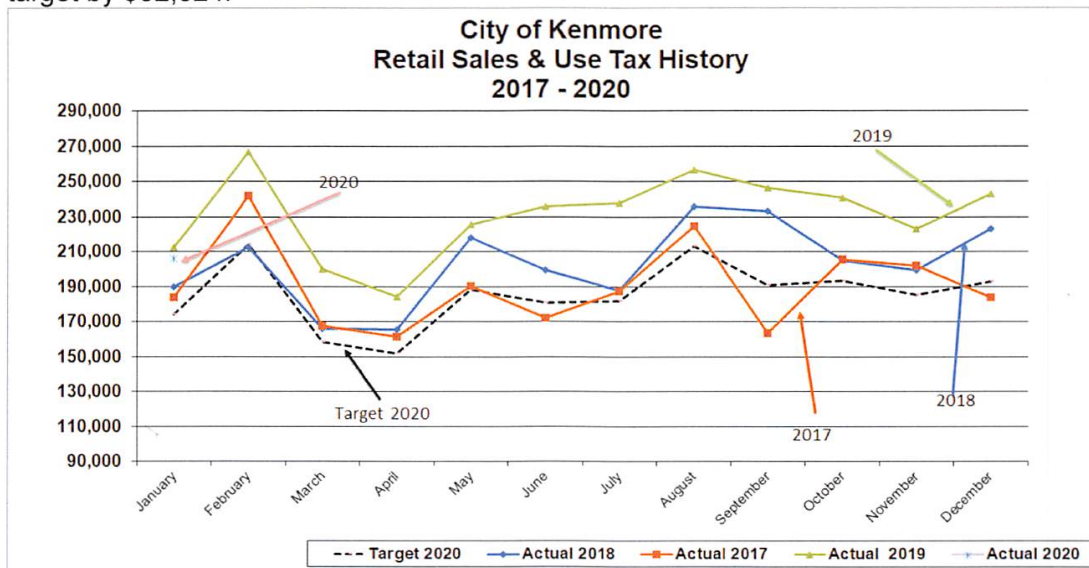
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through January 2020.

City of Kenmore, Washington
Monthly Financial Report
January 2020



Total **revenues** for the month were **\$882,830**. Biennium to date revenues are \$14,209,494, which is 54% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$10,352, development fees & permits in the amount of \$138,874, retail sales and use taxes in the amount of \$206,314, franchise fees in the amount of \$235,281, and utility taxes in the amount of \$113,354.

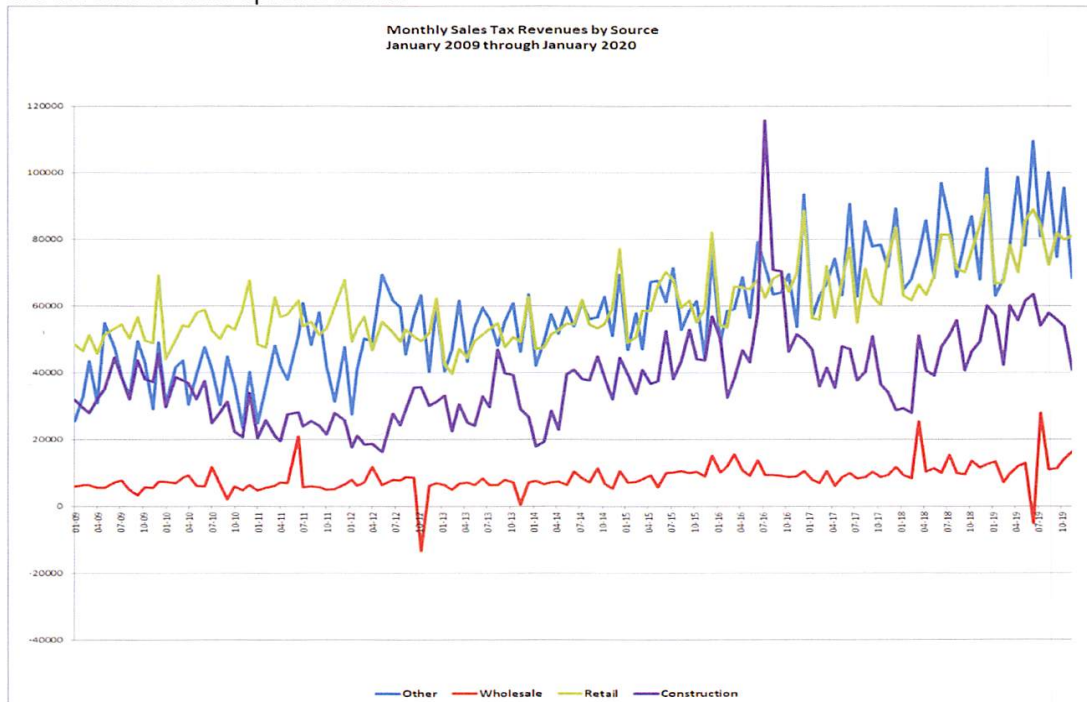
A summary of sales tax revenues received in January is attached. These receipts are based on November sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2020 line is a monthly average of actual receipts during 2017, 2018, and 2019. The purple line represents 2020 actual receipts, which are \$6,198 below 2019 and ahead of the 2020 target by \$32,324.



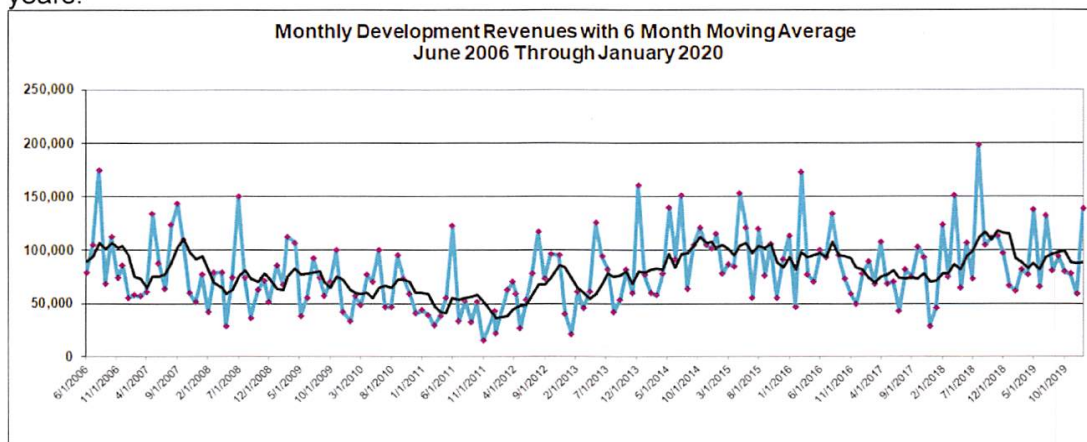
I:\Admin & Finance\Monthly Reports\2020\January 2020.docx

City of Kenmore, Washington
 Monthly Financial Report
 January 2020

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through January 2020. Retail and Other are on a favorable upward trend.



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



I:\Admin & Finance\Monthly Reports\2020\January 2020.docx

City of Kenmore, Washington
Monthly Financial Report
January 2020

January 2020 expenditures were \$904,892. Biennium to date expenditures are \$15,633,185, which is 55% of the amended biennial budget expenditures of \$28,526,872.

Total City cash (\$18,742,002) and long-term investments (\$9,064,208), at the end of January, totaled \$27,806,210. 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 \$618,620 and total non-General Fund expenditures were \$487,867.

In the **Street Fund** revenue from gas tax distributions were \$37,547. \$50,137 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$61,207 on pedestrian safety projects. The fund received \$149,213 in grants and reimbursements during the month.

The **Park Impact Fee** fund received \$19,065 in revenues during the month.

There was \$69,274 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$155,141 of real estate excise taxes (REET) in January from sales activity that occurred in December. 51 transactions were reported during the month. The 2020 year to date revenue is higher than the 2019 revenue by \$88,000 and \$40,806 than the 2020 target.

The **Park Capital** fund had \$6,544 in Park improvement expenditures during the current month.

The **Walkways & Waterways Debt Service** Fund collected \$2,132 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,221,800.

The **Transportation Benefit District** Fund received \$28,651 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **January 31, 2020**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
January 31, 2020



	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH January 2020	BIENNIUM TO DATE 2019-2020	% of BUDGET	BIENNIUM BUDGET 2019-2020	Current January 2018	BIENNIUM TO DATE 2017-2018	% of BUDGET	BIENNIUM BUDGET 2017-2018
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368		3,138,914		3,131,687
Property Taxes	10,352	5,061,216	49.5%	10,224,205	17,519	4,673,846	49.2%	9,491,704
Sales and Use Taxes	265,687	3,759,238	60.5%	6,212,000	240,507	3,143,844	53.2%	5,906,291
Utility Taxes	113,354	1,143,328	46.4%	2,466,355	128,709	1,370,760	50.4%	2,717,485
Other Taxes	25,051	152,229	83.7%	181,868	8,532	82,396	37.8%	218,113
Development Fees & Permits	138,874	1,153,770	62.2%	1,854,042	45,801	953,639	46.5%	2,050,518
Franchise Fees	235,281	1,110,153	60.6%	1,831,835	247,756	1,109,316	63.6%	1,743,476
Intergovernmental and Grants	56,733	684,503	64.7%	1,057,677	49,631	497,763	59.1%	841,615
Investment Interest	2,189	89,288	93.7%	95,300	1,369	48,465	93.2%	52,000
Fines and Forfeitures	0	4,173	n/a	0	0	15,292	0.0%	0
Transfers and Other Revenues	35,309	1,051,596	41.2%	2,554,590	625	566,247	35.4%	1,600,972
Total Revenues	882,830	14,209,494	53.7%	26,477,872	740,449	12,461,569	50.6%	24,622,174
Total Revenues & Beginning Fund Balance		19,143,863		31,412,240	1,463,379	15,600,483		27,753,861

	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH January 2020	BIENNIUM TO DATE 2019-2020	% of BUDGET	BIENNIUM BUDGET 2019-2020	Current January	BIENNIUM TO DATE 2017-2018	% of BUDGET	BIENNIUM BUDGET 2017-2018
EXPENDITURES								
Cost Center								
City Council	43,014	209,570	52.3%	400,337	39,663	207,017	62.8%	329,426
City Manager	122,216	1,773,645	51.1%	3,471,467	91,108	1,654,331	49.7%	3,328,297
City Clerk	50,885	401,056	46.8%	856,966	32,593	251,099	59.0%	425,368
Finance	304,423	1,202,800	64.9%	1,851,887	262,149	1,173,000	70.1%	1,672,775
Legal	462	313,184	59.1%	530,000	849	275,802	55.2%	500,000
Interfund Transfers	0	2,606,529	80.8%	3,226,484	0	650,220	46.3%	1,403,228
Public Safety	8,951	4,291,016	47.0%	9,133,991	6,357	4,062,008	46.1%	8,806,304
Engineering & Environmental Services	57,581	731,841	44.1%	1,658,620	27,945	657,935	46.5%	1,415,011
Community Development	79,666	878,279	51.7%	1,698,893	51,082	650,702	37.9%	1,715,510
Developmental Services	169,364	1,396,571	56.7%	2,461,502	77,315	1,165,099	54.7%	2,131,288
Parks & Facility Maintenance	68,331	1,828,695	56.5%	3,236,725	38,403	1,040,692	36.5%	2,854,489
Total Expenditures	904,892	15,633,185	54.8%	28,526,872	627,464	11,787,903	48.0%	24,581,696
Ending Fund Balance	-22,062	3,510,677	0	2,885,368		3,812,579		3,172,165
Total Expenditures and Ending Fund Balance		19,143,863		31,412,240		15,600,483		27,753,861

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

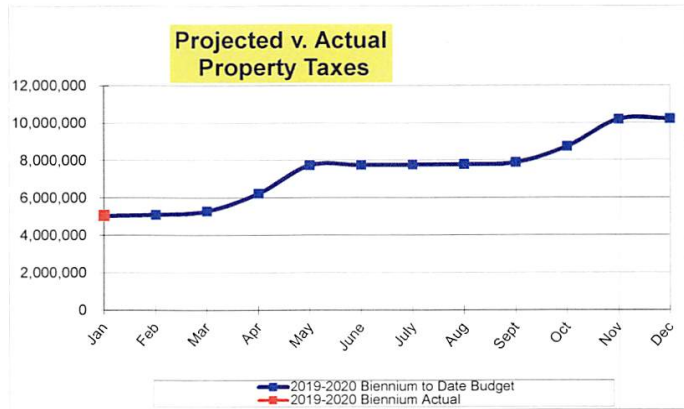
**City of Kenmore, Washington
General Fund Revenue Graphs
January 31, 2020
PROPERTY TAXES**

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	5,024,414	5,050,864
Jan	5,041,120	5,061,216
Feb	5,105,461	
Mar	5,296,524	
Apr	6,228,071	
May	7,737,751	
June	7,752,286	
July	7,766,698	
Aug	7,782,013	
Sept	7,886,618	
Oct	8,730,684	
Nov	10,194,653	
Dec	10,224,205	
2019-20	10,224,205	

Year To Date

Actual v. Projected

50%



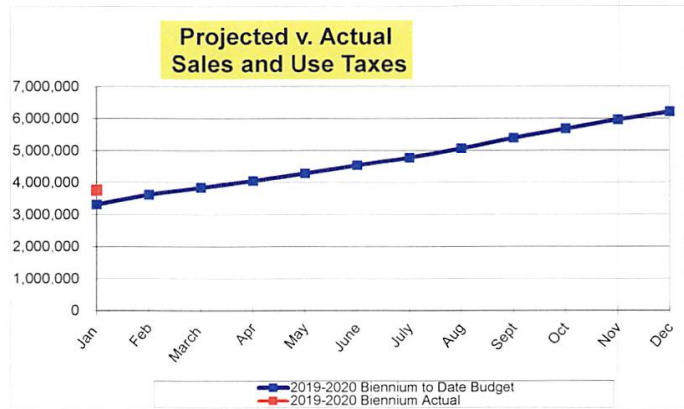
SALES, USE, CRIM JUSTICE TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	3,102,000	3,493,551
Jan	3,314,653	3,759,238
Feb	3,620,942	
March	3,838,937	
Apr	4,049,383	
May	4,291,368	
June	4,543,454	
July	4,778,211	
Aug	5,068,877	
Sept	5,397,027	
Oct	5,677,075	
Nov	5,960,380	
Dec	6,212,000	
2019-20	6,212,000	

Year To Date

Actual v. Projected

61%



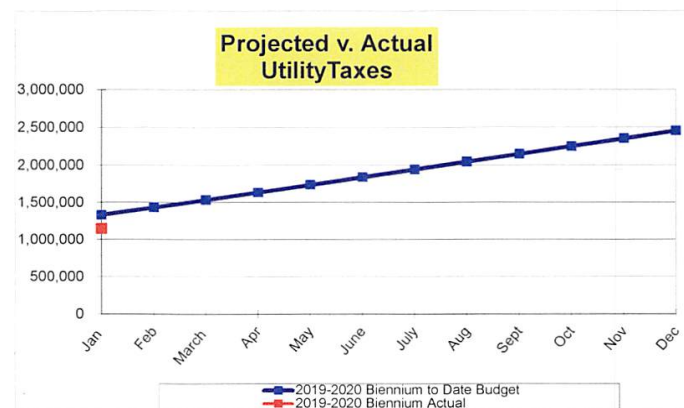
UTILITY TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,227,000	1,029,975
Jan	1,329,250	1,143,328
Feb	1,431,500	
March	1,533,750	
Apr	1,636,000	
May	1,738,250	
June	1,840,500	
July	1,942,750	
Aug	2,045,000	
Sept	2,147,250	
Oct	2,249,500	
Nov	2,351,750	
Dec	2,454,000	
2019-20	2,466,355	

Year To Date

Actual v. Projected

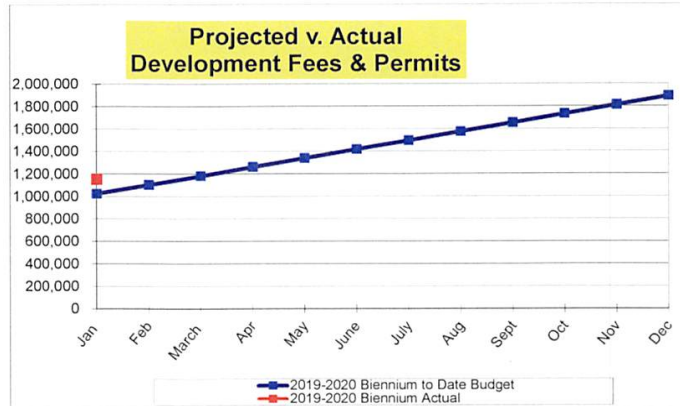
46%



**City of Kenmore, Washington
General Fund Revenue Graphs
January 31, 2020**

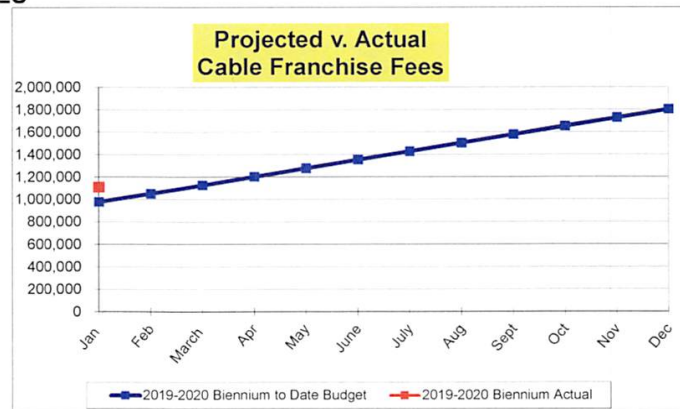
DEVELOPMENT FEES & PERMITS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	945,576	1,014,896
Jan	1,024,374	1,153,770
Feb	1,103,172	
March	1,181,970	
Apr	1,260,768	
May	1,339,566	
June	1,418,364	
July	1,497,162	
Aug	1,575,960	
Sept	1,654,758	
Oct	1,733,556	
Nov	1,812,354	
Dec	1,891,152	
'2019-20	1,854,042	
Year To Date		
Actual v. Projected		62%



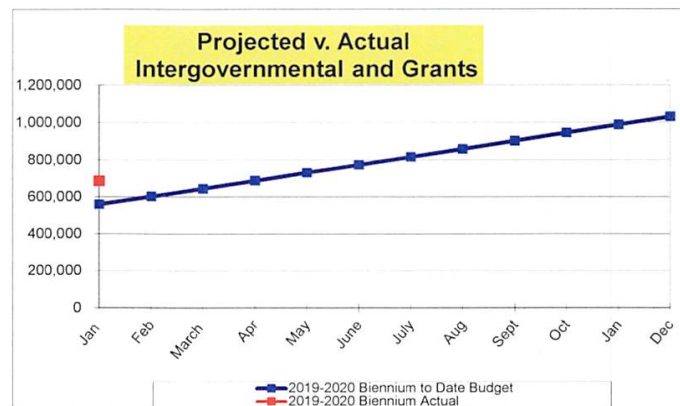
CABLE/WATER/SEWER FRANCHISE FEES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	902,382	874,872
Jan	977,581	1,110,153
Feb	1,052,779	
March	1,127,978	
Apr	1,203,176	
May	1,278,375	
June	1,353,573	
July	1,428,772	
Aug	1,503,970	
Sept	1,579,169	
Oct	1,654,367	
Nov	1,729,566	
Dec	1,804,764	
'2019-20	1,831,835	
Year To Date		
Actual v. Projected		61%



INTERGOVERNMENTAL & GRANTS

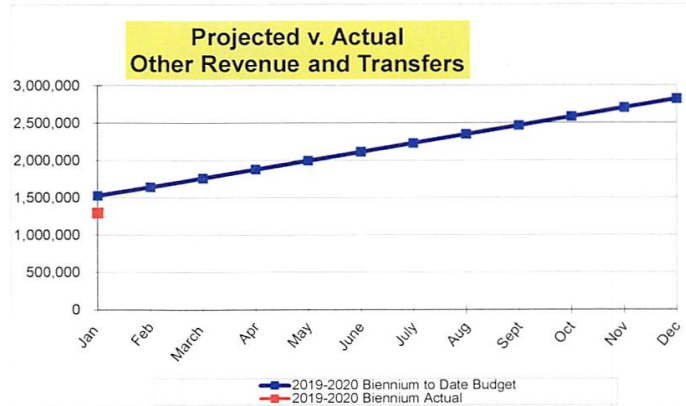
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	515,651	627,769
Jan	558,622	684,503
Feb	601,593	
March	644,564	
Apr	687,535	
May	730,506	
June	773,477	
July	816,447	
Aug	859,418	
Sept	902,389	
Oct	945,360	
Jan	988,331	
Dec	1,031,302	
'2019-20	1,057,677	
Year To Date		
Actual v. Projected		65%



**City of Kenmore, Washington
General Fund Revenue Graphs
January 31, 2020**

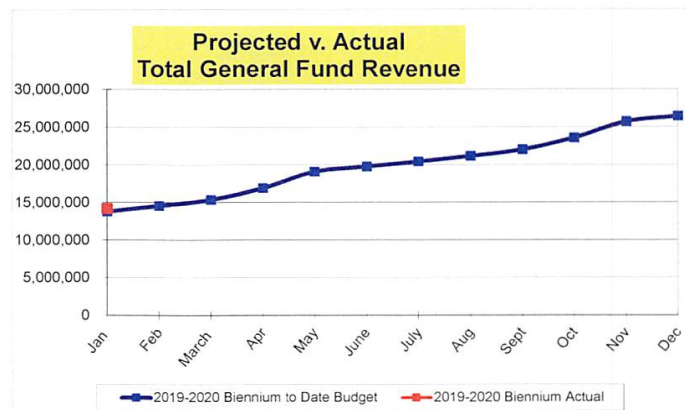
OTHER REVENUES AND TRANSFERS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,410,444	1,234,739
Jan	1,527,981	1,297,287
Feb	1,645,518	
March	1,763,055	
Apr	1,880,592	
May	1,998,129	
June	2,115,666	
July	2,233,203	
Aug	2,350,740	
Sept	2,468,277	
Oct	2,585,814	
Nov	2,703,351	
Dec	2,820,888	
*2019-20	2,831,758	
Year To Date		
Actual v. Projected		46%



TOTAL GENERAL FUND REVENUE

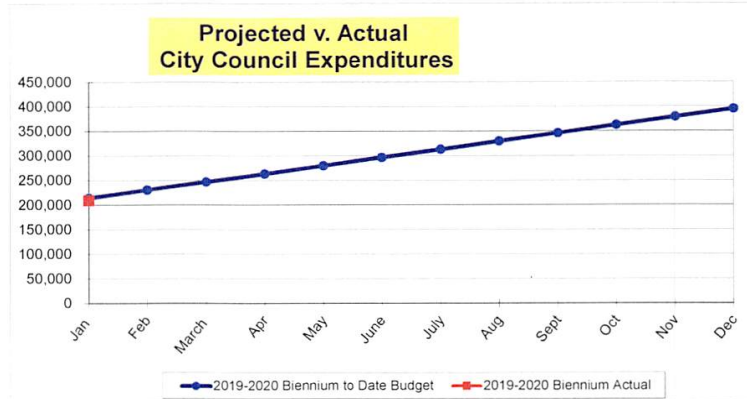
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	13,773,581	14,209,494
Feb	14,560,965	
March	15,386,777	
Apr	16,945,525	
May	19,113,945	
June	19,797,319	
July	20,463,243	
Aug	21,185,979	
Sept	22,035,488	
Oct	23,576,356	
Nov	25,740,386	
Dec	26,438,311	
*2019-20	26,477,872	
Year To Date		
Actual v. Projected		54%



City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2020

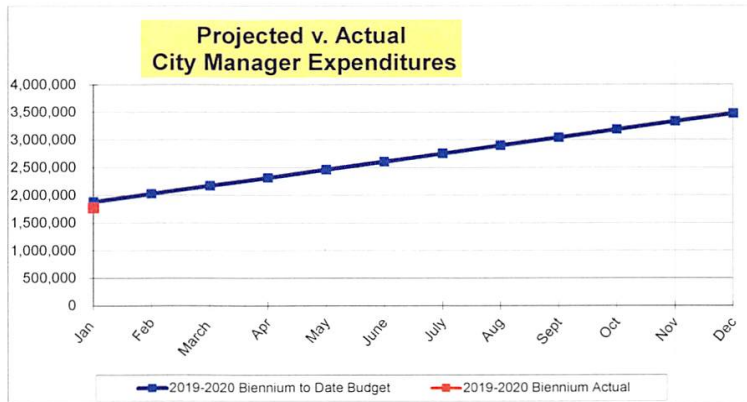
CITY COUNCIL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	197,953	166,557
Jan	214,449	209,570
Feb	230,945	
March	247,441	
Apr	263,937	
May	280,433	
June	296,930	
July	313,426	
Aug	329,922	
Sept	346,418	
Oct	362,914	
Nov	379,410	
Dec	395,906	
2019-20	400,337	
Year To Date		
Actual v. Projected		52%



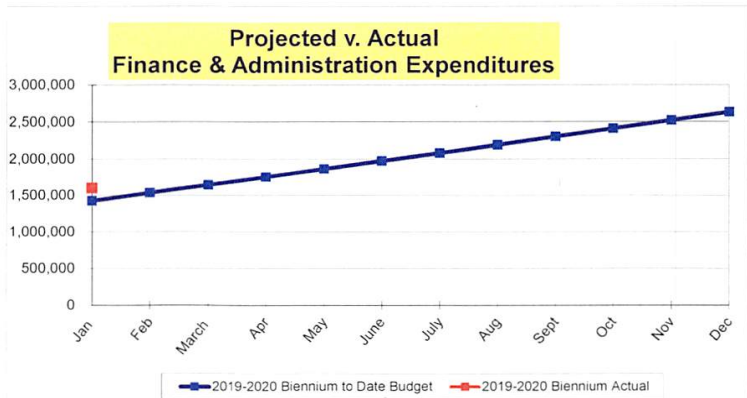
CITY MANAGER

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,738,841	1,651,429
Jan	1,883,744	1,773,645
Feb	2,028,648	
March	2,173,551	
Apr	2,318,455	
May	2,463,358	
June	2,608,262	
July	2,753,165	
Aug	2,898,068	
Sept	3,042,972	
Oct	3,187,875	
Nov	3,332,779	
Dec	3,477,682	
2019-20	3,471,467	
Year To Date		
Actual v. Projected		51%



FINANCE & ADMINISTRATION

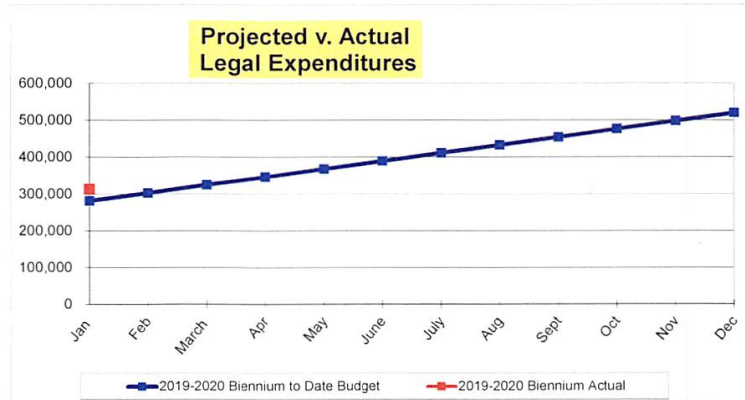
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,316,827	1,248,548
Jan	1,426,563	1,603,856
Feb	1,536,298	
March	1,646,034	
Apr	1,755,769	
May	1,865,505	
June	1,975,241	
July	2,084,976	
Aug	2,194,712	
Sept	2,304,447	
Oct	2,414,183	
Nov	2,523,918	
Dec	2,633,654	
2019-20	2,708,853	
Year To Date		
Actual v. Projected		59%



**City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2020**

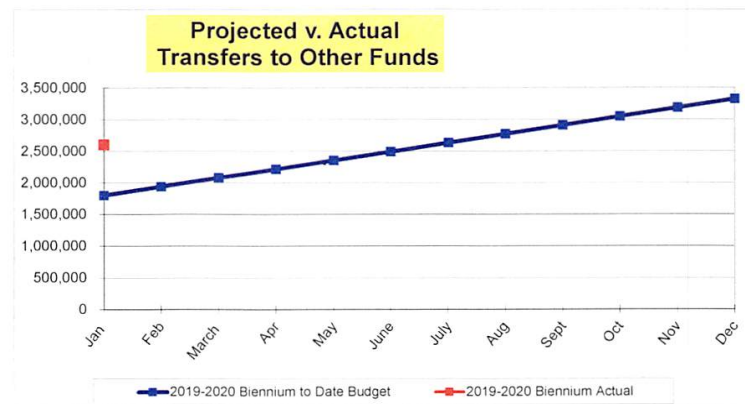
LEGAL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	260,000	312,722
Jan	281,667	313,184
Feb	303,333	
March	325,000	
Apr	346,667	
May	368,333	
June	390,000	
July	411,667	
Aug	433,333	
Sept	455,000	
Oct	476,667	
Nov	498,333	
Dec	520,000	
2019-20	530,000	
Year To Date		
Actual v. Projected		59%



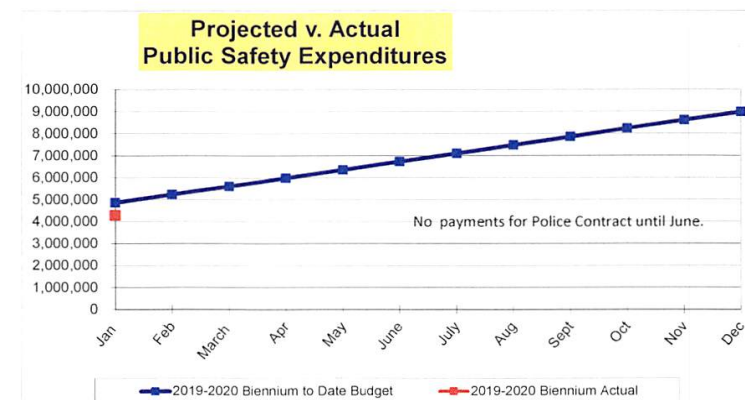
TRANSFERS TO OTHER FUNDS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,663,897	2,606,529
Jan	1,802,555	2,606,529
Feb	1,941,213	
March	2,079,871	
Apr	2,218,529	
May	2,357,187	
June	2,495,846	
July	2,634,504	
Aug	2,773,162	
Sept	2,911,820	
Oct	3,050,478	
Nov	3,189,136	
Dec	3,327,794	
2019-20	3,226,484	
Year To Date		
Actual v. Projected		81%



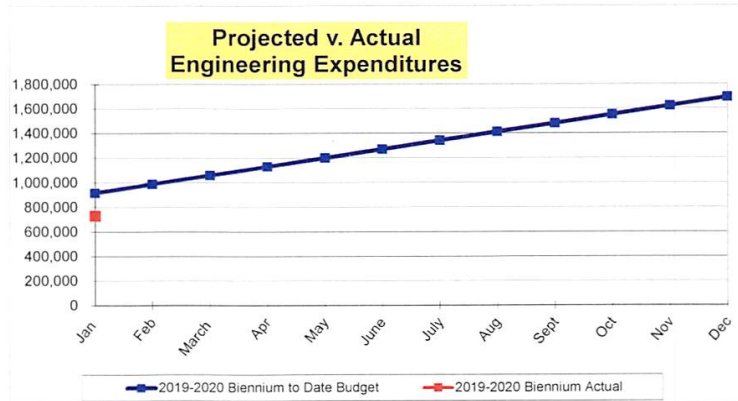
PUBLIC SAFETY

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	4,492,575	4,282,065
Jan	4,866,956	4,291,016
Feb	5,241,338	
March	5,615,719	
Apr	5,990,100	
May	6,364,481	
June	6,738,863	
July	7,113,244	
Aug	7,487,625	
Sept	7,862,006	
Oct	8,236,388	
Nov	8,610,769	
Dec	8,985,150	
2019-20	9,133,991	
Year To Date		
Actual v. Projected		47%



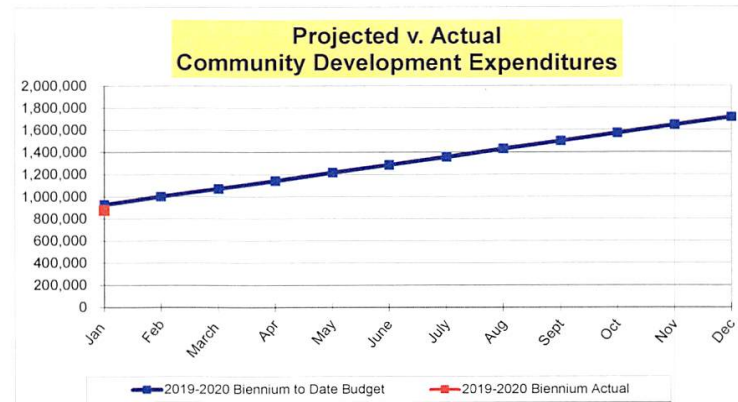
City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2020
ENGINEERING

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	847,685	674,259
Jan	918,325	731,841
Feb	988,966	
March	1,059,606	
Apr	1,130,247	
May	1,200,887	
June	1,271,528	
July	1,342,168	
Aug	1,412,808	
Sept	1,483,449	
Oct	1,554,089	
Nov	1,624,730	
Dec	1,695,370	
2019-20	1,658,620	
Year To Date		
Actual v. Projected		44%



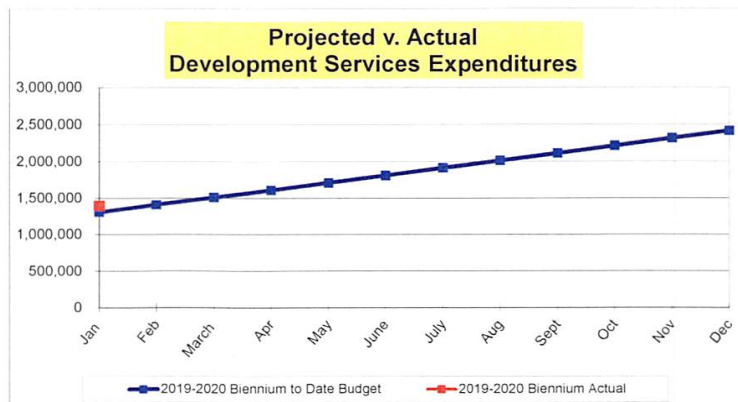
COMMUNITY DEVELOPMENT

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	858,610	798,613
Jan	930,161	878,279
Feb	1,001,712	
March	1,073,263	
Apr	1,144,813	
May	1,216,364	
June	1,287,915	
July	1,359,466	
Aug	1,431,017	
Sept	1,502,568	
Oct	1,574,118	
Nov	1,645,669	
Dec	1,717,220	
2019-20	1,698,893	
Year To Date		
Actual v. Projected		52%



DEVELOPMENT SERVICES

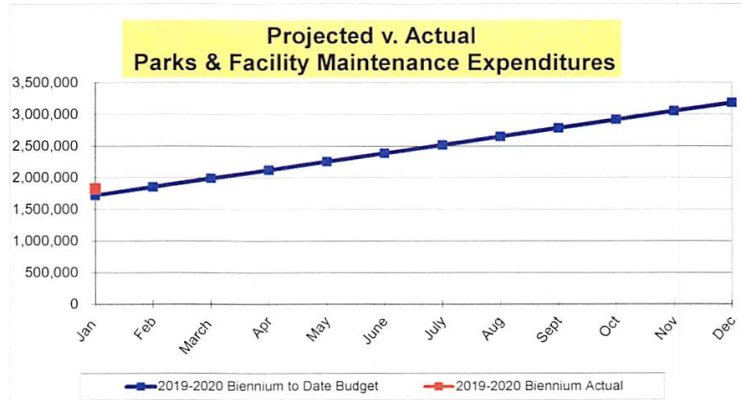
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,208,200	1,227,207
Jan	1,308,883	1,396,571
Feb	1,409,567	
March	1,510,250	
Apr	1,610,933	
May	1,711,617	
June	1,812,300	
July	1,912,983	
Aug	2,013,667	
Sept	2,114,350	
Oct	2,215,033	
Nov	2,315,717	
Dec	2,416,400	
2019-20	2,461,502	
Year To Date		
Actual v. Projected		57%



**City of Kenmore, Washington
General Fund Expenditure Graphs
January 31, 2020**

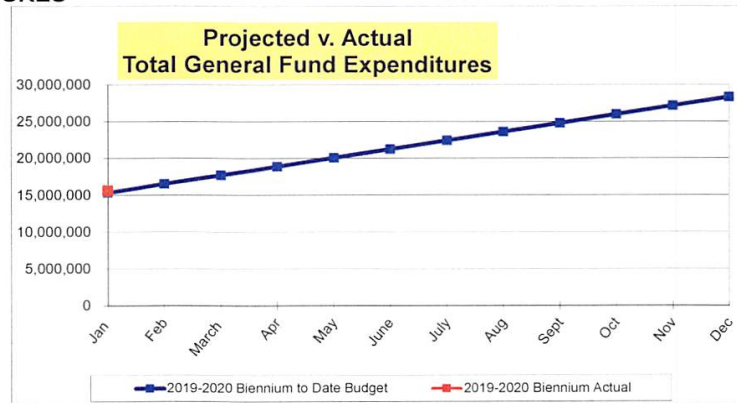
PARKS & FACILITY MAINTENANCE

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,592,380	1,760,364
Jan	1,725,078	1,828,695
Feb	1,857,777	
March	1,990,475	
Apr	2,123,173	
May	2,255,872	
June	2,388,570	
July	2,521,268	
Aug	2,653,967	
Sept	2,786,665	
Oct	2,919,363	
Nov	3,052,062	
Dec	3,184,760	
2019-20	3,236,725	
Year To Date		
Actual v. Projected		56%



TOTAL GENERAL FUND EXPENDITURES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	15,358,382	15,633,185
Feb	16,539,796	
March	17,721,210	
Apr	18,902,624	
May	20,084,038	
June	21,265,452	
July	22,446,866	
Aug	23,628,280	
Sept	24,809,694	
Oct	25,991,108	
Nov	27,172,522	
Dec	28,353,936	
2019-20	28,526,872	
Year To Date		
Actual v. Projected		55%



