



City of Kenmore - 18120 68th Avenue NE - 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, October 8, 2018
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. ST3 Rapid Bus Transit Update - Luke Lamon, Government & Community Relations at Sound Transit
[Presentation](#)
- B. North Eastside Mobility Project - King County Metro
[NEMP Presentation_Kenmore](#)
[NEMP Potential Network B Map Improvements](#)
[NEMP Potential Network B Map](#)
[NEMP Open House Flyer](#)
[NEMP Current Service Map](#)

VI. PROCLAMATION

- A. Domestic Violence Awareness Month - October, 2018
[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. Total Check #40698 through #40795 in the amount of \$725,354.81.
Payroll Check #10107-10108 totaling \$1,673.77.
Total Payroll/Taxes/Flexible Spending and Health Savings Account Electronic Deposits Dated 9/14/18 in the Amount of \$133,538.80.
[Check Vouchers](#)
- B. Authorize the City Manager to Execute Contract 18-C1945 an Interlocal Agreement for Locating and Housing NEMCo Ham Radio Repeater Equipment at a Northshore Utility District Facility
[Agenda Item](#)
- C. Authorize the City Manager to Execute Agreement 18-C1935 with Olson Brothers Pro-Vac, LLC for an Amount not to Exceed \$54,097 for Drainage Pipe Rehabilitation for Facility P1978-01 in the Strawberry Hill Plat
[Agenda Item](#)
- D. Authorize the City Manager to Execute Contract No. 16-C1622 as Amended, an Interlocal Agreement with the City of Lake Forest Park, Northshore Utility District and Northshore Fire District for Regional Emergency Management
[Agenda Item](#)
- E. Approve Resolution 18-311 Providing for the Disposition of the Lakeside Upright Piano
[Agenda Item](#)

IX. PUBLIC HEARING

- A. Public Hearing and Deliberation on Ordinance No. 18-0470 Extending the Moratorium Prohibiting the Filing and Acceptance of Applications for Development Permits Relating to Mobile Home Parks - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner
[Agenda Item](#)

X. BUSINESS AGENDA

- A. Ordinance 18-0470 to Extend the Current Moratorium Prohibiting the Filing and Acceptance of Applications for Development Permits Relating to Mobile Home Parks Through April 8, 2019 - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner
[Agenda Item](#)
- B. City of Kenmore Proposed 2019 Federal Legislative Priorities and Report from Paul Schlesinger, Alcalde and Fay
[Agenda Item](#)
- C. City of Kenmore Proposed 2019 State Legislative Agenda and Report from

Briahna Murray and Shelly Helder, Gordon Thomas Honeywell

[Agenda Item
Presentation](#)

- D. Direct Staff on the Preferred Process for Filling the 4 Open Positions on the Planning Commission (effective 1/1/19) and Consider Whether Changes to the Planning Commission Rules are Needed - Debbie Bent, Community Development Director
[Agenda Item](#)
- E. City Manager's Budget Message & 2019-2020 Preliminary Biennial Budget - Rob Karlinsey, City Manager and Joanne Gregory, Finance and Administration Director
[2019-2020 Proposed Budget](#)

XI. STAFF REPORT

XII. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

XIII. ADJOURNMENT

Upcoming Meetings:

- A. Monday, October 15, 2018 - Regular Council Meeting
Monday, October 22, 2018 - Regular Council Meeting
Tuesday, October 23, 2018 - Special Council Meeting, Executive Session
Monday, October 29, 2018 - Special Council Meeting



SR 522/NE 145th Bus Rapid Transit Project Update

Kenmore City Council
October 8, 2018

What we'll cover today

- Community and stakeholder engagement
- Project update
- What we've heard
- Next steps



A photograph of a blue double-decker bus at a transit station. Several people are standing on the platform, waiting. The bus has the number 105 visible on its side. The scene is captured in a slightly desaturated, blue-tinted style.

Community and Stakeholder Engagement

Open houses & community workshops

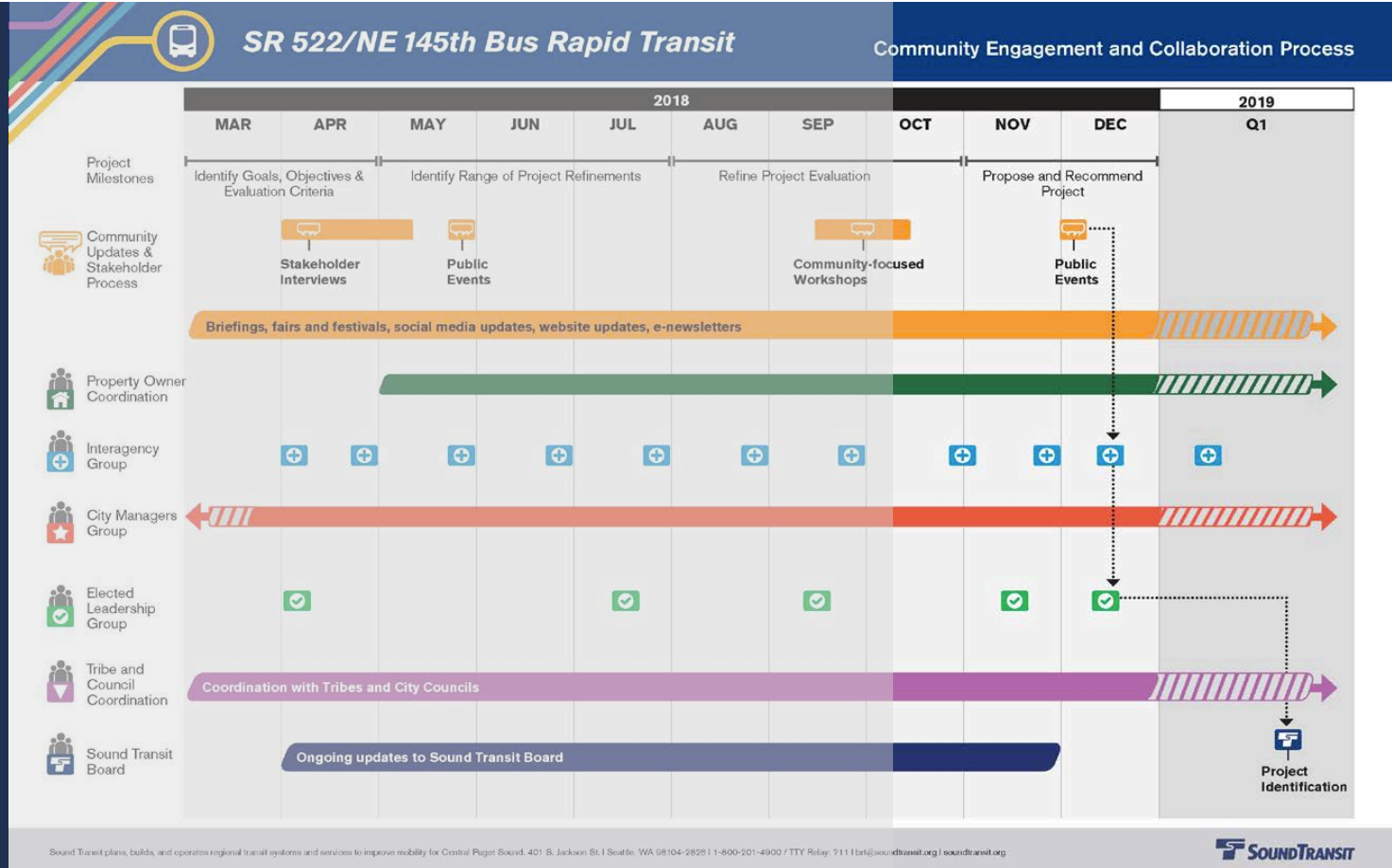
Open houses- May/June

- Northshore Senior Center- Bothell
- Brookside Elementary- Lake Forest Park
- UW Bothell/Cascadia College

Community workshops- Sept/Oct

- Kenmore (*September 20th*)
- Lake Forest Park
- Bothell and Woodinville
- Shoreline and Seattle

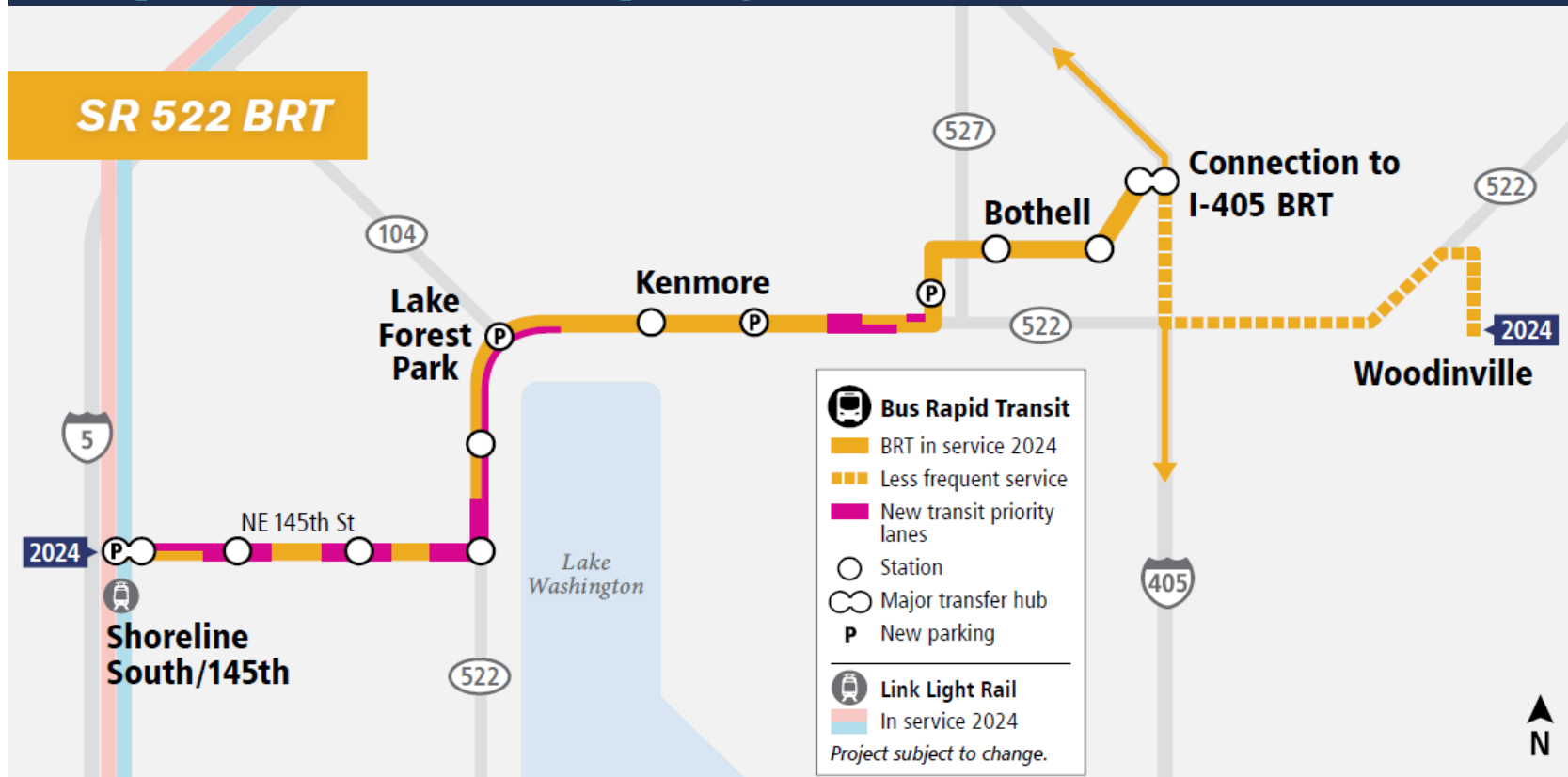




Project Update



Representative project



Key considerations corridor-wide

- Transit speed and reliability
- Impacts
 - Property
 - Traffic
- Non-motorized access
- Coordination with local plans
- Coordination with WSDOT and transit partners
- Cost and schedule



Kenmore

Key considerations:

- Provide 300 space parking garage
- Serve riders via two station pairs

Major choices:

- Station Pairs:
 - Two representative at existing Park-and-Ride and at 65th/68th
 - Refinement options at 61st Ave NE and/or at 80th/83rd Ave NE
- Parking:
 - Representative parking expansion at existing P&R
 - Refinement location near Lakepointe (68th and SR 522)



What we've heard

Kenmore:

- Support for better and safer options for walking across SR 522 and to access BRT stations
- Support for additional parking at the existing Park-and-Ride, Lakepointe, and other locations in Kenmore to improve station access and reduce transit user parking on neighborhood streets
- Support for local transit services to connect downtown Kenmore and local neighborhoods to the BRT station locations
- What will happen to the ST Express route 522?

Next steps

- ELG meetings in November and December 2018
- Community events
 - Second-round open houses December/January 2019
- Interagency and City Manager Groups meetings continue
- Sound Transit Board Q1 2019





soundtransit.org/sr522brt



North Eastside Mobility Project

Delivering integrated mobility choices for
Bothell, Kenmore, Kirkland, Redmond, Woodinville

KENMORE CITY COUNCIL

OCTOBER 8, 2018

KENMORE CITY HALL

Background

The North Eastside Mobility Project aims to expand transit service and improve mobility for people who live, work, or use transit to get to, from, or around the north Eastside

North Eastside service area: Bothell, Kenmore, Kirkland, Redmond, and Woodinville

Routes evaluated : **234, 235, 236, 238, 243, 244, 245, 248, 249, 255, 277, and DART 930**

Outreach to date

- 2017 – 2018:
 - Full phase of outreach focusing on evaluating mobility needs and priorities in the community
- 2018:
 - Online self-guided briefing provided to community organizations, social service providers, and businesses
- October/November 2018:
 - Concept Solutions Survey to north Eastside residents, workers, and riders

Why we're considering change

- Growth and changing conditions on the north Eastside
 - Impact on mobility
- March 2019 changes to service
 - Closure of Montlake Freeway Station
 - End of bus operations in Downtown Seattle Transit Tunnel
- We've been working to:
 - Understand communities' mobility needs and priorities
 - Develop a set of mobility priorities for future service
 - Respond to changing conditions to keep transit reliable
 - Build a more complete and connected transportation network
 - Lay the groundwork for future transit investments that will connect our growing cities and communities
 - Make the most of all service options, which include bus, light rail, paratransit and ridesharing services, and new flexible options that complement fixed-route bus

North Eastside communities asked for mobility services that...

- Are reliable and dependable
- Improve local access to residences, workplaces, schools, & destinations
- Are available throughout the day, into the evenings every day of the week
- Are convenient for riders of different ages and abilities
- Function as an integrated transit network
 - Connect to bus rapid transit and LINK Light Rail
 - Improve transfers and transfer times
 - Make the most of on ridesharing options like Vanpool, Vanshare, and TripPool
- Ensure awareness of existing mobility options
 - Paratransit
 - Rideshare
 - Community Connections
 - Bus

Draft Proposal Scenario

Act to expand, improve, and revise service by September 2019

- Relies on streamlining and improving routes
- Redistributing service and making routes more efficient
 - Improves reliability, transfer conditions
 - Reduces wait times
 - Provides longer hours of service
 - New flexible transit options across the north Eastside
- Makes the most of other current and future transit investments like bus rapid transit and light rail

