



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
Monday, July 13, 2020 at 7:00 p.m.
This meeting will be 100% virtual via Zoom.**

Zoom Log-in Information:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/86347103034>

Description: Regular Council Meeting of July 13, 2020

Or join by phone:

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

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

Webinar ID: 863 4710 3034

International numbers available: <https://us02web.zoom.us/j/86347103034>

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. 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 Monday, July 13, 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.

VI. CONSENT AGENDA

- A. Total Check #s 45035 through 45096 in the amount of \$255,621.95.
Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated 6/5/2020 in the amount of \$161,088.41.

[Checks](#)

- B. Total Check #s 45097 through 45180 in the amount of \$2,748,732.48.
Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic
Deposits Dated: 6/19/20 in the amount of \$159,588.88.

[Checks](#)

- C. Receive and File the May, 2020 Financial Report for the City of Kenmore,
Washington

[Agenda Item](#)

- D. Authorize the City Manager to Execute Amendment No. 6 of Contract 17-
C1656 with Mott MacDonald

[Agenda Item](#)**VII. BUSINESS AGENDA**

- A. Ordinance No. 20-0509 Authorizing the Acquisition of Real Property Under
Threat of Condemnation or by Condemnation for the Kenmore Public
Works Operations and Maintenance Facility - Jennifer Gordon, Public
Works Operation Manager

[Agenda Item](#)

- B. Accessory Dwelling Unit (ADU) Code Amendments - Debbie Bent,
Community Development Director and Lauri Anderson, Principal Planner

[Agenda Item](#)[Presentation](#)

- C. Comprehensive Plan 2020 Docket / Work Program Update and Affordable
Housing Review Process - Debbie Bent, Community Development Director and
Lauri Anderson, Principal Planner

[Agenda Item](#)

- D. Environmental Sustainability Initiatives Proposed Next Steps - Adam
Nebenzahl, City Management Intern

[Agenda Item](#)

- E. Authorize the City Manager to Execute the Agreement with Cascadia
Consulting Group an in Amount not to Exceed \$15,000 for the Greenhouse
Gas Inventory Project - Adam Nebenzahl, City Management Intern

[Agenda Item](#)

- F. Amend the Pandemic and Public Health Emergency Response and
Recovery Proclamation 20-02.1 to Discontinue Closure Pay - Joanne
Gregory, Finance and Administration Director

[Agenda Item](#)**VIII. STAFF REPORT**

- A. Pandemic Update - Rob Karlinsey, City Manager

- B. Update on Mayor's Pledge to Action - Rob Karlinsey, City Manager and Brandon Moen, Police Chief

IX. COUNCILMEMBER REPORTS, COMMENTS & INITIATIVES

X. ADJOURNMENT



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

05/30/2020-06/12/2020

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 45035 through 45096: \$255,621.95

Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated: 6/5/2020: \$161,088.41

RJ Ke 6/22/20
City Manager / Date

Joanne M. Gregory
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
ICMA RETIREMENT C/O ALLFIRST BANK	45035	06/05/2020	City of Kenmore 401a	17,956.35
ICMA RETIREMENT TRUST 457 / 304745	45036	06/05/2020	ICMA 457 Deferred Comp	6,292.75
STATE OF FLORIDA DISBURSEMENT UNIT	45037	06/05/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	45038	06/05/2020	Employee Charitable Contribution	53.00
ADVANCE TESTING & SERVICE INC	45039	06/12/2020	Annual Backflow Testing/29 Devices	1,566.00
ALCALDE & FAY	45040	06/12/2020	May Government Affairs Consulting	5,010.67
AMERICAN PLANNING ASSOCIATION	45041	06/12/2020	Economic Development Division Membership	564.00
AMERICAN SOLUTIONS FOR BUSINESS	45042	06/12/2020	Target Zero Community Supplies	873.66
BANNER BANK NO	45043	06/12/2020	VCITA/WIX.com/Growthzone/Shutterstock	171.93
BOTHELL KENMORE CHAMBER OF COMM.	45044	06/12/2020	May KBA Admin./Support	300.00
BRIEN. GAYLYNN	45045	06/12/2020	March Sales Tax Data Conversion Svcs	50.00
CASCADE PEST CONTROL	45046	06/12/2020	Rhododendron Park Pest Control	143.00
CITY OF BELLEVUE	45047	06/12/2020	Qtr 2 MyBuildingPermit.com Dues	3,636.71
CITY OF SHORELINE	45048	06/12/2020	Police Station 2019 Rental	587.00
COLUMBIA RIDGE LANDFILL	45049	06/12/2020	Street Sweeper Dump Fees	2,493.61
COMCAST BUSINESS	45050	06/12/2020	5/19-6/18 Hangar Bldg. Cable	137.26
EARTHWORKS	45051	06/12/2020	ROW Landscaping SR522 & 153rd/155th	5,671.88
ELECTRONIC BUSINESS MACHINES	45052	06/12/2020	Jan. 2nd Floor Copier Overage Chgs	969.51
ELECTRONIC BUSINESS MACHINES	45053	06/12/2020	March 2nd Floor Copy Overage Chgs	131.64
FIRE PROTECTION. INC	45054	06/12/2020	Hangar Bldg. Fire Panel Repair	868.25

GALLATIN PUBLIC AFFAIRS	45055	06/12/2020	Media Relations/Marketing	3.500.00
GOOD TO GO	45056	06/12/2020	City Vehicle Toll Charge	2.75
GORDON THOMAS HONEYWELL	45057	06/12/2020	May Consulting/Governmental Affairs Svcs	3.908.77
GRAINGER	45058	06/12/2020	COVID Supplies/Gloves/Barricade Tape	668.44
GRIESEL. LEN	45059	06/12/2020	Refund Deposit PRJ2015-0208/ENG17-0864	3.089.10
HALALILO. PAULA	45060	06/12/2020	Reimbursement/Fuel for City Dump Truck	40.00
HONEY BUCKET	45061	06/12/2020	5/16-6/12/20 Squire's Landing Rental	233.75
INSLEE. BEST. DOEZIE & RYDER. P.S.	45062	06/12/2020	April Legal Services	16.456.50
JOYCE ZIKER PARKINSON	45063	06/12/2020	Apr. Kenmore Village Professional Svcs	900.00
KAMINS CONSTRUCTION INC.	45064	06/12/2020	19-C1990 153rd (Juanita-70th) Sidewalk Const.	27.949.48
KING COUNTY FINANCE	45065	06/12/2020	May Public Defense Indigency Screening	251.00
KING COUNTY FINANCE	45066	06/12/2020	1st Quarter Historic Preservation Svcs	250.00
KPFF CONSULTING ENGINEERS	45067	06/12/2020	15-C1484 3/28-4/30 Construction Mgmt.	10.429.38
LIGHTHOUSE CONSULTING INC	45068	06/12/2020	May Backup/Web Hosting/Protection	8.313.80
LIGHTHOUSE CONSULTING INC	45069	06/12/2020	May IT Services	4.079.08
MILLER STEPHENS. MARY	45070	06/12/2020	May Public Defense Svcs @ SCORE	1.250.00
MOJO STRATEGIES	45071	06/12/2020	19-C2108 Quarterly Newsletter Editing/Drafting	1.937.50
MORUP SIGNS. INC.	45072	06/12/2020	4' x 6' Laminated Signs - Simonds Overlay	1.331.00
NORTHSHORE SCHOOL DISTRICT	45073	06/12/2020	May School Impact Fee Remittance	21.146.00
NORTHSHORE UTILITY DIST	45074	06/12/2020	May Fuel & Fleet Maintenance	5.879.47
NXLVLUP. LLC	45075	06/12/2020	May Incubator Consulting Svcs	1.716.00
OFFICE DEPOT	45076	06/12/2020	Misc. Office Supplies	199.03
OSBORN CONSULTING INC.	45077	06/12/2020	19-C2012 NE 190th Culvert - Phase 1	27.531.20
PACIFIC TOPSOILS	45078	06/12/2020	ROW Vegetation Dumping	204.00
PAWS	45079	06/12/2020	April Animal Sheltering Svcs	788.00
PHSI PURE HEALTH SOLUTIONS INC.	45080	06/12/2020	City Hall Filtered Water System	101.09
PLASTIC SALES & SERVICE INC.	45081	06/12/2020	Sneeze Guards	8.452.15
PUGET SOUND ENERGY	45082	06/12/2020	Traffic Signals/Parks/Radar Signs/Flashers	943.75
PUGET SOUND ENERGY	45083	06/12/2020	St. Lights/Temp Lighting W. Sammamish Bridge	13.455.47
REPUBLIC SERVICES	45084	06/12/2020	May Rhododendron Park Trash Svcs	524.59
REPUBLIC SERVICES	45085	06/12/2020	May City Hall Trash Svcs	564.30
SCHINDLER ELEVATOR CORPORATION	45086	06/12/2020	City Hall Elevator Maintenance	1.890.83
SISKUN POWER EQUIPMENT	45087	06/12/2020	Tools & Supplies	633.99
STARDOM SERVICES. INC.	45088	06/12/2020	Business Incubator May Janitorial Svcs	306.95
SWOFFORD EXCAVATING	45089	06/12/2020	19-C2013 Stormwater Facility Maint/56 Loc.	25.353.90
U.S. BANK PURCHASE CARDS	45090	06/12/2020	Card Purchases 4/16-5/15/20	6.069.61

VI. A. Total Check #s 45035 through 45096 in the amount of \$255,621.95. ...

U.S. BANK PURCHASE CARDS	45091	06/12/2020	Void	-
UTILITIES UNDERGROUND LOCATION CTR	45092	06/12/2020	May Utility Locates	229.62
ZIPFLY FIBER	45093	06/12/2020	5/19-6/18 Public Works Office Phone	233.53
ZIPFLY FIBER	45094	06/12/2020	5/28-6/27 City Hall Phone Svc.	648.96
ZIPFLY FIBER	45095	06/12/2020	5/28-6/27 City Hall Phone Svc.	466.74
French Touchup LLC	45096	06/12/2020	City Hall Door Refinishing	5,940.00
DRS 457	DFT0000703-4	06/05/2020	DRS 457 Deferred Comp	1,908.91
AVIDIA HEALTH	DFT0000705	06/05/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000706-711	06/05/2020	Public Employees Retirement	32,023.92
NAVIA	DFT0000712	06/05/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000713	06/05/2020	Federal Taxes	18,021.75
PAYROLL	Electronic Deposit	06/05/2020	Direct Deposit	108,617.68
				<u>\$ 416,710.36</u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/12/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	550.00
0014	AMERICAN PLANNING ASSOCIATION	1,900.00
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	715.00
0067	CENTER FOR HUMAN SERVICES	2,500.00
0076	CITY OF BELLEVUE	101,518.12
0083	CITY OF LAKE FOREST PARK	48,111.00
0086	CITY OF SHORELINE	2,783.00
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	7,529.69
0130	EMPLOYMENT SECURITY DEPARTMENT	6,899.90
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
0169	HERRERA ENVIRONMENTAL CONSULTANTS	1,250.90
0173	HOME DEPOT CREDIT SERVICES	1,014.10
0174	HOPELINK	10,000.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	97,225.71
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	50,719.10
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	57,160.23
0261	PENDLETON CONSULTING LLC	4,200.70
0285	NORTHSHORE FIRE DEPT	2,240.00
0286	NORTHSHORE SCHOOL DISTRICT	137,449.00
0287	NORTHSHORE SENIOR CENTER	16,800.00
0288	NORTHSHORE UTILITY DIST	36,356.66
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	7,607.50
0299	EBIX, INC.	118.27
0300	OFFICE DEPOT	3,139.72
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	1,540.00
0310	PACIFIC TOPSOILS	3,576.95
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/12/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0328	PUGET SOUND ENERGY	90,375.39
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	2,457.55
0355	STAPLES ADVANTAGE	7,085.50
0357	STEWART MACNICHOLS HARMELL, INC.	25,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	37,084.25
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	3,617.76
0405	WASHINGTON STATE OFFICE CASH MGMT	880.00
0412	COLUMBIA RIDGE LANDFILL	15,571.52
0424	ICMA RETIREMENT TRUST 457 / 304745	69,599.15
0425	DRS 457	22,901.64
0426	AFLAC	1,799.96
0428	BANK OF AMERICA 941	217,278.01
0429	AWC EMPLOYEE BENEFIT TRUST	311,053.80
0431	DEPARTMENT OF RETIREMENT SYSTEMS	380,344.78
0432	DEPARTMENT OF LABOR AND INDUSTRIES	18,376.24
0434	UNITED WAY OF KING COUNTY	636.00
0436	NATIONAL LIFE OF VERMONT	615.85
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	216.00
0586	QUADIENT LEASING USA, INC.	709.50
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0617	KING COUNTY FINANCE	250.00
0641	TELESYSTEMS WEST	137.51
0685	PACE ENGINEERS, INC.	27,083.95
0690	BUILDERS EXCHANGE OF WASHINGTON INC	1,011.55
0692	HDR ENGINEERING, INC	177,813.53
0696	AMERICAN GENERAL LIFE GPO/4005	1,399.60
0699	BANNER BANK DB	1,114.51
0743	BANNER BANK NO	4,493.38
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	3,070.90
0828	PUGET SOUND BUSINESS JOURNAL	125.00
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0852	GREGORY, JOANNE	267.00
0858	A+ CONFERENCING	1,438.38
0864	COLUMBIA FORD	22,530.94
0868	JAYMARC AV	5,814.62
0869	BANNER BANK JGORDON	181.99
0892	JACOBS ENGINEERING GROUP	94,936.78
0899	SHRED IT USA LLC	252.89
0912	ALCALDE & FAY	25,379.53
0913	KENMORE ELEMENTARY	2,500.00
0981	COMCAST BUSINESS	1,847.06
0994	GORDON THOMAS HONEYWELL	19,709.02
1003	IWORQ SYSTEMS	2,800.00

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/12/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1010	TOWN CENTER HARDWARE	662.00
1045	HORIZON DISTRIBUTORS INC	2,826.35
1047	SARAH ROBERTS	46,841.59
1052	FIRE PROTECTION, INC	4,114.65
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	505.45
1116	FRONTIER	4,922.99
1123	AM TEST, INC	900.00
1140	PAWS	1,763.00
1148	AGORA REFRESHMENTS	112.64
1168	SCHINDLER ELEVATOR CORPORATION	1,890.83
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	7,500.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	3,300.00
1216	ADVANCE TESTING & SERVICE INC	1,566.00
1222	OLSON BROTHERS PRO VAC	26,469.73
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	34,996.72
1293	THE WATERSHED COMPANY	9,287.50
1297	GOVERNMENT FINANCE RESEARCH GROUP	1,995.00
1299	VERIZON WIRELESS	1,814.82
1309	BANNER BANK BAKER	6,831.54
1311	WASHINGTON STATE PATROL	1,039.49
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	3,300.00
1322	AABCO BARRICADE COMPANY INC.	1,485.00
1326	JOYCE ZIKER PARKINSON	900.00
1331	KBA INC.	290,529.47
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	20,202.24
1358	ALPHAGRAPHS	649.40
1372	AAA PRINTING	922.14
1385	CITYWORKS/ AZTECA SYSTEMS INC.	37,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,081.02
1403	OSBORN CONSULTING INC.	150,448.54
1431	BRIEN, GAYLYNN	250.00
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	131,648.89
1555	LINCOLN NATIONAL LIFE INSURANCE	6,755.13
1581	STARDOM SERVICES, INC.	3,154.61
1606	GALLATIN PUBLIC AFFAIRS	22,064.25
1629	WESTERN DISPLAY FIREWORKS, LTD.	4,750.00
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	99,822.72
1689	MOTT MACDONALD GROUP, INC.	330,993.68
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
1721	GOOD TO GO	2.75
1731	NORTHWEST ARBORICULTURE LLC	6,571.40
1738	MUNIMANAGE, LLC	5,280.00

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Vendor	Name	Volume
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	11,493.80
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	3,377.65
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	1,200.00
1884	CADMAN MATERIALS, INC.	47.50
1885	NATIONAL BARRICADE CO., LLC	1,958.00
1889	WILLIAMS, KASTNER & GIBBS PLLC	37,559.70
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.	4,345.03
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	31,183.29
1970	CROSSROAD SIGN	385.00
1980	HRA VEBE 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.	37,801.00
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.	32,475.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2063	French Touchup LLC	5,400.00
2081	SHANNON & WILSON, INC.	19,539.00
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	1,511.42
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	211,265.92
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	1,858.86
2176	CANON FINANCIAL SERVICES, INC.	1,329.20
2183	SISKUN POWER EQUIPMENT	997.55
2199	HALALILO, PAULA	40.00
2206	CHECK RIDE	3,450.00
2209	MORUP SIGNS, INC.	1,787.51
2211	PRECISION FUEL SOLUTIONS	1,237.50
2214	CAROLYN LAW	6,487.50
2215	INTERSECTION MEDIA, LLC	194.22

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/12/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2221	O'REILLY/FIRST CALL	58.27
2222	GRADE, INC.	14,044.24
2236	COMCAST	12,826.50
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	44,232.17
2259	MINUTEMAN PRESS	9,941.08
2264	SWOFFORD EXCAVATING	50,707.80
2268	IRIS WINDOW COVERINGS	8,635.00
2270	LAKESIDE INDUSTRIES	914.10
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	17,687.50
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 ASSOCIATIC	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

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/12/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
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	7,448.00
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.	923,085.48
2387	HUI, IVANA	150.00
2388	3CMA CITY-COUNTY COMMUNICATIONS & MARKETIN	400.00
2389	JET CITY CLEANING	5,632.00
2392	DEPARTMENT OF COMMERCE	6,561.97
2394	GRIESEL, LEN	3,089.10
2395	PLASTIC SALES & SERVICE INC.	8,452.15
2396	ZIPFLY FIBER	1,349.23
Vendor Set Vendor Set 01 Total:		6,505,780.33



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

06/13/2020-06/26/2020

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 45097 through 45180: \$2,748,732.48

Total Payroll/Taxes/Flexible Spending/Retirement/Health Savings Electronic Deposits Dated: 6/19/2020: \$159,588.88


City Manager / Date 2 July 2020


Finance Director / Date 6/29/20

Vendor Name	Check #	Date	Description	Amount
AFLAC	45097	06/19/2020	Employee Medical/Disability Plans	359.99
AMERICAN GENERAL LIFE GPO/400S	45098	06/19/2020	Life Insurance	279.92
AWC EMPLOYEE BENEFIT TRUST	45099	06/19/2020	Employee Health Insurance	62,628.60
AWC EMPLOYEE BENEFIT TRUST	45100	06/19/2020	Void	-
CITY OF KENMORE	45101	06/19/2020	Employee Deduction Retro Soc. Sec.	5.17
DEPARTMENT OF LABOR AND INDUSTRIES	45102	06/19/2020	City of Kenmore Worker's Comp.	3,399.70
DEPARTMENT OF LABOR AND INDUSTRIES	45103	06/19/2020	Void	-
EMPLOYMENT SECURITY DEPARTMENT	45104	06/19/2020	Paid Family & Medical Leave	1,256.92
ICMA RETIREMENT C/O ALLFIRST BANK/109964	45105	06/19/2020	City of Kenmore 401a	17,863.38
ICMA RETIREMENT TRUST 457 / 304745	45106	06/19/2020	ICMA 457 Deferred Comp	6,292.75
LINCOLN NATIONAL LIFE INSURANCE	45107	06/19/2020	Life Ins/ADD & LTD	1,352.56
NATIONAL LIFE OF VERMONT	45108	06/19/2020	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	45109	06/19/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	45110	06/19/2020	Employee Charitable Contribution	53.00
A+ CONFERENCING	45111	06/26/2020	Conference Call	3.18
ALCALDE & FAY	45112	06/26/2020	June Government Affairs Consulting Svcs	5,018.67
ALL THINGS HR, LLC	45113	06/26/2020	Telework Policies	70.00
AM TEST, INC	45114	06/26/2020	Swamp Creek Water Sampling	225.00
AMERICALL	45115	06/26/2020	After Hours Public Works Phone Service	134.16
BAKER, W. COLE	45116	06/26/2020	Driving Record Reimbursement	13.39