City of Kenmore, Washington
Street Fund Summary Report
January 31, 2020



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>January 2020</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<u>REVENUES</u>				
Beginning Fund Balance		926,962		926,962
Fuel Tax	37,547	520,762	51.7%	1,006,385
Investment Interest	1,139	14,564	291.3%	5,000
Miscellaneous	156	10,462	523.1%	2,000
ROW Permit Fees/Inspections	22,100	179,360	74.7%	240,000
Multimodal Transportation	0	31,730	50.4%	62,910
Transfer from General Fund	0	1,982,529	76.2%	2,602,484
Transfer from TBD	0	358,000	50.0%	716,000
Total Revenues	60,943	3,097,406	66.8%	4,634,779
Total Revenues & Beginning Fund Balance		4,024,368		5,561,741

		BIENNIUM TO DATE	% of	BUDGET
		<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<u>EXPENDITURES</u>				
Salary and Benefits	79,130	731,429	55.4%	1,320,880
Maintenance & Operations	50,137	1,310,138	41.4%	3,163,899
Capital	44	154,796	103.2%	150,000
Total Expenditures	129,310	2,196,363	47.4%	4,634,779
Ending Fund Balance		1,828,005		926,962
Total Expenditures and Ending Fund Balance		4,024,368		5,561,741

City of Kenmore, Washington
Cash and Investment Report
January 31, 2020



<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	\$3,532,738	\$882,830	\$904,892	3,510,676
Street	1,896,372	60,943	129,310	1,828,004
Transportation Capital	55,398	149,213	61,207	143,404
Public Art	70,798	44	0	70,843
Park Impact Fee	295,195	19,510	0	314,705
Transportation Impact Fee	3,197,742	71,312	0	3,269,054
Swamp Creek Basin	1,082,153	924	0	1,083,077
Transportation Benefit District	114,188	28,740	0	142,928
Sammamish Bridge Replacement	1,930,855	4,513	632	1,934,736
Walkways & Waterways Debt Service	186,480	2,132	0	188,612
Real Estate Excise Tax	1,433,171	156,568	0	1,589,739
Kenmore Village	3	0	0	3
Park Capital	67,377	0	6,545	60,833
Walkways & Waterways Bond	6,382,197	12,106	0	6,394,304
Surface Water Management	1,847,034	5,682	160,424	1,692,292
Surface Water Capital	-170,365	21,000	105,116	(254,481)
Public Works Shop Fund	0	0	0	0
Strategic Reserve	1,333,964	832	0	1,334,796
Strategic Opportunities	3,036,068	1,894	0	3,037,962
Equipment Replacement	575,863	358	2,109	574,113
Trust & Agency	829,558	82,850	22,525	889,883
Totals	\$27,696,792	\$1,501,450	\$1,392,759	\$27,805,483

<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	-\$417,157	\$3,929,209	3,512,052
Street	978,005	850,000	1,828,005
Transportation Capital	143,404	0	143,404
Public Art	55,842	15,000	70,842
Park Impact Fee	-615,292	930,000	314,708
Transportation Impact Fee	3,239,056	30,000	3,269,056
Swamp Creek Basin	-316,922	1,400,000	1,083,078
Transportation Benefit District	142,927	0	142,927
Sammamish Bridge Replacement	1,934,736	0	1,934,736
Walkways & Waterways Debt Service	188,612	0	188,612
Real Estate Excise Tax	1,589,737	0	1,589,737
Kenmore Village	0	0	0
Park Capital	60,833	0	60,833
Walkways & Waterways Bond	6,394,303	0	6,394,303
Surface Water Management	1,182,294	510,000	1,692,294
Surface Water Capital	-254,481	0	(254,481)
Public Works Shop Fund	0	0	0
Strategic Reserve	484,797	850,000	1,334,797
Strategic Opportunities	3,037,962	0	3,037,962
Equipment Replacement	124,112	450,000	574,112
Trust & Agency	789,728	100,000	889,728
Totals	\$18,742,497	\$9,064,209	\$27,806,705

I:\Admin & Finance\Monthly Reports\2020\January 2020\CashInv

City of Kenmore, Washington
Investment Schedule
January 31, 2020



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
	3133EHLX2	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
	XXXXXHV83						1,001,154.00	-
	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							4,067,308.44	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							\$ 9,064,208.44	\$ 159,712.95
Banner Checking and Savings						0.07% Banner	2,402,282.49	1,681.60
Opus Savings						1.81% Opus	3,135,514.47	56,752.81
LGIP - Primary Account						1.77% LGIP	4,919,593.53	87,076.81
LGIP - Bond Proceeds Account						1.77% LGIP	8,284,611.03	146,637.62
Total Accounts							\$ 27,806,209.96	451,861.78

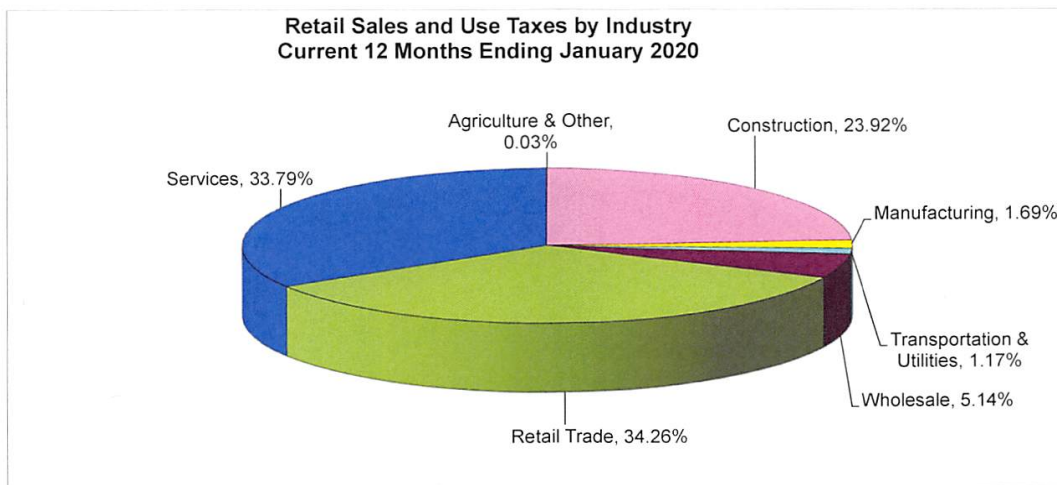
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 January 2020

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	214.06	0.00	214.06	0.1%
CONSTRUCTION	40,411.85	290.86	40,702.71	19.7%
MANUFACTURING	2,587.84	0.63	2,588.47	1.3%
TRANSPORTATION & UTILITIES	806.39	338.03	1,144.42	0.6%
WHOLESALE	15,956.17	265.44	16,221.61	7.9%
RETAIL TRADE	80,726.19	377.94	81,104.13	39.3%
SERVICES	51,160.39	358.37	51,518.76	25.0%
INFORMATION	8,382.74	271.32	8,654.06	4.2%
PUBLIC SERVICES	9.37	4,156.77	4,166.14	2.0%
	<u>200,254.99</u>	<u>6,059.36</u>	<u>206,314.35</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
January 31, 2020

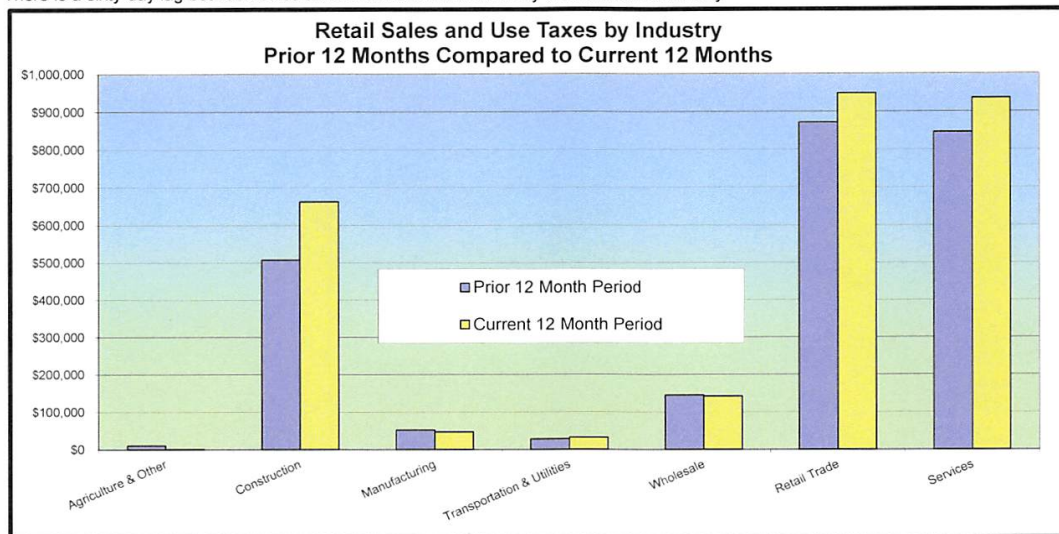


Industry	Prior 12 Months ending January 2019	Current 12 Months ending January 2020	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$10,127	\$773	-92.37%	0.03%
Construction	507,007	662,172	30.60%	23.92%
Manufacturing (Printing, Publishing, Other Manuf.)	52,266	46,789	-10.48%	1.69%
Transp/Comm/Utilities (Telecomm., Air Transport.)	28,368	32,388	14.17%	1.17%
Wholesale (Lumber, Other Wholesale)	144,973	142,162	-1.94%	5.14%
Retail Trade (Eating, Merchandise, Food Stores)	871,380	948,386	8.84%	34.26%
Services (Auction, Recreation, Auto Repair, Financial)	845,846	935,223	10.57%	33.79%
Totals	\$2,459,966	\$2,767,894	12.52%	100%
Increase/(Decrease)		\$307,927	12.52%	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



I:\Admin & Finance\Monthly Reports\2020\January 2020\SalesTaxDist

City of Kenmore, Washington
Real Estate Excise Tax Report
January 31, 2020



Real Estate Excise Taxes (REET)
2017 - 2020 Monthly Receipts

	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Target 2020
January	176,657	99,205	67,141	155,141	114,335
February	94,134	82,263	84,215		86,871
March	170,086	89,698	89,106		116,297
April	126,245	148,514	104,430		126,396
May	139,422	144,906	96,756		127,028
June	211,430	181,182	201,666		198,093
July	163,138	181,974	109,538		151,550
August	114,754	115,421	240,124		156,766
September	221,719	128,704	153,174		167,866
October	186,805	97,998	97,291		127,365
November	150,187	102,373	152,965		135,175
December	146,159	112,490	127,473		128,707
	\$1,900,736	\$1,484,728	\$1,523,880	\$155,141	\$1,636,448

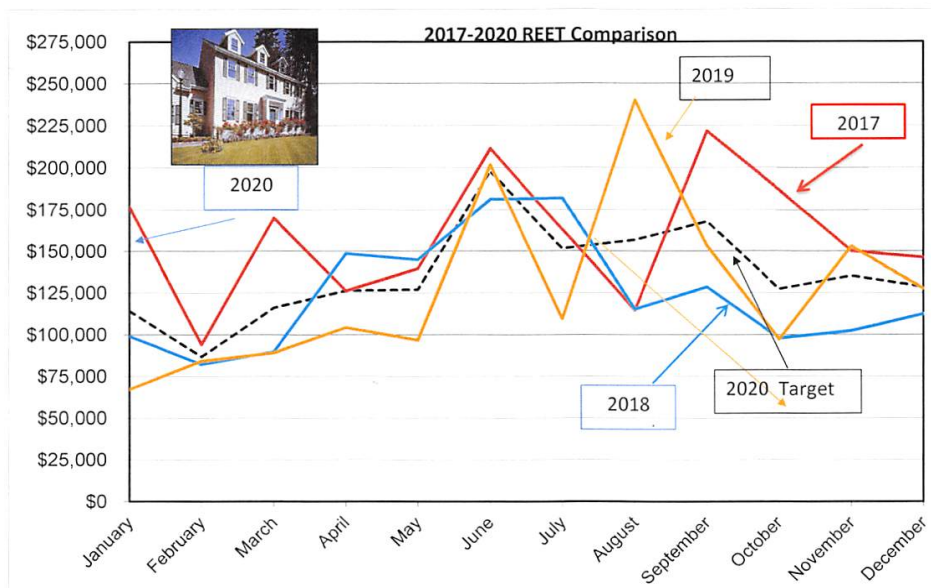
For 2020, REET is \$88,000 more than the same period last year and more than the 2020 target by \$40,806

* NOTE THE 2020 target is computed on a 3 year average (2017-2019) of actual receipts

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

ually occur in the prior month; there is a 30 day lag between sales and when the City receive

	2017	2018	2019	2020	2017	2018	2019
January	27,548,430	17,379,581	12,424,500	26,365,900	136,365	86,029	61,501
February	19,017,050	15,277,640	14,286,900		94,134	75,624	70,720
March	29,692,641	13,818,387	15,106,888		146,979	68,401	74,779
April	19,953,544	23,896,450	19,671,000		98,770	118,287	97,371
May	24,277,456	25,710,632	16,722,738		120,173	127,268	82,778
June	36,414,050	31,816,871	36,281,428		180,250	157,494	179,593
July	28,779,145	32,800,185	20,426,900		142,457	162,361	101,113
August	18,859,991	19,693,600	44,530,295		93,357	97,483	220,425
September	38,431,272	22,172,221	23,545,383		190,235	109,752	116,550
October	31,278,148	14,697,849	15,876,738		154,827	72,754	78,590
November		16,347,581	28,040,050		0	80,921	138,798
December	25,603,889	19,908,284	20,693,490		126,739	98,546	102,433
	\$299,855,616	\$253,519,281	\$267,606,310	\$26,365,900	\$1,484,286	\$1,254,920	\$1,324,651

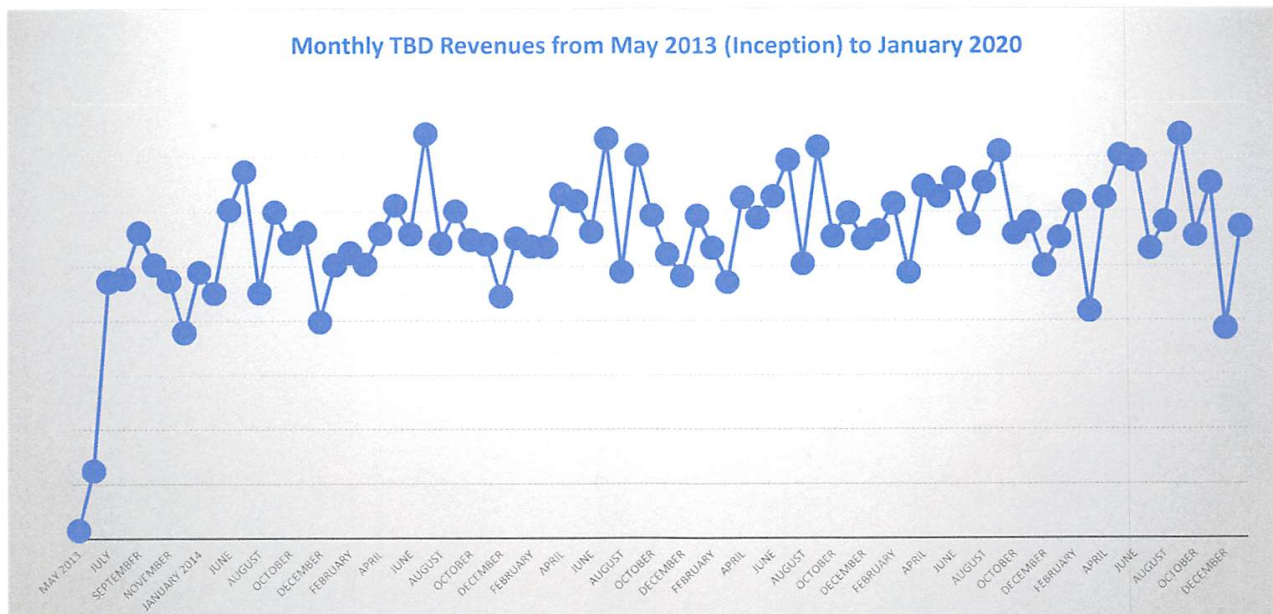


I:\Admin & Finance\Monthly Reports\2020\January 2020 REET

Kenmore Transportation Benefit District
Monthly Report
January 31, 2020



<u>Revenues</u>	<u>January 2020</u>	<u>Biennium-to-Date</u>	<u>Percent of Budget</u>	<u>Biennium Budget</u>
Vehicle Fees	28,651	382,035	53.81%	710,000
Investment Interest	89	4,533	56.66%	8,000
Total Revenues	<u>\$28,740</u>	<u>\$386,568</u>	53.84%	<u>\$718,000</u>
<u>Expenditures</u>				
Reimbursement to Street Fund	0	358,000	50.00%	716,000
Total Expenditures	<u>0</u>	<u>358,000</u>	50.00%	<u>716,000</u>
Net Income (Loss)	<u>\$28,740</u>	<u>\$28,568</u>		<u>\$2,000</u>



I:\Admin & Finance\Monthly Reports\2020\January 2020\TBD



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: April 13, 2020
RE: February 2020 Financial Reports for the City of Kenmore, Washington

February 2020 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

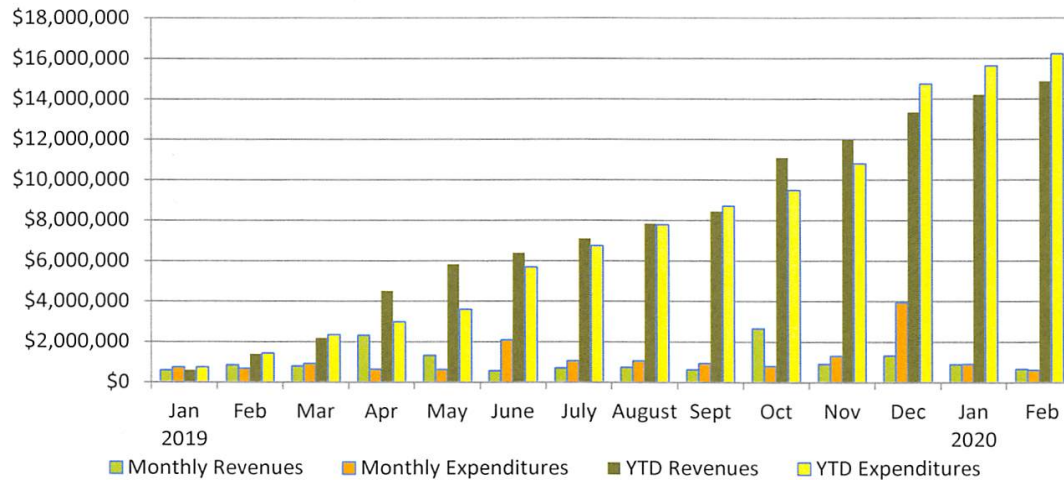
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, February is the fourteenth month (58%) of the 2019-2020 biennial budget period. For the month of February, revenues exceeded expenditures in the General Fund by \$61,273. Biennium to date, expenditures exceed revenues by \$1,362,419.

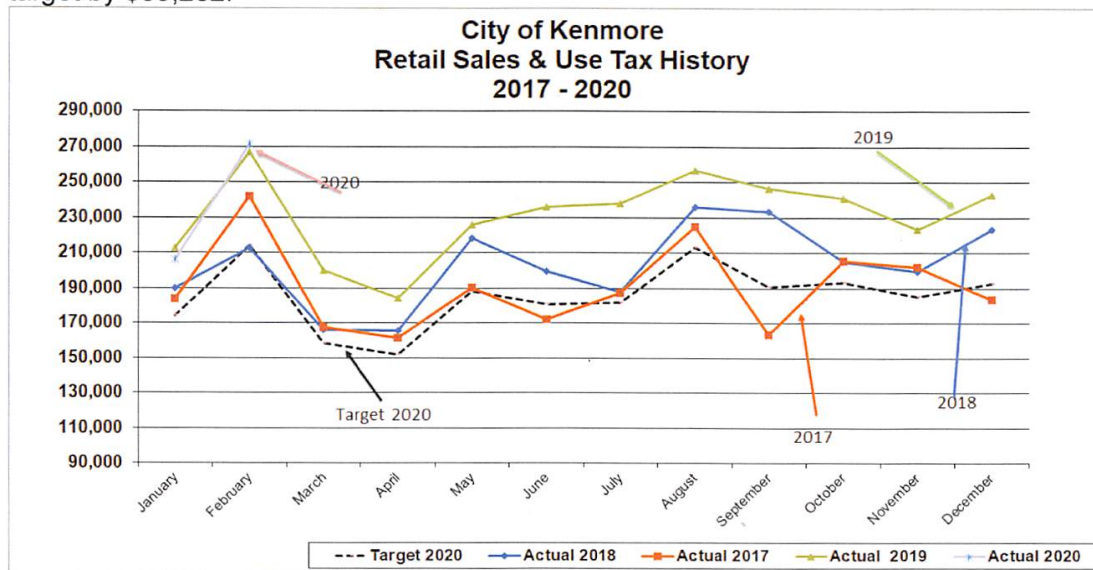
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through February 2020.

City of Kenmore, Washington
Monthly Financial Report
February 2020



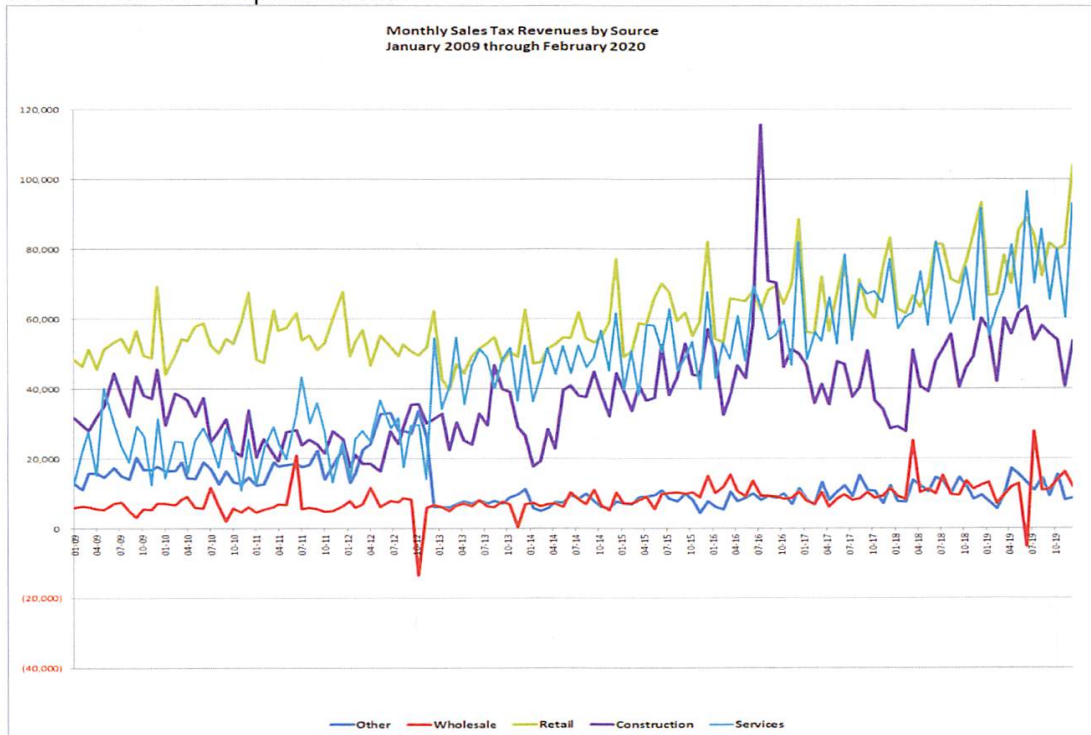
Total **revenues** for the month were **\$665,234**. Biennium to date revenues are \$14,874,728 which is 56% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$80,926, development fees & permits in the amount of \$41,338, retail sales and use taxes in the amount of \$271,363, franchise fees in the amount of \$4,188, and utility taxes in the amount of \$113,702.

A summary of sales tax revenues received in February is attached. These receipts are based on December sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2020 line is a monthly average of actual receipts during 2017, 2018, and 2019. The purple line represents 2020 actual receipts, which are \$1,716 below 2019 and ahead of the 2020 target by \$89,282.

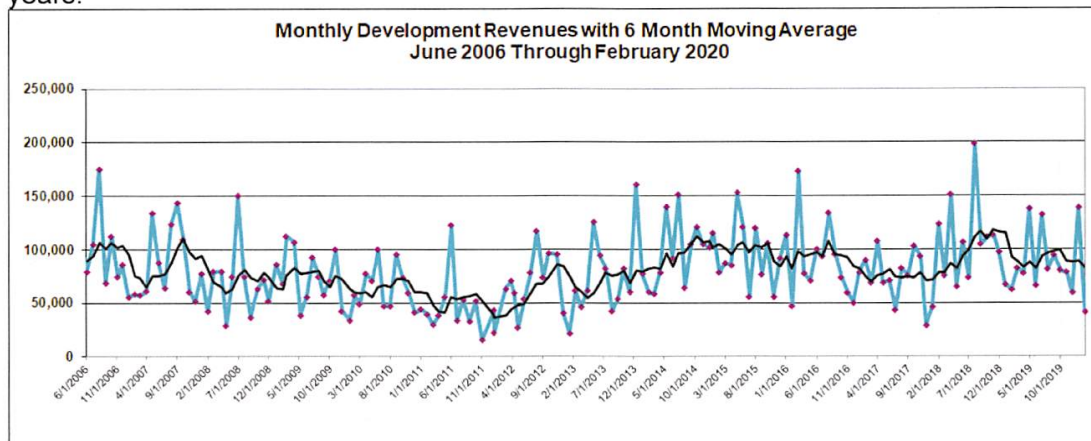


City of Kenmore, Washington
Monthly Financial Report
February 2020

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2009 through February 2020. 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
February 2020

February 2020 expenditures were \$603,961. Biennium to date expenditures are \$16,237,147, which is 57% of the amended biennial budget expenditures of \$28,526,872.

Total City cash (\$18,587,462) and long-term investments (\$9,064,208), at the end of February, totaled \$27,651,670. 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 \$484,813 and total non-General Fund expenditures were \$700,259.

In the **Street Fund** revenue from gas tax distributions were \$36,813. \$101,037 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$282,749 on pedestrian safety projects. The fund received \$22,853 in grants and reimbursements during the month.

The **Park Impact Fee** fund received \$0 in revenues during the month.

There was \$0 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$103,270 of real estate excise taxes (REET) in February from sales activity that occurred in December. 36 transactions were reported during the month. The 2020 year to date revenue is higher than the 2019 revenue by \$107,054 and \$57,205 than the 2020 target.

The **Park Capital** fund had \$14,254 in Park improvement expenditures during the current month.

The **Walkways & Waterways Debt Service** Fund collected \$9,577 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,231,377.

The **Transportation Benefit District** Fund received \$37,719 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **February 29, 2020**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
February 29, 2020



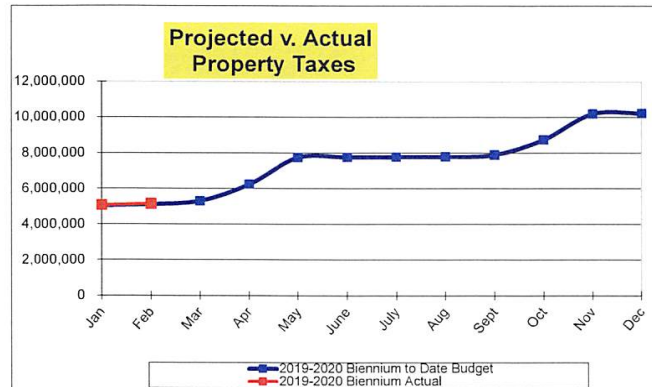
	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	Current	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	February 2020	2019-2020	BUDGET	2019-2020	February 2018	2017-2018	BUDGET	2017-2018
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368		3,138,914		3,131,687
Property Taxes	80,926	5,142,142	50.3%	10,224,205	46,566	4,720,413	49.7%	9,491,704
Sales and Use Taxes	342,195	4,101,432	66.0%	6,212,000	278,234	3,422,078	57.9%	5,906,291
Utility Taxes	113,702	1,257,030	51.0%	2,466,355	119,858	1,490,618	54.9%	2,717,485
Other Taxes	10,685	162,914	89.6%	181,868	13,566	95,962	44.0%	218,113
Development Fees & Permits	41,338	1,195,109	64.5%	1,854,042	123,467	1,077,107	52.5%	2,050,518
Franchise Fees	4,188	1,114,341	60.8%	1,831,835	6,433	1,115,749	64.0%	1,743,476
Intergovernmental and Grants	1,710	686,213	64.9%	1,057,677	700	498,463	59.2%	841,615
Investment Interest	4,409	93,697	98.3%	95,300	71,650	120,114	231.0%	52,000
Fines and Forfeitures	0	4,173	n/a	0	-410	14,883	0.0%	0
Transfers and Other Revenues	66,080	1,117,676	43.8%	2,554,590	43,314	609,561	38.1%	1,600,972
Total Revenues	665,234	14,874,728	56.2%	26,477,872	703,379	13,164,947	53.5%	24,622,174
Total Revenues & Beginning Fund Balance								
		19,809,096		31,412,240		16,303,861		27,753,861

	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	Current	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	February 2020	2019-2020	BUDGET	2019-2020	February	2017-2018	BUDGET	2017-2018
EXPENDITURES								
Cost Center								
City Council	14,980	224,551	56.1%	400,337	14,823	221,839	67.3%	329,426
City Manager	123,504	1,897,149	54.6%	3,471,467	116,318	1,770,648	53.2%	3,328,297
City Clerk	15,245	416,301	48.6%	856,966	10,783	261,882	61.6%	425,368
Finance	72,377	1,275,177	68.9%	1,851,887	66,397	1,239,398	74.1%	1,672,775
Legal	31,143	344,327	65.0%	530,000	13,294	289,096	57.8%	500,000
Interfund Transfers	0	2,606,529	80.8%	3,226,484	0	650,220	46.3%	1,403,228
Public Safety	71,333	4,362,349	47.8%	9,133,991	64,871	4,126,878	46.9%	8,806,304
Engineering & Environmental Services	48,455	780,295	47.0%	1,658,620	26,465	684,399	48.4%	1,415,011
Community Development	55,347	933,626	55.0%	1,698,893	55,176	705,878	41.1%	1,715,510
Developmental Services	94,874	1,491,445	60.6%	2,461,502	185,978	1,351,077	63.4%	2,131,288
Parks & Facility Maintenance	76,703	1,905,398	58.9%	3,236,725	49,359	1,090,051	38.2%	2,854,489
Total Expenditures	603,961	16,237,147	56.9%	28,526,872	603,464	12,391,367	50.4%	24,581,696
Ending Fund Balance	61,272	3,571,949	0	2,885,368		3,912,494		3,172,165
Total Expenditures and Ending Fund Balance								
		19,809,096		31,412,240		16,303,861		27,753,861

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

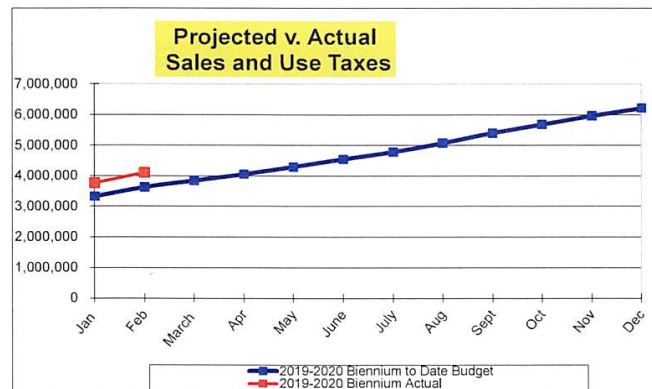
City of Kenmore, Washington
General Fund Revenue Graphs
February 29, 2020
PROPERTY TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	5,024,414	5,050,864
Jan	5,041,120	5,061,216
Feb	5,105,461	5,142,142
Mar	5,296,524	
Apr	6,228,071	
May	7,737,751	
June	7,752,286	
July	7,766,698	
Aug	7,782,013	
Sept	7,886,618	
Oct	8,730,684	
Nov	10,194,653	
Dec	10,224,205	
2019-20	10,224,205	
Year To Date		
Actual v. Projected		50%



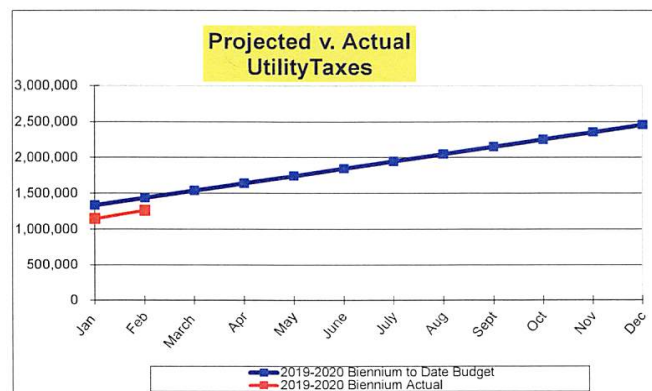
SALES, USE, CRIM JUSTICE TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	3,102,000	3,493,551
Jan	3,314,653	3,759,238
Feb	3,620,942	4,101,432
March	3,838,937	
Apr	4,049,383	
May	4,291,368	
June	4,543,454	
July	4,778,211	
Aug	5,068,877	
Sept	5,397,027	
Oct	5,677,075	
Nov	5,960,380	
Dec	6,212,000	
2019-20	6,212,000	
Year To Date		
Actual v. Projected		66%



UTILITY TAXES

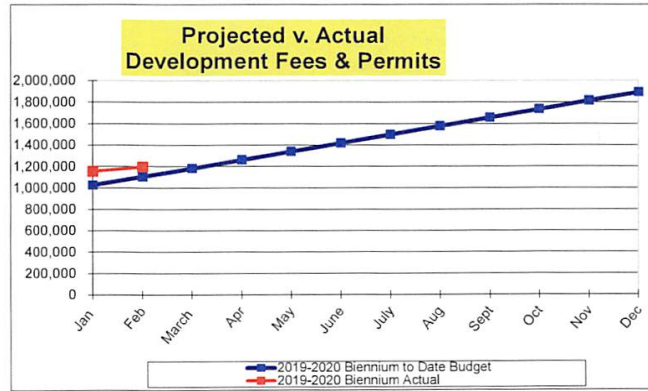
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,227,000	1,029,975
Jan	1,329,250	1,143,328
Feb	1,431,500	1,257,030
March	1,533,750	
Apr	1,636,000	
May	1,738,250	
June	1,840,500	
July	1,942,750	
Aug	2,045,000	
Sept	2,147,250	
Oct	2,249,500	
Nov	2,351,750	
Dec	2,454,000	
2019-20	2,466,355	
Year To Date		
Actual v. Projected		51%



City of Kenmore, Washington
General Fund Revenue Graphs
February 29, 2020

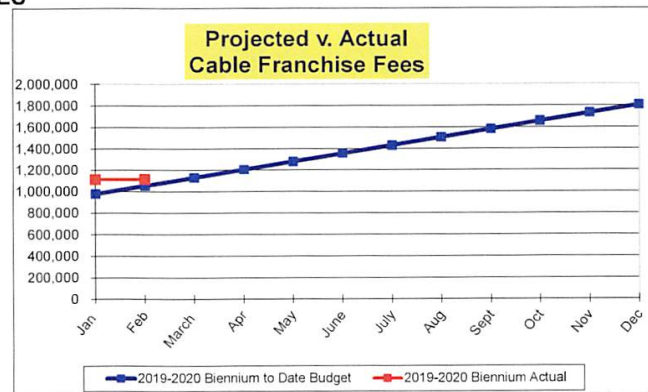
DEVELOPMENT FEES & PERMITS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	945,576	1,014,896
Jan	1,024,374	1,153,770
Feb	1,103,172	1,195,109
March	1,181,970	
Apr	1,260,768	
May	1,339,566	
June	1,418,364	
July	1,497,162	
Aug	1,575,960	
Sept	1,654,758	
Oct	1,733,556	
Nov	1,812,354	
Dec	1,891,152	
'2019-20	1,854,042	
Year To Date		
Actual v. Projected		64%



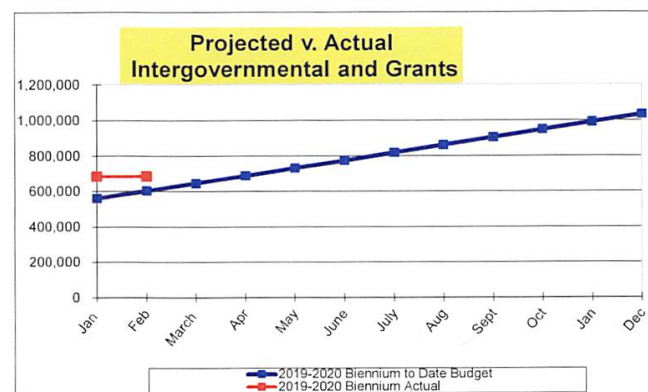
CABLE/WATER/SEWER FRANCHISE FEES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	902,382	874,872
Jan	977,581	1,110,153
Feb	1,052,779	1,114,341
March	1,127,978	
Apr	1,203,176	
May	1,278,375	
June	1,353,573	
July	1,428,772	
Aug	1,503,970	
Sept	1,579,169	
Oct	1,654,367	
Nov	1,729,566	
Dec	1,804,764	
'2019-20	1,831,835	
Year To Date		
Actual v. Projected		61%



INTERGOVERNMENTAL & GRANTS

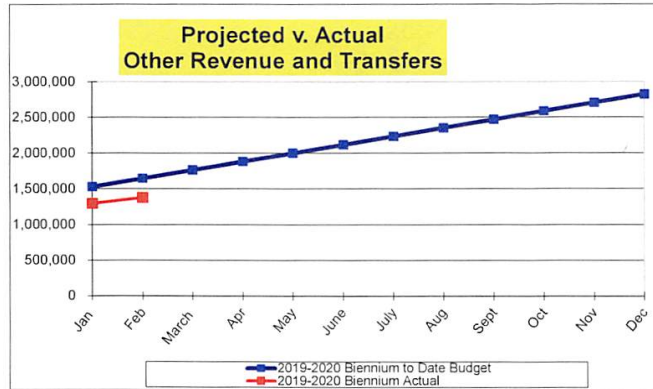
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	515,651	627,769
Jan	558,622	684,503
Feb	601,593	686,213
March	644,564	
Apr	687,535	
May	730,506	
June	773,477	
July	816,447	
Aug	859,418	
Sept	902,389	
Oct	945,360	
Jan	988,331	
Dec	1,031,302	
'2019-20	1,057,677	
Year To Date		
Actual v. Projected		65%



