



City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

City of Kenmore
City Council Regular Meeting Agenda
7:00 p.m., Monday, September 26, 2016
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PRESENTATION

- A. Recognition of 10 Years of Service to the City - Andrew Bauer
[Certificate](#)

VI. PROCLAMATION

- A. Domestic Violence Awareness Month - October 2016
[Proclamation](#)

VII. CITIZEN COMMENTS

- A. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.

VIII. CONSENT AGENDA

- A. The following checks and electronic payments are approved for payment:
Total Check Numbers 35165 through 35251 in the amount of \$737,608.19
Total Payroll Electronic Deposits Dated 09/02/2016 in the amount of \$80,371.92
[Checks & Electronic Payments](#)

- B. Contract No. 14-C1322 Amendment No. 2, Corey Hansen, Business Incubator Consultant
[Agenda Bill & Attachments](#)

IX. BUSINESS AGENDA

- A. Priority-Based Budgeting Presentation - Joanne Gregory, Finance & Administration Director
[Agenda Bill & Attachments](#)
- B. Walkways & Waterways Bond Measure Preliminary Schedule of Events - Joanne Gregory, Finance & Administration Director; Rob Karlinsey, City Manager; and Kris Overleese, Public Works Director/City Engineer
[Agenda Bill & Attachments](#)

X. STAFF REPORT

XI. COUNCILMEMBER REPORTS, COMMENTS & INITIATIVES

XII. ADJOURNMENT

Upcoming Meetings:

Tues., October 4, 2016 7:00 p.m. Planning Commission Regular Meeting
Mon., October 10, 2016 7:00 p.m. City Council Regular Meeting
Mon., October 17, 2016 7:00 p.m. City Council Regular Meeting

For Recognition of Service

Thank you for your 10 years of service!

ANDREW BAUER

*You have consistently demonstrated excellence and professionalism.
We at the City of Kenmore appreciate your work ethic and
teamwork. You have truly made a positive difference in our
community and our organization. We sincerely wish you
continued success in your new endeavor.*



A handwritten signature in blue ink, appearing to read "David Baker", is positioned above a horizontal line.

Mayor David Baker

A handwritten signature in blue ink, appearing to read "Rob Karlinsey", is positioned above a horizontal line.

Rob Karlinsey, City Manager

City of Kenmore, Washington Proclamation

WHEREAS, throughout October, communities across the country will mourn for those whose lives were taken by domestic violence, celebrate the tremendous progress victim advocates have made over the years, and connect with one another with a true sense of unity to end domestic violence; and

WHEREAS, victims of domestic violence are not readily visible by their outward appearances; and

WHEREAS, committed within the privacy of homes, domestic violence is a nearly invisible crime, although every one of us probably knows someone who has experienced it; and

WHEREAS, when a family member is abused, it can have long-term damaging effects on the victim that can also leave a mark on family, friends, and the community at large; and

WHEREAS, millions of children are exposed to violence in their homes, as both victims and witnesses, each year in the United States; and

WHEREAS, while children can be remarkably resilient, children exposed to domestic violence are often physically, mentally, and emotionally impacted; and

WHEREAS, being exposed to violence may impair a child's capacity for partnering and parenting later in life, continuing the cycle of violence into the next generation; and

WHEREAS, the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious and societal barriers, and is sustained by societal indifference; and

WHEREAS, every person who experiences domestic violence deserves a safe space for reporting and receiving needed services, and prevention efforts must be inclusive of everyone; and

WHEREAS, no single program can change the environmental factors and norms that contribute to intimate partner violence; what work are comprehensive and multidisciplinary approaches that reframe the desired outcome of prevention as healthy behavior and healthy communities; and

WHEREAS, the Washington State Domestic Violence Hotline (1-800-562-6025) and the National Domestic Violence Hotline (1-800-799-SAFE) and its website (www.theHotline.org) and other victims' services, provide lifesaving tools and immediate support to enable victims to find safety and begin lives free of abuse and also provide information for identifying abuse and steps to help a friend or loved one through an abusive relationship; and

WHEREAS, we can reach out to friends and loved ones who have suffered from domestic violence and tell them that they are not alone,

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, Washington, on behalf of the City Council, do hereby proclaim October 2016 to be

"DOMESTIC VIOLENCE AWARENESS MONTH"

in the City of Kenmore, and I urge all citizens to actively work towards the elimination of domestic violence.

IN WITNESS WHEREOF, signed this 26th day of September, 2016.

Signed: _____
David Baker, Mayor

Attested: _____
Patty Safrin, City Clerk

Voucher Certification and Approval

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

The following checks and electronic payments are approved for payment:

Total Check numbers: 35165 through 35251 \$ 737,608.19

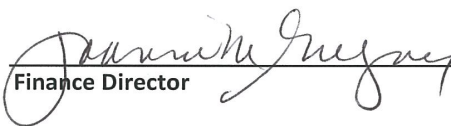
Total Payroll electronic deposits dated: 09/02/2016 \$ 80,371.92



City Manager

9-15-16

Date



Finance Director

9/9/16

Date

Check #	Vendor Name	Description	Check Amount
35165	NATIONWIDE FINANCIAL 401a	Social Security Replacement Plan	12,656.25
35166	NATIONWIDE RETIREMENT SOLUTIONS 457	Deferred Comp Payroll Deduction	195.00
35167	ICMA RETIREMENT TRUST 457 - 304745	Deferred Comp Payroll Deduction	3,103.81
35168	DRS 457	Deferred Comp Payroll Deduction	1,160.00
35169	CITY OF KENMORE FS	Flexible Spending Medical Plans	396.38
35170	BANK OF AMERICA 941	Payroll Taxes	16,938.55
35171	DEPARTMENT OF RETIREMENT SYSTEMS	WA State Retirement	18,256.28
35172	STATE OF FLORIDA DISBURSEMENT UNIT	Payroll Deduction	275.00
35173	HSA BANK	Employee Health Savings Acct. Contribution	80.76
35174	HANSEN, COREY	August Incubator Consulting Service	3,425.00
35175	BRAVO ENVIRONMENTAL SERVICE	8/4-8/24 Vactor/Video Services	12,932.02
35176	BRUCE DEES & ASSOCIATES	16-C1496 August Work on St. Edward Ballfields	473.03
35177	CASCADE PEST CONTROL	August Rhododendron Park Pest Control	142.35
35178	CITY OF BELLEVUE	4th Qtr 2016 ARCH Contribution	6,879.75
35179	COASTWIDE LABORATORIES	Parks & City Hall Maintenance Supplies	514.53
35180	DAILY JOURNAL OF COMMERCE	8/26 Ad RFP16-C1602 Emergency Mgmt. Svcs.	125.40
35181	FERGUSON ENTERPRISES INC #1539	Catch Basin & Drainage Materials	242.14
35182	FRUHLING SAND & TOPSOIL	Asphalt Disposal	30.00
35183	INSLEE, BEST, DOEZIE & RYDER, P.S.	July Legal Services	36,796.29
35184	KING COUNTY FINANCE	July Adult/Juvenile Detention Maint./Booking	975.22
35185	KING COUNTY FINANCE	July Community Work Program ROW Vegetation	5,610.00
35186	KING COUNTY SHERIFF	July Police Svcs - School District Overtime	360.13
35187	BLACKBAUD	2/29/16-2/27/17 Financial Software Maint.	7,225.80
35188	LIGHTHOUSE CONSULTING INC	Aug. Protection/Backup/Pub. Records/Archiving	2,147.57
35189	NORTHSHORE UTILITY DIST	New Water/Sewer Service for Town Green	33,035.00
35190	HONEY BUCKET	8/13-9/8 Squires Landing Rental	218.35
35191	OFFICE DEPOT	Office Supplies	414.30
35192	VOID	Void	-

35193	OLYMPIC ENVIRONMENTAL RESOURCES INC	Oct. 1st Collection Event Program Management	980.00
35194	PUGET SOUND ENERGY	7/14-8/15 Rhododendron Park	175.57
35195	PUGET SOUND ENERGY	Town Green Natural Gas Connection	2,083.00
35196	PUGET SOUND ENERGY	Town Green Electrical Connection	28,250.02
35197	CEMEX	Catch Basin/Drainage Materials	206.01
35198	SEATTLE TIMES	Legal Ads	1,706.29
35199	STEWART MACNICHOLS HARMELL, INC.	July Public Defender Services	5,000.00
35200	TOTAL LANDSCAPE CORP	August Parks Landscape Maintenance	1,730.10
35201	UNITED RENTALS NW, INC	Equip. Rental for Catch Basin/Pipe Installation	519.88
35202	WA STATE DEPT OF TRANSPORTATION	July Traffic Signal Maintenance	628.27
35203	AURORA RENTS	Rentals for SWM Facility Work	173.61
35204	BERK CONSULTING	July Imagine Kenmore Services	3,295.45
35205	ARTS OF KENMORE	3/4-5/19 & 6/3-8/18 City Hall Gallery Exhibits	1,900.00
35206	PAT'S TREES AND LANDSCAPE INC.	Simonds Overlay Tree Removal	1,425.69
35207	VAN NESS, ALLAN	8/4-8/25 Mileage Reimbursement	45.36
35208	WA STATE DEPT OF TRANSPORTATION	July SR522 West A Inspection Services	261.80
35209	HDR ENGINEERING, INC	6/26-7/23 13-C1214 SR522 West A Prof. Svcs.	45,439.95
35210	SANDRA OWEN DESIGN	Design - Kenmore Play Day Poster	260.00
35211	EVER-MARK, LLC	USB Drives & Magnets for SR522 Ribbon Cutting	906.36
35212	A+ CONFERENCING	Conference Calls	87.82
35213	SHRED-IT USA LLC	8/20 Shredding Service	56.94
35214	ALCALDE & FAY	August Gov't Affairs Consulting	5,032.50
35215	COMCAST	8/30-9/29 Incubator Bldg Internet	261.84
35216	PASSPORT TRAVEL AND TOURS	Council Airfare - NLC City Summit	596.20
35217	VOID	Void	-
35218	HORIZON DISTRIBUTORS INC	Water Trailer Parts	52.01
35219	PHSI PURE HEALTH SOLUTIONS INC.	City Hall Filtered Water Systems	100.63
35220	AM TEST, INC	Swamp Creek Water Sampling	125.00
35221	LAW OFFICE OF JOHN RONGERUDE, PS	7/20 Conflict Defense Services	300.00
35222	INDEPENDENT STATIONERS	Battery	2.83
35223	SCHINDLER ELEVATOR CORPORATION	City Hall Elevator Maintenance	1,644.27
35224	WELLS FARGO FINANCIAL	8/21-9/20 1st & 2nd Floor Xerox Leases	1,041.25
35225	HOPKINS, CRAIG	Police Volunteer Mileage Reimbursement	57.24
35226	DEVRIES, DENIS	Police Volunteer Mileage Reimbursement	52.38
35227	MILLER STEPHENS, MARY	July Public Defender Svcs @ SCORE Facility	1,250.00
35228	PERTEET INC.	12-C1082 July Consulting Servies	22,676.56
35229	VERIZON WIRELESS	8/27-9/26 Cell Phones/I-Pads	286.49
35230	GREATER BOTHELL CHAMBER OF COMMERCE	Kenmore Bus. Alliance August Admin. Support	200.00
35231	PETERSON, JANET	Ergonomic Services	1,550.00
35232	WINTERBOURNE LANDSCAPE	City Hall Green Roof Maintenance	574.88
35233	MOBILE MINI, INC.	Log Boom & Rhod. Park Container Rentals	309.29
35234	BRIEN, GAYLYNN	June Sales Tax Data Management	50.00
35235	MACDONALD MILLER FACILITY SOLUTIONS	Senior Center Sink Repair	421.63
35236	STARDOM SERVICES, INC.	August Incubator Bldg. Janitorial Service	510.00
35237	GALLATIN PUBLIC AFFAIRS	June & August Media Relations/Marketing	7,024.84
35238	KPFF CONSULTING ENGINEERS	15-C1414 6/25-7/29 62nd Ave Improvements	7,168.87
35239	SKYWARD CONSTRUCTION	August Town Green Construction Services	372,470.48
35240	KIMBERLY LANE 9, LLC	Cash Deposit Refund PRJ2005-132	7,500.00
35241	PEARSON ESTATES LLC	Cash Deposit Refund PRJ2006-062	7,500.00
35242	REIQUAM, PETER	Town Green Art Project	11,500.00

35243	EA ENGINEERING SCIENCE & TECHNOLOGY	16-C1582 Lodge @ St. Edward Prof. Svcs - 7/29	3,160.00
35244	FCS GROUP, INC.	16-C1589 Development Svcs Fee Study	5,934.25
35245	VOID	Void	-
35246	TRAFFICALM SYSTEMS	Speed Feedback Signs	4,515.00
35247	KING'S DRYWALL REPAIR LLC	City Hall Water Damage Repair	2,299.50
35248	RAMCO CONSULTING SERVICES, INC.	9/14 PowerPoint Class Nancy Meehan	185.00
35249	GORDON THOMAS HONEYWELL	Aug. Governmental Affairs Services	3,724.22
35250	SNO-KING WATERSHED COUNCIL	Grant Payment 16-C1594 Wetland Analysis	3,000.00
35251	OFFICE TEAM	City Clerk & Dev. Svcs Dept. Temporary Services	4,790.00
9/2/2016	PAYROLL	Direct Deposit	80,371.92
			<u>\$817,980.11</u>