BANNER BANK	BAKER	45117	06/26/2020	Jurassicparliament/Zoom/Fuel/Registration	345.11
BANNER BANK	NO	45118	06/26/2020	Vcita/Wix/Growthzone/Shutterstock	306.59
BUILDERS EXCHANGE OF WASHINGTON INC		45119	06/26/2020	W. Samm. Bridge Project Online Publishing	25.00
BULGER SAFE & LOCK, INC.		45120	06/26/2020	Town Square & Parks Keys	109.00
CECCANTI, INC.		45121	06/26/2020	19-C1977 May W. Sammamish Bridge Const.	2,362,540.46
CENTER FOR HUMAN SERVICES		45122	06/26/2020	2nd Qtr 2019-1st Qtr 2020 Behavioral Hlth	6,000.00
CENTER FOR HUMAN SERVICES		45123	06/26/2020	2nd Qtr 2019-1st Qtr 2020 Family Support	15,000.00
COMCAST		45124	06/26/2020	May City Hall/Incubator/Hangar Internet	2,188.78
COMCAST		45125	06/26/2020	May City Hall Phones	369.98
COMCAST BUSINESS		45126	06/26/2020	6/14-7/13 City Hall Cable/Internet	152.22
COMCAST BUSINESS		45127	06/26/2020	6/10-7/09 Squire's Landing Internet	69.95
ELECTRONIC BUSINESS MACHINES		45128	06/26/2020	May Copy Charges/2nd Floor Copier	156.68
FISCHER, AUSTIN		45129	06/26/2020	Driving Record Reimbursement	13.39
FISHER, AKSEL		45130	06/26/2020	Driving Record Reimbursement	13.39
GOVDELIVERY, LLC		45131	06/26/2020	GOV.Delivery Subscription/Maint./Hosting	5,000.00
GRAINGER		45132	06/26/2020	Brooms & Postal Scale	172.99
GRAINGER		45133	06/26/2020	Safety Supplies/Parks & ROW Materials	189.82
HERRERA ENVIRONMENTAL CONSULTANTS		45134	06/26/2020	3/28-5/1 20-C2153 Aquatic Weeds Prof. Svcs	1,686.23
HERRERA ENVIRONMENTAL CONSULTANTS		45135	06/26/2020	5/2-5/29 20-C2153 Aquatic Weeds Prof. Svcs	342.66
HOME DEPOT CREDIT SERVICES		45136	06/26/2020	Small Tools & Materials	259.68
HONEY BUCKET		45137	06/26/2020	6/1-6/28 PW Yard Rental	156.75
HORIZON DISTRIBUTORS INC		45138	06/26/2020	ROW/Parks Materials & Facility Maint. Supplies	351.13
HORIZON DISTRIBUTORS INC		45139	06/26/2020	ROW Irrigation Materials	42.89
HYDROPOINT DATA SYSTEMS, INC.		45140	06/26/2020	Irrigation Controller Svc. 1 Year Renewal	1,077.00
JENNIFER DIXON		45141	06/26/2020	Apr.-June Art for Waterfront Access Projects	6,500.00
KBA INC.		45142	06/26/2020	18-C1846 W. Sammamish Bridge Proj. Mgmt	115,501.15
KENMORE COMMERCIAL LLC		45143	06/26/2020	July Incubator Bldg. Lease Payment	3,367.04
KING COUNTY FINANCE		45144	06/26/2020	Qtr 1 Liquor Profits/Excise Tax for Mental Health	1,655.29
KING COUNTY RADIO COMM SERVICES		45145	06/26/2020	4/30-7/31/20 Emergency Radio Communications	300.30
MARINE FLOATS CORPORATION		45146	06/26/2020	Installation of Logboom Pk Seasonal Floats	3,169.29
MODUS TECHNOLOGY, INC.		45147	06/26/2020	Records Archiving Services	721.22
MOTT MACDONALD GROUP, INC.		45148	06/26/2020	17-C1656 Apr. Logboom Waterfront Design/Permits	28,377.09
MOTT MACDONALD GROUP, INC.		45149	06/26/2020	17-C1656 May Logboom Waterfront Design/Permitting	31,595.23
MSR GLASS HOUSE, LLC		45150	06/26/2020	Refund Deposit PRJ16-0049/ENG18-0376	2,000.00
MSR GLASS HOUSE, LLC		45151	06/26/2020	Refund Deposit PRJ16-0049/ENG18-0376	7,500.00
NORTHSHORE UTILITY DIST		45152	06/26/2020	3/31-5/31 Water/Sewer/Irrigation Bills	4,288.03

VI. B. Total Check #s 45097 through 45180 in the amount of \$2,748,732.48...

OFFICE DEPOT	45153	06/26/2020	Supplies for Working & Home	80.03
OFFICE DEPOT	45154	06/26/2020	Office Supplies for Working From Home	66.98
OFFICE DEPOT	45155	06/26/2020	Misc. Office Supplies	34.51
PAWS	45156	06/26/2020	May Animal Sheltering Svcs	197.00
PIXEYES GRAPHICS & DESIGN	45157	06/26/2020	Newsletter Design	960.00
PUGET SOUND ENERGY	45158	06/26/2020	May Street Lights	9,241.40
PUGET SOUND ENERGY	45159	06/26/2020	May City Hall Electricity	1,818.06
QUALITY BUSINESS SYSTEMS / WELLS FARGO	45160	06/26/2020	6/5-7/4 1st Floor Copier Lease	675.53
REID, JAMES FALCONER	45161	06/26/2020	Apr. Financial Sustainability Task Force Svcs.	1,575.00
REPUBLIC SERVICES	45162	06/26/2020	May Hangar Bldg. Trash Svcs.	597.89
SCORE	45163	06/26/2020	May Inmate Housing/Medical	5,938.00
SEATTLE TIMES	45164	06/26/2020	Legal Notice Appl. for Insight Engineering Co.	293.78
SEATTLE TIMES	45165	06/26/2020	Proj. P27 Public Notice/Squire's Landing	389.06
SHIXIONG HU	45166	06/26/2020	Deposit Refund PRJ2017-057/ENG18-0820	7,500.00
SHRED IT USA LLC	45167	06/26/2020	Shredding Services	80.20
SIGN UP, SIGN CO, INC	45168	06/26/2020	Construction Sign for Rhody Park Boathouse	412.50
SISKUN POWER EQUIPMENT	45169	06/26/2020	Tools/Equipment for Parks & Streets	224.96
SOUND SAFETY PRODUCTS CO.	45170	06/26/2020	Boots for PW Employee/ P. Halalilo	313.24
SOUND SAFETY PRODUCTS CO.	45171	06/26/2020	Boots for PW Employee/ A. Arnett	282.58
STAPLES ADVANTAGE	45172	06/26/2020	ROW/Parks Materials & Maint. Supplies	917.09
STEWART MACNICHOLS HARMELL, INC.	45173	06/26/2020	May Public Defense Services	5,000.00
TOTAL LANDSCAPE CORP	45174	06/26/2020	June City Hall & Parks' Landscaping	5,025.45
TOTAL LANDSCAPE CORP	45175	06/26/2020	NS Summit/Squire's & Moorlands Landscaping	4,510.00
TOWN CENTER HARDWARE	45176	06/26/2020	Public Works Supplies/Materials	114.73
TRUGREEN	45177	06/26/2020	Moorlands Field Lawn Service	302.50
VERIZON WIRELESS	45178	06/26/2020	4/27-5/26 Cell Phones	364.07
WA STATE DEPT OF TRANSPORTATION	45179	06/26/2020	May 68th/175th & 68th/181st Traffic Signal Maint.	77.09
HERRERA ENVIRONMENTAL CONSULTANTS	45180	06/26/2020	5/2-5/29 20-C2153 Aquatic Weeds Prof. Svcs	841.93
DRS 457	DFT0000715-16	06/19/2020	DRS 457 Deferred Comp	1,908.91
AVIDIA HEALTH	DFT0000717	06/19/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000718-723	06/19/2020	Public Employees Retirement	31,821.54
NAVIA	DFT0000724	06/19/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000725	06/19/2020	Federal Taxes	18,123.92
PAYROLL	Electronic Deposit	6/19/2020	Direct Deposit	107,218.36
				<u>\$ 2,908,321.36</u>

VI. B. Total Check #s 45097 through 45180 in the amount of \$2,748,732.48...



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/26/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	550.00
0014	AMERICAN PLANNING ASSOCIATION	1,900.00
0022	ASSOCIATION OF WA CITIES	90.00
0024	BAKER, DAVID	4,051.53
0037	BASTYR UNIVERSITY	351.45
0054	BULGER SAFE & LOCK, INC.	282.41
0064	CASCADE PEST CONTROL	715.00
0067	CENTER FOR HUMAN SERVICES	23,500.00
0076	CITY OF BELLEVUE	101,518.12
0081	CITY OF KENMORE	5.17
0083	CITY OF LAKE FOREST PARK	48,111.00
0086	CITY OF SHORELINE	2,783.00
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	8,127.58
0130	EMPLOYMENT SECURITY DEPARTMENT	8,156.82
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
0169	HERRERA ENVIRONMENTAL CONSULTANTS	3,279.79
0173	HOME DEPOT CREDIT SERVICES	1,273.78
0174	HOPELINK	10,000.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	97,225.71
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	3,208.10
0219	KING COUNTY FINANCE	50,719.10
0224	SOUND PUBLISHING, INC.	395.00
0230	KING COUNTY RADIO COMM SERVICES	600.60
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	57,160.23
0261	PENDLETON CONSULTING LLC	4,200.70
0285	NORTHSHORE FIRE DEPT	2,240.00
0286	NORTHSHORE SCHOOL DISTRICT	137,449.00
0287	NORTHSHORE SENIOR CENTER	16,800.00
0288	NORTHSHORE UTILITY DIST	40,644.69
0290	NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
0292	HONEY BUCKET	7,764.25
0299	EBIX, INC.	118.27
0300	OFFICE DEPOT	3,321.24
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	1,540.00
0310	PACIFIC TOPSOILS	3,576.95
0314	PETTY CASH CUSTODIAN	400.31

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/26/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	101,434.85
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0345	SEATTLE TIMES	3,140.39
0350	SIGN UP, SIGN CO, INC	412.50
0355	STAPLES ADVANTAGE	8,002.59
0357	STEWART MACNICHOLS HARMELL, INC.	30,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	46,619.70
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	3,694.85
0405	WASHINGTON STATE OFFICE CASH MGMT	880.00
0412	COLUMBIA RIDGE LANDFILL	15,571.52
0424	ICMA RETIREMENT TRUST 457 / 304745	75,891.90
0425	DRS 457	24,810.55
0426	AFLAC	2,159.95
0428	BANK OF AMERICA 941	235,401.93
0429	AWC EMPLOYEE BENEFIT TRUST	373,682.40
0431	DEPARTMENT OF RETIREMENT SYSTEMS	412,166.32
0432	DEPARTMENT OF LABOR AND INDUSTRIES	21,775.94
0434	UNITED WAY OF KING COUNTY	689.00
0436	NATIONAL LIFE OF VERMONT	739.02
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	216.00
0586	QUADIENT LEASING USA, INC.	709.50
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0617	KING COUNTY FINANCE	250.00
0641	TELESYSTEMS WEST	137.51
0685	PACE ENGINEERS, INC.	27,083.95
0690	BUILDERS EXCHANGE OF WASHINGTON INC	1,036.55
0692	HDR ENGINEERING, INC	177,813.53
0696	AMERICAN GENERAL LIFE GPO/4005	1,679.52
0699	BANNER BANK DB	1,114.51
0743	BANNER BANK NO	4,799.97
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	3,433.71
0828	PUGET SOUND BUSINESS JOURNAL	125.00
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVER MARK, LLC	310.20
0852	GREGORY, JOANNE	267.00
0858	A+ CONFERENCING	1,441.56
0864	COLUMBIA FORD	22,530.94
0868	JAYMARC AV	5,814.62
0869	BANNER BANK JGORDON	181.99
0892	JACOBS ENGINEERING GROUP	94,936.78
0899	SHRED IT USA LLC	333.09
0912	ALCALDE & FAY	25,379.53
0913	KENMORE ELEMENTARY	2,500.00
0981	COMCAST BUSINESS	2,069.23

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/26/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0994	GORDON THOMAS HONEYWELL	19,709.02
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	776.73
1045	HORIZON DISTRIBUTORS INC	3,220.37
1047	SARAH ROBERTS	46,841.59
1052	FIRE PROTECTION, INC	4,114.65
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	505.45
1116	FRONTIER	4,922.99
1123	AM TEST, INC	1,125.00
1140	PAWS	1,960.00
1148	AGORA REFRESHMENTS	112.64
1168	SCHINDLER ELEVATOR CORPORATION	1,890.83
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	7,500.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	3,575.00
1216	ADVANCE TESTING & SERVICE INC	1,566.00
1222	OLSON BROTHERS PRO VAC	26,469.73
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	34,996.72
1293	THE WATERSHED COMPANY	9,287.50
1297	GOVERNMENT FINANCE RESEARCH GROUP	1,995.00
1299	VERIZON WIRELESS	2,178.89
1309	BANNER BANK BAKER	7,176.65
1311	WASHINGTON STATE PATROL	1,039.49
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	3,300.00
1322	AABCO BARRICADE COMPANY INC.	1,485.00
1326	JOYCE ZIKER PARKINSON	900.00
1331	KBA INC.	406,030.62
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	20,202.24
1358	ALPHAGRAPHS	649.40
1372	AAA PRINTING	922.14
1385	CITYWORKS/ AZTECA SYSTEMS INC.	37,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,081.02
1403	OSBORN CONSULTING INC.	150,448.54
1431	BRIEN, GAYLYNN	250.00
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
1500	MARINE FLOATS CORPORATION	3,169.29
1504	SCORE	137,586.89
1555	LINCOLN NATIONAL LIFE INSURANCE	8,107.69
1581	STARDOM SERVICES, INC.	3,154.61
1606	GALLATIN PUBLIC AFFAIRS	22,064.25
1629	WESTERN DISPLAY FIREWORKS, LTD.	4,750.00
1657	STEWART TITLE COMPANY	258,326.30
1673	KPFF CONSULTING ENGINEERS	99,822.72
1689	MOTT MACDONALD GROUP, INC.	390,966.00
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

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/26/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1721	GOOD TO GO	2.75
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	9,292.50
1774	OWEN EQUIPMENT COMPANY	1,112.43
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	11,909.95
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	4,053.18
1829	SHI INTERNATIONAL CORP.	882.79
1838	AVIDIA HEALTH	1,300.00
1884	CADMAN MATERIALS, INC.	47.50
1885	NATIONAL BARRICADE CO., LLC	1,958.00
1889	WILLIAMS, KASTNER & GIBBS PLLC	37,559.70
1892	HEARTH MUSIC	2,050.00
1901	NORTH COAST ELECTRIC COMPANY	1,837.55
1908	VAUGHAN, KENT	400.00
1914	MCMANARA SIGNS	1,420.29
1927	GAMETIME	981.73
1930	T MOBILE USA, INC.	4,345.03
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	31,183.29
1970	CROSSROAD SIGN	385.00
1978	GOVDELIVERY, LLC	5,000.00
1980	HRA VEBB 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.	37,801.00
2007	HYDROPOINT DATA SYSTEMS, INC.	1,077.00
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.	32,475.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2063	French Touchup LLC	5,400.00
2081	SHANNON & WILSON, INC.	19,539.00
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	1,511.42
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	229,129.30
2143	ERIK D PLUMBER LLC	165.00
2144	MODUS TECHNOLOGY, INC.	721.22
2147	SOD SPOT LLC	5,400.00
2156	ASSOCIATED PETROLEUM PRODUCTS INC.	1,536.49
2157	SOUND SAFETY PRODUCTS CO.	1,182.09
2161	BENNETT GOLD, TOBIN	4,035.47
2167	APWA/WA CHAPTER	1,500.00
2175	ELECTRONIC BUSINESS MACHINES	2,015.54
2176	CANON FINANCIAL SERVICES, INC.	1,329.20
2183	SISKUN POWER EQUIPMENT	1,222.51

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/26/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2199	HALALILLO, PAULA	40.00
2206	CHECK RIDE	3,450.00
2209	MORUP SIGNS, INC.	1,787.51
2211	PRECISION FUEL SOLUTIONS	1,237.50
2214	CAROLYN LAW	6,487.50
2215	INTERSECTION MEDIA, LLC	194.22
2221	O'REILLY/FIRST CALL	58.27
2222	GRADE, INC.	14,044.24
2236	COMCAST	15,385.26
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	605.00
2253	CHANCERY CIVIC LLC	11,208.60
2254	U.S. BANK PURCHASE CARDS	44,232.17
2259	MINUTEMAN PRESS	9,941.08
2264	SWOFFORD EXCAVATING	50,707.80
2268	IRIS WINDOW COVERINGS	8,635.00
2270	LAKESIDE INDUSTRIES	914.10
2283	VSS INTERNATIONAL INC.	72,923.00
2285	QUALITY WATER FINANCIAL	659.50
2295	ALL THINGS HR, LLC	245.00
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	PIXELEYES GRAPHICS & DESIGN	1,740.00
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	17,687.50
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

Vendor Purchasing Report

For Date Range 01/01/2020 - 06/26/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
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	7,448.00
2379	JENNIFER DIXON	15,000.00
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.	3,285,625.94
2387	HUI, IVANA	150.00
2388	3CMA CITY-COUNTY COMMUNICATIONS & MARKETIN	400.00
2389	JET CITY CLEANING	5,632.00
2392	DEPARTMENT OF COMMERCE	6,561.97
2394	GRIESEL, LEN	3,089.10
2395	PLASTIC SALES & SERVICE INC.	8,452.15
2396	ZIPFLY FIBER	1,349.23
2400	MSR GLASS HOUSE, LLC	9,500.00
2401	SHIXIONG HU	7,500.00
2403	AMERICALL	134.16
2404	BAKER, W. COLE	13.39
2406	FISCHER, AUSTIN	13.39
2408	FISHER, AKSEL	13.39
Vendor Set Vendor Set 01 Total:		9,297,655.69

Subject/Topic May 2020 Financial Report Proposed Council Action/Motion: Receive and File May 2020 Financial Report for the City of Kenmore, Washington	For Council Meeting Agenda: July 13, 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 6/30/20</td></tr><tr><td>Approved by City Attorney:</td><td></td></tr><tr><td>Approved by Finance Director:</td><td>jmg 6/30/20</td></tr><tr><td>Approved by City Manager:</td><td>NKO for R.K. 2-July-2020</td></tr></table> Exhibits/Attachments: May 2020 Financial Report for the City of Kenmore, Washington.		<u>Initial & Date</u>	Approved by Department Head:	jmg 6/30/20	Approved by City Attorney:		Approved by Finance Director:	jmg 6/30/20	Approved by City Manager:	NKO for R.K. 2-July-2020
	<u>Initial & Date</u>										
Approved by Department Head:	jmg 6/30/20										
Approved by City Attorney:											
Approved by Finance Director:	jmg 6/30/20										
Approved by City Manager:	NKO for R.K. 2-July-2020										
<u>INFORMATION/BACKGROUND:</u> The May 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. Due to expected negative economic impacts of the COVID19 pandemic, the expenditure budget was reduced by \$1.1M and the budget reductions are incorporated into this report.											
<u>FISCAL CONSIDERATION:</u> May is the 17th month of the 2019-2020, 24-month biennium and is the second month that was fully affected by the Governor’s Stay Home Stay Healthy order in March. As of May, revenues exceeded expenditures in the General Fund by \$649,345, even with \$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 May, General Fund revenues were \$842,688 and expenditures were \$700,471. Sales tax has a two-month lag therefore revenues received in May were from sales in March which were down 19% compared to March 2019. The Dow Jones index rose to 25,373 on May 29 from 24,374 at the end of April. Unemployment dropped slightly to 13.3%.											
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> <u>Kenmore Budget Policy 9a:</u> A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date. <u>Kenmore Budget Policy 9b:</u> All budget amendments, both revenues and expenditures, will be noted in the monthly report. <u>Priority Based Budgeting Result:</u> Governance: Supports decision-making with timely and accurate short-term and long-range analysis that enhances vision and planning.											



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: June 23, 2020
RE: May 2020 Financial Reports for the City of Kenmore, Washington

May 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

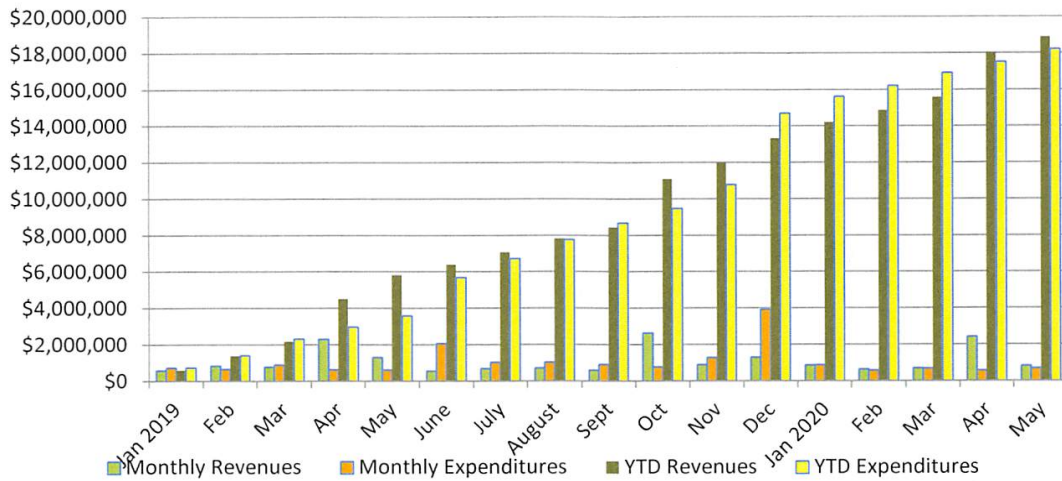
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

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, May is the seventeenth month (71%) of the 2019-2020 biennial budget period. For the month of May, revenues exceeded expenditures in the General Fund by \$142,217. Biennium to date, revenues exceed expenditures by \$649,345.