**City of Kenmore, Washington
General Fund Revenue Graphs
February 29, 2020**

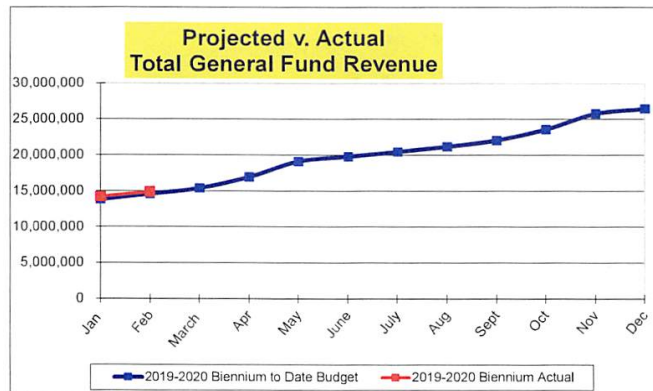
OTHER REVENUES AND TRANSFERS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,410,444	1,234,739
Jan	1,527,981	1,297,287
Feb	1,645,518	1,378,460
March	1,763,055	
Apr	1,880,592	
May	1,998,129	
June	2,115,666	
July	2,233,203	
Aug	2,350,740	
Sept	2,468,277	
Oct	2,585,814	
Nov	2,703,351	
Dec	2,820,888	
'2019-20	2,831,758	
Year To Date		
Actual v. Projected		49%



TOTAL GENERAL FUND REVENUE

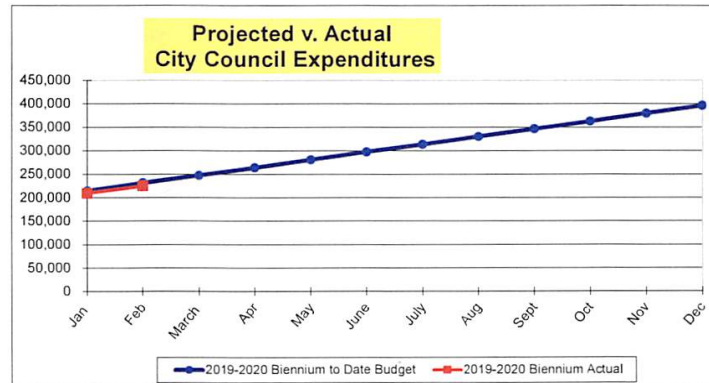
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	13,773,581	14,209,494
Feb	14,560,965	14,874,728
March	15,386,777	
Apr	16,945,525	
May	19,113,945	
June	19,797,319	
July	20,463,243	
Aug	21,185,979	
Sept	22,035,488	
Oct	23,576,356	
Nov	25,740,386	
Dec	26,438,311	
'2019-20	26,477,872	
Year To Date		
Actual v. Projected		56%



City of Kenmore, Washington
General Fund Expenditure Graphs
February 29, 2020

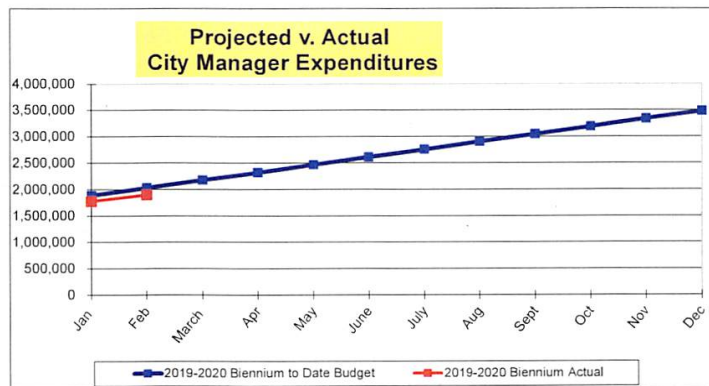
CITY COUNCIL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	197,953	166,557
Jan	214,449	209,570
Feb	230,945	224,551
March	247,441	
Apr	263,937	
May	280,433	
June	296,930	
July	313,426	
Aug	329,922	
Sept	346,418	
Oct	362,914	
Nov	379,410	
Dec	395,906	
2019-20	400,337	
Year To Date		
Actual v. Projected		56%



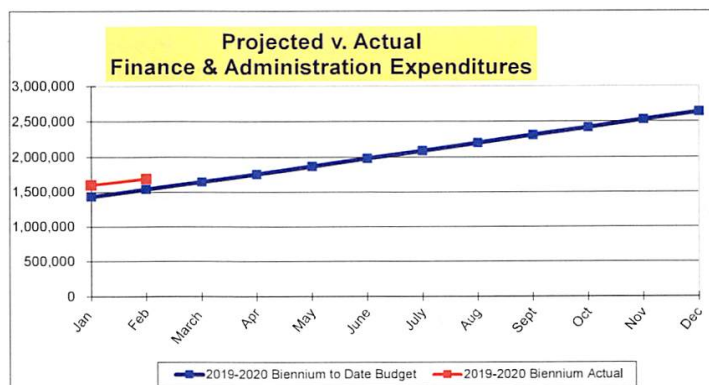
CITY MANAGER

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,738,841	1,651,429
Jan	1,883,744	1,773,645
Feb	2,028,648	1,897,149
March	2,173,551	
Apr	2,318,455	
May	2,463,358	
June	2,608,262	
July	2,753,165	
Aug	2,898,068	
Sept	3,042,972	
Oct	3,187,875	
Nov	3,332,779	
Dec	3,477,682	
2019-20	3,471,467	
Year To Date		
Actual v. Projected		55%



FINANCE & ADMINISTRATION

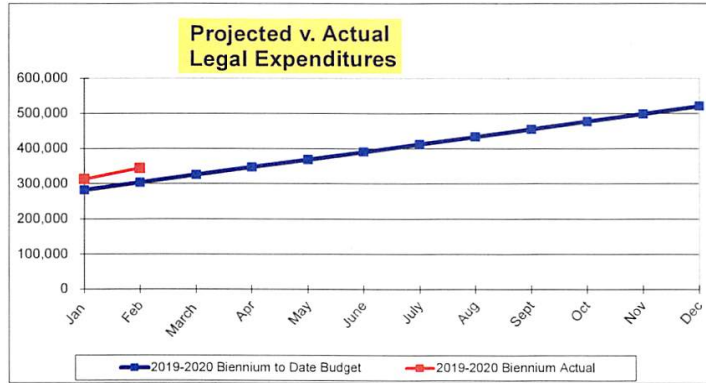
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,316,827	1,248,548
Jan	1,426,563	1,603,856
Feb	1,536,298	1,691,479
March	1,646,034	
Apr	1,755,769	
May	1,865,505	
June	1,975,241	
July	2,084,976	
Aug	2,194,712	
Sept	2,304,447	
Oct	2,414,183	
Nov	2,523,918	
Dec	2,633,654	
2019-20	2,708,853	
Year To Date		
Actual v. Projected		62%



City of Kenmore, Washington
General Fund Expenditure Graphs
February 29, 2020

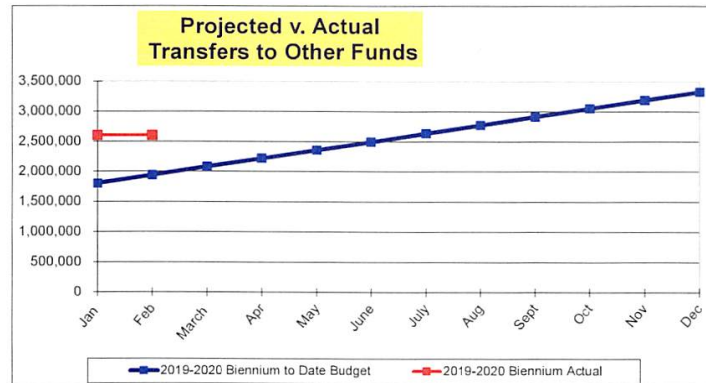
LEGAL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	260,000	312,722
Jan	281,667	313,184
Feb	303,333	344,327
March	325,000	
Apr	346,667	
May	368,333	
June	390,000	
July	411,667	
Aug	433,333	
Sept	455,000	
Oct	476,667	
Nov	498,333	
Dec	520,000	
2019-20	530,000	
Year To Date		
Actual v. Projected		65%



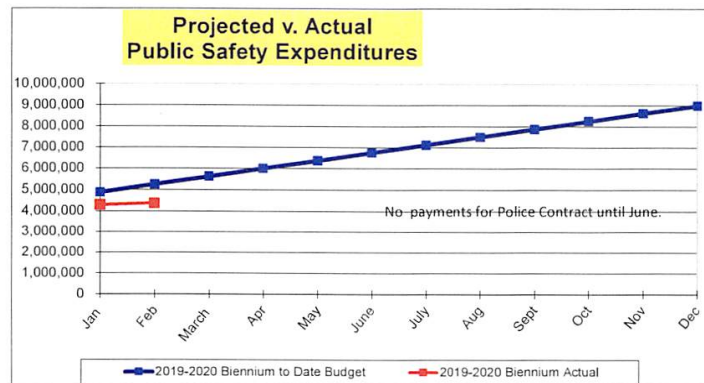
TRANSFERS TO OTHER FUNDS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,663,897	2,605,529
Jan	1,802,555	2,605,529
Feb	1,941,213	2,605,529
March	2,079,871	
Apr	2,218,529	
May	2,357,187	
June	2,495,846	
July	2,634,504	
Aug	2,773,162	
Sept	2,911,820	
Oct	3,050,478	
Nov	3,189,136	
Dec	3,327,794	
2019-20	3,226,484	
Year To Date		
Actual v. Projected		81%



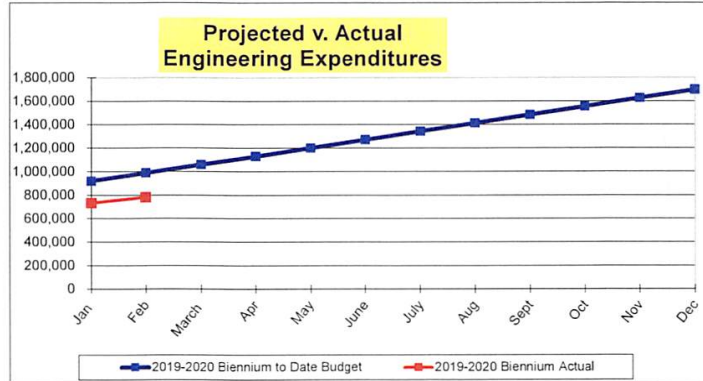
PUBLIC SAFETY

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	4,492,575	4,282,065
Jan	4,866,956	4,291,016
Feb	5,241,338	4,362,349
March	5,615,719	
Apr	5,990,100	
May	6,364,481	
June	6,738,863	
July	7,113,244	
Aug	7,487,625	
Sept	7,862,006	
Oct	8,236,388	
Nov	8,610,769	
Dec	8,985,150	
2019-20	9,133,991	
Year To Date		
Actual v. Projected		48%



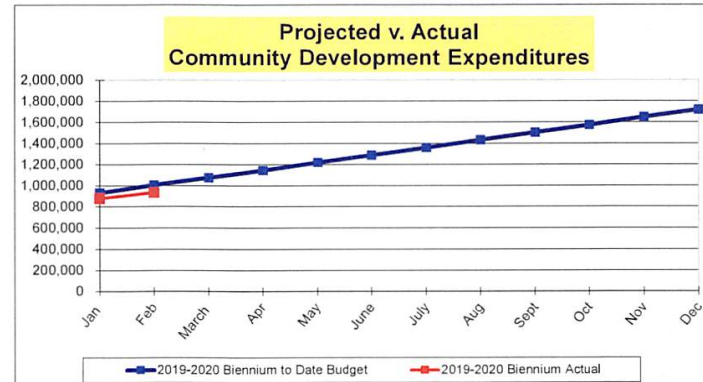
City of Kenmore, Washington
General Fund Expenditure Graphs
February 29, 2020
ENGINEERING

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	847,685	674,259
Jan	918,325	731,841
Feb	988,966	780,295
March	1,059,606	
Apr	1,130,247	
May	1,200,887	
June	1,271,528	
July	1,342,168	
Aug	1,412,808	
Sept	1,483,449	
Oct	1,554,089	
Nov	1,624,730	
Dec	1,695,370	
2019-20	1,658,620	
Year To Date		
Actual v. Projected		47%



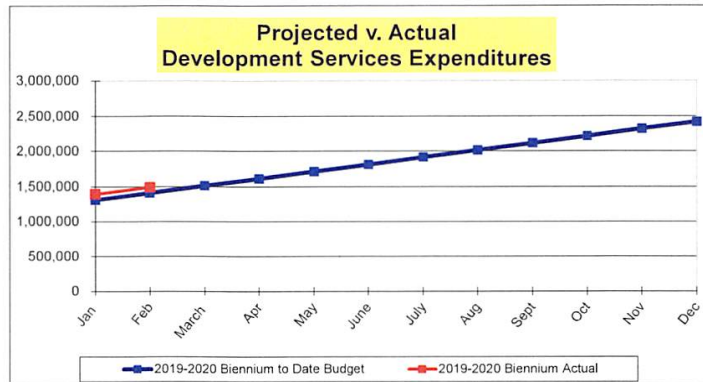
COMMUNITY DEVELOPMENT

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	858,610	798,613
Jan	930,161	878,279
Feb	1,001,712	933,626
March	1,073,263	
Apr	1,144,813	
May	1,216,364	
June	1,287,915	
July	1,359,466	
Aug	1,431,017	
Sept	1,502,568	
Oct	1,574,118	
Nov	1,645,669	
Dec	1,717,220	
2019-20	1,698,893	
Year To Date		
Actual v. Projected		55%



DEVELOPMENT SERVICES

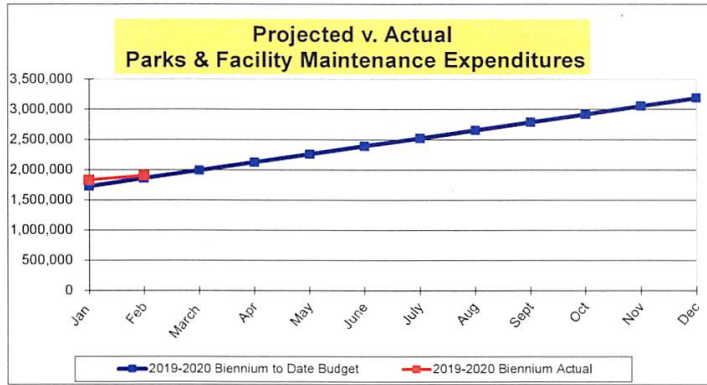
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,208,200	1,227,207
Jan	1,308,883	1,396,571
Feb	1,409,567	1,491,445
March	1,510,250	
Apr	1,610,933	
May	1,711,617	
June	1,812,300	
July	1,912,983	
Aug	2,013,667	
Sept	2,114,350	
Oct	2,215,033	
Nov	2,315,717	
Dec	2,416,400	
2019-20	2,461,502	
Year To Date		
Actual v. Projected		61%



City of Kenmore, Washington
General Fund Expenditure Graphs
February 29, 2020

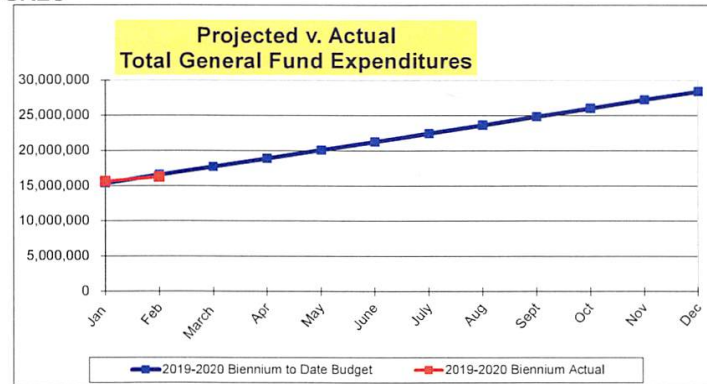
PARKS & FACILITY MAINTENANCE

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,592,380	1,760,364
Jan	1,725,078	1,828,695
Feb	1,857,777	1,905,398
March	1,990,475	
Apr	2,123,173	
May	2,255,872	
June	2,388,570	
July	2,521,268	
Aug	2,653,967	
Sept	2,786,665	
Oct	2,919,363	
Nov	3,052,062	
Dec	3,184,760	
2019-20	3,236,725	
Year To Date		
Actual v. Projected		59%



TOTAL GENERAL FUND EXPENDITURES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	15,358,382	15,633,185
Feb	16,539,796	16,237,147
March	17,721,210	
Apr	18,902,624	
May	20,084,038	
June	21,265,452	
July	22,446,866	
Aug	23,628,280	
Sept	24,809,694	
Oct	25,991,108	
Nov	27,172,522	
Dec	28,353,936	
2019-20	28,526,872	
Year To Date		
Actual v. Projected		57%



City of Kenmore, Washington
Street Fund Summary Report
February 29, 2020



	<u>MONTH</u> <u>February 2020</u>	<u>BIENNIUM TO DATE</u> <u>2019-2020</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2019-2020</u>
<u>REVENUES</u>				
Beginning Fund Balance		926,962		926,962
Fuel Tax	36,813	557,575	55.4%	1,006,385
Investment Interest	2,447	17,010	340.2%	5,000
Miscellaneous	117	10,579	528.9%	2,000
ROW Permit Fees/Inspections	12,000	191,360	79.7%	240,000
Multimodal Transportation	0	31,730	50.4%	62,910
Transfer from General Fund	0	1,982,529	76.2%	2,602,484
Transfer from TBD	0	358,000	50.0%	716,000
Total Revenues	51,377	3,148,783	67.9%	4,634,779
Total Revenues & Beginning Fund Balance		4,075,745		5,561,741

		<u>BIENNIUM TO DATE</u> <u>2019-2020</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2019-2020</u>
<u>EXPENDITURES</u>				
Salary and Benefits	50,057	781,486	59.2%	1,320,880
Maintenance & Operations	101,037	1,411,175	44.6%	3,163,899
Capital	0	154,796	103.2%	150,000
Total Expenditures	151,094	2,347,457	50.6%	4,634,779
Ending Fund Balance		1,728,288		926,962
Total Expenditures and Ending Fund Balance		4,075,745		5,561,741

City of Kenmore, Washington
Cash and Investment Report
February 29, 2020



<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$3,510,676	\$665,234	\$603,961	3,571,949
Street	1,828,004	51,377	151,094	1,728,287
Transportation Capital	143,404	22,853	282,749	(116,493)
Public Art	70,843	103	0	70,945
Park Impact Fee	314,705	1,035	0	315,741
Transportation Impact Fee	3,269,054	4,735	0	3,273,789
Swamp Creek Basin	1,083,077	2,148	0	1,085,226
Transportation Benefit District	142,928	37,926	0	180,854
Sammamish Bridge Replacement	1,934,736	103,911	184,144	1,854,504
Walkways & Waterways Debt Service	188,612	9,577	0	198,189
Real Estate Excise Tax	1,589,739	106,587	0	1,696,326
Kenmore Village	3	0	0	3
Park Capital	60,833	0	14,254	46,579
Walkways & Waterways Bond	6,394,304	11,050	0	6,405,353
Surface Water Management	1,692,292	34,083	74,203	1,652,172
Surface Water Capital	-254,481	81,215	-108,181	(65,086)
Public Works Shop Fund	0	0	14,862	(14,862)
Strategic Reserve	1,334,796	1,933	0	1,336,729
Strategic Opportunities	3,037,962	4,400	0	3,042,362
Equipment Replacement	574,113	815	11,360	563,568
Trust & Agency	889,883	11,064	75,774	825,173
Totals	\$27,805,483	\$1,150,047	\$1,304,220	\$27,651,309

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	-\$356,401	\$3,929,209	3,572,807
Street	878,288	850,000	1,728,288
Transportation Capital	-116,492	0	(116,492)
Public Art	55,945	15,000	70,945
Park Impact Fee	-614,257	930,000	315,743
Transportation Impact Fee	3,243,792	30,000	3,273,792
Swamp Creek Basin	-314,774	1,400,000	1,085,226
Transportation Benefit District	180,854	0	180,854
Sammamish Bridge Replacement	1,854,504	0	1,854,504
Walkways & Waterways Debt Service	198,189	0	198,189
Real Estate Excise Tax	1,696,324	0	1,696,324
Kenmore Village	0	0	0
Park Capital	46,579	0	46,579
Walkways & Waterways Bond	6,405,353	0	6,405,353
Surface Water Management	1,142,174	510,000	1,652,174
Surface Water Capital	-65,086	0	(65,086)
Public Works Shop Fund	-14,862	0	(14,862)
Strategic Reserve	486,730	850,000	1,336,730
Strategic Opportunities	3,042,363	0	3,042,363
Equipment Replacement	113,567	450,000	563,567
Trust & Agency	725,169	100,000	825,169
Totals	\$18,587,957	\$9,064,209	\$27,652,166

C:\Users\Bnran\AppData\Local\c5a7da91-7bc3-481a-b610-d7eb469c0983\FileSysCache\Kenmore (I Drive)\Admin & Finance\Monthly Reports\2020\February 2020.xlsxCashInv

City of Kenmore, Washington
Investment Schedule
February 29, 2020



		Average Yield to Maturity-Securities					Overall Average Yield	1.64%
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
	XXXXXHV83						1,001,154.00	-
	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							4,067,308.44	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							\$ 9,064,208.44	\$ 159,712.95
						Banner Checking and Savings	0.07% Banner	2,225,823.24
						Opus Savings	1.81% Opus	3,139,822.61
						LGIP - Primary Account	1.77% LGIP	4,926,155.17
						LGIP - Bond Proceeds Account	1.77% LGIP	8,295,660.85
						Total Accounts		\$ 27,651,670.31
								452,127.96

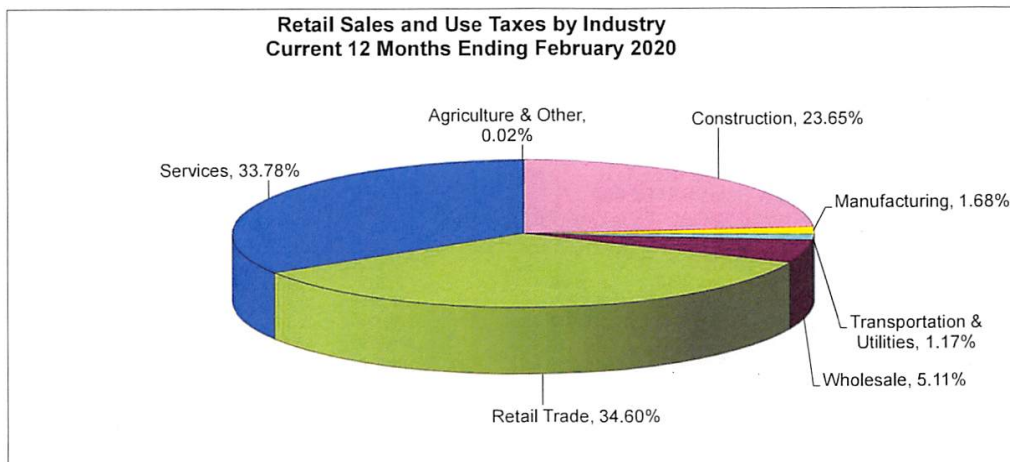
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 February 2020

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	14.98	0.00	14.98	0.0%
CONSTRUCTION	52,875.16	747.48	53,622.64	19.8%
MANUFACTURING	3,010.04	41.42	3,051.46	1.1%
TRANSPORTATION & UTILITIES	1,936.61	387.25	2,323.85	0.9%
WHOLESALE	11,821.12	113.34	11,934.46	4.4%
RETAIL TRADE	103,706.77	356.71	104,063.47	38.3%
SERVICES	80,591.68	1,588.11	82,179.79	30.3%
INFORMATION	10,689.85	79.89	10,769.74	4.0%
PUBLIC SERVICES	8.78	3,393.85	3,402.63	1.3%
	<u>264,654.98</u>	<u>6,708.04</u>	<u>271,363.02</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
February 29, 2020

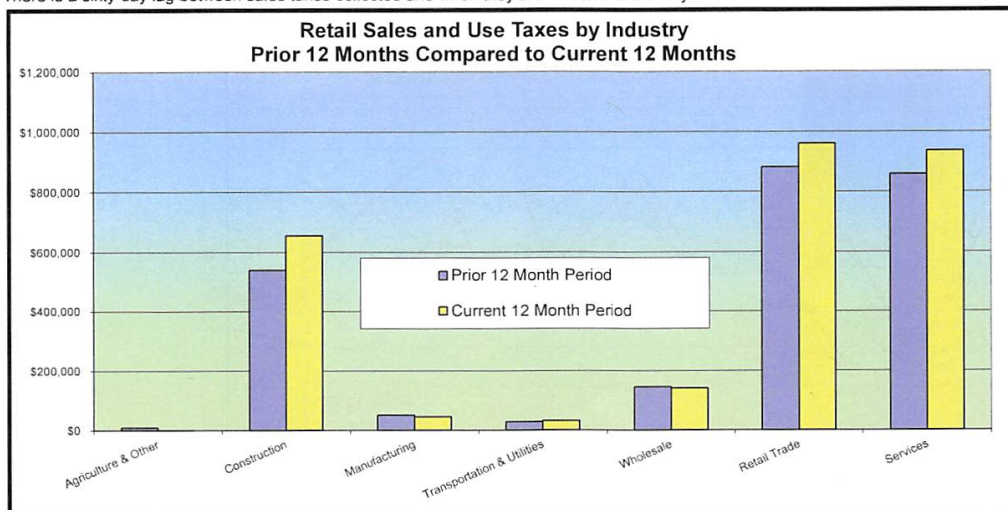


Industry	Prior 12 Months ending February 2019	Current 12 Months ending February 2020	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$10,074	\$593	-94.12%	0.02%
Construction	538,482	655,729	21.77%	23.65%
Manufacturing (Printing, Publishing, Other Manuf.)	51,171	46,453	-9.22%	1.68%
Transp/Comm/Utilities (Telecomm., Air Transport.)	28,762	32,300	12.30%	1.17%
Wholesale (Lumber, Other Wholesale)	145,809	141,708	-2.81%	5.11%
Retail Trade (Eating, Merchandise, Food Stores)	881,246	959,198	8.85%	34.60%
Services (Auction, Recreation, Auto Repair, Financial)	858,471	936,395	9.08%	33.78%
Totals	\$2,514,014	\$2,772,376	10.28%	100%
Increase/(Decrease)		\$258,361	10.28%	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



C:\Users\Brian\AppData\Local\c5a7da91-7bc3-481a-b610-d7eb469c0983\FileSystemCache\Kenmore (I Drive)\Admin & Finance\Monthly Reports\2020\February 2020.xlsxSalesTaxDist

City of Kenmore, Washington
Real Estate Excise Tax Report
February 29, 2020



Real Estate Excise Taxes (REET)
2017 - 2020 Monthly Receipts

	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Target 2020
January	176,657	99,205	67,141	155,141	114,335
February	94,134	82,263	84,215	103,270	86,871
March	170,086	89,698	89,106		116,297
April	126,245	148,514	104,430		126,396
May	139,422	144,906	96,756		127,028
June	211,430	181,182	201,666		198,093
July	163,138	181,974	109,538		151,550
August	114,754	115,421	240,124		156,766
September	221,719	128,704	153,174		167,866
October	186,805	97,998	97,291		127,365
November	150,187	102,373	152,965		135,175
December	146,159	112,490	127,473		128,707
	\$1,900,736	\$1,484,728	\$1,523,880	\$258,411	\$1,636,448

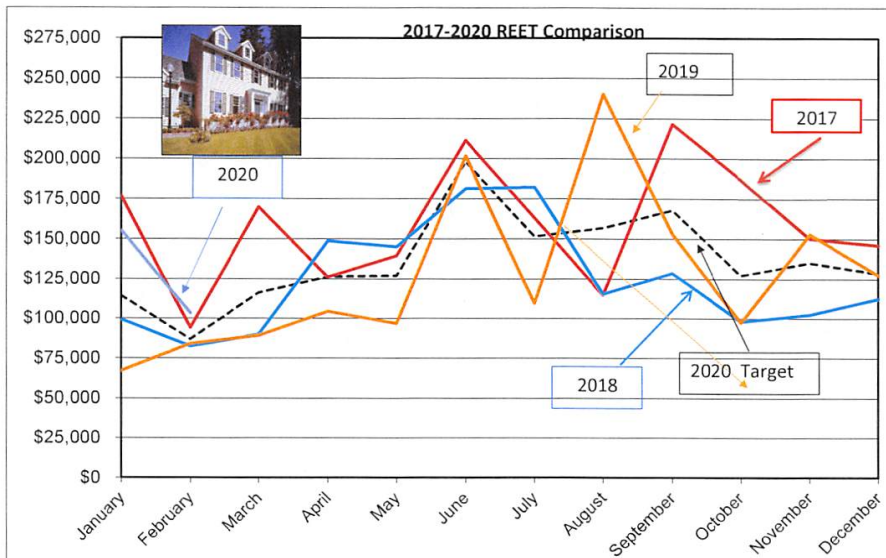
For 2020, REET is \$107,054 more than the same period last year and more than the 2020 target by \$57,205

* NOTE THE 2020 target is computed on a 3 year average (2017-2019) of actual receipts

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

usually occur in the prior month; there is a 30 day lag between sales and when the City receive

	2017	2018	2019	2020	2017	2018	2019
January	27,548,430	17,379,581	12,424,500	26,365,900	136,365	86,029	61,501
February	19,017,050	15,277,640	14,286,900	17,193,650	94,134	75,624	70,720
March	29,692,641	13,818,387	15,106,888		146,979	68,401	74,779
April	19,953,544	23,896,450	19,671,000		98,770	118,287	97,371
May	24,277,456	25,710,632	16,722,738		120,173	127,268	82,778
June	36,414,050	31,816,871	36,281,428		180,250	157,494	179,593
July	28,779,145	32,800,185	20,426,900		142,457	162,361	101,113
August	18,859,991	19,693,600	44,530,295		93,357	97,483	220,425
September	38,431,272	22,172,221	23,545,383		190,235	109,752	116,550
October	31,278,148	14,697,849	15,876,738		154,827	72,754	78,590
November		16,347,581	28,040,050		0	80,921	138,798
December	25,603,889	19,908,284	20,693,490		126,739	98,546	102,433
	\$299,855,616	\$253,519,281	\$267,606,310	\$43,559,550	\$1,484,286	\$1,254,920	\$1,324,651

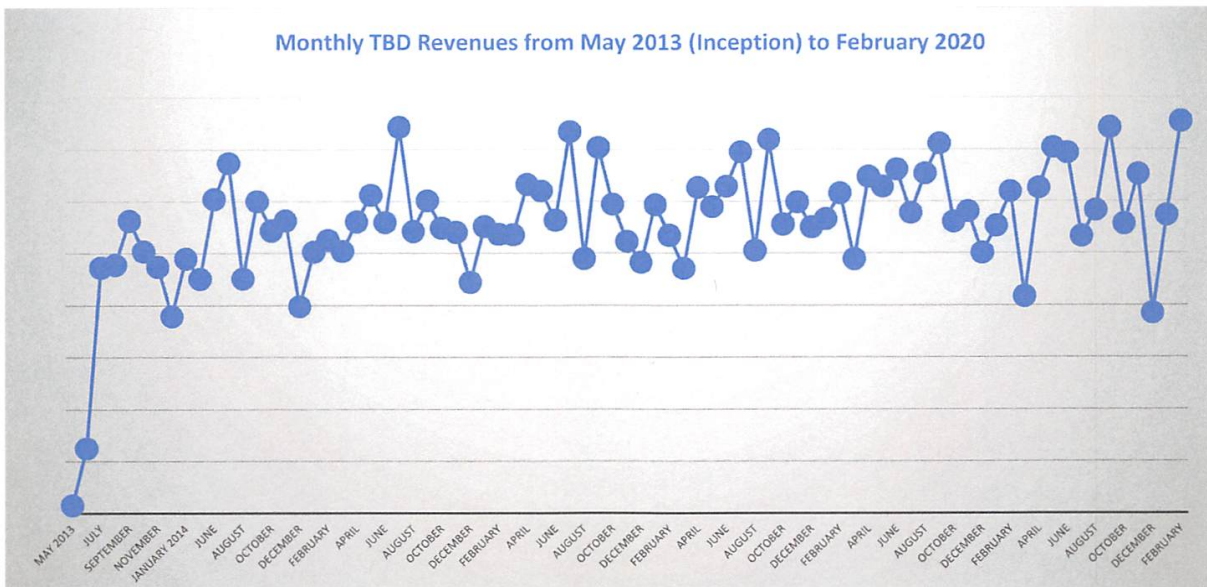


C:\Users\Brian\AppData\Local\c5a7da91-7bc3-481a-b510-d7eb469c0983\FileSysCache\Kenmore (I Drive)\Admin & Finance\Monthly Reports\2020\February 2020.xlsx\REET

**Kenmore Transportation Benefit District
Monthly Report
February 29, 2020**



Revenues	February 2020	Biennium-to- Date	Percent of Budget	Biennium Budget
Vehicle Fees	37,719	419,754	59.12%	710,000
Investment Interest	207	4,740	59.25%	8,000
Total Revenues	\$37,926	\$424,494	59.12%	\$718,000
Expenditures				
Reimbursement to Street Fund	0	358,000	50.00%	716,000
Total Expenditures	0	358,000	50.00%	716,000
Net Income (Loss)	\$37,926	\$66,494		\$2,000





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:	For Council Meeting Agenda of: April 27, 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 #20-339 Ratifying Proclamation & Issuance of Emergency Rule 20-06.1: 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: KC for RK 4/24/20 Exhibits/Attachments: 1. Resolution #20- 339 2. Proclamation & Issuance of Emergency Rule 20-06.1: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions

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.

In the exercise of such authority, the City Manager issued and executed Proclamation 20-06, which established a temporary moratorium on small business/nonprofit evictions for non-payment of rent until May 4, 2020.

On March 18, 2020, the Governor issued Proclamation 20-19, which temporarily prohibited residential evictions until April 17, 2020; and on April 16, 2020, the Governor issued Proclamation 20-19.1, which amended Proclamation 20-19 by extending the residential eviction prohibition until June 4, 2020.

The City Council desires to ratify and adopt Proclamation 20-06.1 to extend said moratorium to June 4, 2020, consistent with the Governor's Proclamation 20-19.1.

This proclamation and emergency rule shall be in full force and effect until 11:59 p.m. on June 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 20-06 shall remain in full force and effect.

CITY OF KENMORE
WASHINGTON

RESOLUTION NO. 20-339

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, RATIFYING AND ADOPTING
PROCLAMATION AND EMERGENCY RULE 20-06.1 TO
EXTEND 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 until May 4, 2020; and

WHEREAS, on March 18, 2020, the Governor issued Proclamation 20-19, which temporarily prohibited residential evictions until April 17, 2020; and on April 16, 2020, the Governor issued Proclamation 20-19.1, which amended Proclamation 20-19 by extending the residential eviction prohibition until June 4, 2020, and

WHEREAS, the City Council desires to ratify and adopt Proclamation 20-06.1 to extend said moratorium to June 4, 2020, consistent with the Governor’s Proclamation 20-19.1; 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 20-06.1, 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 Proclamation 20-06.1, are hereby incorporated by reference as support for this Resolution.

Section 2. Ratification & Adoption.

- A. The City Council hereby ratifies, confirms, and adopts, "Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-06.1: Temporary Moratorium on Small Business/Nonprofit Tenant Evictions", as set forth in in Exhibit 1 to Proclamation 20-06.1, attached hereto and incorporated by reference.
- B. Any and all acts undertaken by City departments and staff consistent with Proclamation 20-06.1, 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 27th 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 20-06.1: Amending 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, 2020, 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 18, 2020, the Governor issued Proclamation 20-19, which temporarily prohibited residential evictions until April 17, 2020; and on April 16, 2020, the Governor issued Proclamation 20-19.1, which amended Proclamation 20-19 by extending the residential eviction prohibition until June 4, 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, 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;

WHEREAS, the City Manager issued Proclamation 20.06 imposing a temporary moratorium on small business/nonprofit tenant evictions due to non-payment of rent, until May 4, 2020, which the City Council ratified; and

WHEREAS, the City Manager desires to extend the moratorium to June 4, 2020, to be consistent with the time period set forth in the Governor's Proclamation 20-19.1;

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 20-06.1: Temporary Moratorium on Small Business/Nonprofit Tenant Evictions: The City Manager hereby amends Proclamation 20-06, as set forth on Exhibit 1, “Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-06.1: Temporary Moratorium on Small Business/Nonprofit Tenant Evictions”, attached hereto and incorporated by reference. All other provisions of Proclamation 20-06 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 June 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 ___ day of April, 2020.

Signed _____
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



Exhibit 1

**Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-06.1:
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 20-05 - 20-19*, dated March 18, 2020;
- M. *Proclamation by the Governor 20-05, 20-19.1*, dated April 16, 2020;
- N. *Proclamation By The Governor Amending Proclamations 20-05 - 20-25*, dated

March 23, 2020

- O. *Proclamation By The Governor Amending Proclamations 20-05 and 20-25 - 20-25.1*, dated April 2, 2020
- P. Public Health – Seattle & King County, *Local Health Officer Order*, dated March 11, 2020
- Q. *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 ~~June~~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



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:	For Council Meeting Agenda of: April 27, 2020
Resolution #20-340 Ratifying Proclamation & Issuance of Emergency Rule 20-03.2: AMENDED Temporary Moratorium on Residential Tenant Evictions	Department: City Manager's Office
	Prepared by: Rob Karlinsey, City Manager
Move to: Approve Resolution #20-340 Ratifying the Proclamation & Issuance of Emergency Rule 20-03.2 AMENDED Temporary Moratorium on Residential Tenant Evictions	<u>Initial & Date</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: KC for RK 4/24/20 Exhibits/Attachments: 1. Resolution #20-340 2. Proclamation & Issuance of Emergency Rule 20-03.2: AMENDED Temporary Moratorium on Residential Tenant Evictions

INFORMATION/BACKGROUND:

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.

In the exercise of such authority, the City Manager issued and executed Proclamation 20-03, which established a temporary moratorium on residential tenant evictions, and Proclamation 20-03.1, which clarified the proclamation and also extended the moratorium to May 4, 2020.