2016	PRIOR VENDOR ACTIVITY	TOTAL	FOR 2016
	A & A LIMOUSINE & BUS SERVICE		1,653.00
	A+ CONFERENCING		735.33
	AA ASPHALTING, INC		11,389.51
	AAA FLAG & BANNER MFG. CO., INC.		4,918.36
	AAA PRINTING		1,100.65
	AABCO BARRICADE COMPANY INC.		2,726.55
	ABIGANIA, ALBERT		300.00
	ACF WEST INC		3,533.01
	ACTION ENTERTAINMENT		395.00
	ACTIVE SHOOTER TRAINING LLC		1,425.00
	ADMAN, STACI		6,296.26
	ADVANCE TESTING & SERVICE INC		702.00
	AFLAC		2,791.52
	AGORA NW LLC		336.39
	ALCALDE & FAY		35,998.71
	ALEXANDER, JEFF		400.00
	ALL CLIMATE HEATING AND AIR		36.05
	ALL TRAFFIC SOLUTIONS		2,625.00
	ALLPLAY SYSTEMS LLC		58.04
	ALPHAGRAPHICS US718		946.78
	ALTA MAXINE MELVIN		14,674.00
	AM TEST, INC		1,225.00
	AMERICAN GENERAL LIFE GPO-400S		3,457.36
	AMERICAN PLANNING ASSOCIATION		2,124.00
	AMERICAN PUBLIC WORKS ASSOCIATION		1,225.00
	AMERICAN SOCIETY OF CIVIL ENGINEERS		225.00
	AMERICAN SOCIETY OF COMPOSERS		336.63
	ANCHOR QEA, LLC		7,611.50
	APPLIED CONCEPTS, INC.		2,979.50
	ARC - PACIFIC NORTHWEST		2,711.51
	ARTS OF KENMORE		2,444.76
	ARTSITE LTD, LLC		1,435.76
	ASPLUNDH		5,420.25
	ASSOCIATION OF WA CITIES		16,935.04
	ATHENAS		320.00
	AURORA RENTS		1,371.81
	AUTO BEE		150.00
	AV CAPTURE ALL		4,718.57
	AVCA HARDWARE		341.33
	AWC EMPLOYEE BENEFITS		361,839.70
	BAKER, BRIDGIT		138.62
	BAKER, DAVID		2,684.88
	BANK OF AMERICA 941		249,157.49
	BANNER BANK		3,774.45
	BANNER BANK DB		1,204.04
	BANNER BANK LD		2,264.98
	BANNER BANK BAKER		7,853.97
	BANNER BANK BH		3,831.50
	BANNER BANK CS		4,034.05

VIII. A. The following checks and electronic payments are ap...

BANNER BANK	DB	1,681.46
BANNER BANK	JG	3,076.60
BANNER BANK	JGORDON	6,498.59
BANNER BANK	KENMORE	23,286.50
BANNER BANK	LD	3,071.35
BANNER BANK	NO	3,074.99
BANNER BANK	PS	1,205.44
BANNER BANK	RK	2,721.45
BANNER BANK	VAN NESS	4,381.46
BARTLETT TREE EXPERTS		394.20
BASTYR UNIVERSITY		50,200.00
BELLEVUE COLLEGE		219.12
BELMARK, LLC		7,776.05
BEN HOLT INDUSTRIES		6,050.00
BERK CONSULTING		73,080.58
BEST BUY BUSINESS ADVANTAGE ACCOUNT		21,943.51
BJELDE, LAUREN		1,750.00
BRAVO ENVIRONMENTAL SERVICE		1,144.28
BRIEN, GAYLYNN		400.00
BRUCE DEES & ASSOCIATES		55,616.25
BUILDERS EXCHANGE OF WASHINGTON INC		451.95
BULGER SAFE & LOCK, INC.		363.54
CALPORTLAND COMPANY		1,154.22
CAPITAL ONE COMMERCIAL/ COSTCO		19.37
CAPPS, DAWNA		50.00
CARSTAR		1,793.19
CASCADE PEST CONTROL		854.10
CASCADE RECREATION, INC		301.13
CATHOUSE PIZZA		112.00
CEMEX		2,224.24
CENTER FOR HUMAN SERVICES		5,000.00
CHICAGO TITLE		1,099.78
CITY OF BELLEVUE		112,924.97
CITY OF KENMORE FS		4,342.08
CITY OF KENT		500.00
CITY OF LAKE FOREST PARK		618,761.17
CITY OF SHORELINE		1,357.68
CITY OF TACOMA		40.00
CITYWORKS/ AZTECA SYSTEMS INC.		21,900.00
CLOWNS UNLIMITED, INC.		897.90
COAST & HARBOR ENGINEERING		63,329.05
COASTAL WEAR PRODUCTS INC		1,356.71
COASTWIDE LABORATORIES		5,778.52
COBRA BEC, INC.		8,945.94
CODE PUBLISHING COMPANY		8,091.27
COLUMBIA RIDGE LANDFILL		8,019.72
COMCAST		3,756.76
CONSOLIDATED PRESS		9,239.49
CONTOUR FENCE CO. INC.		4,789.53
CORT PARTY RENTAL		582.98

COX PRINTING & SIGNS	766.40
CULLEY, AMBERLY	6,296.26
CURTIS, DR. MILTON	60.16
D.R. HORTON	15,000.00
DAILY JOURNAL OF COMMERCE	2,256.15
DANSOUND INC	7,568.64
DAY WIRELESS SYSTEMS	76.44
DEPARTMENT OF ECOLOGY	34,739.65
DEPARTMENT OF LABOR AND INDUSTRIES	19,076.07
DEPARTMENT OF RETIREMENT SYSTEMS	283,560.92
DEPPA, DOUG	127.50
DEVRIES, DENIS	341.85
DIGITAL REPROGRAPHICS SERVICES INC.	219.66
DRS 457	20,200.00
DURRANT, JEFF	178.50
ECONOMIC DEV COUNCIL OF SEATTLE/KC	5,000.00
EJ USA, INC.	2,868.72
EMERALD FIRE LLC	289.08
EMPLOYMENT SECURITY DEPT	13,988.75
ENVIRONMENTAL SYSTEMS RESEARCH INST	5,694.00
ESA ADOLFSON	27,692.85
EVERGREEN PRINT SOLUTIONS	715.24
EVERGREEN SAFETY COUNCIL	299.00
EVER-MARK, LLC	664.37
FAZZARI MARKETING	1,007.46
FEENEY WIRELESS	1,195.81
FERGUSON ENTERPRISES INC #1539	5,357.95
FINANCIAL CONSULTANTS INT'L INC	495.50
FIRE PROTECTION, INC	5,002.92
FIRE SYSTEMS WEST, INC.	547.50
FIX AUTO	1,000.00
FLEMINGS HOLIDAY LIGHTING LLC	1,394.66
FLOW TECHNOLOGIES INC.	54,497.61
FOOTPRINT PROMOTIONS	1,912.53
FRONTIER	8,373.19
FRUHLING SAND & TOPSOIL	3,349.87
FUJII, GLORIA	1,700.00
G & H PRINTING	298.99
GALLATIN PUBLIC AFFAIRS	23,400.19
GOOD TO GO	16.00
GOODSELL POWER EQUIPMENT #2 INC.	49.13
GORDON THOMAS HONEYWELL	26,311.34
GOVDELIVERY, INC.	11,025.00
GOVERNMENT FINANCE OFFICERS ASSOC	190.00
GRAINGER	1,760.57
GREATER BOTHELL CHAMBER OF COMMERCE	4,400.00
GREGORY, JOANNE	459.50
GRINDLINE SKATEPARKS INC.	12,850.01
GROUP FOUR INC.	7,620.00
HANSEN, COREY	23,975.00

HATFIELD, CHRISTOPHER	75.00
HDR ENGINEERING, INC	480,653.52
HERBIG, NIGEL	61.56
HERMANSON COMPANY, LLP	2,520.18
HESTON VISUAL ARTS	1,051.75
HEWITT	114,314.14
HOME DEPOT CREDIT SERVICES	398.61
HONEY BUCKET	3,332.98
HOPELINK	7,500.00
HOPKINS, CRAIG	630.18
HORIZON DISTRIBUTORS INC	1,649.22
HSA BANK	1,292.16
IAP2 PUGET SOUND CHAPTER	1,550.00
ICMA RETIREMENT TRUST 457 - 304745	48,810.96
iCOMPASS TECHNOLOGIES, INC.	9,650.00
INDEPENDENT STATIONERS	1,262.22
INGLEWOOD GOLF COURSE	1,248.30
INSLEE, BEST, DOEZIE & RYDER, P.S.	278,244.98
INTEGRA TELECOM	7,272.64
INTERNATIONAL BUSINESS INNOVATION	525.00
INTERNATIONAL CITY/CNTY MGMT ASSOC	1,528.46
INTERNATIONAL CODE COUNCIL	135.00
INTERNATIONAL INST OF MUNI CLERKS	220.00
iWORQ SYSTEMS	2,800.00
JACOBS ENGINEERING GROUP	181,302.08
JD PLUMBING & FIRE PROTECTION INC.	214.03
JET CITY PRINTING	3,580.83
JOYCE ZIKER PARKINSON	9,325.00
JP HENNESSY	500.00
JUSTIN BREWER WEB DESIGN	555.00
KAMINS, CHAD	519,470.58
KARLINSEY, ROB	154.72
KBA INC.	84,481.00
KCDA PURCHASING COOP	1,693.69
KD CANOPY	771.00
KEEP POSTED INC	304.00
KENMORE COMMERCIAL LLC	26,672.19
KENMORE HERITAGE SOCIETY	475.00
KIMBERLY LANE 9, LLC	1,145.82
KING COUNTY ANIMAL SVCS	2,349.00
KING COUNTY FINANCE	269,033.47
KING COUNTY FINANCE W.L.R.D.	56,951.80
KING COUNTY FINANCE/ GIS	2,621.11
KING COUNTY FLEET ADMIN	882.17
KING COUNTY MUNICIPAL CLERKS ASSOC	25.00
KING COUNTY OFFICE OF FINANCE	1,838.87
KING COUNTY RADIO COMM SERVICES	567.22
KING COUNTY RECORDER'S OFFICE	166.00
KING COUNTY SHERIFF	1,857,318.52
KING COUNTY TREASURY	12,024.01

KINGS HEATING	28.84
KOMPAN, INC	169.73
KONICA MINOLTA BUSINESS SOLUTIONS	5,979.98
KORTE, BRENT	27.61
KPFF CONSULTING ENGINEERS	179,407.03
KRAZAN & ASSOCIATES, INC.	8,522.50
KVO INDUSTRIES, INC	1,245.00
LANEY JONES AND THE SPIRITS	1,000.00
LANGTON SPIETH, LLC	35,000.00
LANGUAGE LINE SERVICES, INC.	4.83
LAW OFFICE OF JOHN RUNGERUDE, PS	600.00
LENNAR NORTHWEST, INC.	13,334.10
LIGHTHOUSE CONSULTING INC	48,583.41
LINCOLN NATIONAL LIFE INSURANCE	7,313.61
LOVE BOMB GO-GO	1,500.00
LOYUK, SAMANTHA	52.92
MACDONALD MILLER FACILITY SOLUTIONS	1,657.42
MACLEOD RECKORD	8,511.30
MAGEE, STEVEN	49.44
MAIL FINANCE	2,109.00
MAINSTREET MASONRY RESTORATION LLC	1,228.25
MARINE FLOATS CORPORATION	2,222.85
MARSHBANK CONSTRUCTION	4,421,824.81
MARY BRABEC	3,500.00
MCALLISTER, TERESA	186.18
MCKINNEI, SHAHIN	102.35
METROPOLITAN TRANS. COMMISSION	1,500.00
MILLER STEPHENS, MARY	11,250.00
MIWONGTUM, RACHEL	120.99
MOBILE MINI, INC.	2,219.56
MOON CONSTRUCTION COMPANY	27,199.81
MORGAN SOUND INC	2,131.97
MOTT MACDONALD GROUP, INC.	945.00
MR. T'S TROPHIES	239.47
MUMMA, RYAN	58.32
MUNIMANAGE, LLC	18,125.00
NATIONAL LIFE OF VERMONT	985.36
NATIONWIDE FINANCIAL 401a	197,636.37
NATIONWIDE RETIREMENT SOLUTIONS 457	5,070.00
NORTHLAKE LUTHERAN CHURCH	100.00
NORTHSHORE FIRE DEPT	5,003.00
NORTHSHORE PARK & REC SERVICE AREA	1,360.00
NORTHSHORE ROTARY CLUB	714.00
NORTHSHORE SCHOOL DISTRICT	2,500.00
NORTHSHORE SENIOR CENTER	7,150.00
NORTHSHORE UTILITY DIST	76,119.62
NORTHSHORE YOUTH & FAMILY SERVICES	4,000.00
NORTHWEST ARBORICULTURE LLC	1,235.00
NORTHWEST LANDSCAPE SERVICES	28,711.71
NORTHWEST MARINE TRADE ASSOCIATION	425.00