Draft Proposal Scenario

Addresses concerns from 2017 SR-520 project

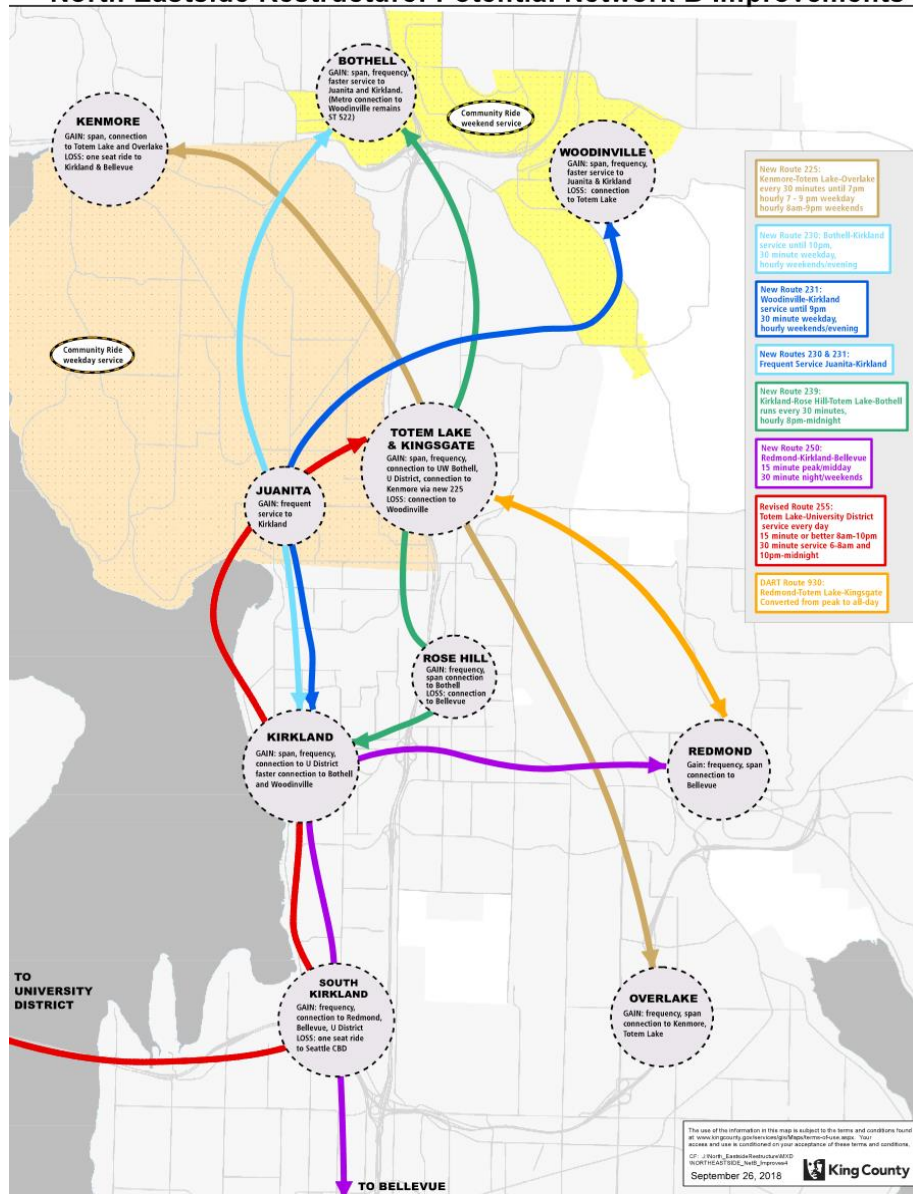
- Total trip time either comparable or less than today's
- Transfer environment improvements at UW LINK light rail station
 - Street crossings, walk time
 - Stop locations going into downtown Seattle
- Local inner eastside frequency & access to cross-520 routes
- All-day service to high-speed, high-capacity light rail
- Moving toward future capital investments and improvements

Draft Proposal Scenario

Community Connections

- Community Ride is a reservation-based transportation service that travels within a specified service area, instead of along a route. Riders request rides over the phone or online for the established hours of service. The vehicles are operated by paid drivers who are employed by a King County vendor and riders pay a standard Metro fare (\$2.75).
- Community Van provides pre-arranged, recurring or one-time group trips for residents. Volunteer drivers pick up riders at prearranged stops along the way to the trip destination. Trips are arranged by a Community Transportation Coordinator. Riders pay a standard Metro fare and the volunteer driver travels for free.

North Eastside Restructure: Potential Network B Improvements



What happens if we take no further action after March 2019

- Missed opportunity to integrate with planned bus rapid transit and light rail investments and connections
- Available service resources would be used to operate Route 255 on surface streets in downtown Seattle

About this option

- Routes 41, 74, 101, 102, 150, 255, and Sound Transit Route 550 move to surface streets
- Route 252, 255, 257, 268, and 311 riders must transfer at Evergreen Point Station if going to the University of Washington
- Routes travelling to Seattle experience longer trips, less reliable service, and new transfers
- Routes travelling within the north Eastside would not be changed, revised, or improved
 - Would serve the same stops during the same hours that they do today

Sample Travel Times

Destinations	No Change	Proposal
UW Bothell to Kirkland	55 – 75 min	35 – 55 min
UW Bothell to Redmond (weekdays)	75 – 80 min	65 – 75 min
UW Bothell to Totem Lake (weekends)	55 min	35 min
Redmond to Kirkland (weekdays)	30 min	22 min
Redmond to Juanita	45 – 60 min	35 – 50 min
Overlake to Totem Lake	65 – 70 min	45 – 55 min
Kirkland to U-District/Seattle	45 – 55 min	30 – 40 min
Kirkland to downtown Seattle	45 – 60 min*	45 – 50 min
*Future running times are unknown; during events in downtown Seattle, travel times on service streets may exceed 60 minutes.		
Kirkland to Juanita (weekends)	40 min	25 min
Totem Lake to Kirkland (weekends)	35 min	25 – 30 min
Totem Lake to Kenmore	65 – 90 min	40 – 60 min
Woodinville to Juanita	60 – 75 min	35 – 50 min
Woodinville to Kirkland	65 – 75 min	50 – 65 min
Woodinville to Overlake (weekdays)	90 – 100 min	75 – 85 min

Next Steps

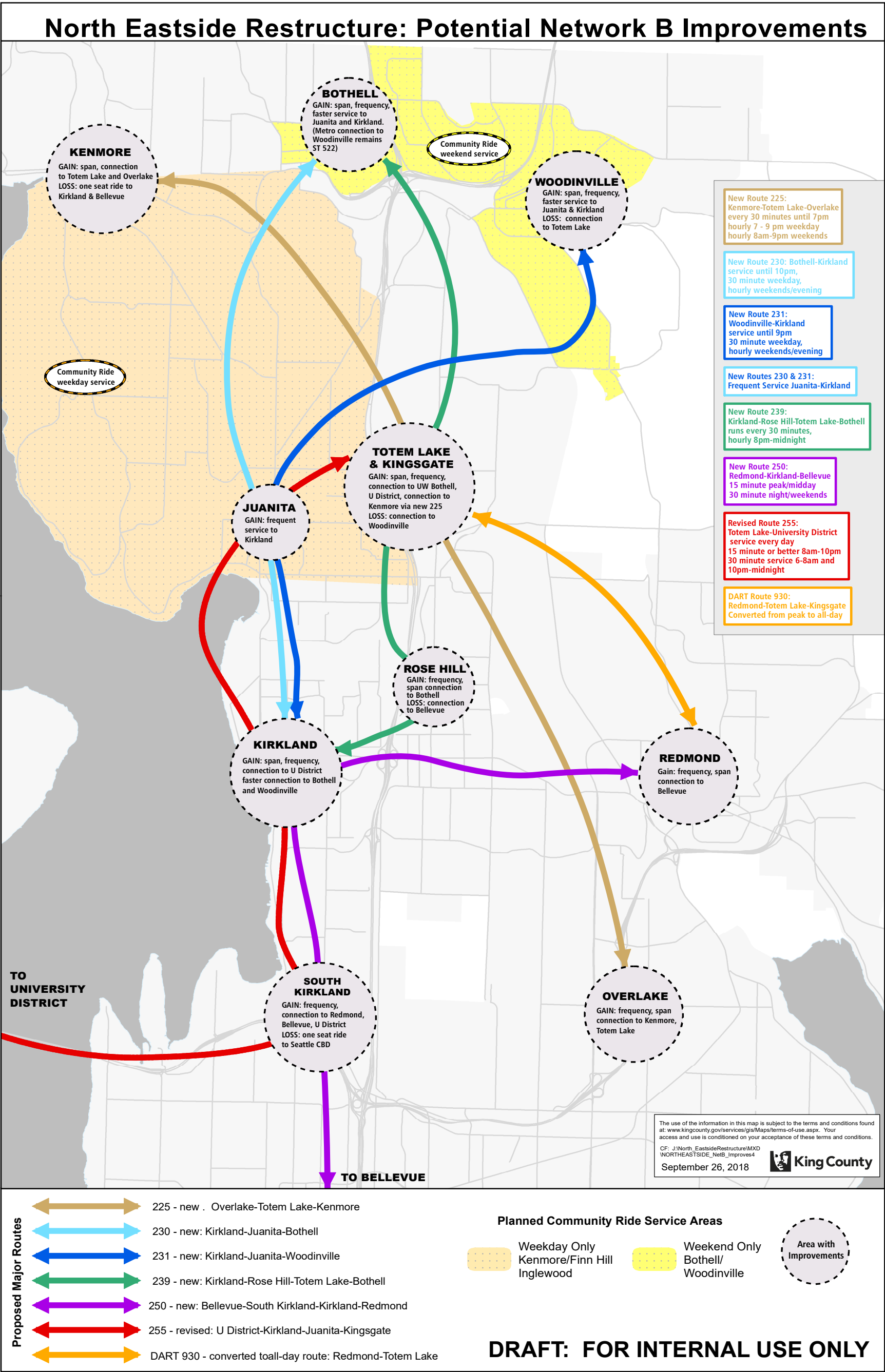
- 4 public meetings
 - October 23 from 11am – 1pm at UW Bothell
 - October 27 from 11am – 1pm at Redmond Senior Center
 - November 5 from 6 – 8pm at Kingsgate Library
 - November 7 from 6 – 8pm at Kirkland City Hall
- ESJ Feedback Forums
 - Spanish
 - Chinese
- Online open house
- Street teaming at stops and in the community
- Alerts to riders subscribing to project updates and route information
- Social media and paid media promotion
- Meet with project Mobility Board in October and late November/early December
- Complete website update for public engagement by October 15

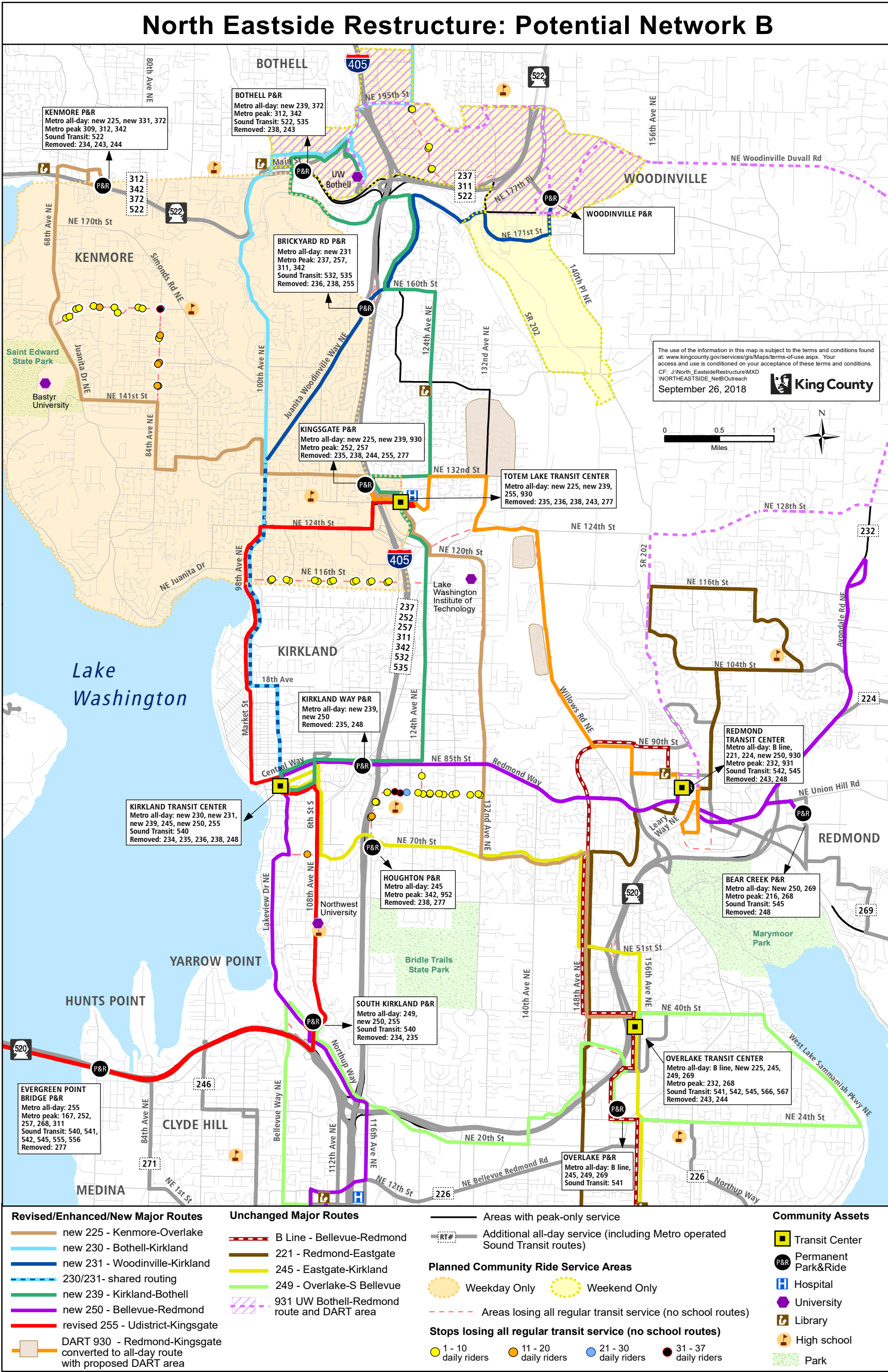
<https://www.kingcounty.gov/depts/transportation/metro/programs-projects/routes-and-service/north-eastside-mobility.aspx>

GRACE CARLSON

KING COUNTY METRO

GCARLSON@KINGCOUNTY.GOV







North Eastside Mobility Project

Help us plan transit service in the north Eastside

Review and comment proposed changes

Metro is working with north Eastside communities to understand mobility needs and create a proposal to improve transportation options.

Our long-range plan, Metro Connects, imagines more service, more choices, and one integrated transportation system that's easy to use by 2040.

www.kcmetrovision.org

We're working together to propose an update to the north Eastside service network in that would include both fixed-route bus and new flexible choices.

- ▶ The King County Council will consider the proposal in early 2019
- ▶ Any adopted changes will occur later in 2019



**234, 235, 236, 238, 243,
244, 245, 248, 249, 255,
277, 930**

Bothell, Kenmore, Kirkland, Redmond,
Woodinville, University District

have a
say

Come to an Open House

Tuesday, October 23 | 11 a.m.–1 p.m.
UW Bothell Campus, North Creek Events Center
18115 Campus Way NE, Bothell 98011

Saturday, October 27 | 11 a.m.–1 p.m.
Redmond Senior Center, Large Social Hall 8703
160th Avenue NE, Redmond 98052

Monday, November 5 | 6–8 p.m.
Kingsgate Library, Community Meeting Room
12315 NE 143rd Street, Kirkland WA 98034

Wednesday, November 7 | 6–8 p.m.
Kirkland City Hall, Peter Kirk Room
123 5th Avenue, Kirkland 98033

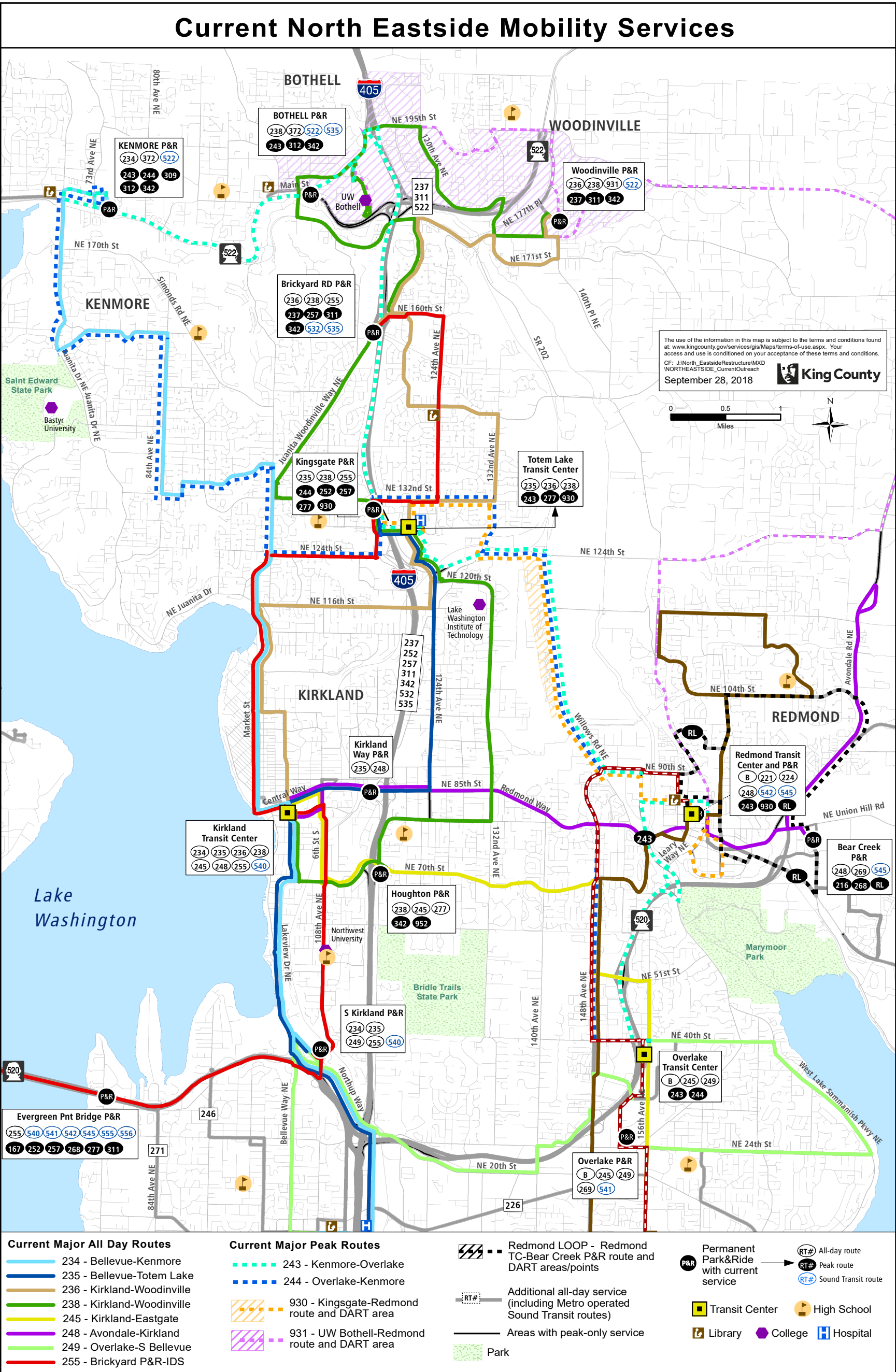
How to stay involved

Visit our website: kingcounty.gov/metro/north-eastside

- ▶ Sign up for project updates, come to a community meeting to provide feedback on the proposal for revising service, or visit the online open house mid-October through mid-November
- ▶ Let us know if you have questions or would like talk about the project

Jenna Franklin, King County Metro Community Relations
206-477-6679 | jfranklin@kingcounty.org





City of Kenmore, Washington
Proclamation
Domestic Violence Awareness Month
October 2018

WHEREAS, on average, nearly 20 people per minute are physically abused by an intimate partner in the United States. During one year, this equates to more than 10 million women and men. 1 in 3 women and 1 in 4 men have been victims of [some form of] physical violence by an intimate partner within their lifetime; and

WHEREAS, domestic violence is widespread and has a devastating impact on survivors, children, families and our community; and

WHEREAS, domestic violence does not discriminate and crosses all economic, racial, gender, educational, religious and societal barriers, and is sustained by indifference; and

WHEREAS, in 2017 the Kenmore Police Department responded to 107 domestic violence calls that resulted in 84 arrests; and

WHEREAS, ending the cycle of this vicious crime requires the courage of survivors and the support of the larger community; and

WHEREAS, our efforts must extend beyond the criminal justice system to include housing and economic advocacy for survivors, working with young people to stop violence before it starts, and reaching out to friends and loved ones who have suffered from domestic violence.