On March 18, 2020, the Governor issued Proclamation 20-19, which temporarily prohibited residential evictions until April 17, 2020; and on April 16, 2020, the Governor issued Proclamation 20-19.1, which amended Proclamation 20-19 by extending the residential eviction prohibition until June 4, 2020.

The City Council desires to ratify and adopt Proclamation 20-03.2 to extend said moratorium to June 4, 2020, consistent with the Governor's Proclamation 20-19.1.

This proclamation and emergency rule shall be in full force and effect until 11:59 p.m. on June 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. 20-340

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, RATIFYING AND ADOPTING
PROCLAMATION AND EMERGENCY RULE 20-03.2 TO
EXTEND 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 residential tenant evictions, and Proclamation 20-03.1, which clarified the proclamation and also extended the moratorium to May 4, 2020; and

WHEREAS, on March 18, 2020, the Governor issued Proclamation 20-19, which temporarily prohibited residential evictions until April 17, 2020; and on April 16, 2020, the Governor issued Proclamation 20-19.1, which amended Proclamation 20-19 by extending the residential eviction prohibition until June 4, 2020, and

WHEREAS, the City Council desires to ratify and adopt Proclamation 20-03.2 to extend said moratorium to June 4, 2020, consistent with the Governor’s Proclamation 20-19.1; 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 Proclamation 20-03.2, 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 20-03.2, are hereby incorporated by reference as support for this Resolution.

Section 2. Ratification & Adoption.

A. The City Council hereby ratifies, confirms, and adopts Proclamation 20-03.2, "Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-03.2: 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 Proclamation 20-03.2 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 27th 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 20-03.2: 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 18, 2020, the Governor issued Proclamation 20-19, which temporarily prohibited residential evictions until April 17, 2020; and on April 16, 2020, the Governor issued Proclamation 20-19.1, which amended Proclamation 20-19 by extending the residential eviction prohibition until June 4, 2020, 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 moratorium was extended to May 4, 2020, under Proclamation 20-03.1; and

WHEREAS, the City Manager desires to amend Section 7 Duration of Proclamation 20-03 to be consistent with the time period identified in the Governor’s Proclamation 20-19.1, which extended the state prohibition on residential evictions to June 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 20-03.2: Temporary Moratorium on Residential Tenant Evictions: The City Manager hereby amends Emergency Rule 20-03, as amended by Emergency Rule 20.03.1, as set forth on Exhibit 1, "Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-03.2: Temporary Moratorium on Residential Tenant Evictions", attached hereto and incorporated by reference. All other provisions of Proclamation 20-03 and 20-03.1 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 June 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 ___ day of April, 2020.

Signed _____
Rob Karlinsey, City Manager

Attested _____
Kelly Chelin, City Clerk



Exhibit 1

**Amendment - COVID-19 Pandemic and Public Health Emergency Rule 20-03.2:
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. *Proclamation By The Governor 20-05 - 20-19*, dated March 18, 2020;
- M. *Proclamation by the Governor 20-05, 20-19.1*, dated April 16, 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

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 ~~June~~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



CITY OF KENMORE
2019 POLICE SERVICE REPORT
WITH ANNUAL HIGHLIGHTS & STATISTICS

Provided for the Residents by:

Police Chief Brandon Moen, City of Kenmore Police Department
18120 68th Ave NE
Kenmore, WA 98028
(206) 477-7455
brandon.moen@kingcounty.gov

City of Kenmore Administration

MAYOR	David Baker
DEPUTY MAYOR	Nigel Herbig
COUNCIL MEMBERS	Milton Curtis Corina Pfeil Joe Marshall Melanie O'Cain Debra Srebnik
CITY MANAGER	Rob Karlinsey
CHIEF OF POLICE	Brandon Moen



About

Message from Chief Brandon Moen	1
Kenmore Police Department and King County Sheriff's Office Mission, Goals, & Core Values	3
City of Kenmore Patrol Districts Map	4
Crimes Against Persons	6
Crimes Against Property	9
Crimes Against Society	12
Cases Closed / Cleared	14
Total Domestic Violence Cases	15
All Auto & Traffic	16
Calls for Police Assistance	18
Police On-Views	18
Response Times to High Priority Calls	19
Commissioned Officers per 1,000 Residents	20
Dispatched Calls for Service (DCFS) per Patrol Officer	20
Costs of Police Services per Capita	21
Cost per \$1,000 of Assessed Real Property Value	21
Complaints against Officers	22
Annual Police Statistics from KCSO Crime Analysis Unit	23



Message from Chief Brandon Moen

February 2020

Dear Kenmore Community Members:

This report is a summary of our efforts in 2019 to deliver high quality police services to the members of the Kenmore community. It is a collection of statistics that represent our work and commitment to you. The Kenmore Police Department consists of 13 commissioned Officers, 11 of which are assigned to patrol. In 2019 we responded to nearly 4,000 calls for service, and initiated in excess of 6,000 contacts.



I began serving as Kenmore's Police Chief in mid-November. It is already apparent what a tremendous opportunity this is, and I am honored to take over the responsibilities it entails. I am proud of the men and women of the Kenmore Police Department and the commitment they make on a daily basis to provide you with high quality, professional law enforcement services. We have officers actively working 24/7, dedicated to being responsive to the needs of the community. We are engaging with the community in local events, in our schools, and in a collaborative approach to address crime trends. Kenmore is a thriving community, and we strive to create a safe environment where you will continue to love where you live.

Some of our current programs to serve you:

--Prescription Drug Drop Box

Located in the City Hall Lobby (18120 68 Ave NE), the drop box is a secure, environmentally sound way to dispose of unneeded medications (no fluids or needles). City Hall is open Monday-Friday 9am to 5pm.

--House Check Program

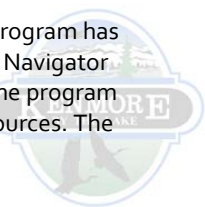
We offer a house check program that is available to all Kenmore residents planning to be out of town for one week or longer. While you are away, a Kenmore Police Volunteer will check the exterior of your home to ensure it is secure. In the event that the volunteer finds your home is not secure or there is something suspicious, a Police Officer will be dispatched to check your residence. We will then contact either you or your designee, to respond and secure the residence. The house check forms are available on the City of Kenmore's webpage: www.Kenmorewa.gov

--Student Resource Officers

In cooperation with the Northshore School District, we have uniformed police officers dedicated solely to serve the students and staff as a School Resource Officers (SRO). These officers are specially trained to serve both as a source of safety and security, but also as a liaison to build bonds and relationships with students. An officer is shared among the Kenmore schools, and is present during each school day.

--R.A.D.A.R. (Response Awareness, De-escalation, and Referral)

Kenmore is a member of the North Sound RADAR program with our adjoining cities. This program has a Mental Health Professional (Navigator) riding with a Kenmore Officer on select days. The Navigator and RADAR Officer conduct outreach to community members that have been referred to the program by patrol Officers as potentially being in need of behavioral health or drug dependency resources. The



program also provides responding Officers with information, in advance, to help de-escalate someone in crisis and reduce the number of use of force incidents.

--Online Reporting

You can file on-line reports for non-emergency incidents, the most common being the reporting of abandoned vehicles, or on-going traffic complaints. Go to www.reporttosheriff.org and file an online report when it meets the criteria outlined on the website. Of course, for emergencies dial 911. For non-emergent situations that require officer contact, you can call the non-emergency line at 206/296-3311.

The Police Service Report contains information on the service efforts and accomplishments of the Kenmore Police Department to support its mission, core values, and objectives. The goal of the report is to keep the City of Kenmore residents, staff, administrators, and elected officials informed of police service and crime activity in the city. The report is produced by the City of Kenmore Police Department in partnership with the King County Sheriff's Office (KCSO) Contracts and Crime Analysis Units. If you have any questions about this report, please direct them to me.

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

Please keep in mind that in mid-2018, the King County Sheriff's Office (which captures police data for the Kenmore Police Department) switched its crime reporting structure away from the historic Uniform Crime Reporting (UCR) format, to the Federal Bureau of Investigation's National Incident Based Reporting System (NIBRS) format. This 2019 report is the first annual report using the new NIBRS system. Because UCR data is not comparable to NIBRS data, the 2019 report will show only one year of data for many of the crime categories. As years progress, each successive report will show more comparable information over the years. Some categories which use other non-NIBRS sources will still have five years of comparative data.

For more information about crime statistics changes reflected in this report, please see the Statistics Section in the second half of this report.

I am happy to report that in 2019 we have seen a reduction in many crime categories. These reductions can be attributed to many factors, including police officers proactively working those areas of the city where repeat calls for service are generated, the arrest and detention of repeat offenders, crime prevention strategies, etc. We will continue to evaluate the best techniques in our industry to reduce crime and the fear of crime in Kenmore. In 2020, we are expanding our outreach efforts to build upon our civic partnerships and trust already gained. We are honored to serve the community, and we look forward to continuing to do our part to *Propel Kenmore upward!*

Sincerely,

Chief Brandon Moen
Kenmore Police Department



Kenmore Police Department and King County Sheriff's Office Mission, Goals, & Core Values

Mission

The King County Sheriff's Office is a trusted partner in fighting crime and improving the quality of life for our residents and guests.

Vision

The King County Sheriff's Office is a highly effective and respected law enforcement agency and criminal justice partner, both trusted and supported, helping King County to be the safest county in America.

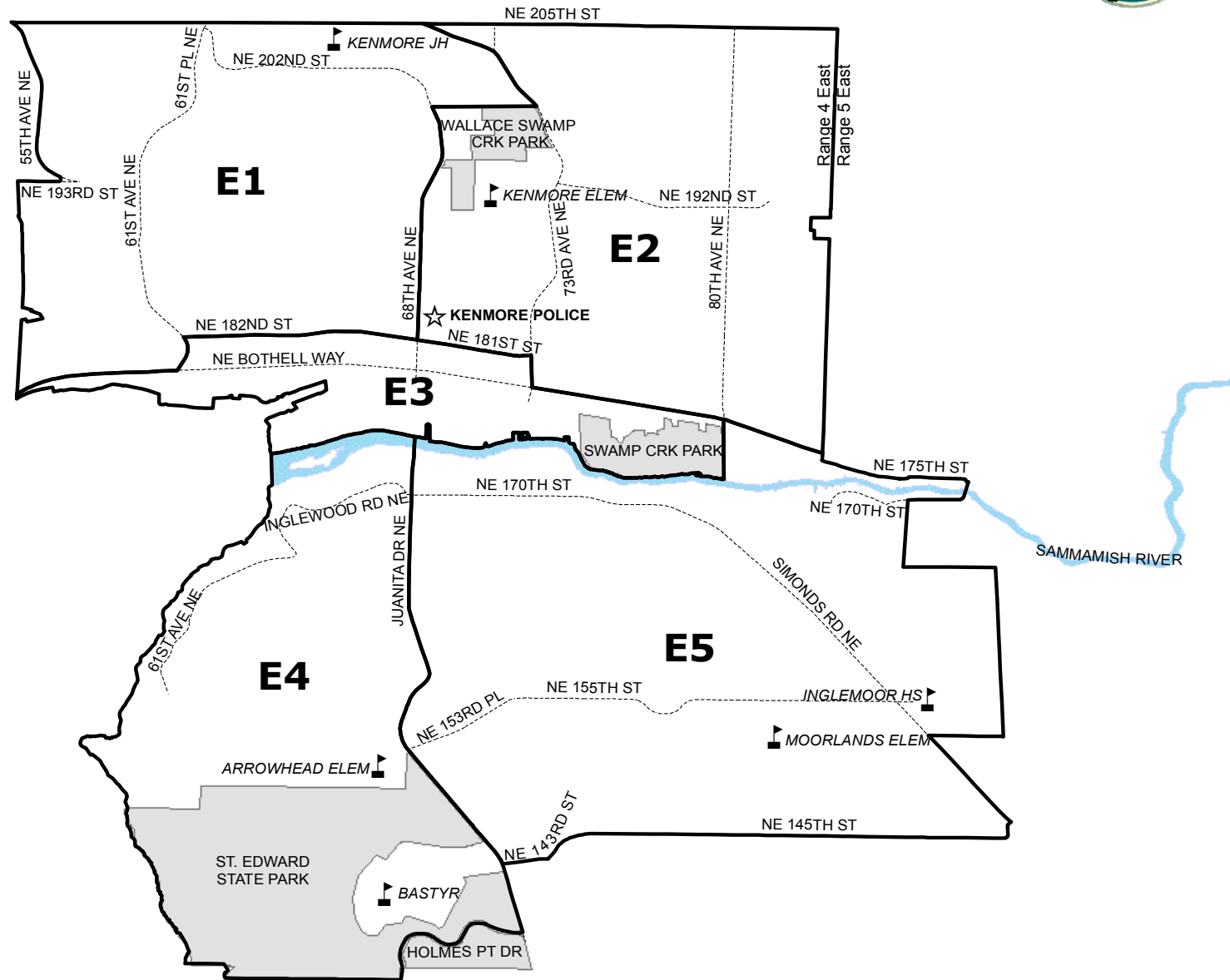
Goals

Through community engagement and collaboration we will:

- Develop and sustain public trust and support while reducing crime and improving the community's sense of safety.
- Improve traffic safety by reducing impaired and unsafe driving behaviors and traffic collisions.
- Recruit, hire, train and promote the best people to provide high quality, professional and responsive services.
- Provide facilities, equipment, and technology, systems and processes that support achievement of our mission.
- Provide for the safety, health and wellness of members of the King County Sheriff's Office.



Effective March 16, 2010

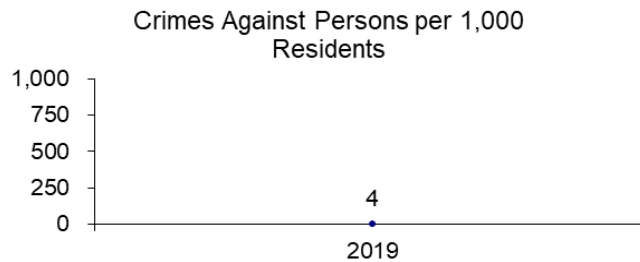
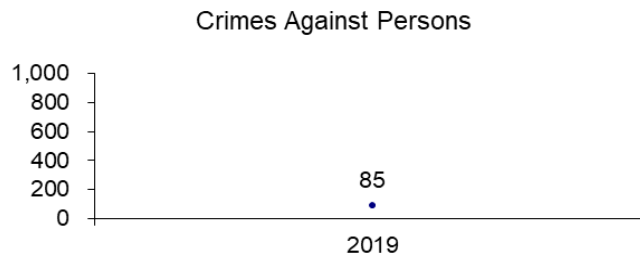


City of Kenmore
2019 Police Service Report:
Highlights Section

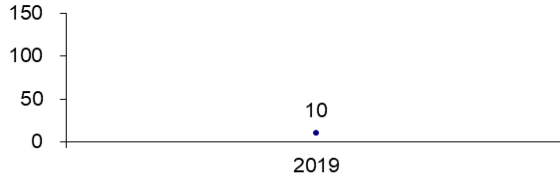


Crimes Against Persons

NIBRS offenses fall under three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Persons offenses include murder and non-negligent homicide, negligent manslaughter, human trafficking for commercial sex acts and involuntary servitude, assault, kidnapping (custodial interference excluded), and sex offenses (e.g. rape, sexual assault, child molestation and related). These are defined as crimes against persons because the victims are always individuals. Some offenses related to pornography/obscene material are a NIBRS Crimes Against Society, but are included in this report under sex offenses for simplicity. The following are Kenmore's Crimes Against Persons.



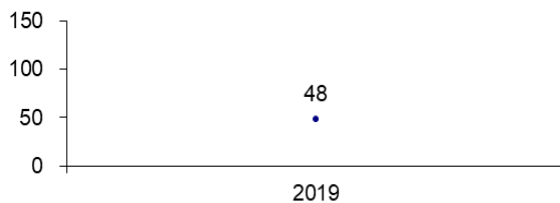
Aggravated Assault Offenses



Aggravated Assault Offenses

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

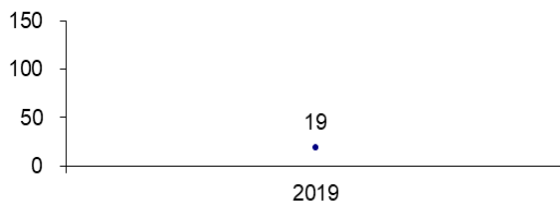
Simple Assault Offenses



Simple Assault Offenses

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

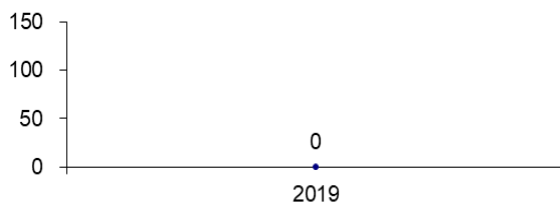
Intimidation Offenses



Intimidation Offenses

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Homicide Offenses



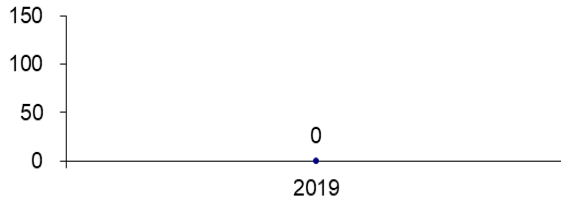
Homicide Offenses

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

*All offense definitions are per the FBI NIBRS library.
<https://ucr.fbi.gov/nibrs/2012/resources/nibrs-offense-definitions>



Human Trafficking Offenses

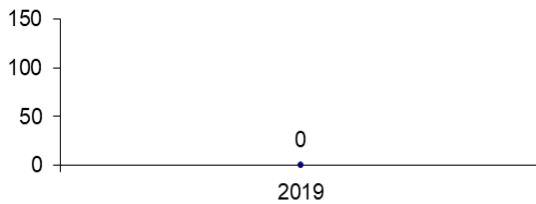


Human Trafficking Offenses

Commercial Sex Acts – Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

Involuntary Servitude – The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into voluntary servitude, peonage, debt bondage, or slavery (not be include commercial sex acts.)

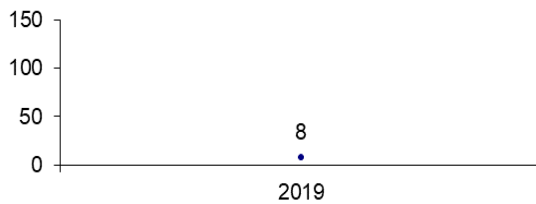
Kidnapping



Kidnapping

Kidnapping or abduction is the unlawful seizure, transportation and/or detention of a person against his/her will or a minor without the consent of a legal guardian or parent.

Sex Offenses



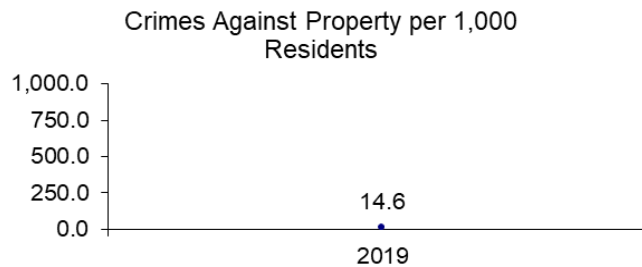
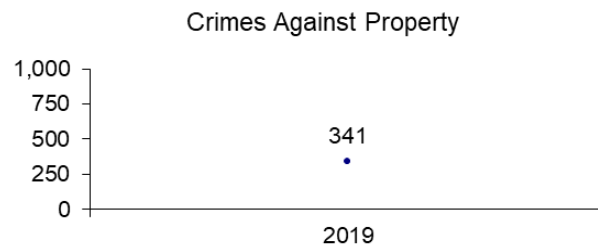
Sex Offenses

Includes forcible (any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent), and non-forcible (unlawful, non-forcible sexual intercourse). Excludes prostitution offenses.



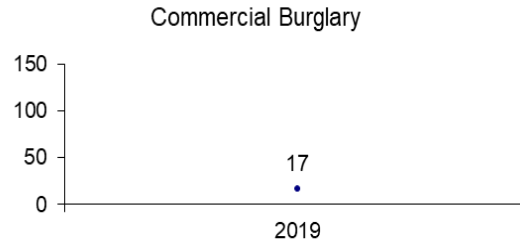
Crimes Against Property

The object of Crimes Against Property is to obtain (or destroy) money, property, or some other benefit. Burglary, fraud, vandalism, robbery, motor vehicle theft, and all kinds of larceny all fall into this category.



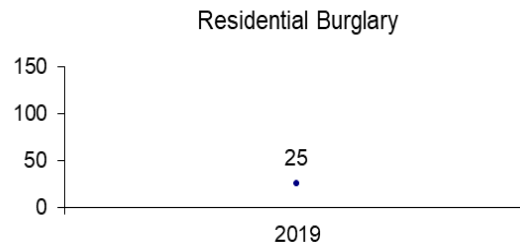
Commercial Burglary

The unlawful entry into a commercial building or other structure with the intent to commit a felony or a theft.



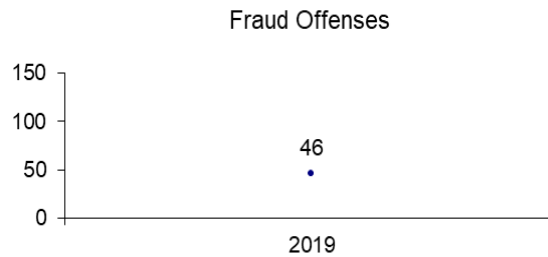
Residential Burglary

The unlawful entry into a residential building or other structure with the intent to commit a felony or a theft.



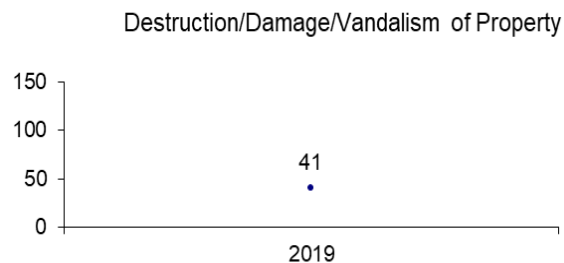
Fraud Offenses

The intentional perversion of the truth for the purpose of inducing another person, or other entity, in reliance upon it to part with something of value or to surrender a legal right. Excludes counterfeiting, forgery and bad checks.



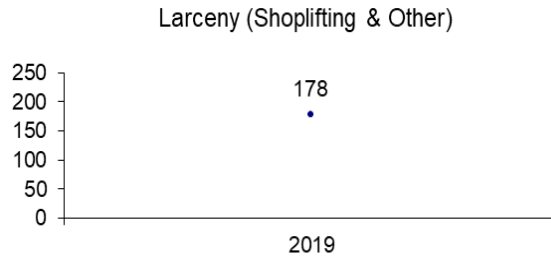
Destruction / Damage / Vandalism of Property Offenses

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Excludes arson.



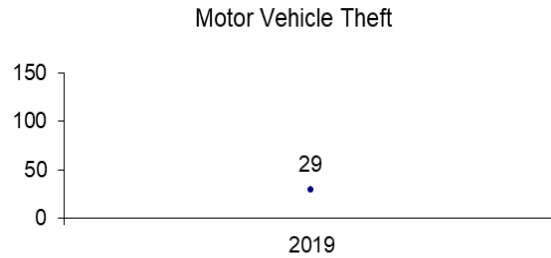
Larceny (Shoplifting & Other)

The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.



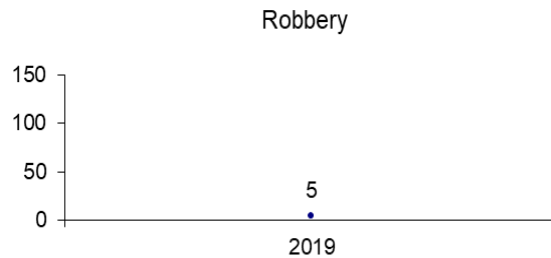
Motor Vehicle Theft

The theft of a motor vehicle.



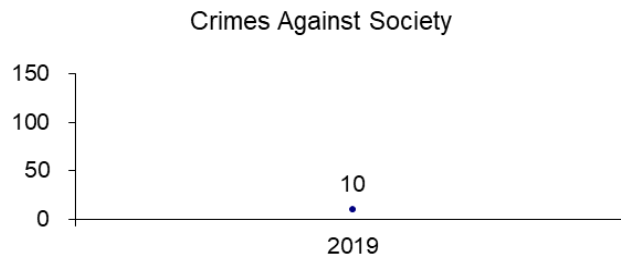
Robbery

The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.



Crimes Against Society

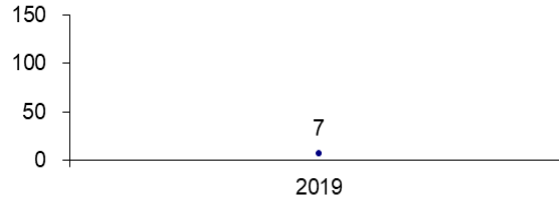
Crimes against society are offenses against society's prohibition against engaging in certain types of activity and typically do not have individual victims. Relevant offenses in this category include illegal drug activity, prostitution-related offenses, and weapon law violations.



Drug / Narcotic Crimes

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Excludes driving under the influence.

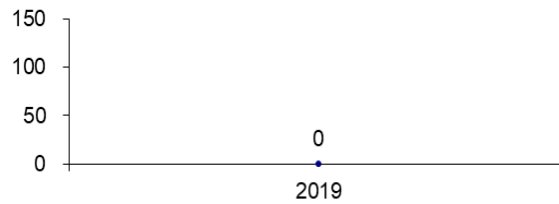
Drug / Narcotic Offenses



Prostitution Offenses

To unlawfully engage in or promote sexual activities for anything of value.

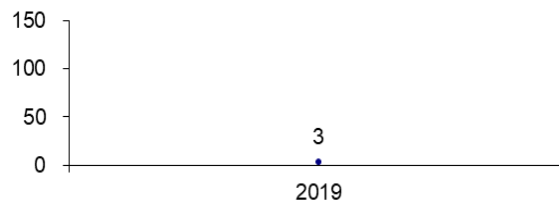
Prostitution Offenses



Weapon Law Offenses

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Weapon Law Violations



Cases Closed / Cleared

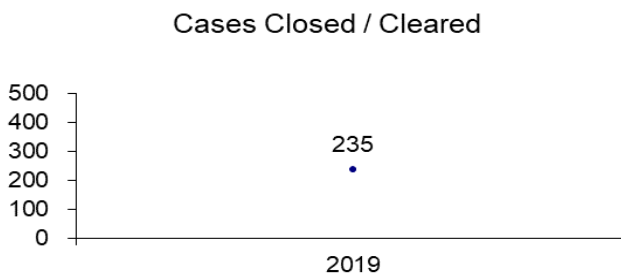
Criminal cases are cleared by arrest, or in some circumstances, by exceptional means (the suspect died, is imprisoned on another charge, victim refuses to testify, etc.). The types of case closures are as follows:

Cleared by Arrest: A case can be closed by arrest when at least one suspect is positively identified and charges are recommended to the Prosecuting Attorney's Office. This closure does not require physical booking into a jail or juvenile detention facility. It also does not require the charging of all suspects, if there are multiple suspects in the crime, or of charges for all offenses, if there are multiple offenses in a crime. This category includes criminal citations into district and municipal courts for misdemeanors and felony filings into Superior Court, as well as all filings into Juvenile Court.

Exceptional Clearance: A case can be closed "exceptional" if it can be established that a crime has been committed and the identity of a suspect is positively confirmed, but due to circumstances beyond our control, no charges are filed. An example of this type of closure is a case in which the victim declines to assist in prosecution. Another example is when another police agency files charges on a related crime stemming from the same incident. (Car stolen in King County, but suspect arrested in the stolen car in Bellevue. Bellevue P.D. charges the suspect with possession of the stolen car. We close the stolen car case "exceptional.")

Unfounded: Cases are closed as "unfounded" when the investigation reveals that no crime has been committed. An example would be the report of a theft by one party that is determined to be a false report by interviewing other independent witnesses. Reports of crimes determined false are typically not included on this report. Unfounded cases are not included on NIBRS statistics.

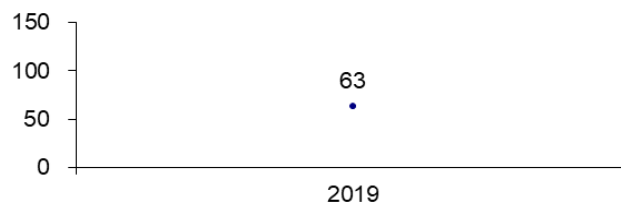
Administrative Clearance: This clearance is used primarily to close non-criminal police investigations like found property. For instance, if a citizen finds and turns over to police a wallet and investigation reveals who the owner of the wallet is and the item is returned to that person. Only non-administrative clearances are included on this report.



Total Domestic Violence Cases

Domestic Violence is a subcategory to other offenses that occurs when the offense is committed by one family or household member against another. Family or household members are spouses, former spouse, persons related by blood or marriage, persons who have a child in common, former/current roommates, persons who have or had a dating relationship, and persons who have a biological or legal parent-child relationships, including stepparents and stepchildren and grandparent and grandchildren. In some cases, the age of the victim or suspect may determine whether or not the legal definition above is met. For the purposes of this report, cases in this jurisdiction or investigated by this jurisdiction's police that have at least one domestic violence offense associated are counted.

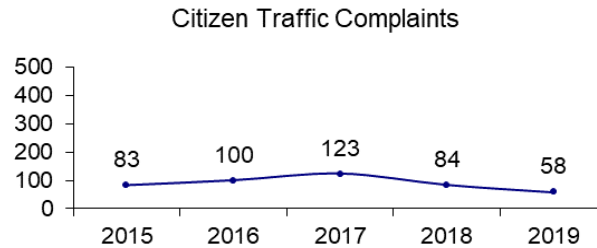
Total Domestic Violence Cases



All Auto & Traffic

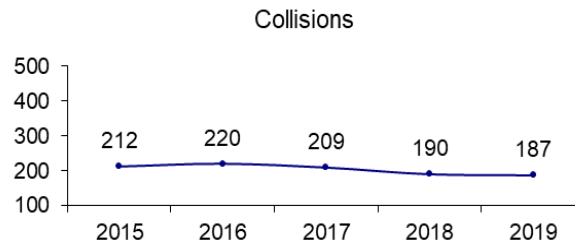
Citizen Traffic Complaints

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



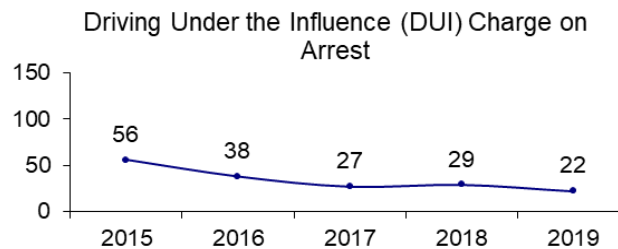
Traffic Collisions

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



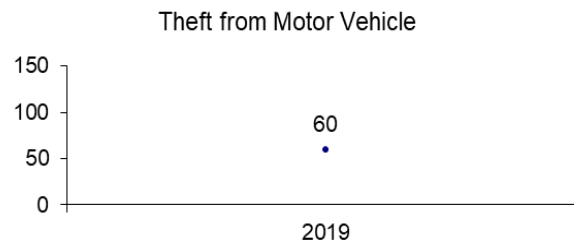
Driving Under the Influence (DUI) Offense

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.



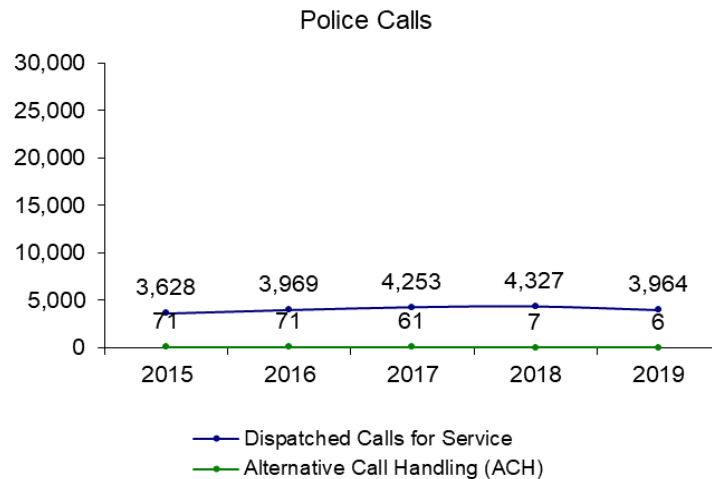
Theft from a Motor Vehicle

This is a subcategory of Larceny. Represents theft of articles from a motor vehicle, whether locked or unlocked. Excludes theft of motor vehicle parts or accessories.



Calls for Police Assistance

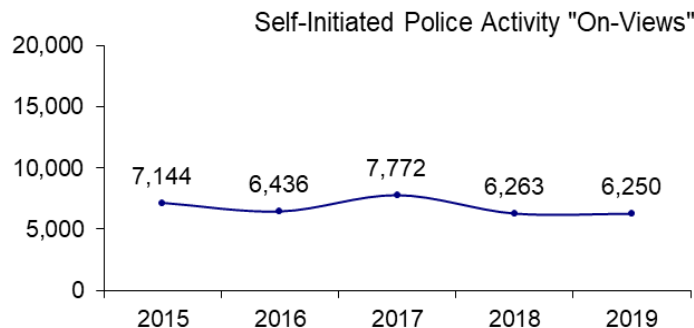
The public receives police assistance in a variety of ways. Residents can call the Emergency 911 Communications Center to have one or more officers dispatched to the field, called a "dispatched call for service" (DCFS). Or, for lesser incidents, residents can also file a report over the phone, called alternate call handling (ACH). Following are the numbers of dispatched calls for service (DCFS) and alternative call handling (ACH) incidents reported.



Source: KCSO computer aided dispatch (CAD) system

Police On-Views

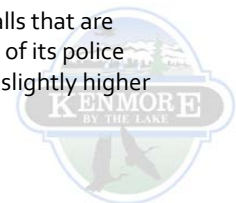
Another way police fight crime is to self-initiate a response to an incident they observe. These responses are initiated by officers themselves, rather than the dispatch center, and are called "on-views."



Source: KCSO computer aided dispatch (CAD) system



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



Response Times to High Priority Calls

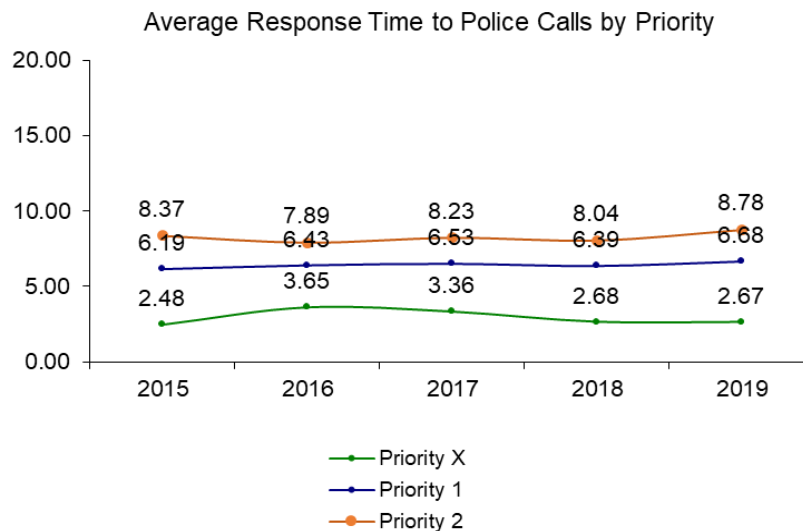
When calls for police assistance are received by the Emergency 911 Communications Center, they are entered into the Computer Aided Dispatch (CAD) system and given a "priority" based on the criteria described below. If the call receiver is in doubt as to the appropriate priority, the call is assigned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

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

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

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

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



Source: Police Services Data

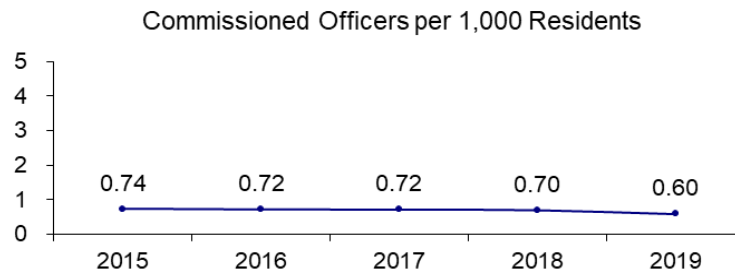


Computer Aided Dispatch (CAD): A computerized communication system used by emergency response agencies for dispatching and tracking calls for emergency assistance.



Commissioned Officers per 1,000 Residents

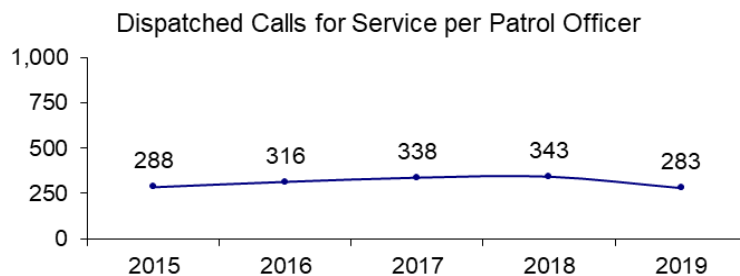
Commissioned officers per 1,000 residents shows how many commissioned police officers are employed by Kenmore for every 1,000 residents. This number includes commissioned officers who work in supervisory or other non-patrol related positions as well as special services officers who work part-time for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



Source: KCSO Contracts Unit

Dispatched Calls for Service (DCFS) per Patrol Officer

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



Source: KCSO Contracts Unit

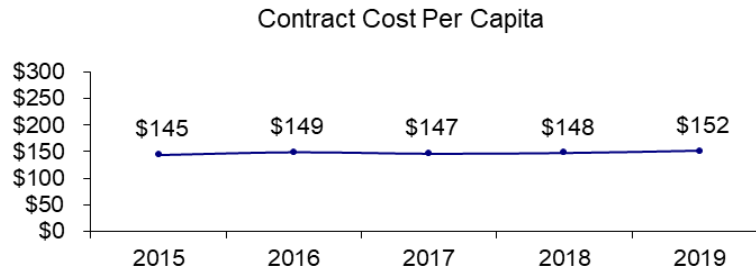


Costs of Police Services per Capita

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

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

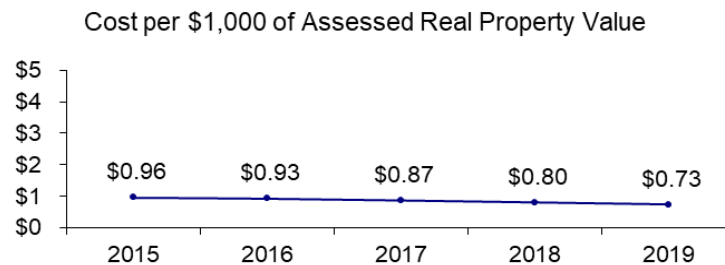
Costs for police services vary depending on a city's resources and the level and type of police services the community wants. The City of Kenmore may have additional funds or expenditures for special projects or programs as part of the city's law enforcement budget. These additional costs are not reflected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



Source: KCSO Contracts Unit

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

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



Source: King County Assessor's Office

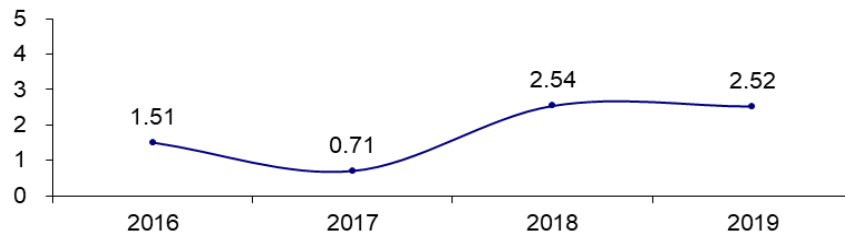


Complaints against Officers

Complaints against city police officers can originate from the public or internal police department personnel. All complaints are accepted and reviewed. When a complaint is made, the King County Sheriff's Office Internal Investigations Unit (IIU) will review the complaint. While serious complaints are investigated by IIU, the majority of complaints are far less serious and are handled at the worksites by supervisors. The following are the preliminary number of internal and external complaints that were investigated for city officers. Please note that these numbers are preliminary counts; final numbers will be published in the IIU Annual Report, released each spring.