NORTHWEST PLAYGROUND EQUIPMENT INC.	14.97
NORTHWESTERN COLLECTION SERVICE INC	690.00
NRC ENVIRONMENTAL SERVICES, INC.	4,975.10
OAC SERVICES, INC	307.97
OFFICE DEPOT	8,245.22
OFFICE TEAM	6,145.13
OGDEN, MURPHY, WALLACE	12,122.50
OLYMPIC ENVIRONMENTAL RESOURCES INC	19,477.68
OSBORN CONSULTING INC.	44,365.79
OUSLEY, NANCY	758.38
OVERLEESE, KRISTEN	62.40
OWEN EQUIPMENT COMPANY	1,246.98
PACE ENGINEERS, INC.	18,381.48
PACIFIC TOPSOILS	3,195.34
PACIFICA LAW GROUP LLP	632.50
PAJEK, KELLY	22.00
PAMPLIN MEDIA GROUP	190.00
PARAMETRIX INC	26,969.40
PAT'S TREES AND LANDSCAPE INC.	2,617.83
PAWS	1,925.00
PCS MOBILE	4,741.35
PEARSON ESTATES LLC	7,397.46
PEMBERTON, JIM	3,086.64
PENDLETON, MICHAEL	3,186.34
PEOPLES STORAGE	1,608.00
PERFORMANCE SYSTEMS INTEGRATION LLC	826.73
PERSONAL BEST/ TOPHEALTH	117.20
PERTEET INC.	122,717.79
PETTY CASH CUSTODIAN	838.59
PHSI PURE HEALTH SOLUTIONS INC.	603.78
PHSI PURE WATER FINANCE	704.35
PRINTWEST	492.75
PROTECTION TECHNOLOGIES, INC	1,224.63
PROTHMAN COMPANY	14,275.80
PRSA	307.00
PUBLIC HEALTH DEPT. OF KING COUNTY	430.00
PUGET SOUND BUSINESS JOURNAL	105.00
PUGET SOUND CLEAN AIR AGENCY	17,411.00
PUGET SOUND ENERGY	134,538.97
PUGET SOUND FINANCE OFFICERS ASSOC	50.00
QUALITY BUSINESS SYSTEMS INC.	7,128.01
R.C. PAINTING & SONS, INC.	1,314.00
REID, JAMES FALCONER	5,400.00
REIQUAM, PETER	8,000.00
REPUBLIC SERVICES	4,900.94
RESOURCE EXPLORATION, LLC	12,000.00
RFI ENTERPRISES INC.	2,075.03
RICHARDSON, ZACK	116.00
RICHMOND AMERICAN HOMES OF WA	47.00
SALTER, JON	444.00

SAMYN, DR. JEFFREY	250.00
SARAH ROBERTS	63,741.72
SAUVE, GAYLEN	350.00
SAWYER, RICHARD	124.11
SCHINDLER ELEVATOR CORPORATION	1,143.18
SCHOCK, BRETT	116.00
SCORE	232,671.77
SEATTLE TIMES	8,827.67
SELECT AIR SERVICES DBA GREENWOOD	32.14
SESAC	378.00
SHRED-IT USA LLC	455.86
SIGN UP, SIGN CO, INC	1,474.97
SITEIMPROVE, INC.	2,499.00
SITTS & HILL ENGINEERS, INC.	10,377.67
SKILLET	404.00
SKYWARD CONSTRUCTION	2,137,323.03
SMITH, BRENT	63.72
SNOHOMISH COUNTY	8,680.00
SOFTRESOURCES LLC	4,243.75
SOFTWAREONE, INC.	10,353.38
SOLOMON ARTS & ENTERTAINMENT	300.00
SOLTERRA	298.65
SOUND CITIES ASSOC	13,018.25
SOUND LAW CENTER	16,898.00
SOUND OCEAN	188.96
SOUND PUBLISHING, INC.	6,338.02
SPERRY, LAURIE	64.80
ST EDWARD STATE PARK	7,410.40
STARDOM SERVICES, INC.	3,570.00
STATE AUDITOR'S OFFICE	20,078.04
STATE OF FLORIDA DISBURSEMENT UNIT	4,400.00
STEWART MACNICHOLS HARMELL, INC.	35,803.00
SUNGARD PUBLIC SECTOR INC.	37,796.00
TACOS LA FLACA	40.00
TECHNEX	24,768.90
TELESYSTEMS WEST	634.12
TERREBONNE LIMITED	301.83
THE DAVEY TREE EXPERT COMPANY	3,613.50
THE TILLERS, LLC	1,750.00
THE WIDE FORMAT COMPANY	1,045.73
THOMAS, MICHAEL	223.30
TOP TO BOTTOM JANITORIAL, INC.	17,900.00
TOPIA TECHNOLOGY/ BIS	1,300.00
TOTAL LANDSCAPE CORP	68,310.22
TOWN CENTER HARDWARE	789.99
TWO STORY ZORI	1,750.00
UNITED RENTALS NW, INC	835.57
UNITED STATES POSTMASTER	3,102.71
UNITED STATES TREASURY	4.10
UNITED WAY OF KING COUNTY	3,757.00

UPS STORE	277.62
US POSTAL SERVICE (HASLER)	7,191.75
UTILITIES UNDERGROUND LOCATION CTR	1,145.52
V2WORKS	935.55
VAN NESS, ALLAN	1,860.19
VAUGHAN, KENT	198.00
VERIZON WIRELESS	8,691.05
VERTICAL VISUAL SOLUTIONS INC.	793.88
VICENTE, JOHN	47.00
VOLGISTICS, INC	540.00
W.S.S.O. Advanced Training	520.00
WA ASSOC OF BUILDING OFFICIALS	1,575.00
WA ASSOC OF PUBLIC RECORDS OFFICERS	175.00
WA CITIES INSURANCE AUTHORITY	229,194.00
WA FINANCE OFFICERS ASSOCIATION	475.00
WA STATE DEPT OF LABOR & INDUSTRIES	141.60
WA STATE DEPT OF TRANSPORTATION	29,023.63
WAGE WORKS	762.00
WALL, JOHN	187.83
WALTERS, GEORGE	7,500.00
WASHINGTON ARCHITECTURAL HARDWARE	1,664.41
WASHINGTON AWARDS	546.39
WASHINGTON CITY/COUNTY MGMT ASSOC	630.00
WASHINGTON STATE DEPT OF REVENUE	2,667.11
WASHINGTON STATE OFFICE CASH MGMT	2,847.50
WASHINGTON STATE PATROL	1,059.80
WASHINGTON TREE SERVICE INC	1,533.00
WATSON, ELIZABETH	500.00
WELLS FARGO FINANCIAL	7,702.52
WELWEST CONSTRUCTION INC.	36,050.00
WESTERN DISPLAY FIREWORKS, LTD.	17,000.00
WETLANDS & WOODLANDS INC	730.91
WHELHAM, STEPHANIE	250.00
WONDERLAND DEVELOPMENT	1,250.00
WRIGHT, MARCI	1,500.00
WSU URBAN IPM & PESTICIDE SAFETY	58.00
YOURMEMBERSHIP.COM, INC	150.00
ZONAR SYSTEMS	525.33
ZONES	1,122.80
ZORNES, GARY	641.50
ZUMAR	102.15
	<u>15,364,449.36</u>



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

Subject/Topic: Amendment #2 to Contract No. 14-C1322 with Corey Hansen for Consultant Services for the Kenmore Business Incubator	For Council Meeting Agenda of: 26 September 2016 Department: Executive Prepared by: Nancy Ousley, Assistant City Manager <u>Initial & Date</u> Approved by Department Head: <i>NKO 19 Sept 2016</i> Approved by City Attorney: Approved by Finance Director: <i>Aug 9/19/16</i> Approved by City Manager: <i>POK</i>			
Proposed Council Action/Motion: Motion to Approve Amendment #2 to Contract No. 14-C1322	Exhibits/Attachments: 1. Proposed Amendment #2 2. Contract No. 14-C1322			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Expenditure Required \$10,000 maximum</td> <td style="width: 33%; border: none; text-align: center;">Amount Budgeted \$</td> <td style="width: 33%; border: none; text-align: right;">Appropriation Required \$10,000</td> </tr> </table>		Expenditure Required \$10,000 maximum	Amount Budgeted \$	Appropriation Required \$10,000
Expenditure Required \$10,000 maximum	Amount Budgeted \$	Appropriation Required \$10,000		
<u>INFORMATION/BACKGROUND:</u> Corey Hansen has served as the Program Consultant for the Kenmore Business Incubator since August 2014. The proposed contract amendment adds tasks to the Contract Scope and a maximum additional \$10,000 amount of compensation to incorporate the work associated with a new training and consultation series for local businesses. The Business Acceleration Series and individual business consultation is funded by the Port of Seattle Economic Development Partnership Program and the City of Kenmore. The new grant program provides funding for economic development efforts in 38 King County cities, with a 50% local match requirement. The grant will fund two training series of six sessions each plus individual consultation with participating businesses. The first series begins in mid October, and the second series will start in February 2017. The City Council approved Resolution No. 16-286 authorizing the grant application and Contract No. 16-C1605, an interlocal agreement with the Port of Seattle regarding the obligations of the grant funding. The proposed amendment covers work to be performed in 2016 related to the grant.				
<u>FISCAL CONSIDERATION:</u> The grant funds and local match add to the services available to local businesses. Staff time, other City resources, and client fees for course materials comprise the City match for the grant funds.				
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Goal #2: Continue to implement the Economic Development Plan/ Support Existing Businesses				

Attest/Authenticated:

Patty Safrin, City Clerk

Approved as to Form:

Rod Kaseguma, City Attorney

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

- Provide regular check-ins and business development consultations with KBI resident and virtual companies, including arranging consultation with other mentors as appropriate
- Assist with the launch and operation of Virtual Incubator suite of services
- Meet with potential applicants and advise on client selection
- Work with the City to convene informal networking for KBI companies (once a month) Advance consultation with the City Manager's office on budget for networking events is requested.
- Advise City on companies' potential timelines for graduation
- Prepare information and assist with one-two events geared toward home based businesses or other sessions for local businesses, in consultation with the City Manager's office
- Pursue partnerships with other programs for service enhancements and/ or program funding
- Assist with developing and recommending options for future KBI business models and operations
- Assist in staffing and meeting with the Kenmore Business Incubator Advisory Group
- Participate in 2-4 briefings for the City Council per year on KBI operations and projected services, and presentations to other organizations as appropriate
- Lead custom training series (15 hours per series), individual consultation (3 hours per business) and related selection/information meetings for businesses attending the training as specified by Port of Seattle grant contract and/or other funding.

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

The services will be provided at the rate of \$3425 per calendar month, with the requirement for a minimum of 18-20 hours per month spent by the Consultant on the relevant tasks in the Scope of Work. An additional maximum of \$10,000 (based on hourly rate of \$200) will compensate the Consultant for leading training sessions, individual business consultation and business selection/marketing for the Business Acceleration series (October-November 2016) funded by the Port of Seattle Economic Development Partnership Program and the City of Kenmore.

The Consultant will provide monthly written reports to the City Manager's Office on business incubator activities, including: services provided to program participants, contacts with potential funding partners or grant opportunities; contacts with potential participants and recruitment efforts; program or mentorship development; presentations to Council, business community or other relevant organizations.

The monthly written report will include hours devoted to tasks.

Reasonable business expenses and mileage to off- site meetings requested by the City will be reimbursed by the City, subject to Consultant estimate, documentation and agreement. \$1000 is allocated for expenses per calendar year.

sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents.

A. Except as set forth in subsection 4.B below, any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

B. The City acknowledges that certain financial, commercial, technical and proprietary information, research or data may be submitted to Consultant by the private companies/person(s) participating in the Business Incubator program, which would not otherwise be disclosed or available to the City. If Consultant receives such information, research or data from said participants and they indicate a desire for confidentiality and nondisclosure, then such desire shall govern. Such information, research or data shall not be the property or owned by the City. Consultant shall not provide, reveal or disclose to the City the confidential financial, commercial, technical, or proprietary information, research or data provided by the private participants unless they indicate a desire for disclosure to the City. "Financial, commercial, technical and proprietary information, research or data" includes, but is not limited to, information exempt from disclosure under RCW 42.56.270, as may be amended.

C. The intent of this section is to prevent the disclosure of financial, commercial, technical and proprietary information, research or data to the extent such information, if revealed, would reasonably be expected to result in private loss to the private providers of this information. Notwithstanding Section 9 of this Agreement, the City shall not inspect, audit or review such information held by Consultant.

D. This section is not intended to negate Consultant's duties to document and report on services rendered under this Agreement; provided that Consultant submits such documentation in an aggregate form that does not permit the identification of the confidential information, research or data referenced herein.

5. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

A. The Consultant shall protect, defend, indemnify and save harmless the City, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities

of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the Consultant, its officers, employees and agents in performing this Agreement.

B. The City shall protect, defend, indemnify and save harmless the Consultant, its officers, employees and agents from any and all costs, claims, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the negligent acts or omissions of the City, its officers, employees and agents in performing this Agreement.

7. Insurance.

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

A. Minimum Scope of Insurance.

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance.

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Verification of Coverage.

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

8. Record Keeping and Reporting.

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

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

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

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon thirty (30) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than thirty (30) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, or presence of any sensory, mental or physical disability. The Consultant must comply with the requirements of Exhibit E.

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

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated.

No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

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

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

City Clerk
City of Kenmore
P.O. Box 82607
Kenmore, Washington 98028-0607

Notices to the Consultant shall be sent to the following address:

8707 170TH CT NE
REDMOND WA 98052

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

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

CITY OF KENMORE, WASHINGTON

By: 
Rob Karlinsey
Title: City Manager
Date: 8/7/14

CONSULTANT

By: 
Corey Hansen
Title: Clerk
Date: 8/7/2014

ATTEST AS TO FORM:


Rod Kaseguma, City Attorney

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

- Provide regular check-ins and business development consultations with KBI resident and virtual companies, including arranging consultation with other mentors as appropriate
- Assist with the launch of Virtual Incubator suite of services
- Meet with potential applicants and advise on client selection
- Convene informal networking for KBI companies (once a month) Advance consultation with the City Manager's office on budget for networking events is requested.
- Advise City on companies' potential timelines for graduation
- Prepare information and assist with one event geared toward home based businesses or other session for local businesses, in consultation with the City Manager's office
- Pursue partnerships with other programs for service enhancements and/ or program funding
- Assist with developing and recommending options for future KBI business models and operations
- Participate in 1-2 briefings for the City Council on KBI operations and projected services, and presentations to other organizations as appropriate

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

The services will be provided at the rate of \$3000 per calendar month, with the requirement for a minimum of 18-20 hours per month spent by the Consultant on the relevant tasks in the Scope of Work.