NOW, THEREFORE, I, David Baker, do hereby proclaim October 2018 as Domestic Violence Awareness Month in the City of Kenmore. Let us honor survivors by promoting peace in our own families, homes, and communities. Let us renew our commitment to end domestic violence and its brutal and destructive effects so that domestic violence has no future in Kenmore or beyond.

IN WITNESS WHEREOF, signed this 8th day of October 2018.

Signed: _____
David Baker, Mayor

Attested: _____
Kelly M. Chelin, City Clerk





Voucher Certification and Approval

City of Kenmore

DATE RANGE:

09/08/2018 - 09/21/2018

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

Total Check #s 40698 through 40795: \$725,354.81

Payroll Check # 10107-10108 totaling: \$1,673.77

Total Payroll/Taxes/Flexible Spending & Health Savings Acct. Electronic Deposits Dated: 09/14/2018: \$ 133,538.80

RJ Kelly 9-28-18
 City Manager / Date

Janet M. Ludwig 9/24/18
 Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
DEPARTMENT OF LABOR AND INDUSTRIES	40698	09/14/2018	City of Kenmore	226.85
DEPARTMENT OF LABOR AND INDUSTRIES	40698	09/14/2018	City of Kenmore	32.34
DEPARTMENT OF LABOR AND INDUSTRIES	40698	09/14/2018	City of Kenmore	64.25
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NATIONWIDE FINANCIAL 401a	40700	09/14/2018	City of Kenmore 401a Loan	240.68
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NATIONWIDE FINANCIAL 401a	40700	09/14/2018	City of Kenmore 401a	10,201.82
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NATIONWIDE RETIREMENT SOLUTIONS 457	40701	09/14/2018	Nationwide 457 Deferred Comp	250.00
NATIONWIDE RETIREMENT SOLUTIONS 457	40701	09/14/2018	Nationwide 457 Deferred Comp	75.00
STATE OF FLORIDA DISBURSEMENT UNIT	40702	09/14/2018	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	40703	09/14/2018	Employee Charitable Contribution	74.61
A+ CONFERENCING	40704	09/21/2018	9/4/18 Conference Call	21.84
A+ CONFERENCING	40704	09/21/2018	9/6/18 Conference Call	2.46
A+ CONFERENCING	40704	09/21/2018	9/10/18 Conference Call	23.54
A+ CONFERENCING	40704	09/21/2018	9/11 Conference Call	17.93
ALPHAGRAPHS	40705	09/21/2018	Business Cards - 3 Employees	186.26
ANDERSON, LAURI	40706	09/21/2018	Wellness Event Supplies Reimbursement	30.97

BAKER, DAVID		40707	09/21/2018	7/11-7/24 Mileage Reimbursement	164.59
BAKER, DAVID		40707	09/21/2018	8/1-8/30 Mileage Reimbursement	160.78
BAKER, DAVID		40707	09/21/2018	9/1-9/14 Mileage Reimbursement	152.60
BANNER BANK	BAKER	40708	09/21/2018	Seattle Metropolitan Chamber Conference/Parking	11.00
BANNER BANK	BAKER	40708	09/21/2018	Seattle Metropolitan Chamber Conference/Parking	1,100.00
BANNER BANK	JG	40709	09/21/2018	Ziprecruiter/Shutterstock/Amazon/AWC	49.00
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BANNER BANK	NO	40713	9/21/2018	Void	-
BANNER BANK	RK	40714	09/21/2018	Business Mtg. Meals/Chamber/Elliott Bay/Mi Tierra	78.45
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BANNER BANK	SKROGH	40715	09/21/2018	Safeway/Signs.Com/4IMPRINT/VCITA/Jimmy Johns	9.98
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BOTHELL SKI & BIKE		40716	09/21/2018	Bike Service/Headlights/Tail Lights	94.54
CITY OF BELLEVUE		40717	09/21/2018	4th Qtr ARCH Contributions	7,192.75
CITY OF LAKE FOREST PARK		40718	09/21/2018	August Public Works Crew/Equipment	18,387.00
CITY OF LAKE FOREST PARK		40718	09/21/2018	August Public Works Crew/Equipment	19,122.48
CITY OF LAKE FOREST PARK		40718	09/21/2018	August Public Works Crew/Equipment	138.16

CITY OF LAKE FOREST PARK	40718	09/21/2018	August Public Works Crew/Equipment	36,038.52
CITY OF LAKE FOREST PARK	40718	09/21/2018	August Public Works Crew/Equipment	103.62
CITY OF LAKE FOREST PARK	40718	09/21/2018	August Public Works Crew/Equipment	241.78
CODE PUBLISHING COMPANY	40719	09/21/2018	Municipal Code Web Update 8/15/18	1,346.55
COMCAST BUSINESS	40720	09/21/2018	C.H./Hangar/Incubator Aug/Sep & Internet Upgrade	1,082.53
COMCAST BUSINESS	40720	09/21/2018	C.H./Hangar/Incubator Aug/Sep & Internet Upgrade	643.13
COMCAST BUSINESS	40720	09/21/2018	C.H./Hangar/Incubator Aug/Sep & Internet Upgrade	563.41
COMCAST BUSINESS	40721	09/21/2018	August City Hall Phone Services	368.51
COMCAST BUSINESS	40722	09/21/2018	9/14-10/13 City Hall Cable/Internet	152.13
COMCAST BUSINESS	40723	09/21/2018	9/10-10/09 Squire's Landing Internet	75.95
CONNOR, DARLENE	40724	09/21/2018	Room Rental Deposit Refund	250.00
CONSOLIDATED PRESS	40725	09/21/2018	Fall Newsletter	4,396.12
DAMAGE RECOVERY	40726	09/21/2018	Rental Car Windshield Damage	124.50
ENGINEERING/REMEDIATION RES. GROUP	40727	09/21/2018	6/20-7/20 NE 192nd Culvert Work	47,864.20
FAZZARI MARKETING	40728	09/21/2018	Target Zero Lights	898.56
FRONTIER	40729	09/21/2018	8/28-9/27/18 City Hall Phone Svcs	444.98
FRONTIER	40730	09/21/2018	8/28-9/27/18 City Hall Phone Svc.	610.34
FRUHLING SAND & TOPSOIL	40731	09/21/2018	Vegetation Disposal from Overlay Project	110.00
FRUHLING SAND & TOPSOIL	40731	09/21/2018	Rhododendron Park Brush Disposal	260.00
GALLATIN PUBLIC AFFAIRS	40732	09/21/2018	Aug. Media Relations/Marketing	3,500.00
GORDON THOMAS HONEYWELL	40733	09/21/2018	August Government Affairs Consulting	3,911.87
GORLIN, LARRY N.	40734	09/21/2018	Utility Box Wrap Images	825.00
HDR ENGINEERING, INC	40735	09/21/2018	16-C1625 July Juanita Drive Ped/Bike Prof. Svcs	13,535.55
HDR ENGINEERING, INC	40736	09/21/2018	17-C1743 July Safe Routes to School Prof. Svcs	24,413.98
HOME DEPOT CREDIT SERVICES	40737	09/21/2018	August Public Works Supplies & Equipment	330.34
HOME DEPOT CREDIT SERVICES	40737	09/21/2018	August Public Works Supplies & Equipment	700.67
HONEY BUCKET	40738	09/21/2018	Summer Party Rentals	390.00
HORIZON DISTRIBUTORS INC	40739	09/21/2018	Irrigation Parts	374.55
HORIZON DISTRIBUTORS INC	40739	09/21/2018	Irrigation Parts	69.23
HR&A ADVISORS, INC	40740	09/21/2018	18-C1821 6/16-8/24/18 Lakepointe Consulting	45,075.00
INNOVAC	40741	09/21/2018	Vactor/Video Services	14,589.38
INNOVAC	40741	09/21/2018	Vactor/Video Services	1,505.00
INNOVAC	40741	09/21/2018	Vactor Services	2,642.75
INNOVAC	40741	09/21/2018	Vactor Services	1,677.50
INNOVAC	40741	09/21/2018	Vactor Services	1,574.38
INNOVAC	40741	09/21/2018	Vactor Services	1,320.00
INNOVAC	40741	09/21/2018	Vactor Services	456.96
INNOVAC	40741	09/21/2018	Vactor Services	406.09
JET CITY PRINTING	40742	09/21/2018	Postcards for Business Open House	173.25
KBA INC.	40743	09/21/2018	18-C1846 Aug. W. Sammamish Bridge Svcs	3,720.45
KENMORE COMMERCIAL LLC	40744	09/21/2018	October Incubator Lease Payment	3,291.66
KING COUNTY ANIMAL SVCS	40745	09/21/2018	August Pet Licenses	235.00
KING COUNTY FINANCE	40746	09/21/2018	July Adult/Juv. Detention Community Work Prog.	5,320.00

KING COUNTY FINANCE	40747	09/21/2018	Aug. Dump Fees	32.55
KING COUNTY FINANCE	40747	09/21/2018	Aug. Dump Fees	126.93
KING COUNTY FINANCE	40748	09/21/2018	August Adult/Juvenile Detention Maintenance Fees	3,971.31
KING COUNTY SHERIFF	40749	09/21/2018	August Police Services	282,581.33
KONICA MINOLTA BUSINESS SOLUTIONS	40750	09/21/2018	8/3-9/2 Incubator Color/B&W Copy Chgs	10.90
KONICA MINOLTA BUSINESS SOLUTIONS	40750	09/21/2018	9/3-10/2 Incubator Bldg. Copier Lease	212.74
KPFF CONSULTING ENGINEERS	40751	09/21/2018	15-C1484 On-call Svcs through 7/27/18	688.31
KPFF CONSULTING ENGINEERS	40751	09/21/2018	15-C1484 On-call Svcs through 7/27/18	2,054.74
KPFF CONSULTING ENGINEERS	40751	09/21/2018	15-C1484 On-call Svcs through 7/27/18	250.29
LIGHTHOUSE CONSULTING INC	40752	09/21/2018	August IT/Phone/E-mail/SharePoint	4,269.29
LIGHTHOUSE CONSULTING INC	40752	09/21/2018	August IT Services	2,529.73
MOTT MACDONALD GROUP, INC.	40753	09/21/2018	18-C1861 Log Boom Submerged Pile Exploration	12,166.50
MUNIMANAGE, LLC	40754	09/21/2018	17-C1668 August Lakepointe Consulting	5,175.00
NORTHSHORE FIRE DEPT	40755	09/21/2018	Annual City Hall Fire Permit	200.00
NORTHSHORE ROTARY CLUB	40756	09/21/2018	Quarterly Dues & Meals	234.00
NORTHSHORE ROTARY CLUB	40756	09/21/2018	Quarterly Dues & Meals	40.00
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	57.87
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	469.46
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	1,758.87
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	454.47
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	801.01
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	982.93
NORTHSHORE UTILITY DIST	40757	09/21/2018	August Vehicle Fuel & Maintenance	643.75
O'CONNOR CONSULTING GROUP, LLC	40758	09/21/2018	Lakepointe Consulting	2,500.00
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	16.85
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	12.64
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	88.49
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	37.92
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	16.85
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	58.99
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	33.71
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	71.63
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	25.28
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	33.71
OFFICE DEPOT	40759	09/21/2018	Supplies/Paper/Batteries/Paper Towels	25.29
OFFICE DEPOT	40760	09/21/2018	Office Furniture	669.33
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	3.01
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	2.26
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	15.80
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	6.77
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	3.01
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	10.54
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	6.02
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	12.79
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	341.53
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	4.52
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	6.02
OFFICE DEPOT	40761	09/21/2018	Office Supplies/Toner	4.51
OFFICE DEPOT	40762	09/21/2018	12" Surge Protector	28.59
OFFICE DEPOT	40762	09/21/2018	25' Surge Protector	46.19
OFFICE DEPOT	40762	09/21/2018	Flash Drives	19.77
OFFICE DEPOT	40762	09/21/2018	Staple Gun	25.07
OFFICE DEPOT	40762	09/21/2018	Tabbed File Pockets	17.37
OLBRECHTS & ASSOCIATES, PLLC	40763	09/21/2018	Aug. PRJ17-0036/CE18-0051 Hearing Examiner Svcs	1,586.50

OLSON BROTHERS PRO-VAC	40764	09/21/2018	Catch Basin & Storm Line Repairs	3,877.50
OLSON BROTHERS PRO-VAC	40764	09/21/2018	Catch Basin & Storm Line Repairs	11,632.50
OUSLEY, NANCY	40765	09/21/2018	Business Meeting Expense Reimbursement	87.11
PRIDE ELECTRIC INC.	40766	09/21/2018	City Hall Electrical Repairs	7,140.65
PRIDE ELECTRIC INC.	40766	09/21/2018	Hangar Bldg. Power Installation for Clock	652.20
PUGET SOUND ENERGY	40767	09/21/2018	7/13-8/14 City Hall Electricity	2,321.46
PUGET SOUND ENERGY	40767	09/21/2018	August Street Light Charges	9,094.67
QUALITY BUSINESS SYSTEMS - WELLS FARGO	40768	09/21/2018	9/5-10/4/18 1st Floor Copier Lease	675.53
QUALITY BUSINESS SYSTEMS INC.	40769	09/21/2018	8/2-9/1/18 2nd Floor Copier Lease	235.31
REPUBLIC SERVICES	40770	09/21/2018	August Hangar Bldg. Solid Waste Chgs	602.53
REPUBLIC SERVICES	40770	09/21/2018	August Rhododendron Park Solid Waste Chgs	633.31
REPUBLIC SERVICES	40770	09/21/2018	August City Hall Solid Waste Chgs	329.98
ROBINSON NOBLE	40771	09/21/2018	18-C1898 6646 NE 202nd Environmental Assessment	2,374.67
ROBINSON NOBLE	40771	09/21/2018	18-C1898 6646 NE 202nd Environmental Assessment	2,374.67
SARAH ROBERTS	40772	09/21/2018	August Prosecution Services	11,161.17
SEATOWN DEVELOPMENT GROUP	40773	09/21/2018	Refund Deposit PRJ2013-072/ENG2015-0160	7,869.50
SEATTLE TIMES	40774	09/21/2018	9/10 Notice of Application for Log Boom Park	285.44
SEATTLE TIMES	40775	09/21/2018	9/13 Legal Ordinance 18-0467	55.75
SEATTLE TIMES	40776	09/21/2018	9/12 Notification of Intent to Obtain Custody	138.26
SEATTLE TIMES	40777	09/21/2018	Notice of Public Hrg/Temporary Shelter Land Use	150.86
SEATTLE TIMES	40778	09/21/2018	8/29 Public Hrg for 2019-2024 CIP	51.29
SIGN UP, SIGN CO, INC	40779	09/21/2018	Public Notice Boards for Log Boom Waterfront	616.00
STAPLES ADVANTAGE	40780	09/21/2018	City Hall Supplies	88.57
STAPLES ADVANTAGE	40780	09/21/2018	Trash Bags & Paper Towels	175.97
STAPLES ADVANTAGE	40780	09/21/2018	Trash Bags & Paper Towels	121.40
STAPLES ADVANTAGE	40780	09/21/2018	City Hall & Hangar Maintenance Supplies	34.62
STAPLES ADVANTAGE	40780	09/21/2018	City Hall & Hangar Maintenance Supplies	34.63
STAPLES ADVANTAGE	40780	09/21/2018	Parks Maintenance Supplies	94.51
STAPLES ADVANTAGE	40780	09/21/2018	Parks Maintenance Supplies	206.95
STATE AUDITOR'S OFFICE	40781	09/21/2018	#47015 2017 Audit Services	18,499.08
STATE OF WA DEPT. OF LICENSING	40782	09/21/2018	Aug. License Plate Search	0.16
STEWART MACNICHOLS HARMELL, INC.	40783	09/21/2018	August Public Defender Svcs	5,000.00
SUPERION, LLC	40784	09/21/2018	iTrakit Training	80.00
SUPERION, LLC	40785	09/21/2018	iTrakit Annual Maintenance	229.16
SUSSMAN/PREJZA & CO, INC	40786	09/21/2018	17-C1753 Wayfinding Signage	750.00
SUSSMAN/PREJZA & CO, INC	40786	09/21/2018	17-C1753 Wayfinding Signage	750.00
THORSON BARNETT & MCDONALD, P.C.	40787	09/21/2018	Legal Review of ICMA Agreement	2,550.00
T-MOBILE USA, INC.	40788	09/21/2018	7/21-8/20/18 Cellular Svcs	34.48
T-MOBILE USA, INC.	40788	09/21/2018	7/21-8/20/18 Cellular Svcs	65.06
T-MOBILE USA, INC.	40788	09/21/2018	7/21-8/20/18 Cellular Svcs	59.98
T-MOBILE USA, INC.	40788	09/21/2018	7/21-8/20/18 Cellular Svcs	56.56
T-MOBILE USA, INC.	40788	09/21/2018	7/21-8/20/18 Cellular Svcs	35.70
TOTAL LANDSCAPE CORP	40789	09/21/2018	Aug. Northshore/Squire's/Moorlands Landscaping	4,510.00
TYE FOUR, LLC	40790	09/21/2018	Pynt for Addtl. Sidewalk/Utility Easement	5,000.00