	2016	2017	2018	2019
Number of Complaints	6	3	11	10
Number of Dispatched Calls for Service	4,011	4,309	4,327	3,964

Complaints per 1,000 Dispatched Calls for Service



Source: KCSO Internal Investigations & Human Resource Units



City of Kenmore
2019 Police Service Report:
Statistics Section

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

Information as of February 11, 2020

In mid-2018 the King County Sheriff's Office (KCSO) switched to reporting crime statistics to the Federal Bureau of Investigation's (FBI) National Incident Based Reporting System (NIBRS) format. The 2019 quarterly statistical reports are the first year KCSO has adopted the NIBRS terminology. During the switch, KCSO also changed report management systems (RMS), which allows for the ability to automatically push KCSO NIBRS data to the Washington Association of Sheriffs & Police Chiefs (WASPC) for reporting to the FBI. As with any change, issues have come up regarding data consistency and accuracy. The KCSO Crime Analysis Unit (CAU) is working on those issues, and quarterly reports may need to be amended as fixes become available. CAU will give notice to the City Chief if a major edit needs to be made.

*Crime statistics included in this report are based on **crime recorded within the city boundaries** organized by the **date the initial police report of a crime was taken**¹, to provide useful working data for city chiefs and city councils. The statistics are **not the official crime statistics for the city**, and should not be compared to the yearly WASPC reporting to NIBRS². Official crime statistics for the cities that will be recorded by the FBI can be found in the state-wide Crime in Washington report [here](#).*

OFFENSE SUMMARY	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Crimes Against Persons	24	19	21	7	6	8	21	85
Crimes Against Property ^{3,4}	61	94	100	34	22	30	86	341
Crimes Against Society	4	3	1	0	2	0	2	10
Cases Closed/Cleared	56	58	76	10	14	21	45	235
Total Domestic Violence Cases ⁵	18	14	18	6	1	6	13	63
Total Arrests Adults ⁶	47	64	64	9	12	17	38	213
Total Arrests Juveniles ⁷	5	3	4	0	0	2	2	14

¹ Previously, quarterly crime statistics were based off of how the crime was originally recorded in our computer aided dispatch (CAD) system, in most cases without reference to later investigative developments. Because we are now pulling from the case itself in the report management system (RMS), and only pulling approved cases, we may get different results for the same time period depending on when we pull the data. What we are providing is a snapshot at a given time.

² NIBRS reporting for a city will only track offenses with that city as a "Primary Agency". This will exclude some crime that occurred within the geographical boundaries of the city and is intended to exclude crimes investigated by King County Metro Transit and Sound Transit police. While in most cases the primary agency will be correctly assigned, we have found that sometimes offenses have been incorrectly assigned to unincorporated King County, especially in cities where unincorporated units handle many of the calls. We are working on addressing this issue through training. NIBRS statistics for a given time period are not fixed once initially generated – they can be updated every month as new developments occur and will also (usually) be based on the date of the offense rather than the date of the initial report. We only upload official NIBRS stats on a monthly basis and require report approval before upload. Because of this, there can also be some delay before WASPC records a crime, especially when complex cases are involved.

³ As of June 24, 2019 KCSO changed the threshold of damage needed for a vandalism case to be reportable to the FBI through NIBRS program. This change increased the number of reported vandalism cases for the end of Q2 to the present.

⁴ Coplogic (reports submitted by the public) are included starting mid-December 2019, impacting fraud, vandalism, and larceny offense reporting.

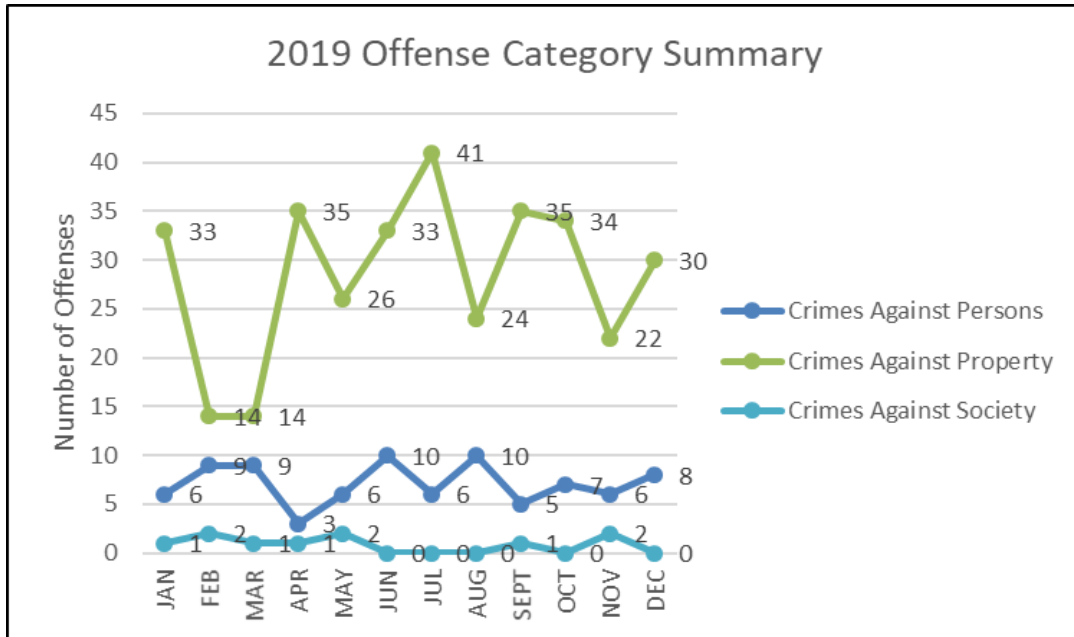
⁵ Number of cases in this jurisdiction or investigated by this jurisdiction's police that include at least one DV offense.

⁶ Includes bookings at time of incident, warrant arrests, and referrals for prosecution.

⁷ Includes bookings at time of incident, warrant arrests, and referrals for prosecution.

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

Offenses by Category



NIBRS offenses fall under three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society. For a list of all NIBRS offenses that fall into the three categories, please look [here](#).⁸ Some rarer and/or less relevant offenses are excluded from this report.

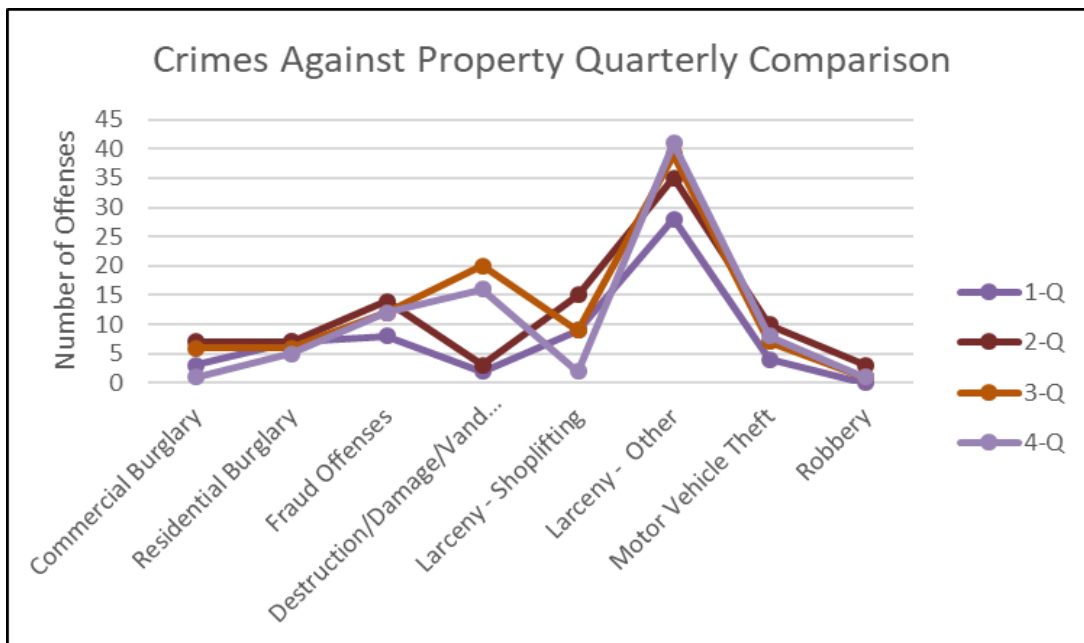
Crimes Against Persons	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Aggravated Assault Offenses	0	2	5	3	0	0	3	10
Simple Assault	17	10	10	0	4	7	11	48
Intimidation Offenses	5	4	4	3	2	1	6	19
Homicide Offenses	0	0	0	0	0	0	0	0
Human Trafficking Offenses	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	0	0	0	0	0
Sex Offenses ⁹	2	3	2	1	0	0	1	8
TOTAL Crimes Against Persons	24	19	21	7	6	8	21	85

⁸ NIBRS offense codes are aligned to the internal KCSO Final Classification Codes (FCRs) in a standardized manner except that when the Records Unit manually changes a NIBRS code on a report (in accordance with NIBRS rules), then the FCR and NIBRS code may not match.

⁹ Includes pornography offenses.

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

Crimes Against Property	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Commercial Burglary	3	7	6	0	0	1	1	17
Residential Burglary	7	7	6	1	2	2	5	25
Fraud Offenses	8	14	12	5	2	5	12	46
Destruction/Damage/Vandalism of Property	2	3	20	3	3	10	16	41
Larceny - Shoplifting	9	15	9	1	1	0	2	35
Larceny - Other	28	35	39	20	10	11	41	143
Motor Vehicle Theft	4	10	7	4	3	1	8	29
Robbery	0	3	1	0	1	0	1	5
TOTAL Crimes Against Property	61	94	100	34	22	30	86	341



Crimes Against Society	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Drug/Narcotic Offenses	3	2	1	0	1	0	1	7
Prostitution Offenses	0	0	0	0	0	0	0	0
Weapon Law Violations	1	1	0	0	1	0	1	3
TOTAL Crimes Against Society	4	3	1	0	2	0	2	10

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

Larceny by Type

Larceny Details	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Pocket-picking	1	0	0	0	0	0	0	1
Purse-snatching	0	0	1	0	0	0	0	1
Shoplifting	9	15	9	1	1	0	2	35
Theft From Building	3	7	3	2	1	0	3	16
Theft From Coin-Operated Machine or Device	0	0	1	0	1	0	1	2
Theft From Motor Vehicle	13	13	17	12	2	3	17	60
Theft of Motor Vehicle Parts or Accessories	2	5	3	1	3	2	6	16
All Other Larceny	9	10	14	5	3	6	14	47
TOTAL	37	50	48	21	11	11	43	178

Charges on Arrests¹⁰

Charges on Arrests	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Assault Offenses	19	7	17	3	0	7	10	53
Burglary	0	0	1	0	0	0	0	1
Counterfeiting/Forgery	0	0	1	0	0	0	0	1
Destruction/Damage/Vandalism	0	2	1	0	0	0	0	3
Disorderly Conduct	0	0	1	0	0	0	0	1
Driving Under the Influence	6	2	5	0	3	2	5	18
Drug/Narcotic Offenses	0	1	1	0	0	0	0	2
Family Offenses, Nonviolent	0	0	1	0	0	0	0	1
Fraud Offenses	0	1	0	0	0	0	0	1
Larceny/Theft Offenses	6	10	5	1	0	0	1	22
Motor Vehicle Theft	1	0	0	1	0	0	1	2
Sex Offenses	0	1	0	0	0	0	0	1
Stolen Property Offenses	1	2	2	1	0	0	1	6
Trespass	2	0	0	0	0	0	0	2
Violation of No Contact Orders	2	3	6	1	2	1	4	15
Weapon Law Violations	1	1	0	0	1	0	1	3
All Other Offenses	7	16	8	1	2	2	5	36
Not Reportable to NIBRS (Traffic/Warrants)	7	21	19	1	4	7	12	59
TOTAL Charges	52	67	68	9	12	19	40	227

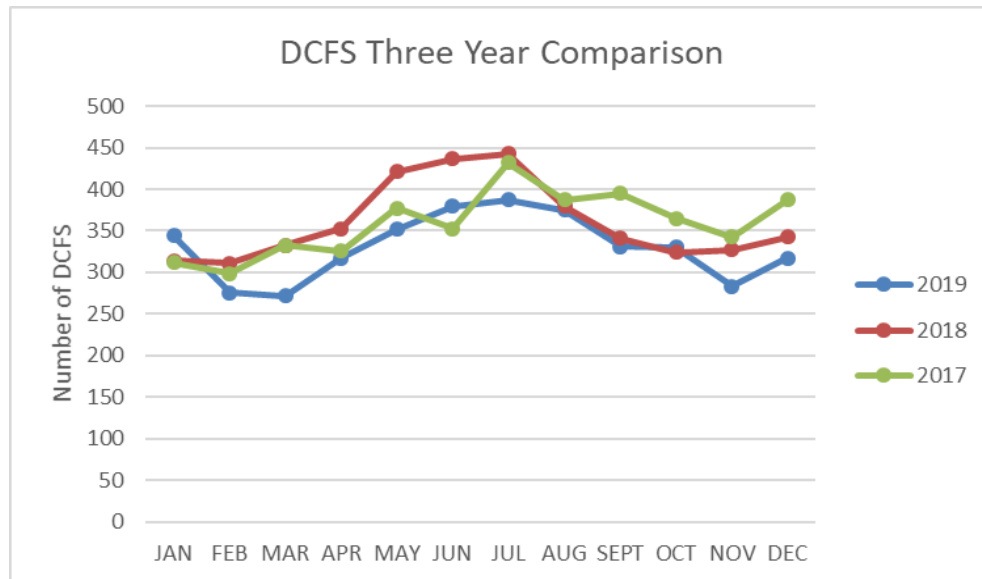
¹⁰ Charges are grouped into categories. Only the top charge on an arrest report is included.

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

Dispatched Calls for Service & Average Response Time

The below information was generated from our CAD system.

Dispatched Calls for Service	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
E1	162	160	185	79	50	64	193	700
E2	290	358	350	92	95	89	276	1274
E3	186	266	275	73	61	74	208	935
E4	69	81	77	27	23	25	75	302
E5	185	184	206	59	54	65	178	753
TOTAL DCFS	892	1049	1093	330	283	317	930	3964



AVG Response Time	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q
Critical Dispatch X=	2.02	2.47	2.72	3.96	2.67	N/A	3.47
Immediate Dispatch 1=	6.60	6.31	7.31	8.10	7.32	6.59	7.25
Prompt Dispatch 2=	8.00	8.73	8.89	9.21	9.65	9.63	9.50
Routine Dispatch 3=	19.62	18.37	17.33	16.34	18.61	22.30	19.02

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

Traffic Violations

TRAFFIC VIOLATIONS	1-Q	2-Q	3-Q	OCT	NOV	DEC	4-Q	YTD
Accident, D.U.I. -399	4	3	2	0	2	0	2	11
Abandoned Vehicle-400	7	2	8	1	1	4	6	23
Accident, Injury-401	16	6	12	4	1	2	7	41
Accident, Non-Injury-402	30	49	37	6	11	14	31	147
Accident, Fatal-403	0	1	0	0	0	0	0	1
D.U.I.-404	2	0	3	1	2	3	6	11
Physical Control-405	0	0	0	0	0	0	0	0
Hit & Run, Occu. Non-Inj-406	8	4	5	3	2	2	7	24
Hit & Run, Unoccupied-407	4	7	3	7	3	3	13	27
Hit & Run, Injury-408	0	0	0	0	0	0	0	0
Hit & Run Pedestrian Bicycle-409	0	0	0	1	1	0	2	2
Motorcycle Complaint-410	0	0	0	0	0	0	0	0
Negligent Driving-411	0	0	0	0	0	0	0	0
Other Moving Violation-412	11	5	18	4	6	14	24	58
Defective Equipment-413	1	0	1	2	0	1	3	5
Other Non-Moving Violation-414	4	0	2	0	1	0	1	7
Off Road Veh/ATV Violation-415	0	0	0	0	0	0	0	0
Parking Violation-416	72	91	85	22	36	25	83	331
Pedestrian/Bicycle Vio-417	0	0	1	0	1	0	1	2
Reckless Driving-418	0	0	0	0	0	0	0	0
Speeding (Pace)-419	0	0	1	2	1	2	5	6
Speeding (Radar)-420	9	15	14	0	15	11	26	64
Traffic Complaint Inv-421	15	17	5	10	2	9	21	58
Attptg to Elude(Fel.Flight)-422	0	0	1	0	0	0	0	1
Control (Other than Fire)-423	0	0	0	0	0	0	0	0
Driving While License Revoked / Suspended-424	2	15	9	0	3	4	7	33
Operator's Lic Vio, Other-425	5	2	1	2	2	3	7	15
Seatbelt Violation-426	0	1	1	0	0	0	0	2
Vehicle License Vio-427	33	18	23	10	2	6	18	92
Incident NSC Other than Acc-429	0	0	0	0	0	0	0	0
TOTAL VIOLATIONS	223	236	232	75	92	103	270	961

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

GLOSSARY OF TERMS

Arrests

An arrest is recorded when at least one suspect is arrested, cited, or referred for prosecution for a crime. "Total Arrests" indicate the number of approved arrest reports within each date range. The "Charges on Arrests" table shows the top charges on those arrests. Arrest data for the Crime in Washington report is compiled slightly differently, and is based on the NIBRS categorization of the offense rather than the NIBRS categorization of the charge.

Cases Closed/Cleared

Criminal cases are cleared by arrest, or in some circumstances, by exceptional means (the suspect died, is imprisoned on another charge, victim refuses to testify, etc.). The types of case closures are as follows:

Cleared by Arrest: A case can be closed by arrest when at least one suspect is positively identified and charges are recommended to the Prosecuting Attorney's Office. This closure does not require physical booking into a jail or juvenile detention facility. It also does not require the charging of all suspects, if there are multiple suspects in the crime, or of charges for all offenses, if there are multiple offenses in a crime. This category includes criminal citations into district and municipal courts for misdemeanors and felony filings into Superior Court, as well as all filings into Juvenile Court.

Exceptional Clearance: A case can be closed "exceptional" if it can be established that a crime has been committed and the identity of a suspect is positively confirmed, but due to circumstances beyond our control, no charges are filed. An example of this type of closure is a case in which the victim declines to assist in prosecution. Another example is when another police agency files charges on a related crime stemming from the same incident. (Car stolen in King County, but suspect arrested in the stolen car in Bellevue. Bellevue P.D. charges the suspect with possession of the stolen car. We close the stolen car case "exceptional.")

Unfounded: Cases are closed as "unfounded" when the investigation reveals that no crime has been committed. An example would be the report of a theft by one party that is determined to be a false report by interviewing other independent witnesses. Reports of crimes determined false are typically not included on this report. Unfounded cases are not included on NIBRS statistics.

Administrative Clearance: This clearance is used primarily to close non-criminal police investigations like found property. For instance, if a citizen finds and turns over to police a wallet and investigation reveals who the owner of the wallet is and the item is returned to that person. Only non-administrative clearances are included on this report.

Dispatched Calls for Service

Calls received in the Communications Center which result in one or more patrol units being dispatched.

Domestic Violence

Domestic Violence is a subcategory to other offenses that occurs when the offense is committed by one family or household member against another. Family or household members are spouses, former spouse, persons related by blood or marriage, persons who have a child in common, former/current roommates, persons who have or had a dating relationship, and persons who have a biological or legal parent-child relationships, including stepparents and stepchildren and grandparent and grandchildren. In some cases, the age of the victim or suspect may determine whether or not the legal definition above is met. For the purposes of this report, cases in this jurisdiction or investigated by this jurisdiction's police that have at least one domestic violence offense associated are counted.

City of Kenmore
2019 Annual Statistics
Crime Analysis Unit

NIBRS

The National Incident-Based Reporting System is an update to the FBI's Uniform Crime Reporting Program that is intended to capture more details on crime incidents than the previous Summary Reporting System (SRS). Starting in 2021, the FBI will require agencies to submit data through NIBRS. For more information on the NIBRS transition, visit www.fbi.gov/nibrs.

While this report uses NIBRS terminology to categorize offenses, it is intended to provide useful working data and should not be viewed as the official crime statistics for the jurisdiction. For official crime statistics, visit <https://www.waspc.org/crime-statistics-nibrs->.

NIBRS divides crime into three major categories. This report provides data on selected offenses within each category:

Crimes Against Persons: Included offenses are murder and non-negligent homicide, negligent manslaughter, human trafficking for commercial sex acts and involuntary servitude, assault, kidnapping (custodial interference excluded), and sex offenses (e.g. rape, sexual assault, child molestation and related). These are defined as crimes against persons because the victims are always individuals. Some offenses related to pornography/obscene material are a NIBRS Crimes Against Society but are included on this report under sex offenses for simplicity.

Crimes Against Property: The object of Crimes Against Property is to obtain (or destroy) money, property, or some other benefit. Burglary, fraud, vandalism, robbery, motor vehicle theft, and all kinds of larceny all fall into this category.

Crimes Against Society: Crimes against society are offenses against society's prohibition against engaging in certain types of activity and typically do not have individual victims. Relevant offenses in this category include illegal drug activity, prostitution-related offenses, and weapon law violations.

Response Times/Priorities

Priority X - Critical Dispatch: This category is used for those calls that pose an obvious threat to the safety of persons. Examples include shootings, stabbings and in-progress crimes such as robberies or burglaries where the possibility of a confrontation between a victim and suspect exists.

Priority 1 - Immediate Dispatch: This category is used for those calls that require immediate police action. Examples include silent alarms, injury traffic accidents, in-progress crimes or crimes that have just occurred where a suspect may still be in the immediate area.

Priority 2 - Prompt Dispatch: This category is used for those calls that could escalate to a more serious degree if not policed quickly. Examples include verbal disturbances and blocking traffic accidents.

Priority 3 - Routine Dispatch: This category is used for those calls where response time is not a critical factor. Examples include burglaries and larcenies that are not in progress, audible alarms, or other routine reports.

Kenmore Police Department



Police Services Report- 2019

Chief Brandon Moen
April 27th, 2020

Our Department Currently



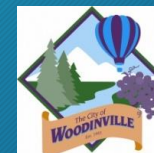
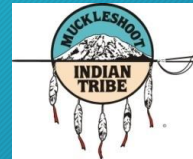
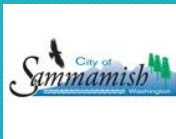
- 1 Police Chief
- 11 Patrol Officers (+1 mandated vacancy)
- 1 Detective
- 24/7 coverage- minimum of 2 patrol officers on-duty
- 10 hour shifts, with an overlap between shifts in the evening hours
- Shared supervision agreement with Shoreline PD



Contracting with King County



- Serving the community since 1852, and the City of Kenmore since incorporation
- Large collection of officers to select from
- Officers dedicated to our city
- Large amount of officers to draw from for major incidents or events
- Expertise from specialty units (Major Crimes, SWAT, Marine Unit, etc)
- Cost sharing with King County and other contract cities



School Resource Officers (SRO)



- Partnership with the Northshore School District
 - SRO on-site every school day
 - Split primarily between Inglemoor HS and Kenmore MS
 - Rotating assignment among 4-5 select officers
- Work with school administrators and staff
 - Investigations
 - Mentoring
 - Security presence



Community Outreach



- Kenmore Middle School Dance Hosts and Sponsor
- National Night Out Event
- DUI Crash Demonstration with Northshore Fire at Inglemoor HS
- City Events
 - Summer Music in the Park
 - Movies at the Hangar
 - 4th of July
 - Tree Lighting Ceremony



Community Engagement



- Lunch with a Cop (2020)
 - Pilot project has begun at Kenmore Elementary
 - Informal lunch with students in their classrooms
- Nurturing Trust Workshops (Fall 2020)
 - Partnership with Northshore School District
 - Spanish speaking families engaged in a series of night classes involving issues facing youths
 - Will be sponsored by Kenmore Police and hosted at Inglemoor HS



Emphasis Projects



- Washington Traffic Safety Commission Grants
 - DUI Emphasis
 - Distracted Driving Emphasis
- Parking Emphasis
 - Enforcement of timed parking restrictions
 - Special emphasis for high parking complaint events
 - Now incorporated with parks patrols "*Parking and Parks*"



North Sound RADAR



- RADAR = Response Awareness De-escalation and Referral
 - Partnership between Shoreline, Kenmore, Lake Forest Park, Bothell, and Kirkland PDs
- Navigator Outreach
- Response Plans
- Program Manager- Brook Buettnner



National Night Out 2020

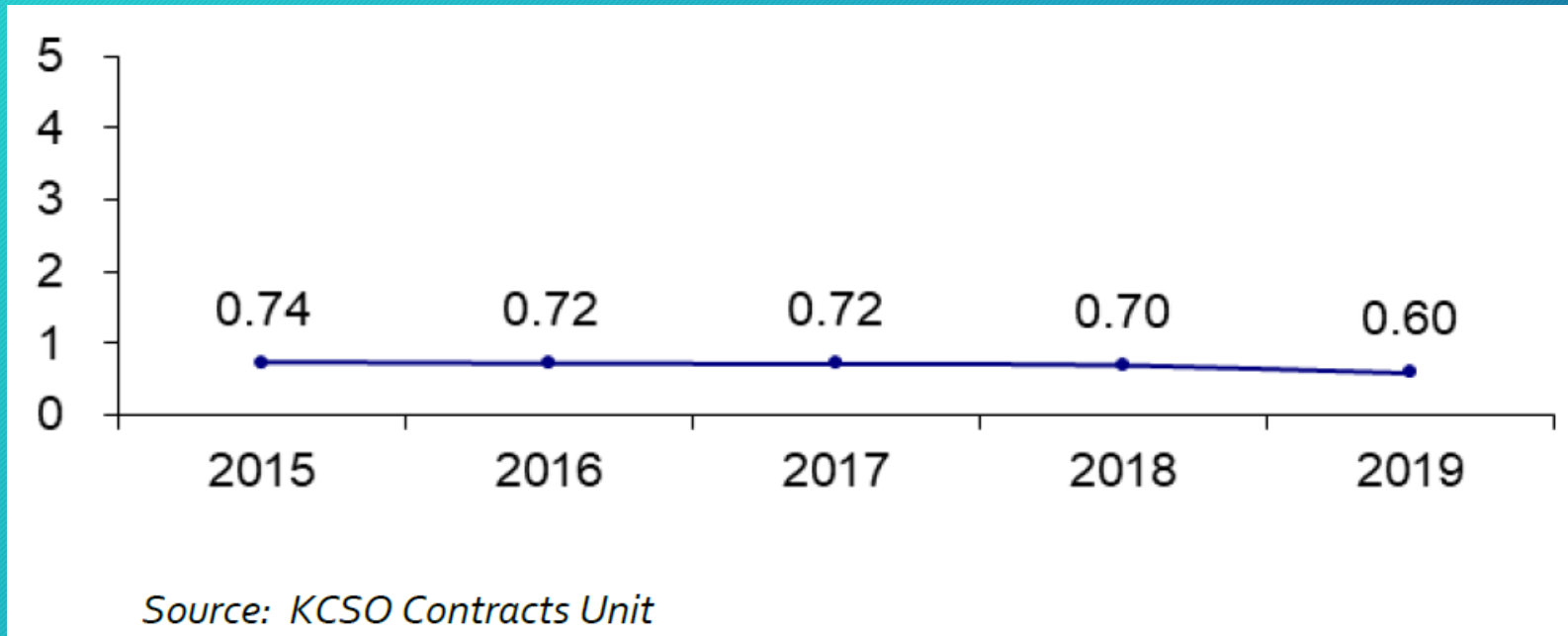


- October 6th - City Hall
 - Rescheduled from normal August date
- Bike Rodeo
- Ice Cream
- Emergency Vehicles
- Police Equipment

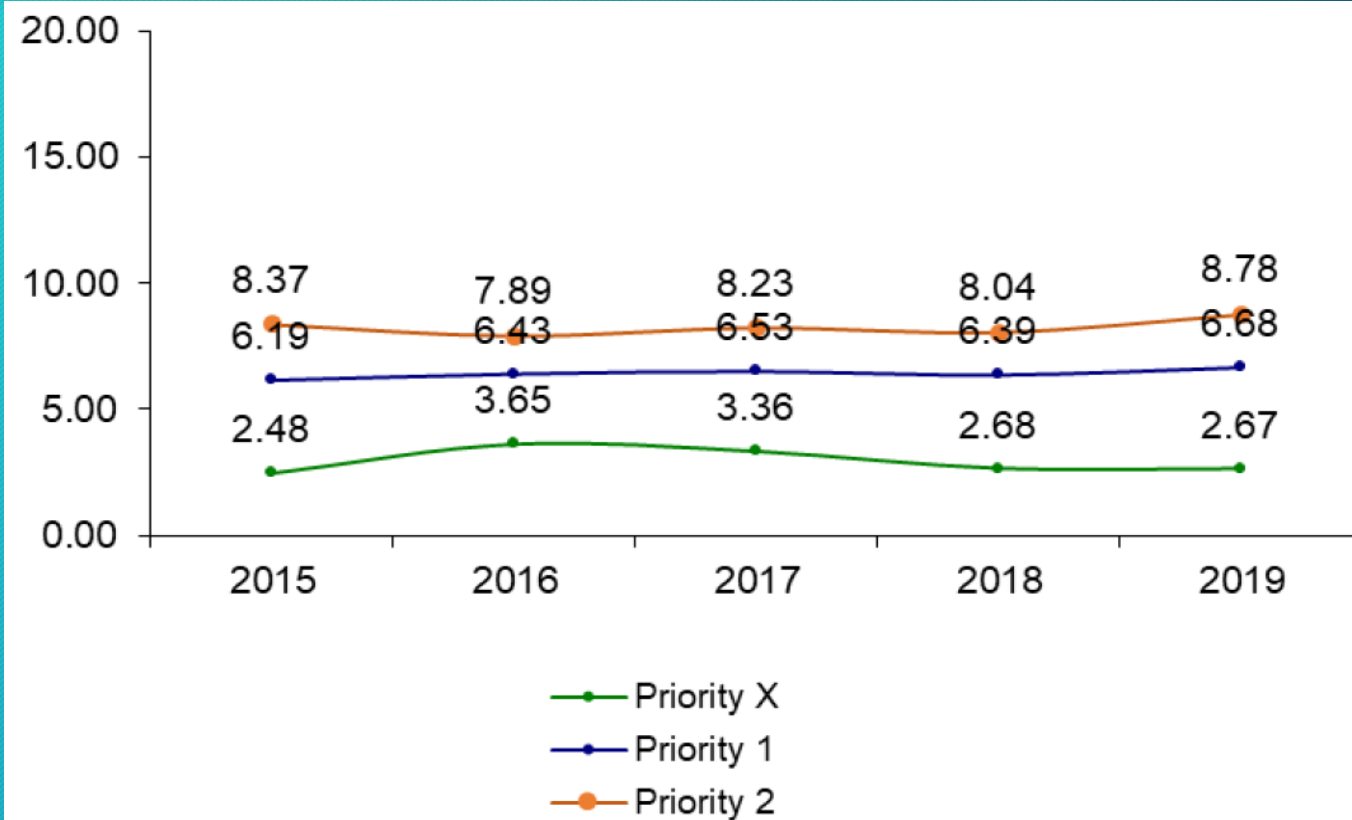


POLICE ~ COMMUNITY PARTNERSHIPS

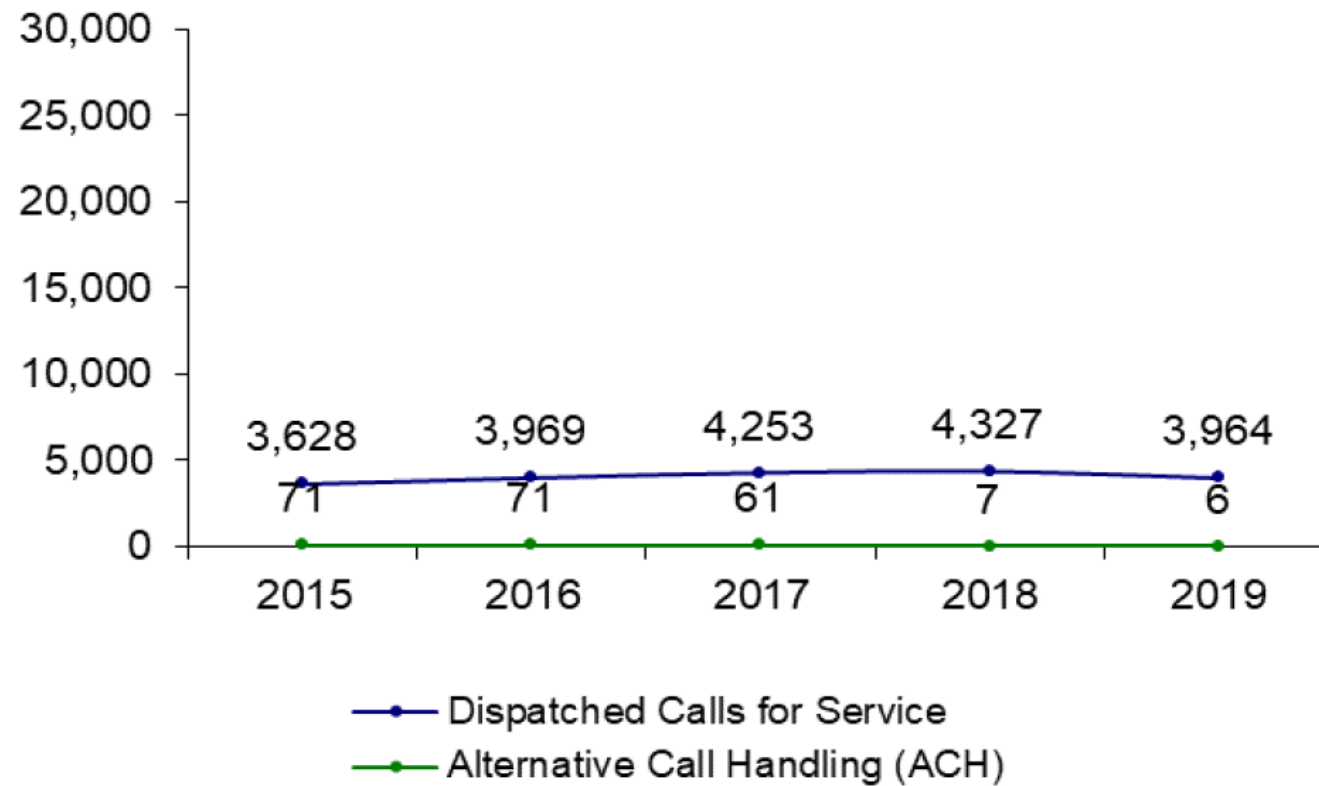
Officers per 1,000 Residents



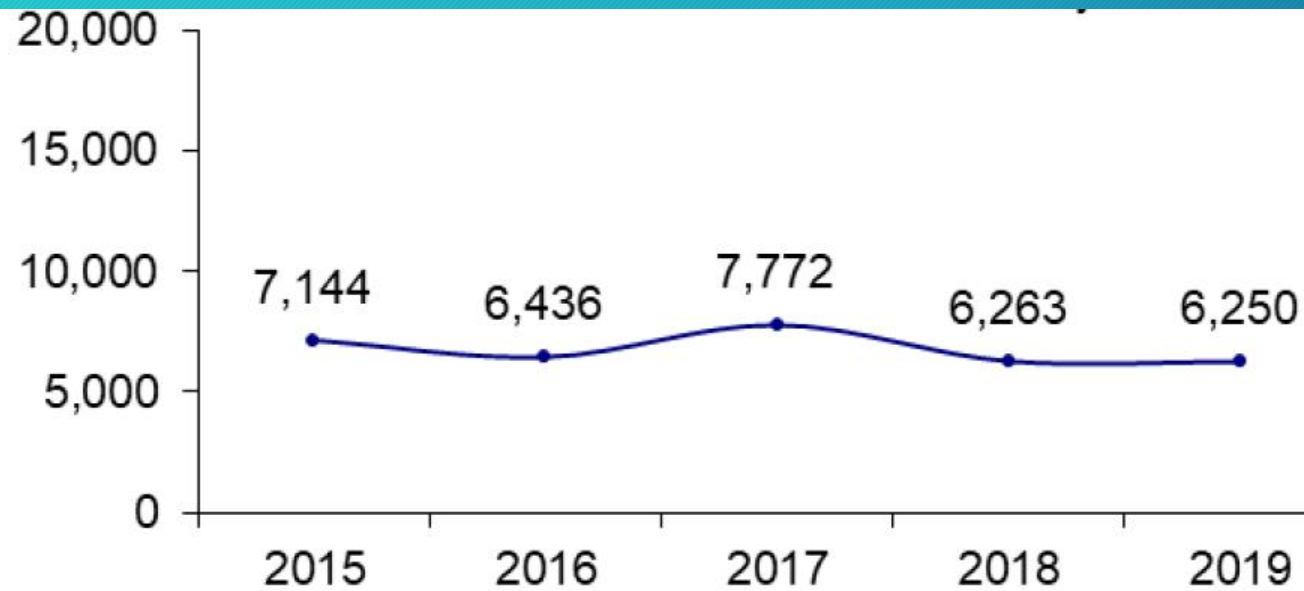
Response Times



Calls for Police Assistance

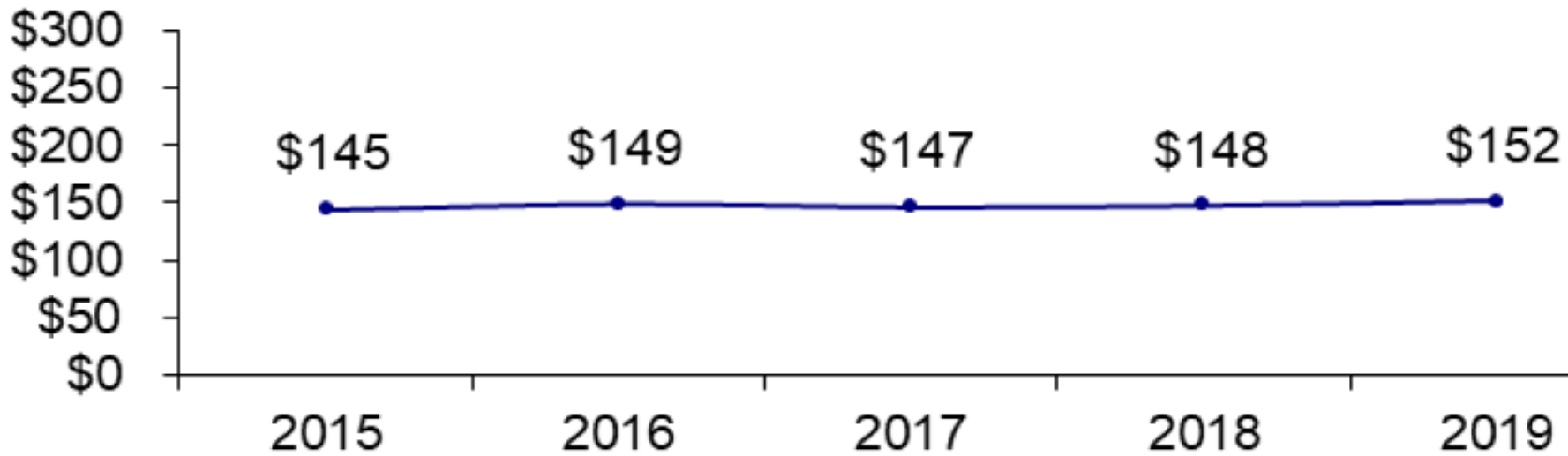


Self-Initiated Police Activity (On-Views)