The Consultant will provide monthly written reports to the City Manager's Office on business incubator activities, including: services provided to program participants, contacts with potential funding partners or grant opportunities; contacts with potential participants and recruitment efforts; program or mentorship development; presentations to Council, business community or other relevant organizations.

The monthly written report will include hours devoted to tasks.

Reasonable business expenses and mileage to be reimbursed by the City, subject to Consultant estimate and agreement. \$500 is allocated for expenses through December 2014.

EXHIBIT C

City of Kenmore
Billing Invoice

To: City of Kenmore
PO Box 82607
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Attach itemized description of services provided.

Specific Program: _____

Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

Approved for Payment by: _____ Date: _____

EXHIBIT D

CITY OF KENMORE
P.O. Box 82607
Kenmore, WA 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Kenmore, the must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Kenmore prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

☐ Corporation

☐ Partnership

☐ Government
Consultant

☒ Individual/Proprietor

☐ Other
(explain)

TIN No.: 71-0991983

Social Security No.: 532-62-1720

Print Name:

COREY HANSEN

Title:

CONSULTANT

Business Name:

THE EVA GROUP

Business Address:

8707 170TH CT NE

Business Phone:

425-442-3785

Date

8/7/2014

Authorized Signature (Required)

Corey Hansen

CITY OF KENMORE
Contract No. 14-C1322
Amendment No. 1

The following section of the Kenmore Business Incubator consulting services contract dated August, 2014, between the City of Kenmore and Corey Hansen is amended to read in its entirety as set forth (i.e. below or in attachment). All other terms and conditions of the underlying contract shall remain in full force and effect.

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, State and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

x According to the rates set forth in Exhibit "B"

A sum not to exceed \$ _____

____ Other (describe): _____

The Consultant shall complete and return to the City Exhibit "D," Tax Identification Number," prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on August 7, 2014 and ending December 31, 2016 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 13 day of JAN, 2015.

CITY OF KENMORE:

BY: Rob Karlinsey
 Title: City Manager

CONSULTANT:

By: Corey Hansen
 Title: CONSULTANT
 Address: 8707 170TH CT NE

Attest/Authenticated:

Patty Safrin
 Patty Safrin, City Clerk

REDMOND WA 98052

Approved as to Form:

✓
 Rod Kaseguma, City Attorney

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

- Provide regular check-ins and business development consultations with KBI resident and virtual companies, including arranging consultation with other mentors as appropriate
- Assist with the launch and operation of Virtual Incubator suite of services
- Meet with potential applicants and advise on client selection
- Work with the City to convene informal networking for KBI companies (once a month) Advance consultation with the City Manager's office on budget for networking events is requested.
- Advise City on companies' potential timelines for graduation
- Prepare information and assist with one-two events geared toward home based businesses or other sessions for local businesses, in consultation with the City Manager's office
- Pursue partnerships with other programs for service enhancements and/ or program funding
- Assist with developing and recommending options for future KBI business models and operations
- Assist in staffing and meeting with the Kenmore Business Incubator Advisory Group
- Participate in 2-4 briefings for the City Council per year on KBI operations and projected services, and presentations to other organizations as appropriate

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

The services will be provided at the rate of \$3425 per calendar month, with the requirement for a minimum of 18-20 hours per month spent by the Consultant on the relevant tasks in the Scope of Work.

The Consultant will provide monthly written reports to the City Manager's Office on business incubator activities, including: services provided to program participants, contacts with potential funding partners or grant opportunities; contacts with potential participants and recruitment efforts; program or mentorship development; presentations to Council, business community or other relevant organizations.

The monthly written report will include hours devoted to tasks.

Reasonable business expenses and mileage to off- site meetings requested by the City will be reimbursed by the City, subject to Consultant estimate, documentation and agreement. \$1000 is allocated for expenses per calendar year.

FISCAL CONSIDERATION:

A Priority Based Budgeting (PBB) process, in preparation for the 2017-2018 biennial budget, has been underway since April, 2016. The process once again included reviewing and updating the City's program inventories then costing and scoring all the programs all the programs against desired Results (Attachment 1).

A screen shot of the new Resource Alignment Diagnostic Tool (RAD) is attached (Attachment 3) and will be shown at this meeting to illustrate how the programs in the current 2015-2016 biennial budget scored and what were the costs associated with those programs.

This tool identifies programs and costs by four quartiles so it can easily be determined which programs are of the highest significance in meeting the Results and how the resources of the City are so allocated, enabling the City to "Look Through the New Lens" by starting these conversations:

- Which programs are of the highest priority in terms of achieving what is expected by the community?
 - *And which are of lesser importance?*
- Which programs are truly mandated for us to provide
 - *And how much does it cost to provide them?*
- Which programs are offered because they are "self-imposed"?
- Which programs are offered for which there are no other service providers?
- Are there programs might lend themselves to public/private partnerships?
- Who in the private sector is offering programs that are similar in nature?
 - *And should we consider "getting out of that business"?*
- Which programs are experiencing an increasing level of demand from the community?
 - *And which are experiencing a decreasing need?*
- Are there programs offered that are not helping us achieve our intended "Results"?
- What are we spending to achieve our "Results"?

Note there is a distinction between Community programs which deliver programs directly to the Community such as efficient services, safety, mobility, and development and Governance programs such as those related to financial stewardship, quality workforce, and regulatory compliance.

When the City completed this process in 2014, only the 2014 budgets for the General Fund, the Street Fund and the Surface Water Fund were inventoried, costed and scored to produce the RAD. During this latest endeavor, the 2015-2016 budget was the basis for the process, the same funds were included but a parallel process has been under development for the Capital programs (not yet included in the RAD or other charts attached). If scoring of Capital programs is complete by Monday evening, those results will be shared with the Council at the meeting.

When programs, costs, and quartile results are compared to the prior exercise in 2014, it is important to remember that this is now a one-year vs two-year comparison.

In 2014 the City spending total per the RAD was \$13,503,106. There were 400 programs identified. In 2015-2016 the City spending total is \$29,785,082 and 382 programs have been identified. (Based on some lessons learned in 2014, the Staff attempted to consolidate some programs where it made sense.)

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lessons learned in 2014, the Staff attempted to consolidate some programs where it made sense.)

The Quartiles line up as follows. Expecting to see roughly a 100% increase, considering it's a comparison of one year vs two years, spending appears to have shifted to the lower Quartiles which warrants further review as the budget process progresses.

	2014 # of Programs	2014 Spending	2015-2016 # of Programs	2015-2016 Spending	% Increase over 2014
Quartile 1	98	5,026,441	68	\$ 7,558,379	50%
Quartile 2	107	5,360,451	118	13,525,533	152%
Quartile 3	120	2,685,433	120	6,572,819	144%
Quartile 4	75	430,781	75	2,128,351	394%

Two additional charts from the PBB online tool are provided. The chart on Attachment 6 shows the impact of the total program budget (\$23,264,604) on achieving each of the Results (Safety, Transportation, Desirable Life/Work, etc). The chart on Attachment 7 shows Department spending on programs that strongly contribute to all Results.

Further review and discussion of all program and fund budgets will begin in October and the RAD Tool will inform and guide the City Council and staff as the 2017-2018 biennial budget is developed and refined over the next few months.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Vision statement: Clear public priorities: that efficiently and effectively utilizes its public resources.

City of Kenmore, Washington

Priority Based Budgeting RESULTS

January, 2016

ACCESS to QUALITY CULTURAL, RECREATIONAL, EDUCATIONAL and LEISURE OPPORTUNITIES

Collaboratively encourages and supports opportunities to focus on the arts, advance cultural enrichment, cultivate historic preservation, offer community events and provide life-long learning opportunities

Enhances access to, and opportunities and activities to enjoy the City's waterfront region

Offers a safe, well-planned community with convenient access to public gathering spaces, emphasizing the City's unique downtown, its parks, trails and open spaces

Partners and promotes community events and activities that encourage healthy, fun, active lifestyles and provide entertainment

Actively seeks out and leverages its public, private, and non-profit community partners and volunteers to support the recreational and educational needs of its community

Attracts visitors and businesses by creating and advertising a safe, clean, conveniently traversable community with unique tourist amenities

ATTRACTIVE, WELL-PLANNED, ENDURING and DESIRABLE PLACE TO LIVE and WORK

Develops, maintains and consistently regulates neighborhoods that are safe, attractive and clean

Offers a variety of shopping and entertainment experiences that attract residents and visitors, and stimulates job growth

Plans strategically to encourage targeted development, supported by consistently applied design standards, and facilitated by efficient and appropriate review processes

Provides, maintains and invests in well-planned public infrastructure, focusing on transportation network and public facilities that accommodate the long-range growth needs of the community

Provides for convenient modes of mobility, through safe, well-marked and well-maintained roads with the capacity to minimize congestion, and paths, trails and sidewalks to promote a walkable community

Actively markets the City's assets, unique culture and image to attract visitors and community investment

Builds a strong sense of community togetherness through partnerships and events that stimulate public involvement

**CONNECTED, INVOLVED and FAMILY-ORIENTED COMMUNITY
that VALUES DIVERSITY**

Encourages and facilitates a culture that values and supports a diverse population

Empowers citizens to be partners in a connected community, providing opportunities for volunteerism, partnerships, and community

Engages community partners in the joint-pursuit of collaboration and connectedness, through the offering of diverse, family-oriented events and activities

Connects the community through parks and public spaces, bike trails and sidewalks that encourage walkability

Provides access to adequate housing options and access to services to meet the basic needs of all income-levels

EFFECTIVE MOBILITY and CONNECTED, RELIABLE TRANSPORTATION SYSTEMS

Provides access to safe roads with efficient traffic flow

Collaboratively invests in building and improving a well-designed, well-maintained system of safe, reliable road and street infrastructure (including roads, traffic signals, sidewalks, bridges and street lighting)

Advocates to improve public transportation through all modes of travel

Provides a network of trails, paths, sidewalks, and bike lanes for multi-modal transportation

Ensures adequate, well-planned and accessible parking options for residents, businesses and visitors

PROSPEROUS, VIBRANT and SUSTAINABLE ECONOMY

Attracts new businesses, and retains and grows existing business through diversity, quality development and reasonable tax support

Promotes a business-friendly environment through sensible regulations and incentives

Promotes job growth, and offers adequate housing options and quality of life amenities

Encourages development of its signature waterfront asset, and emphasizes strategic development of its downtown areas

Continually reinvests and appropriately maintains its infrastructure assets, providing the type of mobility options, including parking, that businesses require to thrive

Encourages strategically planned, sufficiently regulated and appropriately balanced development and re-development that stimulates economic growth

SAFE and SECURE COMMUNITY

Provides for the physical, social and economic needs and well-being of the community

Provides effective, efficient traffic flow, safe mobility for vehicles, cyclists and pedestrians alike and a well-maintained, connected transportation network

Fosters a feeling of personal safety throughout the community by establishing a visible, accessible presence that proactively provides for prevention, intervention, safety education, and community involvement

Portrays and invests in a visibly thriving community that is safe, clean, attractive and provides for the well-being of its residents, businesses and visitors

Offers protection, enforces the law, proactively prevents crime and is well-prepared to promptly respond to emergencies and calls for service

Plans for and provides timely and effective response to emergencies and other disaster situations

SUSTAINABLE, HEALTHY ENVIRONMENT and the PRESERVATION of NATURAL RESOURCES

Proactively plans and manages storm and surface water for effective flood and sediment control, and manages and maintains its water and air resources to ensure environmental quality

Eduçates the community and partners with residents and business to protect and preserve its environmental resources

Promotes the design and enforces regulation of strategically planned, low-impact, environmentally sustainable development

Ensures proactive code enforcement to provide for a safe, healthy environment in which to live and work

GOVERNANCE

Fosters open, responsive and transparent government by ensuring accountability, efficiency, effectiveness, and integrity in all operations

Protects, manages, optimizes and invests in its financial, human, physical, and technology resources

Supports decision making with timely and accurate short term and long range analysis that enhances vision and planning