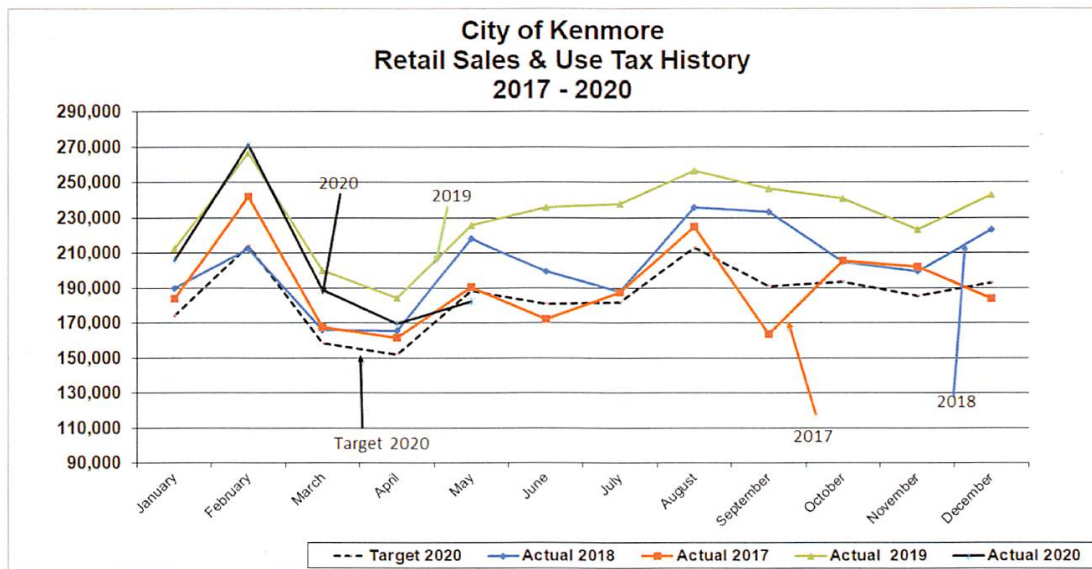
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through May 2020.

City of Kenmore, Washington
Monthly Financial Report
May 2020



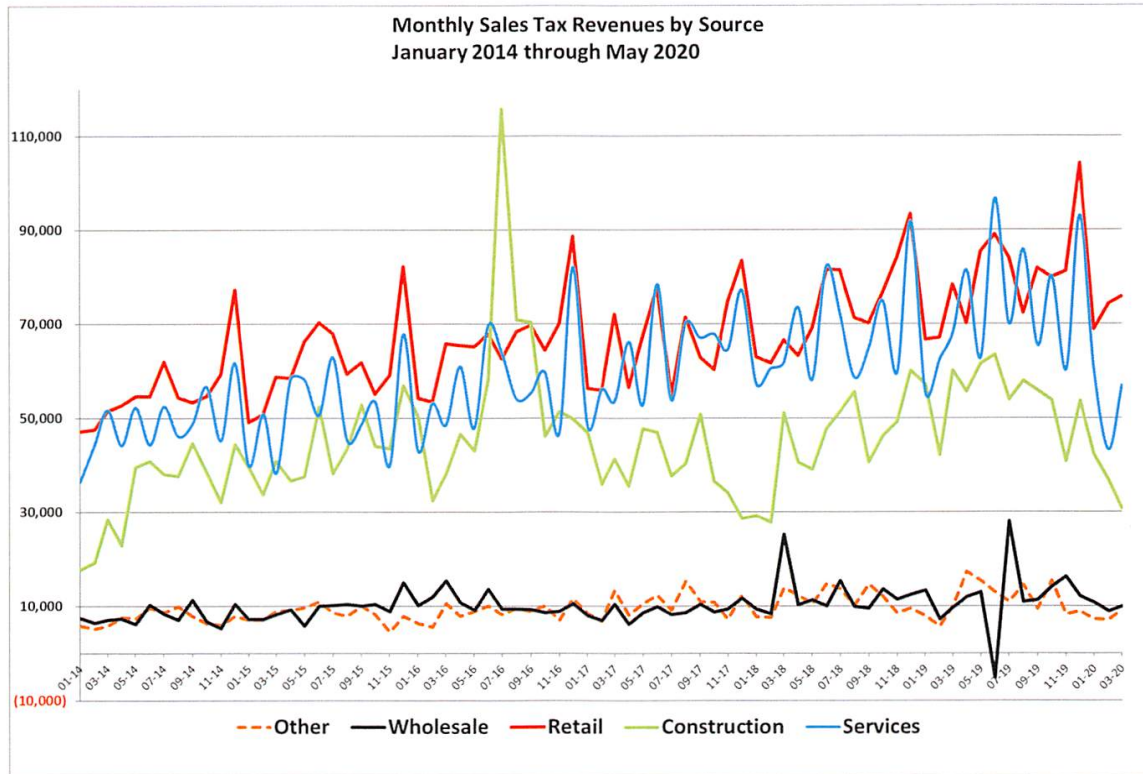
Total **revenues** for the month were **\$842,688**. Biennium to date revenues are \$18,881,949 which is 71% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$360,060, development fees & permits in the amount of \$74,862, retail sales and use taxes in the amount of \$182,215, and utility taxes in the amount of \$108,069.

A summary of sales tax revenues received in May is attached. These receipts are based on **March** 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 \$70,758 below 2019 and ahead of the 2020 target by \$131,330.



City of Kenmore, Washington
 Monthly Financial Report
 May 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 May 2020.



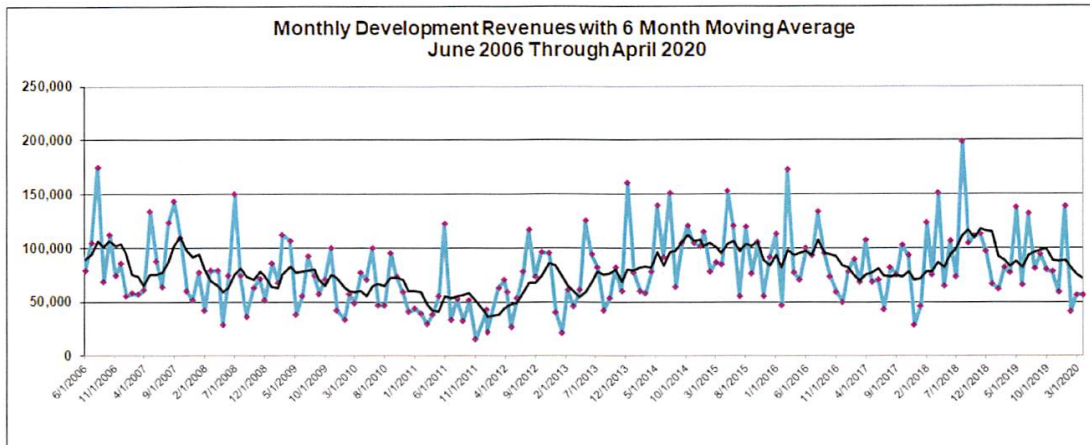
In May, the top 410 sales tax remitters, accounting for 86% or \$157,282 of total remittances, were reviewed for internet sales activity.

Of the \$157,282 of sale tax remitted by these companies in May, \$39,715 (22% 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 May	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$59,397	\$24,144	41%
Information	7,740	1,953	26%
Services	42,313	12,254	29%
Wholesale	7,518	1,364	19%
		\$39,715	

City of Kenmore, Washington
 Monthly Financial Report
 May 2020

The following chart illustrates the development revenue activity over the last 14 years.



May 2020 expenditures were **\$711,471**. Biennium to date expenditures are \$18,232,604, which is 65% of the amended biennial budget expenditures of \$27,857,781.

Total City cash (\$24,028,611) and long-term investments (\$5,510,927), at the end of May, totaled \$29,539,538. Proposition 1 levy funds 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 \$720,288 and total non-General Fund expenditures were \$1,604,494.

In the **Street Fund** revenue from gas tax distributions were \$21,842. This revenue is from gas sales in April and is 41% lower than March. \$43,785 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$51,359 on pedestrian safety projects.

The **Sammamish Bridge Replacement Fund** had \$1,194,398 in expenditures during the month.

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

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

The **Real Estate Excise Tax** Fund received \$85,257 of real estate excise taxes (REET) in May from sales activity that occurred in April. 24 transactions were reported during the

City of Kenmore, Washington
Monthly Financial Report
May 2020

month. The 2020 year to date revenue is higher than the 2019 revenue by \$157,734 and \$28,455 higher than the 2020 target.

The **Park Capital** fund had \$58,105 in Park improvement expenditures during the current month.

The **Walkways & Waterways Debt Service** Fund collected \$36,403 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,510,216.

The **Transportation Benefit District** Fund received \$28,294 in vehicle license fees during the month.

SUMMARY

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



	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH May 2020	BIENNIUM TO DATE 2019-2020	% of BUDGET	BIENNIUM BUDGET 2019-2020	MONTH May 2018	BIENNIUM TO DATE 2017-2018	% of BUDGET	BIENNIUM BUDGET 2017-2018
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368		3,138,914		3,131,687
Property Taxes	360,060	7,545,693	73.8%	10,224,205	484,065	7,182,523	75.7%	9,491,704
Sales and Use Taxes	227,655	4,789,674	77.1%	6,212,000	276,274	4,125,405	69.8%	5,906,291
Utility Taxes	108,069	1,488,191	60.3%	2,466,355	26,303	1,757,374	64.7%	2,717,485
Other Taxes	5,842	172,104	94.6%	181,868	14,252	125,069	57.3%	218,113
Development Fees & Permits	74,862	1,382,812	74.6%	1,854,042	64,448	1,367,787	66.7%	2,050,518
Franchise Fees	3,887	1,304,237	71.2%	1,831,835	118,332	1,306,033	74.9%	1,743,476
Intergovernmental and Grants	16,060	817,203	77.3%	1,057,677	0	629,627	74.8%	841,615
Investment Interest	16,927	160,253	168.2%	95,300	40,133	171,898	330.6%	52,000
Fines and Forfeitures	0	4,173	n/a	0	-540	13,900	0.0%	0
Transfers and Other Revenues	29,325	1,217,609	47.7%	2,554,590	79,452	695,720	43.5%	1,600,972
Total Revenues	842,688	18,881,949	71.3%	26,477,872	1,102,719	17,375,336	70.6%	24,622,174

Total Revenues & Beginning Fund Balance		23,816,318		31,412,240		20,514,250		27,753,861
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	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH May 2020	BIENNIUM TO DATE 2019-2020	% of BUDGET	BIENNIUM BUDGET 2019-2020	MONTH May	BIENNIUM TO DATE 2017-2018	% of BUDGET	BIENNIUM BUDGET 2017-2018
EXPENDITURES								
Cost Center								
City Council	9,159	259,920	77.3%	336,208	7,997	255,093	77.4%	329,426
City Manager	179,543	2,393,013	75.5%	3,170,520	167,164	2,232,051	67.1%	3,328,297
City Clerk	43,259	514,681	56.0%	919,466	11,840	373,374	87.8%	425,368
Finance	50,764	1,438,634	74.7%	1,925,756	40,824	1,370,652	81.9%	1,672,775
Legal	24,929	440,916	67.3%	654,782	29,349	354,313	70.9%	500,000
Interfund Transfers	0	2,606,529	80.8%	3,226,484	0	650,220	46.3%	1,403,228
Public Safety	45,352	4,531,349	50.5%	8,967,044	51,974	4,269,134	48.5%	8,806,304
Engineering & Environmental Services	43,683	910,748	58.5%	1,555,790	49,022	875,015	61.8%	1,415,011
Community Development	53,802	1,095,708	69.3%	1,580,826	50,328	887,496	51.7%	1,715,510
Developmental Services	132,118	1,795,904	79.0%	2,273,299	80,019	1,672,844	78.5%	2,131,288
Parks & Facility Maintenance	117,862	2,245,201	69.1%	3,247,606	58,771	1,362,490	47.7%	2,854,489
Total Expenditures	700,471	18,232,604	65.4%	27,857,781	547,288	14,302,681	58.2%	24,581,696

Ending Fund Balance	142,217	5,583,713	0	3,554,459		6,211,569		3,172,165
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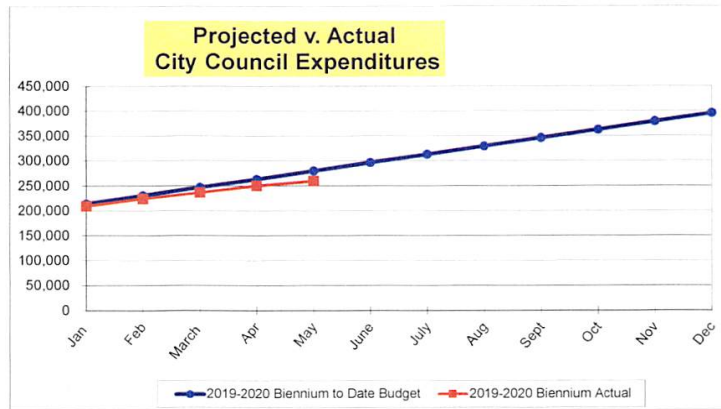
Total Expenditures and Ending Fund Balance		23,816,318		31,412,240		20,514,250		27,753,861
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*Non-Departmental expenditures have been moved to other General Fund Cost Centers

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

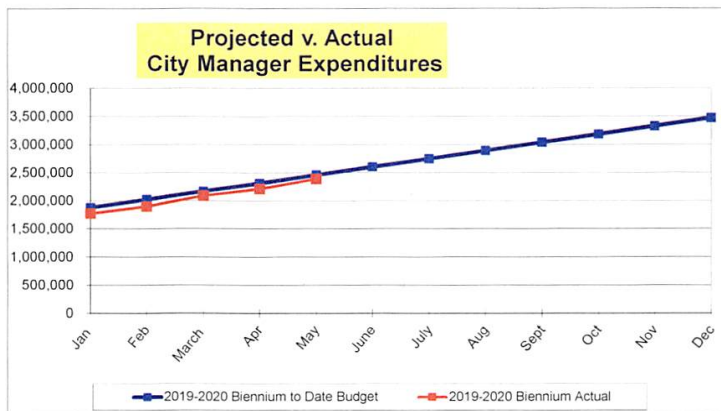
CITY COUNCIL

	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	250,761
May	280,433	259,920
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		93%



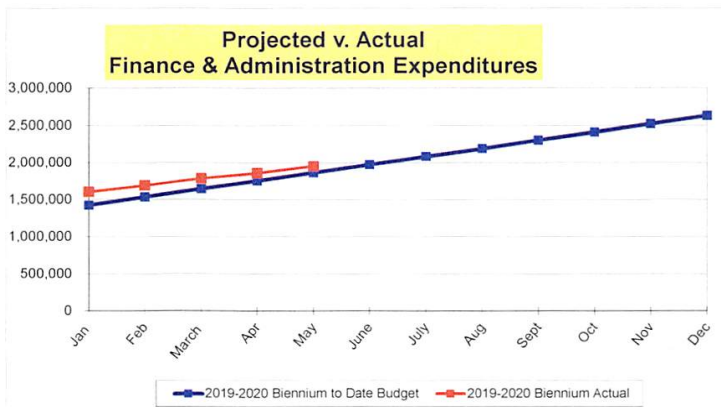
CITY MANAGER

	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	2,213,470
May	2,463,358	2,393,013
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		97%



FINANCE & ADMINISTRATION

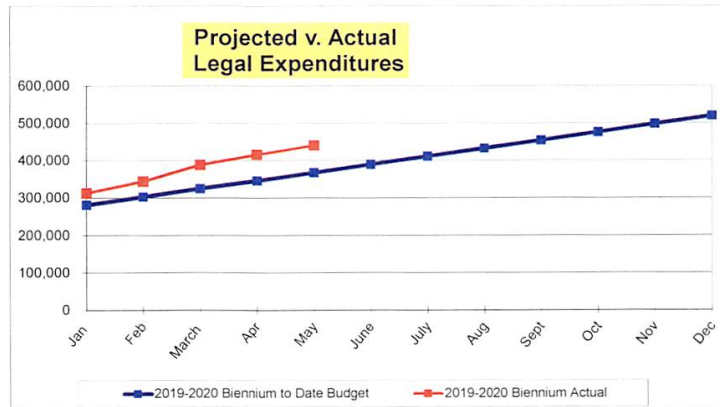
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,316,827	1,248,548
Jan	1,426,563	1,603,856
Feb	1,536,298	1,691,479
March	1,646,034	1,785,191
Apr	1,755,769	1,859,291
May	1,865,505	1,953,314
June	1,975,241	
July	2,084,976	
Aug	2,194,712	
Sept	2,304,447	
Oct	2,414,183	
Nov	2,523,918	
Dec	2,633,654	
2019-20	2,708,853	
Year To Date		
Actual v. Projected		105%



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

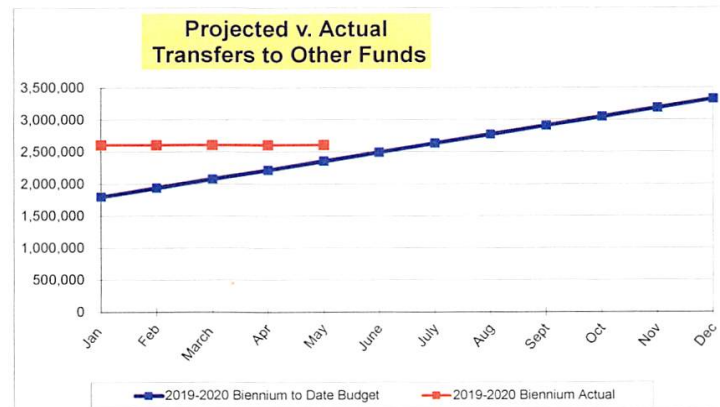
LEGAL

	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	415,988
May	368,333	440,916
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		120%



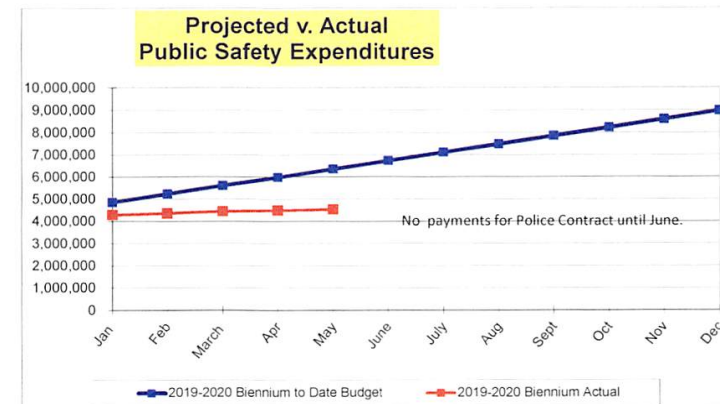
TRANSFERS TO OTHER FUNDS

	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	2,606,529
May	2,357,187	2,606,529
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		111%



PUBLIC SAFETY

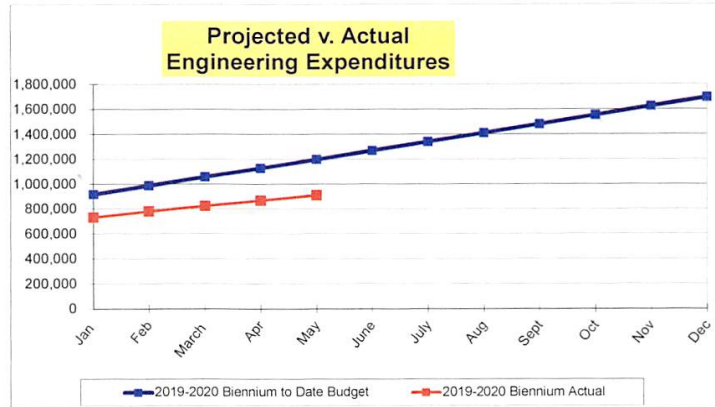
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	4,492,575	4,282,065
Jan	4,866,956	4,291,016
Feb	5,241,338	4,362,349
March	5,615,719	4,448,594
Apr	5,990,100	4,485,997
May	6,364,481	4,531,349
June	6,738,863	
July	7,113,244	
Aug	7,487,625	
Sept	7,862,006	
Oct	8,236,388	
Nov	8,610,769	
Dec	8,985,150	
2019-20	9,133,991	
Year To Date		
Actual v. Projected		71%