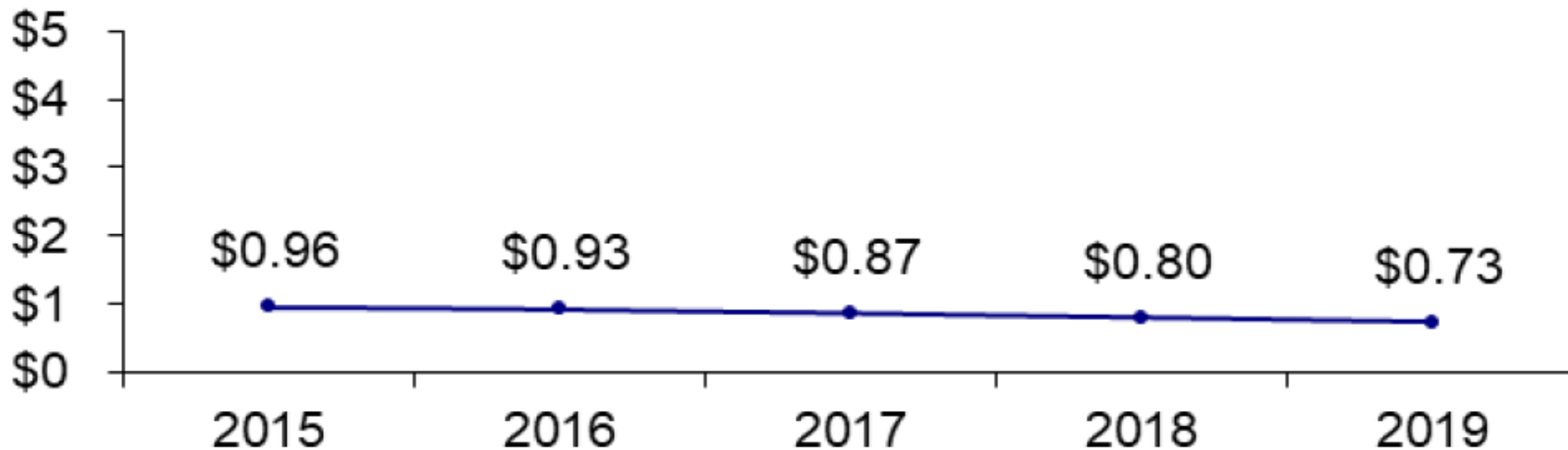
Source: KCSO computer aided dispatch (CAD) system

Contract Cost per Capita



Source: KCSO Contracts Unit

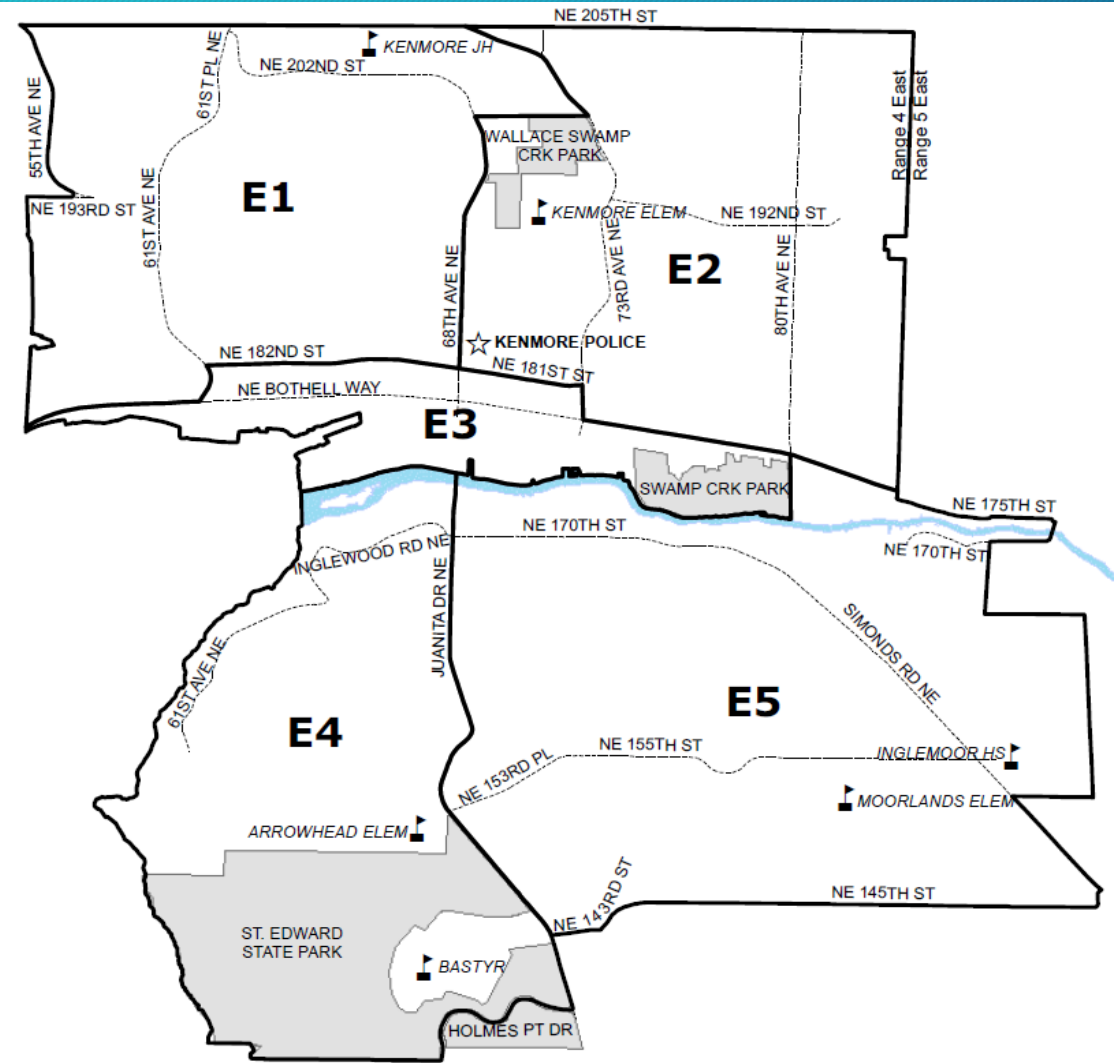
Cost per \$1,000 of Assessed Real Estate Property



Source: King County Assessor's Office

Dispatched Calls by District

Dispatched Calls for Service					
	1-Q	2-Q	3-Q	4-Q	YTD
E1	162	160	185	193	700
E2	290	358	350	276	1274
E3	186	266	275	208	935
E4	69	81	77	75	302
E5	185	184	206	178	753
TOTAL DCFS	892	1049	1093	930	3964



NIBRS vs UCR

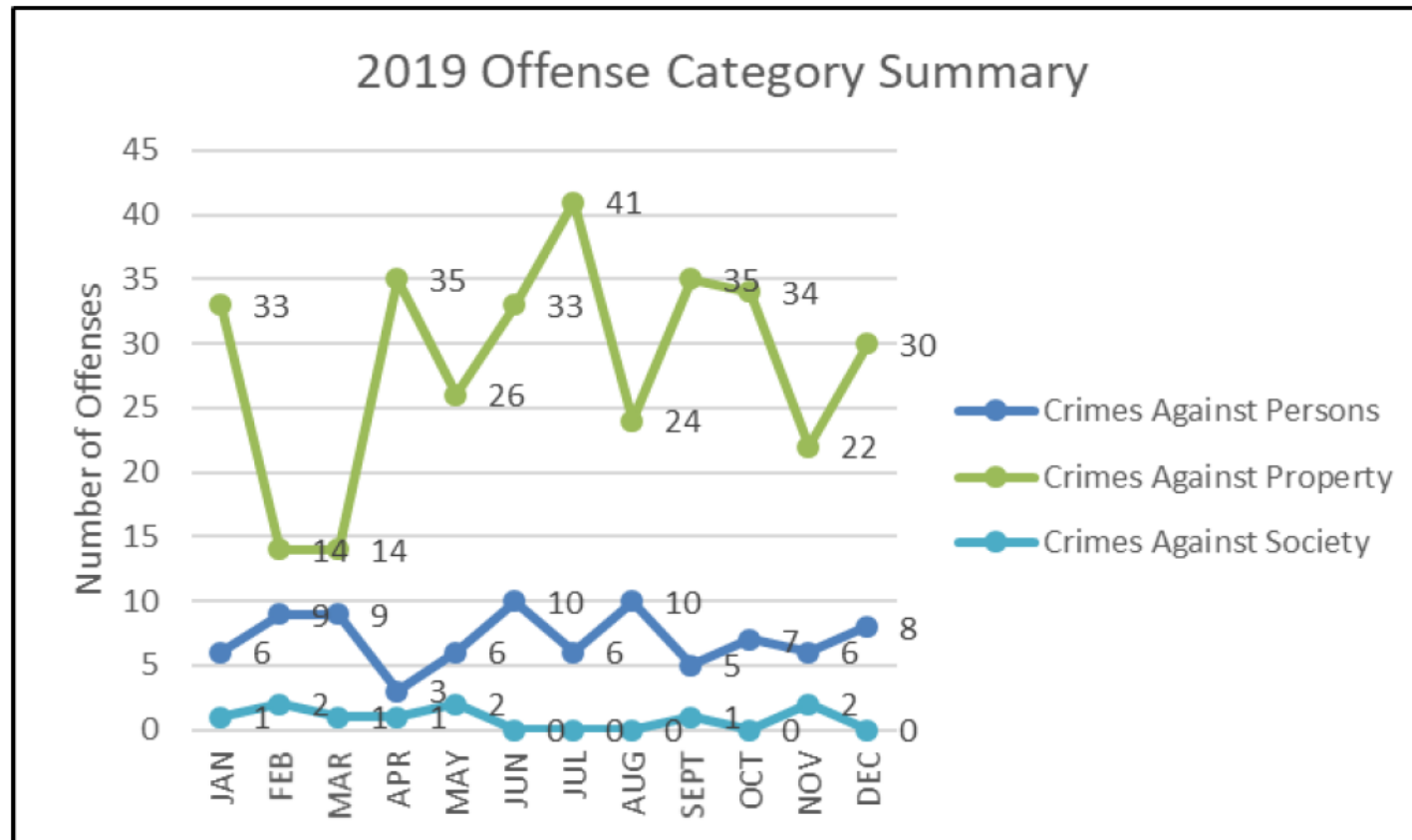


- Crime stats were historically reported under the *Uniform Crime Reporting* (UCR) format
- 2019- first full year of data under the new National Incident Based Reporting System (NIBRS)
- Some charts in the PSR only show 2019 data, so as to not compare apples with oranges

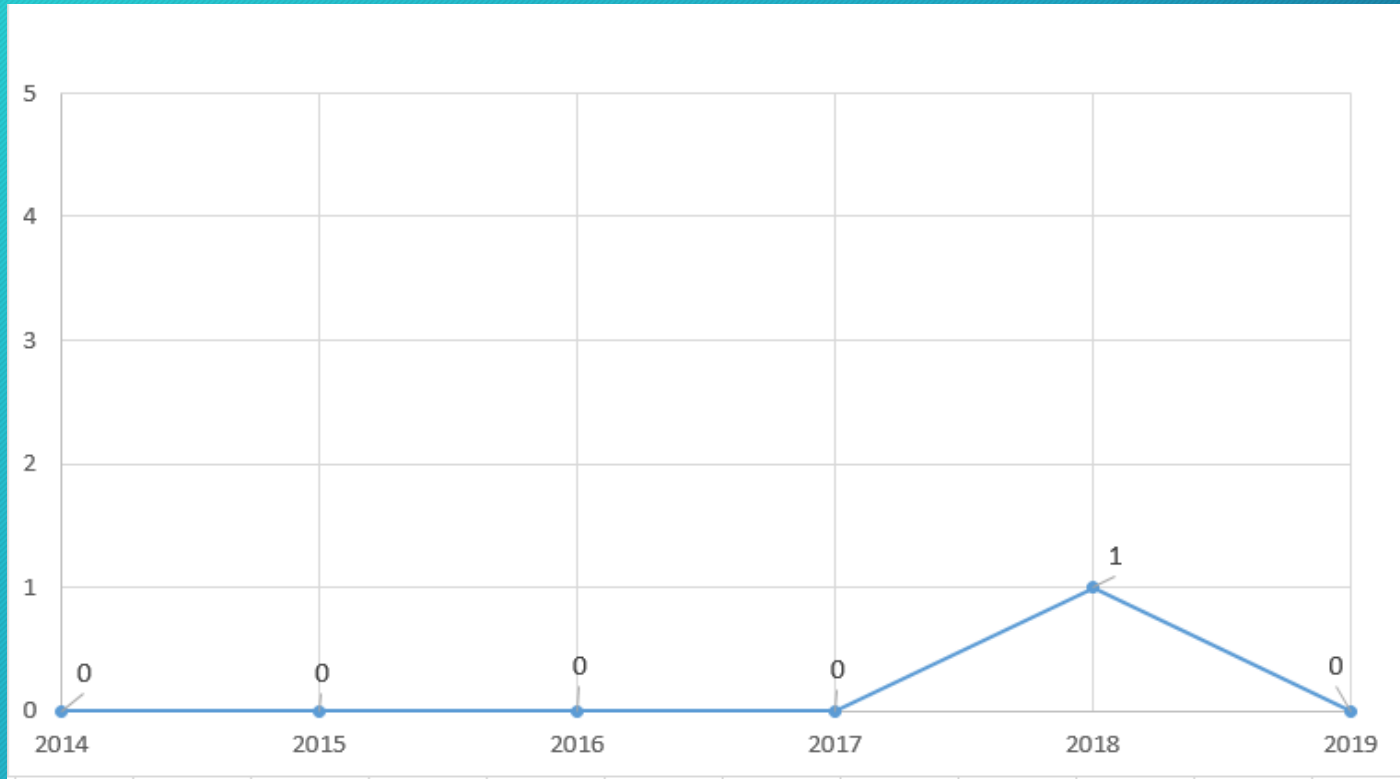
Crimes Against Persons/Crimes Against Property



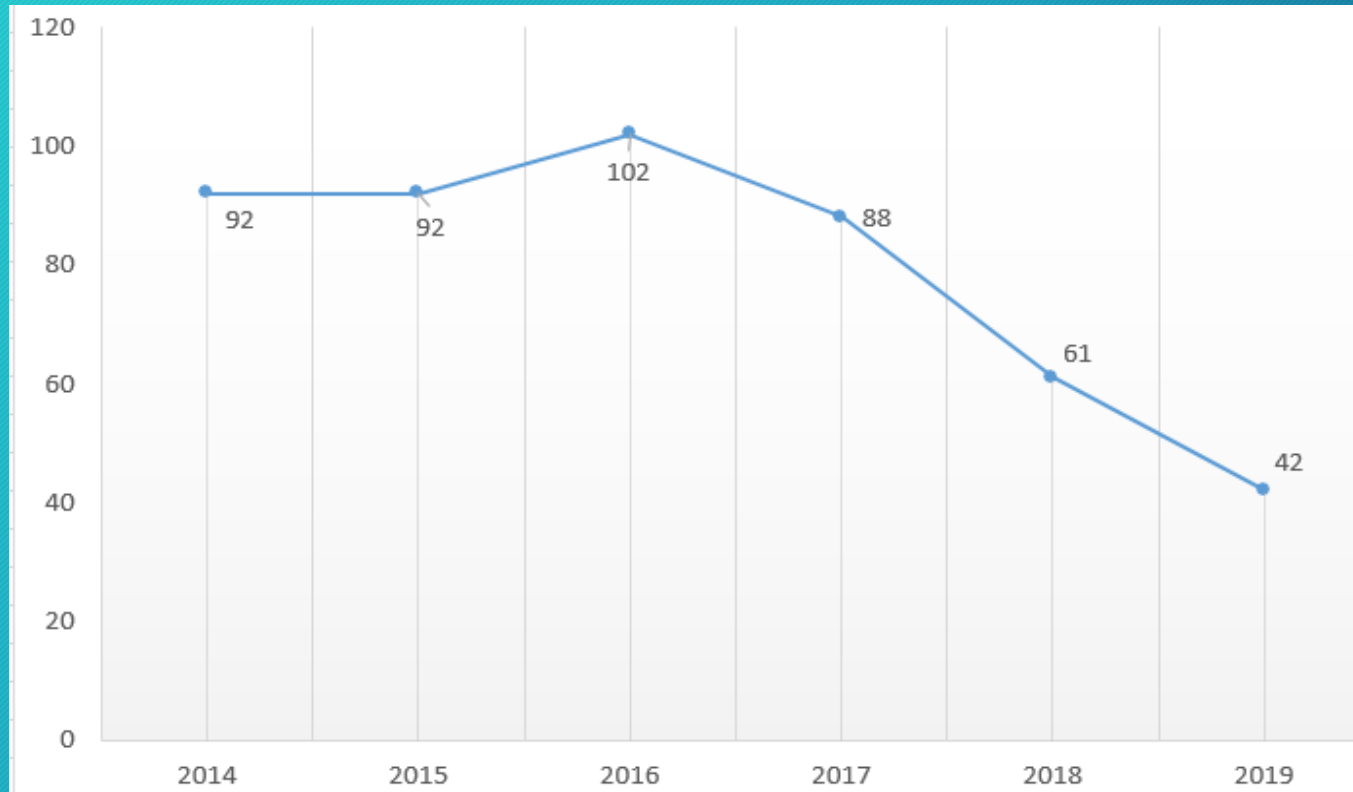
- 85 “Crimes Against Persons” (4 per 1,000 residents)
- 341 “Crimes Against Property” (14 per 1,000 residents)



Homicide

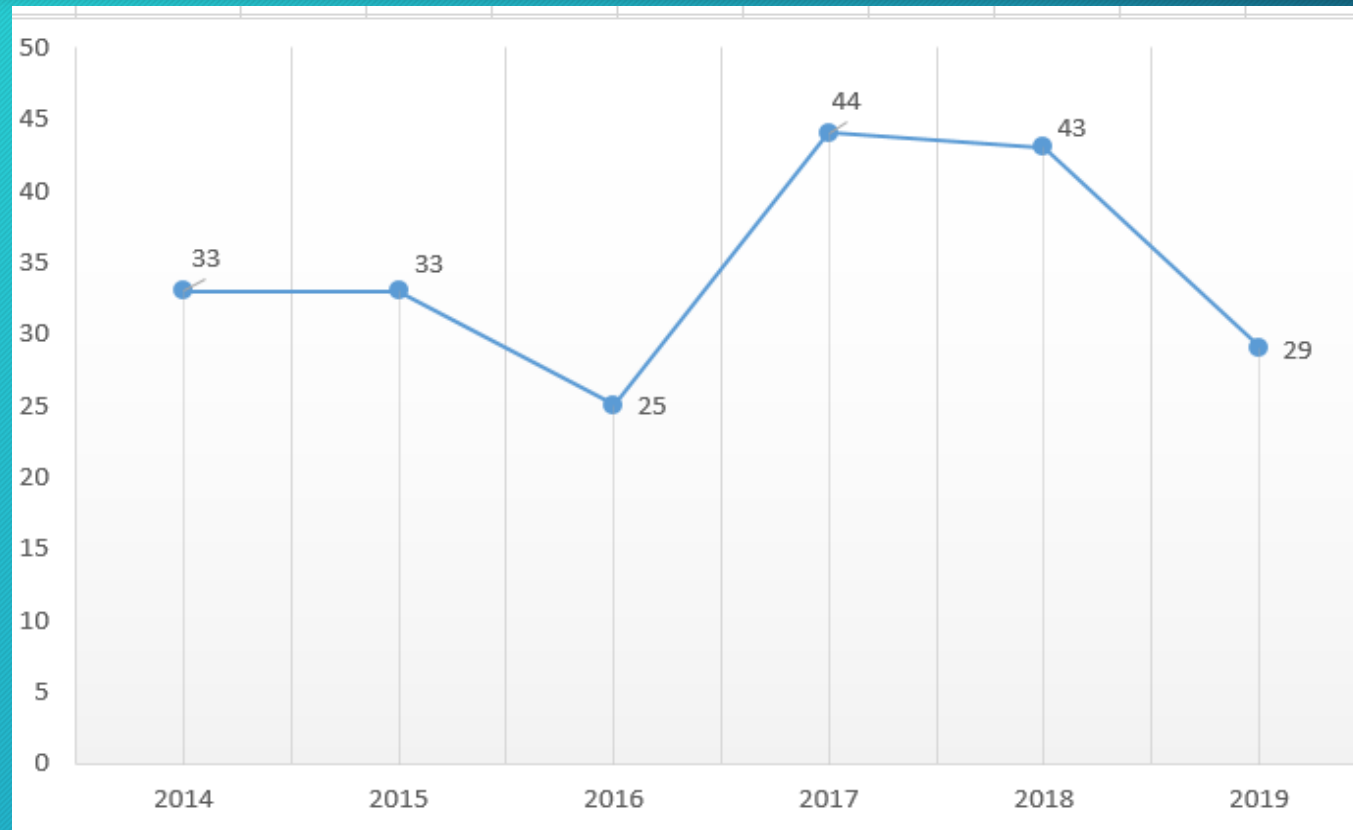


Burglaries (Commercial and Residential)



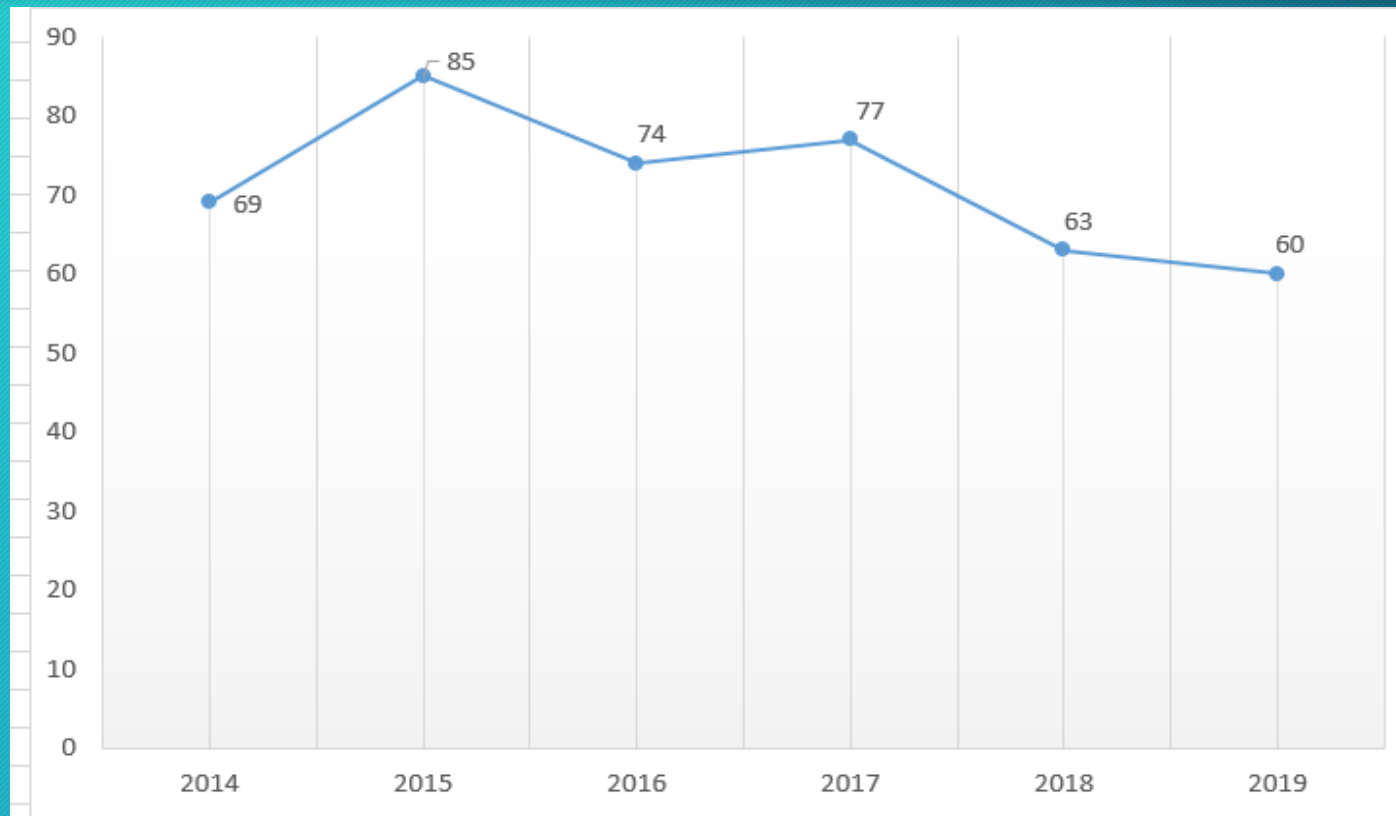
2019 based on
NIBRS reporting
classifications;
2014-18 based on
UCR classifications

Motor Vehicle Thefts



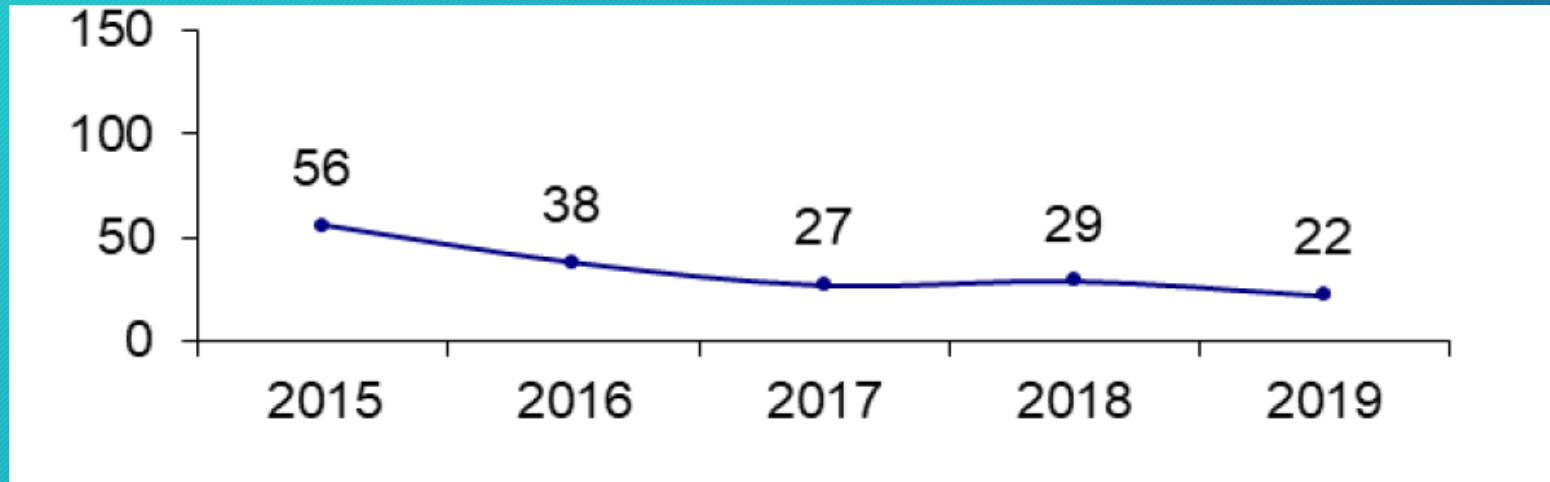
*2019 based on
NIBRS reporting
classifications;
2014-18 based on
UCR classifications*

Theft from Motor Vehicles (Prowls)

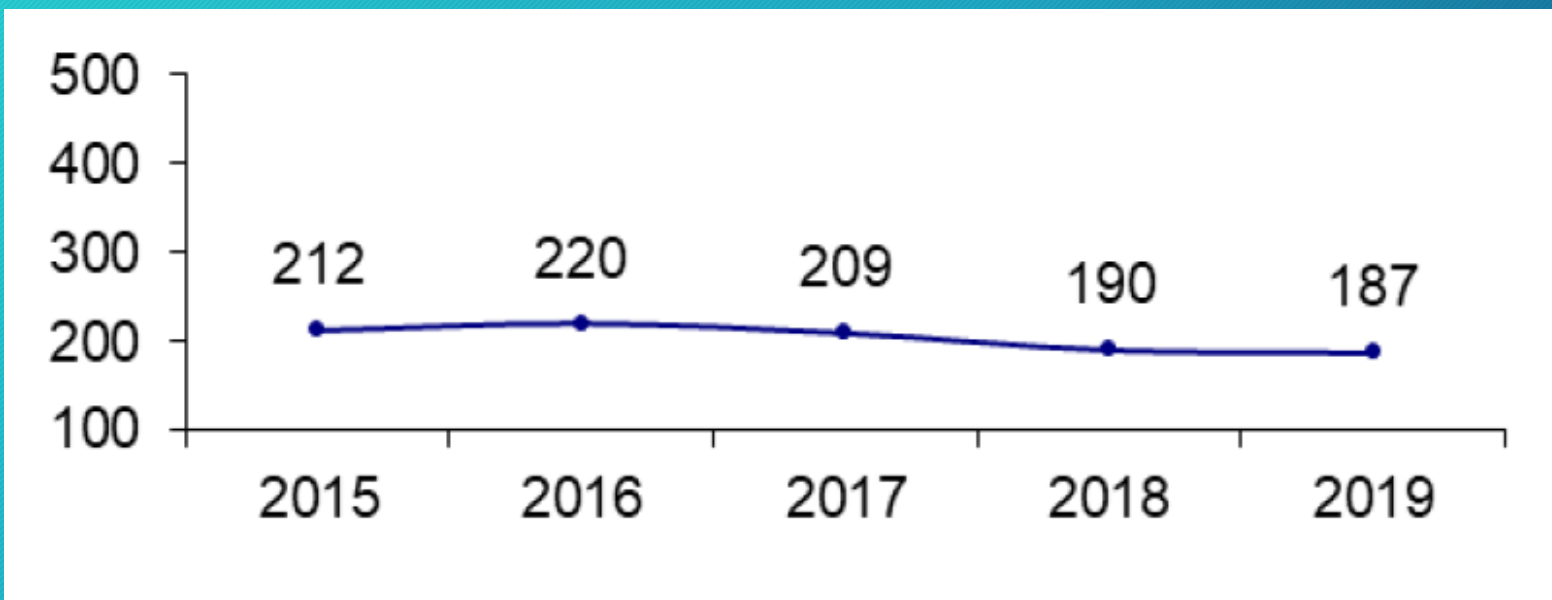


*2019 based on
NIBRS reporting
classifications;
2014-18 based on
UCR classifications*

Driving Under the Influence (DUI)



Traffic Collisions



City Comparison



- NIBRS crime comparison to our neighboring jurisdictions will be available this spring when the Washington Association of Sheriffs and Police Chiefs (WASPC) publishes their report

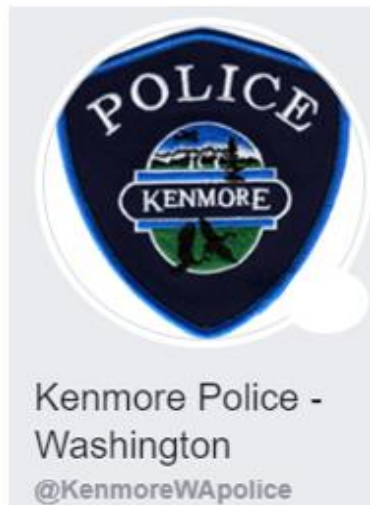
Community Outreach



Search for "Kenmore Police"



@KenmoreWApolice





Kenmore 2019 Report

Demographic and Program Data

During 2019, RADAR Navigators and co-responding officers in Kenmore provided services to 25 individuals during a total of 36 contacts, spending an average of 30 minutes per contact. Of those individuals, 16% were homeless, and 76% had a disabling behavioral health condition. At least 72% received a referral to some type of ongoing services, connecting people to the system of care and reducing reliance on law enforcement and the crisis system.



16%
Homeless



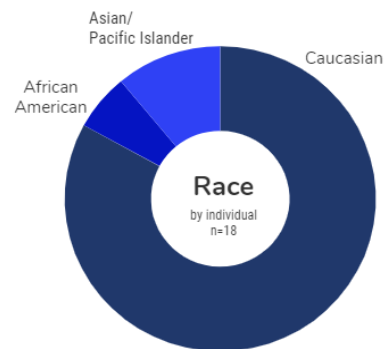
8%
Military
Veteran



76%
Disabling Behavioral
Health Condition



72%
Referred to
Ongoing Services



Navigator Stories

In many cases, RADAR Navigator staff have helped Kenmore Police Officers recognize and respond to individuals who have active behavioral issues in other cities. In one case, the Navigator was able to assist a joint operation between Kenmore and Shoreline Police Departments to serve an Extreme Risk Protection Order. During this response, the Navigator was able to provide services to a vulnerable older adult in the same residence.



Navigator staff has also been a valuable resource in cases where assessment is needed for a referral to Adult Protective Services or the Designated Crisis Responders for psychiatric hospitalization. For example, a Navigator made contact multiple times with a woman in the community who was suffering with schizophrenia. The individual was unable to care for herself and was creating dangerous situations for neighbors and responding officers. Through the Navigator's perseverance and follow-up, the individual was successfully hospitalized without use of force or injury to any party involved.

The North Sound RADAR Program

RADAR (**R**esponse Awareness, **D**e-escalation **A**nd **R**eferral) is a collaboration between the Police Departments in Shoreline, Lake Forest Park, Kenmore, Bothell and Kirkland to address the rights and needs of individuals with behavioral health issues and/or developmental disabilities (BH/DD).

RADAR aims to decrease use-of-force incidents between police and individuals with BH/DD and to reduce the repeated and inappropriate use of emergency services by institutionalizing department-wide and regional **information sharing** about community members who may be at increased risk of violence or use of force, and offering **connection to services and resources** through a Mental Health Professional (MHP) Navigator accompanied by a law enforcement co-responder. MHP Navigators focus on moving people into **community-based and long-term systems of care to reduce reliance on the crisis and criminal legal systems and to improve outcomes**. The **unique inter-jurisdictional nature** of the RADAR Program recognizes that people often move throughout a region, and capitalizes on economies of scale in staffing and administration.

A study by George Mason University researchers showed a reduction in use of force after RADAR was implemented, and that law enforcement officers working RADAR Program Navigators believed that the program contributed to their job satisfaction and effectiveness.¹

The creation of RADAR was been made possible by grants from the King County Sheriff Office, the United States Department of Justice through the Bureau of Justice Assistance Smart Policing Initiative. The Program is currently funded by the Washington Association of Sheriffs and Police Chiefs, and the King County Mental Illness Drug Dependency (MIDD) Behavioral Health Sales Tax Fund.

Program Goals

- Develop and share individualized de-escalation strategies to reduce police use-of-force incidents during encounters with people with BH/DD.
- Collaborate with a mental health professional (RADAR Navigator) to connect individuals with BH/DD to ongoing services and treatment.
- Reduce repeat encounters with first responders and increase the effectiveness of police responses.
- Create cost effective community-policing strategies and promote increased collaboration between deputies, persons with BH/DD, caregivers, and families.

2019 Program Data Overall (All 5 Cities)

During 2019 RADAR Navigators served a total of 316 Individuals during a total of 446 Encounters. The average time per encounter was 1.3 hours. For over 60% of individuals served, a referral was made to an ongoing service. At least 43% of individuals served had a behavioral health condition that was disruptive enough to their lives to qualify as a disability. At least 16% were homeless.

¹ RADAR: Response Awareness, De-Escalation, and Referral. Final Evaluation Report. Gill, C., Jensen, R., Vovak, H. George Mason University Center for Evidence-Based Crime Policy. December 2019.