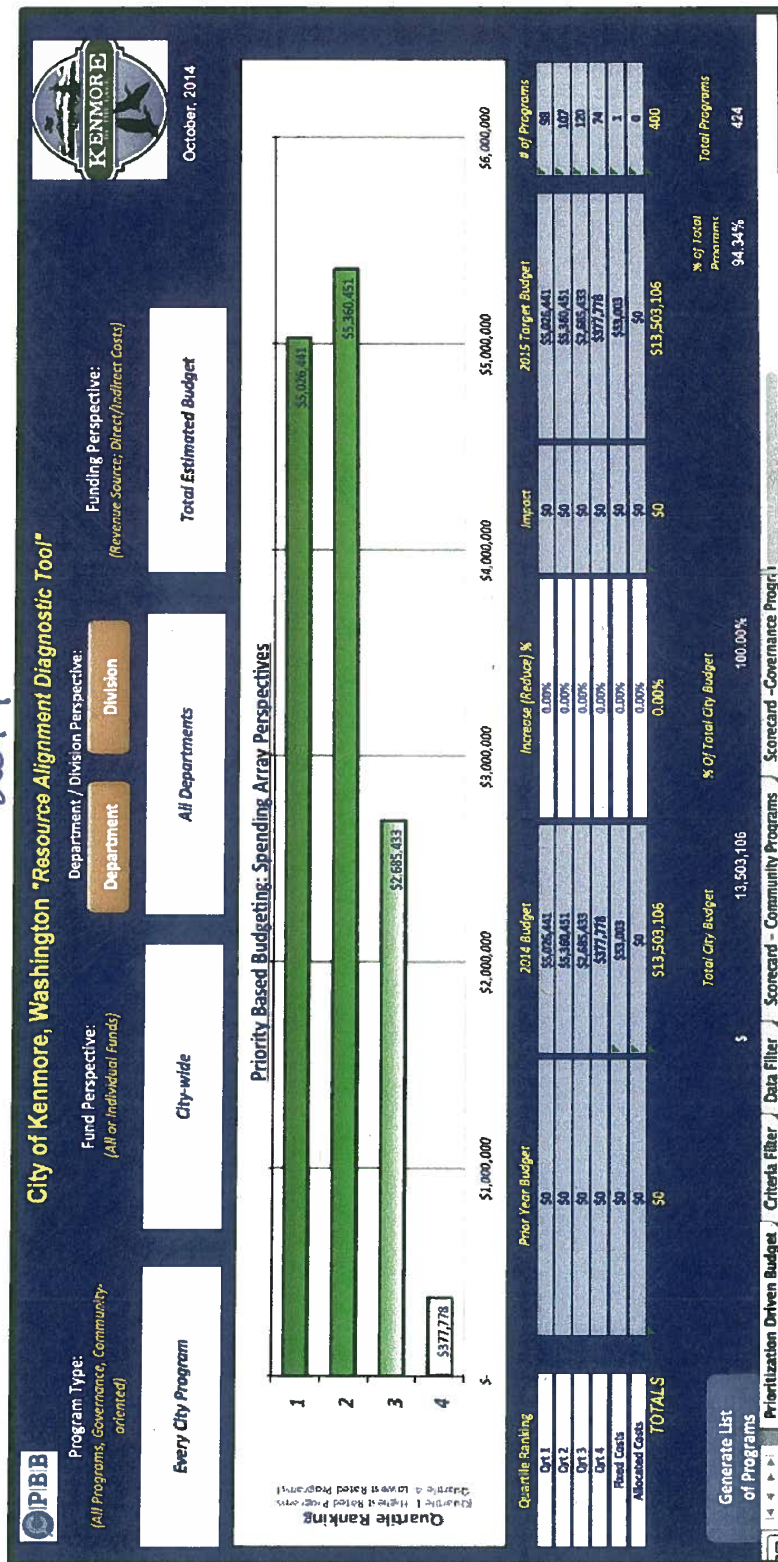
Provides assurance of regulatory and policy compliance

Attracts, motivates, develops, and retains a high quality, engaged, and productive workforce

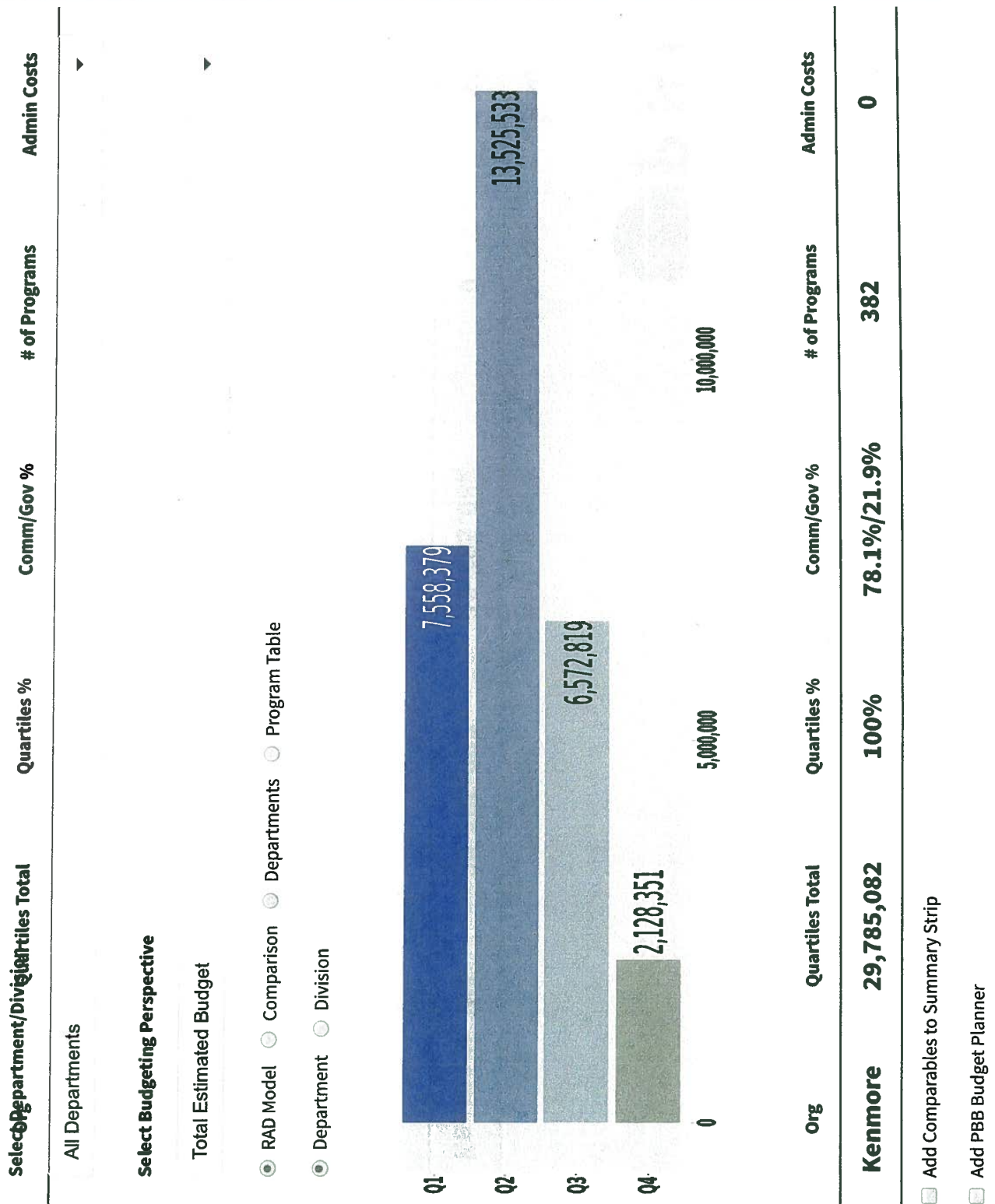
Provides responsive and accessible leadership, focused community priorities, and facilitates timely, well utilized two way communication and input with all stakeholders

Resource Alignment Diagnostic Tool

2014



10/27/2016

<https://tools.pbbcenter.org/OnlinePBB/><https://tools.pbbcenter.org/OnlinePBB/>

City of Kenmore Final Program Scores - Community Programs

Type	Program #	Department	Program	Final Score	Quartile Rank
Community	273	Development Services	Land-use Review	88.84	1
Community	61	Community Development	Comprehensive Plan Implementation	84.82	1
Community	270	Development Services	Engineering Permit Review	82.44	1
Community	60	Community Development	Comprehensive Plan Amendments Preparation	81.55	1
Community	15	Engineering	Development Inspection	80.8	1
Community	16	Engineering	Development Review	80.8	1
Community	21	Engineering	Transportation Element Update/Concurrency	77.23	1
Community	74	Community Development	Transportation Planning	76.19	1
Community	45	Community Development	PROS Plan Implementation	71.88	1
Community	331	Community Development	imagine kenmore	71.88	1
Community	334	Community Development	planning commission support	71.88	1
Community	260	Development Services	Building Permit Review	71.13	1
Community	272	Development Services	Lakepointe Strategic Planning	70.54	1
Community	10	Engineering	CIP Project Design/Environmental	70.24	1
Community	46	Community Development	Park Capital Improvement Program (CIP) Development	68.15	1
Community	28	Surface Water	Long Range Planning and Updates	68.01	1
Community	9	Engineering	CIP Project Construction Management/Inspection	67.56	1
Community	262	Development Services	Development Review Team Meetings	67.26	1
Community	19	Engineering	Target Zero	66.52	1
Community	109	Public Works	Bridge Maintenance	66.07	1
Community	277	Development Services	Right-of-way Permit Review	66.07	1
Community	48	Community Development	Park Master Plan Development, Update and Implementa	65.48	1
Community	278	Development Services	Saint Edwards Seminary Strategic Planning	65.18	1
Community	137	City Manager	Target Zero	64.43	1
Community	280	Development Services	Building Inspections	64.29	1
Community	185	City Manager	Lakepointe Strategic Planning	64.14	1
Community	117	Public Works	Snow and Ice Removal	63.99	1
Community	124	Public Works	Signal Maintenance and Operations	63.39	1
Community	333	Community Development	lakepointe strategic planning	63.39	1
Community	115	Public Works	Roadway Maintenance	62.95	1
Community	71	Community Development	Public Participation and Outreach	62.8	1
Community	314	Engineering	Lakepointe Development	62.8	1
Community	340	Finance and Administration	Imagine Kenmore	62.8	1
Community	154	City Manager	Downtown Development	62.65	1
Community	72	Community Development	Regulations and Other Municipal Codes Development an	62.35	1
Community	11	Engineering	CIP Project Grant Applications/Funding Management	62.2	1
Community	36	Surface Water	Surface Water Capital Improvement Projects	62.05	1
Community	127	City Council	Federal and State Government Relations	61.9	1
Community	184	City Manager	Kenmore Village Revitalization	61.9	1
Community	148	City Manager	Economic Development Strategy Update	61.76	1
Community	271	Development Services	Hearing Examiner	61.31	1
Community	110	Public Works	Service Requests	60.86	1
Community	52	Community Development	Parks Project Management: Design and Permitting	60.71	1
Community	56	Community Development	Downtown Plan Implementation and Updates	60.71	1
Community	159	City Manager	Emergency Management	60.57	1
Community	12	Engineering	CIP Project Right of Way Acquisition	60.12	1
Community	29	Surface Water	Municipal Stormwater Permit (National Pollutant Discha	59.97	1
Community	128	City Council	King County Government Relations	59.82	1
Community	311	Engineering	Imagine Kenmore	59.23	1
Community	39	Surface Water	Surface Water Utility Charge	58.48	1
Community	300	Development Services	SEPA Management	58.48	1
Community	166	City Manager	Utilities Franchise Agreement Management	58.33	1
Community	183	City Manager	Saint Edward Seminary Building Strategic Planning	57.59	2
Community	315	Public Works	Contract Management	57.59	2
Community	320	Development Services	Code Development	57.44	2
Community	35	Surface Water	Stormwater Conveyance System Maintenance	57.29	2
Community	97	Public Works	Playground Maintenance	56.4	2
Community	68	Community Development	Master Plan Recommendations	55.51	2
Community	337	City Manager	Imagine Kenmore	55.36	2
Community	113	Public Works	Overlay Program	54.91	2
Community	332	Community Development	saint edward seminary building strategic planning	54.91	2
Community	34	Surface Water	Stormwater Conveyance System Inspections	54.61	2
Community	123	Public Works	Roadway Markings	54.32	2

Attachment 4

Community	125	Public Works	Street Signs Management	54.32	2
Community	51	Community Development	Parks Project Management: Construction Inspection	54.17	2
Community	108	Public Works	Bridge Inspections	53.72	2
Community	299	Development Services	Land-use Inspections	53.72	2
Community	66	Community Development	Grant Preparation and Administration	53.27	2
Community	8	Engineering	American with Disability Act (ADA) Inventory: Phase 1 - R	53.12	2
Community	59	Community Development	Sustainability/Low Impact Development plan prep and U	52.83	2
Community	69	Community Development	Planning Policy Issues Recommendations	52.83	2
Community	73	Community Development	Shoreline Master Program Implementation and Updates	52.68	2
Community	194	City Manager	Waterfront Development Strategic Planning	52.38	2
Community	38	Surface Water	Surface Water Small Works Projects	51.93	2
Community	295	Development Services	Permit Intake and Management	51.93	2
Community	120	Public Works	Surface Water Repair Work	51.79	2
Community	32	Surface Water	Public Stormwater Facility Inspections	51.49	2
Community	33	Surface Water	Public Stormwater Facility Maintenance	51.49	2
Community	151	City Manager	Business Registration	51.49	2
Community	162	City Manager	City Organized Events	51.19	2
Community	287	Development Services	Buildings and Structures	50.74	2
Community	54	Community Development	Public Participation and Outreach - Parks	50.6	2
Community	118	Public Works	Street Sweeping	50.6	2
Community	306	Surface Water	CIP Project Construction Management/Inspection	50.45	2
Community	307	Surface Water	CIP Project Design/Environmental	50.45	2
Community	62	Community Development	Critical Area Regulations Updates and Implementation	50	2
Community	91	Public Works	Landscape Maintenance	49.55	2
Community	139	City Manager	Advertising and Promotion	49.55	2
Community	145	City Manager	Social Media & Website	49.55	2
Community	22	Surface Water	Service Request	49.4	2
Community	133	City Manager	Affordable Housing	49.11	2
Community	171	City Manager	King County and Neighboring Cities Intergovernmental R	49.11	2
Community	2	Engineering	Service Requests	48.96	2
Community	49	Community Development	Parks Grant Preparation and Administration	48.96	2
Community	309	Surface Water	CIP Project Right of Way Acquisition	48.81	2
Community	114	Public Works	Pavement Management	48.66	2
Community	47	Community Development	Park Land and Open Space Acquisitions Advice and Supp	48.51	2
Community	264	Development Services	Emergency Management	48.21	2
Community	44	Community Development	Regional and Interagency Relations - Policy and Planning	48.07	2
Community	37	Surface Water	Surface Water Manuals	47.77	2
Community	305	Surface Water	Regional Coordination	47.77	2
Community	308	Surface Water	CIP Project Grant Applications/Funding Management	47.77	2
Community	87	Public Works	Service Requests	47.47	2
Community	93	Public Works	Parks CIP Support	47.47	2
Community	130	City Council	Appointments to Regional and State Boards and Commis	47.47	2
Community	289	Development Services	Code Enforcement	47.32	2
Community	18	Engineering	Development: Pre Application Program	46.88	2
Community	55	Community Development	Recreational Use and Parks Facilities Programming Coor	46.88	2
Community	101	Public Works	Franchise Utility Permit Application Review	46.88	2
Community	142	City Manager	General Public Information	46.88	2
Community	296	Development Services	Affordable Housing	46.88	2
Community	165	City Manager	Communications Franchise Agreement Management	46.58	2
Community	41	Community Development	Emergency Management	46.13	2
Community	77	Public Works	Service Requests	45.83	2
Community	92	Public Works	Restroom Maintenance	45.83	2
Community	327	Community Development	contract management	45.83	2
Community	78	Public Works	Franchise Utility Right of Way Permits	45.68	2
Community	24	Surface Water	Education and Outreach - Surface Water Management	45.54	2
Community	30	Surface Water	Private Stormwater Facility Inspections	45.54	2
Community	31	Surface Water	Private Stormwater Facility Maintenance	45.54	2
Community	26	Surface Water	Illicit Discharge Detection and Elimination	45.09	2
Community	57	Community Development	(State Environmental Policy Act Environmental Reporting	44.64	2
Community	250	Police	Police Patrol	44.49	2
Community	103	Public Works	Landscape and Vegetation Maintenance	44.35	2
Community	43	Community Development	Planning Policy and Park Issues Interdepartmental Suppc	44.2	2
Community	104	Public Works	Franchise Utility Right of Way Inspections	44.2	2
Community	141	City Manager	City Newsletter	44.2	2
Community	282	Development Services	Fire Prevention Services	43.6	2
Community	170	City Manager	Kenmore Navigation Channel	43.3	2
Community	164	City Manager	City Support for External Events	43.15	2
Community	298	Development Services	Historic Preservation	43.15	2

Attachment 4

Community	310	Engineering	Arterial Improvements	43.15	2
Community	342	Engineering	Town Green Construction	43.15	2
Community	65	Community Development	Federal and State Regulations Compliance	43.01	2
Community	70	Community Development	Policy and Planning Research	42.11	2
Community	297	Development Services	Planning Consulting Services	42.11	2
Community	27	Surface Water	Legal and Code Enforcement Assistance	41.96	2
Community	58	Community Development	Development Projects Advice and Review	41.52	2
Community	132	City Manager	Animal Services	41.37	2
Community	89	Public Works	Site Maintenance	40.62	2
Community	312	Engineering	Regional Transit Coordination	40.48	2
Community	339	Finance and Administration	Town Green	40.48	2
Community	136	City Manager	Historic Preservation	40.03	2
Community	156	City Manager	Kenmore Business Directory	39.73	2
Community	155	City Manager	Kenmore Business Alliance, Chamber, Rotary Support et	39.43	2
Community	6	Engineering	Title VI Reporting	39.29	2
Community	313	Engineering	Emergency Management	39.29	2
Community	257	Police	Traffic Enforcement	39.14	2
Community	135	City Manager	Reception Desk	38.84	3
Community	102	Public Works	Service Request	38.39	3
Community	168	City Manager	Shared Governance of Regional Organizations	38.39	3
Community	336	City Manager	Aquatic Weeds Management	38.39	3
Community	105	Public Works	Non-Franchise ROW Permits	37.95	3
Community	40	Surface Water	Total Maximum Daily Load	37.5	3
Community	150	City Manager	Business Recruitment	37.35	3
Community	261	Development Services	Service Requests	37.2	3
Community	214	Police	Communications & Dispatch	37.05	3
Community	174	City Manager	State Legislative Agenda, Government Relations Contract	36.9	3
Community	42	Community Development	Affordable housing	36.76	3
Community	86	Public Works	Special Events Permits	36.76	3
Community	111	Public Works	Crack Sealing Program	36.76	3
Community	173	City Manager	Relationship Building with Special Districts, Schools, and	36.76	3
Community	341	Engineering	Neighborhood Transportation Plan	36.76	3
Community	23	Surface Water	Cityworks	36.61	3
Community	63	Community Development	Data Collection and Forecasting	36.61	3
Community	322	Development Services	Trees	36.61	3
Community	85	Public Works	Senior Center Building Maintenance	36.31	3
Community	131	City Council	Appointments to National Boards and Commissions	36.31	3
Community	7	Engineering	Traffic Accident Data	35.71	3
Community	95	Public Works	Parks Volunteer Programs	35.71	3
Community	279	Development Services	Building Consulting Services	35.71	3
Community	50	Community Development	Parks Project Management: Bid Preparation and Contract	35.57	3
Community	134	City Manager	City Hall Use Policies, LEED rating, and Tours	35.12	3
Community	119	Public Works	Transportation CIP Support	34.67	3
Community	169	City Manager	Federal Legislative Agenda and Government Relations	34.23	3
Community	187	City Manager	Adopt A Programs	34.23	3
Community	67	Community Development	Historical Preservation Policy Development and Grant Ap	34.08	3
Community	144	City Manager	Marketing and Media Relations	33.63	3
Community	172	City Manager	King County Ferry District Advocacy	33.63	3
Community	99	Public Works	Seasonal Park Worker Program	33.04	3
Community	152	City Manager	Business Seminars and Events	32.44	3
Community	107	Public Works	Surface Water Utility Locates	31.85	3
Community	191	City Manager	Park Volunteers	31.55	3
Community	283	Development Services	Engineering Consulting Services	30.95	3
Community	25	Surface Water	Geographical Information System (GIS)	30.8	3
Community	81	Public Works	Utility Locate Service	30.8	3
Community	274	Development Services	MyBuildingPermit.com	30.65	3
Community	129	City Council	Special Events and Presentations	30.36	3
Community	167	City Manager	Buck Stops Here Communication w/ Citizens	30.36	3
Community	321	Development Services	Engineering Inspections	30.06	3
Community	14	Engineering	City Property Management	29.76	3
Community	82	Public Works	Service Requests	29.32	3
Community	335	City Manager	Service Requests	28.72	3
Community	20	Engineering	Traffic Counts	28.27	3
Community	338	City Manager	Saint Edward Ballfields	28.27	3
Community	301	Public Works	Recycling Event Management	28.12	3
Community	17	Engineering	Development Warranty Management and Release	27.98	3
Community	284	Development Services	Animal Control	27.68	3
Community	84	Public Works	Landscape Maintenance	27.23	3

Attachment 4

Community	158	City Manager	Natural Health Hub	27.23	3
Community	288	Development Services	Business License Program	27.08	3
Community	319	Development Services	Reception Desk	27.08	3
Community	106	Public Works	Street Banners	26.64	3
Community	175	City Manager	Human Services	26.64	3
Community	189	City Manager	Emergency Volunteer Team	26.19	3
Community	190	City Manager	Kenmore Events Team	26.19	3
Community	240	Police	Home Security Survey	26.19	3
Community	94	Public Works	Parks Signage	26.04	3
Community	249	Police	Officer Training	25.89	3
Community	263	Development Services	Art, Education and Outreach Program	25.15	3
Community	100	Public Works	Special Events Support	25	3
Community	242	Police	Jail Services	24.85	3
Community	149	City Manager	Arts of Kenmore Gallery and Arts Fund Management	24.55	3
Community	220	Police	Major Accident Response and Reconstruction	23.96	3
Community	318	Development Services	GIS	23.96	3
Community	138	City Manager	Public Records Requests	23.66	3
Community	324	Development Services	Addressing	23.66	3
Community	186	City Manager	Administrative Volunteer	23.51	3
Community	213	Police	Civil Process	23.21	3
Community	226	Police	Sex Offender Registration	23.21	3
Community	326	Community Development	Reception Desk	22.92	3
Community	198	Police	Civil Filings (up to \$75K)	22.62	3
Community	202	Police	Hearings-Misdemeanor	22.62	3
Community	200	Police	DV and anti Harassment Orders	22.17	3
Community	212	Police	Burglary/Larceny Investigations	22.17	3
Community	227	Police	Sexual Assault investigation	22.17	3
Community	246	Police	Major Crime Investigation	22.17	3
Community	231	Police	Block Watch	21.88	3
Community	276	Development Services	Trakit	21.73	3
Community	317	Development Services	Training/Conference	20.83	3
Community	140	City Manager	City Hall Inbox	20.68	3
Community	157	City Manager	Kenmore Business Incubator	20.68	3
Community	224	Police	Records Unit	20.54	3
Community	215	Police	Community Crime Prevention	20.09	4
Community	259	Development Services	Public Records Requests	19.79	4
Community	83	Public Works	Facility Rentals and Set-Up	19.64	4
Community	201	Police	Hearings-Civil Infraction Hearings	19.49	4
Community	206	Police	Probation Services	19.49	4
Community	216	Police	Fire Investigations Unit	19.49	4
Community	218	Police	Internal investigations Unit	19.49	4
Community	233	Police	Conflict Defense	19.49	4
Community	235	Police	Custody Defense	19.49	4
Community	236	Police	Domestic Violence Advocate Services	19.49	4
Community	238	Police	Fraud investigations	19.49	4
Community	247	Police	Misdemeanor Crime Prosecution	19.49	4
Community	4	Engineering	Reception Desk	19.05	4
Community	221	Police	Marine Patrol	19.05	4
Community	143	City Manager	Graphic Design and Photography	18.6	4
Community	195	Finance and Administration	Business Registration	18.45	4
Community	210	Police	Automated Fingerprint Identification System (AFIS)	18.45	4
Community	153	City Manager	Community Awards and Recognition Programs	18.15	4
Community	199	Police	District Court Call Center	16.82	4
Community	203	Police	Interpreters, Jury and Witness Management	16.82	4
Community	223	Police	Property and Evidence Room	16.82	4
Community	241	Police	Indigent Defense Screening	16.82	4
Community	252	Police	Public Defense for Misdemeanor Crimes	16.82	4
Community	228	Police	SWAT Team;	15.92	4
Community	80	Public Works	Public Records Request	15.62	4
Community	329	Community Development	public records request	15.62	4
Community	248	Police	National Night Out Against Crime BBQ	15.48	4
Community	254	Police	School Crossing Guard Academy	15.48	4
Community	208	Police	Advanced Training Unit	15.33	4
Community	211	Police	Bomb Unit	15.33	4
Community	225	Police	Search and Rescue	15.33	4
Community	253	Police	Range Unit	15.33	4
Community	5	Engineering	Public Records Request	15.18	4
Community	294	Development Services	Facility Rental	14.88	4

Attachment 4

Community	207	Police	Small Claims and Dispute Resolution	14.73	4
Community	323	Development Services	Special Events	14.73	4
Community	232	Police	Business Security Survey	13.84	4
Community	75	City Attorney	Special Counsel	13.69	4
Community	209	Police	Air Support Unit	13.24	4
Community	217	Police	Hostage Negotiation Team	13.24	4
Community	219	Police	K-9 Unit	13.24	4
Community	234	Police	Criminal and Civil Warrants Unit	13.24	4
Community	258	Police	Vacation House Check	12.8	4
Community	275	Development Services	NWMaps.net	12.65	4
Community	3	Engineering	Document Management	12.05	4
Community	255	Police	School Resource Officer	11.16	4
Community	222	Police	Photography Lab	10.57	4
Community	229	Police	Vehicle Tow Coordinator	10.57	4
Community	230	Police	Appeal Hearing Officer	10.57	4
Community	243	Police	Junior High Dance Sponsorship	10.57	4
Community	239	Police	High School DUI Re-enactment Drill	10.12	4
Community	79	Public Works	Front Desk Support	9.52	4
Community	205	Police	Payment Center	8.48	4
Community	237	Police	Eight Grade Drug and Alcohol Education	7.44	4
Community	244	Police	Junior High Student Academy	7.44	4
Community	251	Police	Prescription Drug Box Drop Off	7.44	4
Community	256	Police	Sixth Grade Drug Awareness and Safety	7.44	4
Community	330	Community Development	wellness	6.25	4
Community	196	Finance and Administration	Emergency Management	4.76	4
Community	204	Police	Passport Services	3.12	4
Community	316	Development Services	Administrative	0	4