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

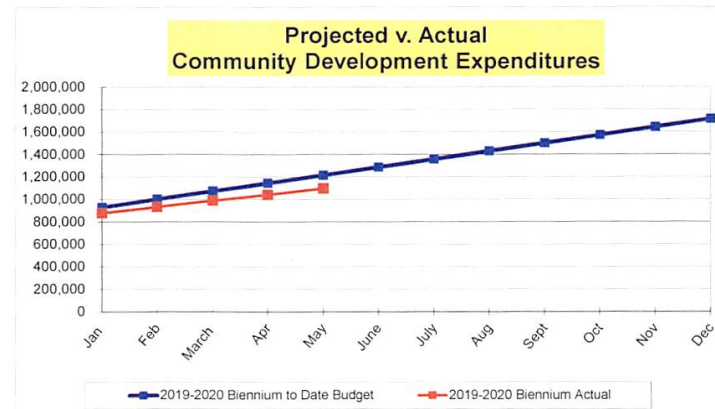
ENGINEERING

	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	867,066
May	1,200,887	910,748
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		76%



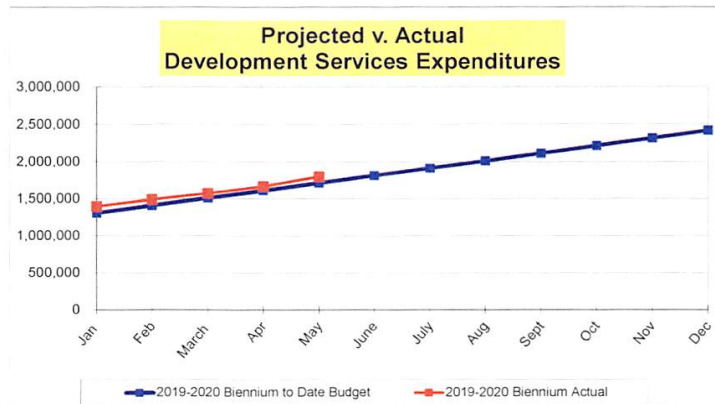
COMMUNITY DEVELOPMENT

	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	1,041,906
May	1,216,364	1,095,708
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		90%



DEVELOPMENT SERVICES

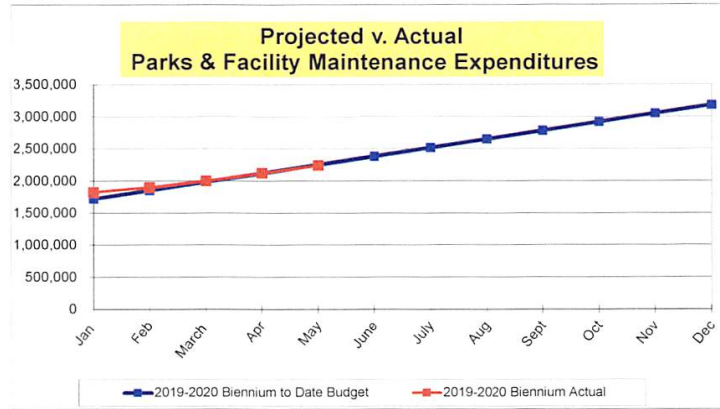
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,208,200	1,227,207
Jan	1,308,883	1,396,571
Feb	1,409,567	1,491,445
March	1,510,250	1,571,648
Apr	1,610,933	1,663,786
May	1,711,617	1,795,904
June	1,812,300	
July	1,912,983	
Aug	2,013,667	
Sept	2,114,350	
Oct	2,215,033	
Nov	2,315,717	
Dec	2,416,400	
2019-20	2,461,502	
Year To Date		
Actual v. Projected		105%



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

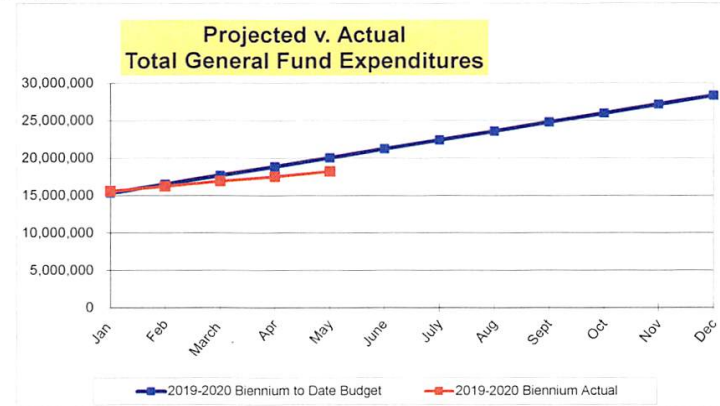
PARKS & FACILITY MAINTENANCE

	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	2,127,339
May	2,255,872	2,245,201
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		100%



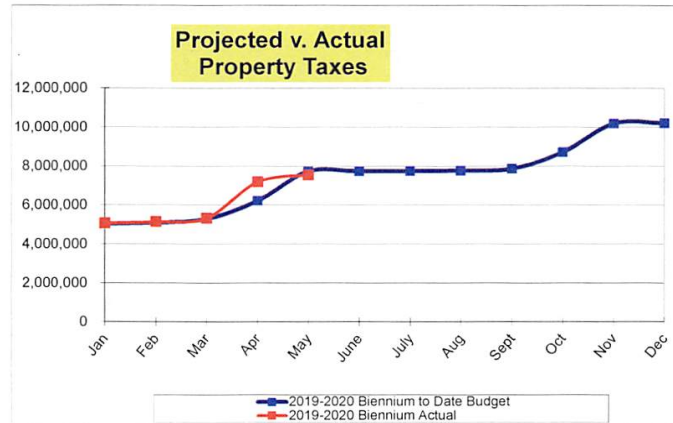
TOTAL GENERAL FUND EXPENDITURES

	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	17,532,133
May	20,084,038	18,232,604
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		91%



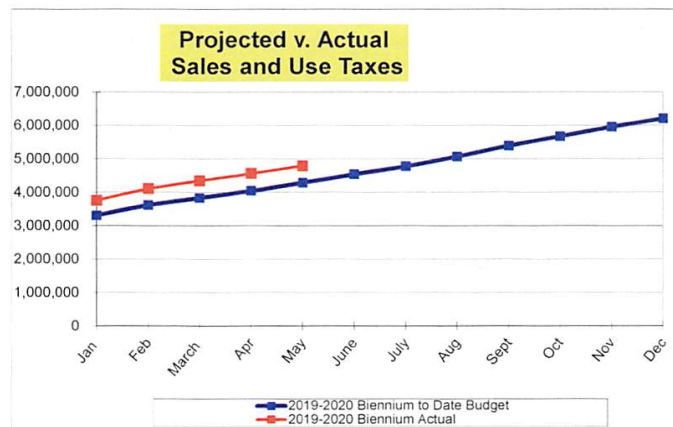
City of Kenmore, Washington
General Fund Revenue Graphs
May 31, 2020
PROPERTY TAXES

	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	7,185,633
May	7,737,751	7,545,693
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		98%



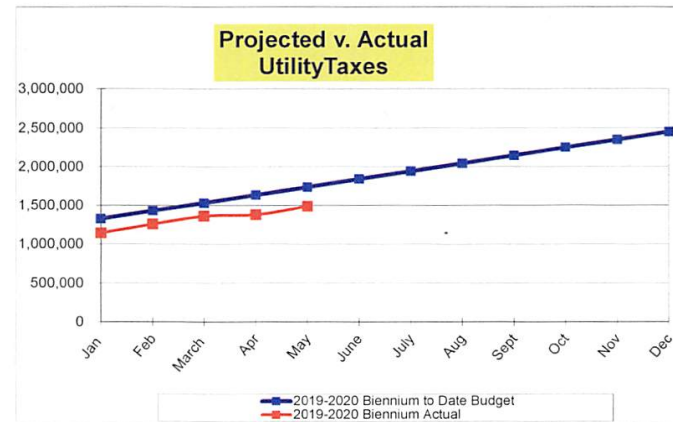
SALES, USE, CRIM JUSTICE TAXES

	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	4,562,020
May	4,291,368	4,789,674
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		112%



UTILITY TAXES

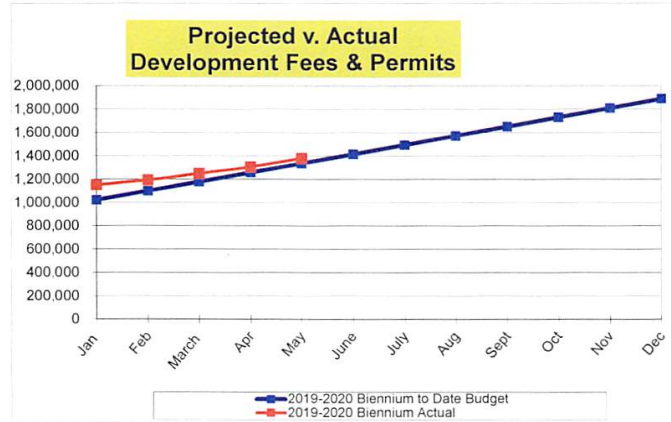
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,227,000	1,029,975
Jan	1,329,250	1,143,328
Feb	1,431,500	1,257,030
March	1,533,750	1,360,425
Apr	1,636,000	1,380,122
May	1,738,250	1,488,191
June	1,840,500	
July	1,942,750	
Aug	2,045,000	
Sept	2,147,250	
Oct	2,249,500	
Nov	2,351,750	
Dec	2,454,000	
2019-20	2,466,355	
Year To Date		
Actual v. Projected		86%



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

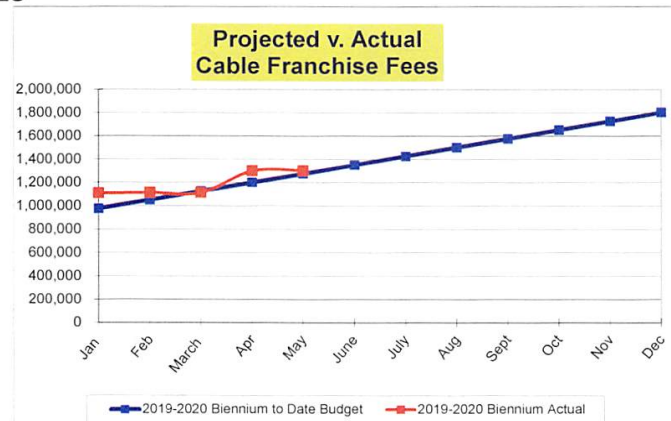
DEVELOPMENT FEES & PERMITS

	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	1,195,109
March	1,181,970	1,251,405
Apr	1,260,768	1,307,950
May	1,339,566	1,382,812
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		103%



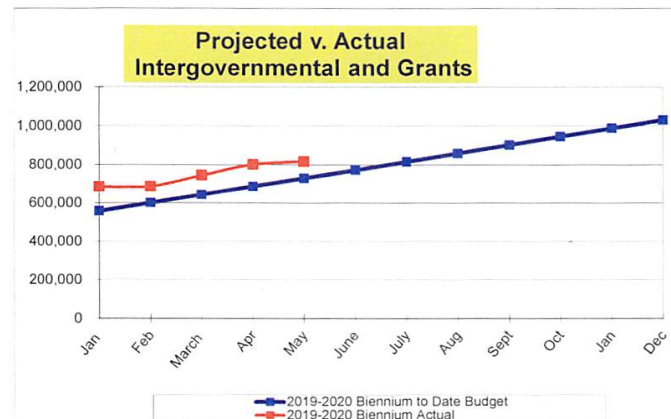
CABLE/WATER/SEWER FRANCHISE FEES

	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	1,300,350
May	1,278,375	1,304,237
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		102%



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	801,143
May	730,506	817,203
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		112%



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

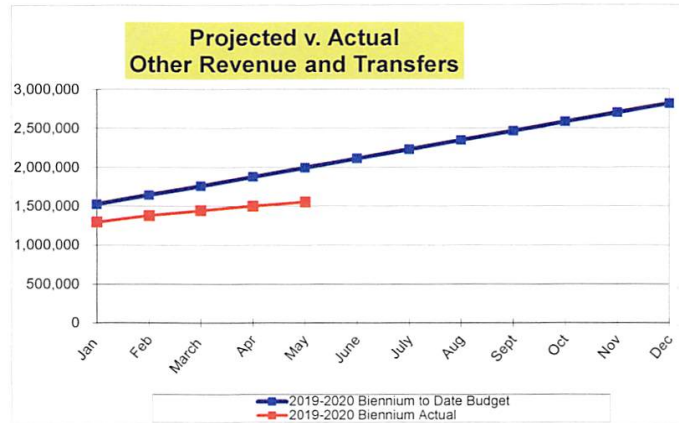
OTHER REVENUES AND TRANSFERS

	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	1,502,044
May	1,998,129	1,554,138
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

78%



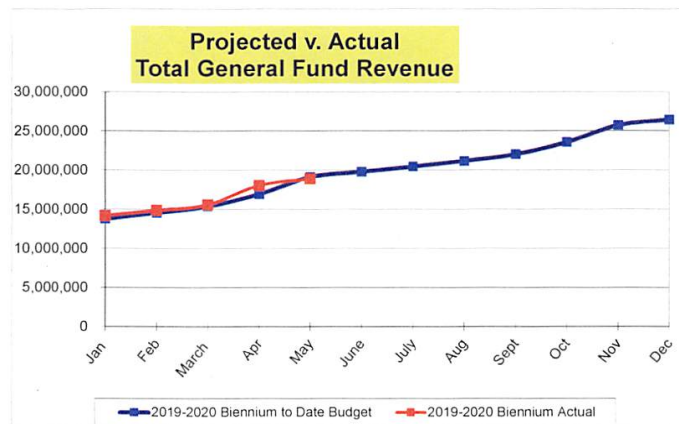
TOTAL GENERAL FUND REVENUE

	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	18,039,262
May	19,113,945	18,881,949
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

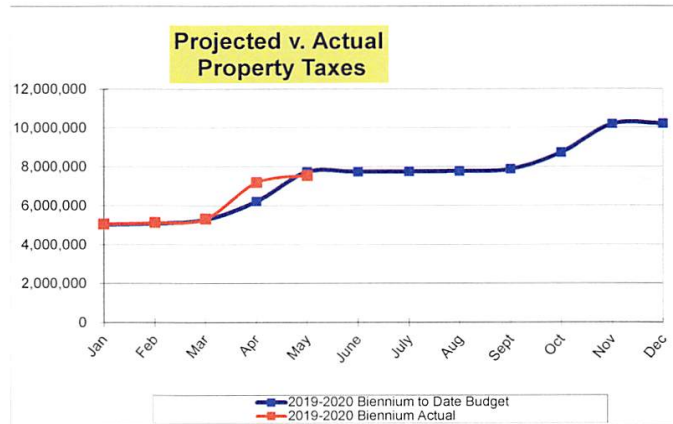
Actual v. Projected

99%



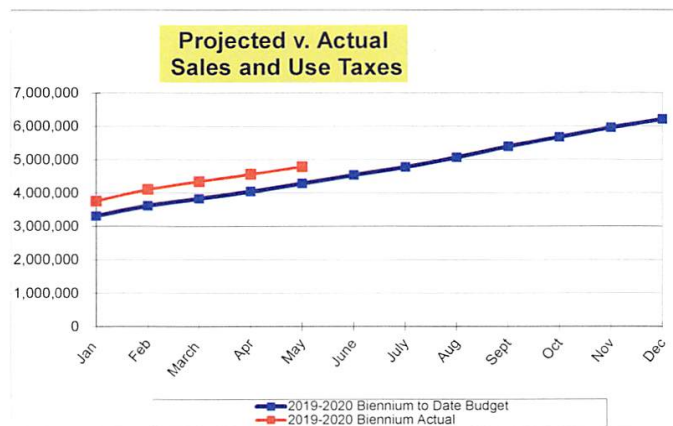
**City of Kenmore, Washington
General Fund Revenue Graphs
May 31, 2020
PROPERTY TAXES**

	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
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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		98%



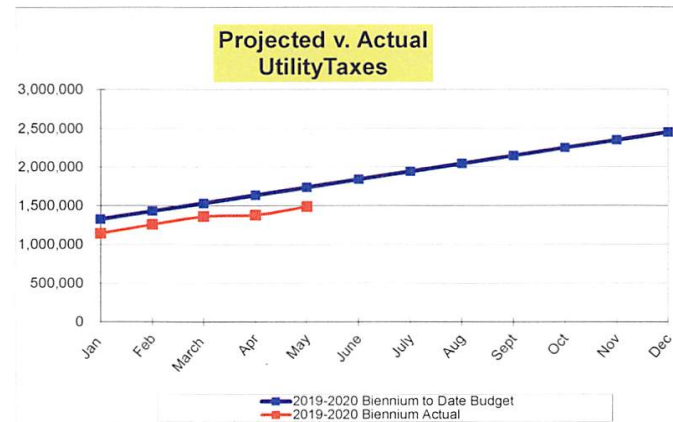
SALES, USE, CRIM JUSTICE TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
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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		112%



UTILITY TAXES

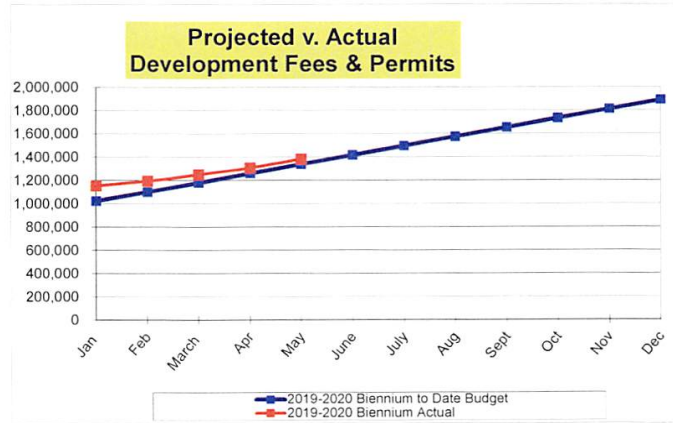
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
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May	1,738,250	1,488,191
June	1,840,500	
July	1,942,750	
Aug	2,045,000	
Sept	2,147,250	
Oct	2,249,500	
Nov	2,351,750	
Dec	2,454,000	
2019-20	2,466,355	
Year To Date		
Actual v. Projected		86%



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

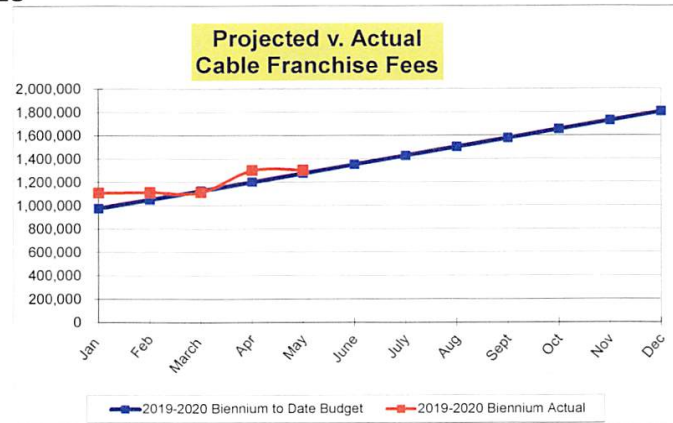
DEVELOPMENT FEES & PERMITS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	945,576	1,014,896
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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		103%



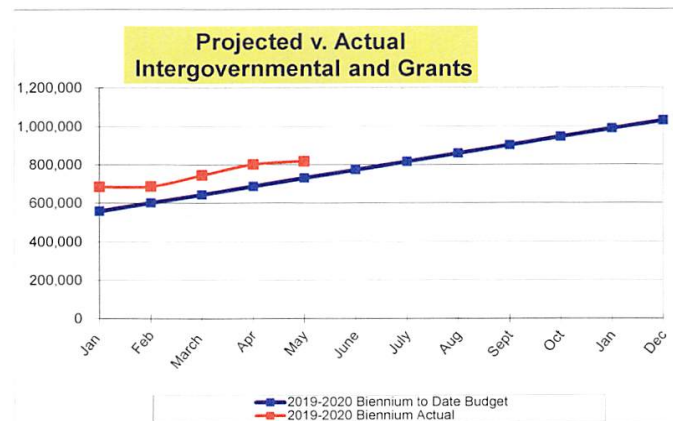
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	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
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July	1,428,772	
Aug	1,503,970	
Sept	1,579,169	
Oct	1,654,367	
Nov	1,729,566	
Dec	1,804,764	
'2019-20	1,831,835	
Year To Date		
Actual v. Projected		102%



INTERGOVERNMENTAL & GRANTS

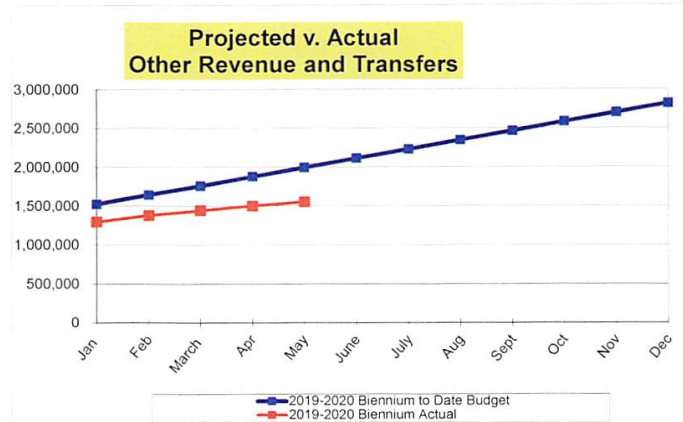
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Feb	601,593	686,213
March	644,564	744,611
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June	773,477	
July	816,447	
Aug	859,418	
Sept	902,389	
Oct	945,360	
Jan	988,331	
Dec	1,031,302	
'2019-20	1,057,677	
Year To Date		
Actual v. Projected		112%



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

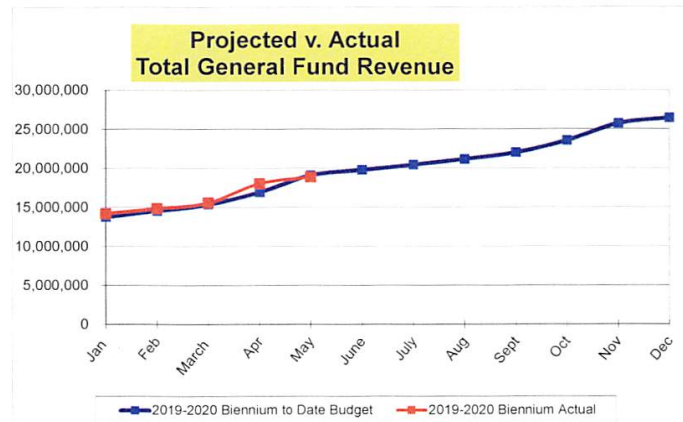
OTHER REVENUES AND TRANSFERS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,410,444	1,234,739
Jan	1,527,981	1,297,287
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March	1,763,055	1,444,730
Apr	1,880,592	1,502,044
May	1,998,129	1,554,138
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		78%



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	18,039,262
May	19,113,945	18,881,949
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		99%



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



	MONTH <u>May 2020</u>	BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	BUDGET <u>2019-2020</u>
REVENUES				
Beginning Fund Balance		926,962		926,962
Fuel Tax	21,842	655,786	65.2%	1,006,385
Investment Interest	1,886	20,385	407.7%	5,000
Miscellaneous	2,050	12,629	631.4%	2,000
ROW Permit Fees/Inspections	22,128	222,783	92.8%	240,000
Multimodal Transportation	0	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	47,905	3,291,790	71.0%	4,634,779
Total Revenues & Beginning Fund Balance		4,218,752		5,561,741

		BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	BUDGET <u>2019-2020</u>
EXPENDITURES				
Salary and Benefits	54,926	940,100	71.2%	1,320,880
Maintenance & Operations	43,785	1,524,259	53.7%	2,838,406
Capital	26	155,312	341.6%	45,463
Total Expenditures	98,737	2,619,671	62.3%	4,204,749
Ending Fund Balance		1,599,081		1,356,992
Total Expenditures and Ending Fund Balance		4,218,752		5,561,741

City of Kenmore, Washington
Cash and Investment Report
May 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	\$5,441,496	\$842,688	\$700,471	5,583,713
Street	1,648,912	47,905	98,737	1,598,081
Transportation Capital	-229,693	0	51,359	(281,052)
Public Art	71,008	82	1,500	69,590
Park Impact Fee	321,500	5,861	0	327,361
Transportation Impact Fee	3,296,601	23,817	0	3,320,418
Swamp Creek Basin	1,086,188	1,286	0	1,087,474
Transportation Benefit District	238,417	28,605	0	267,022
Sammamish Bridge Replacement	1,765,163	149,444	1,194,398	720,209
Walkways & Waterways Debt Service	404,223	36,403	0	440,626
Real Estate Excise Tax	1,953,696	87,655	0	2,041,352
Kenmore Village	3	0	0	3
Park Capital	-179,989	0	58,105	(238,094)
Walkways & Waterways Bond	6,420,015	3,513	0	6,423,528
Surface Water Management	-2,413,213	301,679	147,177	2,567,715
Surface Water Capital	-63,238	7,000	40,251	(96,489)
Public Works Shop Fund	0	0	0	0
Strategic Reserve	1,337,915	1,584	0	1,339,498
Strategic Opportunities	3,045,060	3,604	0	3,048,664
Equipment Replacement	513,485	595	11,149	502,930
Trust & Agency	797,180	21,255	1,818	816,617
Totals	\$30,281,154	\$1,562,976	\$2,304,965	\$29,539,165

<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	\$5,208,161	\$375,927	5,584,088
Street	748,081	850,000	1,598,081
Transportation Capital	-281,052	0	(281,052)
Public Art	54,590	15,000	69,590
Park Impact Fee	-602,637	930,000	327,363
Transportation Impact Fee	3,290,421	30,000	3,320,421
Swamp Creek Basin	-312,526	1,400,000	1,087,474
Transportation Benefit District	267,022	0	267,022
Sammamish Bridge Replacement	720,209	0	720,209
Walkways & Waterways Debt Service	440,625	0	440,625
Real Estate Excise Tax	2,041,350	0	2,041,350
Kenmore Village	0	0	0
Park Capital	-238,095	0	(238,095)
Walkways & Waterways Bond	6,423,528	0	6,423,528
Surface Water Management	2,057,716	510,000	2,567,716
Surface Water Capital	-96,489	0	(96,489)
Public Works Shop Fund	0	0	0
Strategic Reserve	489,499	850,000	1,339,499
Strategic Opportunities	3,048,665	0	3,048,665
Equipment Replacement	52,929	450,000	502,929
Trust & Agency	716,612	100,000	816,612
Totals	\$24,028,611	\$5,510,927	\$29,539,538

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

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City of Kenmore, Washington
Investment Schedule
May 31, 2020



Average Yield to Maturity-Securities							Overall Average Yield	0.86%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
Morgan Stanley								
	3130AHFA6	FHLB	11/4/2022	11/4/2019	1.80%	1.80%	1,000,000.00	18,000.00
Total Morgan Stanley Purchases							1,000,000.00	18,000.00
Time Value Investments								
	3130AHV83	FHLB	1/22/2024	1/22/2020	1.78%	1.78%	1,001,154.00	17,820.54
	3133ELAU8	FFCB	11/25/2022	3/25/2020	1.71%	1.71%	1,510,054.50	25,821.93
	76116FAG2	RFCSP	1/15/2021	5/31/2018	2.50%	2.50%	999,718.18	24,992.95
Total TVI Purchases							3,510,926.68	68,635.43
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							\$ 5,510,926.68	\$ 111,605.43
Banner Checking and Savings						0.03% Banner	7,628,909.14	2,288.67
Opus Savings						1.05% Opus	3,148,917.92	33,063.64
LGIP - Primary Account						0.81% LGIP	4,936,947.96	40,176.88
LGIP - Bond Proceeds Account						0.81% LGIP	8,313,835.96	67,658.00
Total Accounts							\$ 29,539,537.66	254,792.62

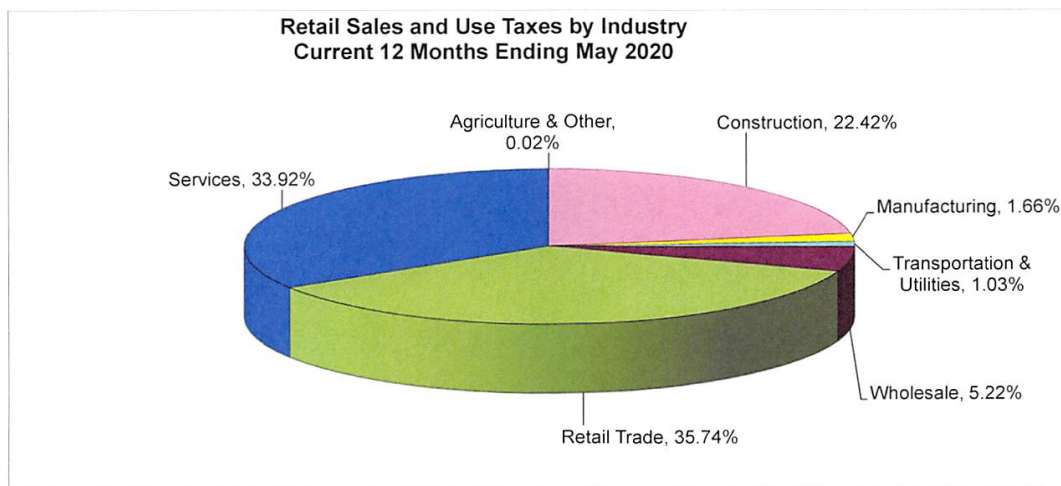
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 May 2020

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	37.38	0.00	37.38	0.0%
CONSTRUCTION	30,202.32	508.59	30,710.91	16.9%
MANUFACTURING	2,899.07	14.09	2,913.16	1.6%
TRANSPORTATION & UTILITIES	325.98	89.58	415.56	0.2%
WHOLESALE	9,776.34	47.97	9,824.31	5.4%
RETAIL TRADE	75,651.46	121.84	75,773.30	41.6%
SERVICES	47,615.74	485.99	48,101.73	26.4%
INFORMATION	8,594.82	147.85	8,742.67	4.8%
PUBLIC SERVICES	7.30	5,688.80	5,696.10	3.1%
	<u>175,110.41</u>	<u>7,104.72</u>	<u>182,215.13</u>	<u>100.0%</u>

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

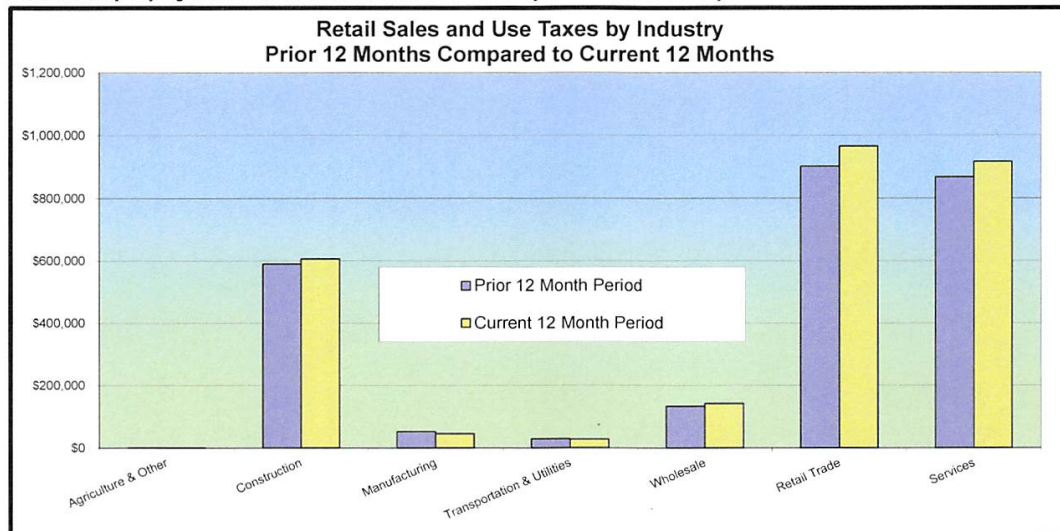


<u>Industry</u>	<u>Prior 12 Months ending May 2019</u>	<u>Current 12 Months ending May 2020</u>	<u>% Increase/ (Decrease)</u>	<u>% of Total</u>
Agriculture & Other (Landscaping, Animal Hospitals)	\$670	\$570	-14.92%	0.02%
Construction	589,813	605,969	2.74%	22.42%
Manufacturing (Printing, Publishing, Other Manuf.)	51,751	44,922	-13.20%	1.66%
Transp/Comm/Utilities (Telecomm., Air Transport.)	28,561	27,787	-2.71%	1.03%
Wholesale (Lumber, Other Wholesale)	132,978	141,151	6.15%	5.22%
Retail Trade (Eating, Merchandise, Food Stores)	901,967	966,073	7.11%	35.74%
Services (Auction, Recreation, Auto Repair, Financial)	867,993	916,863	5.63%	33.92%
Totals	\$2,573,734	\$2,703,334	5.04%	100%
Increase/(Decrease)		\$129,600	5.04%	



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
May 31, 2020



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

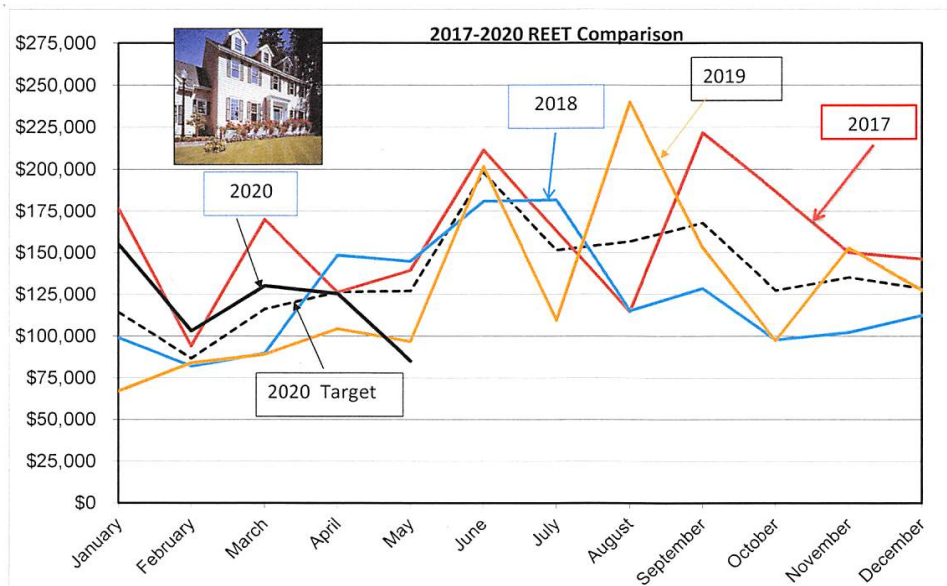
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Target 2020
January	176,657	99,205	67,141	155,141	114,335
February	94,134	82,263	84,215	103,270	86,871
March	170,086	89,698	89,106	130,207	116,297
April	126,245	148,514	104,430	125,508	126,396
May	139,422	144,906	96,756	85,257	127,028
June	211,430	181,182	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	\$599,382	\$1,636,448

For 2020, REET is \$157,734 more than the same period last year and more than the 2020 target by \$28,455

* 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	24,286,927	98,770	118,287	97,371
May	24,277,456	25,710,632	16,722,738	15,764,089	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	\$107,145,361	\$1,484,286	\$1,254,920	\$1,324,651

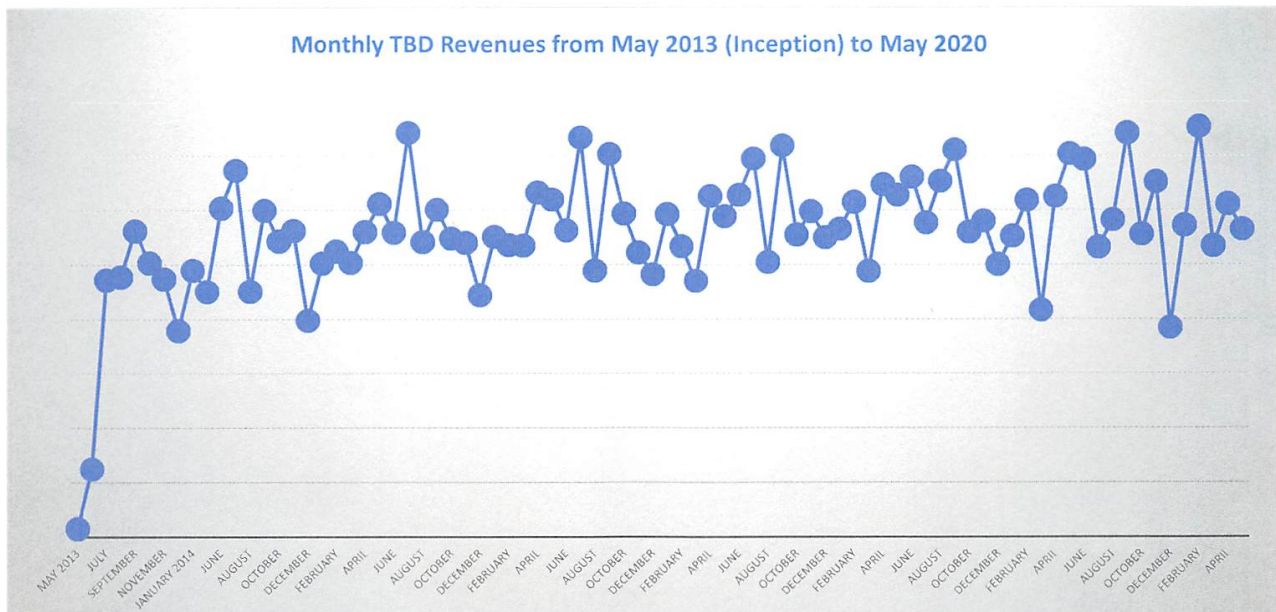


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**Kenmore Transportation Benefit District
Monthly Report
May 31, 2020**



<u>Revenues</u>	<u>May 2020</u>	<u>Biennium-to- Date</u>	<u>Percent of Budget</u>	<u>Biennium Budget</u>
Vehicle Fees	28,294	505,419	71.19%	710,000
Investment Interest	311	5,243	65.54%	8,000
Total Revenues	\$28,605	\$510,662	71.12%	\$718,000
<u>Expenditures</u>				
Reimbursement to Street Fund	0	358,000	50.00%	716,000
Total Expenditures	0	358,000	50.00%	716,000
Net Income (Loss)	\$28,605	\$152,662		\$2,000



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

Subject/Topic: Log Boom Park Waterfront Access Project - Amendment No. 6 to Mott MacDonald Professional Services Contract 17-C1656 for Final Engineering Design and Bid Document Preparation. Proposed Council Action/Motion: Motion to authorize the City Manager to execute Amendment No. 6 of Contract 17-C1656 with Mott MacDonald in an amount not to exceed \$160,000.	For Council Meeting Agenda of July 13, 2020 Department: Community Development Prepared by: Maureen Colaizzi <table border="0"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">DB 7/9/20</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">n/a</td></tr> <tr> <td>Approved by Finance Director:</td><td></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RK 7/9/20</td></tr> </table> Exhibits/Attachments: Attachment A: Phase Three Scope of Work and Fee Estimate		<u>Initial & Date</u>	Approved by Department Head:	DB 7/9/20	Approved by City Attorney:	n/a	Approved by Finance Director:		Approved by City Manager:	RK 7/9/20
	<u>Initial & Date</u>										
Approved by Department Head:	DB 7/9/20										
Approved by City Attorney:	n/a										
Approved by Finance Director:											
Approved by City Manager:	RK 7/9/20										
<u>INFORMATION/BACKGROUND:</u> Staff recommends that Council approve a motion authorizing the City Manager to execute Amendment No. 6 of Contract 17-C1656 with Mott MacDonald in an amount not to exceed \$150,000 to complete Phase Three: final engineering design and bid document preparation, for the Log Boom Park Waterfront Access and Viewing Project. Attachment A includes the draft scope of work and fee estimate for Amendment No. 6 in an amount of \$152,567 for a total contract amount of \$786,719.65. Council authorization of Amendment No. 6 gives the City Manager authority to approve an additional \$7,433 for a full amount of \$160,000 if required. A contract amendment for Mott MacDonald to complete Phase Four, engineering support during construction, is estimated at \$85,000. This estimate is included in the 90% design budget assumptions. Staff will review the scope of services and fee estimate for Phase 4 and bring it forward for Council consideration this fall. Staff will present a project update at the July 27th Council meeting including updated schedule, cost estimate and necessary design refinements. Any adjustments to the Capital Improvement Program (CIP) budget (revenues/expenditures) will be brought forward for Council consideration later this year <u>Contract 17-C1656:</u> Mott MacDonald was selected through RFQ 15-C1375 for Waterfront Access Improvements for Log Boom Park to provide for consulting services from concept plan through engineering support services during construction. On February 27, 2017, City Council passed a motion giving the authority to the City Manager to execute Contract 17-C1656 for an amount up to \$388,500 to advance the Log Boom Park project from conceptual design through preliminary design and environmental permitting. Contract 17-C1656 was executed by the City Manager on March 15, 2017 for a total contract amount of \$351,381. Contract 17-C1656 has been amended five times since execution. Below is a summary: • <u>Original Contract:</u> signed 3/15/17 for \$351,381 (Council Authorize up to \$388,500 on 2/27/17 – a potential increase of \$37,119 -that was not used until Amendment 3) • <u>Amendment No. 1:</u> signed 10/20/17 extended contract from 12/31/17 to 4/30/18 & amended tasks but not the contract amount.											

- **Amendment No. 2:** signed 4/16/18 extended contract from 4/30/18 to 10/31/18.
- **Amendment No. 3:** signed 9/28/18 extended contract from 10/31/18 to 4/30/19 & increased contract from \$351,381 to \$385,227.65 for an increase of \$33,346.65 to address environmental; regulatory agency questions. This amendment was within Council authorization from the original contract authorization on 2/27/17.
- **Amendment No. 4:** signed 5/31/19 and extended the contract from 4/30/19 to 5/31/20 & increased contract from \$385,227.65 to \$612,343.65 for an increase of \$227,116 to begin Phase 3, 60-90% design. On 5/20/19 Council Authorized up to \$250,000 or up to \$635,227.65 – an increase of \$22,884.
- **Amendment No. 5:** signed 4/28/20 extended contract from 5/31/20 to 12/31/20 & increase contract from \$612,343.65 to \$634,152.65 for an increase of \$21,809 to begin address changes to the design to meet regulatory agency requirements. This fee was authorized by Council on 5/20/19 with Amendment No 4.

FISCAL CONSIDERATION: \$3,122,535 is allocated in the 2019-2024 Capital Improvement Program (CIP) adopted September 9, 2019 (Ordinance 19-0497) which includes: \$2.43 million in bond funds, \$447,227 spent prior to 2019; \$316,112 ALEA grant, \$102, 535 King County Trail Levy Funds, \$80k REET, and \$193,888 Park Impact Fee funds. Plus \$340,000 is allocated in future CIP 2025-2032 for required maintenance and monitoring of mitigation plantings. The total project budget is \$3.9 million. A budget adjustment is not required for Amendment No. 6 to the Mott MacDonald Contract.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Council 2020-2021 Priority #4 Implement the Walkways & Waterways Projects.

Attachment A: Phase 3 Scope of Work and Fee Estimate



City of Kenmore Park Improvement Project **Log Boom Park – Final Design & Bidding Assistance** **Scope of Work & Fee Estimate**

CONTRACT NO. 17-C1656
ADDENDUM NO. 6, EXHIBIT A

INTRODUCTION

Redevelopment of the Log Boom Waterfront Park is planned to be conducted as part of the Walkways and Waterways Proposition 1. Mott MacDonald was selected under RFQ 15-C1375 to provide planning and design services for waterfront park development projects. Prior work (Phase 1 & 2 under Contract #C1656) was conducted to assist the City of Kenmore (the City) with Phase 1: planning, preliminary 30% design and regulatory permit application development (land use and environmental) and Phase 2: permit level design 60% and 90% level design for building permits for the planned improvements.

Phase 3 (this scope) includes work needed to advance the design from a 90% design level (prior phase 2) to a bid ready set of Plans, Specifications and Estimates (PS&E). The work conducted in this scope will include development of PS&E and engineering support during bidding. Phase 4 work will be included in a separate scope of work and will include engineering support during construction.

CONSULTANT TEAM ROLES & RESPONSIBILITIES

- Project Manager & Consultant Team (CT) Lead – Mott MacDonald.
- Waterfront Engineering (Beach and shoreline design, nearshore habitat enhancement, assist with maintenance plan and hardscape details) – Mott MacDonald.
- Landscape Architecture (Planting plans, hardscape (seat walls and concrete paving finishes coordinated with Mott MacDonald), landscaping, trails, maintenance plan lead, support with park grading design) – Limited coordination with artist. Art integration will be limited to hours in fee proposal. JAB will support with one sheet to integrate art elements. J.A. Brennan.
- Civil Engineering (Utilities (except power), stormwater, grading, assist with maintenance plan, picnic pavilion foundation) – Davido Consulting Group.
- Regulatory Permitting & Habitat (Ongoing support for environmental regulatory permitting and design assistance with mitigation, Habitat Conservation & Stewardship Plan Lead, assistance with maintenance plan, cultural resources if needed) – Confluence Environmental.
- Architecture (Boat House Structure) – J3 Architects, LLC.
- Electrical/Mechanical (Electrical Power) – Pressler Engineering.
- Geotechnical Engineering – Landau Associates.
- Public Art & Interpretive Signage. To be provided by the City to coordinate with project team.

GENERAL ASSUMPTIONS

- Modifications. No major site plan changes are anticipated between 90% and 100% final design. This assumes no additional design changes are needed to advance the design to 90% beyond the changes required from the King County coordination.

City of Kenmore
 7/8/2020

Log Boom Park – Phase 3
 1



- Data Collection. No new data collection is required for the final design work. Assumed no field data collection will be needed for any cultural resources work.
- Interpretive & Signage. Consulting work will be provided by others under contract to the City. City will coordinate any details that pertain to the park design throughout the design process.
- Deliverables: All plans will be provided in ACAD DWG and Adobe PDF formats. All reports, technical memorandums, and presentations will be provided in Adobe PDF and MS Word formats. All cost estimates will be provided in Adobe PDF and MS Excel format.

SCOPE OF WORK

Task 3 – Final Design & Bidding Assistance

- Task 3.1 – King County Coordination and Stormwater Design Revisions
 - Scope:
 - King County Coordination:
 - The scope of work for Phase 2 (90% design) included assistance with stakeholders (King County) in the form of development of graphics and supplemental material up to 4 hours of support and did not include stakeholder meetings (King County). Coordination work with King County has included 2 meetings with King County and multiple internal coordination meetings.
 - Additional graphics and supplemental hydraulic data has been provided to aid in coordination with King County.
 - Stormwater Design:
 - For 90% design, the stormwater design from 60% was revised based on coordination between MM, DCG and COK to thoughtfully collect runoff from COK property instead of allowing drainage from COK property to contribute additional runoff to the King County ditch.
 - Based on comments from King County, the 90% level stormwater design will need to be revised. This design change will require redesign of the stormwater system, hardscape, landscaping, and irrigation in the area between the boat rental building and picnic pavilion. It will also include revision to the TIR as the pipe network has been modified and the backwater analysis must be redone.
 - Design meetings- It has been found in the previous phases and is anticipated for the conclusion of design that good designs result from collaborative weekly meetings. With people at workstations from home and sometimes away from their primary PC, the lead designers benefit the COK by working with the team, the City and the County through high level design items, virtually. We assumed this will continue weekly throughout the completion of design.
 - Artist coordination- A water feature was added to the boat rental building downspout, taking water to the landscaped area. This has resulted in some rerouting of storm pipes, and additional coordination calls.



- Deliverables:
 - Additional graphics to aid in King County coordination.
 - Supplemental hydraulic data outside of the TIR.
 - Updated 90% design drawings for building/engineering permits. The 90% design drawings will need to be reviewed and finalized for building permit submittal after the design changes have been made.
- Assumptions:
 - No additional meetings after the 6/22/2020 meeting with King County are required.
- Task 3.2 – Final Design (100%)
 - Scope:
 - Building Permit Comment Responses. Respond to comments from building permit submittal, incorporate comments into final design.
 - Basis of Design. Finalize Basis of Design from prior phase work and incorporate decisions from materials selection and operations meeting results.
 - Schedule. Update construction schedule for final deliverable.
 - Plans.
 - Develop design plans in half and full-size City format for a bid ready set.
 - Address comments received during building permit submittal and review.
 - Integration of art including concrete finish work, seat wall Formliner
 - JAB to develop 1 new sheet (assuming – 14 hrs)
 - Interpretive panel coordination (assuming 11 hrs)
 - Specifications. Incorporate comments from 90% level design review, assist the City with development of Division 1, and finalize special provisions for bid ready documents.
 - Cost Estimate. Update cost estimate in format for bid sheet with bid item terms. Finalize quantities and unit costs.
 - Technical Information Report (TIR). Finalize based on comments from building permit submittal.
 - Finalizing any permit needs and the Habitat Conservation and Stewardship Plan (HCSP).
 - Coordination meetings with the City Park Project Management. Six (6) 1-hr meetings assumed.
 - Geotechnical engineering. On-call support as needed during final design, such as reviewing specifications, modify final report for bidding document purposes.
 - Regulatory support. On-call support as needed to help finalize permit documents.
 - Deliverables:
 - Building Permit Responses in table format.
 - Technical Information Report (updated from 90% design).
 - Basis of Design (finalized).



- Bid ready PS&E in PDF format and native file digital format.
- HCSP.
- Assumptions:
 - Reviews. Assumed 1 round of review for each submittal.
 - Mitigation Design. Offsite mitigation for Log Boom Park in-water work at Swamp Creek to be conducted under the Squire’s Landing Park scope of work.
 - No hard copies are needed except wet signed set of plans.
 - Stakeholder Coordination. Coordination with effected stakeholders (King County, Boater User Groups, etc.) will be led by the City, no assistance from the MM team will be provided. No meetings are included in this scope for stakeholder coordination.
 - No Public Meetings will be conducted.
 - The City will develop the bid contract.
- Task 3.3 – Bidding Assistance
 - Scope.
 - Participation in (1) pre-bid meeting (1 person from MM, JAB, and DCG).
 - Responses to question from bidders.
 - Clarification or interpretation of the bidding documents
 - Assist with bid evaluation, review of bid tabulation relative to engineer’s estimate to help assess inconsistencies or potential areas a bidder missed something.
 - Deliverables.
 - Meeting minutes and notes in MS Word format.
 - RFI response in email format
 - Assumptions.
 - The City will lead the bidding process.
 - The MM team will not attend the bid opening.

SCHEDULE

The following is the anticipated schedule for the work which the scope of services is based upon.

- Task 3.1 – Total duration estimated to be 1 month from NTP.
- Task 3.2 – Total duration estimated to be 2-3 months following Task 3.1.
- Task 3.3 – Total duration estimated to be 2-3 months following Task 3.2.

COSTS

The work will be conducted on a time and material basis with not to exceed amount of **\$152,567**. The total contract amount will increase from \$634,152.65 (at amendment #5) to a new contract amount of **\$786,719.65**. See Exhibit B for cost change summary.

City of Kenmore
7/8/2020

Log Boom Park – Phase 3
4

Log Boom Park Final Design & Bidding Assistance - Phase 3

7/8/2020

	MM	JAB	CEC	DCG	Pressler	J3	Landau	Total
3.1 - King County Easement & Stormwater Modification Work	\$ 7,158	\$ 9,115	\$ -	\$ 17,997	\$ -	\$ -	\$ -	\$ 34,270
3.2 - Final Design	\$ 29,611	\$ 36,919	\$ 6,688	\$ 13,525	\$ 4,920	\$ 6,468	\$ 2,050	\$ 100,181
3.3 - Bidding Assistance	\$ 6,521	\$ 3,270	\$ 513	\$ 4,543	\$ 2,563	\$ 707	\$ -	\$ 18,116
	\$ 43,290	\$ 49,304	\$ 7,201	\$ 36,065	\$ 7,483	\$ 7,175	\$ 2,050	\$ 152,567



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Ordinance No. 20-0509 authorizing the acquisition of real property under threat of condemnation or by condemnation for the Kenmore Public Works Operations and Maintenance Facility Proposed Council Action/Motion: Adopt Ordinance No. 20-0509 authorizing the acquisition of real property under threat of condemnation or by condemnation for the City of Kenmore Public Works Operations and Maintenance Facility; and authorizing payment thereof from the City's General Fund or from such other monies that the City may have available or attain for acquisition, as presented.	For Council Meeting Agenda of: July 13, 2020 Department: Public Works Prepared by: Jennifer Gordon, Public Works Operations Manager <table border="0"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">JG/RS 6/29/20</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">DR 6/29/20</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">JG 7/1/20</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RK/NKO 7/2/20</td></tr> </table> Exhibits/Attachments: Ordinance No. 20-0509		<u>Initial & Date</u>	Approved by Department Head:	JG/RS 6/29/20	Approved by City Attorney:	DR 6/29/20	Approved by Finance Director:	JG 7/1/20	Approved by City Manager:	RK/NKO 7/2/20
	<u>Initial & Date</u>										
Approved by Department Head:	JG/RS 6/29/20										
Approved by City Attorney:	DR 6/29/20										
Approved by Finance Director:	JG 7/1/20										
Approved by City Manager:	RK/NKO 7/2/20										
<u>INFORMATION/BACKGROUND:</u> Background The City of Kenmore had been contracting with the City of Lake Forest Park to provide public works services since the City incorporated in 1998. The contract continued to roll over every year with minimal changes to the contract language itself, with the changes mainly relating to the increase in labor costs. The City continued to grow over the years and in 2016 the City decided to perform a Public Works Services Analysis. The Public Works Services analysis recommended that the City: • Build an organization with City staff as the primary first response team; • Establish sound business practices; • Develop metrics to track effectiveness; and • Evaluate performance and grow the Public Works Department as the City grows The City held multiple meetings during the first half of 2018 with the City of Lake Forest Park representatives in an effort to update the contract for public works service, but on June 1, 2018 the City of Lake Forest Park gave notice to the City that they would not be able to continue to provide public works services to the City of Kenmore past December 31, 2018. Kenmore staff immediately began to work on a transition plan to bring public works services inhouse on January 1, 2019. Staff presented to Council in August of 2018 a transition plan including startup costs, recommendations on number of staff and new equipment needed as well as a proposal for a temporary public works yard and temporary public works office.											

It was during this time that staff had multiple conversations with the Council about how important it was to find a permanent site for a Public Works Operations and Maintenance Facility to ensure the ongoing success of the operations department to deliver the desired level of service and the most cost effective and efficient services to the community.

The City hired TCF Architecture to perform a space needs assessment for a permanent facility looking out 10-20 years in the future. Staff then developed site selection criteria to determine the best possible options for sites suitable for the permanent Public Works Operations and Maintenance Facility. After analyzing many properties, each site was given a score based on the site selection criteria. Based on the scores, staff made a recommendation to the Council to move forward with the purchase of real property located at 7023 NE 175th Street, Kenmore, Washington, 98028.

The City has determined that it is necessary to acquire and construct a Public Works Maintenance and Operations Facility ("Project") for the Public Works Department. The Project involves the development of a permanent public works building to serve public purposes, including but not limited to: surface water, streets, and parks maintenance and operations activities.

Under Title 35A RCW, the City of Kenmore is a non-charter optional municipal code city, and authorized to acquire title to real property for public purposes pursuant to Chapter 8.12 RCW. Under this authority, the City has determined that it must acquire certain property and/or property rights for the Project.

The City has also determined that in order to accomplish and construct the Project, which would be a public use, that it will be necessary to acquire certain rights and interests from the real property located at 7023 NE 175th Street, Kenmore, Washington 98028, identified as King County Tax Parcel No. 416410-0270 ("Parcel 416410-0270"). The necessary real property rights and interests are referred to as the "Real Property Take".

The City appraised the fair market value of the Real Property Take, and negotiated in good faith with the owner of Parcel 416410-0270 for the voluntary acquisition of the Real Property Take. However, the City has been unable to reach a negotiated voluntary resolution with said owner, and determined this process to be necessary for the Project.

The City has complied with the notice requirements set forth in RCW 8.25.290 by providing notice to the owner of Parcel 416410-0270 of the planned final action of adopting the proposed ordinance authorizing acquisition by threat of condemnation or by condemnation, and through publication once per week for two weeks, prior to the passage of an ordinance authorizing acquisition under threat of condemnation or by condemnation.

The acquisition of the Real Property Take and payment of just compensation and costs of litigation should be made from the City's general fund or from such other monies that the City may have available or attain for the acquisition.

FISCAL CONSIDERATION:

The City has allocated funding for this acquisition in the adopted Capital Improvement Plan

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Provide effective and efficient services.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 20-0509**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AUTHORIZING THE ACQUISITION OF REAL PROPERTY UNDER THREAT OF CONDEMNATION OR BY CONDEMNATION FOR THE CITY OF KENMORE PUBLIC WORKS OPERATION AND MAINTENANCE FACILITY; AUTHORIZING PAYMENT THEREOF FROM THE CITY'S GENERAL FUND OR FROM SUCH OTHER MONIES THAT THE CITY MAY HAVE AVAILABLE OR ATTAIN FOR THE ACQUISITION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Kenmore is a non-charter optional municipal code city as provided in title 35A RCW, incorporated under the laws of the State of Washington, and authorized to acquire title to real property for public purposes pursuant to Chapter 8.12 RCW; and

WHEREAS, in the interest of providing the public adequate public works facilities within the City, the City of Kenmore determined the need for a Public Works Operation and Maintenance Facility ("Project") for the City's Public Works Department; and

WHEREAS, the Project involves the development of a Public Works Operation and Maintenance Facility to serve the public; and

WHEREAS, the City determined that it must acquire certain real property and/or real property rights for the Project; and

WHEREAS, for this Project, the City determined that the acquisition of the rights and interests from the real property located at 7023 NE 175th Street, Kenmore, Washington 98028, identified as King County Tax Parcel No. 416410-0270, legally described in Exhibit A and depicted in Exhibit B, attached hereto and incorporated by reference ("Parcel 416410-0270"), is necessary to accomplish and construct the Project, and those rights and interests are hereinafter referred to as the "Real Property Take"; and

WHEREAS, the City appraised the fair market value of the Real Property Take; and

WHEREAS, the City negotiated in good faith with the owner of Parcel 416410-0270 for the voluntary acquisition of the Real Property Take; and

WHEREAS, the City was unable to reach a negotiated voluntary resolution with said owner, and

WHEREAS, the City complied with the notice requirements set forth in RCW 8.25.290 by providing notice to the owner of Parcel 416410-0270 of the planned final action adopting this Ordinance, and through publication once per week for two weeks, prior to the passage of an ordinance authorizing condemnation; and

WHEREAS, payment of just compensation and costs of litigation should be made from the City's general fund or from such other monies that the City may have available or attain for the acquisition;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON DOES ORDAIN as follows:

Section 1. Incorporation of Recitals. The recitals set forth above are hereby adopted and incorporated herein as if set forth in full.

Section 2. Public Use and Necessity Declared. The City Council of the City of Kenmore finds and declares that: i) the Project for a new Public Works Operation and Maintenance Facility is a public use; ii) the acquisition of the rights and interests in the Real Property Take legally described in Exhibit A and depicted in Exhibit B is necessary for the construction of the Project; and iii) the acquisition of the Real Property Take and the construction of the Project are in the best interests of the citizens residing within the City of Kenmore.

Section 3. Authorization. The City Council of the City of Kenmore authorizes the acquisition, condemnation, and taking of the Real Property Take as legally described in Exhibit A, and depicted in Exhibit B. The City Council authorizes the acquisition of the Real Property Take under threat of condemnation or by condemnation, and the initiation of a legal action for condemnation to acquire the Real Property Take as necessary for the commencement and completion of the Project, subject to the making or paying of just compensation to the owner thereof in the manner provided by law.

Section 4. Reservation of Rights. Nothing in this ordinance limits the City in its identification and acquisition of property and property rights necessary for this public purpose. The City reserves the right to acquire additional or different properties as needed for the Project.

Section 5. Authority of City Manager. The City Manager, by and through his designees, is authorized and directed to continue negotiations for the acquisition of property and property rights and prosecute actions and proceedings in the manner provided by law to condemn, take, damage and appropriate the Real Property Take necessary to carry out the provisions of this ordinance. In conducting said negotiations and condemnation proceedings, the Kenmore City Attorney, by and through her designees, is hereby authorized to enter into stipulations for the Real Property Take. Settlement of any actions by the City Manager shall be made only upon the recommendation of legal counsel.

Section 6. Compensation. The compensation to be paid to the owners of the Real Property Take acquired through this condemnation action shall be paid from the City's General Fund or from such other monies that the City may have available or attain for the acquisition.

Section 7. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 8. Effective Date. This Ordinance shall be in full force and effect five days after its passage, approval, and publication as provided by law. A summary of this ordinance may be published in lieu of publishing the ordinance in its entirety.

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

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Dawn F. Reitan, City Attorney

Filed with the City Clerk:	_____
Passed by the City Council:	July 13, 2020
Ordinance No.	20-0509
Dates of Publication:	_____
Effective Date:	_____

EXHIBIT A

**Legal Description of Real Property Take
Tax Parcel No. 416410-0270**

Lot 27, Block 3, Lakewood Villa Tracts, according to the plat recorded in Volume 29 of Plats, Page 32, in King County, Washington.

Subject/Topic: Accessory Dwelling Unit (ADU) Code Amendments Proposed Council Action/Motion: Provide direction to staff on the ADU code amendments in preparation for a public hearing.	For Council Meeting Agenda of: July 13, 2020 Department: Community Development Prepared by: Debbie Bent, Community Development Director Lauri Anderson, Principal Planner <u>Initial & Date</u> Approved by Department Head: DB 6/17/20 Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: NKO 6/30/20 Exhibits/Attachments: 1. Preliminary ADU amendments 2. Planning Commission's recommendation on detached ADU maximum size 3. Summary of additional approaches
<u>INFORMATION/BACKGROUND:</u> On February 24, the City Council provided preliminary policy direction on the Planning Commission's ADU recommendations. The Council addressed: - Owner occupancy requirements - Allowable number of ADUs - Smallest lot size for a detached ADU - Attached ADU size limit - Parking - ADU height - Door locations A discussion on the size limits for detached ADUs was tabled until March 16. Given the pandemic, and a related proclamation from the Governor prohibiting the Council from considering substantive policy issues for nearly three months, the tabling motion, according to Robert's Rules of Order, has either died or is out of order. The detached ADU size limit discussion will be reintroduced, along with the preliminary revised ADU regulations, on July 13. Attachment 1 contains the revised ADU regulations based on Council's February 24 direction. For size limits for detached ADUs, staff incorporated the dominant proposal from February 24: 600 sq.ft. maximum for a detached ADU on a lot smaller than 6,000 sq.ft.; 10% of lot size up to a maximum of 1,500 sq.ft. for a detached ADU on a lot equal to or larger than 6,000 sq.ft. Policy direction still is needed on this issue.	