Kenmore City Council RADAR Program Update

Brook Buettner, MSW, LICSW, MPA
Program Manager

About the Program

- 5 Departments
- Information sharing



About the Program

- Response Plans
- Mental Health Professional Navigators

Response Awareness De-escalation and Referral Plan

Subject Name: _____ Case # _____

Address: _____

(Add communications/dispatch summary here) (Add associated vehicles)

SAFETY WARNINGS / HAZARDS: (aggressive toward police, guns in house, e.g.)

DE-ESCALATION Suggestions

TRIGGERS TO AVOID: (father, sibling, e.g.) (Could be called does and don'ts)

HOUSING: (lives with mom, lives alone, e.g.)

USEFUL CONTACTS: (Counselor, parents, e.g.)

Name:	Contact Info

MOST RECENT CONTACTS / FOLLOW-UP: (This will auto populate for New World on Mobile and could be removed)

NAVIGATOR RECOMMENDATIONS:

Navigator Signature: _____

Requesting Officer Name: _____

CIT Contact: _____

Photo

Program Goals

- Develop and share individualized **de-escalation strategies** to reduce police use-of-force incidents during encounters with people with BH/DD.
- Collaborate with a mental health professional (RADAR Navigator) to **connect individuals with BH/DD to ongoing services and treatment.**
- **Reduce repeat encounters** with first responders and increase the effectiveness of police responses.
- Create **cost effective community-policing strategies** and promote **increased collaboration** between deputies, persons with BH/DD, caregivers, and families.

Funding

Initially funded by
KCSO and Department of Justice

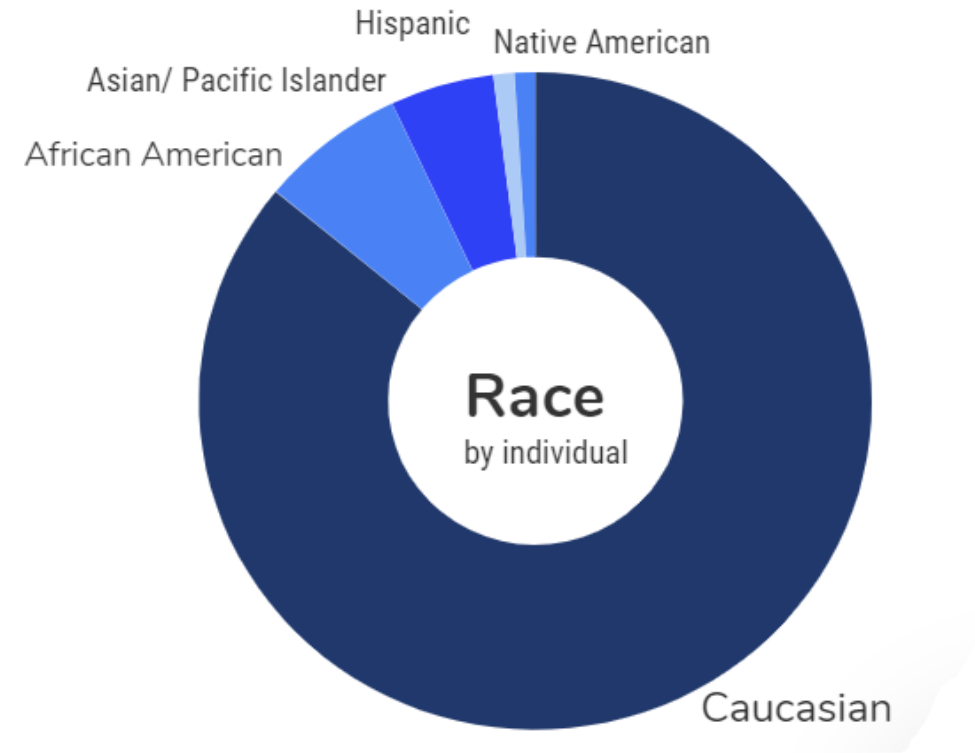
Current funding:

- King County MIDD Tax Levy
- Washington Association of Sheriffs and Police Chiefs (WASPIC)



Overall Program Stats 2019

- 446 individual encounters
- 1.3 hours average time
- 16% Homeless



Kenmore 2019 Data



16%
Homeless



8%
Military
Veteran



76%
Disabling Behavioral
Health Condition



72%
Referred to
Ongoing Services



Current State

- Limited Navigator Capacity
- COVID-19 response- expansion “paused”
- Differential utilization by department

The Future of RADAR

- Secure ongoing funding
- NORCOM product- “Navigator” Database
- Optimize each department’s utilization



- Person
- Outreaches
- CAD History
- Response Plan

DUNN, ALISSA

First Name: ALISSA

Middle Name: PATRICE

Last Name: DUNN

Gender Identity: Female

Date of Birth: 1988-05-09

Race/Ethnicity: White

Military Status: Unknown

Interpreter Services? ☐

Preferred Language: English

Address of Record: 15205 NE 16TH PL BELLEVUE, WA 9800

Housing Situation: Stable

Safety Warning:

Support System Contact Info:

Known Aliases:

Individual Reports:

Cognitive Disability: ☐ Yes ☒ No ☐ Unk

Mental Health Concerns: ☒ Yes ☐ No ☐ Unk

Substance Abuse Disorder: ☐ Yes ☒ No ☐ Unk

School Issues: ☐ Yes ☒ No ☐ Unk

Suicide Risk:

High Utilizer: ☒ Yes ☐ No

Service Resistant: ☐ Yes ☒ No

Edit Request Outreach

Questions?

Contact Brook Buettner

Brook.Buettner@bothellwa.gov

206-794-6339

Subject/Topic: Hazard Mitigation Plan Proposed Council Action/Motion: Receive an update on the draft Hazard Mitigation Plan in preparation for final adoption.	For Council Meeting Agenda of: April 27, 2020 Department: Development Services Prepared by: Bryan Hampson, Development Services Director Lauri Anderson, Principal Planner <u>Initial & Date</u> <i>BH 4/15/20</i> <i>WA BH</i> <i>RHK</i> Approved by Department Head: Approved by City Attorney: Approved by Finance Director: Approved by City Manager: Exhibits/Attachments: Draft Hazard Mitigation Plan
<u>INFORMATION/BACKGROUND:</u> The King County Regional Hazard Mitigation Plan is currently undergoing its five-year 2020 update. The update reassesses risks and vulnerabilities to natural and human-caused hazards, and develops strategies to reduce risk to those hazards. Each of nearly 60 planning partners in the County has developed an “annex” to the plan, including the risk-reduction strategies that are a key output of the plan. The plan is also a requirement for receiving federal Hazard Mitigation Assistance grants. After development by a staff working group representing emergency operations, public works, environmental services, development services, and planning, Kenmore’s “annex” (see Attachment I) was submitted to the County for review on October 14, 2019. The County then forwarded the entire Regional Hazard Mitigation Plan to the State. The State approved the draft on February 4, 2020 and forwarded it to FEMA for their consideration. We are awaiting FEMA’s review of the draft and then will bring the Hazard Mitigation Plan back to the City Council, with any recommended or required amendments, for final adoption by resolution. <u>Background</u> Hazard mitigation is another word for disaster risk reduction. It is focused on actions with long-term benefits and can include projects that reduce risk or development codes that prevent it. Hazard mitigation plans are developed periodically by states, counties, and cities to assess risks and identify actions to address those risks. Kenmore’s annex is focused on hazard mitigation actions related to: - Sammamish River Bridge detour routes, - Inclement weather (snow and ice) procedures, - Flood reduction and resiliency, - Severe weather event debris disposal, - Stabilization of hazardous slopes in City right-of-way, and	

- Landslide hazard area education and outreach.

Kenmore's current Hazard Mitigation Plan was adopted in 2015 by Resolution 15-266. The new plan, once adopted, will be in place for the coming 5 years.

FISCAL CONSIDERATION:

None. Staff time was spent to work on this project.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Comprehensive Plan Policy PS-3.3.1: "Establish emergency management procedures for the City in consultation with the Northshore Utility District, the Northshore Fire Department, adjacent jurisdictions, King County, Snohomish County, and the State."

Comprehensive Plan Policy PS-3.3.2: "Participate in regional emergency management programs."



City of Kenmore Plan Annex

Introduction

The City's Comprehensive Plan Vision Statement states that, "Kenmore is a place that residents, businesses and visitors find welcoming, with courteous people, and that offers a high quality of life to live, raise children, shop, work, recreate, and socialize." The City recognizes its Lake Washington waterfront as a significant local and regional asset and efforts to connect the community to the waterfront through a variety of park projects continue. After a concerted planning effort, Kenmore has developed an identifiable, walkable downtown that will soon be supported by regional bus rapid transit (BRT). Kenmore is home to the Kenmore Air seaplane base and the City is pursuing plans for future regional pedestrian ferry service between the City and Seattle. Kenmore supports the character of its single-family residential neighborhoods but offers a diversity of housing types to provide a choice of attractive living accommodations for all residents. The City has significant natural and environmentally sensitive areas, including Swamp Creek, the Sammamish River, Lake Washington, steep slopes, and a great blue heron rookery.



Jurisdiction Profile

Date of Incorporation—

August 31, 1998

Type of Government—

Seven-member City Council that selects one of its members as the Mayor. The Council appoints a City Manager to provide direction to all City departments.

Current Population—

23,320

Location and

Description—Kenmore is about 6 square miles in size, located in north King County between the cities of Bothell and Lake Forest Park. The City extends along the northeastern shoreline of Lake Washington and is bisected from east to west by the Sammamish River. Swamp Creek and its extensive wetlands divide the northern portion of the city. Kenmore is primarily developed with single-family neighborhoods. Most commercial and multifamily development stretches along SR-522 which crosses the City from east to west.



Development Trends

The City anticipates that an additional 3,667 housing units will be built in Kenmore over the 25 years between 2010 and the 2035. An additional 3,079 jobs are expected. The City continues work to support development of a very large (40+ acre) parcel adjacent to Lake Washington and the Sammamish River.

Regional policy documents assume Kenmore will become an important subregional job, service, cultural, and housing center with strong links to the regional transportation system. Bus rapid transit (BRT) is scheduled to arrive in Kenmore in 2024. The City has put in place a transit-oriented development district to encourage high density development—including affordable housing—near the proposed BRT station.

This new residential and commercial development, along with additional commuter traffic through Kenmore, will increase the City's at-risk population.



The City will be replacing its main bridge over the Sammamish River in the next few years, reducing the City's hazard vulnerability. Additional significant pedestrian and bicycle improvements are planned along major arterials.

Recent updates to Kenmore's critical area regulations (including geologically hazardous area and flood regulations) will protect environmental resources and improve public safety. In particular, improved information on steep slopes should help ensure reduced risks for future development.

Jurisdiction Point of Contact:

Name: Lauri Anderson
 Title: Principal Planner
 Entity: City of Kenmore
 Phone: 425-398-8900
 Email: landerson@kenmorewa.gov

Plan Prepared By:

Name: HMP Team
 Title:
 Entity: City of Kenmore
 Phone: 425-398-8900
 Email: landerson@kenmorewa.gov





City of Kenmore Risk Summary

Hazard Risk and Vulnerability Summary

HAZARD	RISK SUMMARY	VULNERABILITY SUMMARY	IMPACT SUMMARY
Avalanche	There is no risk of avalanche in Kenmore	N/A	N/A
Earthquake	Kenmore is near several faults including the Seattle Fault. Since incorporation the City has experienced a significant earthquake, the 6.8 magnitude Nisqually Earthquake in 2001. Kenmore is also located within the Seismic Design Category D ₁ . The City has adopted good earthquake regulations for new structures and infrastructure as well as alterations to existing buildings. Kenmore is mostly built out as a bedroom community and has existing single-family structures. Most of these existing structures are light-weight, wood-framed structures better suited to seismic activities.	Kenmore has two bridges that are nearing the end of their life that may be vulnerable is a severe earthquake. The West Sammamish River Bridge was constructed in the 1930's, and its current sufficiency rating is 6.75 out of 100. 100 is considered as an entirely sufficient bridge, typically new. The City plans to replace the bridge over the next few years. Reconstruction is expected to begin in 2020. The Little Swamp Creek Bridge at NE 175 th St has a sufficiency rating of 40 out of 100; which requires retrofitting. However, retrofitting costs are equivalent to replacement costs. The City is currently exploring funding options.	Although Kenmore has experienced a significant earthquake, no significant damage was reported.
Flood	Portions of land adjacent to the Swamp Creek and Sammamish River are within the Special Flood Hazard Zone. The city has good floodplain management regulations for new construction and has limited development in this area; however, there are some structures already present in the floodplain. The City has previously purchased vulnerable property via grants and City funding. However, there are still a few single-family	There are approximately 10 single-family residences, 5 multi-family parcels and a few commercial properties located in the Special Flood Hazard Zone along Swamp Creek that experience flooding when the water is high. Although the properties floods, only a few structures experience flooding.	A few single-family residences experience repetitive damage due to flooding.



	residential properties that experience flooding.		
Landslide	Kenmore has steep slopes that have been designated Landslide Hazards. The city has good Critical Area regulations that limit new development. However, there were homes built on the Landslide Hazards prior to these regulations being in place.	The City has recently studied the City for potential landslide hazards based on Lidar technology. Based on the information from the study the City has updated its Landslide Hazard maps and regulations.	The study identified slopes potentially subject to landslides. Some landslides appear to be active and some are not. The active landslides are being monitored by the City and mitigation measures are being considered.
Severe Weather	Kenmore is at risk for heavy rain, heavy wind as well as snow & ice weather events.	Heavy rain can result in localized flooding and saturated soils. Erosion can occur which may litter the sidewalks, bike lanes and roadways with debris. Saturated soils can weaken tree stability and there is a potential for trees to fall in this type of weather event. Heavy wind can result in leafy and woody debris scattered on sidewalks/paths, bike lanes and roadways as well as other City owned property. There is also a potential for large branches or entire trees to fall onto public property. Snow and ice have the potential to affect all sidewalks, bike lanes and roadway making it dangerous and difficult to travel by vehicle or as a pedestrian.	Severe weather events can impact all City infrastructure including but not limited to sidewalks/paths, bike lanes, roadways and other public property.
Tsunami	Kenmore is not at risk for a tsunami, but could experience a "seiche"—a wave off of Lake Washington. Studies have not been done to show the potential inundation area in the City.	Most of the area potentially at risk is developed with commercial uses, including Kenmore Air, CalPortland, and two marinas; however, a large condominium complex also borders the north end of the Lake.	Significant damage could be done by a seiche. Total impact cannot be evaluated since mapping is incomplete and no recorded incidents exist.
Volcano	Kenmore could be affected by ashfall from nearby volcanoes (Mt. Rainier, for example).	Ash fall models are not available to assess vulnerability. Although Mt. Rainier is not presently active, the potential threat is ongoing.	Ashfall could impact City infrastructure and waterways as well as private property. Ash can also clog machinery.



Wildfire	The city has only a small amount of open natural space that has the potential for wildfire, but a seasonal risk impacted by climate change does exist. The majority of structure fires in the city are residential homes averaging about 3 per year requiring additional outside resources.	Swamp Creek and Saint Edward State Park are large natural areas bordered by residential homes and Bastyr University. Limited access and difficult terrain pose challenges for firefighting. Existing mutual aid agreements have been sufficient to provide additional resources for fighting structure fires and building codes requiring fire sprinklers in single family residential homes should offset the increase in number of homes in the city.	In the past 5 years, 12 small fires (less than 100' x 100') have been reported and extinguished. Structure fires pose a limited impact for the city as a whole but can have devastating isolated impact.
Civil Disturbance	Civil disturbances reacting to activities in the community have not occurred in Kenmore.	The City encourages public participation in regulatory or other changes that would affect the citizenry so that voices can be heard before action is taken. Kenmore police are trained to recognize and respond to this type of incident should it occur.	No civil disturbances have been located in Kenmore.
Cyber Incident	Increasingly, cyberattacks are plaguing local governments. Valuable information may be held hostage or important systems corrupted.	City government is vulnerable to these attacks although software solutions are constantly updated and staff are trained to avoid this type of attack.	The City has not, to date, suffered a successful cyberattack.
Hazardous Materials Incident	With limited commercial facilities in the city and none of them storing large supplies of hazardous materials, the primary risk is limited to those materials being transported through Kenmore.	The transportation of hazardous materials on State Route 522 is the primary source and location of hazardous chemicals in the city. SR522's proximity to Lake Washington, its tributaries and the city's downtown core with higher residential density put hazardous chemicals in close proximity to high impact areas.	Hazardous material incidents have been limited in size, less than 50 gallons, of flammable liquids in the past 5 years, but much larger quantities are transported through the city daily.
Health Incident	Like most primarily-residential cities the risk of a public health emergency is limited by the lack of large public gathering spaces (stadiums, etc.)	The city's population has limited vulnerabilities within the community however epidemics can still interrupt normal services and negatively impact the city.	An epidemic that reduced the availability of staff for the city or our service providers could interrupt regular business activity.
Terrorism	As with any U.S. city, the possibility of a mass shooting or other terrorist attack is present in Kenmore. Minor	Kenmore police are trained to recognize and respond to this type of incident.	Kenmore police have responded to and investigated the hate graffiti incidents. The City has alerted its



	instances of hate graffiti have been documented in the City.		citizens to combat hate speech. Fortunately, no terrorist attacks have occurred in the City.
Dam Failure	There is no risk of dam failure in Kenmore.	N/A	N/A

Figure 1: Kenmore Facilities

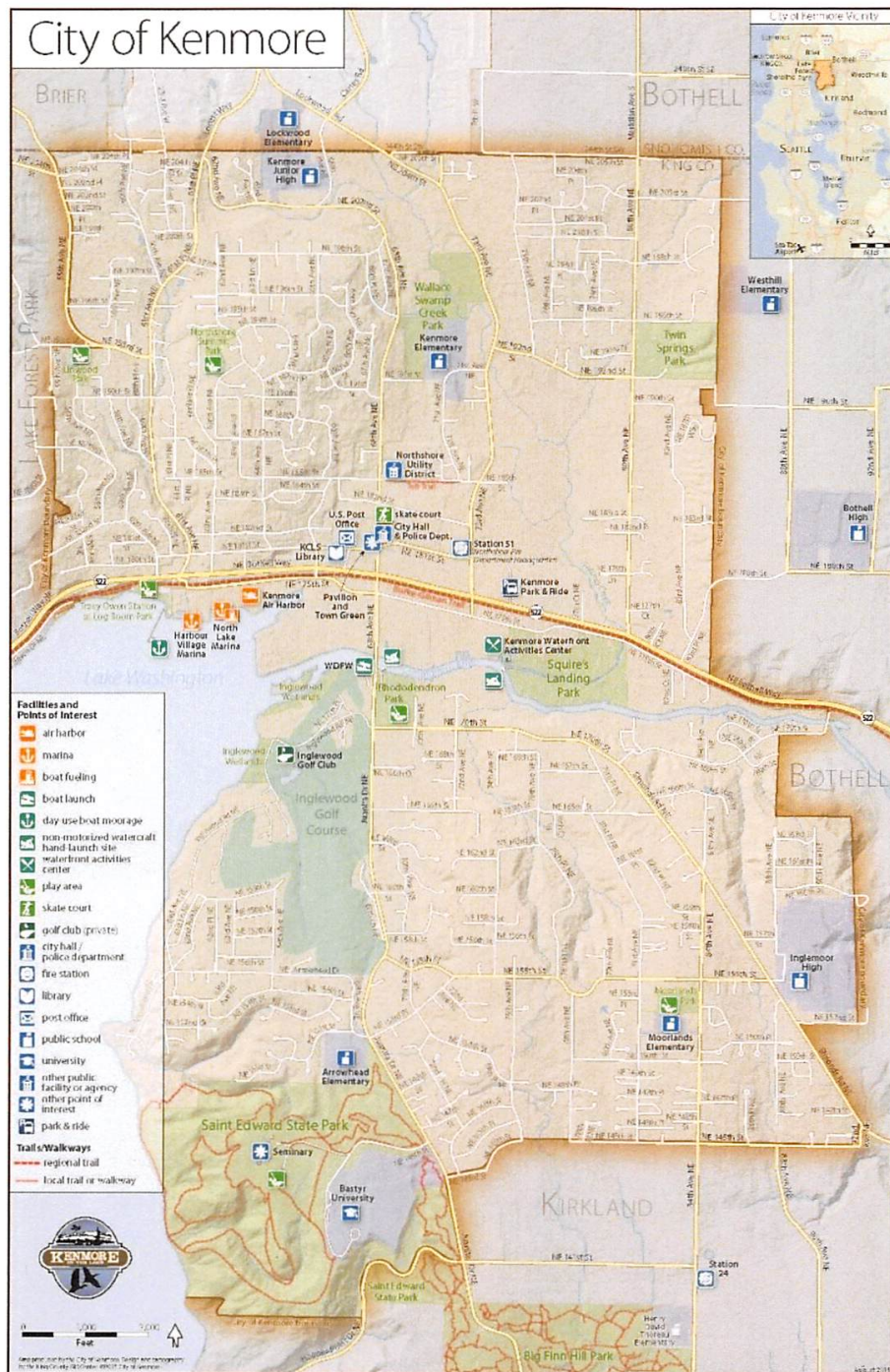




Figure 2: Geologically Hazardous Areas

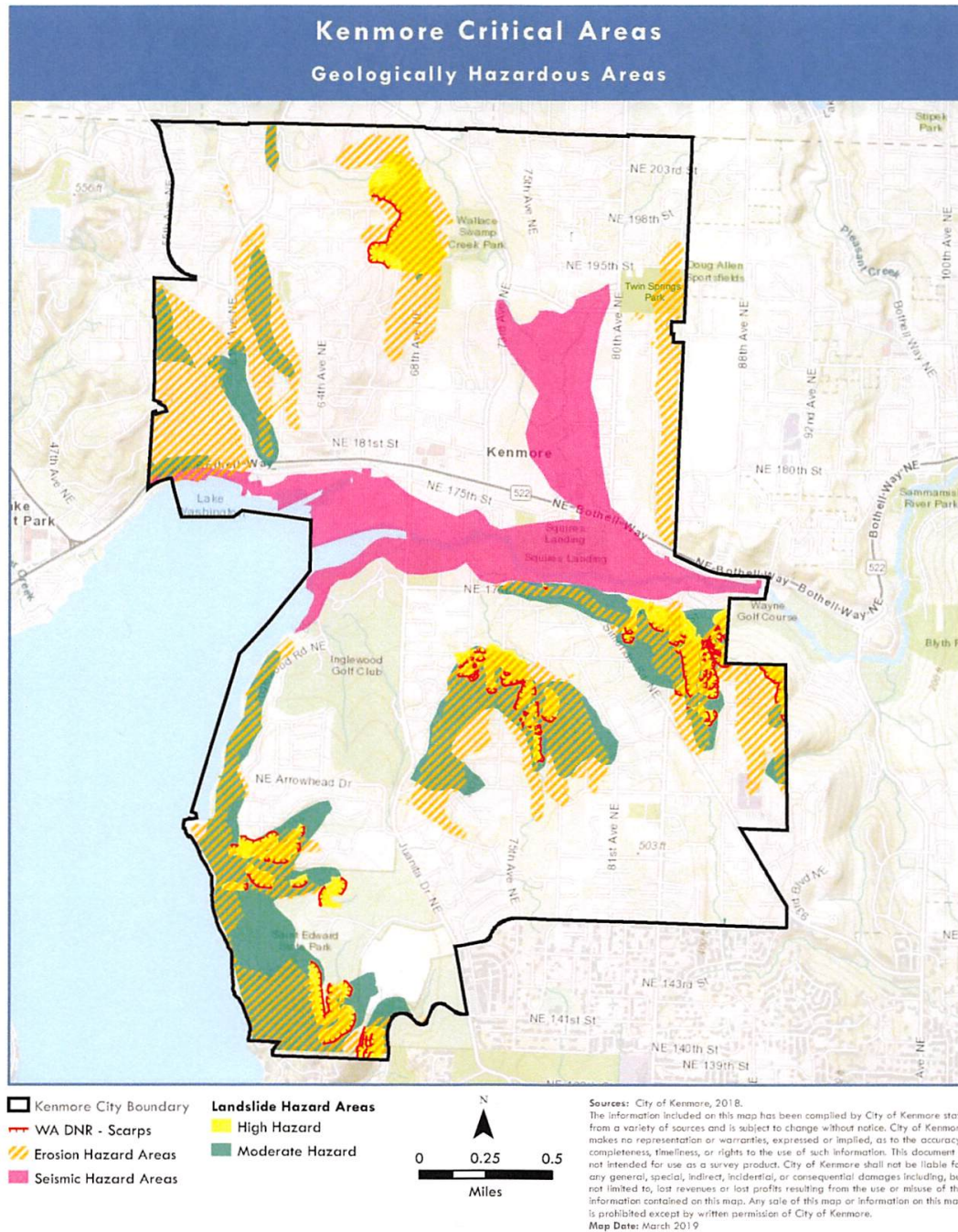
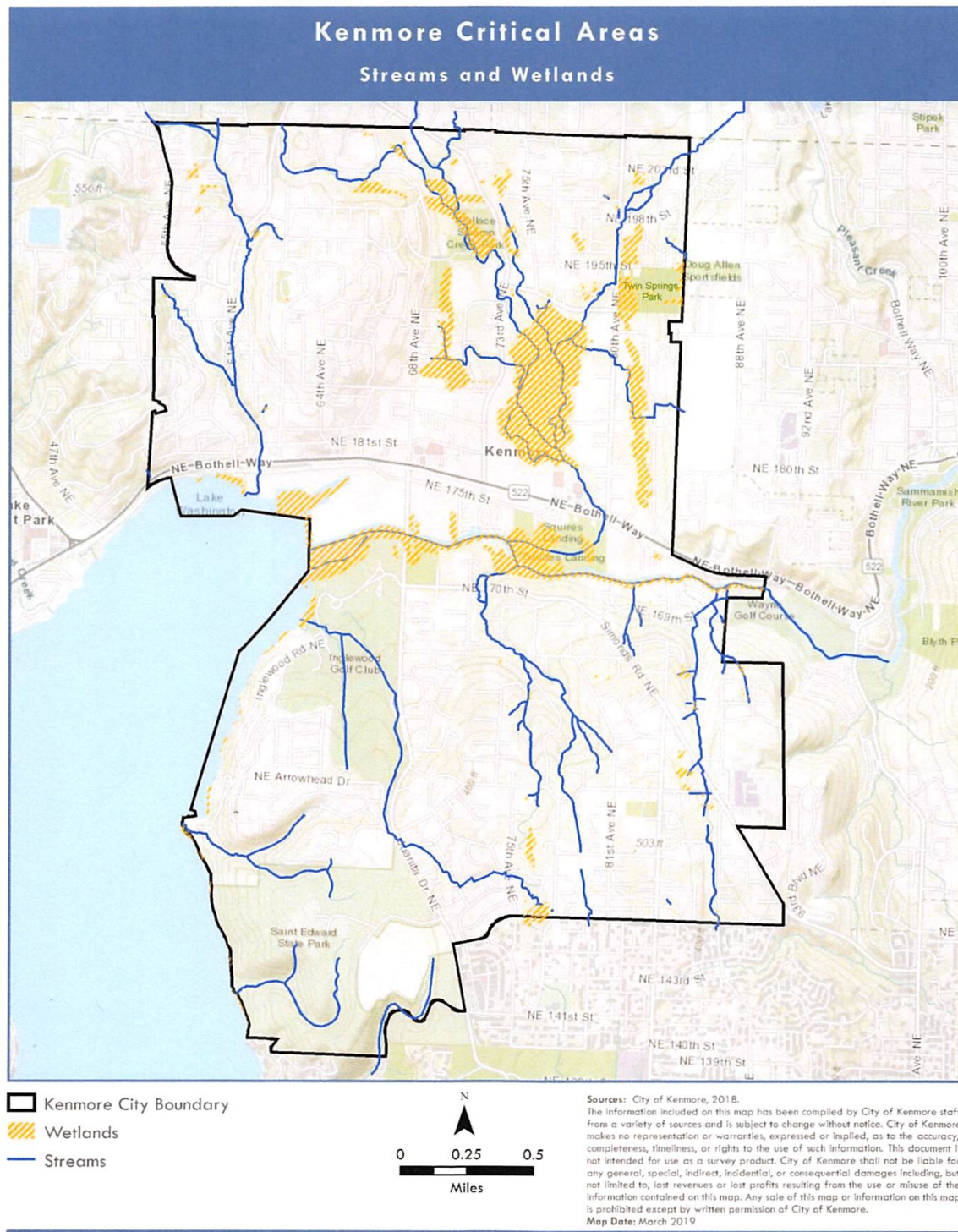




Figure 3: Streams and Wetlands





Assets at Risk (Northshore Utility District only)

ASSET	VALUE (\$)	RISK SUMMARY	VULNERABILITY SUMMARY	IMPACT SUMMARY
Inglemoor Water Transmission Main		This major water transmission main connects two halves of Northshore Utility District's water system dissected by the Sammamish River and is essential to efficiently serve the city.	The pipeline runs through a major liquefaction area and under the Sammamish River through unstable soils and steep slopes.	The loss of the pipeline would eliminate the connection between the north and south side of the water system dramatically reducing the ability of the District to move water and serve customers.

Plan Update Process

This planning process can be divided into three steps:

1. What is valued in our community? (asset assessment)
2. What values are at risk or exposed to hazards? (risk assessment)
3. How will we protect what we value? (strategies)

The City of Kenmore has participated in the multi-jurisdictional planning process led by King County. A City hazard mitigation planning (HMP) team was established to prepare the HMP and identify possible mitigations.

The team met over several months, beginning on April 24, 2019. The first meeting was held with Derrick Hiebert, Hazard Mitigation Specialist with King County, to discuss plan expectations and review the plan template.

Additional team meetings were held on 5/23, 6/25, 8/6, 9/9, and 9/24/19 to assign responsibilities, review draft sections of the plan, discuss and prioritize mitigation strategies, and prepare for public participation in the HMP's development.

On August 21, 2019 team members Carl Lunak and Bryan Hampson, along with Derrick Hiebert, conducted a public outreach event, including a prioritization survey of potential mitigations, at the City's Movie Night event. On September 21, 2019, team member Carl Lunak and six volunteers staffed a table at the Northshore Safety and Emergency Preparedness Fair to provide information on the Hazard Mitigation Plan.

City of Kenmore Planning Team

NAME	TITLE	ORGANIZATION	CONTRIBUTION
Bryan Hampson	Development Services Director	City of Kenmore	Helped prepare HMP and identified mitigation strategies. Emergency Operations Manager.
Carl Lunak	Emergency Operations Manager	NEMCO	Helped prepare HMP and identified mitigation strategies. Liaison with Northshore Utility District.



Lauri Anderson	Principal Planner, Community Development	City of Kenmore	Helped prepare HMP. Prepares Comprehensive Plan and Municipal Code amendments.
Jennifer Gordon	Public Works Operations Manager	City of Kenmore	Helped prepare HMP and identified mitigation strategies. Responsible for maintenance of City facilities and infrastructure.
Richard Sawyer	Environmental Services Manager	City of Kenmore	Helped prepare HMP and identified mitigation strategies. Supervises surface-water program and participates on regional environmental committees.

Plan Update Timeline

PLANNING ACTIVITY	DATE	SUMMARY	ATTENDEES
King County HMP training	12/13/18	Reviewed plan expectations with interjurisdictional planning group.	Lauri Anderson
Initial meeting with Derrick Hiebert	4/24/19	Reviewed planning expectations and HMP template	HMP Team
King County HMP workshop	7/25/19	Mitigation strategy workshop	Carl Lunak
HMP team meetings	5/23/19 6/25/19 8/6/19 9/9/19 9/24/19	Responsibilities for completing sections of the plan were assigned. The group identified upcoming public participation opportunities. Each team member reviewed the 2015 plan and the 2019 template. Mitigation strategies were identified and prioritized.	HMP Team



Public Outreach

Public Outreach Events

EVENT	DATE	SUMMARY	ATTENDEES
Kenmore Movie Night	8/21/19	Information provided and survey taken on mitigation priorities. A raffle was held for participants to win emergency supplies.	Derrick Hiebert, Bryan Hampson and Carl Lunak
Northshore Safety and Emergency Preparedness Fair	9/21/19	Information provided on the mitigation plan and planning process.	Carl Lunak and volunteers Dawn Teel-Friedman, Asa Louis, Robin McKenzie, Gail Siani, John Cornaby and Jiles Baggett

City of Kenmore Hazard Mitigation Program

Hazard mitigation strategies were developed through a two-step process. The internal planning team met to identify a comprehensive range of mitigation strategies. These strategies were then prioritized using a process established at the county level and documented in the base plan. Input from a community survey was used to help with prioritization.

Hazard mitigation strategies in the City of Kenmore are managed through a collaborative process involving multiple departments and the Northshore Utility District (NUD). The City's Emergency Operations Manager, along with the Emergency Operations Manager from NEMCO (also representing NUD), monitor status of the mitigation actions and convene the annual meeting of the planning team as described below.

Plan Monitoring, Implementation, and Future Updates

King County leads the overall mitigation plan monitoring and update process and schedules the annual plan check-ins and bi-annual mitigation strategy updates. Updates on mitigation projects are solicited by the county for inclusion in the countywide annual report. As part of participating in the 2020 update to the Regional Hazard Mitigation Plan, Kenmore agrees to convene its internal planning team at least annually to review their progress on hazard mitigation strategies and to update the plan based on new data or recent disasters.

As part of leading a countywide planning effort, King County Emergency Management will send to planning partner any federal notices of funding opportunity for the Hazard Mitigation Assistance

City of Kenmore Hazard Mitigation Plan

King County Plan Goals

1. Access to Affordable, Healthy Food
2. Access to Health and Human Services
3. Access to Parks and Natural Resources
4. Access to Safe and Efficient Transportation
5. Affordable, Safe, Quality Housing
6. Community and Public Safety
7. Early Childhood Development
8. Economic Development
9. Equitable Law and Justice System
10. Equity in Government Practices
11. Family Wage Jobs and Job Training
12. Healthy Built and Natural Environments
13. Quality Education
14. Strong, Vibrant Neighborhoods



Grant Program. Proposals from partners will be assessed according the prioritization process identified in this plan and the county will, where possible, support those partners submitting grant proposals. This will be a key strategy to implement the plan.

The next plan update is expected to be due in April 2025. All jurisdictions will submit letters of intent by 2023, at least two years prior to plan expiration. The county will lead the next regional planning effort, beginning at least 18 months before the expiration of the 2020 plan.

Continued Public Participation

King County and its partner cities already maintains substantial public outreach capabilities, focusing on personal preparedness and education. Information on ongoing progress in implementing the hazard mitigation plan will be integrated into public outreach efforts. This will provide King County residents, already engaged in personal preparedness efforts, with context and the opportunity to provide feedback on the county's progress and priorities in large-scale mitigation. In the vertical integration of risk-reduction activities from personal to local to state and federal, it is important that the public understand how its activities support, and are supported by, larger-scale efforts.

The outreach and mitigation teams will also continue to work with media and other agency partners to publicize mitigation success stories and help explain how vulnerabilities are being fixed. When possible, public tours of mitigation projects will be organized to allow community members to see successful mitigation in action.

Hazard Mitigation Authorities, Responsibilities, and Capabilities

Plans

PLAN TITLE	RESPONSIBLE AGENCY	POINT OF CONTACT	RELATIONSHIP TO HAZARD MITIGATION PLAN
Comprehensive Plan	City of Kenmore	Lauri Anderson	Provides overall guidance to City policy and priorities
Comprehensive Emergency Management Plan, 2016	City of Kenmore	Bryan Hampson	The Hazard Mitigation Plan is an annex of the City's CEMP
Capital Facilities Plan and Capital Improvement Program	City of Kenmore	Joanne Gregory	Provides a list of approved Capital Improvement Projects.
Surface Water Master Plan, 2015	City of Kenmore	Richard Sawyer	Provides detail on the City's surface water assets, policies, programs and capital projects.
Northshore Utility District (NUD) Comprehensive Emergency Management Plan, 2019	Northshore Utility District	Ethan Maiefski	NUD's Hazard Mitigation Plan is also an annex to the King County Plan. NUD is a participant in NEMCO.



Programs, Policies, and Processes

PROGRAM/POLICY	RESPONSIBLE AGENCY	POINT OF CONTACT	RELATIONSHIP TO HAZARD MITIGATION PLAN
Municipal Code, including building code, zoning and subdivision codes, critical areas rules, and shoreline regulations	City of Kenmore	Lauri Anderson	City regulations
National Flood Insurance Program	City of Kenmore	Bryan Hampson	The NFIP insures properties in and around the floodplain
State Environmental Policy Act	City of Kenmore	Bryan Hampson	Environmental analysis of proposed projects

Entities Responsible for Hazard Mitigation

AGENCY/ORGANIZATION	POINT OF CONTACT	RESPONSIBILITY(S)
City Council	Rob Karlinsey	Approval and oversight of City actions
City Manager's Office	Rob Karlinsey	Management of departmental activities
Development Services	Bryan Hampson	Permit review and Emergency Operations Manager
Community Development	Debbie Bent	Long-range policy planning and parks development
Engineering	John Vicente	Engineering
Public Works Operations	Jennifer Gordon	Public works operations
Environmental Services	Richard Sawyer	Surface water management and environmental issues
Finance and Administration	Joanne Gregory	Budget development and administration
Police	Peter Horvath	Police services and traffic control
NEMCO (Northshore Emergency Management Coalition)	Carl Lunak	Coalition of the cities of Kenmore and Lake Forest Park and the Northshore Fire Department and Northshore Utility District to address emergency preparedness and provide public education

National Flood Insurance Program

National Flood Insurance Program Compliance

What department is responsible for floodplain management in your community?	Development Services
Who is your community's floodplain administrator? (title/position)	Bryan Hampson, Development Services Director
What is the date of adoption of your flood damage prevention ordinance?	6/17/19



When was the most recent Community Assistance Visit or Community Assistance Contact?	April 23, 2019
Does your community have any outstanding NFIP compliance violations that need to be addressed? If so, please state what they are?	No.
Do your flood hazard maps adequately address the flood risk within your community? If so, please state why.	Yes.
Does your floodplain management staff need any assistance or training to support its floodplain management program? If so, what type of training/assistance is needed?	No.
Does your community participate in the Community Rating System (CRS)? If so, what is your CRS Classification and are you seeing to improve your rating? If not, is your community interested in joining CRS?	No, therefore Kenmore is a Class 10.
How many Severe Repetitive Loss (SRL) and Repetitive Loss (RL) properties are located in your jurisdiction?	SRL:0 RL: 2-5
Has your community ever conducted an elevation or buy out of a flood-prone property? If so, what fund source did you use? If not, are you interested in pursuing buyouts of flood prone properties?	Yes, through various grants and City funding. The City is interested in buying more flood prone properties as additions funding becomes available.