City of Kenmore Final Program Scores - Governance Programs

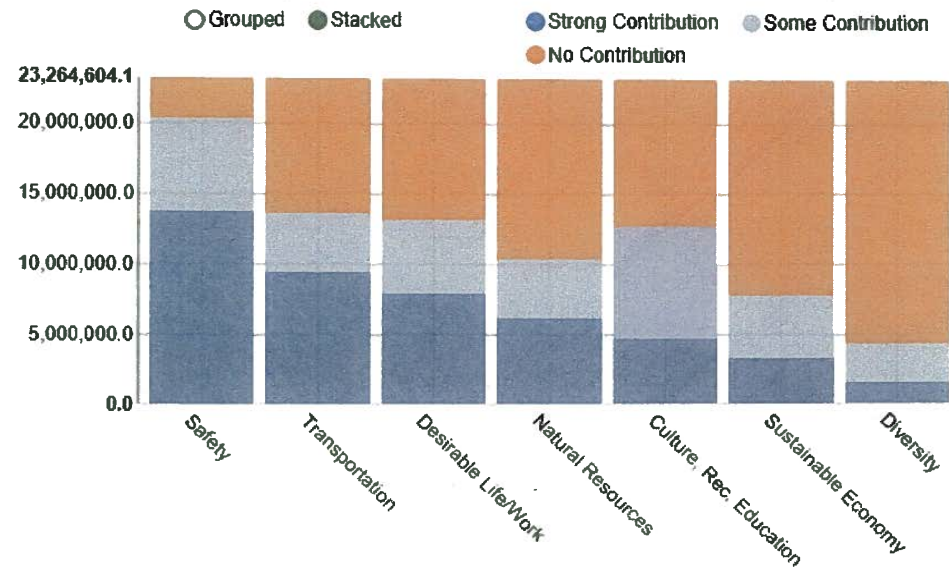
Governance	9021	City Council	Strategic Goal and Direction Setting	82.29	1
Governance	9022	City Manager	Budget Management	75	1
Governance	9019	City Council	City Manager Oversight	72.92	1
Governance	9002	City Attorney	Policy and Procedural Development	71.88	1
Governance	9024	City Manager	Leadership and Direction to Organization	71.88	1
Governance	9028	Finance and Administration	Budget Monitoring and Amendment	71.88	1
Governance	9041	Finance and Administration	Capital Improvement Program Development	69.79	1
Governance	9102	City Council	Council Meetings	69.79	1
Governance	9025	City Manager	Policy Development	68.75	1
Governance	9038	Finance and Administration	Biennial Budget Development and Preparation	66.67	1
Governance	9084	Finance and Administration	Council Meeting Management & Support	61.46	1
Governance	1011	City Manager	ADMINISTRATIVE - City Manager's Office Administrative	60.42	1
Governance	1012	City Manager	ADMINISTRATIVE - Council Administrative Support	60.42	1
Governance	9031	Finance and Administration	Annual Audit	59.38	1
Governance	9004	City Attorney	Executive Session Support	58.33	1
Governance	9006	City Attorney	Contracts and Agreements	57.29	1
Governance	9001	City Attorney	Internal Legal Support and Advisement	55.21	2
Governance	9023	City Manager	Contract Management	55.21	2
Governance	9049	Finance and Administration	City-wide Strategic Planning	55.21	2
Governance	9005	City Attorney	Public Records Requests	52.08	2
Governance	9073	Finance and Administration	Priority Based Budgeting Update	50	2
Governance	9037	Finance and Administration	Banking and Treasury Management	48.96	2
Governance	9003	City Attorney	Council Meeting Support	46.88	2
Governance	9047	Finance and Administration	City-wide Policy Development and Interpretation	46.88	2
Governance	9083	Finance and Administration	Contract and Legal Document Management	46.88	2
Governance	9033	Finance and Administration	Risk Management	45.83	2
Governance	9070	Finance and Administration	Payroll Processing	45.83	2
Governance	9086	Finance and Administration	Legal Notice Publication	44.79	2
Governance	9090	Finance and Administration	Records Archive Management	44.79	2
Governance	9091	Finance and Administration	Records Management	44.79	2
Governance	9067	Finance and Administration	Long Range Forecasting and Projections Model	43.75	2
Governance	9087	Finance and Administration	Legal Recording of Documents	43.75	2
Governance	9095	Finance and Administration	Records Archive Management	42.71	2
Governance	9101	Finance and Administration	Public Records Requests	42.71	2
Governance	9034	Finance and Administration	Annual Tax Levy Preparation	41.67	2
Governance	9082	Finance and Administration	City Council Training and Orientation	41.67	2
Governance	9018	City Council	Informal Informational Meetings	40.62	2
Governance	9085	Finance and Administration	Kenmore Municipal Code Codification	39.58	2
Governance	9020	City Council	Citizen Point of Contact	38.54	3
Governance	9030	Finance and Administration	Accounts Payable	38.54	3
Governance	9032	Finance and Administration	Annual Financial Report	37.5	3
Governance	9027	City Manager	Professional Organizations	36.46	3
Governance	9054	Finance and Administration	Employee Compensation and Benefits Review	36.46	3
Governance	9026	City Manager	Priority Project Intervention	35.42	3
Governance	9064	Finance and Administration	IT Governance Committee	35.42	3
Governance	9010	Public Works	Contract Management	34.38	3
Governance	9050	Finance and Administration	Contract Oversight	34.38	3
Governance	9063	Finance and Administration	Internal Reporting and Financial Support to all Departme	34.38	3
Governance	9068	Finance and Administration	Workers Compensation Program	34.38	3
Governance	9100	Public Works	City Hall Repairs	34.38	3
Governance	9048	Finance and Administration	City-Wide Staff Training Coordination	33.33	3
Governance	9055	Finance and Administration	Employee Recruitment	33.33	3
Governance	9092	Finance and Administration	Tort Claims Processing	33.33	3
Governance	9043	Finance and Administration	Cell Phone, Mobile Device and Telephone System Oversi	32.29	3
Governance	9045	Finance and Administration	Wellness	32.29	3
Governance	9062	Finance and Administration	Interim Financial Reporting	31.25	3
Governance	9066	Finance and Administration	IT Planning and Procurement	31.25	3
Governance	9057	Finance and Administration	Fixed Asset Accountability	30.21	3
Governance	9011	Public Works	Custodial Maintenance	29.17	3
Governance	9053	Finance and Administration	Employee Benefits Administration	29.17	3
Governance	9040	Finance and Administration	Building Security	28.12	3
Governance	9065	Finance and Administration	IT Network Administration (IT) Oversight	28.12	3
Governance	9078	Finance and Administration	Safety Committee	28.12	3

Attachment 5

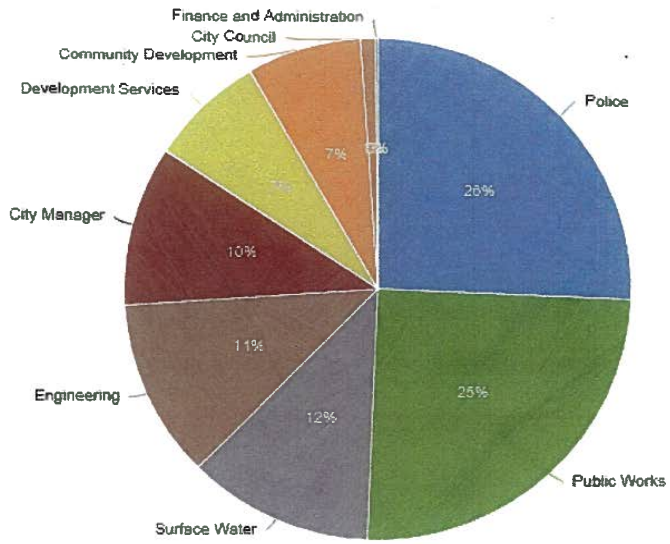
Governance	9093	Finance and Administration	Financial Software Upgrade	27.08	3
Governance	9017	Public Works	Fleet Maintenance and Operations	25	3
Governance	9059	Finance and Administration	General Ledger Maintenance	25	3
Governance	9071	Finance and Administration	Personnel Files Maintenance	25	3
Governance	9096	Finance and Administration	Cost Allocation Plan	25	3
Governance	9016	Public Works	Building Systems Maintenance	23.96	3
Governance	9081	Finance and Administration	Tuition Reimbursement	23.96	3
Governance	9051	Finance and Administration	Council Agenda Bill Review	22.92	3
Governance	9072	Finance and Administration	Price of Government Initiative	22.92	3
Governance	9074	Finance and Administration	Property Insurance Administration	21.88	3
Governance	9058	Finance and Administration	Reception Desk	19.79	4
Governance	9029	Finance and Administration	Budget at a Glance Production	18.75	4
Governance	9039	Finance and Administration	Miscellaneous Billing	18.75	4
Governance	9098	Finance and Administration	B&O Tax Development	18.75	4
Governance	9056	Finance and Administration	Financial Software Maintenance	17.71	4
Governance	9079	Finance and Administration	Salary and Benefit Surveys	17.71	4
Governance	9069	Finance and Administration	New Hire Set-up	16.67	4
Governance	9099	Finance and Administration	Gambling Tax Collection	16.67	4
Governance	9044	Finance and Administration	Central Office Supply Inventory	15.62	4
Governance	9060	Finance and Administration	GFOA Award for Budget Excellence	15.62	4
Governance	9076	Finance and Administration	Purchase Order Management	15.62	4
Governance	9089	Finance and Administration	Office Equipment Management	14.58	4
Governance	9103	Finance and Administration	Administrative	12.5	4
Governance	9097	Finance and Administration	BYU Student Project	6.25	4
Governance	9088	Finance and Administration	Notary Services	5.21	4

COMMUNITY RESULTS

ALL DEPARTMENTS' CONTRIBUTIONS TO ACHIEVING THE RESULTS



Department Spending that Strongly Contributes to Result





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Walkways and Waterways Bond Measure Preliminary Schedule of Events Proposed Council Action/Motion: None	For Council Meeting Agenda of: September 26, 2016 Department: City Manager, Finance and Administration, Public Works, Community Development Prepared by: Joanne Gregory, Finance and Administration Director Also Present: Lindsay Sovde, Piper Jaffray & Co. Deanna Gregory, Pacifica Law Group LLP <table style="width: 100%;"> <tr> <td style="width: 70%;">Approved by Department Head:</td> <td style="width: 30%; text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">JMG</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;">JMG</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;"> ALKO for RK 16 Sept 2016 </td> </tr> </table> Exhibits/Attachments: Attachment 1: Bond Election Ordinance No. 16-0422 Attachment 2: Unlimited Tax General Obligation Bonds, 2016, Preliminary Schedule of Events	Approved by Department Head:	<u>Initial & Date</u>	Approved by City Attorney:	JMG	Approved by Finance Director:	JMG	Approved by City Manager:	ALKO for RK 16 Sept 2016
Approved by Department Head:	<u>Initial & Date</u>								
Approved by City Attorney:	JMG								
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Approved by City Manager:	ALKO for RK 16 Sept 2016								
<table style="width: 100%;"> <tr> <td style="width: 33%;">Expenditure Required \$0</td> <td style="width: 33%;">Amount Budgeted \$0</td> <td style="width: 33%;">Appropriation Required \$0</td> </tr> </table>		Expenditure Required \$0	Amount Budgeted \$0	Appropriation Required \$0					
Expenditure Required \$0	Amount Budgeted \$0	Appropriation Required \$0							
<u>INFORMATION/BACKGROUND:</u> On June 13, 2016, the City Council adopted Bond Election Ordinance No. 16-0422 to place a not to exceed \$19,750,000 bond measure for voter consideration at the November 8, 2016 election to fund projects identified during the Imagine Kenmore process. Subsequent to adoption, the following "NEXT STEPS" were identified: • Staff will receive training from Bond Counsel as to appropriate staff activities and communication as it relates to the proposed bond measure. • Staff will continue creation of informational materials about the proposed bond measure. These informational materials will be posted to the City's website and social media sites,									

City newsletter, fact sheets, and other informational materials.

- July: The City will solicit and appoint residents to write pro/con ballot measure language for the voter's pamphlet. Up to three residents may be appointed for both the pro and con statements (and rebuttals as appropriate). The committee must be selected by August 2nd and the statements submitted by August 5th.
- The City will write the Explanatory Statement for the measure (up to 250 words).
- Submittal of Ordinance No.16-0422 to King County Elections by August 5th.

All of these steps have been accomplished. Staff received training in the form of a presentation by Greg Wong of Pacifica Law Group as to appropriate activities and communication.

Informational materials have been created, such as the Ballot Measure Fact Sheet, reviewed by Pacifica Law Group, and distributed.

A website, <http://www.kenmorewa.gov/walkwaysandwaterways>, has been created to provide additional factual detail about the process and the projects. Display boards have been created and utilized at events and presentations to illustrate the park projects, the transportation projects, and locations around the City.

The City wrote the Explanatory Statement for the bond measure which was submitted to King County Elections after review and approval by Pacifica Law Group.

The Pro/Con committees were appointed and statements were submitted for the measure as required. The Bond Election Ordinance No. 16-0422 was submitted to King County Elections by the due date of August 5, 2016.

In addition, several informational meetings and open houses have been held. Information booths and/or materials were available at the City's Summer Concerts, National Night Out, Kenmore Play Day, and the Northshore School District Back to School Night. The City staffed an Open House at City Hall as well as at the three park locations in August. Presentations have been given to the Kenmore Business Alliance, the Kenmore Community Club, the Inglemoor High School PTA, and are scheduled at the Greater Bothell Chamber of Commerce, the Rotary, the Kenmore Heritage Society and again at City Hall on October 11. Other opportunities to present factual information and answer questions about the measure will be added as they are confirmed.

At this time, we felt it was important for the City Council to become familiar with the schedule of events and tasks that will occur up to election day, and subsequently if the bond measure is approved by the voters.

The City Council has previously been introduced to Deanna Gregory of Pacifica Law Group LLP who serves as the City's Bond Counsel in this matter. She will present a summary of the bond ordinance and approval process. We would also like to introduce Lindsay Sovde of Piper Jaffray & Co. who has been retained as the City's Financial Advisor. Ms. Sovde has prepared the Preliminary Schedule of Events and will review this schedule with the City Council.

FISCAL CONSIDERATION:

None

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Council Goal 1: Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.

Council Goal 2: Continue to implement the Economic Development

Plan. Council Goal 4: Advance the public access and connection to the waterfront.

Council Goal 5: Accelerate implementation of the Sidewalk Plan and pursue various funding options.

Council Goal 8: Continue to implement a Parks Improvement and Financial Plan.