Related to maximum size of a detached ADU, the Council may wish to consider the Planning Commission's recommendation that on the smallest lots (those less than 5,400 sq.ft.) the building footprint size also be restricted. The Commission's recommendation was that while the total floor area of the detached ADU should not exceed 600 sq.ft., the maximum building footprint was capped at 10% of the lot area. For example, on a 4,500 sq.ft. lot, the maximum building footprint would be 450 sq.ft., even though the total allowable size of the ADU could be 600 sq.ft. We have included the Planning Commission's recommendations on detached ADU size as Attachment 2.

After reviewing the latest draft of the amendments, Development Services staff raised a concern about the new owner occupancy approach. The Council's desire is that the owner/occupant apply for the permit and the owner occupancy requirement be extinguished once the certificate of occupancy for the ADU is granted. There are cases, however, where developers have built new houses with ADUs for speculative sale on the market. The developer would not be the occupant at the time of permit application and so no owner occupancy requirement would be in place between permit application and building occupancy. This works against the Council's direction that the owner occupancy requirement at application be used to prevent speculative development of two or three potential rental units.

Options to address these concerns about the owner occupancy approach are:

1. Leave the requirement as endorsed by the Council in place. Require a developer building both a new house and an ADU to provide an affidavit from a buyer/owner stating that they intend to live in the house or ADU. This would prevent a developer from building a new house with an ADU for future speculative sale. Only a current owner-occupant or a developer working for a future owner-occupant could apply for a permit. Owner-occupancy is a financial benefit for attached ADUs. When owners of attached ADUs choose to occupy either the primary unit or the ADU, the two units are classified as a single-family dwelling, with decreased Building Code fire separation requirements. The Building Plans Examiner estimates that this classification saves from \$5,000 to \$8,000 in construction costs, depending on the square footage of the units.
2. Move to an owner occupancy requirement for a specified period of time (for example, 6 months or one year) and have an owner occupancy affidavit recorded that would be extinguished at the end of the required time period. Under this scenario, a developer could apply to build a new house with an ADU on speculation, but the owner occupancy requirement would be in place for a certain number of months as part of the certificate of occupancy for the ADU. This could pose problems for someone building an ADU who wished to move off-site within the required time period. However, the financial benefit of owner occupancy for attached ADUs (described under option 1) would be retained. Too, the owner-occupancy affidavits can serve the additional purpose of verifying the single-family classification under the Building Code.
3. Remove the owner occupancy requirement altogether. No owner occupancy would be required during the ADU construction or thereafter. While this would increase flexibility for the property owner, removal of this requirement could affect the classification of the primary structure and an attached ADU under the Building Code. If the owner chose not to occupy either the primary structure or attached ADU, the increased fire separation requirements would apply, resulting in an increased cost for the ADU construction as described under option 1, above.

Given the significant differences between Council's amendments and the Planning Commission's recommendations, staff advises that the City Council hold a public hearing on the ordinance. The tentative date for the virtual public hearing is July 27, with potential ordinance adoption to follow.

The Council also may wish to provide direction on July 13 on the four non-regulatory approaches discussed by the Planning Commission:

- Preapproved plans and expedited permit processing
- Educational Efforts
- Amnesty Program

- Lending & Financial Assistance Options

See Attachment 2 for a summary of these approaches.

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

Background

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

FISCAL CONSIDERATION:

None. Staff and Planning Commission time were spent to work on this project.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

(From adopted 2019 Goals)

Goal 3: Increase and preserve the options for affordable housing stock.

Housing Strategy Plan A.3.c: Accessory dwelling units - i. Review current code provisions; ii. Review permitting process and fees / utility requirements; iii. Clemency program to legalize existing ADUs.

ATTACHMENT 1

City Council's Preliminary Recommended Amendments to the ADU Regulations

18.73.100 Accessory dwelling units (ADUs).

A. ~~Only one~~ a maximum of two accessory dwelling units (ADUs), including either one *attached ADU* and one *detached ADU* or two *attached ADUs*. ~~accessory dwelling is allowed~~are permitted per primary single detached dwelling unit on a lot equal to or greater than 8,000 sq.ft. in size. On lots smaller than 8,000 sq.ft. in size only one ADU, either detached or attached, is permitted per primary single detached dwelling unit.

B. No minimum lot size is required for an ADU.

C. The primary dwelling unit ~~or the accessory dwelling unit~~ shall be owner occupied at the time of ADU permit application and until the certificate of occupancy is received for the ADU. Once the certificate of occupancy for the ADU is issued, the owner occupancy requirement shall be extinguished.;

D. Maximum ADU sizes shall be as follows:

1. Attached ADU. ~~If the accessory dwelling unit is attached to the primary dwelling unit, then the~~An *attached accessory dwelling unit* shall not exceed a floor area of 1,000 square feet ~~or 50 percent of the living area of the primary residence, whichever is greater; and unless the use of pre-existing floor area on a single level of the primary single detached dwelling unit is being proposed for the~~ ADU.

2. When the primary and accessory dwelling units are located in the same building, only one entrance may be located on each streetside of the building;

3. Detached ADU. ~~If the accessory dwelling unit is detached from the primary residence, then the accessory dwelling unit may be 10 percent of the lot size, or 50 percent of the primary dwelling unit, whichever is less.~~The following floor area limitations shall apply to *detached accessory dwelling units*;

ATTACHMENT 1

<u>Lot size</u>	<u>Maximum Floor Area for a <i>Detached ADU</i></u>
<u>Lots with an area equal to or greater than 6,000 square feet</u>	<u>10% of the lot area up to a maximum of 1,500 square feet</u>
<u>Lots with an area less than 6,000 square feet</u>	<u>600 square feet</u>

~~2. When the primary and accessory dwelling units are located in the same building, only one entrance may be located on each streetside of the building;~~

~~E. The maximum height for a detached ADU shall be 35'; however, the detached ADU may not exceed one story over a detached garage or two stories if built at ground level.~~

~~EE. One~~~~No~~ additional off-street parking spaces shall be ~~provided~~ required for an ADU;

~~F. The accessory dwelling unit shall be converted to another permitted use or shall be removed if one of the dwelling units ceases to be owner occupied.~~

~~G. An applicant seeking to build an accessory dwelling unit shall file a notice approved by the department with the records and elections division which identifies the dwelling unit as accessory. The notice shall run with the land. The applicant shall submit proof that the notice was filed before the department shall approve any permit for the construction of the accessory dwelling unit. The required contents and form of the notice shall be set forth in administrative rules;~~

~~HG.~~ The total number of occupants in the principal dwelling unit and the accessory dwelling unit combined shall not exceed the maximum number established for a single-family dwelling as defined in KMC [18.20.1010](#).

Other code sections needing amendment:

18.20.820 Dwelling unit, accessory.

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

18.20.218 Attached accessory dwelling unit.

"Attached accessory dwelling unit" means an accessory dwelling unit attached to or contained within the structure of the primary dwelling.

ATTACHMENT 1

18.20.705 Detached accessory dwelling unit.

"Detached accessory dwelling unit" means an *accessory dwelling unit* contained within a separate *structure* that is accessory to the primary *dwelling unit* on the premises. A detached accessory dwelling unit shall be separated from the primary *dwelling unit* by a minimum of 5', measured between the eaves or other projections beyond the walls of the two structures.

18.30.230 Setbacks – Projections and structures allowed.

Provided that the required *setbacks* from *regional utility corridors* of KMC [18.30.200](#), the adjoining half-street or designated arterial *setbacks* of KMC [18.30.220](#) and the sight distance requirements of KMC [18.30.240](#) are maintained, *structures* may extend into or be located in required *setbacks*, including *setbacks* as required by KMC [18.21.060](#)(B), as follows:

Q. In a rear *setback* in the R-4 and R-6 residential zones, the following *structures* are permitted if it is determined by the *city manager* that they will not have any substantial detrimental effect on abutting properties or the *City* as a whole; and provided, that they shall be no closer than five feet to the rear lot line:

1. Children's play *structures* not otherwise regulated by this title;
2. No more than one storage shed or similar *use*, limited in height to eight feet for a flat roof or 10 feet for a pitched roof, with a maximum dimension of 15 feet on any side and a total area not exceeding 200 square feet;
3. An *arbor*, not attached to a building and limited in height to eight feet, with a maximum footprint of 100 square feet, including eaves. If latticework is used, there shall be a minimum opening of two inches between crosspieces.

R. In a rear *setback* in the R-4 and R-6 residential zones, an *accessory dwelling unit* shall be permitted; provided, that the *accessory dwelling unit* shall be no closer than ten feet to the rear *lot* line. All of the other standards for *accessory dwelling units* specified in KMC Chapter 18.73 shall be met.

ATTACHMENT 2

Planning Commission's Detached ADU Size Recommendations

32. Detached ADU. If the accessory dwelling unit is detached from the primary residence, then the accessory dwelling unit may be 10 percent of the lot size, or 50 percent of the primary dwelling unit, whichever is less. The following floor area limitations shall apply to detached accessory dwelling units.:

<u>Lot size</u>	<u>Maximum Floor Area for a Detached ADU</u>
<u>Lots with an area equal to or greater than 10,000 square feet</u>	<u>1,000 square feet</u>
<u>Lots with an area of 5,400 to 9,999 square feet</u>	<u>800 square feet</u>
<u>Lots with an area between 4,500 and 5,399 square feet</u>	<u>Maximum building footprint is 10% of the lot area. Total floor area shall not exceed 600 square feet. Note limitations in KMC 18.73.100.C when both an attached and a detached accessory dwelling unit are proposed on a lot of this size.</u>

ATTACHMENT 3

Other possible actions to promote ADU development

Along with regulatory approaches, several other actions have been identified that support ADU development. While not directly under the purview of the Planning Commission, the Commission asked that these ideas be forwarded to the City Council for consideration and direction.

- Preapproved plans and expedited permit processing:

Several jurisdictions (including Kirkland) as well as MyBuildingPermit.com (a branch of the eCitygov.alliance) are considering the creation of preapproved building plans to streamline the ADU permit application process. The Commission raised some concerns about municipal liability with pre-approved plans and targeting work to only certain builders, but agreed that the idea had merit. The Planning Commission also encourages expedited permit review processing for ADUs, generally.

- Educational Efforts:

Successful ADU regulations have been accompanied by simultaneous educational promotion. The Planning Commission supports educational efforts, including a guide to ADU development and updated information on the website.

- Amnesty Program:

It is unclear how many illegal ADUs exist within the city boundaries. An amnesty program could be drafted to legalize those ADUs which comply with baseline regulatory requirements. Exemptions for regulatory non-compliance can be explored in cases that don't constitute safety risks. While the Planning Commission wanted to forward this idea to the Council, they agreed that it was a complex idea and might require significant staff time. If amnesty were to be considered, the Commission thought a time horizon should be established to encourage action.

- Lending & Financial Assistance Options:

The most ambitious and potentially problematic policy action in reference to ADUs is to directly intervene in the lending market through discussion with lenders. Only a small number of ADU owners are able to finance their ADU by borrowing against expected future value of the ADU. The Planning Commission supports the idea of asking ARCH to begin a conversation with financial institutions about specific ADU lending vehicles.

Kenmore already waives ADU impact fees to provide financial assistance for ADU development. In alignment with this strategy, Kenmore could further consider reduced permit review fees and utility fees, although utility fee reductions would require coordination with the Northshore Utility District.

Accessory Dwelling Units

JULY 13, 2020

ADU Amendments Review Process

1/13/20 – Planning Commission presented recommendations

2/24/20 – City Council considered amendments and made changes. Discussion on remaining issue was tabled until 3/16/20

3/16/20 – No meeting held as a result of pandemic

7/13/20 – Council will consider preliminary amendments and remaining questions

7/27/20 – City Council public hearing

City Council preliminary recommendations

Number and types of ADUs on a lot

1 ADU, either detached or attached, on a lot < 8,000 sq.ft. 2 ADUs on larger lots—either one attached and one detached or two attached.

(Planning Commission: 2 ADUs—but only one attached and one detached. Detached ADUs prohibited on lots <4,500 sq.ft.)

City Council preliminary recommendations

Attached ADU maximum size

1,000 sq.ft. or full size of single floor.

(Planning Commission: 1,000 sq.ft. with special approval to efficiently use pre-existing floor area.)

City Council preliminary recommendations

Detached ADU maximum height

35' maximum height but only a single story over a detached garage or two stories if built at ground level.

(Planning Commission: same recommendation.)

City Council preliminary recommendations

Parking

No parking space required for an ADU.

(Planning Commission: One parking space required for each ADU.)

City Council preliminary recommendations

Owner occupancy

Required at the time of permit application and until the certificate of occupancy is received.
After certificate of occupancy, no requirement.

(Planning Commission: Owner occupancy required. City manager allowed to consider an exception for up to one year in cases of hardship or when a close relative of the owner will occupy the residence and act in his/her stead.)

City Council preliminary recommendations

Door locations

No restrictions.

(Planning Commission: For an attached ADU, only one entrance may be located on each streetside of the building unless the ADU entrance is clearly secondary to the primary entrance as determined by the city manager.)

City Council preliminary recommendations

Rear yard setbacks

In the R-4 and R-6 zoning districts that require a 20' rear yard, the ADU may be placed in the rear yard, but no closer than 10' to the rear lot line.

(Planning Commission: Same recommendation.)

Remaining Questions

- Detached ADU maximum size
- Additional owner occupancy considerations

Detached ADU maximum size

City Council option discussed on February 24:

<u>Lot size</u>	<u>Maximum Floor Area</u>
≥ 6,000 sq.ft.	10% of lot area up to a maximum of 1,500 sq.ft.
<6,000 sq.ft.	600 sq.ft.

Planning Commission recommendation:

<u>Lot size</u>	<u>Maximum Floor Area</u>
≥10,000+ sq.ft.	1,000 sq.ft.
5,400-9,999 sq.ft.	800 sq.ft.
4,500-5,399 sq.ft.	600 sq.ft. but maximum building footprint capped at 10% of lot area.

Owner occupancy considerations

Current recommendation requires an owner/occupant to apply for an ADU permit with the owner occupancy requirements in place through the certificate of occupancy.

Issues:

- Developers currently build new houses with ADUs for speculative sale. Allowing only an owner/occupant to apply limits this practice.
- When owners of attached ADUs occupy either the primary unit or the ADU, decreased Building Code fire separation requirements apply, estimated to save \$5,000-\$8,000 in construction costs. Owner-occupancy affidavits are used to verify this Building Code classification.

Owner occupancy considerations

Options to consider:

- Require a developer building a new house and ADU to provide an affidavit from a buyer/owner stating that they intend to live in the house or ADU. This would prevent speculative development without an owner/occupant—the City Council’s concern.
- Move to an owner occupancy requirement for a specified period of time (for example, 6 months or one year) and have an affidavit recorded that would be extinguished at the end of the required time period.
- Remove the owner occupancy requirement altogether.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Comprehensive Plan 2020 Docket / Work Program Update and Affordable Housing Review Process Proposed Council Action/Motion: Provide direction on the revised docket and on the special affordable housing review process.	For Council Meeting Agenda of: July 13, 2020 Department: Community Development Prepared by: Debbie Bent, Community Development Director Lauri Anderson, Principal Planner <u>Initial & Date</u> Approved by Department Head: DB 6/17/20 Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: RK/NKO 6/30/20 Exhibits/Attachments: None.
<u>INFORMATION/BACKGROUND:</u> At the 7/13/20 Council meeting, staff will provide a status update on the 2020 docket work program items. Staff is seeking Council direction on the proposed revised schedule for docket topics. Staff is also seeking initial Council feedback on policy questions related to development of a special review process for certain affordable housing projects. The Planning Commission has not met since March 3 as Open Public Meeting Act (OPMA) proclamations issued by the Governor restricted meeting agenda items to routine and COVID-19 topics and so policy-related topics were not applicable. As OPMA topic restrictions have recently been lifted by the Governor, the Planning Commission can begin virtual Zoom meetings in July. However, the three-month lack of Commission meetings meant projects were put on hold and the schedule for completing docket items needs to be adjusted. A. <u>Docket Proposed Revised Schedule</u> On January 27, 2020 (see link to the agenda item below), the City Council approved the 2020 docket (work program) for the Planning Commission. https://kenmore.civicweb.net/FileStorage/9D652C7EB0054541BD836388FE8232DE-Agenda%20Item.pdf The docket included: • Parks, Recreation and Open Space (PROS) Element of the Comprehensive Plan; • Housing Strategy Plan: Allow flexible re-use of tax-exempt publicly-owned sites for affordable housing through a special review process; • Housing Strategy Plan: "Missing Middle" housing; and • Economic Development Strategy: Consider incentives to office development. 1. PROS Element: The Planning Commission completed their preliminary review of the PROS Element (and related Capital Facilities Element changes) on March 3 and was preparing for a public hearing when the pandemic closure occurred. With the lifting of the Governor's order, staff anticipates holding Zoom Planning Commission meetings, including a Zoom public hearing, in July to finish up the PROS	

Element. Council consideration of the Planning Commission's recommendation would occur at the end of the year in conjunction with other Comprehensive Plan amendments. (As you know, the Comprehensive Plan generally cannot be amended more than once a year and the City typically takes this action in November.)

2. **Housing Strategy - Review Process for Affordable Housing Projects:** This docket item was expanded by the Council to include a request by a private citizen to consider a private senior housing project. Because of this, and because the review process proposal may necessitate Comprehensive Plan amendments, staff recommends that the Planning Commission move ahead with this project immediately following the PROS Element to ensure completion by year's end. To expedite and facilitate this project, staff is asking the Council for very preliminary direction on some key issues (see below) before the August recess. The discussion will then provide a framework for the Planning Commission as they proceed with the project.
3. **Housing Strategy - "Missing Middle" Housing:** A joint meeting between the City Council and Planning Commission is planned for September/October to discuss expectations for the third project—the "Missing Middle." It is likely, however, that this project would not actually start until late fall and would continue into 2021 for several months. The joint meeting will provide background on the topic and also give Council an opportunity to provide some overarching guidance on the policy parameters for the project to the Commission. The intent of "missing middle" housing is to provide more flexibility in single-family neighborhoods for small scale housing such as cottage housing and duplexes. This project may also consider reduced minimum lot sizes and/or house size limitations.
4. **Economic Development Strategy – Incentives for Office Development:** Staff recommends that the fourth project—office development incentives—be delayed to a future docket, at least 2021.

B. Policy Questions: Affordable Housing Review Process

As mentioned above, the Council assigned the following strategy from the Housing Strategy Plan to the Planning Commission for research and recommendations in 2020:

"Allow flexible reuse of tax-exempt or publicly-owned sites through a special process to increase housing supply and enable more diverse forms of housing, if linked to providing some affordable housing. Consider possible opportunity at Park-and-Ride."

As part of the docket assignment, the Council added consideration of a special review process for private affordable housing developments—specifically a senior housing proposal—to this project. This request came from a citizen as part of the annual docket application process in fall 2019.

The goal of the special review process is to make it easier and faster to permit affordable housing projects, particularly those projects on tax-exempt properties, such as churches, and on parcels owned by public agencies, such as the Park-and-Ride property. Allowing flexibility through an adjustment or waiver of development standards, including density, height and setbacks, also was anticipated.

Staff recommends that the Council discuss the following initial policy questions related to the special review process on July 13 in order to provide broad policy perspective to the Planning Commission. Staff is asking for preliminary Council feedback; there is no need at this time for direct Council action (motions or votes). Council will take formal action on the Planning Commission's final recommendations.

1. At what level of affordability should a special review process be available?
 - The Council previously has expressed interest in projects at the 50-60% AMI threshold.