Hazard Mitigation Strategies

2015 Hazard Mitigation Strategies

This section of the plan identifies Kenmore's 2015 hazard mitigation strategies and an update on their status.

STRATEGY	DESCRIPTION	PRIORITY	STATUS
KM-1	Continue to maintain compliance and good standing under the National Flood Insurance Program. This will be accomplished through the implementation of floodplain management programs that, at a minimum, will meet the minimum requirements of the NFIP, which include the following: • Enforcement of the adopted flood damage prevention ordinance, • Participating in floodplain identification	High	Provide public assistance on floodplain requirements and impacts through permit counter contacts and telephone inquiries. Continue to enforce flood regulations through permitting. Adopted updated flood regulations, with FEMA's review and approval, in 2019.



	and mapping updates, and • Providing public assistance/information on floodplain requirements and impacts		
KM-2	Consider evaluation of the City's building code enforcement program under the Building Code Effectiveness Grading Schedule, administered by the WA Survey and Rating Bureau.	High	The Northshore Fire District completed its annual full survey from the WA Survey and Rating Bureau and rated Kenmore as a Class 3.
KM-3	Integrate the hazard mitigation plan into other plans, ordinances or programs to dictate land uses within the jurisdiction.	High	The City updated its critical areas regulations and Shoreline Master Program based on new information on landslide hazard areas using new LiDAR technology.
KM-4	Consider participation in incentive based programs such as the CRS, Firewise and StormReady.	High	The City is considering these programs.
KM-5	Where appropriate, support retrofitting, purchase, or relocation of structures located in hazard-prone areas to protect structures from future damage, with properties with exposure to repetitive losses as a priority.	Medium	The City has bought some properties prone to flooding and is interested in pursuing additional buy outs as funding is available.
KM-6	Continue to support the county-wide initiatives identified in this plan.	High	The City supports the county-wide initiatives identified in this plan.
KM-7	Actively participate in the plan maintenance strategy identified in this plan	High	The City participates in the maintenance strategy identified in this plan.
KM-8	Strive to capture perishable data (i.e. high water marks, preliminary damage estimates, and damage photos) after significant hazard events to support future updates to the risk assessment of this plan.	Medium	The City continues to capture essential data following significant events.

 King County

KM-9	Investigate and improve mapping of landslide hazard areas. Increase understanding of vulnerability and risk to life and property in hazard prone areas. Improve knowledge of landslide hazard areas and understanding of vulnerability and risk to life and property in hazard prone areas, particularly near 84 th Ave. NE and 88 th Ave. NE between NE 157 th Street and NE 169 th Street, and in areas of previous landslides.	Medium	Participated in the King County LiDAR mapping process and had Kenmore-specific information prepared.
KM-10	Identify and begin acquisition of City equipment necessary for safety and operations during a natural hazard event.	Medium	Emergency Operations Center Logistics Section identified potential businesses that have necessary equipment that we could acquire if needed during a natural hazard event
KM-11	Continue to facilitate and support hazard education programs, such as CERT training or providing educational materials for family disaster preparedness.	High	Formed the Northshore Emergency Management Coalition (NEMCO) with the City of Kenmore, City of Lake Forest Park, Northshore Fire District, and Northshore Utility District. Conduct monthly volunteer emergency meetings; conduct monthly Radio Amateur Civil Emergency Service meetings; conducted 2 CERT classes in 2016 and 2018; conducted Radio Technician Class; and conducted 2 citizen emergency preparedness workshops in 2018.
KM-12	Conduct non-structural retrofit activities in City facilities, such as strapping down and securing computers and	Medium	Incomplete. No longer a priority.



	other office equipment and machinery, securing shelves and heavy furniture to walls, ensuring that heavy items are not stored overhead, mounting computer servers on seismic isolation platforms, etc.		
KM-13	Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and other government offices.	High	Website includes information on securing furniture and appliances, and other measures, under “do1thing” program.
KM-14	Identify city-owned buildings and infrastructure that require structural retrofitting.	High	Inspected all city-owned buildings and infrastructure for potential structural retrofitting. No city-owned buildings require retrofitting.
KM-15	Develop public information to educate citizens on tsunamis/seiches.	Medium	Incomplete. No longer a priority. Need information about the hazard.
KM-16	Encourage King County to develop ash fall models that are specific to the north King and south Snohomish Counties area.	Low	Incomplete. Relying on County for action.
KM-17	Increase communication, coordination, and collaboration between wildland-urban interface property owners, city planners, fire prevention crews, and city officials to address risks, existing mitigation measures, and federal assistance programs related to wildfire.	High	Communication and coordination complete for new development at Saint Edward State Park.
KM-18	Enhance public safety strategies for debris avoidance and management for natural hazards events. Implementation	High	Provided information on City’s website.



	measures include developing and enhancing right-of-way maintenance programs, educating property owners about tree maintenance near roadways, and developing coordinated management strategies for public safety issues such as clearing debris from public and private property.		
--	--	--	--

2020 Hazard Mitigation Strategies

STRATEGY	LEAD AGENCY/POC	TIMELINE	PRIORITY
Sammamish River Bridge detour routes	City of Kenmore/ John Vicente or Tobin Bennett-Gold	2020-2025	High
Flood reduction and resiliency	City of Kenmore/ Richard Sawyer	2020-2025+	Moderate
Severe weather event debris disposal procedures	City of Kenmore/ Jennifer Gordon	2020-2025	Moderate
Inclement weather (snow and ice) procedures manual	City of Kenmore/ Jennifer Gordon	2020-2022	High
Landslide hazard area education and outreach	City of Kenmore/ Bryan Hampson	2020-2022	Moderate
Stabilization of hazardous slopes in City right-of-way	City of Kenmore/ Jennifer Gordon	2020-2025+	Moderate



Hazard Mitigation Strategy

Lead Points of Contact City Engineer Traffic Engineer	Partner Points of Contact Kenmore Chief of Police Private boat operators	Hazards Mitigated / Goals Addressed Interruption of transportation connectivity	Funding Sources and Estimated Costs City funds
Strategy Vision/Objective Prepared detour routes and development of transportation alternatives in the event of loss of transportation access across one or both 68 th Av NE Sammamish Bridges in order to mitigate negative effects of loss of transportation connectivity on effectiveness of city-wide and regional traffic operations. Effective traffic operations are necessary for emergency response and / or evacuation in addition to preserving normal transportation access as much as possible until connectivity is restored.			
Mitigation Strategy Prepare and maintain traffic detour plans, including temporary signage and signal adjustments, to redirect traffic in the event that one or both 68 th Av NE (Sammamish River) Bridges need to be closed or have collapsed. Make relevant staff and police aware of detour plans so that they can be implemented quickly in the event of a bridge closure. Contact adjacent jurisdictions on traffic impacts if needed. Work with local boat operators to ferry people back and forth across the river in the event of an emergency. One such relationship has already been established with a local tour boat company. West Sammamish bridge construction includes detours in the event of bridge closure during construction. Project will be complete in 2022. After Project is completed, a new detour plan will be prepared for the permanent state of the infrastructure.			
2-Year Objectives Detours related to West Sammamish Bridge Project have already been developed and will be made available to relevant staff and police. Establish relationships with local boat operators.	5-Year Objectives Prepare new detour routes based on permanent infrastructure and make plans available to relevant staff and police.	Long-Term Objectives Review and update detour routes and ferry opportunities and make information available to relevant staff and police.	
Implementation Plan/Actions Detour plans to be used during West Sammamish Bridge Project are already developed and in place. New detour plans will be prepared after bridge construction is complete in 2022. Expand relationships with local boat operators to provide ferry service across the Sammamish River in the event the bridge is closed.			
Performance Measures Was access to all streets preserved while detour was in effect (including streets not cut off by gridlocked traffic)? How quickly was the detour implemented (did the appropriate people have access to the detour plan)? Were road users able to clearly follow detour signing? Are agreements in place with local boat operators?			



Hazard Mitigation Strategy

Lead Points of Contact	Partner Points of Contact	Hazards Mitigated / Goals Addressed	Funding Sources and Estimated Costs
Public Works Environmental Services Manager	Private property owners Flood control district	Flood reduction	City funds, Grants
Strategy Vision/Objective Flood reduction and resiliency: Determine specific stream culvert and public drainage facility projects and priorities for flood reduction, road safety and water quality protection; remove homes and businesses from flood prone properties and restore floodplain function while simultaneously improving riparian habitat and stream health; and eliminate recurring flooding issues at known “hot-spots” by evaluating underlying causes and addressing the root issues.			
Mitigation Strategy Conduct a citywide stream culvert assessment to identify specific projects; Conduct a citywide assessment of public drainage facilities (stormwater vaults, ponds) to identify retrofit opportunities; Acquire property to restore stream corridors and floodplains and reduce flooding hazards; and Develop a list of specific projects to reduce hazards in known flash-flooding hotspots.			
2-Year Objectives - Identify, map and document all stream bearing culverts in the City, including information on type, diameter, length, public impact and ownership. - Assess public drainage facilities. - Identify, map and document all potential properties for floodplain restoration and all hot-spot flooding locations.	5-Year Objectives - Complete conditional assessments of culverts and hydraulic modeling of built-out conditions for flow capacity and flood analysis. Prioritize replacement. - Prioritize identified floodplain restoration properties for acquisition. - Complete assessments of hot-spot flooding issues and prioritize based on effectiveness of solution, benefit, cost and scope of work needed.		Long-Term Objectives Incorporate projects into on-going capital improvement program to provide funding for implementation.
Implementation Plan/Actions Identify projects to reduce flooding. Prioritize those projects. Obtain funding. Complete projects.			
Performance Measures Flooding of private property and roadways Water quality Functioning riparian habitat			



Hazard Mitigation Strategy

Lead Points of Contact	Partner Points of Contact	Hazards Mitigated / Goals Addressed	Funding Sources and Estimated Costs
Public Works Operations Manager	Public Works Operations Crew Allied Waste Waste Management	Debris Removal	City funds
Strategy Vision/Objective Standard operating procedures for debris management after a severe weather event.			
Mitigation Strategy Make a plan for debris disposal after severe weather events or natural disasters (tree debris, other vegetation, etc.)			
2-Year Objectives Create a written document containing standard operating procedures for debris management after a severe weather event.	5-Year Objectives Develop a routine review of plan to ensure agreements are in place for the debris removal strategy. Schedule a routine debrief annually in late spring if the City experienced severe weather during that time period.		Long-Term Objectives To have an up-to-date standard operating procedures manual for debris management that is being reviewed and updated routinely.
Implementation Plan/Actions Draft document and have it reviewed by partners. Finalize plan and provide training.			
Performance Measures Plan completion			



Hazard Mitigation Strategy

Lead Points of Contact Public Works Operations Manager	Partner Points of Contact Public Works Operations Department	Hazards Mitigated / Goals Addressed Snow & Ice Inclement Weather	Funding Sources and Estimated Costs City funds
Strategy Vision/Objective Create a standard operating procedures manual for snow and ice inclement weather.			
Mitigation Strategy Develop written snow and ice removal procedures, including priorities, for Kenmore (formerly handled by Lake Forest Park Public Works).			
2-Year Objectives Create a written document containing standard operating procedures for snow and ice weather events.	5-Year Objectives Develop a routine review of plan on an annual basis to incorporate new infrastructure and assess priority routes. Schedule a routine debrief annually in early spring if the City experienced inclement weather during that time period.		Long-Term Objectives To have an up-to-date standard operating procedures manual for snow and ice that is being reviewed and updated routinely.
Implementation Plan/Actions The plan will be developed prior to the beginning of the 2019 winter season. The plan will layout work items that may be done in preparation for the winter season as well as procedures and priorities to be followed during the winter season.			
Performance Measures Vehicular accidents due to snow and ice conditions. Volume of requests for service.			



Hazard Mitigation Strategy

Lead Points of Contact Development Services Director	Partner Points of Contact Private property owners King County Emergency Management Insurance companies FEMA	Hazards Mitigated / Goals Addressed Landslide	Funding Sources and Estimated Costs City funds, Grants
Strategy Vision/Objective Property owners are aware of hazard and can make informed land use decisions			
Mitigation Strategy Provide education and outreach to property-owners in identified landslide hazard areas.			
2-Year Objectives Notify and educate property owners.	5-Year Objectives		Long-Term Objectives
Implementation Plan/Actions Identify properties. Prepare educational materials. Distribute materials or discuss findings with property owners.			
Performance Measures Number of landslide hazard area property owners contacted			



Hazard Mitigation Strategy

Lead Points of Contact Public Works Operations Manager	Partner Points of Contact Public Works Engineering Public Works Environmental Services	Hazards Mitigated / Goals Addressed Stabilize hazardous slopes.	Funding Sources and Estimated Costs City funds
Strategy Vision/Objective Identify and stabilize possible hazardous slopes within the right-of-way that need to be stabilized.			
Mitigation Strategy Stabilize hazardous slopes in City right-of-way (for example, at 61 st Place and NE 150 th Street and at 66 th Avenue NE and NE 196 th St.)			
2-Year Objectives Develop a capital project for each hazardous slope identified. Design repair.	5-Year Objectives Projects identified to be added to the Capital Improvement Plan and given a budget. Create a timeline for projects to be completed.		Long-Term Objectives Complete capital projects to stabilize hazardous slopes within the right-of-way.
Implementation Plan/Actions Develop capital projects that address the hazardous slopes, including an engineer estimate. Evaluate projects as part of the Capital Improvement Plan (CIP) Create a timeline for project completion.			
Performance Measures Hazardous slopes have been stabilized.			



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Proclamation 20-02.1 – Amendment: Pandemic and Public Health Emergency Response and Recovery Move to: Ratify Proclamation 20-02.1 – Amendment: Pandemic and Public Health Emergency Response and Recovery	For Council Meeting Agenda of April 27, 2020 Department: City Manager’s Office Prepared by: Rob Karlinsey, City Manager Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: KC for RK 4/27/20 Exhibits/Attachments: 1. Proclamation & Issuance of Emergency Rule 20-02.1: Amendment: Pandemic and Public Health Emergency Response and Recovery
<u>INFORMATION/BACKGROUND:</u> At the March 5, 2020 City Council meeting, the Kenmore City Council adopted Proclamation 20-02, approving a Pandemic and Public Health Emergency Response and Recovery policy. Under the policy, during city hall closure, people who are called into work may receive 1.5 pay (or 5% extra pay if not eligible for overtime). This premium pay was assumed to be short term and is not going to be sustainable for a longer duration of mandated closures and stay at home orders. The amendment to this policy removes references to the extra pay.	



Proclamation 20-02.1 – Amendment:

Pandemic and Public Health Emergency Response and Recovery

1. **PURPOSE:** The purpose of this policy is to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the operations of the City of Kenmore and/or pose a risk to the health or safety of staff and the community at large.
2. **SCOPE:** This policy applies to all City of Kenmore departments and employees.
3. **DEFINITIONS:**
 - A. Closure Pay: Payment of regular wages and benefits during closure of City Hall or other City facilities in the event of a pandemic, outbreak, or proclamation of a public health emergency.
 - B. Outbreak: a widespread occurrence of an infectious disease in a community at a particular time with a hospitalization and/or mortality rate significantly higher than the common flu.
 - ~~C. Extra Duty Pay: An increase in regular wages of 5% for non-managerial FLSA-exempt employees (as defined below) who are called into City Hall to perform essential work during a closure of City Hall.~~
 - ~~D.C.~~ Pandemic: a disease that is prevalent over a region, country, or the world.
4. **REFERENCES:**
 - A. Chapter 7.05 RCW – Local Health Departments
 - B. Chapter 7.08 RCW – Combined City-County Health Departments
 - C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
 - D. RCW 38.52.070 – Emergency Powers
 - E. Chapter 8.30 KMC – Emergency Operations Plan
 - F. City of Kenmore Comprehensive Emergency Management Plan
 - G. City of Kenmore Personnel Policies
 - H. Washington Department of Health: doh.wa.gov
 - I. Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
5. **POLICY:** It is the policy of the City of Kenmore to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and City staff is a

top priority and this policy establishes some of the actions that may be taken, and the authority, granted to address a pandemic.

6. PROCEDURES: The following procedures are established to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to the health or safety of City employees, their families, and the community at large.
 - A. Declaration of Pandemic and/or Public Health Emergency: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or King County/Seattle Public Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector entities. The City will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the particular circumstances.
 - B. Procedures to help minimize the spread of germs: Employees are urged to practice standard Non-Pharmaceutical Interventions (“NPI’s”), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining a distance of six feet from others when practical to do so.
 - C. Proclamation of Emergency/Disaster Due to Pandemic: Upon the City’s proclamation of emergency/disaster due to pandemic, the following shall apply:
 - i. Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work and are encouraged to consult their physician.
 - ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. Unless otherwise prohibited by law, the employee shall be required to utilize accrued leave, if any, pursuant to adopted Personnel Policies or applicable collective bargaining agreement if they are sent home due to symptoms of an illness.
 - iii. If the illness of an employee or member of an employee’s household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies or applicable collective bargaining agreement. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or any longer applicable incubation period determined by the appropriate health authority) or are deemed no longer infectious by a medical professional.

- iv. Except as otherwise prohibited by law, employees are required to first utilize their accrued sick leave and then any other accrued paid time off (vacation leave, compensatory time, or floating holidays) while recovering from, or caring for a spouse or dependent recovering from, illness.
- v. If the school or place of care of an employee's child is closed due to pandemic, the employee may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave), to care for the child.
- vi. Employees may donate accrued sick leave to employees who do not have enough accrued leave balances to cover their absence, in accordance with the City's shared leave policy.
- vii. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, employees may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave) for the period of quarantine.
- viii. At the discretion of the City Manager or designee, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:
 - a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.
 - b. Reduced Reception and Front Counter Service: The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.
 - c. Partial Work from Home Schedules: Some staff may be permitted or assigned to work from home.
 - d. Full or partial City Hall Closure: City Hall may be partially or fully closed. During closure, staff who are able to reasonably work from home, whether in full or partial shifts, will be allowed to do so, and City managers and supervisors will coordinate this directly with the subject employees. To the extent they are not able to fully or partially work from home, staff will be provided Closure Pay in accordance with the provisions in this policy.

1. In the event City Hall is closed, FLSA Non-Exempt staff

will receive Closure Pay for those hours in which they are unable to work from home (fully or partially). Closure Pay will only be made available to staff who are scheduled to work on the day(s) on which City Hall is closed. Those who are on a planned absence, such as vacation leave and were not recalled back to work will not receive Closure Pay. Any employee already on sick leave shall be eligible for Closure Pay in lieu of continued use of sick leave once Closure Pay is in effect.

~~2. Fair Labor Standards Act (FLSA) Non-Exempt staff who are called into City Hall (or other city work site) during a closure to work for critical city operations will receive pay at a rate of time and a half for work carried out during a closure of City Hall. Such premium pay shall be credited against any overtime pay the employee may earn during the applicable work week (i.e., the employee shall not receive "double overtime").~~

3.2. FLSA Exempt employees shall continue to receive their normal salary during a City Hall closure, regardless of whether they are able to work from home.

~~4. FLSA Exempt managerial staff who are needed to work during a City Hall closure will not receive any additional compensation for such work. For purposes of this policy, "exempt managerial staff" are those exempt employees who report directly to the City Manager.~~

~~5. All other FLSA Exempt employees who are called into City Hall during a closure shall receive Extra Duty Pay for all hours actually worked by the employee at City Hall (or other city work site). These exempt employees shall be required to accurately track and report their hours worked at City Hall for purposes of calculating the Extra Duty Pay.~~



City of Kenmore, Washington

Date: April 24, 2020

To: Kenmore City Council
From: Rob Karlinsey, City Manager

Re: Pandemic Impacts and City Budget Adjustments

The Kenmore community continues to stand strong together in slowing the spread of COVID-19 and its deadly effects. We are deeply concerned for those who have been suffering and have lost loved ones during this pandemic. As of the date of this writing, five Kenmore residents have died from COVID-19, and many more have been infected and have been suffering. While new cases are still added daily, King County data show that the rate of new daily cases and deaths appears to be lessening.

Nevertheless, we all need to continue to be on our guard and do our part to help slow the spread of the virus and keep it from resurging. As a city organization, we echo and amplify the health department's guidance on physical distancing and other safety measures and precautions.

We are also very concerned about the pandemic's effect on the economy. We know that many Kenmore residents, business owners, and employees are also going through great stress and anxiety as their businesses and places of employment are shuttered. While the very aggressive federal aid will be helpful in mitigating the economic impacts of the virus, many fear far-reaching and devastating impacts, some of which may be irreversible.

Despite all of these developments, Kenmore city employees continue to serve our public by keeping city operations running as much as possible during the stay at home order.

As an organization, we have shifted our priority and focus to responding to the pandemic, and we have developed the following thematic goal and defining objectives that accompany the thematic goal:

Thematic Goal (i.e., what is most important right now):

Lead and support employees and the community through the social, mental, health and economic impacts of the pandemic.

Defining Objectives:

1. Help slow the spread of the virus in our community
2. Maintain essential city services
3. Keep city employees safe

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · cityhall@kenmorewa.gov · www.kenmorewa.gov

4. Communicate like crazy
5. Respond to budget impacts
6. Look after each other
7. Develop a recovery plan

We review our progress on the thematic goal and defining objectives regularly. The management team has a brief online meeting every morning to assess progress and discuss other issues that arise.

I've been extremely pleased with my coworkers' ability to keep many city services up and running during the stay at home order. City business such as processing building and land use permits has continued.

City communications are stronger than ever as we meet the objective to "communicate like crazy" during this pandemic. Other examples of continued city business include accounting and administrative functions, park and road capital project design and development, surface water facility inspections, park safety and road safety maintenance, responses to public records requests, policing, and much more. My coworkers are innovatively using technology to deliver city services, even while working from home.

Work on essential public infrastructure, such as the West Sammamish River bridge replacement project, continue to move forward, with safety measures in place. Next week we plan to open bids on the Juanita Drive sidewalks and bike lanes project. Capital projects are funded separately by grants, bonds, and other revenues restricted for capital projects only.

City parks remain open, although park amenities, including play structures, sport courts, and restrooms are closed. City Hall remains closed, although the public can still contact us and request city services through the City's website.

Budget Impacts

We have been keeping a close eye on the city's revenues as well as regional and national economic indicators. That said, we do not have a lot of data or helpful indicators to turn to at this early stage in the pandemic. Sales tax distribution has a two-month lag, meaning the state distributes sales tax to cities about two months after the month in which it is paid and received. Other revenues, including permit fees and utility taxes, have not yet shown a noticeable change so far this year.

However, based on what we are observing generally and the data we do have, including skyrocketing unemployment, we need to assume the financial impacts of this virus are going to be bad. We need to respond accordingly.

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

Kenmore's Financial Strengths

Kenmore is relatively well positioned to respond to the financial impacts of the pandemic for two main reasons:

1. We have strong fund balances, also known as reserves. At the beginning of this year, Kenmore's balances in the following funds were as follows:

General Fund	\$3,532,739
Street Fund	\$1,896,372
Strategic Opportunities Fund	\$3,036,068
Strategic Reserve (aka "Rainy Day") Fund	\$1,333,965
Total	\$9,799,144

2. Our operating revenues are relatively less elastic (i.e. subject to fluctuations in the economy) than other cities. For example, Kenmore's revenues include less sales tax as a percentage of the budget than many other cities. Sales tax revenue tends to rise and fall with the economy. As another example, Business and Occupation Tax on businesses can also vary with the health of the economy. Kenmore's B&O Tax is limited to one business sector and is a very small portion of Kenmore's revenue. Property tax, on the other hand is a stable source of revenue because of how it is collected under state law. Kenmore's largest source of operating revenue is property tax.

Estimated Revenue Losses

Even with healthy fund balances and relatively less elastic revenues, we are projecting a decline in operating revenue in the General Fund and Street Fund of 11.5% to 13% in 2020. This decline amounts to a \$1.7 million to \$1.9 million loss in revenue out of \$14.9 million in budgeted revenues for 2020. This percentage decline is similar to what other cities in King County are predicting.

The following table is a breakdown of revenue projections for both the General Fund and the Street Fund:

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

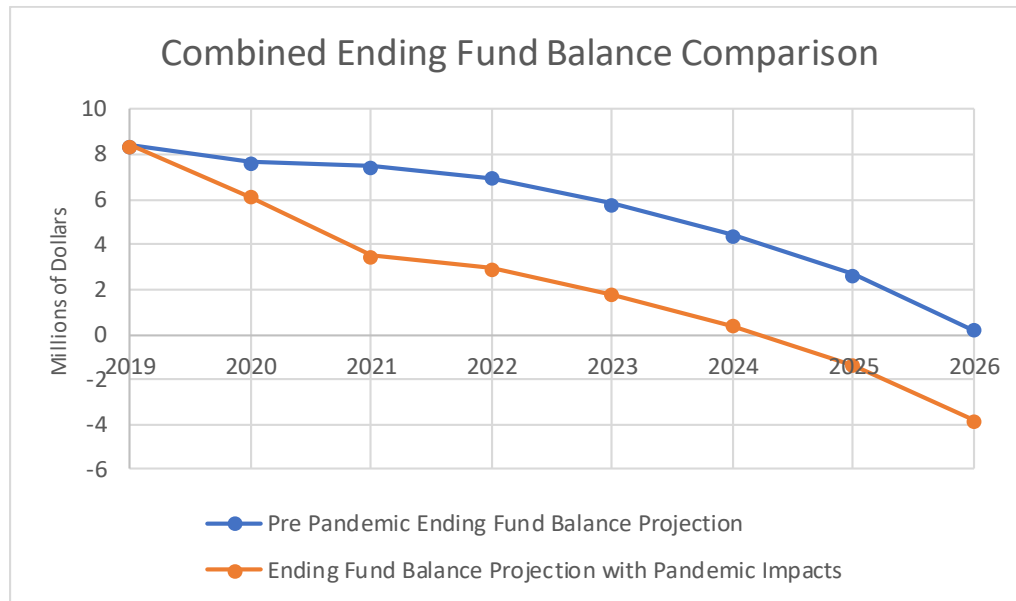
Estimated Pandemic Effects on Kenmore's Operating Budget

General Fund Revenues	2019	2020	2020	2021
	Actual	Budget	Projection as of April 2020	Projection as of April 2020
Real Property Tax	5,050,864	5,199,791	5,307,000	5,360,070
Sales Tax	2,774,092	2,225,000	2,080,569	2,184,597
Criminal Justice 1/10 Sales Tax	719,437	610,000	539,578	566,557
B&O Tax	21,073	19,434	15,805	16,595
Electric Utility Tax	517,555	571,200	517,555	517,555
Gas Utility Tax	212,631	263,155	212,631	212,631
Telephone Utility Tax	109,602	120,000	109,602	109,602
Cellphone Utility Tax	190,186	285,000	190,186	190,186
Gambling Tax	102,438	72,000	59,204	59,204
Other Taxes	3,690	1,400	1,400	1,400
Total General Fund Taxes	9,701,568	9,366,980	9,033,529	9,218,397
Licenses & Permits	1,277,608	1,363,459	1,254,949	1,130,981
Intergovernmental Revenues	501,235	519,026	457,159	457,159
Charges for Services	623,339	481,146	329,586	247,016
Fines and Penalties	11,484	0	2,089	0
Miscellaneous Revenues	1,211,433	1,319,793	940,554	926,966
Total General Fund Revenues	13,326,667	13,050,404	12,017,865	11,980,518

Street Fund Revenues	2019	2020	2020	2021
	Actual	Budget	Projection as of April 2020	Projection as of April 2020
Fuel Tax	483,214	503,700	362,411	362,411
Multi-modal Distribution	31,729	31,280	31,280	31,280
Investment Interest	13,424	2,500	6,712	3,356
ROW Permit fees & Inspections	157,260	120,000	117,945	117,945
Plat Signs/Misc	1,320	1,000	1,000	0
Transfer from General Fund	1,982,529	801,242	619,955	555,016
Transfer from TBD (\$20 car tabs)	358,000	358,000	0	0
Insurance Recovery and Other	8,986	0	0	0
Total Street Fund Revenues	3,036,462	1,817,722	1,139,303	1,070,008

Combined General Fund & Street Fund Revenues	\$16,363,129	\$14,868,126	\$13,157,168	\$13,050,526
---	---------------------	---------------------	---------------------	---------------------

If we insert these estimated revenue losses into our financial forecast, with no corresponding adjustments in expenditures, our ending fund balances will decline to zero sooner than our pre-pandemic projections. The following graph illustrates this predicted outcome:



The lines in the graph above include the combined fund balances of the General Fund, Street Fund, and Strategic Opportunities Fund. The \$1.3 million in the Strategic Reserve (aka “Rainy Day”) Fund is not included in the above graph.

Strategy Moving Forward

With only eight months left in the year, it is going to be difficult to make up for a loss in revenue of this magnitude (\$1.7 million - \$1.9 million). When it comes to the budget, the top priority in this emergency situation is to protect the organization. Doing so will allow us to better serve the Kenmore community when the economy recovers. In this context, we will protect the organization in two main ways:

1. Preserve our cash position, and
2. Protect our city employees

To protect our organization by preserving our cash position and protecting our city employees, we will employ the following two-phased approach:

Phase I. Cut discretionary expenditures (contracts, supplies, equipment, travel, etc.) down to essential services, which include the following:

- Providing Public Safety Services: Police, Court, Jail, Emergency Management, and Animal Control
- Maintaining Basic Transportation Infrastructure: Road Safety and Pavement Preservation
- Complying with State and Federal Mandates
- Preserving Other Basic Infrastructure, including City Buildings and City Parks

18120 68th Ave NE · Kenmore, WA 98028

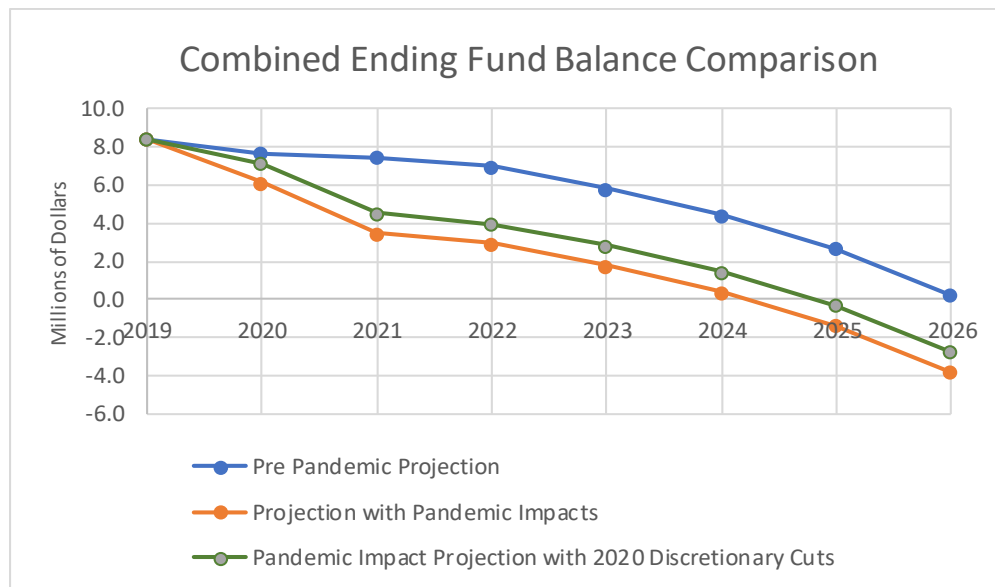
Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

While discretionary expenditures are being cut to essential services in Phase I, city staff levels, on the other hand, are *not* being reduced to essential services. During Phase I (and hopefully beyond), even with the cuts in discretionary expenditures, city employees are still able to continue to provide many of the services as we have in the past.

Phase II. Reassess our budget situation after we have two or three more months of revenue data and economic indicators; then respond accordingly.

Under the guidance of phase one, we have combed through and scrutinized the budget reports and have cut approximately \$1.074 million in discretionary expenditures for the remainder of 2020. Many of these phase one cuts are unprecedented and far from easy to make; these discretionary expenditure reductions down to essential services will result in noticeable service level reductions, described on the next page.

Under phase two, depending on what the future data will show, we may need to make additional cuts for the 2021 and 2022 budgets. But if we implement the 2020 reduction in discretionary expenditures of \$1.074 million now, the fund balance projections will noticeably improve and buy us more time, as shown in the following graph:



The cuts in discretionary expenditures include reductions in certain line items that were conservatively budgeted, as well as reductions in training-related travel, consultant services, supplies, and equipment.

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

The \$1.074 million in discretionary expenditure reductions for 2020 are distributed as follows:

Department	Budget Reduction (Increase)
City Council	35,000
City Manager's Office*	275,000
Finance, Administration, and Legal**	(226,000)
Public Safety	166,000
Community Development	117,000
Development Services	188,000
Public Works Engineering	102,000
Public Works Operations	417,000
Total	\$1,074,000

*City Manager's Office includes events, volunteer coordination, recreation program coordination, economic development, public communications, public records, front desk reception, etc.

** Includes City Clerk's Office. Some of the legal services are being offset with revenues resulting from legal settlements and court-ordered judgments in the city's favor. Information Technology support, software and maintenance account for other overages in this budget.

Some state-mandated timelines, including the Comprehensive Plan update, have been lengthened, allowing us to reduce planned expenditures. Some professional services, including the federal lobbying consultant, will be eliminated, although we will maintain the state lobbying consultant given their ability to advocate for direct funding for Kenmore and for the great need to protect revenues that the state shares with cities.

Even before the pandemic, the city's operation of the Kenmore Business Incubator (KBI) was scheduled to be phased out by the end of this year. This phase out will proceed on schedule; even so, savings in reduced KBI professional services will be realized in this year's budget.

City events are cancelled for the rest of the year and resulting savings to the budget will be realized. However, we are holding out hope that we will be allowed and able to have two summer concerts in the second half August, and we are reserving just enough budget for these two events. My coworkers are already being creative in finding ways to replace our events with virtual events at little or no cost to the city.

In street operations, we will be cutting some landscape maintenance along arterial roads and will be asking adjoining property owners to maintain their vegetation, as we expect other property owners to do in the city. The installation and maintenance of street banners along SR522 are being cut for the remainder of 2022 (we will keep the banners in storage).

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

Potential Federal Funding

We continue to keep a watchful eye on potential grants and other funding sources that may be coming to cities through federal and state channels. The CARES Act that was adopted a few weeks ago provides funding for states and local governments with populations over 500,000, and the legislation also contains a much smaller amount of CDBG funding for state and local agencies. These funding sources can only be spent on pandemic-related expenses. While Kenmore does indeed have some pandemic-related expenses, these expenses are a relatively small amount compared to the revenue losses we will experience from the pandemic. Further, it remains unclear if/how/when any of this CARES Act funding will trickle down to smaller communities like Kenmore.

We are hearing news that Congress may consider aid for state and local governments in its next stimulus package. This funding could potentially help cover revenue losses (as opposed to being restricted only to pandemic-related expenses). We are also hearing that such a federal funding package could potentially provide anywhere between \$1 million and \$2 million for the City of Kenmore. While this news is encouraging, federal aid for state and local government revenue losses is less of a slam dunk than the CARES Act was, as it appears that there are some partisan differences on whether state and local governments should receive federal funding to help make up for losses in revenue.

Even if a future federal stimulus package included direct financial aid to Kenmore, we still need to make all of the expenditure reductions described in this memorandum. With what little information we have, we do not know how bad this economic downturn will be or how long it will last. We should use any federal funding to backstop our declining reserves.

Financial Sustainability Plan

Despite the major interruption caused by the pandemic, we still plan on moving forward with the Financial Sustainability Plan (FSP) process which will help us get to balanced budgets beyond the short term. Last week we brought the FSP task force together, gave them an update on our situation, and asked them if they could stay on longer into the fall and perhaps to the end of this year. The task force members seemed amenable to that request. After we make these emergency changes to the budget and allow time to see how our budget picture takes shape, we will bring the task force back together to help us solve the longer term problem.

Priority Based Budgeting

Through this emergency, Priority Based Budgeting (PBB) can still be a point of reference, although the priority has shifted more heavily to protecting the organization by reducing discretionary expenditures down essential services. I anticipate that PBB will come back into a stronger role as we build the 2021-2022 biennium budget.

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

Other Funds in the City Budget

The focus now is on the two operating funds that are most directly and immediately impacted by the pandemic: The General Fund and the Street Fund. The other shoe that is likely to drop is our capital revenues, namely REET and the two impacts fees (parks and transportation).

REET comes from the sale of property and can only be spent on capital projects, not on operations (with very minor exceptions). With unemployment skyrocketing, supply chains being disrupted, and physical distancing in place, I can't imagine that home sales will continue as they have in the past. In our capital budgets (separate from and funded by different sources than our operating budgets), we have been depending on these capital revenues to help pay for our capital projects, including the ones that are being built and under design this year. In the coming weeks we will be making adjustments as revenue data becomes available.

Impact fees are one-time charges on new construction and will decline if construction activity declines. Impact fees can only be spent on growth-related capital projects, not on operations. Similar to REET, we will be monitoring impact fees and revising our capital budgets if necessary.

A bit of good news: The Surface Water Management (SWM) utility has its own self-sustaining, fee-supported enterprise fund and is not likely to be nearly as impacted by this economic downturn. Therefore, SWM will not be under the same budget-cutting pressure as the other funds. That said, if we can legitimately charge General Fund and Street Fund expenditures to SWM, we will explore that—but knowing, however, that we've already turned over most if not all of those stones in prior budget cycles.

Conclusion

These are undoubtedly very difficult and heart-breaking times. It's a sad day when we make the decision to cancel many of our city events for the year or discontinue street banners on our main thoroughfare. Nevertheless, my coworkers remain very dedicated and want to serve the public more than ever; and yet most of them are required to work in the limiting circumstances of their homes.

In fact, I have been more encouraged than ever by the acts of dedication and kindness that I have observed from my coworkers and the community. More than ever, I know that our organization and our city will be better and stronger on the other side of this devastating pandemic.

I want to thank my coworkers for their hard work and innovative spirits as they have really pulled together as phenomenal team. I also want to thank the City Council for being so supportive through all of this and for providing the leadership and direction to guide us. With such an amazing team, I know we've got this.

18120 68th Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov