



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., Tuesday, May 26, 2020**

Entire Meeting will be via Zoom*

Log-In Information:

<https://us02web.zoom.us/j/86965365675>

Or iPhone one-tap :

US: +12532158782,,86965365675# or +16699009128,,86965365675#

Or Telephone:

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

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

Webinar ID: 869 6536 5675

International numbers available: <https://us02web.zoom.us/j/86965365675>

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.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PROCLAMATION

A. Pride Month - June, 2020

[Proclamation](#)

B. National Gun Violence Awareness Day - June 2, 2020

[Proclamation](#)

VI. CITIZEN COMMENTS

A. This is an opportunity to express your views on issues that are important to you and to the community.

Please email comments to the City Clerk at kchelin@kenmorewa.gov by 5:00 p.m. on Tuesday, May 26 2020. The Mayor will read the comments into the record during the meeting. You can also use the "raise hand" feature in Zoom

during the Citizen Comment portion of the meeting. The 3 minute limit still applies.

VII. CONSENT AGENDA

- A. Total Check #s 44822 through 44899 in the amount of \$843,820.25.
Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated 4/24/20 in the amount of \$163,269.33.
[Checks](#)
- B. Total Check #s 44900 through 44964 in the amount of 224,155.87.
Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated 5/9/20 in the amount of \$167,588.65.
[Checks](#)
- C. Authorize City Manager to Execute Contract No. 20-C2134 with Earthworks Landscape Services, Inc. for Right-of-Way Landscape Maintenance
[Agenda Item](#)
- D. City Council Meeting Minutes of April 13, 2020 and April 27, 2020
[4-13-20 Minutes](#)
[4-27-20 Minutes](#)
- E. Ratify the Proclamation & Issuance of Emergency Rule 20-07Face Covering Directive - Rob Karlinsey, City Manager
[Agenda Item](#)

VIII. BUSINESS AGENDA

- A. Receive and File the March, 2020 Financial Report for the City of Kenmore - Joanne Gregory, Finance and Administration Director
[Agenda Item](#)
- B. Continuation of Employee Benefits while on Washington State Paid Family and Medical Leave - Joanne Gregory, Finance and Administrative Director
[Agenda Item](#)
- C. Curbside Lunch Giveaway- Councilmember Pfeil and Councilmember Srebnik

IX. STAFF REPORT

- A. Pandemic Update - Rob Karlinsey, City Manager

X. COUNCILMEMBER REPORTS, COMMENTS & INITIATIVES

XI. ADJOURNMENT

City of Kenmore, Washington Proclamation

WHEREAS, LGBTQ+ Americans are deserving of the same dignity, respect, justice and rights afforded to all citizens; a principle bolstered by the Washington State Law Against Discrimination as amended in 2006; the 2012 Washington ESSB 6239 legislation to legalize same sex marriage; and the landmark 2015 decision of the US Supreme Court guaranteeing marriage equality in all 50 states; and

WHEREAS, this year marks the 51st anniversary of the June 28, 1969 Stonewall Uprising in New York, which is considered the most important event leading to the modern movement for LGBTQ+ civil rights, and the event's significance is further recognized by the Stonewall Inn being listed on the National Register for Historic Places; and

WHEREAS, LGBTQ+ youth, families and community members continue to experience discrimination and exclusion in our schools and communities, places of work, and in acquiring housing; and

WHEREAS, the City of Kenmore recognizes the importance of its residents', students', business owners' and employees' and city employees' diversity of ethical, cultural, racial, and sexual orientation and gender identities – all of which bring important richness to the City of Kenmore; and

WHEREAS, the fight for equality and dignity for all individuals under the law continues, and equality of opportunity and freedom from discrimination are fundamental to ensuring economic success and personal fulfillment; and

WHEREAS, the City of Kenmore passed Resolution #17-292, on March 6, 2017, Reaffirming Kenmore as a Safe, Inclusive and Welcoming City for All People; and

WHEREAS, the City's Resolution states, "*Kenmore believes in the dignity, equality and constitutional and civil rights of all people, and will not tolerate discrimination, harassment or any behavior that creates fear, isolation or intimidation;*" and

WHEREAS, the Kenmore City Council issued proclamations for Pride Week in 2018 and Pride Month in 2019, including flying the Pride Flag at City Hall in June, 2019; and

WHEREAS, the City of Kenmore encourages all residents to work together to fight bullying and harassment, and teach respect for everyone, regardless of age, ethnicity, faith, gender, sexual orientation, gender identity or any differences that are perceived or real; and

WHEREAS, Pride Month is a celebration of the contributions of and strides made by LGBTQ+ individuals in our community and throughout the nation and a recognition that LGBTQ+ rights are human rights, the City Council desires to express its support for this 2020 Proclamation by flying the Pride Flag at Kenmore City Hall during Pride Month.

**WHEREAS, NOW, THEREFORE, I, DAVID BAKER, MAYOR OF KENMORE, WASHINGTON, ON BEHALF OF THE COUNCIL, DO HEREBY PROCLAIM THE MONTH OF JUNE 2020 AS:
PRIDE MONTH IN THE CITY OF KENMORE.**

IN WITNESS WHEREOF, signed this 26th day of May, 2020.

Signed: _____
David Baker, Mayor

Attested: _____
Kelly M. Chelin, City Clerk

City of Kenmore, Washington Proclamation

WHEREAS, every day, over 100 Americans are killed by gun violence and on average there are nearly 15,000 gun homicides every year; and

WHEREAS, protecting public safety in the community is the City of Kenmore's highest responsibility; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

WHEREAS, in January 2013, Hadiya Pendleton, a teenager who marched in President Obama's second inaugural parade and was tragically shot and killed just weeks later, should be now celebrating her 23rd birthday; and

WHEREAS, to help honor Hadiya – and the over 100 Americans whose lives are cut short and the countless survivors who are injured by shootings every day – a national coalition of organizations has designated June 2, 2020, as the 6th National Gun Violence Awareness Day; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to Wear Orange on June 2nd to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 2nd Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, Washington, on behalf of the City Council, declare June 2, 2020, to be National Gun Violence Awareness Day in the City of Kenmore. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

IN WITNESS WHEREOF, signed this 26th day of May, 2020.



Signed: _____
David Baker, Mayor

Attested: _____
Kelly M. Chelin, City Clerk



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

04/18/2020-05/01/2020

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 44822 through 44899: \$843,820.25

Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated: 4/24/2020: \$163,269.33

RA Key 5/11/20
City Manager / Date

James J. Ingay 5/5/20
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
AWC EMPLOYEE BENEFITS	44822	04/24/2020	Employee Health Insurance	1,594.48
DEPT. OF LABOR AND INDUSTRIES	44823	04/24/2020	City of Kenmore	1,881.02
EMPLOYMENT SECURITY DEPARTMENT	44824	04/24/2020	Paid Family & Medical Leave	634.44
AFLAC	44825	04/24/2020	Employee Medical/Disability Plans	359.99
AMERICAN GENERAL LIFE GPO/4005	44826	04/24/2020	Life Insurance	279.92
AWC EMPLOYEE BENEFITS	44827	04/24/2020	Employee Health Insurance	61,033.54
DEPT. OF LABOR AND INDUSTRIES	44829	04/24/2020	City of Kenmore	1,670.67
EMPLOYMENT SECURITY DEPARTMENT	44830	04/24/2020	Paid Family & Medical Leave	639.62
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	44831	04/24/2020	City of Kenmore 401a	18,294.98
ICMA RETIREMENT TRUST 457 / 304745	44832	04/24/2020	ICMA 457 Deferred Comp	5,752.32
LINCOLN NATIONAL LIFE INSURANCE	44833	04/24/2020	Life Ins/ADD & LTD	1,344.83
NATIONAL LIFE OF VERMONT	44834	04/24/2020	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	44835	04/24/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	44836	04/24/2020	Employee Charitable Contribution	53.00
KING COUNTY RECORDER'S OFFICE	44837	04/24/2020	Johnson-Barnard Deed Recording/Squire's	111.50
MOJO STRATEGIES	44838	04/24/2020	19-C2028 Feb. Communications Consulting Svcs	3,250.00
A+ CONFERENCING	44839	05/01/2020	Conference Call	390.23
ALCALDE & FAY	44840	05/01/2020	April Government Affairs Consulting	5,312.85
AM TEST, INC	44841	05/01/2020	Swamp Creek Water Sample Testing	225.00
ARTS OF KENMORE	44842	05/01/2020	2018 Purchase of Wood Bench for City Hall	1,500.00
BAKER, DAVID	44843	05/01/2020	NLC Per Diem Reimbursement	494.00

VII. A. Total Check #s 44822 through 44899 in the amount of \$843,820.25....

BANNER BANK	BAKER	44844	05/01/2020	Marriott/Zoom/Parking	2,316.10
BANNER BANK	JGORDON	44845	05/01/2020	Amazon/Disinfectant Cleaner	131.99
BANNER BANK	RK	44846	05/01/2020	Seattle Times/Zoom/USPS/JurassicParliament	395.96
BUILDERS EXCHANGE OF WASHINGTON INC		44847	05/01/2020	Bid Advertisement - Simonds Overlay	41.15
CANON FINANCIAL SERVICES, INC.		44848	05/01/2020	April 2nd Floor Copier Lease	265.84
CECCANTI, INC.		44849	05/01/2020	19-C1977 March W. Sammamish Bridge Const.	393,606.04
CITY OF BELLEVUE		44850	05/01/2020	Human Svcs Pooled Program Admin. Fee	1,545.00
CITY OF BELLEVUE		44850	05/01/2020	Human Svcs Pooled Program	13,236.25
CITY OF BELLEVUE		44851	05/01/2020	2020 eCityGov Annual Membership	5,089.14
COMCAST		44852	05/01/2020	Apr. City Hall Phones	369.55
COMCAST		44853	05/01/2020	Apr. City Hall/KBI/Hangar Internet	1,635.13
COMCAST		44853	05/01/2020	Apr. City Hall/KBI/Hangar Internet	545.17
COMCAST BUSINESS		44854	05/01/2020	4/19-5/18 Hangar Bldg. Cable	137.26
COMCAST BUSINESS		44855	05/01/2020	4/10-5/9 Squires Landing Internet	69.95
COMCAST BUSINESS		44856	05/01/2020	4/14-5/13 City Hall Internet/Cable	152.22
DARRELL THOMSON		44857	05/01/2020	Refund Deposit PRJ2011-041/ENG16-0527	1,667.58
ENVIRONMENTAL SYSTEMS RESEARCH INST		44858	05/01/2020	GIS Annual Maintenance	5,720.00
HESTON VISUAL ARTS		44859	05/01/2020	Video Setup & Recording	214.70
HONEY BUCKET		44860	05/01/2020	4/6-5/3 PW Yard & Squires Landing Rental	383.90
HORIZON DISTRIBUTORS INC		44861	05/01/2020	Irrigation Parts/Supplies	1,227.73
HUI, IVANA		44862	05/01/2020	Refund for Cancelled Hangar Event	150.00
KBA INC.		44863	05/01/2020	18-C1846 March W. Samm. Bridge Prof. Svcs	103,931.41
KING COUNTY FINANCE		44864	05/01/2020	March Road Svcs/Signs & Signal Maint.	4,833.28
KING COUNTY SHERIFF		44865	05/01/2020	Jan. Town Green & School District Overtime	7,987.91
KING COUNTY TREASURY		44866	05/01/2020	Real Estate Property Taxes	30,710.23
KING COUNTY TREASURY		44867	05/01/2020	Void	-
KING COUNTY TREASURY		44868	05/01/2020	Void	-
KING COUNTY TREASURY		44869	05/01/2020	Void	-
KING COUNTY TREASURY		44870	05/01/2020	Void	-
KING COUNTY TREASURY		44871	05/01/2020	Void	-
KING COUNTY TREASURY		44872	05/01/2020	Void	-
MICROSOFT CORPORATION		44873	05/01/2020	City Council Surfaces	7,288.51
MOTT MACDONALD GROUP, INC.		44874	05/01/2020	17-C1656 March Log Boom Park Design/Permitting	18,735.16
NATIONAL BARRICADE CO., LLC		44875	05/01/2020	Sign Delivery	16.50
NORTHSHORE ROTARY CLUB		44876	05/01/2020	Quarterly Dues & Meals	136.00
NORTHSHORE SENIOR CENTER		44877	05/01/2020	1st Qtr Human Svcs Funding/Transportation	1,650.00

VII. A. Total Check #s 44822 through 44899 in the amount of \$843,820.25....

OLSON BROTHERS PRO VAC	44878	05/01/2020	19-C1978 Vactoring Services/CCTV	38,274.59
OSBORN CONSULTING INC.	44879	05/01/2020	19-C2012 March 61st Ave Corridor & Culvert Svcs	20,017.58
PACE ENGINEERS, INC.	44880	05/01/2020	20C-2129 March Development Review Svcs	3,818.45
PHSI PURE HEALTH SOLUTIONS INC.	44881	05/01/2020	City Hall Filtered Water Systems	101.09
PUGET SOUND ENERGY	44882	05/01/2020	3/16-4/14/20 City Hall Gas Chgs	11,715.95
QUALITY BUSINESS SYSTEMS/WELLS FARGO	44883	05/01/2020	1st Floor Copier Lease 4/5-5/4/20	675.53
REPUBLIC SERVICES	44884	05/01/2020	March Hangar Bldg. Solid Waste	597.89
SHANNON & WILSON, INC.	44885	05/01/2020	Geotechnical Consulting 9/22/19-2/22/20	1,063.00
SHRED IT USA LLC	44886	05/01/2020	Monthly Shredding Service	85.63
SMS CLEANING, INC.	44887	05/01/2020	Hangar/City Hall/PW Monthly Janitorial	6,495.00
SOUND PUBLISHING, INC.	44888	05/01/2020	03/20/20 Advertising	395.00
STAPLES ADVANTAGE	44889	05/01/2020	Trash Bags for Parks	300.32
STEWART MACNICHOLS HARMELL, INC.	44890	05/01/2020	March Public Defense Services	5,000.00
SWOFFORD EXCAVATING	44891	05/01/2020	19-C2013 Stormwater Facility Maintenance	25,353.90
T MOBILE USA, INC.	44892	05/01/2020	Staff Cell Phones & Data Plans	1,125.66
TELESYSTEMS WEST	44893	05/01/2020	Voicemail Troubleshooting After Power Outage	137.51
TOTAL LANDSCAPE CORP	44894	05/01/2020	City Hall & Parks' Landscaping Monthly Svcs	7,962.45
U.S. BANK N.A. / CUSTODY	44895	05/01/2020	Qtr 1 Bank Fees	188.00
U.S. BANK PURCHASE CARDS	44896	05/01/2020	Purchase Cards Monthly Charges	7,479.01
U.S. BANK PURCHASE CARDS	44897	05/01/2020	Void	-
WA STATE DEPT OF TRANSPORTATION	44898	05/01/2020	March 68th & 175th & 181st Signal Maintenance	1,392.47
WILLIAMS, KASTNER & GIBBS PLLC	44899	05/01/2020	March Special Counsel - El-Sharawy	2,231.00
DRS 457	DFT0000667	04/24/2020	DRS 457 Deferred Comp	1,908.91
AVIDIA HEALTH	DFT0000669	04/24/2020	Employee Health Savings Contribution	100.00
DEPT. OF RETIREMENT SYSTEMS	DFT0000670	04/24/2020	Public Employees Retirement	32,257.57
NAVIA	DFT0000676	04/24/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000677	04/24/2020	Federal Taxes	18,539.82
PAYROLL	Electronic Deposit	04/24/2020	Direct Deposit	110,046.88
				<u><u>\$ 1,007,089.58</u></u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/01/2020

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	4,051.53
0037	BASTYR UNIVERSITY	351.45
0054	BULGER SAFE & LOCK, INC.	173.41
0064	CASCADE PEST CONTROL	429.00
0076	CITY OF BELLEVUE	59,203.85
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	4,826.30
0130	EMPLOYMENT SECURITY DEPARTMENT	5,617.15
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	1,014.10
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	100.00
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	42,989.63
0224	SOUND PUBLISHING, INC.	395.00
0230	KING COUNTY RADIO COMM SERVICES	300.30
0233	KING COUNTY SHERIFF	31,385.47
0235	KING COUNTY TREASURY	40,377.45
0246	LAKE CITY PICTURE FRAMING	310.21
0251	LIGHTHOUSE CONSULTING INC	34,631.86
0261	PENDLETON CONSULTING LLC	4,200.70
0285	NORTHSHORE FIRE DEPT	1,320.00
0286	NORTHSHORE SCHOOL DISTRICT	116,303.00
0287	NORTHSHORE SENIOR CENTER	16,800.00
0288	NORTHSHORE UTILITY DIST	26,299.57
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	7,223.60
0299	EBIX, INC.	118.27
0300	OFFICE DEPOT	2,940.69
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	1,540.00
0310	PACIFIC TOPSOILS	3,372.95
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	64,088.64
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	1,353.03

VII. A. Total Check #s 44822 through 44899 in the amount of \$843,820.25....

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/01/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0355	STAPLES ADVANTAGE	6,880.58
0357	STEWART MACNICHOLS HARMELL, INC.	20,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	27,548.80
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	3,354.26
0405	WASHINGTON STATE OFFICE CASH MGMT	880.00
0412	COLUMBIA RIDGE LANDFILL	10,805.81
0424	ICMA RETIREMENT TRUST 457 / 304745	51,812.85
0425	DRS 457	17,174.91
0426	AFLAC	1,439.97
0428	BANK OF AMERICA 941	162,363.29
0429	AWC EMPLOYEE BENEFITS	248,425.78
0431	DEPARTMENT OF RETIREMENT SYSTEMS	283,037.12
0432	DEPARTMENT OF LABOR AND INDUSTRIES	14,778.06
0434	UNITED WAY OF KING COUNTY	477.00
0436	NATIONAL LIFE OF VERMONT	492.68
0448	UPS STORE KENMORE	327.04
0450	AURORA RENTS	2,356.89
0473	ARTS OF KENMORE	3,400.00
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0550	KING COUNTY RECORDER'S OFFICE	111.50
0586	QUADIENT LEASING USA, INC.	709.50
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0641	TELESYSTEMS WEST	137.51
0685	PACE ENGINEERS, INC.	26,582.45
0690	BUILDERS EXCHANGE OF WASHINGTON INC	410.75
0692	HDR ENGINEERING, INC	140,713.68
0696	AMERICAN GENERAL LIFE GPO/400S	1,119.68
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	367.00
0807	CASCADE RECREATION, INC	551.25
0817	GRAINGER	2,294.60
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0858	A+ CONFERENCING	1,281.41
0868	JAYMARC AV	4,948.37
0869	BANNER BANK JGORDON	181.99
0892	JACOBS ENGINEERING GROUP	27,080.09
0899	SHRED IT USA LLC	252.89
0912	ALCALDE & FAY	20,368.86
0913	KENMORE ELEMENTARY PTA	1,250.00
0981	COMCAST BUSINESS	1,467.63
0994	GORDON THOMAS HONEYWELL	11,891.48
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	489.08
1045	HORIZON DISTRIBUTORS INC	1,227.73
1047	SARAH ROBERTS	46,841.59
1052	FIRE PROTECTION, INC	3,246.40
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	404.36
1116	FRONTIER	3,695.31

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/01/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1123	AM TEST, INC	675.00
1140	PAWS	975.00
1148	AGORA REFRESHMENTS	112.64
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	5,000.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	2,475.00
1222	OLSON BROTHERS PRO VAC	20,384.73
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	7,047.24
1293	THE WATERSHED COMPANY	9,287.50
1299	VERIZON WIRELESS	1,185.07
1309	BANNER BANK BAKER	6,671.94
1311	WASHINGTON STATE PATROL	1,039.49
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2,700.00
1322	AABCO BARRICADE COMPANY INC.	1,485.00
1331	KBA INC.	191,030.40
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	16,835.20
1358	ALPHAGRAPHS	649.40
1372	AAA PRINTING	922.14
1385	CITYWORKS/ AZTECA SYSTEMS INC.	37,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	651.45
1403	OSBORN CONSULTING INC.	122,917.34
1431	BRIEN, GAYLYNN	150.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	214.70
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	111,740.27
1555	LINCOLN NATIONAL LIFE INSURANCE	5,408.56
1581	STARDOM SERVICES, INC.	1,893.45
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.	301,996.59
1704	BANNER BANK RK	9,291.20
1711	SOFTWAREONE, INC.	11,360.34
1712	SITEIMPROVE, INC.	3,353.90
1718	RESOURCE EXPLORATION, LLC	20,000.00
1731	NORTHWEST ARBORICULTURE LLC	6,571.40
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	10,245.35
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2,702.12
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	900.00
1884	CADMAN MATERIALS, INC.	47.50
1885	NATIONAL BARRICADE CO., LLC	1,958.00
1889	WILLIAMS, KASTNER & GIBBS PLLC	34,225.87
1892	HEARTH MUSIC	2,050.00
1901	NORTH COAST ELECTRIC COMPANY	1,837.55

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/01/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1908	VAUGHAN, KENT	400.00
1914	MCNAMARA SIGNS	1,420.29
1927	GAMETIME	981.73
1930	T MOBILE USA, INC.	3,355.51
1932	U.S. BANK N.A. / CUSTODY	188.00
1945	GLASS MASTERS LLC	3,445.00
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	100.00
1960	WALTER E. NELSON CO.	408.87
1964	EARTHWORKS	18,890.20
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
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
2017	DARRELL THOMSON	1,667.58
2024	DFR LAW GROUP, LLC	600.00
2048	SMS CLEANING, INC.	25,980.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2081	SHANNON & WILSON, INC.	14,407.00
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2119	PIONEER TOWING COMPANY	138,000.00
2120	LAKEPOINTE, INC.	24,000.00
2135	AMERICAN SOLUTIONS FOR BUSINESS	637.76
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	156,895.00
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.	1,063.36
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	6,487.50
2221	O'REILLY/FIRST CALL	58.27
2222	GRADE, INC.	1,030.24
2236	COMCAST	10,267.74
2237	CREATIVE HOUSE BRANDING	942.93
2242	MARY'S PLACE	17,834.00
2247	EMERALD PAVING, INC	4,941.00
2249	KING COUNTY BAR ASSOCIATION	500.00
2252	TRUGREEN	302.50
2253	CHANCERY CIVIC LLC	11,208.60
2254	U.S. BANK PURCHASE CARDS	38,162.56
2259	MINUTEMAN PRESS	9,941.08
2264	SWOFFORD EXCAVATING	25,353.90
2268	IRIS WINDOW COVERINGS	8,635.00
2270	LAKE SIDE INDUSTRIES	914.10
2283	VSS INTERNATIONAL INC.	72,923.00
2285	QUALITY WATER FINANCIAL	527.60
2295	ALL THINGS HR, LLC	175.00
2300	MICROSOFT CORPORATION	7,288.51

VII. A. Total Check #s 44822 through 44899 in the amount of \$843,820.25....

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/01/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
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	15,750.00
2341	ALLIANCEONE RECEIVABLES MGMT INC	350.93
2342	RAINBOW TOWING	302.50
2344	DZHENKOV, PETAR	275.00
2345	DEOL, GUR RAJ	275.00
2346	DILLON, MARGARET	550.00
2347	HOUSING AUTHORITY OF KING COUNTY WA	3,525.00
2348	ARROWHEAD PARK VISTA CONDOMINIUM ASSOCIATION	2,150.00
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	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	965.22
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	3,700.00
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
2384	NORTHWEST ENERGY EFFICIENCY COUNCIL	75.00
2385	TACOMA SCREW PRODUCTS, INC.	82.81
2386	CECCANTI, INC.	393,606.04
2387	HUI, IVANA	150.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/01/2020

Vendor Set Vendor Set 01 Total: 4,889,934.04

VII. A. Total Check #s 44822 through 44899 in the amount of \$843,820.25....



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

05/02/2020-05/15/2020

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 44900 through 44964: \$224,155.87

Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated: 5/08/2020: \$167,588.65

Payroll Check #10157 dated 05/08/2020: \$ 366.89

City Manager / Date

Jaime M. Higgins 5/15/2020

Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	44900	05/08/2020	City of Kenmore 401a	18,563.66
ICMA RETIREMENT TRUST 457 / 304745	44901	05/08/2020	ICMA 457 Deferred Comp	5,750.61
STATE OF FLORIDA DISBURSEMENT UNIT	44902	05/08/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	44903	05/08/2020	Employee Charitable Contribution	53.00
3CMA CITY-COUNTY COMM. & MARKETING ASSOC.	44904	05/15/2020	Lauren Chomiak Annual Membership	400.00
A+ CONFERENCING	44905	05/15/2020	4/23 Conference Calls	101.14
BOTHELL KENMORE CHAMBER OF COMMERCE	44906	05/15/2020	Monthly KBA Support	300.00
BRIEN, GAYLYNN	44907	05/15/2020	Feb. Sales Tax Data Conversion Svcs	50.00
CASCADE PEST CONTROL	44908	05/15/2020	Monthly Rhododendron Park Pest Control	143.00
CONTRACT LAND STAFF LLC	44909	05/15/2020	19-C2077 March PW Facility Property Aquisition	1,200.25
CONTRACT LAND STAFF LLC	44910	05/15/2020	19-C2077 Apr. PW Facility Property Aquisition Svcs	510.50
DAILY JOURNAL OF COMMERCE	44911	05/15/2020	4/7 & 4/14 Ads for Juanita Ped/Bike Bids	617.40
EARTHWORKS	44912	05/15/2020	ROW Landscaping Svcs SR522 153rd/155th	6,621.21
ELECTRONIC BUSINESS MACHINES	44913	05/15/2020	2nd Floor Copier Apr. Color & B/W Overage Chgs	39.16
EMERALD CITY STATEWIDE	44914	05/15/2020	Fence Rental	158.40
FRONTIER	44915	05/15/2020	4/19-5/18 Phone Service	111.98
FRONTIER	44916	05/15/2020	4/28-5/27 Phone Service	648.96
FRONTIER	44917	05/15/2020	4/28-5/27 Phone Service	466.74
GALLATIN PUBLIC AFFAIRS	44918	05/15/2020	Media Relations Consulting	3,500.00
GORDON THOMAS HONEYWELL	44919	05/15/2020	April Government Affairs Consulting	3,908.77

GRADE, INC.	44920	05/15/2020	19-C2060 Retainage Release	5,050.00
GRADE, INC.	44921	05/15/2020	19-C2015 Retainage Release	7,964.00
GRAINGER	44922	05/15/2020	City Hall Maint. Supplies	107.86
HDR ENGINEERING, INC	44923	05/15/2020	March Juanita Ped/Bike Professional Svcs	23,041.85
HDR ENGINEERING, INC	44924	05/15/2020	Feb. Juanit Ped/Bike Prof. Svcs	14,058.00
HORIZON DISTRIBUTORS INC	44925	05/15/2020	Irrigation Parts & Supplies	1,587.39
INSLEE, BEST, DOEZIE & RYDER, P.S.	44926	05/15/2020	March Legal Fees - City Council	22,506.10
KENMORE ELEMENTARY	44927	05/15/2020	1st Qtr Human Svcs Funding	1,250.00
KING COUNTY FINANCE	44928	05/15/2020	March Community Work Program Svcs	3,325.00
KING COUNTY FINANCE	44929	05/15/2020	Apr. Public Defense Indigency Screening	251.00
KING COUNTY SHERIFF	44930	05/15/2020	March School District Police Overtime	2,809.17
KING COUNTY SHERIFF	44931	05/15/2020	March Town Green Police Overtime	930.68
KING COUNTY TREASURY	44932	05/15/2020	Property Tax Statements - 4 Parcels	9,129.75
KPFF CONSULTING ENGINEERS	44933	05/15/2020	15-C1484 March Professional Engineering Svcs	4,091.35
KPFF CONSULTING ENGINEERS	44934	05/15/2020	March 6th Ave Pd/Bike Project Prof. Svcs	9,417.83
LIGHTHOUSE CONSULTING INC	44935	05/15/2020	April IT Services	2,302.30
LIGHTHOUSE CONSULTING INC	44936	05/15/2020	April Backup/Web Hosting/Protection/Archiving	7,833.19
MANAGEMENT PARTNERS	44937	05/15/2020	Financial Sustainability Professional Svcs	13,000.00
MILLER STEPHENS, MARY	44938	05/15/2020	Apr. Public Defense Svcs @ SCORE	1,250.00
NORTHSHORE UTILITY DIST	44939	05/15/2020	April Fuel & Vehicle Maintenance	2,698.48
NXLVLUP, LLC	44940	05/15/2020	April Business Incubator Consulting	2,032.00
O'CONNOR CONSULTING GROUP, LLC	44941	05/15/2020	Feb. Lakepointe Consulting	7,000.00
OWEN EQUIPMENT COMPANY	44942	05/15/2020	Street Sweeper Brooms	1,112.43
PUGET SOUND BUSINESS JOURNAL	44943	05/15/2020	July 2020 - July 2021 Subscription Renewal	125.00
PUGET SOUND ENERGY	44944	05/15/2020	April City Hall Electricity	1,764.06
QUALITY BUSINESS SYSTEMS INC.	44945	05/15/2020	Jan. - Mar. 1st Floor Copier Color & B/W Overage	1,578.83
QUALITY WATER FINANCIAL	44946	05/15/2020	KBI/PW Filtered Water Systems	131.90
REPUBLIC SERVICES	44947	05/15/2020	April City Hall Solid Waste Svcs	564.30
REPUBLIC SERVICES	44948	05/15/2020	April Rhododendron Park Solid Waste Svcs	452.31
SCORE	44949	05/15/2020	Outside Health Services	3,470.38
SCORE	44950	05/15/2020	April Inmate Housing	1,024.00
SEATTLE TIMES	44951	05/15/2020	Ad for Juanita Ped/Bike Bids	548.58
SEATTLE TIMES	44952	05/15/2020	Notice of Application/SEPA Notice Tim Kaintz	254.22
SEATTLE TIMES	44953	05/15/2020	Notice of Application/Land Liason LLC	301.72
SHANNON & WILSON, INC.	44954	05/15/2020	19-C2122 Prof. Geotechnical Svcs through 4/4	2,709.50
SOD SPOT LLC	44955	05/15/2020	Nov./Dec./Apr. Lakepointe & Economic Dev. Svcs	5,400.00

SOUND SAFETY PRODUCTS CO.	44956	05/15/2020	PW Boots/Clothing	184.35
STAPLES ADVANTAGE	44957	05/15/2020	Supplies	204.92
STARDOM SERVICES, INC.	44958	05/15/2020	April KBI Janitorial Service	954.21
TOTAL LANDSCAPE CORP	44959	05/15/2020	Parks Landscape Maintenance Svcs	4,510.00
UPS STORE KENMORE	44960	05/15/2020	4/16 & 4/17 Shipping/Laminating/Copying	87.20
VERIZON WIRELESS	44961	05/15/2020	4/27-5/26 Cell Phones/Data	629.75
WA STATE PARKS & RECREATION COMMISSION	44962	05/15/2020	19-C2061 E.I.S. for Ballfield Renovation Proj.	8,306.15
WESTERN DISPLAY FIREWORKS, LTD.	44963	05/15/2020	Fireworks Deposit for Materials	4,750.00
WILLIAMS, KASTNER & GIBBS PLLC	44964	05/15/2020	March Prof. Svcs - El-Sharawy	36.33
DRS 457	DFT0000679	05/08/2020	DRS 457 Deferred Comp	1,908.91
AVIDIA HEALTH	DFT0000681	05/08/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000682-687	05/08/2020	Public Employees Retirement	33,392.14
NAVIA	DFT0000688	05/08/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000689	05/08/2020	Federal Taxes	18,935.18
ADAM NEBENZAHL	10157	05/08/2020	Payroll Check	366.89
PAYROLL	Electronic Deposit	05/08/2020	Direct Deposit	112,836.27
				<u><u>\$ 392,111.41</u></u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/15/2020

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	4,051.53
0037	BASTYR UNIVERSITY	351.45
0054	BULGER SAFE & LOCK, INC.	173.41
0064	CASCADE PEST CONTROL	572.00
0076	CITY OF BELLEVUE	59,203.85
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	1,482.60
0111	DEPARTMENT OF ECOLOGY	18,077.85
0121	REPUBLIC SERVICES	5,842.91
0130	EMPLOYMENT SECURITY DEPARTMENT	5,617.15
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	1,014.10
0174	HOPELINK	10,000.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	80,769.21
0197	JET CITY PRINTING	820.60
0201	KCDA PURCHASING COOP	4,010.70
0205	KENMORE HERITAGE SOCIETY	100.00
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	46,565.63
0224	SOUND PUBLISHING, INC.	395.00
0230	KING COUNTY RADIO COMM SERVICES	300.30
0233	KING COUNTY SHERIFF	35,125.32
0235	KING COUNTY TREASURY	39,839.98
0246	LAKE CITY PICTURE FRAMING	310.21
0251	LIGHTHOUSE CONSULTING INC	44,767.35
0261	PENDLETON CONSULTING LLC	4,200.70
0285	NORTHSHORE FIRE DEPT	1,320.00
0286	NORTHSHORE SCHOOL DISTRICT	116,303.00
0287	NORTHSHORE SENIOR CENTER	16,800.00
0288	NORTHSHORE UTILITY DIST	28,998.05
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	7,223.60
0299	EBIX, INC.	118.27
0300	OFFICE DEPOT	2,940.69
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	1,540.00
0310	PACIFIC TOPSOILS	3,372.95
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	65,852.70
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	2,457.55

Vendor Purchasing Report

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
0355	STAPLES ADVANTAGE	7,085.50
0357	STEWART MACNICHOLS HARMELL, INC.	20,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	32,058.80
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	3,354.26
0405	WASHINGTON STATE OFFICE CASH MGMT	880.00
0412	COLUMBIA RIDGE LANDFILL	10,805.81
0424	ICMA RETIREMENT TRUST 457 / 304745	57,563.46
0425	DRS 457	19,083.82
0426	AFLAC	1,439.97
0428	BANK OF AMERICA 941	181,298.47
0429	AWC EMPLOYEE BENEFIT TRUST	248,425.78
0431	DEPARTMENT OF RETIREMENT SYSTEMS	316,429.26
0432	DEPARTMENT OF LABOR AND INDUSTRIES	14,778.06
0434	UNITED WAY OF KING COUNTY	530.00
0436	NATIONAL LIFE OF VERMONT	492.68
0448	UPS STORE KENMORE	414.24
0450	AURORA RENTS	2,356.89
0473	ARTS OF KENMORE	3,400.00
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0550	KING COUNTY RECORDER'S OFFICE	111.50
0586	QUADIENT LEASING USA, INC.	709.50
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0641	TELESYSTEMS WEST	137.51
0685	PACE ENGINEERS, INC.	26,582.45
0690	BUILDERS EXCHANGE OF WASHINGTON INC	410.75
0692	HDR ENGINEERING, INC	177,813.53
0696	AMERICAN GENERAL LIFE GPO/4005	1,119.68
0699	BANNER BANK DB	1,114.51
0743	BANNER BANK NO	4,321.45
0764	OUSLEY, NANCY	86.08
0781	QUALITY BUSINESS SYSTEMS INC.	2,997.09
0791	NORTHSHORE ROTARY CLUB	367.00
0807	CASCADE RECREATION, INC	551.25
0817	GRAINGER	2,402.46
0828	PUGET SOUND BUSINESS JOURNAL	125.00
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0858	A+ CONFERENCING	1,382.55
0868	JAYMARC AV	4,948.37
0869	BANNER BANK JGORDON	181.99
0892	JACOBS ENGINEERING GROUP	27,080.09
0899	SHRED IT USA LLC	252.89
0912	ALCALDE & FAY	20,368.86
0913	KENMORE ELEMENTARY	2,500.00
0981	COMCAST BUSINESS	1,467.63
0994	GORDON THOMAS HONEYWELL	15,800.25
1003	iWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	489.08
1045	HORIZON DISTRIBUTORS INC	2,815.12
1047	SARAH ROBERTS	46,841.59
1052	FIRE PROTECTION, INC	3,246.40
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	404.36

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Vendor	Name	Volume
1116	FRONTIER	4,922.99
1123	AM TEST, INC	675.00
1140	PAWS	975.00
1148	AGORA REFRESHMENTS	112.64
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	6,250.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	2,750.00
1222	OLSON BROTHERS PRO VAC	20,384.73
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	7,047.24
1293	THE WATERSHED COMPANY	9,287.50
1299	VERIZON WIRELESS	1,814.82
1309	BANNER BANK BAKER	6,671.94
1311	WASHINGTON STATE PATROL	1,039.49
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	3,000.00
1322	AABCO BARRICADE COMPANY INC.	1,485.00
1331	KBA INC.	191,030.40
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	16,835.20
1358	ALPHAGRAPHICS	649.40
1372	AAA PRINTING	922.14
1385	CITYWORKS/ AZTECA SYSTEMS INC.	37,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	651.45
1403	OSBORN CONSULTING INC.	122,917.34
1431	BRIEN, GAYLYNN	200.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	214.70
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	116,234.65
1555	LINCOLN NATIONAL LIFE INSURANCE	5,408.56
1581	STARDOM SERVICES, INC.	2,847.66
1606	GALLATIN PUBLIC AFFAIRS	18,564.25
1629	WESTERN DISPLAY FIREWORKS, LTD.	4,750.00
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	89,393.34
1689	MOTT MACDONALD GROUP, INC.	301,996.59
1704	BANNER BANK RK	9,291.20
1711	SOFTWAREONE, INC.	11,360.34
1712	SITEIMPROVE, INC.	3,353.90
1718	RESOURCE EXPLORATION, LLC	20,000.00
1731	NORTHWEST ARBORICULTURE LLC	6,571.40
1738	MUNIMANAGE, LLC	5,280.00
1754	RFI ENTERPRISES INC.	365.20
1762	BAKER, BRIDGIT	905.54
1763	REID, JAMES FALCONER	7,717.50
1774	OWEN EQUIPMENT COMPANY	1,112.43
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	10,661.50
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2,702.12
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	1,000.00
1884	CADMAN MATERIALS, INC.	47.50
1885	NATIONAL BARRICADE CO., LLC	1,958.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/15/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1889	WILLIAMS, KASTNER & GIBBS PLLC	34,262.20
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.	3,355.51
1932	U.S. BANK N.A. / CUSTODY	188.00
1945	GLASS MASTERS LLC	3,445.00
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	100.00
1960	WALTER E. NELSON CO.	408.87
1964	EARTHWORKS	25,511.41
1970	CROSSROAD SIGN	385.00
1980	HRA VEBa TRUST	18,182.55
1985	CONTRACT LAND STAFF LLC	19,785.24
1991	WASHINGTON STATE TREASURER	6,290.28
1993	HYAS GROUP, LLC	3,750.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
2004	RED BARN ENGINEERING, INC.	18,181.50
2009	O'CONNOR CONSULTING GROUP, LLC	21,000.00
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	1,932.80
2017	DARRELL THOMSON	1,667.58
2024	DFR LAW GROUP, LLC	600.00
2048	SMS CLEANING, INC.	25,980.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2081	SHANNON & WILSON, INC.	17,116.50
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2119	PIONEER TOWING COMPANY	138,000.00
2120	LAKEPOINTE, INC.	24,000.00
2135	AMERICAN SOLUTIONS FOR BUSINESS	637.76
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	175,458.66
2143	ERIK D PLUMBER LLC	165.00
2147	SOD SPOT LLC	5,400.00
2156	ASSOCIATED PETROLEUM PRODUCTS INC.	1,536.49
2157	SOUND SAFETY PRODUCTS CO.	586.27
2161	BENNETT GOLD, TOBIN	4,035.47
2167	APWA/WA CHAPTER	1,500.00
2175	ELECTRONIC BUSINESS MACHINES	757.71
2176	CANON FINANCIAL SERVICES, INC.	1,063.36
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	6,487.50
2221	O'REILLY/FIRST CALL	58.27
2222	GRADE, INC.	14,044.24
2236	COMCAST	10,267.74
2237	CREATIVE HOUSE BRANDING	942.93
2242	MARY'S PLACE	17,834.00
2247	EMERALD PAVING, INC	4,941.00
2249	KING COUNTY BAR ASSOCIATION	500.00
2252	TRUGREEN	302.50
2253	CHANCERY CIVIC LLC	11,208.60
2254	U.S. BANK PURCHASE CARDS	38,162.56
2259	MINUTEMAN PRESS	9,941.08
2264	SWOFFORD EXCAVATING	25,353.90
2268	IRIS WINDOW COVERINGS	8,635.00
2270	LAKESIDE INDUSTRIES	914.10

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/15/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2283	VSS INTERNATIONAL INC.	72,923.00
2285	QUALITY WATER FINANCIAL	659.50
2295	ALL THINGS HR, LLC	175.00
2300	MICROSOFT CORPORATION	7,288.51
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	11,232.00
2312	GOOD, MICHAEL J.	250.00
2313	MANAGEMENT PARTNERS	26,930.00
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	15,750.00
2341	ALLIANCEONE RECEIVABLES MGMT INC	350.93
2342	RAINBOW TOWING	302.50
2344	DZHENKOV, PETAR	275.00
2345	DEOL, GUR RAJ	275.00
2346	DILLON, MARGARET	550.00
2347	HOUSING AUTHORITY OF KING COUNTY WA	3,525.00
2348	ARROWHEAD PARK VISTA CONDOMINIUM ASSOCIATION	2,150.00
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	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	965.22
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	5,732.00
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
2384	NORTHWEST ENERGY EFFICIENCY COUNCIL	75.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 05/15/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2385	TACOMA SCREW PRODUCTS, INC.	82.81
2386	CECCANTI, INC.	393,606.04
2387	HUI, IVANA	150.00
2388	3CMA CITY-COUNTY COMMUNICATIONS & MARKETIN	400.00
Vendor Set Vendor Set 01 Total:		5,150,710.52

VII. B. Total Check #s 44900 through 44964 in the amount of 224,155.87. ...

Subject/Topic: Contract for Right-of-Way Landscape Maintenance Services Proposed Council Action/Motion: Authorize City Manager to Execute Contract No. 20-C2134 with Earthworks Landscape Services, Inc. for Right-of-Way Landscape Maintenance.	For Council Meeting Agenda of: May 26, 2020 Department: Public Works Prepared by: Jennifer Gordon, Public Works Operations Manager <u>Initial & Date</u> Approved by City Manager: <u>KC for RK 5-15</u> Exhibits/Attachments: Contract 20-C2134
<u>INFORMATION/BACKGROUND:</u> The City has been responsible for maintaining the right of way landscaping along the SR522 corridor and NE 153rd PL/NE 155th ST since taking over maintenance after the improvements were completed. This work has been done by a landscape contractor since 2013. Although the current contract allowed for an additional 2-year extension, the contractor declined because they were unable to cover the actual cost of the work required in the contract. A Request for Proposals (RFP) was sent out in February 2020, but due to the bidding climate, the cost for the same scope of work was nearly three times the amount the City was currently paying for services. With the cost of the proposals coming in so high, all bids were rejected. For cost saving measures, the scope of work has been reduced. The reduction in services include reducing the number of frequencies in routine trimming and the landscaped medians were removed due to the labor-intensive traffic control required to complete the work. The work that was removed from the original scope of work will be performed by our in-house public works staff. A new RFP, with a revised scope of work, was sent out in March with bids due March 13, 2020. The results of the second RFP were much more favorable and are within the budgeted amount.	
<u>FISCAL CONSIDERATION:</u> Proposals were received in March, the lowest responsible bidder was Earthworks Landscape Services, Inc. (who is also the current contractor). The base price for all work included in the contract for twelve months is \$68,062.50, however as a result of COVID-19 we have made additional cuts to the scope of work including phasing out the work on NE 153rd/NE155th by the end of June, 2020. The total contract work will be for April through December 2020, totaling \$51,046.78, but the contract will be written to not exceed the annual amount.	

The 2019-2020 Biennial Budget allocates \$117,500 annually for right of way maintenance which includes landscape maintenance, as well as other types of right of way maintenance.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Provide effective and efficient services.

City of Kenmore Contract No. 20-C2134

CONTRACT FOR SERVICES

This Agreement is entered into by and between the City of Kenmore, Washington, a noncharter optional municipal code city referred to as the "City," and Earthworks Landscape Services, Inc., hereinafter referred to as the "Contractor," whose principal office is located at 12516 Evergreen Drive, Mukilteo, WA, 98275.

WHEREAS, the City has determined the need to have certain services performed for its citizens but does not have the manpower or expertise to perform such services, and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions, now, therefore,

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope and Schedule of Services to be Performed by Contractor. The Contractor shall perform those services described on Exhibit "A," attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

2. Compensation and Method of Payment. The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit "B," attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed \$68,062.50.

The Contractor shall bill the City via invoice as set forth on Exhibit "C".

The Contractor shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice. The City shall pay the Contractor for services rendered within ten (10) days after City Council voucher approval.

3. Contractor Budget. The Contractor shall apply the funds received under this Agreement within the maximum limits set forth in this Agreement. The Contractor shall request prior approval from the City whenever the Contractor desires to amend its budget in any way.

4. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing upon signature by both parties and ending, December 31, 2020 unless sooner terminated under the provisions hereinafter specified.

5. Independent Contractor. Contractor and City agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded City

employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.

6. Indemnification.

A. Contractor shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Contractor shall maintain the following insurance

limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

C. Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. Verification of Coverage. The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

F. Notice of Cancellation. The Contractor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

H. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8. Record Keeping and Reporting.

A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.

10. Termination. This Agreement may at any time be terminated by the City giving to the Contractor thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination. The Contractor reserves the right to terminate this Agreement with not less than thirty (30) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

12. Assignment and Subcontract. The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

13. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

14. Notices. Notices to the City of Kenmore shall be send to the following address:

City Clerk
City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028-0607

Notices to the Contractor shall be sent to the address provided by the Contractor upon the signature line below.

15. Applicable Law; Venue; Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

16. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as

reasonably possible to expressing the intent of the stricken provision.

17. Retainage. This agreement is subject to the retainage requirements of Chapter 60.28 RCW, as now in effect and hereafter amended. The Contractor shall complete all work and obtain all required releases before retained funds or bonds are released. The Contractor may select one of the following retainage options:

☒ [X] The Contractor hereby elects to have the retained percentage of this Contract held in a fund by the City until final acceptance of the work and all required releases are obtained, in accordance with RCW Chapter 60.28.

☐ [] The Contractor hereby elects to have the City deposit the retained percentage of this Contract in an interest bearing account in a bank, mutual savings bank or savings and loan association in accordance with RCW, Chapter 60.28. The Contractor hereby designates _____ as the repository for the escrow of said funds. The Contractor hereby further agrees to be fully responsible for payment of all costs or fees incurred as a result of placing the said retained percentage in escrow as authorized by statute. The City shall not be liable in any way for any costs or fees in connection therewith.

☐ [] The Contractor hereby elects to have the City place the retained percentage of this contract in escrow with a bank or trust company. When the moneys reserved are placed in escrow, the City shall issue a check representing the sum of the moneys reserved payable to the bank or trust company and the contractor jointly. This check shall be converted into bonds and securities chosen by the contractor and approved by the City, and the bonds and securities shall be held in escrow, in accordance with RCW, Chapter 60.28. The Contractor hereby designates _____ as the repository for the escrow of said funds. The Contractor hereby further agrees to be fully responsible for payment of all costs or fees incurred as a result of placing said retained percentage in escrow and investing it as authorized by statute. The City shall not be liable in any way for any costs or fees in connection therewith.

☐ [] The Contractor hereby elects to provide a Retainage Bond for an amount totaling 5% of the Contract Amount (\$14,999.95): Completed Retainage Bond Form is attached (Contact the City for a Retainage Bond Form).

18. Performance and Payment Bond. Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance and payment bond for the full Contract Amount to be in effect until sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

19. Prevailing Wages. This Agreement is subject to the prevailing wage requirements of Chapter 39.12 RCW, as now in effect and hereafter amended. The hourly wage paid to all laborers, workers or mechanics for the work under this Agreement shall be not less than the prevailing rate of wage in King County, Washington. The Contractor is responsible for determining the correct laborer, worker or mechanic classifications for prevailing wages. The prevailing wages for each pay period shall be based on the prevailing wage rate in effect as of the date of the work order issued by the City, and are available at the Department of Labor and Industries website at <http://www.Ini.wa.gov/TradesLicensing/PrevWage/WageRates>. A copy of the applicable prevailing wages is available for viewing at City Hall at the address shown in paragraph 14 of this Agreement. The

City will mail a hard copy of the applicable prevailing wages to the Contractor upon request. Prior to making the initial payment under this Agreement or any additional payment after prevailing wage rates have been adjusted by the Department of Labor and Industries, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the "Statement of Intent to Pay Prevailing Wages" each time the prevailing wage rate is adjusted by the Department of Labor and Industries. The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that that prevailing wages have been paid by the Contactor. Following an adjustment of the prevailing wage rate and following the final acceptance of work, the Contractor shall submit an "Affidavit of Wages Paid."

DATED this _____ day of _____, 2020.

CONTRACTOR:

BY: _____

Title: _____

Address: _____

Phone No.: _____

CITY OF KENMORE:

BY: _____

Rob Karlinsey

Title: City Manager

**EXHIBIT B
RATES FOR SERVICES**

City of Kenmore, Washington, SR522/153/155 ROW Landscaping Services

Name of Contractor: Earthworks Landscape Services, Inc.

The following price proposal sheet contains a frequency for each specific service. The Contractor shall submit prices based on frequencies listed.

NE 153rd PL/NE 155th ST

Description of Work	Estimated Frequency (Annual Total)	Number of Labor Hours Per Year	Cost Per Frequency (Include Labor & Materials)	Annual Cost
Mulch (WSDOT Spec. Wood Chip Mulch)	1(February)	# N/A	\$3,888.00	\$ 3,888.00
Trees: Pruning/Trimming	4	# 18	\$ 198.00	\$ 792.00
Trim ALL Shrubs	12	# 32	\$ 96.00	\$ 1,152.00
Weed ALL landscape beds and keep them free of weeds	26	# 78	\$ 108.00	\$ 2,808.00
Litter Control	26	# 39	\$ 54.00	\$ 1,404.00
Leaf/Debris Cleanup	26	# 52	\$ 72.00	\$ 1,872.00
Hard surfaces (Blowing)	26	# 39	\$ 54.00	\$ 1,404.00

Monthly Cost for 153rd/155th	\$1,110.00
Annual Cost for 153rd/155th	\$ 13,320.00

SR 522 with connecting side streets

Description of Work	Estimated Frequency (Annual Total)	Number of Labor Hours Per Year	Cost Per Frequency (Include Labor & Materials)	Annual Cost
Mulch (WSDOT Spec. Wood Chip Mulch)	1 (February)	# N/A	\$ 9,459.00	\$ 9,459.00
Trees: Pruning/ Trimming	4	# 64	\$ 576.00	\$ 2,304.00
Shrub trimming	6	# 192	\$ 1,152.00	\$ 6,912.00
Weeding	26	# 416	\$ 576.00	\$ 14,976.00
Litter Control	26	# 78	\$ 108.00	\$ 2,808.00
Leaf/Debris Cleanup (Weekly in November and December)	12	# 128	\$ 384.00	\$ 4,608.00
Hard surfaces (Blowing)	26	# 208	\$288.00	\$ 7,488.00
Monthly Cost for SR522			\$4,046.25	
Annual Cost for SR522			\$48,555.00	

Grand Total Annual Cost for 522/153rd/155th ROW Landscape Services	\$61,875.00
--	--------------------

Discretionary Request Hourly Rates

Irrigation Technician Hourly Rate	\$ 65.00
Landscape Maintenance Laborer Hourly Rate	\$ 36.00



SR 522 Corridor 6100 - 6400 blocks





SR 522 Corridor 6400 – 6800/NE 181st St/68th Ave NE







SR 522 Corridor 73rd Ave NE – 7500 block





SR 522 Corridor 7500 block – 80th Ave NE





NE 153rd PL – Juanita DR NE – 6900 block



NE 153rd PL/NE 155th ST 6900 block – 7200 block





NE 155th ST 7300 block – 7600 block





NE 155th ST 7700 block – 8100 block





NE 155th ST 8100 block to 8400 block



ATTACHMENT "E"

DISCRETIONARY WORK REQUEST FORM
SR522/155th/153rd ROW Landscape Maintenance Services

TO BE COMPLETED BY THE CITY:

Date of Request: _____ **Requester's Name:** _____

Location: _____

Describe Requested Work: _____

TO BE COMPLETED BY THE CONTRACTOR:

Contractor's Recommended Action: _____

Cost Estimate: _____

Proposed Schedule: _____

Contractor's Signature

Date

AUTHORATION TO PROCEED: _____

City of Kenmore Signature

Date

Attachment F





**City of Kenmore
City Council Regular Meeting
Minutes
April 13, 2020**

CALL MEETING TO ORDER

Mayor Baker called the meeting to order at 7:00 p.m. via Zoom.

ROLL CALL

All Councilmembers were present virtually via Zoom:

Mayor David Baker

Deputy Mayor Nigel Herbig

Councilmember Joe Marshall

Councilmember Milton Curtis

Councilmember Debra Srebnik

Councilmember Corina Pfeil

Councilmember Melanie O’Cain

AGENDA APPROVAL

The agenda was approved as submitted.

CITIZEN COMMENTS

There were no comments from the audience.

CONSENT AGENDA

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

The consent agenda included the following:

Approve total Check #s 44577 through 44674: \$396,976.97. Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 3/13/2020: \$163,413.54.

Approve January 10-11, 2020 City Council Retreat Report, including City Council Priorities for 2020-2021

Receive and File Proclamation for Earth Day, April 22, 2020

City of Kenmore - City Council Meeting Minutes
April 13, 2020

Receive and File Proclamation for Arbor Day, April 24, 2020

Approve Resolution #20-336 Ratifying 20-03.1 Revised Proclamation & Issuance of
Emergency Rule: Temporary Moratorium on Residential Tenant Evictions

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

Approve Resolution #20-337 Ratifying Proclamation & Issuance of Emergency Rule 20-05:
Temporary Suspension of City In-Person Rules and Requirements

Cancel April 20, 2020 Regular Council Meeting

Award the Bid to Lakeside Industries and Authorize the City Manager to Execute a Contract
for the Overlay of Simonds Road from NE 163rd Pl to 92nd Ave NE

Receive and File Proclamation for Sexual Assault Awareness Month - April, 2020

BUSINESS AGENDA

December 2019 Financial Report Presentation and Potential Pandemic Impacts on the
Budget- Joanne Gregory, Finance Director

Director Gregory presented the December 2019 Financial Report to the Council and discussed pandemic impacts to date.

MOTION: Councilmember O’Cain made a motion to receive and file the December 2019 Financial Report, Councilmember Pfeil seconded the motion. The motion passed unanimously.

Approve Resolution #20-338 Ratifying Proclamation & Issuance of Emergency Rule 20-06:
Temporary Moratorium on Small Business/Non-Profit Tenant Evictions

City Manager Karlinsey explained that 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.

City of Kenmore - City Council Meeting Minutes
April 13, 2020

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.

MOTION: Councilmember Pfeil made a motion to approve Resolution #20-338 Ratifying Proclamation and Issuance of Emergency Rule 20-06: Temporary Moratorium on Small Business/Non-Profit Tenant Evictions, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

STAFF REPORT

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

ADJOURNMENT

The meeting was adjourned at approximately 8:03 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
April 27, 2020**

CALL MEETING TO ORDER

Mayor Baker called the meeting to order at 7:00 p.m. via Zoom.

ROLL CALL

All Councilmembers were present virtually via Zoom:

Mayor David Baker

Deputy Mayor Nigel Herbig

Councilmember Joe Marshall

Councilmember Milton Curtis

Councilmember Debra Srebnik

Councilmember Corina Pfeil

Councilmember Melanie O’Cain

FLAG SALUTE

AGENDA APPROVAL

The agenda was approved as submitted.

CITIZEN COMMENTS

Elizabeth Mooney

Via Zoom

Ms. Mooney said the air quality is better than ever in the City.

Tracy Banaszynski

Via Zoom

Ms. Banaszynski thanked the Council for all of the good environmental decisions.

PRESENTATIONS

City of Kenmore State Government Relations Report 2020 Legislative Session - Shelly Helder and Briahna Murray, Gordon Thomas Honeywell

City of Kenmore - City Council Meeting Minutes
April 27, 2020

CONSENT AGENDA

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

The consent agenda included the following:

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.

Receive and File the February 2020 Financial Report for the City of Kenmore

Receive and File the January 2020 Financial Report for the City of Kenmore

City Council Meeting Minutes of February 24, 2020, March 5, 2020, March 16, 2020 and March 23, 2020

Resolution #20-340 Ratifying the Proclamation & Issuance of Emergency Rule 20-03.2
Temporary Moratorium on Residential Tenant Evictions until June 4, 2020

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

BUSINESS AGENDA

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

Chief Moen and Ms. Buettner presented reports to the Council.

Draft Hazard Mitigation Plan - Bryan Hampson, Development Services Director

Director Hampson explained that 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.

City of Kenmore - City Council Meeting Minutes
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After development by a staff working group representing emergency operations, public works, environmental services, development services, and planning, Kenmore's "annex" 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.

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.

The consensus of the Council was to send the draft plan to King County and bring it back to the Council for approval at a future meeting.

Ratify Proclamation 20-02.1 – Amendment to Pandemic and Public Health Emergency Response and Recovery - Rob Karlinsey, City Manager

City Manager Karlinsey explained that 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.

MOTION: Councilmember Curtis made a motion to ratify the Ratify Proclamation 20-02.1 – Amendment to Pandemic and Public Health Emergency Response and Recovery, Mayor Baker seconded the motion. The motion passed unanimously.

City of Kenmore - City Council Meeting Minutes
April 27, 2020

STAFF REPORT

Pandemic Budget Impacts - Rob Karlinsey, City Manager

MOTION: Deputy Mayor Herbig made a motion to add \$50,000 to the Human Services budget to be spent as situations arise, Councilmember O’Cain seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at approximately 9:51 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Ratifying Proclamation & Issuance of Emergency Rule 20-07 Face Covering Directive Action: Move to: Ratify the Proclamation & Issuance of Emergency Rule 20-07 Face Covering Directive	For Council Meeting Agenda of: May 26, 2020 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager Approved by City Attorney: _____ <u>Initial & Date</u> Approved by Finance Director: _____ Approved by City Manager: KC for RK 5/15/20 Exhibits/Attachments: 1. Proclamation & Issuance of Emergency Rule 20-07 Face Covering Directive
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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.

Individuals can be infected and contagious before or even without developing symptoms (pre-symptomatic and asymptomatic), and the evidence suggests a significant number of infections may be transmitted in this manner.

One key transmission method for COVID-19 is respiratory droplets that individuals expel when they breathe, talk, cough or sneeze.

The CDC recommended that members of the public should cover their noses and mouths with a cloth face covering to prevent inadvertently spreading COVID-19 while interacting with others outside their homes in public settings where other social distancing measures are difficult to maintain. The CDC issued Recommendation Regarding the Use of Cloth Coverings, Especially in Areas of Significant Community Based Transmission, and published guidance on best practices for wearing masks with the publication, Use of Cloth Face Coverings to Help Slow the Spread of COVID-19.

On April 1, 2020, Public Health - Seattle & King County issued updated guidance on wearing face covers, stating that: "wearing a fabric mask can help prevent the spread of infection to others when the mask is worn by someone who is already infected with the virus that causes COVID-19, even if they don't have symptoms. The mask could help by blocking infectious droplets from spreading when someone with the infection coughs, sneezes or speaks.

Workers of certain essential businesses and other frontline employees must be protected because they face greater exposure and risk of contracting COVID-19 due to their frequent in person contact with members of the public and inability to work from home and widespread mask use may decrease the risk

of spread from someone with unrecognized infection.

On May 11, 2020, Public Health – Seattle & King County’s Local Health Officer issued a “Face Covering Directive” that directed, among other things, that “[a]ll individuals must wear face coverings over their noses and mouths when they will be at (1) indoor public settings, or (2) outdoor public locations and cannot maintain distancing of approximately six feet from another individual who does not share their household”, which will be effective on May 18, 2020 (“Public Health Face Covering Directive”).

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 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.

The City Manager finds it is reasonably related to the protection of life, health and property to adopt the Public Health Face Covering Directive by reference, and direct persons and commercial establishments within Kenmore’s boundaries to immediately comply with the Public Health Face Covering Directive.

At the May 11, 2020 Council Meeting, the City Council directed the City Manager to prepare this Emergency Proclamation for face coverings.

All persons and commercial establishments within Kenmore’s boundaries shall immediately comply with the Public Health Face Covering Directive, as set forth in Exhibit 1 of the Proclamation.

Please note that consistent with the Public Health Face Covering Directive, violations of this Directive do not create grounds for residents or law enforcement to stop, detain, issue a citation, arrest, intimidate, or harass individuals who do not comply with it. This Directive may and should be used to educate, encourage, and persuade individuals to wear face coverings.

This proclamation and emergency Directive shall expire upon the Public Health – Seattle & King County Local Health Officer’s determination that there is no longer a need for face coverings due to COVID-19.

City of Kenmore

Proclamation 20-07: Face Covering Directive

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, Governor Inslee 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

WHEREAS, on March 23, 2020, Governor Inslee issued Proclamation 20-25, "Stay Home – Stay Healthy" prohibiting all people in Washington State from leaving their homes or participating in social, spiritual, and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State; and

WHEREAS, on May 4, 2020, Governor Inslee issued a Proclamation modifying his "Stay Home – Stay Safe" Order, with a phased approach to re-open Washington, which will increase the number and frequency of a person's encounters with non-household members, and will increase their risk of exposure to persons with infections COVID-19; and

WHEREAS, a large surge in the number of persons with serious infections can compromise the ability of the regional healthcare system to deliver necessary healthcare to the public; and

WHEREAS, individuals can be infected and contagious before or even without developing symptoms (pre-symptomatic and asymptomatic), and the evidence suggests a significant number of infections may be transmitted in this manner; and

WHEREAS, the Center for Disease Control and Prevention (CDC) confirmed that a significant number of individuals who are infected remain asymptomatic and that as many as 25 percent of these individuals may contribute to transmission of the virus; and

WHEREAS, one key transmission method for COVID-19 is respiratory droplets that individuals expel when they breathe, talk, cough or sneeze; and

WHEREAS, the CDC recommended that members of the public should cover their noses and mouths with a cloth face covering to prevent inadvertently spreading COVID-19 while interacting with others outside their homes in public settings where other social distancing measures are difficult to maintain. The CDC issued *Recommendation Regarding the Use of Cloth Coverings, Especially in Areas of Significant Community Based Transmission*, and published guidance on best practices for wearing masks with the publication, *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*; and

WHEREAS, the World Health Organization issued *Advice on the use of masks the community, during home care and in health care setting in the context of the novel coronavirus (2019-nCoV) outbreak*, which recommends the use of masks in addition with proper hand hygiene and social distancing measures to prevent human-to-human transmission of COVID-19; and

WHEREAS, the Official Journal of the International Society for Influenza and other Respiratory Virus Diseases published an article titled *COVID-19: Face masks and human-to-human transmission* which showed the use of masks preventing the spread of the virus in community settings; and

WHEREAS, the Journal of the American Medical Association published an article titled *Masks and Coronavirus Disease 2019 (COVID-19)* which recommended the consideration of the use of masks by healthy individuals, particularly when social distancing is difficult, in order to slow the spread of the virus; and

WHEREAS, on April 1, 2020, Public Health - Seattle & King County issued updated guidance on wearing face covers, stating that: "wearing a fabric mask can help prevent the spread of infection to others when the mask is worn by someone who is already infected with the virus that causes COVID-19, even if they don't have symptoms. The mask could help by blocking infectious droplets from spreading when someone with the infection coughs, sneezes or speaks"; and

WHEREAS, there is a national shortage of medical grade masks, surgical masks, and N-95 respirators that are critically needed for healthcare providers who are on the front lines working to protect all of us, and health officials are increasingly urging non-medical

workers to wear non-medical grade cloth face coverings to help curb the spread of COVID-19; and

WHEREAS, workers of certain essential businesses and other frontline employees must be protected because they face greater exposure and risk of contracting COVID-19 due to their frequent in person contact with members of the public and inability to work from home and widespread mask use may decrease the risk of spread from someone with unrecognized infection; and

WHEREAS, on May 11, 2020, Public Health – Seattle & King County's Local Health Officer issued a "Face Covering Directive" that directed, among other things, that "[a]ll individuals must wear face coverings over their noses and mouths when they will be at (1) indoor public settings, or (2) outdoor public locations and cannot maintain distancing of approximately six feet from another individual who does not share their household", which will be effective on May 18, 2020 ("Public Health Face Covering Directive"); and

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

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

WHEREAS, the City Manager finds it is reasonably related to the protection of life, health and property to adopt the Public Health Face Covering Directive by reference, and direct persons and commercial establishments within Kenmore's boundaries to immediately comply with the Public Health Face Covering Directive;

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

1. Recitals. The recitals set forth above, which are incorporated herein by reference, are adopted as findings in support of the emergency rule established by this proclamation.
2. COVID-19 Pandemic and Public Health Proclamation 20-07: Face Covering Directive: The Public Health – Seattle & King County Local Health Officer's Face Covering Directive, dated May 11, 2020 (Public Health Face Covering Directive), attached hereto as Exhibit 1, is hereby adopted and incorporated by reference as if set forth in full. The City Manager hereby **directs** as follows:
 - A. All persons and commercial establishments within Kenmore's boundaries shall immediately comply with the Public Health Face Covering Directive, as set forth in Exhibit 1.