- What percentage of units in the development should be affordable? In the past, ARCH has concluded that 10% of units is an appropriate/financially feasible level of affordability for development projects in the TOD. However, the Council may wish to consider a higher percentage of units for those wishing to use the special review process. Restricting the process to those projects that provide only affordable housing (100%) is another alternative.
 - Should senior housing projects be eligible for the special process, regardless of level of affordability? For federal Community Development Block Grant proposals, senior housing is always grouped with “low-moderate income” housing, regardless of residents’ incomes.
2. What size of project should be able to take advantage of the special review process? Is this for significant large projects or could even a small project including affordable housing units be considered?
 3. If the goal of this project is an expedited process with the opportunity to waive some development standards, likely including density, what level of project decisionmaking is appropriate? The process affects how long it takes to get a permit, but the process also determines the degree of public notice and involvement. At the low end of public notice/involvement spectrum, decisions could be made at the review staff or Department Director level. Alternatively, decisionmaking by the Hearing Examiner or in front of the City Council would involve a formal public hearing.
 4. Should limitations on project appeals be considered as a way to expedite the process? Permit applicants and others always have the option to appeal a permit action to Court. However, in many cases, the City also allows administrative appeals, either through the State Environmental Policy Act or through the permit process itself. Limiting administrative appeals is one way to expedite projects in cases where an appeal appears to be frivolous or is used to delay an approval.

Council feedback will be provided to the Planning Commission during their introduction to the docket project.

FISCAL CONSIDERATION:

Staff time will be spent to work on this project.

COUNCIL PRIORITY/BUDGET OBJECTIVE BEING ADDRESSED:

City Council Goal 2: “Increase and preserve the options for affordable housing stock.”



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Environmental Sustainability Initiatives Proposed Next Steps Move to: No formal action requested. Consider the enclosed policy memos, discuss, and provide direction for next steps.	For Council Meeting Agenda of: July 13, 2020 Department: City Manager's Office Prepared by: Adam Nebenzahl, City Management Intern Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: RK 7/2/2020
<u>INFORMATION/BACKGROUND:</u> Earlier this year, the Kenmore City Council adopted its 2020-2021 priorities, including priority #3: Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration At the City Council retreat in January, the City Council asked staff to research several environmental sustainability initiatives, including the process for creating a climate action plan as well as Tree City USA, ICLEI (Local Governments for Sustainability), and Forterra Green City Partnership. Whether to pursue Salmon Safe Certification has also been raised as a question. On June 22nd City Management Intern Adam Nebenzahl presented Part I of the environmental sustainability initiatives and described what a Climate Action Plan is and the process for developing it. Part II of the presentation is on July 13, 2020 and will discuss impacts to staff workload and what work items will be delayed/reduced as a result of making room for CAP development. Included with this agenda bill is the proposed next steps memo with the timeline and staff requirements.	



City of Kenmore, Washington

Date: July 13th, 2020

To: Rob Karlinsey, City Manager
 From: Adam Nebenzahl, City Management Intern

Re: Sustainability Initiatives Impacts to Staff Workload and Staffing Requirements

Introduction

On June 22, 2020 City Management Intern Adam Nebenzahl presented part I of the environmental sustainability initiatives and described what a Climate Action Plan is and the process for developing it. Part II of the presentation on July 13, 2020, will discuss the impact to staff workload and staffing requirements for these initiatives. Coming away from the June 22nd Council meeting members of the city council were excited to all of the project proposals about future environmental sustainability initiatives that Kenmore is interested in pursuing. What the council was concerned about, however, was trying to pursue as many projects as possible while still being fiscally responsible and recognizing that there would need to be changes in current priorities and workloads. The memo hopes to put a timeline on the sustainability initiatives proposed and what would the staffing requirements be moving forward to implement these projects.

Possible Timeline Moving Forward

Climate Action Plan

If the City Council chooses to move forward with CAP development by allocating the necessary resources and making the necessary priority and workload adjustments, we expect to work with Cascadia Consulting on development of the Climate Action Plan for Phases 1 (Greenhouse Gas Inventories) and 3 (Development of the Climate Action Plan). We are choosing to work with Cascadia because of their trusted knowledge of the Puget Sound Area along with experience working with our neighboring cities to developing their CAPs like Shoreline.

For Phase 1, we would expect for it to take the rest of 2020 to gather the data required to develop the total number of carbon dioxide equivalents (CO₂e) being admitted into our atmosphere. Council is considering authorizing an agreement to work with Cascadia Consulting Group on July 13, 2020 to begin this Phase of the Climate Action Plan implementation schedule. Staff estimate that Phase 1 will not exceed \$15,000 in 2020.

Phase 2, setting reduction targets, subject to funding, workload re-prioritization, and staffing, to complete in the first quarter of 2021. These targets will help Kenmore decide on the policies required to achieve reduction targets in a proper timeline.

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Phase 3, development of the CAP, could occur during the rest of 2021; again, subject to funding, workload re-prioritization, and staffing. This will require the development of a Green Team consisting of members from each department working together to develop the policies and plan implementation to be used in the Climate Action Plan and develop the plan itself to be presented in the beginning of 2022.

Should Council choose to continue to Phase 3 of the Climate Action Plan implementation schedule, staff recommend that Council authorize use of Cascadia Consulting Group's services through 2021. Staff estimate that Council will need to budget between \$57,000 and \$190,000 in the 2021-2022 Biennial Budget depending on the amount of staff input that is discussed further below.

Phase 4, implementation, would put the policies decided into action. Beginning in 2022 and every year thereafter, a yearly implementation plan would be developed and to City Council. This process would show the steps that Kenmore is taking each year to achieve the reduction targets.

Phase 5, monitoring and verify results, would be a reoccurring step every five years to show numerically the process being made to achieve reduction targets. This means that in the years 2027 and 3032, greenhouse gas inventories will be measured along with any updates to previous versions of the Climate Action Plan will be implemented, which is currently occurring with King County's Strategic Climate Action Plan (SCAP).

Should Council choose to continue to Phase 5 of the Climate Action Plan implementation schedule, staff recommend that Council authorize use of a consultant in 2027 and 2032. Staff estimate that Council will need to budget \$18,000 and \$19,500 in the 2027-2028 and 2031-2032 Biennial Budgets, respectively.

Tree City USA

Tree City USA is one of the programs that has minimal implementation and can begin either this year or included into the 2021-2022 biennium to achieve certification. The only obstacle will be formalizing the implementation of the \$2 per capita "toward planting, care and removal of city trees—and the planning efforts to make it happen" (Tree City USA). This application and more immediate implementation would help relieve concerns some residents had at the June 22, 2020 council meeting about trees that had been removed in their local neighborhoods. Staff recommends further evaluation of possible integration into the 2021-2022 biennium budget process discussions.

Should Council choose to direct staff to pursue participation in Tree City USA, staff recommend implementation starts in 2021 (Phase 2 of the Climate Action Plan implementation schedule). Staff estimate that Council will need to initially budget \$100,00 over two years in the 2021-2022 Biennial Budget. Ongoing annual costs to the City are estimated to begin at \$46,750 and reach \$72,000 by 2040 (based on projected population growth).

Forterra Green City Partnership

Participating in the Green City Partnership would take the longest as their assessments require a 20-year plan. Because the implementation would require time, it would make sense to begin the assessment early in Phases 1 and 2 of the CAP development so implementation can begin once the plan is developed. There are two other directions that the city can go, including waiting for a different time down the road when Council wishes to invest in this partnership, or waiting for Kenmore and Forterra to find grants to bring the net startup cost of the program to zero.

Should Council choose to direct staff to pursue participation in Forterra's Green City Partnership, staff recommend implementation wait until 2022 (Phase 4 of the Climate Action Plan implementation schedule). Staff estimate that Council will need to initially budget \$70,000 in the 2021-2022 Biennial Budget, plus the necessary staffing to develop and run it. Ongoing annual costs after the development of the assessment plan to the City are estimated to be \$40,000.

Salmon Safe Certification

Similar to the Forterra project, the most fiscally responsible decision at this time would be to become a Salmon Safe City once Phase 3 of the Climate Action Plan has been developed. Unlike Forterra, Salmon Safe did not offer grant opportunities to help lower the cost, so the entire \$34,800 cost would have to come from Kenmore. As the Forterra riparian efforts move forward, this might go hand in hand with the Salmon Safe certification. Likewise, as Salmon Safe gathers more data about how it would affect greenhouse gas emissions, it would help to quantify this information during the development of the CAP.

Should Council choose to direct staff to pursue Salmon Safe Certification, staff recommend implementation wait until 2022 (Phase 4 of the Climate Action Plan implementation schedule). Staff estimate that Council will need to initially budget \$34,800 in the 2021-2022 Biennial Budget, plus the necessary staffing to develop and run it. Recertification of the Salmon Safe program in the 2026-2027 Biennial Budget to the City are estimated to be \$17,500. Staff recommend that Surface Water Management fund revenues be used to support this project.

Impact to Staff Workload and Tasks/Programs to be Eliminated or Delayed to Make Room for the CAP

Current Staff Requirements

The first part of the CAP process, calculating Green House Gas emissions, will require efforts citywide but especially from four departments:

- Environmental Services will have the lead on managing the process
- Public Works Operations will have significant workload in providing data on city-owned facilities and operations

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- Development Services will need to provide assistance on GHGs for the community, including housing types and inventories and commercial building uses and inventories.
- City Managers' Office will need to spend time with staff/council interactions and expectations as well as community outreach and education during the GHG inventory process.

Once the GHG calculation process is complete, developing the CAP will require staff resources from all departments, including having a representative from each department serve on a "Green Team" that will meet regularly. Community outreach and involvement will also be a significant workload item during CAP development.

Note that the pandemic continues to demand extra time and resources that was not part of the 2020 workplan. Certain departments, including PW Operations, City Manager's Office, and Administration and Finance, have especially heavy and continuing workloads from the pandemic. Tasks and projects are already being delayed because of the pandemic. In addition to the pandemic impacts, the GHG inventory and CAP development process will have the following workload impacts to the city departments:

City Manager's Office

Due to the new community outreach and education workload of developing a CAP, the City Manager's Office would cut back on e-news and the quarterly newsletter. Other projects that would need to be set aside could include event sponsorship development, recreation resource recruitment and/or economic development initiatives.

A very important part of the city manager's time is leading and managing the organization, including creating organizational clarity around values, priorities, and resources; developing cohesive teams; measuring and evaluating performance and results, etc. More time spent on specific projects means less time on managing the organization. Intergovernmental/regional involvement may also be affected.

Environmental Services

ES will have the lead on developing the CAP and have been planning to do so. With the recent addition of a new surface water technician in this year's budget, as well as some major policy projects recently completed (surface water fee update, surface water management plan revised, etc.), ES will have some limited capacity to absorb this project and take the lead on it. However, to make room for the CAP, surface water utility locate services will need to be contracted out to the private sector (adding additional cost to the Surface Water Utility budget). Other special projects, such as Microsoft Air Quality Monitors and some educational outreach efforts on water quality, may be delayed or affected.

Public Works Operations

As stated above, responding to the pandemic is a significant unplanned workload for Public Works Operations. Additional workload delays/cancellations to make room for the CAP development would include:

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- Delay Snow & Ice Manual Updates
- Delay Sidewalk Safety Maintenance Projects
- Delay T-Mobile Lease Agreements
- Reduce response time to customer service requests that need the PW Operations Supervisor's attention
- Truncate biennium budget prep—less narrative and analysis
- Delay City Hall and Hangar security access and camera upgrades
- Reduce/limit involvement on the Safety Committee (required by state law)

Police

Because Kenmore contracts with the King County Sheriff's Office for police services, the city will be reaching out to King County for assistance and should not significantly impact the workload of our chief of police and officers. However, if the Chief of Police is needed to be involved in any significant way, he will likely need to come in on overtime (and additional cost) to do so because management of his department is first priority and consumes all of his time at present.

Engineering

Delay/spend less time on the 61st Street sidewalks replacement project. This project is currently in the review of alternatives phase; Engineering is also in the process of applying for grants for this project.

Community Development

To support the CAP in 2020 CD could absorb this workload, assuming no other major workload items added. In 2021 CD could absorb participation on a green team, assuming four hours a month or less. However, the unknown for 2021 are resources to support implementation of the CAP and other environmental programs that Council adds, whether this is new policies, new/amended regulations, materials to support participation in programs, grant applications, attending meetings, etc. If the environment is the focus in 2021 then other work program items will need to be deferred, such as Missing Middle or other measures to support the affordable housing strategy, and other docket items.

2020 Data Collection/CAP Support: CD should be on the low end of involvement at 20 hours or less. Assuming this would not likely be data collection but more review of info/reports/agenda bills to assist Adam, continuing the role that I've been doing along with Richard. This could be absorbed into the work program, assuming no new large projects.

2020 Comprehensive Plan Amendment: Minor amendment to the comp plan to support CAP. Estimate 2-3 planning commission meetings (intro, public hearing, recommendation), 2 council meetings (intro, ordinance approval), agenda packet prep, SEPA, ordinance.

2021 Work Program: Implementation of the CAP but also other programs whether its Tree City USA membership, Salmon Safe, Forterra Green City Partnership. This could be

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a substantial workload across departments. Would recommend eliminating other policy (docket work programs) including Missing Middle.

Development Services

Because of Development Services' significant role in the development of a CAP, the workload impacts for this department are described as follows:

Programs identified in the DS 2020 Workplan that would need to be delayed are:

1. Commercial change of use, standards related to impact fees;
2. Tree cutting penalties and tree regulations overview with the Council;
3. All other minor code cleanup amendments planned.

In addition, building code adoption cycle is happening now, and we are required to adopt a new building code before November 1, 2020, requiring a significant amount of time over the next few months. The building code update cannot be delayed or reduced in scope and may limit DS ability to spend significant time on the GHG calculation process in 2020.

As far as the CAP development process beyond GHG calculations, the time needed from Development Services to develop a CAP depends on the focus areas included within the CAP. The potential focus areas within a CAP that could affect Development Services workload are:

1. High-performance building and energy efficiency regulations for construction;
2. Establishing green building codes and incentives;
3. Creating educational materials, outreach, and code development tools;
4. Implementing building construction and debris recycling and diversion regulations; and
5. Becoming a Tree City USA member.

Working on any one of these focus areas would mean not being able to perform additional programs above and beyond our day-to-day permitting activities.

Examples of programs that we would not be able to perform if we were to pursue a CAP may include but not be limited to:

1. Sign code updates;
2. Code enforcement Municipal Code updates;
3. Tree code updates;
4. Impact fee related to change of use code updates;
5. All minor miscellaneous code updates;
6. Proactively pursuing a Lakepoint project;
7. Update to our GIS database and layers;
8. Conducting a LEAN exercise;
9. Software updates; and
10. Possibly a reduction in City committees and various activities.

Administration and Finance

The finance director's workload is currently maxed out with increasing workload from changing labor laws, the pandemic, and financial sustainability plan, and more. Any work on the CAP by administration and finance would need to be minimal and would need to be delegated to the accountant in this department. The accountant's daily activities and special projects (replacing our ancient phone system, for example) may be affected.

Additional Staff Requirements

Other than the requirements that current staff will have to make for these projects moving forward, an additional staff member will have to be brought on. This staff member should either be a part-time or full-time employee, depending on how many environmental initiatives the Council wishes to pursue. The position would be titled "Sustainability Coordinator" or a similar title and they would handle the projects that have been presented. As time goes on and more projects and policies are implemented it might require a permanent full-time employee to achieve these goals and reduction targets. This position would work in the Public Works Department under the Environmental Services Manager. Discussion whether to add this position and how to fund it could be part of the 2021-2022 Biennium Budget Process. In the meantime, the management intern in the city manager's office can work with the Environmental Services division to start and complete the Green House Gas emissions inventory and calculations (Phase 1 of the CAP).

If Kenmore decides to hire an additional person to manage the CAP and that results in the city's employee count meeting fifty or more, then Kenmore and employees would be subject to the Family Medical Leave Act (FMLA) and other regulations, which would require more administration and process from a Human Resources point of view.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Cascadia Consulting Greenhouse Gas Inventory Project Move to: Authorize the City Manager to Execute the Agreement with Cascadia Consulting Group in an amount not to exceed \$15,000 for the Greenhouse Gas Inventory Project	For Council Meeting Agenda of: July 13, 2020 Department: City Manager's Office Prepared by: Adam Nebenzahl, City Management Intern <table> <tr> <td>Approved by City Attorney:</td> <td><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Finance Director:</td> <td>_____</td> </tr> <tr> <td>Approved by City Manager:</td> <td>RK 7/2/2020</td> </tr> </table> Exhibits/Attachments: None	Approved by City Attorney:	<u>Initial & Date</u>	Approved by Finance Director:	_____	Approved by City Manager:	RK 7/2/2020
Approved by City Attorney:	<u>Initial & Date</u>						
Approved by Finance Director:	_____						
Approved by City Manager:	RK 7/2/2020						
<u>INFORMATION/BACKGROUND:</u> At the City Council Meeting on June 22nd, 2020 the City Council heard the Environmental Sustainability Initiatives that Kenmore could pursue. The main portion was the presentation of enacting a Climate Action Plan. The first step in enacting the Climate Action Plan is to collect greenhouse gas inventories. This bill proposes that the Council agrees to authorize the spending an amount not to exceed \$15,000 with the Cascadia Consulting Group to help collect the community greenhouse gas inventories. The collection of the greenhouse gases that the municipality produces will be collected by the Kenmore city staff using the ICLEI ClearPath software that was presented on June 22nd.							



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Amendment to Discontinue Closure Pay Provided for under the Pandemic and Public Health Emergency Response and Recovery Proclamation 20-02	For Council Meeting Agenda of: July 13, 2020 Department: Finance and Administration Prepared by: Joanne Gregory, Director
Move to: Amend the Pandemic and Public Health Emergency Response and Recovery Proclamation 20-02 to Discontinue Closure Pay	Initial & Date Approved by City Attorney: <i>KW 7/12/20</i> Approved by Finance Director: <i>J Gregory 7/16/20</i> Approved by City Manager: <i>JK</i> Exhibits/Attachments: Pandemic and Public Health Emergency Response and Recovery dated March 5, 2020

INFORMATION/BACKGROUND:

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. That Proclamation, provides, in part, for "Closure Pay" to eligible staff members during a city hall closure due to the COVID-19 pandemic.

On March 18, 2020, the Families First Coronavirus Response Act (FFCRA) was signed into law and is an economic stimulus plan which took effect April 1, 2020. The FFCRA provides for protected paid leave to qualifying employees for "medical" and/or "family" purposes, as set forth more fully in that Act.

Many employees initially utilized Closure Pay during March and April 2020, and as of June 12, 2020 over 800 hours of Closure Pay had been paid to City employees. However less than six employees still continue to use the benefit.

City staff anticipates that the need for Closure Pay will continue to decline as the City reopens city hall and resumes operations pursuant to Phase II (and beyond) of the governor's "Safe Start Plan." Additionally, FFCRA leave remains available through December 31, 2020 for those employees who are not able to report to work or otherwise telecommute due to qualifying COVID-19-related reasons.

Accordingly, it is staff's assessment that the need for the emergency Closure Pay has diminished. It is recommended that the City discontinue the Closure Pay benefit and transition to the provisions of the FFCRA to compensate employees for approved leave.



Pandemic and Public Health Emergency Response and Recovery

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

authority, granted to address a pandemic.

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

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

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

2. Fair Labor Standards Act (FLSA) Non-Exempt staff who are called into City Hall (or other city work site) during a closure to work for critical city operations will receive pay at a rate of time and a half for work carried out during a closure of City Hall. Such premium pay shall be credited against any overtime pay the employee may earn during the applicable work week (i.e., the employee shall not receive "double overtime").
3. FLSA Exempt employees shall continue to receive their normal salary during a City Hall closure, regardless of whether they are able to work from home.
4. FLSA Exempt managerial staff who are needed to work during a City Hall closure will not receive any additional compensation for such work. For purposes of this policy, "exempt managerial staff" are those exempt employees who report directly to the City Manager.
5. All other FLSA Exempt employees who are called into City Hall during a closure shall receive Extra Duty Pay for all hours actually worked by the employee at City Hall (or other city work site). These exempt employees shall be required to accurately track and report their hours worked at City Hall for purposes of calculating the Extra Duty Pay.

R. H. Kalig
City Manager

March 5, 2020
City of Kenmore



**Proclamation 20-02.1 – Amendment:
Pandemic and Public Health Emergency Response and Recovery**

1. PURPOSE: The purpose of this policy is to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the operations of the City of Kenmore and/or pose a risk to the health or safety of staff and the community at large.
2. SCOPE: This policy applies to all City of Kenmore departments and employees.
3. DEFINITIONS:
 - A. Closure Pay: Payment of regular wages and benefits during closure of City Hall or other City facilities in the event of a pandemic, outbreak, or proclamation of a public health emergency.
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 - H. Washington Department of Health: doh.wa.gov
 - I. Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
5. POLICY: It is the policy of the City of Kenmore to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and City staff is a top priority and this policy establishes some of the actions that may be taken, and the authority, granted to address a pandemic.

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

leave, compensatory time, or floating holidays) while recovering from, or caring for a spouse or dependent recovering from, illness.

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

work on the day(s) on which City Hall is closed. Those who are on a planned absence, such as vacation leave and were not recalled back to work will not receive Closure Pay. Any employee already on sick leave shall be eligible for Closure Pay in lieu of continued use of sick leave once Closure Pay is in effect.

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

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