UTILITIES UNDERGROUND LOCATION CTR	40791	09/21/2018	August Utility Locates	215.43
WA CITIES INSURANCE AUTHORITY	40792	09/21/2018	Training Cancellation Fee	25.00
WILLIAM GARZA CREATIVE	40793	09/21/2018	Utility Box Wrap Artwork	800.00
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	109.98
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	40.00
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	79.20
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	395.00
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	150.91
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	272.25
BANNER BANK NO	40794	09/21/2018	Costco/NTHP/Chambermaster/WSU Marketplace	49.64
BANNER BANK NO	40795	09/21/2018	Museum Quality Framing/KBI Frames	100.00
DRS 457	DFT0000174	09/14/2018	DRS 457 Deferred Comp	755.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000175	09/14/2018	Public Employees Retirement	1,834.06
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000176	09/14/2018	Public Employees Retirement	16,087.94
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000176	09/14/2018	Public Employees Retirement	1,669.22
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000176	09/14/2018	Public Employees Retirement	1,442.24
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000177	09/14/2018	Public Employees Retirement	390.41
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000177	09/14/2018	Public Employees Retirement	375.92
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000178	09/14/2018	Public Employees Retirement	238.30
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000178	09/14/2018	Public Employees Retirement	(0.12)
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000179	09/14/2018	Public Employees Retirement	860.23
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000180	09/14/2018	Public Employees Retirement	1,287.53
NAVIA	DFT0000181	09/14/2018	Employee Flexible Spending Account	173.50
NAVIA	DFT0000181	09/14/2018	Employee Flexible Spending Account	153.85
NAVIA	DFT0000181	09/14/2018	Employee Flexible Spending Account	85.38
NAVIA	DFT0000181	09/14/2018	Employee Flexible Spending Account	96.15
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	1,380.64
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	3,150.90
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	9,779.20
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	315.82
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	773.10
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	49.80
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	327.46
BANK OF AMERICA 941	DFT0000182	09/14/2018	Federal Taxes	760.09
BANK OF AMERICA 941	DFT0000182	9/14/2018	Federal Taxes	182.48
Tobin Bennett-Gold	10107	9/14/2018	Void	-
Tobin Bennett-Gold	10107	9/14/2018	Payroll Check	1,673.77
PAYROLL	ACH Transaction	9/14/2018	Direct Deposit	91,369.70
				<u>\$ 860,567.38</u>



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	500.00
0014	AMERICAN PLANNING ASSOCIATION	1,778.00
0022	ASSOCIATION OF WA CITIES	17,772.40
0024	BAKER, DAVID	3,600.66
0025	BAKER, SHERI	12,000.00
0037	BASTYR UNIVERSITY	200.00
0047	BRAVO ENVIRONMENTAL , NW INC.	96.00
0050	BRUCE C ALLEN & ASSOC INC	3,000.00
0054	BULGER SAFE & LOCK, INC.	997.66
0064	CASCADE PEST CONTROL	1,144.00
0067	CENTER FOR HUMAN SERVICES	15,750.00
0076	CITY OF BELLEVUE	112,172.50
0083	CITY OF LAKE FOREST PARK	711,680.76
0086	CITY OF SHORELINE	8,796.90
0092	CODE PUBLISHING COMPANY	4,114.24
0099	CONSOLIDATED PRESS	15,802.86
0106	CROWN PRODUCTS LLC	2,106.12
0111	DEPARTMENT OF ECOLOGY	14,412.00
0121	REPUBLIC SERVICES	10,482.64
0137	FERGUSON ENTERPRISES INC #1539	1,946.93
0145	FRUHLING SAND & TOPSOIL	4,302.50
0151	CALPORTLAND COMPANY	1,002.93
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	2,208.37
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	133,885.24
0197	JET CITY PRINTING	3,233.46
0201	KCDA PURCHASING COOP	16,919.77
0206	KENMORE MIDDLE SCHOOL	7,463.62
0212	KING COUNTY FINANCE W.L.R.D.	22,283.75
0213	KING COUNTY ANIMAL SVCS	2,855.00
0218	KING COUNTY FINANCE	3,019.71
0219	KING COUNTY FINANCE	215,667.30
0224	SOUND PUBLISHING, INC.	4,261.90
0229	KING COUNTY OFFICE OF FINANCE	2,370.19
0230	KING COUNTY RADIO COMM SERVICES	900.90
0233	KING COUNTY SHERIFF	2,343,022.98
0235	KING COUNTY TREASURY	24,269.72
0237	FEDEX OFFICE	88.84
0246	LAKE CITY PICTURE FRAMING	257.85
0251	LIGHTHOUSE CONSULTING INC	49,492.16
0261	MICHAEL PENDLETON	6,038.50
0265	MORGAN SOUND INC	3,733.95
0267	MR. T'S TROPHIES	324.96
0285	NORTHSHORE FIRE DEPT	6,694.96
0287	NORTHSHORE SENIOR CENTER	23,700.00
0288	NORTHSHORE UTILITY DIST	107,386.93
0289	NORTHSHORE YMCA	4,875.00
0290	NORTHSHORE YOUTH & FAMILY SERVICES	12,000.00
0292	HONEY BUCKET	3,780.40
0299	EBIX, INC./ TOPHEALTH	118.27
0300	OFFICE DEPOT	6,803.56
0302	OFFICE TEAM	15,274.47

Vendor Purchasing Report

For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	15,680.08
0310	PACIFIC TOPSOILS	2,870.56
0314	PETTY CASH CUSTODIAN	766.98
0327	PUGET SOUND CLEAN AIR AGENCY	18,341.00
0328	PUGET SOUND ENERGY	133,672.45
0329	PUGET SOUND FINANCE OFFICERS ASSOC	50.00
0331	PUGET SOUND REGIONAL COUNCIL	8,616.00
0345	SEATTLE TIMES	6,924.81
0346	SECRETARY OF STATE	5,115.40
0350	SIGN UP, SIGN CO, INC	979.00
0355	STAPLES ADVANTAGE	7,505.40
0356	STATE AUDITOR'S OFFICE	20,838.34
0357	STEWART MACNICHOLS HARMELL, INC.	45,000.00
0359	SOUND CITIES ASSOC	45.00
0365	TOTAL LANDSCAPE CORP	79,319.60
0370	UNITED RENTALS NW, INC	905.61
0371	UNITED STATES POSTMASTER	9,883.33
0374	URBAN LAND INSTITUTE	440.00
0375	US POSTAL SERVICE (HASLER)	5,008.86
0386	WA ASSOC OF CODE ENFORCEMENT	280.00
0387	WA CITIES INSURANCE AUTHORITY	274,303.00
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	630.00
0390	WA FINANCE OFFICERS ASSOCIATION	150.00
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	75.00
0401	WA STATE DEPT OF TRANSPORTATION	3,123.75
0412	COLUMBIA RIDGE LANDFILL	5,592.17
0419	WONDERLAND DEVELOPMENT	3,750.00
0422	NATIONWIDE FINANCIAL 401a	252,958.46
0423	NATIONWIDE RETIREMENT SOLUTIONS 457	6,175.00
0424	ICMA RETIREMENT TRUST 457 - 304745	78,243.90
0425	DRS 457	10,775.00
0426	AFLAC	2,616.80
0428	BANK OF AMERICA 941	303,930.85
0429	AWC EMPLOYEE BENEFITS	370,588.57
0431	DEPARTMENT OF RETIREMENT SYSTEMS	436,590.42
0432	DEPARTMENT OF LABOR AND INDUSTRIES	30,259.26
0434	UNITED WAY OF KING COUNTY	1,417.59
0436	NATIONAL LIFE OF VERMONT	985.36
0448	UPS STORE	198.67
0449	ACF WEST INC	1,113.75
0450	AURORA RENTS	259.35
0473	ARTS OF KENMORE	5,900.00
0480	WASHINGTON TREE SERVICE INC	1,540.00
0484	CITY WIDE FENCE COMPANY, INC	3,724.60
0494	SECRETARY OF STATE	3,818.83
0497	DAY WIRELESS SYSTEMS	76.79
0501	MACLEOD RECKORD	12,332.49
0542	AMERICAN SOCIETY OF COMPOSERS	352.38
0550	KING COUNTY RECORDER'S OFFICE	1,174.00
0558	SNOHOMISH COUNTY	4,179.00
0564	AMERICAN PUBLIC WORKS ASSOCIATION	120.00
0575	FUNRENT	1,532.30
0586	MAIL FINANCE	2,118.60
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0594	RANDALL, BRIAN	2,441.11
0617	KING COUNTY FINANCE	210.82
0639	KONICA MINOLTA BUSINESS SOLUTIONS	2,024.24
0641	TELESYSTEMS WEST	137.51

Vendor Purchasing Report

For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0675	BANNER BANK CS	612.44
0685	PACE ENGINEERS, INC.	319,799.91
0689	DIGITAL REPROGRAPHICS SERVICES INC.	396.45
0690	BUILDERS EXCHANGE OF WASHINGTON INC	90.00
0692	HDR ENGINEERING, INC	553,232.31
0696	AMERICAN GENERAL LIFE GPO-400S	2,647.80
0699	BANNER BANK DB	716.03
0743	BANNER BANK NO	10,571.69
0764	OUSLEY, NANCY	1,763.29
0781	QUALITY BUSINESS SYSTEMS INC.	9,375.52
0785	FINANCIAL CONSULTANTS INT'L INC	196.02
0788	CURTIS, DR. MILTON	175.52
0791	NORTHSHORE ROTARY CLUB	494.00
0800	BANNER BANK JG	15,562.11
0817	GRAINGER	1,596.99
0833	VAUGHAN, KENT	34.88
0834	BANNER BANK KENMORE	30,554.08
0851	EVER-MARK, LLC	3,688.62
0852	GREGORY, JOANNE	404.60
0858	A+ CONFERENCING	441.33
0868	JAYMARC - AV	11,485.16
0869	BANNER BANK JGORDON	9,971.21
0892	JACOBS ENGINEERING GROUP	850,967.79
0898	ZONAR SYSTEMS	527.73
0899	SHRED-IT USA LLC	835.92
0912	ALCALDE & FAY	40,449.53
0913	KENMORE ELEMENTARY PTA	2,500.00
0937	ZUMAR	508.99
0981	COMCAST BUSINESS	22,941.59
0983	PASSPORT TRAVEL AND TOURS	2,487.99
0994	GORDON THOMAS HONEYWELL	31,871.16
0996	ANDERSON, LAURI	30.97
1000	JRW ENTERPRISES	3,017.43
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	1,515.10
1032	SAWYER, RICHARD	614.30
1034	EMERALD FIRE LLC	393.80
1045	HORIZON DISTRIBUTORS INC	2,228.65
1047	SARAH ROBERTS	89,289.36
1052	FIRE PROTECTION, INC	10,653.53
1068	WA STATE DEPT OF LABOR & INDUSTRIES	141.60
1114	PHSI PURE HEALTH SOLUTIONS INC.	817.91
1116	FRONTIER	8,474.16
1118	FAZZARI MARKETING	898.56
1123	AM TEST, INC	1,775.00
1131	SUSSMAN/PREJZA & CO, INC	2,850.00
1140	PAWS	2,418.00
1148	AGORA NW LLC	225.28
1152	WASHINGTON ENERGY SERVICES CO. LLC	36.75
1161	INDEPENDENT STATIONERS	166.01
1168	SCHINDLER ELEVATOR CORPORATION	3,715.82
1177	WELLS FARGO FINANCIAL	5,085.08
1181	BANNER BANK BH	4,026.62
1192	HOPKINS, CRAIG	497.07
1193	DEVRIES, DENIS	226.20
1197	MILLER STEPHENS, MARY	11,250.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	5,225.00
1216	ADVANCE TESTING & SERVICE INC	1,188.00

Vendor Purchasing Report

For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1222	OLSON BROTHERS PRO-VAC	25,191.10
1259	PERTEET INC.	72,213.67
1266	AAA FLAG & BANNER MFG. CO., INC.	3,022.34
1269	KAMINS CONSTRUCTION INC.	8,802.72
1291	SCHNEE, CARLA	661.96
1299	VERIZON WIRELESS	3,720.83
1309	BANNER BANK BAKER	11,019.66
1311	WASHINGTON STATE PATROL	1,961.38
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	4,100.00
1322	AABCO BARRICADE COMPANY INC.	1,848.00
1326	JOYCE ZIKER PARKINSON	692.50
1327	HWA GEOSCIENCES INC.	1,120.44
1331	KBA INC.	18,375.44
1333	WELWEST CONSTRUCTION INC.	2,148.81
1337	STATE OF WA DEPT. OF LICENSING	7.72
1339	STATE OF WA DEPARTMENT OF LICENSING	30.00
1342	PETERSON, JANET	350.00
1356	KARLINSEY, ROB	868.64
1357	KENMORE COMMERCIAL LLC	29,703.35
1358	ALPHAGRAPHS	1,336.04
1360	GOODSELL POWER EQUIPMENT #2 INC.	1,656.82
1363	INNOVAC	56,975.85
1370	WINTERBOURNE LANDSCAPE	1,836.47
1377	D.R. HORTON	7,500.00
1383	CHICAGO TITLE	50,000.00
1385	CITYWORKS/ AZTECA SYSTEMS INC.	22,000.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,813.74
1402	NORTHWEST MARINE TRADE ASSOCIATION	450.00
1403	OSBORN CONSULTING INC.	44,446.59
1411	INTERNATIONAL BUSINESS INNOVATION	525.00
1412	SKAGIT GARDENS	3,159.97
1416	MOBILE MINI, INC.	959.75
1420	SAUVE, GAYLEN	400.00
1431	BRIEN, GAYLYNN	450.00
1437	VOLGISTICS, INC	540.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	863.50
1457	LANGUAGE LINE SERVICES, INC.	22.61
1459	FLEMINGS HOLIDAY LIGHTING LLC	5,768.62
1478	HERBIG, NIGEL	64.25
1479	A V CAPTURE ALL	4,740.12
1480	VERTICAL VISUAL SOLUTIONS INC.	11,811.25
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	350.00
1500	MARINE FLOATS CORPORATION	4,074.40
1504	SCORE	203,772.61
1521	SPOT HOT DOG & BRATS	12.00
1533	314 PIE	48.00
1540	A-1 LANDSCAPING AND CONSTRUCTION, INC	137,299.73
1541	HEWITT	2,255.00
1544	METROPOLITAN TRANS. COMMISSION	1,500.00
1550	HANSEN, COREY	41,140.00
1552	DENUSKI, STACEY	46.70
1555	LINCOLN NATIONAL LIFE INSURANCE	8,255.97
1577	MUMMA, RYAN	459.15
1580	NORTHWEST TROPHY	361.59
1581	STARDOM SERVICES, INC.	4,080.00
1584	STUDIO 3 SIGNS	1,178.07
1590	HERMANSON COMPANY, LLP	7,339.75

Vendor Purchasing Report

For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1591	ULINE	1,008.65
1596	NW ENVIRONMENTAL TRAINING CENTER	700.00
1598	HELMETS R US INC	208.97
1606	GALLATIN PUBLIC AFFAIRS	32,080.00
1607	SCHOCK, BRETT	829.47
1609	MARSHBANK CONSTRUCTION	31,952.47
1629	WESTERN DISPLAY FIREWORKS, LTD.	18,000.00
1634	SREBNIK, DEBRA	314.42
1655	CATHOUSE PIZZA	30.00
1657	STEWART TITLE COMPANY	8,405.10
1661	WHITEMAN, TELA	400.43
1667	PRINTWEST	545.60
1673	KPFF CONSULTING ENGINEERS	255,888.96
1678	VICENTE, JOHN	522.07
1689	MOTT MACDONALD GROUP, INC.	355,223.92
1690	SITTS & HILL ENGINEERS, INC.	5,756.47
1704	BANNER BANK RK	8,123.23
1711	SOFTWAREONE, INC.	8,925.18
1715	THE WIDE FORMAT COMPANY	770.00
1718	RESOURCE EXPLORATION, LLC	20,000.00
1719	SALTER, JON	1,202.40
1721	GOOD TO GO	50.80
1726	UNITED STATES TREASURY	30.30
1731	NORTHWEST ARBORICULTURE LLC	17,809.42
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	973.50
1733	BELMARK, LLC	7,832.80
1734	TOP TO BOTTOM JANITORIAL, INC.	21,447.00
1738	MUNIMANAGE, LLC	118,725.00
1739	FIX AUTO	2,875.38
1754	RFI ENTERPRISES INC.	9,603.00
1759	CORT PARTY RENTAL	541.87
1762	BAKER, BRIDGIT	149.16
1774	OWEN EQUIPMENT COMPANY	1,591.70
1782	SWANK MOTION PICTURES, INC.	1,128.60
1785	ECOSS	7,183.50
1786	TYLER TECHNOLOGIES, INC.	17,341.50
1795	CABOT DOW ASSOCIATES, INC.	2,929.25
1796	EXPONENT, INC.	6,027.50
1798	OLBRECHTS & ASSOCIATES, PLLC	2,659.00
1806	RYCO EQUIPMENT, INC.	1,155.00
1810	ABBEEY PARTY RENTS OF WA, INC.	2,318.68
1814	YSI INCORPORATED, A XYLEM BRAND	1,417.82
1816	NAVIA	15,093.72
1818	GORLIN, LARRY N.	907.50
1819	COSTTREE, LLC	3,000.00
1822	ECO-COUNTER	840.00
1824	URBAN FORESTRY SERVICES, INC.	842.47
1826	MCCLURE AND SONS, INC.	5,794.00
1828	QUALITY BUSINESS SYSTEMS - WELLS FARGO	4,913.44
1829	SHI INTERNATIONAL CORP.	351.81
1843	TUFF SHED, INC	6,046.70
1848	STANLEY PATRICK STRIPING COMPANY	23,417.50
1852	STANTON, ANN	57.77
1855	OFFICE DEPOT	1,326.39
1859	IRON CREEK CONSTRUCTION LLC	1,820.63
1863	HAULAWAY STORAGE CONTAINERS, INC.	1,036.20
1864	INTERNATIONAL SOC. OF ARBORICULTURE	185.00
1873	ENGINEERING/REMEDIATION RES. GROUP	60,140.25

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For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1879	HOLMBERG COMPANY	12,575.10
1884	CADMAN MATERIALS, INC.	2,276.21
1889	WILLIAMS, KASTNER & GIBBS PLLC	21,553.20
1892	DEVON LEGER	3,600.00
1893	YUNUSOV, SURIYA	36.00
1900	ASPECT CONSULTING LLC	3,619.57
1901	NORTH COAST ELECTRIC COMPANY	1,119.15
1907	CHRISTOPHER, MARINA	1,300.00
1908	VAUGHAN, KENT	700.00
1913	GRAND EVENT RENTALS	4,109.03
1914	MCNAMARA SIGNS	440.40
1920	BERGER PARTNERSHIP	12,270.82
1921	CITY OF MARYSVILLE PARKS, CULTURE & RECREATION	2,800.00
1926	GUARDIAN SECURITY SYSTEMS, INC.	339.91
1930	T-MOBILE USA, INC.	959.59
1932	U.S. BANK N.A. - CUSTODY	464.00
1935	YUMMY BOX FOOD TRUCK LLC	612.00
1936	SUPERION, LLC	2,558.37
1942	THE VET CHEF LLC	120.00
1944	OHNO CONSTRUCTION	66,558.74
1946	FALL PROZ INC	3,886.00
1953	CONNOR, DARLENE	250.00
1955	HUIZENGA ENTERPRISES, LLC	115,904.13
1960	WALTER E. NELSON CO.	554.75
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	605.00
1962	BANNER BANK SKROGH	9,373.07
1964	EARTHWORKS	42,502.95
1969	CAPITOL ASSET & PAVEMENT SERVICES INC.	3,460.00
1970	CROSSROAD SIGN	1,516.90
1975	COMMUNITY ATTRIBUTES INC.	32,645.12
1979	MSPT VI, LLC	7,500.00
1980	HRA VEBE TRUST	27,675.00
1982	CRAWFORD ELECTRIC	366.55
1985	CONTRACT LAND STAFF LLC	5,699.35
1987	KITSAP CONFERENCE CENTER	124.69
1989	WA TRAFFIC SAFETY COMMISSION	103.49
1990	GLOCK PROFESSIONAL, INC.	500.00
1991	WASHINGTON STATE TREASURER	6,570.28
1993	HYAS GROUP, LLC	7,500.00
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2,000.00
1995	REY TRANSLATIONS	4,752.79
1996	SEQUOYAH ELECTRIC LLC	7,477.80
1997	BARCLAY DEAN ARCHITECTURAL PRODUCTS, LLC	610.50
1998	JOHNSTON GROUP, LLC	21,547.50
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	20.00
2000	WILLIAMS MECHANICAL, INC.	2,931.50
2001	PETERSEN BROTHERS, INC.	1,994.16
2002	GHORBANI, FARIBA	472.00
2003	INNOVATIVE COMFORT SYSTEMS, INC.	255.15
2004	RED BARN ENGINEERING, INC.	291.77
2005	VAN DYK, JOE	850.00
2006	SOMOL HAMASAKI, KRIS	36.75
2007	HYDROPOINT DATA SYSTEMS, INC.	517.01
2008	MEAD GILMAN & ASSOCIATES	40.00
2009	O'CONNOR CONSULTING GROUP, LLC	25,000.00
2010	JUDHA OF LION LANDSCAPING	356,378.27
2011	PLAN TO PERMIT, LLC	4,235.00
2012	DDK DESIGNS, LLC	35.38

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
2013	THE POTTING SHED	1,787.50
2015	INGLEWOOD VILLAGE III CONDOMINIUMS	13,111.20
2017	DARRELL THOMSON	5,781.00
2018	LAKE HARRISON ESTATES	7,500.00
2019	EMERALD CITY STATEWIDE	2,046.00
2020	KELLY ATKINSON	1,180.00
2021	GEOTERRA, INC.	4,121.14
2022	JA BRENNAN ASSOCIATES, PLLC	2,274.00
2023	HR&A ADVISORS, INC	175,000.00
2024	DFR LAW GROUP, LLC	3,600.00
2025	LOCAL PROS PAINTING	8,789.00
2026	HEAT FLOW MECHANICAL LLC	113.40
2027	MERIT HOMES, INC.	7,747.90
2028	PRIDE ELECTRIC INC.	12,358.13
2029	HAWTHORNE GLEN 12, LLC	7,500.00
2030	ZEP SALES & SERVICE	869.44
2031	ANDREW POGUE PHOTOGRAPHY LLC	2,050.00
2032	DOOR PROS INC.	971.85
2033	DUGAN, GERALD & GAIL	3,000.00
2034	GEO GROUP NORTHWEST INC.	10.60
2035	JURASSIC PARLIAMENT	1,458.35
2037	PRO-LONG ROOF CARE & GUTTERS	1,097.80
2038	SKEFFINGTON, ELAINE	300.00
2039	ATTORNEY & NOTARY SUPPLY, INC.	80.30
2040	SEAPLANE LLC	96.25
2041	LAKE UNION SEA RAY	14,740.15
2042	CRITERION PICTURES USA	940.00
2043	LIGHTING GROUP NORTHWEST	2,431.19
2044	THE PART WORKS, INC.	67.12
2045	PERFORMANCE JOURNEYS, INC.	9,000.00
2047	PUGET SOUND PLANTS	34,832.05
2048	SMS CLEANING, INC.	22,800.00
2049	SUNBELT RENTALS	952.39
2050	NORCAN-OSINT	280.00
2051	PANTAC, LLC	128.57
2052	J. A. BRENNAN ASSOCIATES, PLLC	26,293.00
2053	WINDOW COVERINGS USA	1,463.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	255.15
2055	WESTERN CENTURIES	1,250.00
2056	J3 ARCHITECTS LLC	850.00
2057	WIRTHLIN CONSULTING GROUP LLC	4,489.00
2058	FLAMENCO SEATTLE LLC	500.00
2059	JARRETT, WINSTON	1,300.00
2060	LEVA, VIVIAN	1,750.00
2061	SQUIRREL BUTTER LLC	250.00
2062	YOGOMAN	1,000.00
2065	AMY'S ARTISTIC EXPRESSIONS	200.00
2066	COUSINEAU, NICK	131.63
2067	CRAWFORD, KRISTIN	121.21
2068	DITCH MAINTENANCE SERVICES	18,743.70
2069	EMERSON, DEVIN	76.99
2070	GREEN SOLUTIONS HEATING & COOLING	255.15
2071	GRETTE ASSOCIATES LLC	2,177.64
2072	GRAPPONE, RAYMOND	1,750.00
2073	HOOPSMILES	237.00
2074	KATO, CATHERINE	142.60
2075	LANDEZA, PATRICK	2,200.00
2076	THE CHEESE PIT	78.00

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For Date Range 01/01/2018 - 12/31/2018

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2077	THEO'S GYROS	216.00
2078	WA RECREATION & PARK ASSOC.	580.00
2079	ZESBAUGH, INC.	275.00
2080	PLAYOUT FOUNDATION	1,886.50
2081	SHANNON & WILSON, INC.	37,018.51
2082	FRELARD TAMALES	72.00
2083	THE 12TH DAWG MOBILE FOOD TRUCK	114.00
2084	Lakeland Restoration Services, LLC	51,892.50
2086	BOND, STEPHANIE	59.95
2087	BOYER, ANDREW	170.64
2088	DCI PLUMBING	1,736.70
2089	DRUMMOND, NICHOLAS D.	1,000.00
2090	SARA SOLUM HAYASHI	1,500.00
2091	MCDONALD, DON & BEVERLY	265.33
2092	PETERSON, DAVID A.	300.00
2093	THE WARREN G. HARDINGS	1,500.00
2094	THORSON BARNETT & MCDONALD, P.C.	3,262.50
2095	TRANSPO GROUP USA INC.	1,733.75
2096	TUPLING, SANDRA	56.90
2097	ROBINSON NOBLE	19,081.78
2098	A & G PROPERTY, LLC	54,300.00
2099	INGLEWOOD GOLF CLUB	6,750.00
2100	HOPKINS, CRAIG R.	22,800.00
2101	PENINSULA FINANCIAL CONSULTING	2,832.12
2102	CHG SF LLC	10,128.90
2103	WILLIAMS, MARLA J.	40.00
2104	INGLEWOOD CONDOMINIUM ASSOCIATION	100.00
2105	LEGACY HOMES	7,500.00
2107	BOTHELL SKI & BIKE	94.54
2108	DAMAGE RECOVERY	124.50
2109	SEATOWN DEVELOPMENT GROUP	7,869.50
2110	WILLIAM GARZA CREATIVE	800.00
2111	TYE FOUR, LLC	5,000.00
Vendor Set Vendor Set 01 Total:		11,652,693.29



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Contract No. 18-C1945, an interlocal agreement for locating and housing NEMCo ham radio repeater equipment at a NUD facility Proposed Council Action/Motion: Motion to Authorize the City Manager to Execute Contract No. 18-C1945 an Interlocal Agreement for Locating and Housing NEMCo Ham Radio Repeater Equipment at a Northshore Utility District Facility, Substantial to the Contract Attached.	For Council Meeting Agenda of: <u>October 8, 2018</u> Department: <u>Development Services</u> Prepared by: <u>Bryan Hampson</u> <u>Initial & Date</u> Approved by Department Head: <u>BA 9/27/18</u> Approved by City Attorney: <u>✓ sent to R/K</u> Approved by Finance Director: <u>✓ [Signature] 9/27/18</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: Attachment #1: Contract No. 18-C1945, ILA for locating and housing NEMCo ham radio repeater equipment at a NUD facility and Exhibit A, NEMCo Agreement
<u>INFORMATION/BACKGROUND:</u> The Northshore Emergency Management Coalition (NEMCo, made up of the City of Kenmore, City of Lake Forest Park, Northshore Fire District and the Northshore Utility District) recently purchased a new ham radio repeater that replaced the old repeater previously owned by Snohomish County Department of Emergency Management. The old repeater used to be located at a Snohomish County site. We want to place the new equipment in Kenmore or Lake Forest Park. NUD is willing to allow NEMCo to put the equipment at one of its facilities. The attached ILA is an agreement to allow NEMCo to house and locate the radio repeater at one of NUD's facilities.	
<u>FISCAL CONSIDERATION:</u> NA	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> To provide a safe and secure community	

Kenmore Contract No. 18-C1945

**Interlocal Agreement for Locating and Housing
NEMCo Ham Radio Repeater Equipment
At a Northshore Utility District Facility**

This agreement ("Agreement") is entered into by and between Northshore Utility District, ("NUD"), the City of Kenmore ("KMR"), the City of Lake Forest Park ("LFP") and King County Fire Protection District No. 16 ("KCFPD 16"). All above-listed parties are municipal corporations of King County, Washington and are collectively referred to as the "Parties."

RECITALS

1. The Parties are the sole members of the Northshore Emergency Management Coalition ("NEMCo"). NEMCo is a regional emergency planning and preparation operation that was established in December of 2016 pursuant to an inter-local agreement between the Parties ("NEMCo Agreement"). A copy of the NEMCo Agreement is attached hereto at **Exhibit A** and incorporated herein by this reference.
2. NEMCo is not a separate legal or administrative entity, but rather a joint operation between the Parties for certain emergency services. LFP is the NEMCo lead agency and employs the Emergency Manager, NEMCo's sole employee. For purposes of this Agreement, references to the "Emergency Manager" include his or her designee or successor.
3. NEMCo utilizes amateur ham radio volunteers for emergency communication and response.
4. NEMCo has authorized the purchase of new ham radio repeater equipment ("Radio Repeater") to replace the older repeater equipment previously owned by Snohomish County Department of Emergency Management.
5. NUD has existing facilities suitable and sufficient to house NEMCo's Radio Repeater.
6. NUD is willing to provide space for NEMCo's Radio Repeater at its facility located at 8204 NE 150th St, Kenmore, Washington ("Facility"), subject to the terms of this Agreement.
7. The Parties are authorized by Chapter 39.34 of the Revised Code of Washington to enter into an interlocal cooperation agreement.

AGREEMENT

For the purpose of allowing NEMCo to house and locate the Radio Repeater on NUD's Facility, the Parties agree as follows:

- (a). NUD shall make space available to house and locate NEMCo's Radio Repeater at the Facility.
- (b). NEMCO, through the Emergency Manager, shall obtain any necessary permits and approvals for the installation and housing of the Radio Repeater on the Facility.

- (c). NUD shall approve the specific location of the Radio Repeater and mounting of the antenna equipment. All future modifications with respect to location and method of mounting shall be submitted to NUD from the Emergency Manager for approval prior to installation.
- (d). NEMCo, through the Emergency Manager, agrees to ameliorate any radio frequency interference with NUD's existing radio communication and control systems caused by its Radio Repeater, including but not limited to removal of the Radio Repeater as outlined above.
- (e). NUD agrees to provide escorted access for registered NEMCo volunteers or radio service technicians requesting access to the Radio Repeater for inspection, maintenance and repairs.
- (f). NUD agrees not to charge rent for housing NEMCo's Radio Repeater, provided there is no additional cost to NUD for such accommodation and for as long as NUD remains a member of NEMCo. If in course of this Agreement there are additional costs to NUD associated with housing the Radio Repeater on the Facility, the Parties may amend this Agreement or enter into a new agreement to establish the provision for such rental payments.
- (g). NEMCo, through the Emergency Manager, shall coordinate the activities and communication between NUD and NEMCo service technicians or volunteers for access to the Radio Repeater for any reason.
- (h). NEMCo, through the Emergency Manager, shall re-locate its Radio Repeater to an alternate location if the Radio Repeater interferes with NUD's own existing radio communication and control systems. The Emergency Manager shall be responsible for obtaining any necessary permits or approvals for removing and re-locating the Radio Repeater.
- (i). KMR, LFP and KCFPD 16 shall jointly and individually protect, defend, indemnify, and hold harmless NUD, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, NUD's own negligent acts or omissions which may arise in connection with its performance under this Agreement. Each party agrees that its obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each party, by negotiation, hereby waives, with respect to the other parties only, any immunity that would otherwise be available to it against such claims under the industrial insurance provision of Title 51 RCW. In any action to enforce the provisions of this section, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred from the other party(ies). The obligations of this section shall survive termination of this Agreement. The Parties understand and agree that the indemnification section herein supersedes the indemnification section provided in the NEMCo Agreement, Section 23, for any costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from, performance of this Agreement. Except as otherwise provided herein, the NEMCo Agreement indemnification section is in full force and effect for the duration of the NEMCo Agreement.
- (j). LFP, as NEMCo lead agency and employer of the Emergency Manager pursuant to Section 9 of the NEMCo Agreement, is the party ultimately responsible for the satisfaction of NEMCo's responsibilities agreed to herein.

- (k). This Agreement may be cancelled by any party to this Agreement at any time, with a 30-day written notice, with or without cause. Such cancellation shall have no impact on the NEMCo Agreement.
- (l). This Agreement shall be effective as of the date of execution and shall continue until December 31, 2019. The Agreement shall be automatically renewed for successive one (1) year terms thereafter until and unless either party cancels the agreement as provided herein.
- (m). The undersigned or their designees or successors shall be responsible for the performance of this Agreement. Any party may change or substitute its representative at any time during the term of this Agreement by providing written notice to the other Parties.
- (n). Nothing herein shall be construed to create a new partnership or joint venture or any separate legal or administrative entity between the Parties. Each party to this Agreement is an independent contractor with respect to the subject matter herein.
- (o). 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.
- (p). This Agreement shall be effective whether signed by all Parties on the same document or whether signed in counterparts.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of this ____ day of _____, 2018.

NUD

KCFPD 16

Northshore Utility District
Alan Nelson, General Manager

King County Fire Protection District No. 16
Jim Torpin, Fire Chief

KMR

LFP

City of Kenmore
Rob Karlinsey, City Manager

City of Lake Forest Park
Phillip Hill, City Administrator

EXHIBIT A

Interlocal Agreement for Regional Emergency Management

Kenmore Contract No. 16-C1622
Lake Forest Park Contract No. 16-070

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, by and between the following parties:

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, ("KCFD16")
- Northshore Utility District, a Washington State special purpose district and municipal corporation, ("NUD")

LFP, Kenmore, KCFD16 and NUD are also referred to collectively as "Parties" and individually as "Party."

RECITALS

- (1) LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 and NUD are local municipal service providers to LFP and Kenmore (See Exhibit "A" for boundaries of the Parties).
- (2) Each Party has responsibilities and obligations to prepare for emergencies. Pursuant to RCW 38.52.070, LFP and Kenmore are required to establish local organizations for emergency management. LFP and Kenmore have established a joint local organization for emergency management, as authorized by RCW 38.52.070 (also known as a joint emergency management organization). The same requirement does not apply to KCFD 16 or NUD.
- (3) The Parties agree that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs.

AGREEMENT

To that end, the Parties agree as follows:

- (4) Purpose. The purpose and intent of this Agreement is to provide an economical mechanism for the efficient administration and coordination of emergency management plans and programs, generally to protect the public peace, health and safety, to preserve the lives and property of the people served by the Parties and to ensure the continuation of municipal services during emergencies.
- (5) Effective Date and Duration. This Agreement shall take effect January 1, 2017. This Agreement shall remain in effect for a period of 36 months (December 31, 2019) ("Initial Term").

- (6) Term Extension and Early Termination. Following the Initial Term, this Agreement shall extend automatically for additional twelve-month periods, unless one or more Parties gives notice of withdrawal to all other Parties at least six months prior to the end of the then current term. All Parties are responsible for any residual liabilities, obligations or costs incurred prior to the termination of this Agreement.
- (7) No Separate Entity. This Agreement establishes a joint operation of the Parties and does not create a separate legal or administrative entity. The joint operation shall be called the "Northshore Emergency Management Coalition" or "NEMCo."
- (8) No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other enterprise between the Parties.
- (9) Administration. Subject to the directives of the "NEMCo Committee" established in Section (10) below, LFP shall serve as the Lead Agency ("Lead Agency") for the Parties and NEMCo. As Lead Agency, and with the approval of the NEMCo Committee, LFP shall select and appoint an employee to serve as the Emergency Manager identified in Section (11), which employee generally shall administer and coordinate the joint operation, oversee and supervise all agreements of the Lead Agency or any Party made on behalf of NEMCo, and serve as the point of contact for the Parties. The Lead Agency shall be the employer of record for the Emergency Manager and all necessary personnel authorized by NEMCo, and shall contract for goods and services in its own name on behalf of NEMCo. The Lead Agency shall share all reports, documents and written work products with all Parties.
- (10) Governance. A decision making body, called the "NEMCo Committee," shall govern and administer this Agreement and direct the Lead Agency's actions, functions and duties, consistent with the terms and conditions of this Agreement, and consistent with the Comprehensive Emergency Management Plans and Emergency Management Program Papers of LFP and Kenmore, pursuant to Chapter 38.52 RCW. Each Party shall appoint a representative to the NEMCo Committee. The NEMCo Committee shall meet at least quarterly and at such other times as is determined by the Committee. At the request of one Party for a special or emergency meeting, the NEMCo Committee shall meet within a reasonable time after the request. The NEMCo Committee shall strive to make decisions by consensus. Voting shall be on a "one Party, one vote" basis. Other than votes to increase NEMCo's operating budget or expenditures, which require unanimous vote, voting that results in a 2-2 tie shall be resolved by a weighted vote, using the percentage share of Section (14). The NEMCo Committee shall comply with all provisions of the Washington Open Public Meetings Act and Public Records Act.
- (11) Operating Budget. NEMCo's operating budget of \$139,540 for 2017 consists only of the costs necessary to employ and retain the service of an Emergency Manager with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of the NEMCo must be approved in advance by the NEMCo Committee in writing. The NEMCo

Committee shall meet in the third calendar quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

- (12) NUD Provisions. For its participation, 300 hours per year of the Emergency Manager's time is allocated to functions primarily for NUD as identified in Exhibit "B", Functions for Northshore Utility District. The Emergency Manager shall keep track of the actual time needed to perform those services. NUD has the option of using the 300 hours for these or other functions. If NUD fails to use its annual allotted hours, the unused hours shall be rolled forward to be used in the following year(s), provided the accumulated unused rolled forward hours do not exceed 80 at any time. If NUD uses the Emergency Manager for more than 300 (plus any unused hours rolled forward from the previous years) hours in a calendar year, NUD shall pay NEMCo for the overage at a rate of \$70 per hour at the annual Reconciliation (See Section 16).
- (13) Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of the budget year. The Lead Agency shall not send a bill, invoice or reminder.
- (14) Cost-sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning, training and meeting. All costs incurred by the Lead Agency on behalf of the NEMCo, shall be shared as follow:

Party	Total	Kenmore	LFP	KCFD 16	NUD
Percentage Share (for all years)	100%	30.75%	30.75%	23.50%	15.00%
2017 Operating Budget	\$139,540	\$42,909	\$42,909	\$32,792	\$20,931

- (15) Finance and Accounting Services. As additional contribution to NEMCo, the Lead Agency will provide finance and accounting services for the Parties, at its own cost, according to this Agreement, and will maintain a separate fund in its accounting system for this purpose.
- (16) Annual Reconciliation. Within thirty (30) days after the end of a calendar year, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation shall be shared by the Parties proportionally, based on the cost-sharing percentages in Section (14) above or as agreed to by the Parties, as applicable, and shall be credited against future contributions to NEMCo (likely contributions due in the next year).
- (17) Ownership of Property. Except as agreed otherwise by the Parties in writing, title to property owned by a Party and used by NEMCo shall not be transferred to NEMCo or any other Party. All Parties must agree in advance to the acquisition or lease of new property used by NEMCo, and such property shall be jointly owned by all Parties unless agreed otherwise by the Parties in writing.
- (18) Regular Agency Operations: Each Party shall continue to fulfill its respective municipal functions and duties without reimbursement from any other Party to this Agreement. Although the Parties

are administering and coordinating their emergency management plans and programs under this Agreement, each Party shall retain sole discretion and full control over its own emergency plans, programs and resources.

- (19) **Joint Emergency Operations Center (EOC):** Whenever an EOC activation is necessary in response to natural or human caused disaster within the city boundaries of LFP and Kenmore, the Parties agree to operate together from a joint facility. The headquarters fire station in Kenmore has been identified as the primary EOC location. Activation of the EOC should occur whenever circumstances justify or when requested by one or more of the Parties. Because half of NUD's service area is outside the city boundaries of LFP and Kenmore, it will not staff such EOC. However, NUD will keep close communication with the Parties during any emergency involving the Parties.
- (20) **Mutual-aid:** During an emergency, the individuals listed under the "Notices" section, or their successors as set forth in a notice to the other Parties, are authorized to request assistance from any other Party for services outside of the regular roles and municipal duties of that Party. The requested Party is not obligated to fulfill any request. If assistance is rendered, the requesting Party shall pay for the assistance, on a time, equipment and material basis, at the rates published on the responding Party's website.
- (21) **Notices:** All NEMCo email notices shall be sent to the Parties at the following addresses:

LFP	Pete Rose	prose@ci.lake-forest-park.wa.us
LFP	Steve Sutton	ssutton@ci.lake-forest-park.wa.us
LFP	Frank Zenk	fzenk@ci.lake-forest-park.wa.us
Kenmore	Rob Karlinsey	rkalinsey@kenmorewa.gov
Kenmore	Bryan Hampson	bhampson@kenmorewa.gov
Kenmore	Jennifer Gordon	jgordon@kenmorewa.gov
KCFD16	Jim Torpin	jtorgin@northshorefire.com
KCFD16	Eric Magnuson	emagnuson@northshorefire.com
KCFD16	Doug Knight	dknight@northshorefire.com
NUD	Fanny Yee	fyee@nud.net
NUD	Al Nelson	anelson@nud.net

Each Party is responsible for prompt notification to the other Parties of any personnel change.

- (22) Written notices shall be sent by mail or hand-delivered to:

Pete Rose, City Administrator
City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155

Rob Karlinsey, City Manager
City of Kenmore
 18120 68th Ave NE
 Kenmore, WA 98028

Jim Torpin, Fire Chief
King County Fire District 16
 7220 NE 181st Street
 Kenmore, WA 98028

Fanny Yee, General Manager
Northshore Utility District
 6830 NE 185th Street
 Kenmore, WA 98028

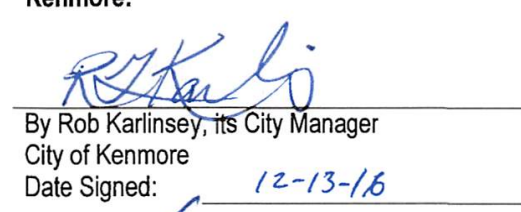
- (23) Indemnification: Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify each other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.
- (24) No Third Party Beneficiaries: This Agreement is for the sole benefit of the Parties. No other persons shall be deemed to have any rights in, under, or to this Agreement.

The Parties have executed this Agreement on the dates written below:

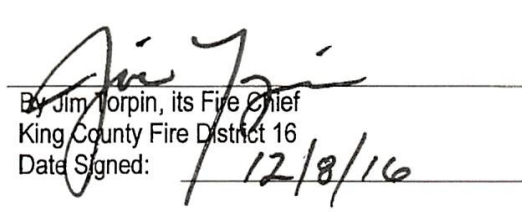
LFP:

By  its Mayor
 City of Lake Forest Park
 Date Signed: 12/8/16

Kenmore:

By  its City Manager
 City of Kenmore
 Date Signed: 12-13-16

KCFD16:

By  its Fire Chief
 King County Fire District 16
 Date Signed: 12/8/16

NUD:

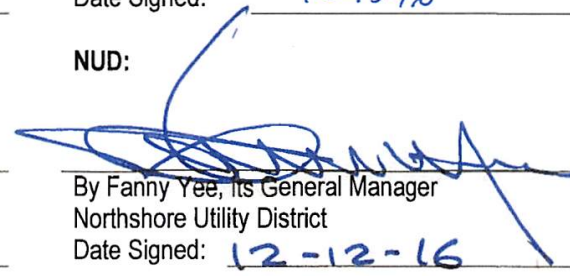
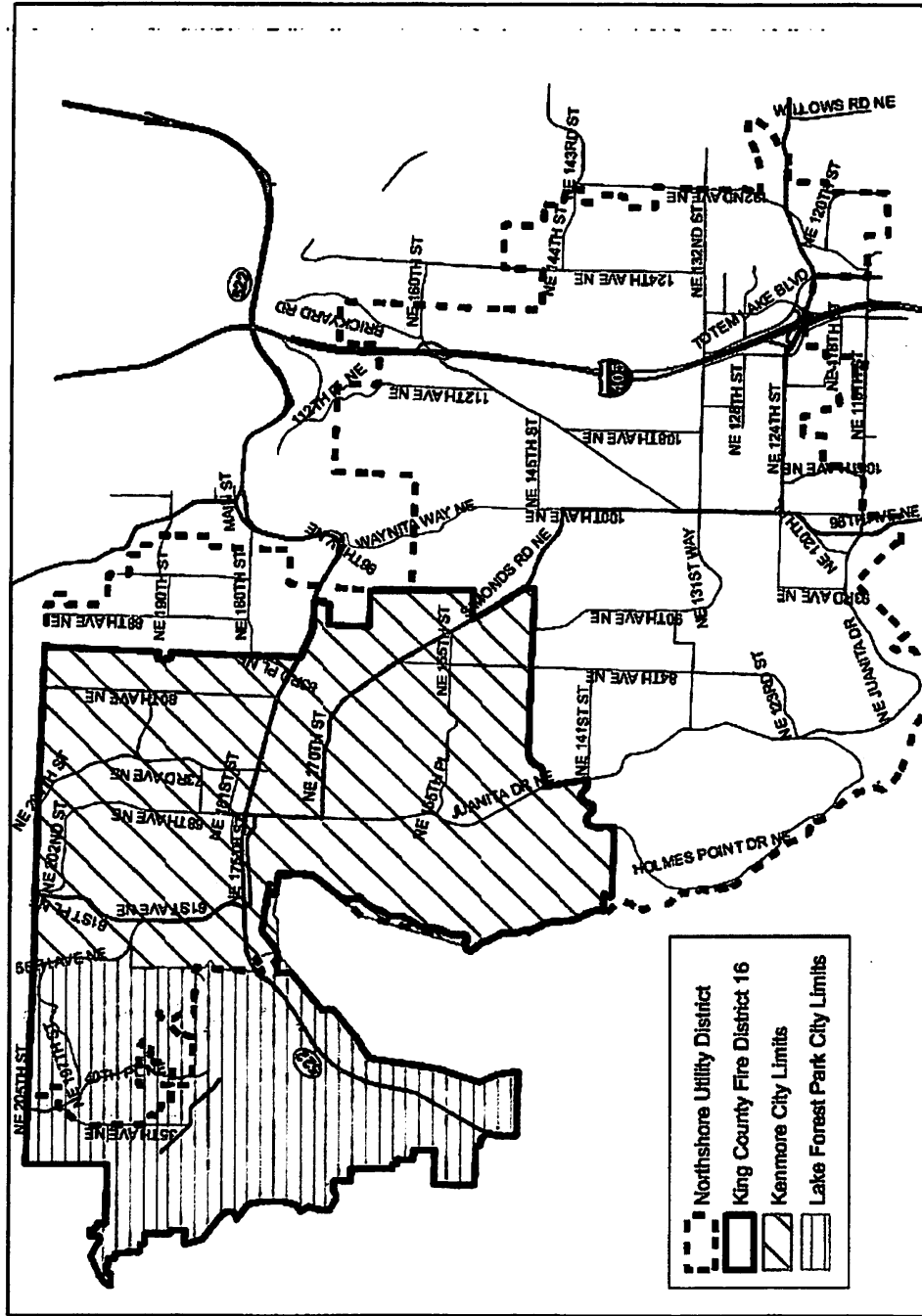
By  its General Manager
 Northshore Utility District
 Date Signed: 12-12-16

EXHIBIT "A"

OVERLAPPING BOUNDARIES OF THE PARTIES



Printed: 12/29/2016 8:52 AM

Subject/Topic: Surface Water CIP SW-025
(drainage pipe rehabilitation for facility P1978-01 in the Strawberry Hill Plat).