Council Goal 11: Address watershed issues affecting the City.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 16-0422**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, PROVIDING FOR THE FORM OF THE BALLOT PROPOSITION AND SPECIFYING CERTAIN OTHER DETAILS CONCERNING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT A SPECIAL ELECTION TO BE HELD THEREIN ON NOVEMBER 8, 2016, OF A PROPOSITION FOR THE ISSUANCE OF ITS GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$19,750,000, OR SO MUCH THEREOF AS MAY BE ISSUED UNDER THE LAWS GOVERNING THE INDEBTEDNESS OF CITIES FOR THE PURPOSE OF PROVIDING FUNDS TO CONSTRUCT, DEVELOP, ACQUIRE, EQUIP, UPGRADE, AND IMPROVE WALKWAYS AND WATERWAYS IN THE CITY, AND LEVY EXCESS PROPERTY TAXES TO PAY THE BONDS.

WHEREAS, the City of Kenmore, Washington (the "City") has developed a Comprehensive Plan and other planning documents which call for improved transportation facilities in the City, including new sidewalks and bike lanes; and

WHEREAS, the City has also developed a Parks, Recreation and Open Space Plan stating the need for improved public access to the City's waterfront, natural open space, active recreation facilities, and other projects designed to expand City parks and provide safer streets and trails; and

WHEREAS, after seeking public input to collect suggestions from residents on parks, recreation, and walking and bicycling facility improvements within the City pursuant to the "Imagine Kenmore" initiative, the City Council (the "Council") identified and prioritized capital projects related to constructing, developing, equipping, upgrading, acquiring, and improving arterial walkways, bike lanes, and waterfront access in the City (as further described herein, the "Projects"); and

WHEREAS, in order to pay the costs of the Projects, it is deemed necessary and advisable by the Council that the City issue and sell one or more series of its unlimited tax general obligation bonds in the principal amount of not to exceed \$19,750,000 (the "Bonds"); and

WHEREAS, the Constitution and laws of the State of Washington provide that the question of whether such Bonds may be issued and sold for such purposes and taxes levied to pay such Bonds must be submitted to the qualified electors of the City for their ratification or rejection;

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

Section 1. Findings. The Council hereby finds that the best interests of the residents of the City require the City to construct, develop, equip, upgrade, acquire, and improve arterial walkways and waterfront access in the City, including the acquisition of property, as identified in Exhibit A, which is incorporated herein by this reference (the "Projects"), at the time, in the order and in the manner deemed most necessary and advisable by the Council. Costs of the Projects, which are estimated to be more than \$19,750,000, will be paid from proceeds of the Bonds (as defined in Section 2) authorized herein and other available funds of the City.

The cost of all necessary appraisals, negotiation, property acquisition, closing, architectural, engineering, project management, financial, legal and other consulting services, inspection and testing, demolition, administrative and relocation expenses, permitting, mitigation, construction, and other costs incurred in connection with the foregoing capital improvements shall be deemed a part of the capital costs of such Projects. Such Projects shall be complete with all necessary equipment and appurtenances.

The Council shall determine the exact specifications for the Projects, and the components thereof, as well as the timing, order and manner of completing the components of the Projects. The Council may alter, make substitutions to, and amend such components as it determines are in the best interests of the City and consistent with the general descriptions provided herein. The Council shall determine the application of moneys available for the various Projects so as to accomplish, as nearly as may be, all of the Projects.

If the Council shall determine that it has become impractical to design, construct, improve, obtain permits, renovate, acquire, develop, or equip all or any component of the Projects by reason of changed conditions, incompatible development, costs substantially in excess of the amount of Bond proceeds or tax levies estimated to be available, or acquisition by or dependence on a superior governmental authority, the City shall not be required to provide such component or components. If all of the Projects have been constructed or acquired or duly provided for, or found to be impractical, the City may apply remaining proceeds of the Bonds authorized herein (including earnings thereon) or any portion thereof to other street, arterial walkways, and waterfront access capital purposes or to the redemption of the Bonds as the Council, in its discretion, shall determine.

In the event that the proceeds from the sale of the Bonds, plus any other money of the City legally available for such purpose, are insufficient to accomplish all of the Projects, the City shall use the available funds for paying the cost of those portions of the Projects deemed by the Council most necessary and in the best interest of the City.

Section 2. Authorization of Bonds. For the purpose of providing all or a portion of the funds necessary to pay the costs of the Projects, together with incidental costs and costs of issuance of the Bonds, the City shall issue and sell its unlimited tax general obligation bonds in the aggregate principal amount of not to exceed \$19,750,000 (the "Bonds"). The Bonds shall be issued in an amount not exceeding the amount approved by the electors of the City and not exceeding the amount permitted by the Constitution and laws of the State of Washington. The balance, if any,

of the cost of the Projects shall be paid out of any other legally available funds. The Bond proceeds (and earnings thereon) shall be used to pay the costs of the Projects, together with incidental costs and costs related to the sale and issuance of the Bonds, and shall not be used for the replacement of equipment or for a purpose other than a capital purpose.

Section 3. Details of the Bonds. The Bonds provided for in Section 2 hereof shall be issued in such amounts and at such time or times as deemed necessary and advisable by the Council and as permitted by law. The Bonds may be issued in one or more series and shall bear interest payable at a rate or rates authorized by the Council. The Bonds shall mature in such amounts and at such times within a maximum term of 20 years from date of issue of a series, all as authorized by the Council and as provided by law. The Bonds shall be unlimited tax general obligations of the City and, unless paid from other sources, both principal of and interest on the Bonds shall be payable out of annual tax levies to be made upon all the taxable property within the City without limitation as to rate or amount and in excess of any constitutional or statutory tax limitations. The exact date, form, terms, maturities, covenants and manner of sale of the Bonds shall be as hereafter fixed by ordinance or ordinances of the Council. After voter approval of the Bond proposition and in anticipation of the issuance of such Bonds, the City may issue short-term obligations as authorized by chapter 39.50 RCW. The proceeds of the Bonds may also be used to reimburse the City for expenditures previously made for such Projects.

Section 4. Bond Election. It is hereby found that the best interests of the inhabitants of the City require the submission to the qualified electors of the City of a proposition authorizing the City to issue Bonds for the purposes of funding the Projects, at an election to be held on November 8, 2016. King County Elections, as *ex officio* supervisor of elections in King County, Washington, is hereby requested to assume jurisdiction of and to call and conduct the election to be held within the City and to submit to the qualified electors of the City the proposition hereinafter set forth. Such election shall be conducted by mail.

The City Clerk is hereby authorized and directed, prior to August 2, 2016, to certify the proposition to the Director of King County Elections, Washington in substantially the following form:

CITY OF KENMORE PROPOSITION NO. 1

GENERAL OBLIGATION BONDS
WALKWAYS AND WATERWAYS IMPROVEMENTS

The City Council of the City of Kenmore adopted Ordinance 16-0422 concerning a proposition for sidewalks, bike lanes and waterfront access improvements. If approved, this proposition authorizes the City to fund new sidewalks and pedestrian and bicycle safety improvements along arterials, including Juanita Drive and 68th Avenue; construct, acquire, and improve waterfront access, viewpoints, walkways, facilities, open spaces, and natural habitats at City parks, including Log Boom, Rhododendron, and Squire's Landing; issue up to \$19,750,000 of general obligation bonds maturing within a maximum of 20 years and levy annual excess property taxes to repay the bonds, as provided in Ordinance 16-0422. Should this proposition be approved:

YES? ☐

NO? ☐

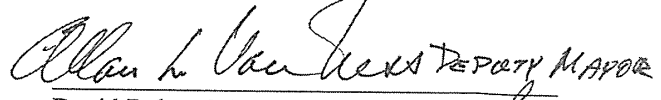
Certification of this proposition by the City Clerk to the Director of King County Elections, Washington, in accordance with law, prior to the date of such election, and any other acts consistent with the authority, and prior to the effective date, of this ordinance, are hereby ratified.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

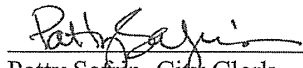
Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON
AT A REGULAR MEETING ON THIS 13TH DAY OF JUNE, 2016.

CITY OF KENMORE, WASHINGTON


David Baker, Mayor *for*

ATTEST/AUTHENTICATED:


Patty Saffin, City Clerk

Approved as to form:


Pacifica Law Group LLP

FILED WITH THE CITY CLERK: June 3, 2016
PASSED BY THE CITY COUNCIL: June 13, 2016
ORDINANCE NO.: 16-0422
DATE OF PUBLICATION: June 17, 2016
EFFECTIVE DATE: June 22, 2016

Exhibit A

PROJECTS

The projects (the “Projects”) include constructing, developing, equipping, upgrading, acquiring, and improving arterial walkways, bike lanes, and waterfront access in the City, including but not limited to the following:

- **68th Avenue.** Pedestrian and bicycle safety improvements to 68th Avenue, including but not limited to sidewalk and bike lane construction from NE 182nd Street to Locust Way/61st Avenue NE (near the northern City limit).
- **Juanita Drive.** Pedestrian and bicycle safety improvements to Juanita Drive, including but not limited to sidewalk and bike lane construction from NE 170th Street (Simonds Road) to the southern (Kirkland border) City limits.
- **Log Boom Park.** Constructing, improving, developing, upgrading, acquiring, and equipping park facilities and areas at Log Boom Park, including but not limited to a waterfront promenade, beach expansion, picnic area, waterfront pavilion, lake view points, paths and trails, environmental shoreline and wetland enhancements, parking (on and/or nearby off-site), boating facilities, and other water access and environmental improvements and facilities.
- **Rhododendron Park.** Constructing, improving, developing, upgrading, acquiring, and equipping park facilities and areas at Rhododendron Park, including but not limited to a boardwalk, paths and trails, a dock, open space enhancements, parking, and other water access and environmental improvements and facilities.
- **Squires Landing Park.** Constructing, improving, developing, upgrading, acquiring, and equipping park facilities and areas at Squires Landing Park, including but not limited to a boardwalk, paths and trails, river and wildlife viewing points, natural habitat and open space enhancements, parking, boating facilities, and other water access and environmental improvements and facilities.

CERTIFICATE

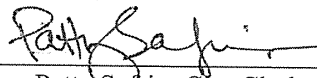
I, the undersigned, City Clerk of the City of Kenmore, Washington, and keeper of the records of the City Council, DO HEREBY CERTIFY:

1. That the attached Ordinance is a true and correct copy of Ordinance No. 16-0422 of the City (the "Ordinance"), as finally adopted at a regular meeting of the City Council held on June 13, 2016, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that quorum of the City Council was present throughout the meeting and a legally sufficient number of members of the City Council voted in the proper manner for the adoption of said Ordinance; that all other requirements and proceedings incident to the proper adoption or passage of said Ordinance have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

Dated this 13th day of June, 2016.

CITY OF KENMORE, WASHINGTON



Patty Safran, City Clerk



1420 Fifth Avenue, Suite 1425, Seattle, Washington 98101

Tel: 206-628-2882

Tel: 866-382-6637

PJCx: 206-343-2103

Attachment 2

Piper Jaffray & Co. Since 1895. Member SIPC and NYSE.

City of Kenmore, Washington
Unlimited Tax General Obligation Bonds, 2016
Proposed Schedule of Events
(As of June 28, 2016)

September 2016	October 2016	November 2016	December 2016
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1	1 2 3 4 5	1 2 3
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
	30 31		

Staff: City Staff
Council: City Council [*meets 2nd, 3rd & 4th Monday of each month*]
PJC: Piper Jaffray & Co. (Financial Advisor)
BC: Pacifica Law Group LLP (Bond Counsel)
UW: Underwriter (to be determined)

Date	Event	Participants
Sept. 19	Term sheet to bond counsel	PJC
	Send data requirements sheet to City for update of Preliminary Official Statement ("POS")	PJC
Sept. 26	Distribute RFP to Underwriters	PJC
	Distribute 1 st draft Bond Ordinance for review	BC
	Council update on bond issue	FA, Staff, BC
Oct. 3	Comments due on 1 st draft Bond Ordinance	All
Oct. 5	Complete data requirements for POS	Staff
Oct. 6	Distribute 2 nd draft Bond Ordinance for review	BC
Oct. 12	Distribute 1 st draft POS for review	PJC
Oct. 13	Comments due on 2 nd draft Bond Ordinance	All
Oct. 17	Underwriter RFPs due	
	Distribute 3 rd draft Bond Ordinance for review	BC
Week of Oct. 17	Review of 1 st draft of rating presentation	Staff, PJC
Oct. 18	Tax due diligence call	BC, Staff
Oct. 19	Comments due for 1 st draft POS	All
Oct. 24	Underwriter selected	
	Comments due on 3 rd draft Bond Ordinance	All
Week of Oct. 24	Review of 2 nd draft of rating presentation	Staff, PJC
Oct. 26	Distribute 2 nd draft POS for review	PJC
Oct. 28	Send information to S&P	PJC
Oct. 31	Ordinance available for Council packets	Staff, BC
Week of Oct. 31	Final review of rating presentation	Staff, PJC
Nov. 2	Comments due on 2 nd draft POS	All
Nov. 8	Election Date	
Nov. 9	Bond ordinance available for council packets	BC, Staff
	Distribute 3 rd draft POS for review	PJC

PiperJaffray

Date	Event	Participants
Nov. 10/11	Rating trip to SF	Staff, PJC
Nov. 14	First reading of Bond Ordinance	All
Nov. 16	Comments due on 3 rd draft POS	All
	POS due diligence call	All
Nov. 18	Rating report due	
Nov. 21	Pass Bond Ordinance (delegated authority)	All
Nov. 22	Post POS	UW, PJC
Nov. 24-25	<i>Thanksgiving holiday</i>	
Nov. 29	Election certified	
Nov. 30	Review market conditions	Staff, PJC
Dec. 1	Bond Pricing and sign Bond Purchase Agreement	Staff, PJC
Dec. 15	Bond Closing and delivery of bond proceeds	Staff, PJC, BC