B. Consistent with the Public Health Face Covering Directive, violations of this Directive do not create grounds for residents or law enforcement to stop, detain, issue a citation, arrest, intimidate, or harass individuals who do not comply with it. This Directive may and should be used to educate, encourage, and persuade individuals to wear face coverings.

2. Effective date. This proclamation and emergency Directive shall expire upon the Public Health – Seattle & King County Local Health Officer's determination that there is no longer a need for face coverings due to COVID-19. This emergency Directive shall be ratified by the City Council at the earliest practicable time.

Dated this 15 day of May, 2020.

Signed Rob Karlinsey
Rob Karlinsey, City Manager

Attested Kelly Chelin
Kelly Chelin, City Clerk

Office of the Director
401 Fifth Avenue, Suite 1300
Seattle, WA 98104-1818
206-296-4600 Fax 206-296-0166
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www.kingcounty.gov/health

Public Health 
Seattle & King County

LOCAL HEALTH OFFICER DIRECTIVE

WHEREAS, on January 21, 2020, the first case of novel coronavirus disease (COVID-19, caused by the SARS-CoV-2 virus) was confirmed in a person from Washington, who had traveled from China through King County; and

WHEREAS, throughout February 2020, the number of cases of COVID-19 increased significantly within King County and its local cities and towns, with the first COVID-19 related death in the United States announced on February 29, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee proclaimed a state of emergency within the State of Washington due to COVID-19; and

WHEREAS, on March 1, 2020, King County Executive Dow Constantine proclaimed a state of emergency within King County due to COVID-19; and

WHEREAS, local jurisdictions within King County have also issued proclamations of emergency; and

WHEREAS, on March 11, 2020, the World Health Organization declared a state of pandemic due to COVID-19; and

WHEREAS on March 13, 2020, President Donald Trump declared a National Emergency due to COVID-19, and on March 22, 2020 a Major Disaster was declared for the State of Washington; and

WHEREAS, on March 23, 2020, Governor Inslee imposed a “Stay Home – Stay Healthy” Order throughout Washington State prohibiting all people in Washington State from leaving their homes or participating in social, spiritual, and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State; and

WHEREAS, on May 4, 2020, Governor Inslee issued a Proclamation modifying his “Stay Home – Stay Healthy” Order, with a phased-in approach to re-open Washington, which will increase the number of King County residents and frequency of their encounters with non-household members, and will increase their risk of exposure to persons with infectious COVID-19; and

WHEREAS, the age, condition, and health of a significant portion of the population of King County and its local cities and towns places it at risk for serious health complications, including death, from COVID-19; and

WHEREAS, a large surge in the number of persons with serious infections can compromise the ability of the regional healthcare system to deliver necessary healthcare to the public; and

WHEREAS, individuals can be infected and contagious before or even without developing symptoms (pre-symptomatic and asymptomatic), and the evidence suggests a significant number of infections may be transmitted in this manner; and

WHEREAS, the United States Centers for Disease Control and Prevention (“CDC”) confirmed that a significant number of individuals who are infected remain asymptomatic and that as many as 25 percent of these individuals may contribute to transmission of the SARS_CoV-2 virus; and

WHEREAS, one key transmission method for COVID-19 is respiratory droplets that individuals expel when they breathe, talk, cough or sneeze; and

WHEREAS, the CDC recommended that members of the public should cover their noses and mouths with a cloth face covering to prevent inadvertently spreading COVID-19 while interacting with others outside their homes in public settings where other social distancing measures are difficult to maintain, especially in areas like King County with significant community-based transmission; and

WHEREAS, on April 1, 2020, Public Health – Seattle & King County issued updated guidance on wearing face covers, stating that: “wearing a fabric mask can help prevent the spread of infection to others when the mask is worn by someone who already is infected with the virus that causes COVID-19, even if they don't have symptoms. The mask could help by blocking infectious droplets from spreading when someone with the infection coughs, sneezes or speaks”; and

WHEREAS, there is a national shortage of medical grade masks, surgical masks, and N-95 respirators that are critically needed for healthcare providers who are on the front lines working to protect all of us, and health officials are increasingly urging non-medical workers to wear non-medical grade cloth face coverings to help curb the spread of COVID-19; and

WHEREAS, workers of certain essential businesses and other frontline employees must be protected because they face greater exposure and risk of contracting COVID-19 due to their frequent in person contact with members of the public and inability to work from home and widespread mask use may decrease the risk of spread from someone with unrecognized infection; and

WHEREAS, there is a long history of racism and discriminatory policies that Native, People of Color, immigrant and refugee, LGBTQ communities, homeless, and other marginalized communities have faced in Washington state that may impact an individual’s ability to feel safe while wearing a face covering; and

WHEREAS, King County government is dedicated to providing all its residents with fair and equal access to services, opportunities, and protection; inviting and encouraging public engagement; and reflecting consideration for cultural differences; and

WHEREAS, King County government is partnering with community based and faith based organizations to distribute cloth face coverings to the public, as are several cities including Seattle and Kenmore; and

WHEREAS, the Revised Code of Washington, Title 70.05.070(2)-(3), requires and empowers the local health officer to take such action as is necessary to maintain health and to control and prevent the spread of any contagious or infectious diseases within the jurisdiction; and

WHEREAS, the Washington Administrative Code, Title 246-100-036, requires the local health officer, when necessary, to institute disease control measures as he or she deems necessary based on his or her professional judgment, current standards of practice, and the best available medical and scientific information; and

Based upon the above, as the Local Health Officer, I hereby find that directing the population of King County to wear face coverings in certain public places is reasonable and conducive to maintain health and to the control and prevention throughout King County of COVID-19, a contagious and infectious disease.

EFFECTIVE on May 18, 2020, as the Local Health Officer I hereby **DIRECT** as follows:

FACE COVERING DIRECTIVE

A. All individuals must wear face coverings over their noses and mouths when they will be at (1) indoor public settings, or (2) outdoor public locations and cannot maintain distancing of approximately six feet from another individual who does not share their household. At this time, because it is still important to conserve medical-grade or N95 respirators for health care workers, unless a particular health reason requires it, individuals should use fabric coverings, such as cloth face masks, scarves and bandana coverings or other material as recommended by CDC. Cloth face masks must be worn properly in order to avoid contaminating the hands or face of the user. Before putting on a mask and after removing a mask, an individual should clean their hands with alcohol-based hand rub or soap and water and change masks when moist and wash after use. While in use, avoid touching the mask. Worn masks may be contaminated with infectious agents.

B. The following individuals do not need to comply with this Directive:

1. Any child aged two years or less;
2. Any child aged 12 years or less unless parents and caregivers supervise the use of face coverings by children to avoid misuse;
3. Any individual who has a physical disability that prevents easily wearing or removing a face covering;
4. Any individual who is deaf and uses facial and mouth movements as part of communication;
5. Any individual who has been advised by a medical professional that wearing a face covering may pose a risk to that individual health related reasons;
6. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

C. This Directive applies to any indoor public setting or outdoor public location where a person will be in within six feet of another individual, who does not share the same household, and includes, but is not limited to the following sectors:

1. Groceries, pharmacies, and other retail that sells food and beverage products, including but not limited to grocery stores, corner stores and convenience stores (including liquor stores), farmers' markets, food banks, farm and produce stands, supermarkets, big box stores that sell groceries and essentials and similar food retail establishments.
2. Commercial retail stores that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, garden stores and nurseries that support food cultivation and production, office supply stores that support working-from-home, and home appliance retailers.

3. Restaurant carry-out and quick-serve food operations – including food preparation, carry-out, and delivery food employees.
4. Cannabis retail and dietary supplement retail stores.
5. Tobacco and vapor sellers.
6. Buses, light rail, and other forms of public transportation.

D. Nothing in this Directive reduces or eliminates the requirements imposed by Directives and Orders from the Local Health Officer, Governor, or other regulatory local, state, or federal agency including employer specific directives from the Washington State Department of Labor and Industries.

E. Face covering use does not replace the need to practice physical distancing (staying away from ill people, staying home and avoiding all non-essential activities and contact with others), frequent handwashing, and avoiding touching of the face;

F. Violation of this Directive does not create grounds for residents or law enforcement to stop, detain, issue a citation, arrest, intimidate, or harass individuals who do not comply with it. This Directive may and should be used to educate, encourage, and persuade individuals to wear face coverings.

G. All commercial establishments in King County are directed to post signage advising individuals to wear face coverings on the premises. Establishments can download a sign that can be used for this purpose at <http://www.kingcounty.gov/masks>.

I strongly urge all people in King County to support the health and well-being of the community by complying with this Directive without delay.

This **Directive** shall **EXPIRE** upon determination by the Local Health Officer that there is no longer a need for face coverings due to COVID-19.

Signed and directed this 11 day of May 2020, in Seattle, Washington, by



Dr. Jeff Duchin
Local Health Officer
Public Health – Seattle & King County

Subject/Topic March 2020 Financial Report Presentation	For Council Meeting Agenda of: May 26, 2020 Department: Finance and Administration Prepared by: Joanne Gregory, Director of Finance and Administration <table border="0"><tr><td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr><tr><td>Approved by Department Head:</td><td>jmg 5/19/20</td></tr><tr><td>Approved by City Attorney:</td><td></td></tr><tr><td>Approved by Finance Director:</td><td>jmg 5/19/20</td></tr><tr><td>Approved by City Manager:</td><td>rgk 5/19/20</td></tr></table> Proposed Council Action/Motion: Receive and File March 2020 Financial Report for the City of Kenmore, Washington		<u>Initial & Date</u>	Approved by Department Head:	jmg 5/19/20	Approved by City Attorney:		Approved by Finance Director:	jmg 5/19/20	Approved by City Manager:	rgk 5/19/20
	<u>Initial & Date</u>										
Approved by Department Head:	jmg 5/19/20										
Approved by City Attorney:											
Approved by Finance Director:	jmg 5/19/20										
Approved by City Manager:	rgk 5/19/20										
Exhibits/Attachments: March 2020 Financial Report for the City of Kenmore, Washington.											

INFORMATION/BACKGROUND:
The March 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.

FISCAL CONSIDERATION:
March is the 15th month of the 2019-2020, 24-month biennium and, more significantly the month in which the Governor announced Washington’s Stay Home Stay Healthy order. As of March, expenditures exceeded revenues in the General Fund by \$1,346,417 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 March, General Fund revenues were \$721,279 and expenditures were \$705,276. Total city cash and investments were \$27,632,348. Kenmore sales taxes and other revenues continued on track with budget projections and do not yet show negative impacts from the COVID 19 situation. Sales tax, in particular, has a two-month lag; for example, sales taxes paid in March will not be distributed by the state to cities until the end of May. The Dow Jones index had fell to 21,917 on March 31 from 25,409 at the end of February, a decline of 25.8% from its all-time high on February 12, 2020. Unemployment was 4.4%, the highest since 2017.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
Kenmore Budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date. **Kenmore Budget Policy 9b:** All budget amendments, both revenues and expenditures, will be noted in the monthly report.
Priority Based Budgeting Result: 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: May 13, 2020
RE: March 2020 Financial Reports for the City of Kenmore, Washington

March 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

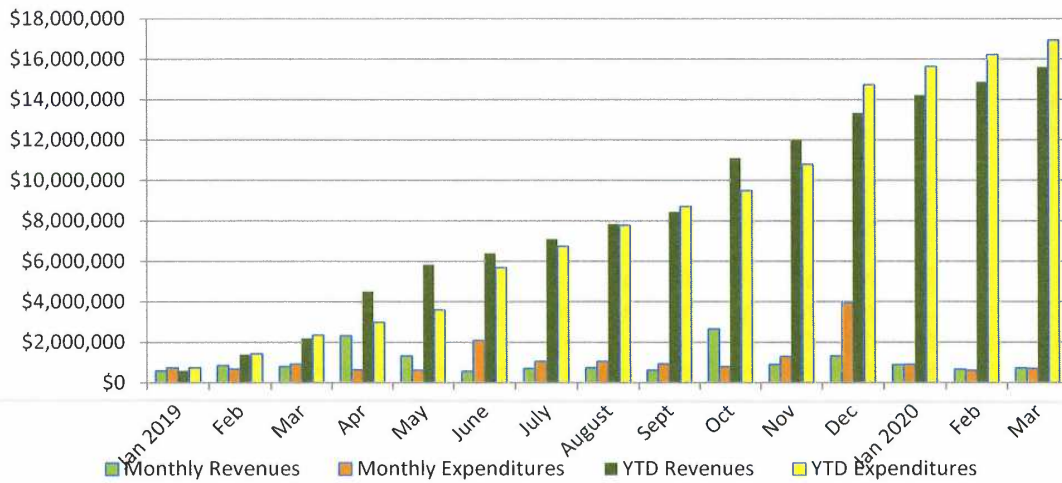
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, March is the fifteenth month (62%) of the 2019-2020 biennial budget period. For the month of March, revenues exceeded expenditures in the General Fund by \$16,003. Biennium to date, expenditures exceed revenues by \$1,346,417 due to the planned one-time transfers to the Street Fund and the Strategic Opportunities Fund from the General Fund.

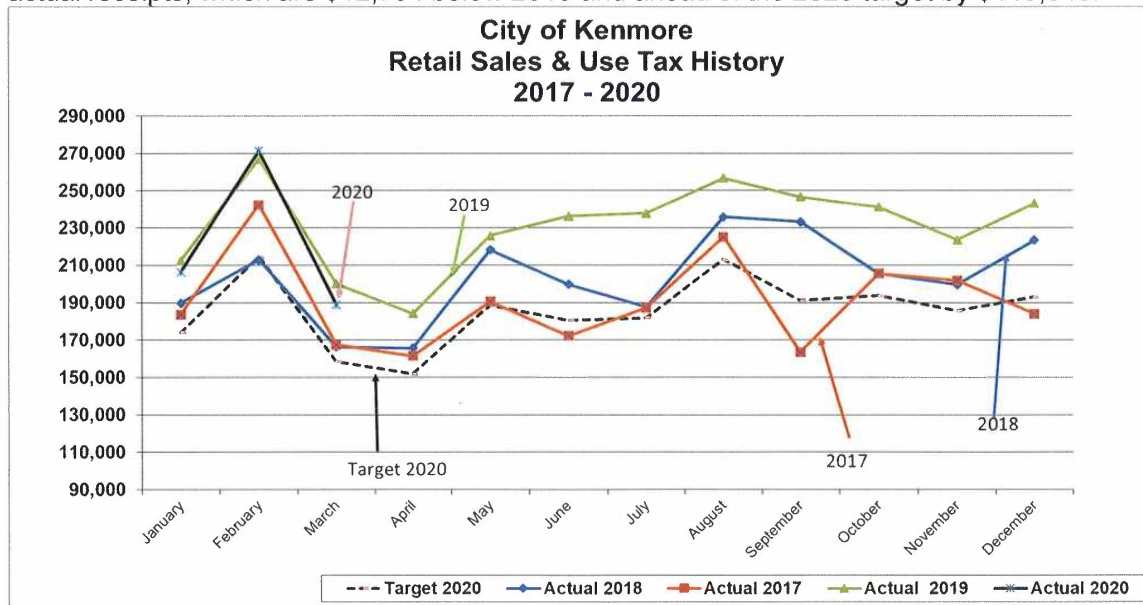
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through March 2020.

City of Kenmore, Washington
Monthly Financial Report
March 2020



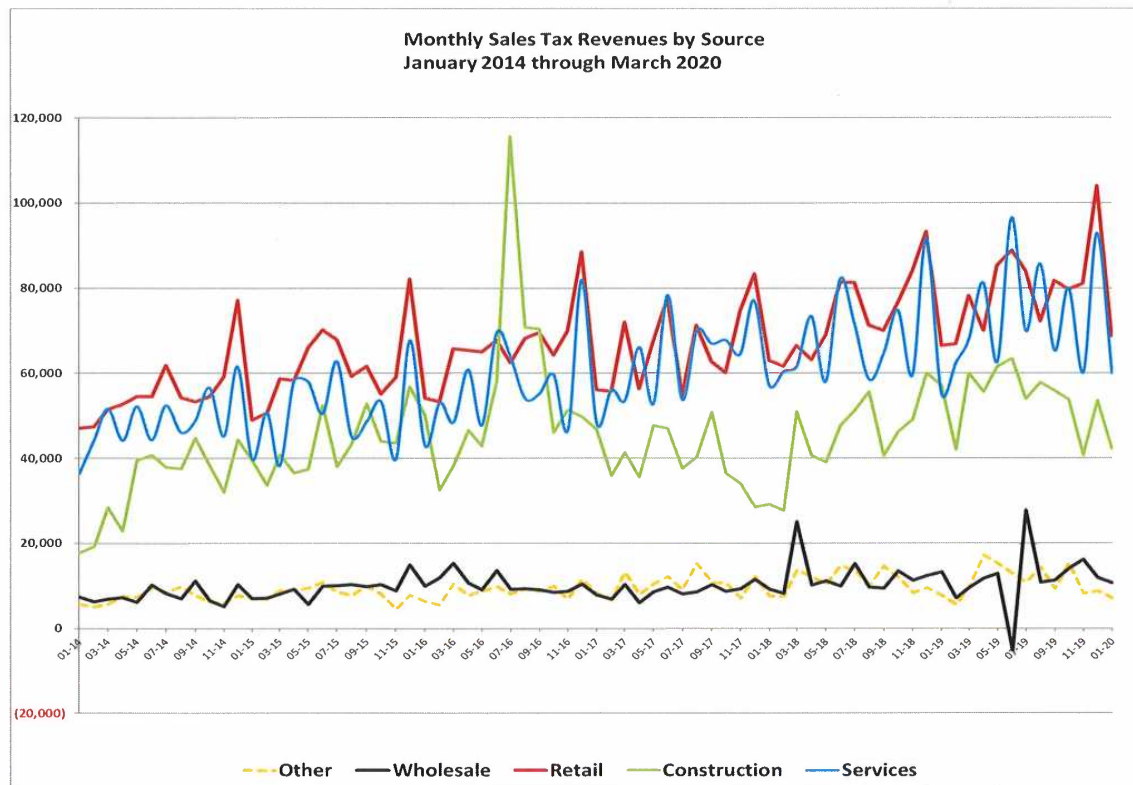
Total **revenues** for the month were **\$721,279**. Biennium to date revenues are \$15,596,006 which is 59% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$192,003, development fees & permits in the amount of \$56,296, retail sales and use taxes in the amount of \$188,827, and utility taxes in the amount of \$103,394.

A summary of sales tax revenues received in March is attached. These receipts are based on **January** 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 \$12,794 below 2019 and ahead of the 2020 target by \$119,649.



City of Kenmore, Washington
 Monthly Financial Report
 March 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 2014 through March 2020.



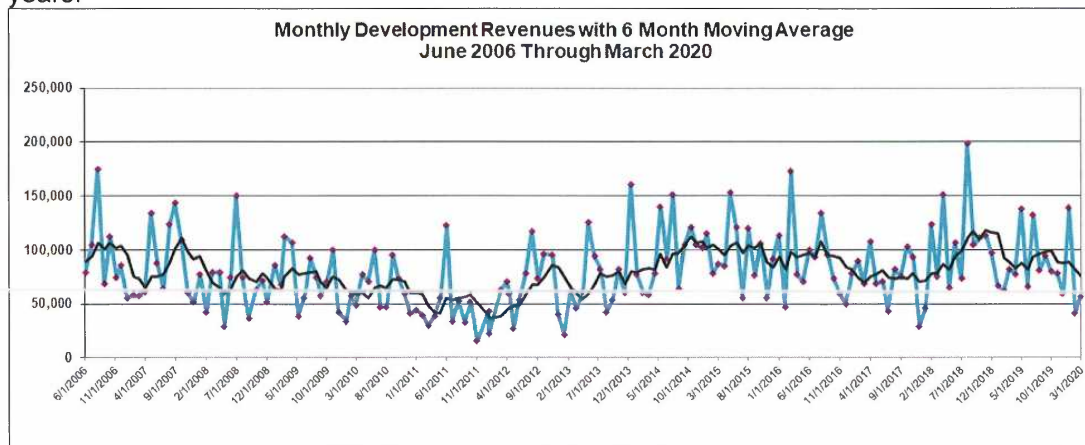
In March, the top 400 sales tax remitters, accounting for 87% or \$163,440 of total remittances, were reviewed for internet sales activity.

Of the \$163,440 of sale tax remitted by these companies in March, \$38,081 (20% of the total) was generated from internet based companies. Below is a chart that illustrates the amount of internet based sale tax in the major segments:

	Total Sales Tax Remitted in March	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$53,380	\$23,715	44%
Information	8,440	1,973	23%
Services	44,749	10,813	24%
Wholesale	8,129	1,580	19%
		\$38,081	

City of Kenmore, Washington
Monthly Financial Report
March 2020

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



March 2020 expenditures were **\$705,276**. Biennium to date expenditures are \$16,942,423, which is 59% of the amended biennial budget expenditures of \$28,526,872.

Total City cash (\$18,057,085) and long-term investments (\$9,575,263), at the end of March, totaled \$27,632,348. 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 \$429,396 and total non-General Fund expenditures were \$464,313.

In the **Street Fund** revenue from gas tax distributions were \$41,100. \$31,974 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$2,753 on pedestrian safety projects.

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

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

The **Real Estate Excise Tax** Fund received \$130,207 of real estate excise taxes (REET) in March from sales activity that occurred in December. 34 transactions were reported during the month. The 2020 year to date revenue is higher than the 2019 revenue by \$148,155 and \$71,115 than the 2020 target.

The **Park Capital** fund had \$84,663 in Park improvement expenditures during the current month.

City of Kenmore, Washington
Monthly Financial Report
March 2020

The **Walkways & Waterways Debt Service** Fund collected \$20,300 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,251,677.

The **Transportation Benefit District** Fund received \$26,780 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **March 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
March 31, 2020



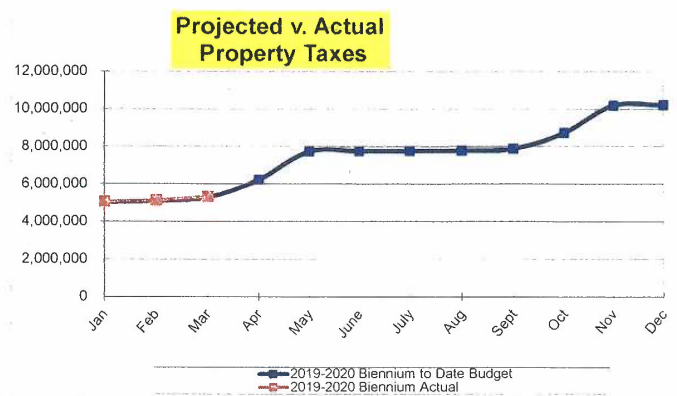
	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	March 2020	2019-2020	BUDGET	2019-2020	March 2018	2017-2018	BUDGET	2017-2018
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368		3,138,914		3,131,687
Property Taxes	192,003	5,334,145	52.2%	10,224,205	168,216	4,888,629	51.5%	9,491,704
Sales and Use Taxes	244,917	4,346,349	70.0%	6,212,000	215,238	3,637,316	61.6%	5,906,291
Utility Taxes	103,394	1,360,425	55.2%	2,466,355	120,020	1,610,638	59.3%	2,717,485
Other Taxes	1,611	164,526	90.5%	181,868	0	95,962	44.0%	218,113
Development Fees & Permits	56,296	1,251,405	67.5%	1,854,042	74,730	1,151,836	56.2%	2,050,518
Franchise Fees	0	1,114,341	60.8%	1,831,835	0	1,115,749	64.0%	1,743,476
Intergovernmental and Grants	58,399	744,611	70.4%	1,057,677	81,415	579,878	68.9%	841,615
Investment Interest	2,496	96,193	100.9%	95,300	3,448	123,562	237.6%	52,000
Fines and Forfeitures	0	4,173	n/a	0	-442	14,440	0.0%	0
Transfers and Other Revenues	62,162	1,179,839	46.2%	2,554,590	3,766	613,327	38.3%	1,600,972
Total Revenues	721,279	15,596,006	58.9%	26,477,872	666,390	13,831,338	56.2%	24,622,174
Total Revenues & Beginning Fund Balance		20,530,375		31,412,240		16,970,252		27,753,861

	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	March 2020	2019-2020	BUDGET	2019-2020	March	2017-2018	BUDGET	2017-2018
EXPENDITURES								
Cost Center								
City Council	12,300	236,851	59.2%	400,337	10,834	232,673	70.6%	329,426
City Manager	193,967	2,091,116	60.2%	3,471,467	154,175	1,924,823	57.8%	3,328,297
City Clerk	33,853	450,154	52.5%	856,966	73,497	335,379	78.8%	425,368
Finance	59,860	1,335,037	72.1%	1,851,887	53,033	1,292,430	77.3%	1,672,775
Legal	43,511	387,838	73.2%	530,000	18,453	307,549	61.5%	500,000
Interfund Transfers	0	2,606,529	80.8%	3,226,484	0	650,220	46.3%	1,403,228
Public Safety	86,245	4,448,594	48.7%	9,133,991	24,778	4,151,656	47.1%	8,806,304
Engineering & Environmental Services	43,301	823,596	49.7%	1,658,620	81,433	765,832	54.1%	1,415,011
Community Development	54,593	988,218	58.2%	1,698,893	75,002	780,880	45.5%	1,715,510
Developmental Services	80,202	1,571,648	63.8%	2,461,502	107,477	1,458,554	68.4%	2,131,288
Parks & Facility Maintenance	97,443	2,002,841	61.9%	3,236,725	129,340	1,219,391	42.7%	2,854,489
Total Expenditures	705,276	16,942,423	59.4%	28,526,872	728,021	13,119,388	53.4%	24,581,696
Ending Fund Balance	16,002	3,587,952	0	2,885,368		3,850,863		3,172,165
Total Expenditures and Ending Fund Balance		20,530,375		31,412,240		16,970,252		27,753,861

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

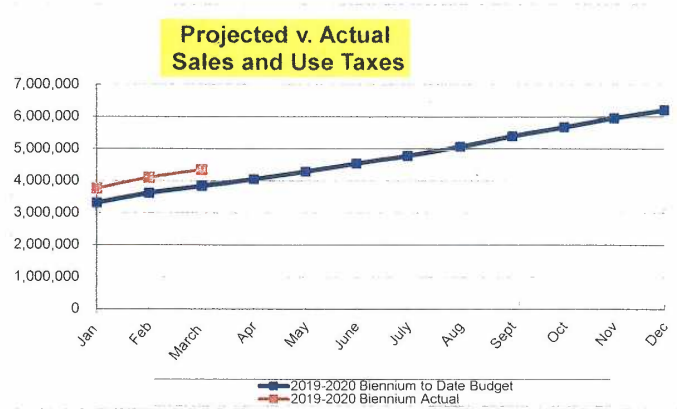
**City of Kenmore, Washington
General Fund Revenue Graphs
March 31, 2020
PROPERTY TAXES**

	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	5,142,142
Mar	5,296,524	5,334,145
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		52%



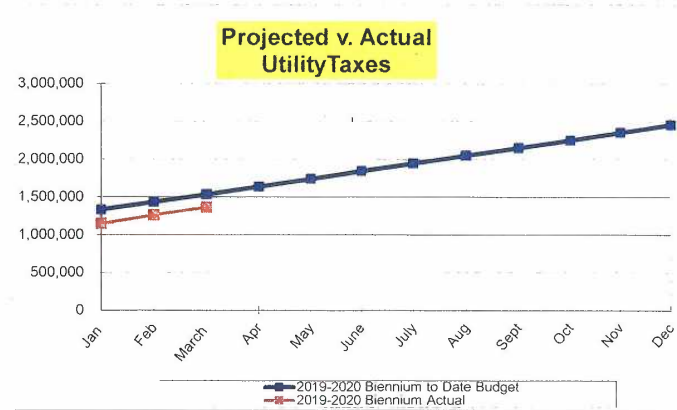
SALES, USE, CRIM JUSTICE TAXES

	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	4,346,349
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		70%



UTILITY TAXES

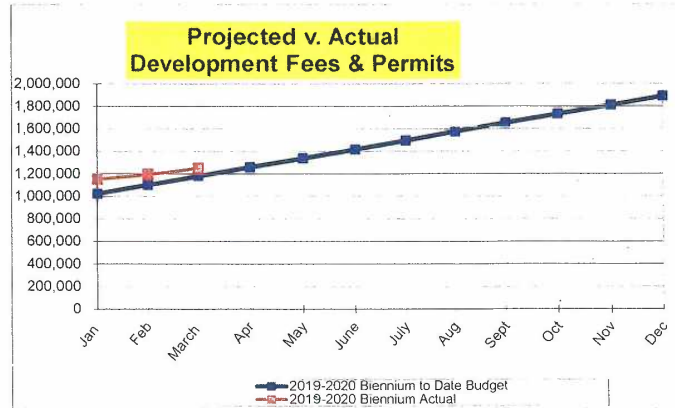
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,227,000	1,029,975
Jan	1,329,250	1,143,328
Feb	1,431,500	1,257,030
March	1,533,750	1,360,425
Apr	1,636,000	
May	1,738,250	
June	1,840,500	
July	1,942,750	
Aug	2,045,000	
Sept	2,147,250	
Oct	2,249,500	
Nov	2,351,750	
Dec	2,454,000	
2019-20	2,466,355	
Year To Date		
Actual v. Projected		55%



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

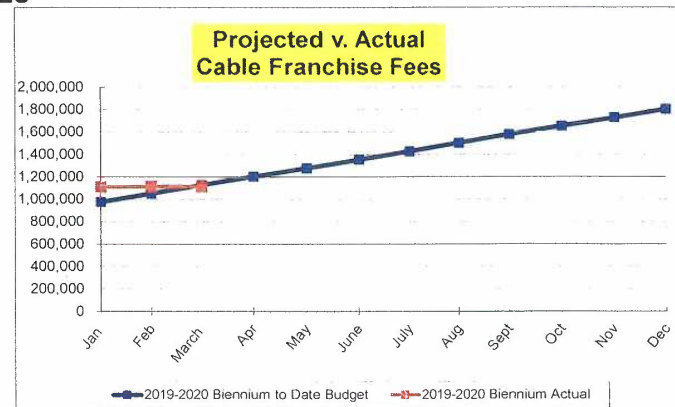
DEVELOPMENT FEES & PERMITS

	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	1,106,109
March	1,181,970	1,251,405
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		67%



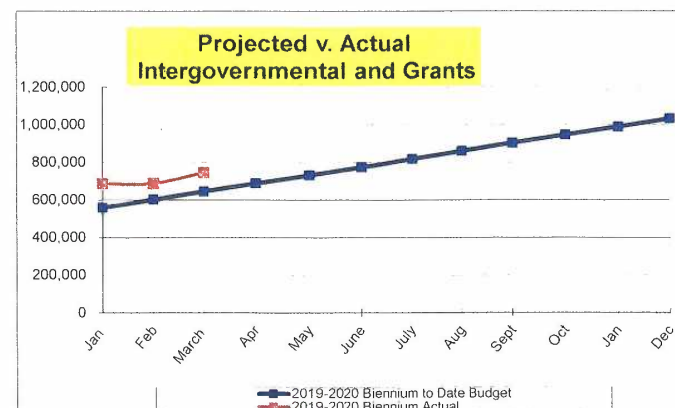
CABLE/WATER/SEWER FRANCHISE FEES

	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	1,114,341
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	744,611
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		70%



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

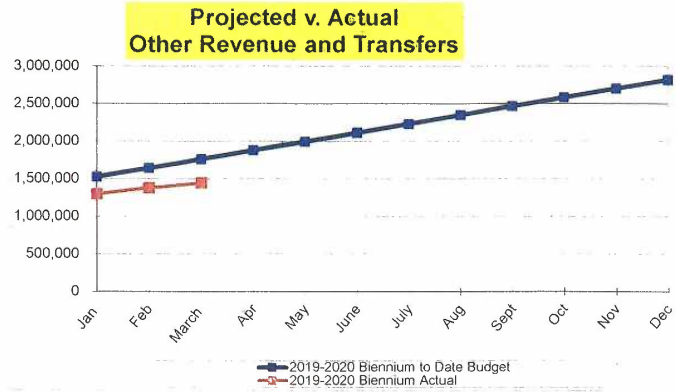
OTHER REVENUES AND TRANSFERS

	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	1,378,460
March	1,763,055	1,444,730
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

51%



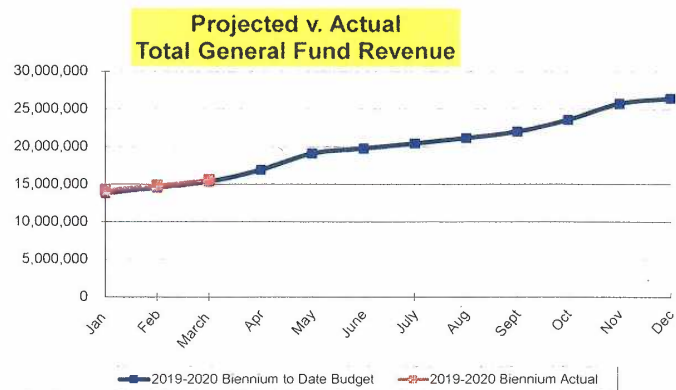
TOTAL GENERAL FUND REVENUE

	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	15,596,006
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

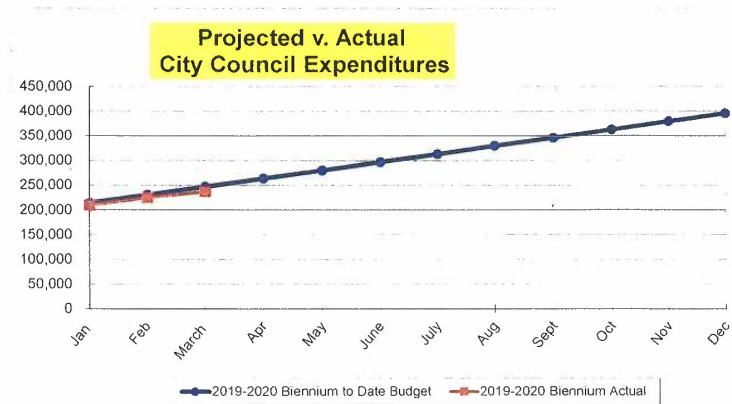
59%



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

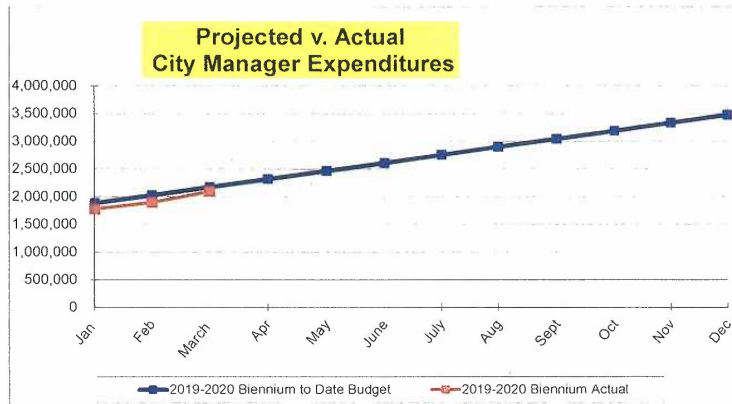
CITY COUNCIL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	197,953	166,557
Jan	214,449	209,570
Feb	230,945	224,551
March	247,441	236,851
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		59%



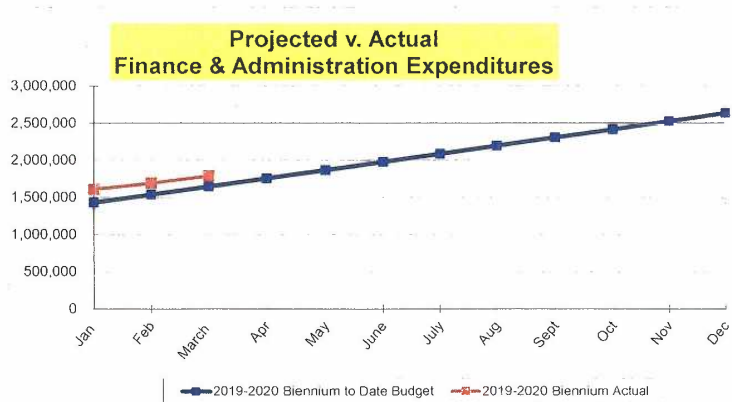
CITY MANAGER

	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	2,091,116
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		60%



FINANCE & ADMINISTRATION

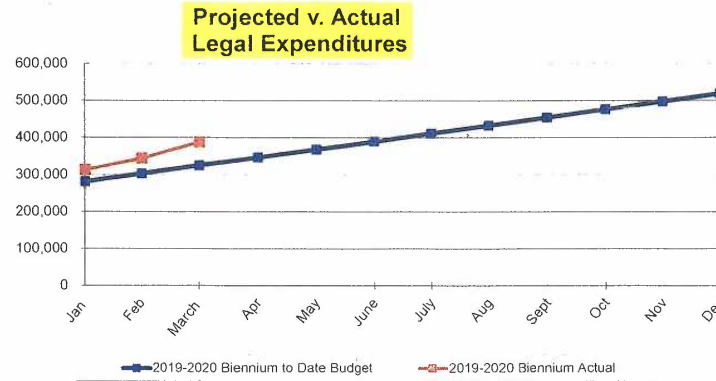
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,316,827	1,248,548
Jan	1,426,563	1,603,856
Feb	1,536,298	1,691,479
March	1,646,034	1,785,191
Apr	1,755,769	
May	1,865,505	
June	1,975,241	
July	2,084,976	
Aug	2,194,712	
Sept	2,304,447	
Oct	2,414,183	
Nov	2,523,918	
Dec	2,633,654	
2019-20	2,708,853	
Year To Date		
Actual v. Projected		66%



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

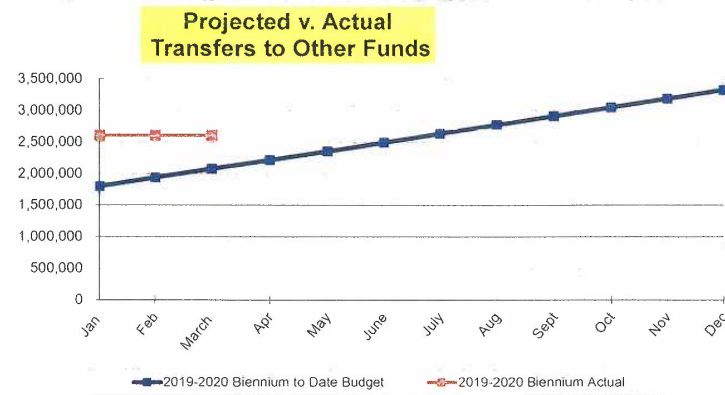
LEGAL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	260,000	312,722
Jan	281,667	313,184
Feb	303,333	344,327
March	325,000	387,838
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		73%



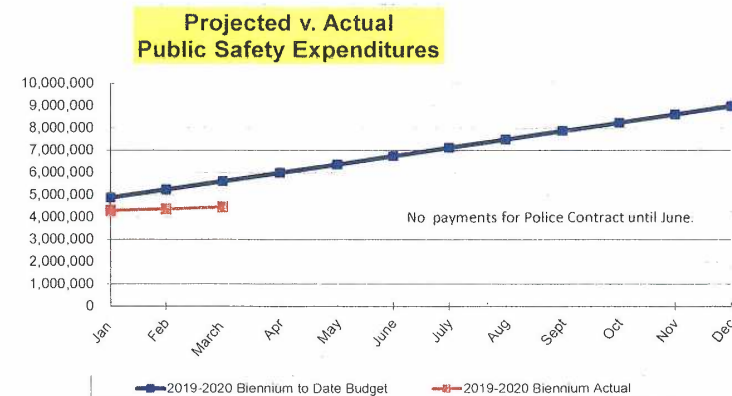
TRANSFERS TO OTHER FUNDS

	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	2,606,529
March	2,079,871	2,606,529
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%



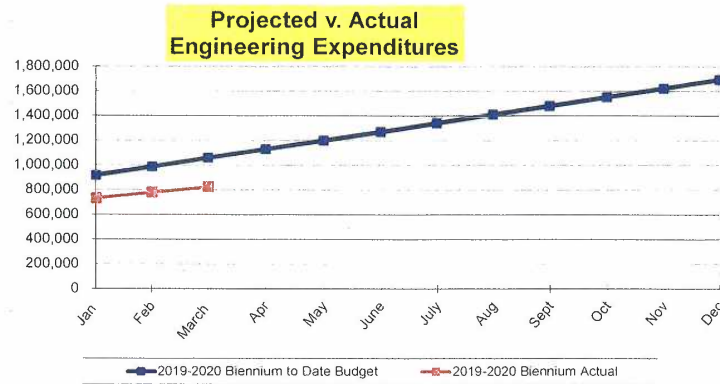
PUBLIC SAFETY

	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	4,448,594
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		49%



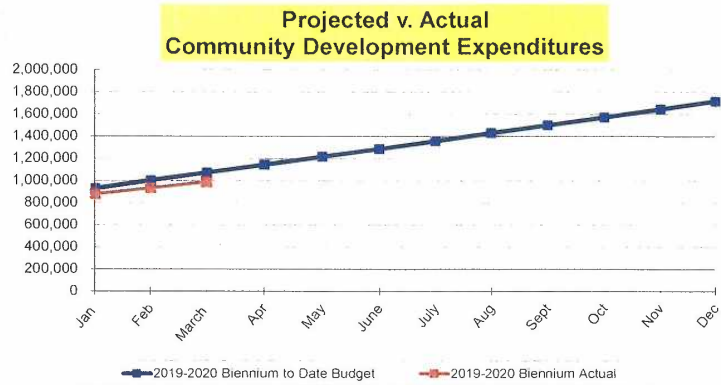
City of Kenmore, Washington
General Fund Expenditure Graphs
March 31, 2020
ENGINEERING

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	847,685	674,259
Jan	918,325	731,841
Feb	988,966	780,295
March	1,059,606	823,596
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		50%



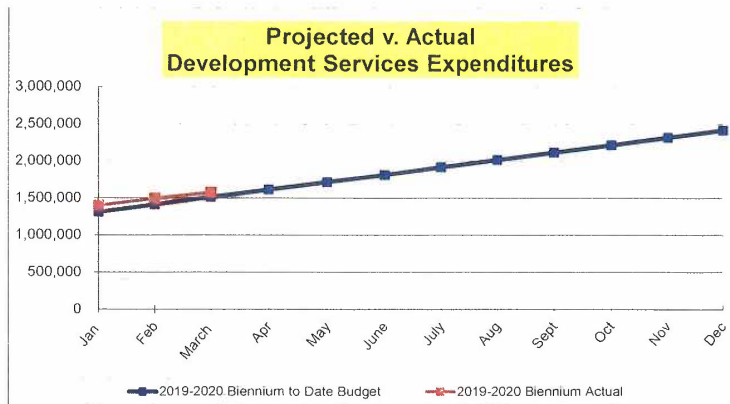
COMMUNITY DEVELOPMENT

	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	988,218
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		58%



DEVELOPMENT SERVICES

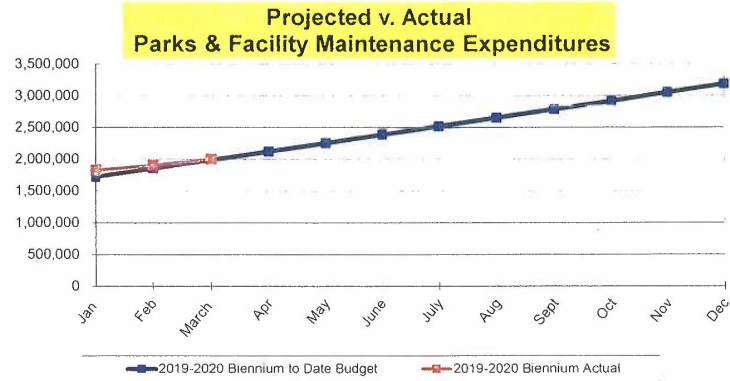
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,208,200	1,227,207
Jan	1,308,883	1,396,571
Feb	1,409,567	1,491,445
March	1,510,250	1,571,648
Apr	1,610,933	
May	1,711,617	
June	1,812,300	
July	1,912,983	
Aug	2,013,667	
Sept	2,114,350	
Oct	2,215,033	
Nov	2,315,717	
Dec	2,416,400	
2019-20	2,461,502	
Year To Date		
Actual v. Projected		64%



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

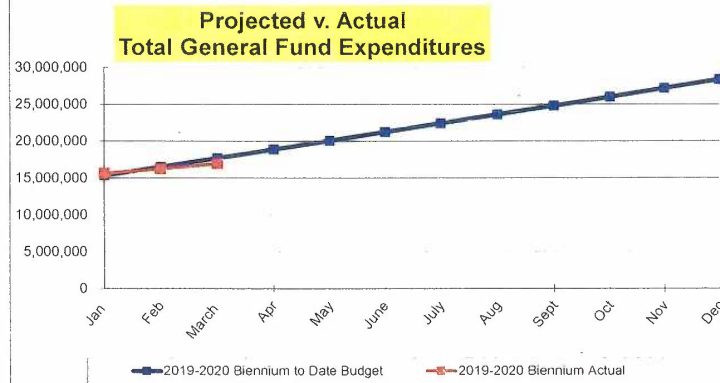
PARKS & FACILITY MAINTENANCE

	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	1,905,398
March	1,990,475	2,002,841
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		62%



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	16,942,423
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		59%



**City of Kenmore, Washington
Street Fund Summary Report
March 31, 2020**



	<u>MONTH</u> <u>March 2020</u>	<u>BIENNIUM TO DATE</u> <u>2019-2020</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2019-2020</u>
REVENUES				
Beginning Fund Balance		926,962		926,962
Fuel Tax	41,100	598,675	59.5%	1,006,385
Investment Interest	1,021	18,032	360.6%	5,000
Miscellaneous	0	10,579	528.9%	2,000
ROW Permit Fees/Inspections	330	191,690	79.9%	240,000
Multimodal Transportation	7,948	39,678	63.1%	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	50,399	3,199,182	69.0%	4,634,779
Total Revenues & Beginning Fund Balance		4,126,144		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>
EXPENDITURES				
Salary and Benefits	50,245	831,731	63.0%	1,320,880
Maintenance & Operations	31,974	1,443,149	45.6%	3,163,899
Capital	0	154,796	103.2%	150,000
Total Expenditures	82,219	2,429,676	52.4%	4,634,779
Ending Fund Balance		1,696,468		926,962
Total Expenditures and Ending Fund Balance		4,126,144		5,561,741

City of Kenmore, Washington
Cash and Investment Report
March 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	\$3,571,949	\$721,279	\$705,276	3,587,951
Street	1,728,287	50,399	83,219	1,695,467
Transportation Capital	-116,493	0	2,753	(119,246)
Public Art	70,945	43	0	70,988
Park Impact Fee	315,741	5,668	0	321,409
Transportation Impact Fee	3,273,789	21,876	0	3,295,665
Swamp Creek Basin	1,085,226	654	0	1,085,880
Transportation Benefit District	180,854	26,905	0	207,759
Sammamish Bridge Replacement	1,854,504	0	88,505	1,765,999
Walkways & Waterways Debt Service	198,189	20,300	0	218,489
Real Estate Excise Tax	1,696,326	131,308	0	1,827,634
Kenmore Village	3	0	0	3
Park Capital	46,579	0	84,663	(38,085)
Walkways & Waterways Bond	6,405,353	9,107	0	6,414,461
Surface Water Management	1,652,172	116,421	70,557	1,698,036
Surface Water Capital	-65,086	7,000	39,916	(98,002)
Public Works Shop Fund	-14,862	0	1,391	(16,253)
Strategic Reserve	1,336,729	806	0	1,337,535
Strategic Opportunities	3,042,362	1,834	0	3,044,196
Equipment Replacement	563,568	15,643	65,696	513,515
Trust & Agency	825,173	21,435	27,612	818,996
Totals	\$27,651,309	\$1,150,675	\$1,169,589	\$27,632,396

<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	-\$340,807	\$3,929,209	3,588,402
Street	845,468	850,000	1,695,468
Transportation Capital	-119,246	0	(119,246)
Public Art	55,988	15,000	70,988
Park Impact Fee	-608,589	930,000	321,411
Transportation Impact Fee	3,265,668	30,000	3,295,668
Swamp Creek Basin	-314,120	1,400,000	1,085,880
Transportation Benefit District	207,758	0	207,758
Sammamish Bridge Replacement	1,765,999	0	1,765,999
Walkways & Waterways Debt Service	218,489	0	218,489
Real Estate Excise Tax	1,827,632	0	1,827,632
Kenmore Village	0	0	0
Park Capital	-38,085	0	(38,085)
Walkways & Waterways Bond	6,414,460	0	6,414,460
Surface Water Management	1,188,038	510,000	1,698,038
Surface Water Capital	-98,002	0	(98,002)
Public Works Shop Fund	-16,253	0	(16,253)
Strategic Reserve	487,536	850,000	1,337,536
Strategic Opportunities	3,044,196	0	3,044,196
Equipment Replacement	63,514	450,000	513,514
Trust & Agency	718,991	100,000	818,991
Totals	\$18,568,635	\$9,064,209	\$27,632,844

note: negative balances are due to pending transfers from other funds, not yet recorded.

City of Kenmore, Washington
Investment Schedule
March 31, 2020



Average Yield to Maturity-Securities							Overall Average Yield	1.41%
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
	3130AB3N4	FHLB	10/29/2019	4/28/2017	1.55%	1.55%	1,000,750.00	15,511.63
Total Morgan Stanley Purchases							2,997,900.00	51,157.70
Time Value Investments								
	3130A7RL1	FHLB	4/19/2021	1/26/2017	1.80%	1.80%	992,893.00	17,872.07
	3130AHV83	FHLB	1/22/2024	1/22/2020	1.78%	1.78%	1,001,154.00	17,820.54
	XXXXXLAU8						1,510,054.50	-
	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							5,577,362.94	86,021.19
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							\$ 9,575,262.94	\$ 162,148.89
Banner Checking and Savings						0.07% Banner	1,676,000.57	1,173.20
Opus Savings						1.81% Opus	3,144,753.00	56,920.03
LGIP - Primary Account						1.29% LGIP	4,931,563.00	63,617.16
LGIP - Bond Proceeds Account						1.29% LGIP	8,304,768.00	107,131.51
Total Accounts							\$ 27,632,347.51	390,990.79

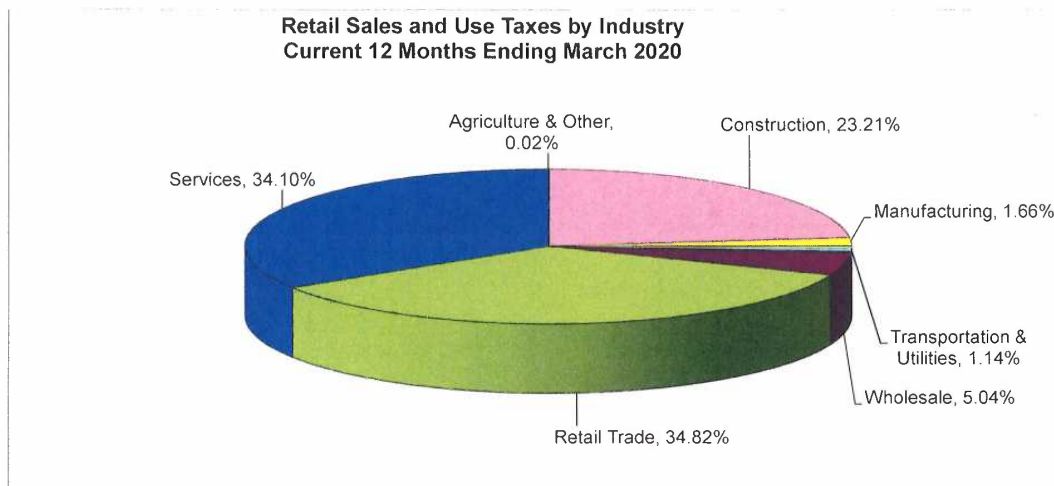
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 March 2020

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	5.70	0.00	5.70	0.0%
CONSTRUCTION	41,289.35	976.16	42,265.51	22.4%
MANUFACTURING	2,205.41	0.16	2,205.57	1.2%
TRANSPORTATION & UTILITIES	355.45	468.45	823.90	0.4%
WHOLESALE	10,586.92	124.77	10,711.68	5.7%
RETAIL TRADE	68,595.86	165.31	68,761.17	36.4%
SERVICES	50,394.81	171.45	50,566.26	26.8%
INFORMATION	9,377.71	42.74	9,420.45	5.0%
PUBLIC SERVICES	8.18	4,058.68	4,066.86	2.2%
	<u>182,819.40</u>	<u>6,007.71</u>	<u>188,827.11</u>	<u>100.0%</u>

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

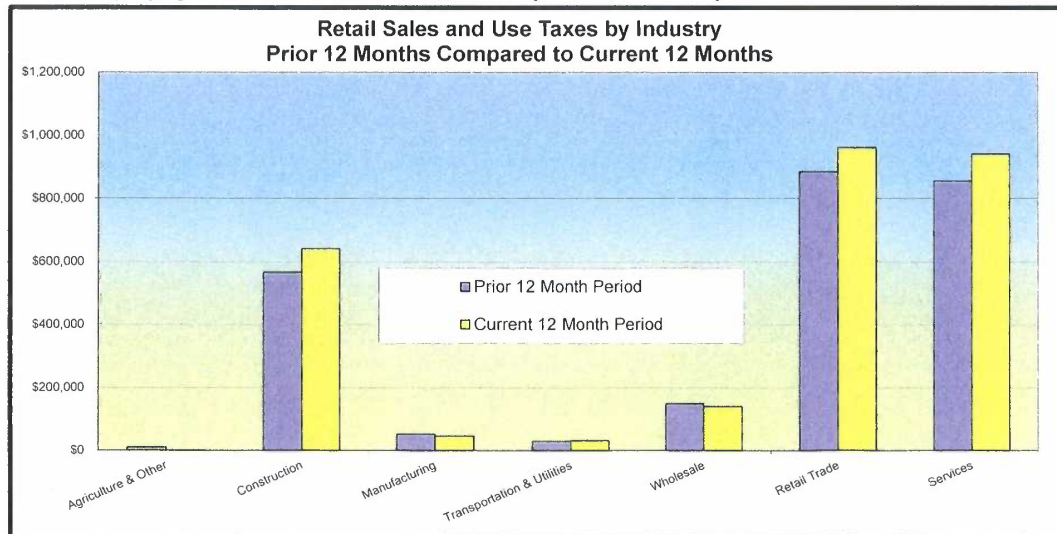


Industry	Prior 12 Months ending March 2019	Current 12 Months ending March 2020	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$10,067	\$579	-94.24%	0.02%
Construction	566,384	640,918	13.16%	23.21%
Manufacturing (Printing, Publishing, Other Manuf.)	51,686	45,911	-11.17%	1.66%
Transp/Comm/Utilities (Telecomm., Air Transport.)	29,074	31,611	8.72%	1.14%
Wholesale (Lumber, Other Wholesale)	149,737	139,193	-7.04%	5.04%
Retail Trade (Eating, Merchandise, Food Stores)	884,861	961,391	8.65%	34.82%
Services (Auction, Recreation, Auto Repair, Financial)	855,864	941,695	10.03%	34.10%
Totals	\$2,547,674	\$2,761,298	8.39%	100%
Increase/(Decrease)		\$213,625	8.39%	



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

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



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



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

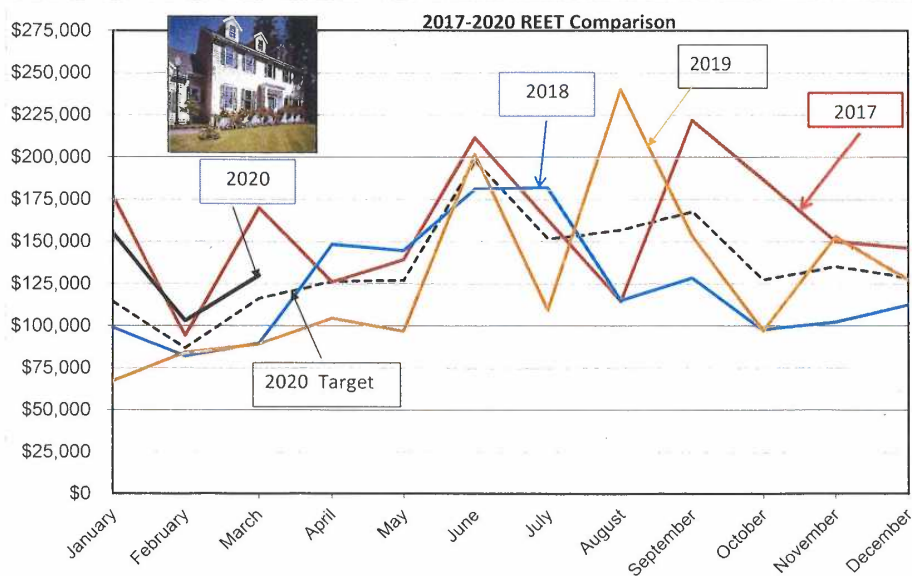
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Target 2020
January	176,657	99,205	67,141	155,141	114,335
February	94,134	82,263	84,215	103,270	86,871
March	170,086	89,698	89,106	130,207	118,297
April	126,245	148,514	104,430		126,396
May	139,422	144,906	96,756		127,028
June	211,430	181,182	201,666		198,093
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	\$388,618	\$1,636,448

For 2020, REET is \$148,155 more than the same period last year and more than the 2020 target by \$71,115

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

Real Estate Excise Taxes (REET)
2017 - 2019 Property Sales > \$500,000
 (30 Day Lag)

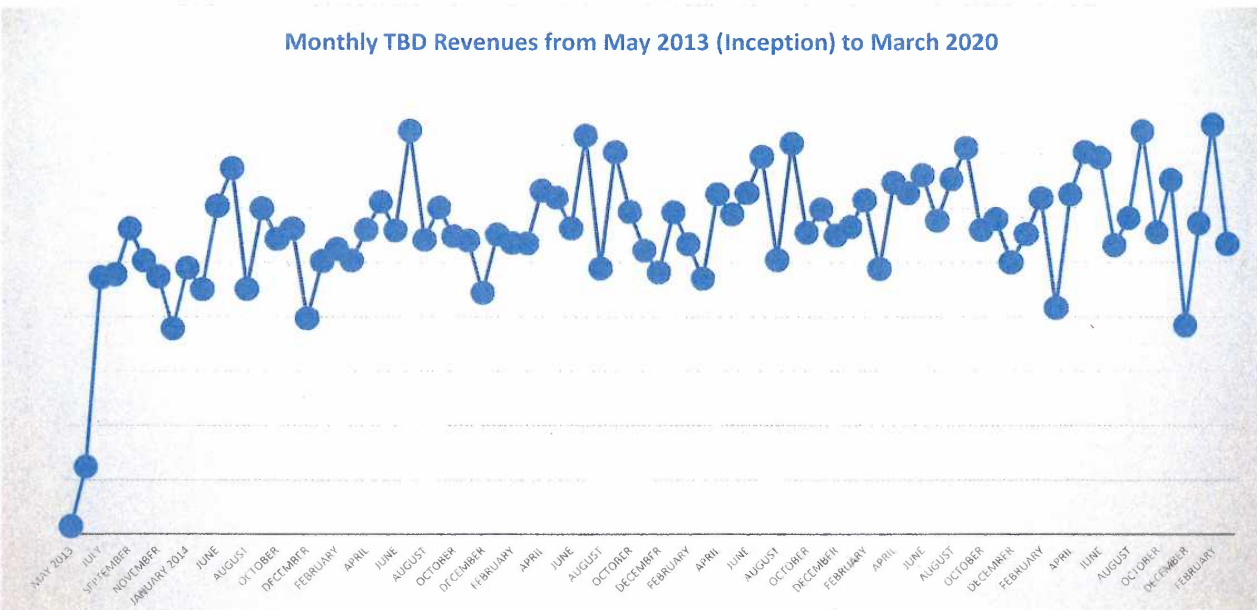
	2017	2018	2019	2020	2017	2018	2019
January	27,548,430	17,379,581	12,424,500	26,365,900	136,365	86,029	61,501
February	19,017,050	15,277,640	14,286,900	17,193,650	94,134	75,624	70,720
March	29,692,641	13,818,387	15,106,888	23,534,795	146,979	68,401	74,779
April	19,953,544	23,896,450	19,671,000		98,770	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	\$67,094,345	\$1,484,286	\$1,254,920	\$1,324,651



**Kenmore Transportation Benefit District
Monthly Report
March 31, 2020**



<u>Revenues</u>	<u>March 2020</u>	<u>Biennium-to-Date</u>	<u>Percent of Budget</u>	<u>Biennium Budget</u>
Vehicle Fees	26,780	446,533	62.89%	710,000
Investment Interest	125	4,865	60.81%	8,000
Total Revenues	<u>\$26,905</u>	<u>\$451,398</u>	62.87%	<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>\$26,905</u>	<u>\$93,398</u>		<u>\$2,000</u>



The Parental Paid Leave program offered by the City implicates an FMLA-qualifying leave reason (i.e., the birth or placement of a child). Given the current status of the City's employee count, the City anticipates a scenario in which some parents would be entitled to up to 12 weeks of FMLA (running concurrently with the six weeks of Parental Paid Leave) and continued health care coverage during this time, while others will not be FMLA eligible, and therefore ineligible for continued health care benefits if they go into unpaid leave status (such as by taking PFMLA) following Parental Paid Leave.

Staff recommends that the City's leave policies be amended to account for this potential discrepancy. Staff proposes to amend the Parental Paid Leave policy to clarify that, if an employee on Parental Paid Leave is not otherwise FMLA-eligible, the employee will nonetheless be eligible to receive up to an additional six weeks of continued health care benefits, during any unpaid leave of absence (including leave under the PFMLA) associated with reasons covered by the Parental Paid Leave program. Health care benefits under the Paid Parental Leave program would not be continued beyond a total of 12 weeks unless the affected employee is in paid status with the City (back to work or using accrued leave). The additional six weeks of benefits will be awarded only to the extent not available under the FMLA/PMFLA.

FISCAL CONSIDERATION:

If the City were to provide 6 weeks of continued health care benefits to an employee on unpaid leave, assuming a family of three, the cost of medical, dental, and vision insurance would be \$2,896 plus additional costs of retirement, workers compensation, Medicare, and other benefits based on salary. In addition, costs to backfill the employee's position may occur.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Priority Based Budgeting Result: Attract, motivate, develop, and retain a high quality, engaged, and productive workforce, and to eliminate benefits discrepancies between covered and non-covered employees under the FMLA.