Exhibits/Attachments: NA

VIII. C. Authorize the City Manager to Execute Agreement 18-C1935 with O...



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

Subject/Topic: Amendment to Contract No. 16-C1622, an interlocal agreement for regional emergency management with the City of Lake Forest Park, Northshore Utility District and Northshore Fire District Proposed Council Action/Motion: Motion to Authorize the City Manager to Execute Contract No. 16-C1622 as Amended, an Interlocal Agreement with the City of Lake Forest Park, Northshore Utility District and Northshore Fire District for Regional Emergency Management, Substantial to the Contract Attached.	For Council Meeting Agenda of: <u>October 8, 2018</u> Department: <u>Development Services</u> Prepared by: <u>Bryan Hampson</u> <u>Initial & Date</u> Approved by Department Head: <u>[Signature] 9/27/18</u> Approved by City Attorney: <u>NA</u> Approved by Finance Director: <u>[Signature] 9/27/18</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: #1: Contract No. 16-C1622 Amendment No. 1, ILA for Regional Emergency Management, Showing Changes #2: Contract No. 16-C1622 Amendment No. 1, ILA for Regional Emergency Management, with Changes Made (Clean Version)
<u>INFORMATION/BACKGROUND:</u> On December 12, 2016 the City Council approved Contract No. 16-C1622, to establish a joint emergency management organization, the Northshore Emergency Management Coalition (NEMCo), with the City of Lake Forest Park, Northshore Fire District and the Northshore Utility District. Amendment No. 1 to ILA: #1. Revise Section 16 to allow the NEMCo Committee to either credit back or retain any surplus funds. Last year we credited the agencies the surplus funds, which were small, but discussed afterwards that it would be more helpful and useful to be able to save those funds, if desired, to be used for NEMCo needs, such as food and equipment for the volunteers. The projected surplus funds for 2018 is approximately \$3,000; of which Kenmore's share is approximately \$900. #2. Section 21; Updated the contact list	
<u>FISCAL CONSIDERATION:</u> Minor fiscal impacts	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> To provide a safe and secure community	

Interlocal Agreement for Regional Emergency Management

Kenmore Contract No. 16-C1622 Lake Forest Park Contract No. 16-070

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, by and between the following parties:

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, ("KCFD16")
- Northshore Utility District, a Washington State special purpose district and municipal corporation, ("NUD")

LFP, Kenmore, KCFD16 and NUD are also referred to collectively as "Parties" and individually as "Party."

RECITALS

- (1) LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 and NUD are local municipal service providers to LFP and Kenmore (See Exhibit "A" for boundaries of the Parties).
- (2) Each Party has responsibilities and obligations to prepare for emergencies. Pursuant to RCW 38.52.070, LFP and Kenmore are required to establish local organizations for emergency management. LFP and Kenmore have established a joint local organization for emergency management, as authorized by RCW 38.52.070 (also known as a joint emergency management organization). The same requirement does not apply to KCFD 16 or NUD.
- (3) The Parties agree that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs.

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To that end, the Parties agree as follows:

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- (11) Operating Budget. NEMCo's operating budget of \$139,540 for 2017 consists only of the costs necessary to employ and retain the service of an Emergency Manager with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of the NEMCo must be approved in advance by the NEMCo Committee in writing. The NEMCo Committee shall meet in the third calendar quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

- (12) NUD Provisions. For its participation, 300 hours per year of the Emergency Manager's time is allocated to functions primarily for NUD as identified in Exhibit "B", Functions for Northshore Utility District. The Emergency Manager shall keep track of the actual time needed to perform those services. NUD has the option of using the 300 hours for these or other functions. If NUD fails to use its annual allotted hours, the unused hours shall be rolled forward to be used in the following year(s), provided the accumulated unused rolled forward hours do not exceed 80 at any time. If NUD uses the Emergency Manager for more than 300 (plus any unused hours rolled forward from the previous years) hours in a calendar year, NUD shall pay NEMCo for the overage at a rate of \$70 per hour at the annual Reconciliation (See Section 16).
- (13) Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of the budget year. The Lead Agency shall not send a bill, invoice or reminder.
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Party	Total	Kenmore	LFP	KCFD 16	NUD
Percentage Share (for all years)	100%	30.75%	30.75%	23.50%	15.00%
2017 Operating Budget	\$139,540	\$42,909	\$42,909	\$32,792	\$20,931

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- (17) Ownership of Property. Except as agreed otherwise by the Parties in writing, title to property owned by a Party and used by NEMCo shall not be transferred to NEMCo or any other Party. All Parties must agree in advance to the acquisition or lease of new property used by NEMCo, and such property shall be jointly owned by all Parties unless agreed otherwise by the Parties in writing.
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are administering and coordinating their emergency management plans and programs under this Agreement, each Party shall retain sole discretion and full control over its own emergency plans, programs and resources.

- (19) Joint Emergency Operations Center (EOC): Whenever an EOC activation is necessary in response to natural or human caused disaster within the city boundaries of LFP and Kenmore, the Parties agree to operate together from a joint facility. The headquarters fire station in Kenmore has been identified as the primary EOC location. Activation of the EOC should occur whenever circumstances justify or when requested by one or more of the Parties. Because half of NUD's service area is outside the city boundaries of LFP and Kenmore, it will not staff such EOC. However, NUD will keep close communication with the Parties during any emergency involving the Parties.
- (20) Mutual-aid: During an emergency, the individuals listed under the "Notices" section, or their successors as set forth in a notice to the other Parties, are authorized to request assistance from any other Party for services outside of the regular roles and municipal duties of that Party. The requested Party is not obligated to fulfill any request. If assistance is rendered, the requesting Party shall pay for the assistance, on a time, equipment and material basis, at the rates published on the responding Party's website.
- (21) Notices: All NEMCo email notices shall be sent to the Parties at the following addresses:

LFP	Pete Rose Phillip Hill	phillprose@ci.lake-forest-park.wa.us
LFP	Steve Sutton	ssutton@ci.lake-forest-park.wa.us
LFP	Frank Zenk	fzenk@ci.lake-forest-park.wa.us
Kenmore	Rob Karlinsey	rkalinsey@kenmorewa.gov
Kenmore	Bryan Hampson	bhampson@kenmorewa.gov
Kenmore	Jennifer Gordon	jgordon@kenmorewa.gov
KCFD16	Jim Torpin	jtorpin@northshorefire.com
KCFD16	Eric Magnuson	emagnuson@northshorefire.com
KCFD16	Doug Knight	dknight@northshorefire.com
NUD	Fanny Yee	fyee@nud.net
NUD	Al Nelson	anelson@nud.net
NUD	Ethan Maiefski	emaiefski@nud.net

Each Party is responsible for prompt notification to the other Parties of any personnel change.

- (22) Written notices shall be sent by mail or hand-delivered to:

[Pete Rose Phillip Hill](#), City Administrator
City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155

Rob Karlinsey, City Manager
City of Kenmore
 18120 68th Ave NE
 Kenmore, WA 98028

Jim Torpin, Fire Chief
King County Fire District 16
 7220 NE 181st Street
 Kenmore, WA 98028

~~Fanny Yee~~ Al Nelson, General Manager
Northshore Utility District
 6830 NE 185th Street
 Kenmore, WA 98028

(23) Indemnification: Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify each other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

(24) No Third Party Beneficiaries: This Agreement is for the sole benefit of the Parties. No other persons shall be deemed to have any rights in, under, or to this Agreement.

The Parties have executed this Agreement on the dates written below:

LFP:

Kenmore:

By Jeff Johnson, its Mayor
 City of Lake Forest Park
 Date Signed: _____

By Rob Karlinsey, its City Manager
 City of Kenmore
 Date Signed: _____

KCFD16:

NUD:

By Jim Torpin, its Fire Chief
 King County Fire District 16
 Date Signed: _____

By ~~Fanny Yee~~ Al Nelson its General Manager
 Northshore Utility District
 Date Signed: _____

OVERLAPPING BOUNDARIES OF THE PARTIES



EXHIBIT "B"**Emergency Manager Duties and Responsibilities**

The following is a list of job duties and responsibilities of the Emergency Manager of the Northshore Emergency Management Coalition (NEMCo). The list includes examples of the duties and responsibilities, and shall not be considered exhaustive or complete.

Functions and Activities for Kenmore, Lake Forest Park and KCFD 16

- (1) **Volunteer Coordination and Management-** Coordinate CERT, RACES, and other emergency volunteers programs. Volunteer Reception Center (VRC), credentialing, sheltering, etc.
- (2) **Joint EOC Development-** Develop the Joint EOC and its tiered activation system. Ensure activation levels are developed, practiced and carried out.
- (3) **Staff Training and Exercises-** Develop yearly staff training and exercise schedule supported by the Operational Annex of LFP's and Kenmore's CEMP. Example- EOC, VRC, position specific, emergency notification system, and joint city team building training. Ensure staff NIMS compliance and schedule ICS courses as needed.
- (4) **EOC Activation-** Monitor conditions and circumstances within the community that may require EOC activation. When circumstances justify or when requested by a Party, act as the EOC manager and develop appropriate staffing levels before, during, and after an event.
- (5) **Citizen Training/Community Education-** Coordinate two CERT training opportunities, two emergency management work-shops, and an annual preparedness fair for NEMCo area citizens. May provide community education on related preparedness/prevention topics. Introduce Map Your Neighborhood to neighborhoods as a next step in community involvement.
- (6) **Coordinated Communication-** Develop coordinated notification system for NEMCo Parties and the community before, during, and after events. The system should include: Code Red and each City's Emergency Notification System. Development of a web presence (website).
- (7) **Resource Management-** Maintain resources that will be called upon in an emergency. Evaluate and possibly renew standing agreements, memorandums of understanding or mutual aid arrangements. Update other resource lists and accompanying documents. Evaluate standing agreements and needs of each Party to identify and report gaps in anticipated resource needs.
- (8) **Northshore Emergency Management Council -**Coordinate with and support the Northshore Emergency Management Council, which is comprised of business leaders, service providers, school representatives, Kenmore Air and other community groups. The council would meet quarterly and link our efforts together in a more comprehensive manner.
- (9) **Emergency Plans-** Maintain the CEMP, COOP, Hazard Mitigation plan.

Functions for Northshore Utility District

- (a) **Monthly Training-** Prepare for and hold 12 one-hour safety meetings at NUD.
- (b) **First Aid Training-** Prepare for and conduct CPR and First Aid training once every three years.
- (c) **New Employee Training-** Prepare and deliver flagging classes for newly hired employees once per year.
- (d) **Staff Training-** Prepare for & deliver two water/sewer system emergency drills per year (two 8 hour days).
- (e) **Emergency Plan Update-** Annually review and consult on emergency response plans.

Interlocal Agreement for Regional Emergency Management

Kenmore Contract No. 16-C1622 Amendment No. 1 **Lake Forest Park Contract No. 16-070 Amendment No. 1**

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- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
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LFP, Kenmore, KCFD16 and NUD are also referred to collectively as "Parties" and individually as "Party."

RECITALS

- (1) LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 and NUD are local municipal service providers to LFP and Kenmore (See Exhibit "A" for boundaries of the Parties).
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To that end, the Parties agree as follows:

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- (5) Effective Date and Duration. This Agreement shall take effect January 1, 2017. This Agreement shall remain in effect for a period of 36 months (December 31, 2019) ("Initial Term").

- (6) Term Extension and Early Termination. Following the Initial Term, this Agreement shall extend automatically for additional twelve-month periods, unless one or more Parties gives notice of withdrawal to all other Parties at least six months prior to the end of the then current term. All Parties are responsible for any residual liabilities, obligations or costs incurred prior to the termination of this Agreement.
- (7) No Separate Entity. This Agreement establishes a joint operation of the Parties and does not create a separate legal or administrative entity. The joint operation shall be called the "Northshore Emergency Management Coalition" or "NEMCo."
- (8) No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other enterprise between the Parties.
- (9) Administration. Subject to the directives of the "NEMCo Committee" established in Section (10) below, LFP shall serve as the Lead Agency ("Lead Agency") for the Parties and NEMCo. As Lead Agency, LFP shall select and appoint an employee to serve as the Emergency Manager identified in Section (11), which employee generally shall administer and coordinate the joint operation, oversee and supervise all agreements of the Lead Agency or any Party made on behalf of NEMCo, and serve as the point of contact for the Parties. The Lead Agency shall be the employer of record for the Emergency Manager and all necessary personnel authorized by NEMCo, and shall contract for goods and services in its own name on behalf of NEMCo. The Lead Agency shall share all reports, documents and written work products with all Parties.
- (10) Governance. A decision making body, called the "NEMCo Committee," shall govern and administer this Agreement and direct the Lead Agency's actions, functions and duties, consistent with the terms and conditions of this Agreement, and consistent with the Comprehensive Emergency Management Plans and Emergency Management Program Papers of LFP and Kenmore, pursuant to Chapter 38.52 RCW. Each Party shall appoint a representative to the NEMCo Committee. The NEMCo Committee shall meet at least quarterly and at such other times as is determined by the Committee. At the request of one Party for a special or emergency meeting, the NEMCo Committee shall meet within a reasonable time after the request. The NEMCo Committee shall strive to make decisions by consensus. Voting shall be on a "one Party, one vote" basis. Other than votes to increase NEMCo's operating budget or expenditures, which require unanimous vote, voting that results in a 2-2 tie shall be resolved by a weighted vote, using the percentage share of Section (14). The NEMCo Committee shall comply with all provisions of the Washington Open Public Meetings Act and Public Records Act.
- (11) Operating Budget. NEMCo's operating budget of \$139,540 for 2017 consists only of the costs necessary to employ and retain the service of an Emergency Manager with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of the NEMCo must be approved in advance by the NEMCo Committee in writing. The NEMCo Committee shall meet in the third calendar quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

- (12) NUD Provisions. For its participation, 300 hours per year of the Emergency Manager's time is allocated to functions primarily for NUD as identified in Exhibit "B", Functions for Northshore Utility District. The Emergency Manager shall keep track of the actual time needed to perform those services. NUD has the option of using the 300 hours for these or other functions. If NUD fails to use its annual allotted hours, the unused hours shall be rolled forward to be used in the following year(s), provided the accumulated unused rolled forward hours do not exceed 80 at any time. If NUD uses the Emergency Manager for more than 300 (plus any unused hours rolled forward from the previous years) hours in a calendar year, NUD shall pay NEMCo for the overage at a rate of \$70 per hour at the annual Reconciliation (See Section 16).
- (13) Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of the budget year. The Lead Agency shall not send a bill, invoice or reminder.
- (14) Cost-sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning, training and meeting. All costs incurred by the Lead Agency on behalf of the NEMCo, shall be shared as follow:

Party	Total	Kenmore	LFP	KCFD 16	NUD
Percentage Share (for all years)	100%	30.75%	30.75%	23.50%	15.00%
2017 Operating Budget	\$139,540	\$42,909	\$42,909	\$32,792	\$20,931

- (15) Finance and Accounting Services. As additional contribution to NEMCo, the Lead Agency will provide finance and accounting services for the Parties, at its own cost, according to this Agreement, and will maintain a separate fund in its accounting system for this purpose.
- (16) Annual Reconciliation. Within thirty (30) days after the end of a calendar year, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation shall be either shared by the Parties proportionally, based on the cost-sharing percentages in Section (14) above or as agreed to by the Parties, as applicable, and shall be credited against future contributions to NEMCo (likely contributions due in the next year), or retained by the Lead Agency and used to further carryout the mission of NEMCo. The NEMCo committee shall decide which option shall be used during budget discussion as noted in Section (11) above
- (17) Ownership of Property. Except as agreed otherwise by the Parties in writing, title to property owned by a Party and used by NEMCo shall not be transferred to NEMCo or any other Party. All Parties must agree in advance to the acquisition or lease of new property used by NEMCo, and such property shall be jointly owned by all Parties unless agreed otherwise by the Parties in writing.
- (18) Regular Agency Operations: Each Party shall continue to fulfill its respective municipal functions and duties without reimbursement from any other Party to this Agreement. Although the Parties

are administering and coordinating their emergency management plans and programs under this Agreement, each Party shall retain sole discretion and full control over its own emergency plans, programs and resources.

- (19) Joint Emergency Operations Center (EOC): Whenever an EOC activation is necessary in response to natural or human caused disaster within the city boundaries of LFP and Kenmore, the Parties agree to operate together from a joint facility. The headquarters fire station in Kenmore has been identified as the primary EOC location. Activation of the EOC should occur whenever circumstances justify or when requested by one or more of the Parties. Because half of NUD's service area is outside the city boundaries of LFP and Kenmore, it will not staff such EOC. However, NUD will keep close communication with the Parties during any emergency involving the Parties.
- (20) Mutual-aid: During an emergency, the individuals listed under the "Notices" section, or their successors as set forth in a notice to the other Parties, are authorized to request assistance from any other Party for services outside of the regular roles and municipal duties of that Party. The requested Party is not obligated to fulfill any request. If assistance is rendered, the requesting Party shall pay for the assistance, on a time, equipment and material basis, at the rates published on the responding Party's website.
- (21) Notices: All NEMCo email notices shall be sent to the Parties at the following addresses:

LFP	Phillip Hill	phill@ci.lake-forest-park.wa.us
LFP	Steve Sutton	ssutton@ci.lake-forest-park.wa.us
LFP	Frank Zenk	fzenk@ci.lake-forest-park.wa.us
Kenmore	Rob Karlinsey	rkarinsey@kenmorewa.gov
Kenmore	Bryan Hampson	bhampson@kenmorewa.gov
Kenmore	Jennifer Gordon	jgordon@kenmorewa.gov
KCFD16	Jim Torpin	itorpin@northshorefire.com
KCFD16	Eric Magnuson	emagnuson@northshorefire.com
KCFD16	Doug Knight	dknight@northshorefire.com
NUD	Al Nelson	anelson@nud.net
NUD	Ethan Maiefski	emaiefski@nud.net

Each Party is responsible for prompt notification to the other Parties of any personnel change.

- (22) Written notices shall be sent by mail or hand-delivered to:

Phillip Hill, City Administrator
City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155

Rob Karlinsey, City Manager
City of Kenmore
 18120 68th Ave NE
 Kenmore, WA 98028

Jim Torpin, Fire Chief
King County Fire District 16
 7220 NE 181st Street
 Kenmore, WA 98028

Al Nelson, General Manager
Northshore Utility District
 6830 NE 185th Street
 Kenmore, WA 98028

- (23) Indemnification: Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify each other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

- (24) No Third Party Beneficiaries: This Agreement is for the sole benefit of the Parties. No other persons shall be deemed to have any rights in, under, or to this Agreement.

The Parties have executed this Agreement on the dates written below:

LFP:

Kenmore:

By Jeff Johnson, its Mayor
 City of Lake Forest Park
 Date Signed: _____

By Rob Karlinsey, its City Manager
 City of Kenmore
 Date Signed: _____

KCFD16:

NUD:

By Jim Torpin, its Fire Chief
 King County Fire District 16
 Date Signed: _____

By Al Nelson its General Manager
 Northshore Utility District
 Date Signed: _____

OVERLAPPING BOUNDARIES OF THE PARTIES



EXHIBIT "B"**Emergency Manager Duties and Responsibilities**

The following is a list of job duties and responsibilities of the Emergency Manager of the Northshore Emergency Management Coalition (NEMCo). The list includes examples of the duties and responsibilities, and shall not be considered exhaustive or complete.

Functions and Activities for Kenmore, Lake Forest Park and KCFD 16

- (1) **Volunteer Coordination and Management-** Coordinate CERT, RACES, and other emergency volunteers programs. Volunteer Reception Center (VRC), credentialing, sheltering, etc.
- (2) **Joint EOC Development-** Develop the Joint EOC and its tiered activation system. Ensure activation levels are developed, practiced and carried out.
- (3) **Staff Training and Exercises-** Develop yearly staff training and exercise schedule supported by the Operational Annex of LFP's and Kenmore's CEMP. Example- EOC, VRC, position specific, emergency notification system, and joint city team building training. Ensure staff NIMS compliance and schedule ICS courses as needed.
- (4) **EOC Activation-** Monitor conditions and circumstances within the community that may require EOC activation. When circumstances justify or when requested by a Party, act as the EOC manager and develop appropriate staffing levels before, during, and after an event.
- (5) **Citizen Training/Community Education-** Coordinate two CERT training opportunities, two emergency management work-shops, and an annual preparedness fair for NEMCo area citizens. May provide community education on related preparedness/prevention topics. Introduce Map Your Neighborhood to neighborhoods as a next step in community involvement.
- (6) **Coordinated Communication-** Develop coordinated notification system for NEMCo Parties and the community before, during, and after events. The system should include: Code Red and each City's Emergency Notification System. Development of a web presence (website).
- (7) **Resource Management-** Maintain resources that will be called upon in an emergency. Evaluate and possibly renew standing agreements, memorandums of understanding or mutual aid arrangements. Update other resource lists and accompanying documents. Evaluate standing agreements and needs of each Party to identify and report gaps in anticipated resource needs.
- (8) **Northshore Emergency Management Council -**Coordinate with and support the Northshore Emergency Management Council, which is comprised of business leaders, service providers, school representatives, Kenmore Air and other community groups. The council would meet quarterly and link our efforts together in a more comprehensive manner.
- (9) **Emergency Plans-** Maintain the CEMP, COOP, Hazard Mitigation plan.

Functions for Northshore Utility District

- (a) **Monthly Training-** Prepare for and hold 12 one-hour safety meetings at NUD.
- (b) **First Aid Training-** Prepare for and conduct CPR and First Aid training once every three years.
- (c) **New Employee Training-** Prepare and deliver flagging classes for newly hired employees once per year.
- (d) **Staff Training-** Prepare for & deliver two water/sewer system emergency drills per year (two 8 hour days).
- (e) **Emergency Plan Update-** Annually review and consult on emergency response plans.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Resolution 18-311 of the City of Kenmore, Washington, Providing for the Disposition of the Lakeside Upright Piano	For Council Meeting Agenda of: October 8, 2018 Department: City Manager's Office Prepared by: Shelby Krogh, Volunteer & Events Supervisor <u>Initial & Date</u> Approved by Department Head: <u>NLS 28 OCT 2018</u> Approved by City Attorney: _____ Approved by Finance Director: <u>[Signature]</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: Proposed Resolution 18-311
<u>INFORMATION/BACKGROUND:</u> The City has determined that the following item has exceeded its useful life or is no longer useful or cost effective to own, store or maintain: Lakeside Upright (Pianos in the Park) Piano Staff recommendation is to authorize the City Manager to set a minimum price for and to sell, transfer, donate or dispose of such property in an efficient manner in accordance with State law.	
<u>FISCAL CONSIDERATION:</u> N/A	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> N/A	

**CITY OF KENMORE, WASHINGTON
RESOLUTION NO. 18-311**

**A RESOLUTION OF THE CITY OF KENMORE, WASHINGTON, PROVIDING FOR
THE DISPOSITION OF CERTAIN SURPLUS PROPERTY**

WHEREAS, the City of Kenmore has determined that the items listed in this resolution are the property of the City; and

WHEREAS, the items listed herein have exceeded their useful lives or are no longer useful or cost effective to own, store, and maintain; and

WHEREAS, some items listed herein may not have a market value or may not be able to be sold in an efficient, cost effective manner; and

WHEREAS, the City Council must authorize the surplus property per KMC Chapter 3.55; and,

WHEREAS, the City wishes to surplus or dispose of property in a manner that results in cost savings, including reduced staff time and use of other City resources.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kenmore, declares the following property to be surplus property and authorizes the City Manager or designee to set a minimum price for and to sell, transfer, donate or dispose of such property in an efficient manner in accordance with State law.

List of property:

Lakeside Upright Piano

PASSED by the City Council of the City of Kenmore this 8th day of October, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Public Hearing and Deliberation on Ordinance No. 18-0470 Extending the Moratorium Prohibiting the Filing and Acceptance of Applications for Development Permits Relating to Mobile Home Parks Proposed Council Action/Motion: Hold a public hearing to receive input on possible continuation of the mobile home park redevelopment moratorium originally put in place by the City Council through adoption of Ordinance No. 17-0453 on November 13, 2017 and now expiring on October 28, 2018. Adopt Ordinance No. 18-0470 to extend the current moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks to and through April 8, 2019.	For Council Meeting Agenda of: 10/8/18 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner</u> Initial & Date Approved by Department Head: <u>OA 9/19/18</u> Approved by City Attorney: <u>RE by email, 9/13/18</u> Approved by Finance Director: <u>OK 9/5/18</u> Approved by City Manager: <u>port</u> Exhibits/Attachments: 1. Ordinance 17-0453 2. Ordinance 18-0462 3. Proposed Ordinance 18-0470
<u>INFORMATION/BACKGROUND:</u> On November 13, 2017, the City Council adopted Ordinance 17-0453 (Attachment 1) establishing a moratorium that prohibits the filing and acceptance of applications for development permits relating to mobile home parks. The moratorium was adopted for a 6-month period from the November 13, 2017 effective date of the Ordinance through May 11, 2018. The moratorium was extended for 6 months on April 23, 2018 through Ordinance 18-0462 (see Attachment 2), and now automatically expires on October 28, 2018 unless it is repealed, modified or extended after a public hearing and entry of findings. The Ordinance preserves the integrity of the City's development regulations while the City Council, and staff are reviewing, analyzing, and enacting the policies described in the Housing Strategy Plan related to preserving existing affordable housing in the mobile home parks. The Planning Commission reviewed the issues surrounding mobile home park preservation beginning in October 2017 and held a public hearing on options for treatment on May 15 and 16, 2018. The Commission provided their recommendations to the City Council on July 9, 2018. The City Council has considered the recommendations at several meetings, most recently on September 17 when decisions were made on the policy options to be pursued. Given that final policies and new regulations will not be finalized before the current expiration deadline of the moratorium, an extension is recommended. Proposed Ordinance 18-0470 would authorize this extension to April 8, 2019 (Attachment 3). State law requires that the city hold a public hearing on the moratorium extension. After the public hearing the City Council will consider the extension. <u>FISCAL CONSIDERATION:</u> None at this time. Staff time will be required to review the issues surrounding options for the mobile home parks. <u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Comprehensive Plan Housing Element Policy H-3.1: "Encourage retention of the existing housing stock in Kenmore as a source of affordable housing." Comprehensive Plan Housing Element Policy H-3.2: "Encourage relocation assistance and replacement housing to be developed, where feasible, to help very low- and low-income households when displacement is unavoidable..."	

I:/City Clerk/Agenda Items/Templates

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 17-0453**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, ADOPTING A MORATORIUM ON DEVELOPMENT PERMITS RELATING TO MOBILE HOME PARKS; SETTING A DATE FOR A PUBLIC HEARING ON THE MORATORIUM; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to the Growth Management Act, Chapter 36.70A RCW, the City has the authority and the obligation to plan for the orderly and effective growth and development of property within the City, which planning processes include the adoption of a Comprehensive Plan and other planning documents for the City; and

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, and the Growth Management Act, the City has the authority to adopt ordinances regulating the use and development of property within the City, consistent with the policies and provisions of the City's Comprehensive Plan; and

WHEREAS, the City has adopted a Comprehensive Plan and other planning documents in accordance with the Growth Management Act's requirements; and

WHEREAS, the City's Comprehensive Plan recognizes that the City is one of the few communities in east King County with any significant number of mobile and manufactured homes, that overall availability of mobile and manufactured housing has been decreasing in King County as parks are redeveloped with other uses, and that mobile and manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing; and

WHEREAS, H-3.1 and H-3.2.1 of the Housing Element of the City's Comprehensive Plan specifically encourage the retention and preservation of the City's existing housing stock as a source of affordable housing; and

WHEREAS, in April 2016, the City Council directed the Planning Commission to draft and recommend a Housing Strategy Plan, in accordance with the implementation strategies of the Comprehensive Plan Housing Element, to emphasize affordable housing strategies in the City; and

WHEREAS, on March 20, 2017, the City Council considered and adopted the Housing Strategy Plan, which includes consideration of preserving existing mobile and manufactured housing as an important source of affordable housing, and suggests potential amendments to the Kenmore Municipal Code and other City action, which require more time for City officials and staff to review, analyze, and potentially enact; and

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WHEREAS, since adoption of the Housing Strategy Plan, the Planning Commission has been studying the various options articulated therein, including at the October 3, 2017 and October 17, 2017 Planning Commission meetings where the commissioners and staff received input from the Rental Housing Association of Washington and A Regional Coalition for Housing on strategies for preserving affordable housing in the City; and

WHEREAS, a moratorium is necessary to preserve and retain the existing stock of affordable mobile and manufactured housing, given the identified trend in King County of redeveloping mobile and manufactured homes and parks into more expensive housing, while City officials and staff continue their review, analysis, and potential enactment of policies described in the Housing Strategy Plan; and

WHEREAS, the regulation of zoning and land use are valid exercises of City police powers under Article XI, Section 11 of the State Constitution; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to adopt a moratorium on development or land use for six-months, and hold a public hearing on the moratorium within sixty (60) days of the initial adoption of the moratorium; and

WHEREAS, to preserve the integrity of the City's development regulations while City officials and staff are reviewing, analyzing, and potentially enacting the policies described in the Housing Strategy Plan, the City should preclude temporarily the filing and acceptance of development permits as described in Section 2 below;

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

Section 1. Findings. The City Council adopts the recitals set forth above, which are incorporated herein by reference, as findings in support of the moratorium imposed by this Ordinance. The City Council may, in its discretion, adopt additional or revised findings at the conclusion of the public hearing referenced in Section 3 below.

Section 2. Moratorium. Pursuant to the City's police powers under Article XI, Section 11 of the State Constitution and RCW 35A.63.220 and RCW 36.70A.390, the City Council hereby adopts and enacts a moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, as defined in KMC 18.20.1760. For purposes of this moratorium, "development permits" mean: permits as defined in KMC 18.20.735 (any permit issued by the City, or other authorized agency, for construction, land use, or the alteration of land); variances; conditional use permits; special use permits; zone reclassification permits; or any other permits the development services director is authorized to receive, including for demolition pursuant to KMC 15.30.135. Excepted from this moratorium are applications for repair or maintenance of mobile home parks and any other applications necessary for public health and safety as determined by the development services director.

Section 3. Public Hearing. As provided in RCW 35A.63.220 and RCW 36.70A.390, the City Council hereby sets a public hearing on this Ordinance and moratorium for November 27, 2017 at 7:00 p.m., or as soon thereafter as the business of the City Council shall

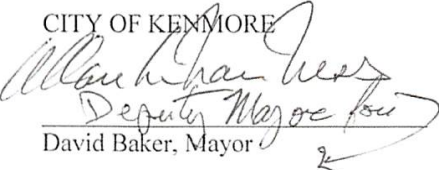
permit, in order to take public testimony and consider adopting findings of fact to support the moratorium.

Section 4. Duration. The moratorium established in Section 2 of this Ordinance shall be in effect through May 11, 2018, and shall automatically expire on that date unless repealed, modified, or extended after subsequent public hearing and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 5. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 6. Emergency; Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn.App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF NOVEMBER, 2017.

CITY OF KENMORE

Deputy Mayor for
David Baker, Mayor

ATTEST/AUTHENTICATED:


Kelly Chelin, City Clerk

Approved as to form:


Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK: 11/13/17
PASSED BY THE CITY COUNCIL: 11/13/17
ORDINANCE NO.: 17-0453
DATE OF PUBLICATION: 11/16/17
EFFECTIVE DATE: 11/13/17 (immediately)

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0462**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, EXTENDING FOR SIX MONTHS THE
CITY'S MORATORIUM PROHIBITING THE FILING AND
ACCEPTANCE OF APPLICATIONS FOR DEVELOPMENT
PERMITS RELATING TO MOBILE HOME PARKS;
AMENDING SECTION 4 OF ORDINANCE 17-0453; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to the Growth Management Act, Chapter 36.70A RCW, the City has the authority and the obligation to plan for the orderly and effective growth and development of property within the City, which planning processes include the adoption of a Comprehensive Plan and other planning documents for the City; and

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, and the Growth Management Act, the City has the authority to adopt ordinances regulating the use and development of property within the City, consistent with the policies and provisions of the City's Comprehensive Plan; and

WHEREAS, the City has adopted a Comprehensive Plan and other planning documents in accordance with the Growth Management Act's requirements; and

WHEREAS, the City's Comprehensive Plan recognizes that the City is one of the few communities in east King County with any significant number of mobile and manufactured homes, that overall availability of mobile and manufactured housing has been decreasing in King County as parks are redeveloped with other uses, and that mobile and manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing; and

WHEREAS, H-3.1 and H-3.2.1 of the Housing Element of the City's Comprehensive Plan specifically encourage the retention and preservation of the City's existing housing stock as a source of affordable housing; and

WHEREAS, in April 2016, the City Council directed the Planning Commission to draft and recommend a Housing Strategy Plan, in accordance with the implementation strategies of the Comprehensive Plan Housing Element, to emphasize affordable housing strategies in the City; and

WHEREAS, on March 20, 2017, the City Council considered and adopted the Housing Strategy Plan, which includes consideration of preserving existing mobile and manufactured housing as an important source of affordable housing, and suggests potential amendments to the

Kenmore Municipal Code and other City action, which require more time for City officials and staff to review, analyze, and potentially enact; and

WHEREAS, since adoption of the Housing Strategy Plan, the Planning Commission has been studying the various options articulated therein, including at the October 3, October 17, November 21, December 5, 2017 and January 2, January 23, January 30, February 6, March 15, March 20, and April 3, 2018 Planning Commission meetings where the commissioners and staff received background information and input from mobile home park residents, property owners; and others representing those interests; and

WHEREAS, the City needs additional time to consider the policy options for the mobile home parks, to conduct appropriate research and analysis, and to implement policy choices; and

WHEREAS, the regulation of zoning and land use are valid exercises of City police powers under Article XI, Section 11 of the State Constitution; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to adopt a moratorium on development or land use for six-months, and hold a public hearing on the moratorium within sixty (60) days of the initial adoption of the moratorium; and

WHEREAS, on November 27, 2017, the City Council held a public hearing on the zoning moratorium established in Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the moratorium, and after considering all the evidence presented at the hearing, the City Council made no changes to the moratorium; and

WHEREAS, the City Council deems it to be in the best interests of the public to extend for an additional six months the zoning moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, pending consideration of policies to address such mobile home parks; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to renew a moratorium on development or land use for a six-month period if a public hearing is held and findings of fact are made prior to the renewal; and

WHEREAS, on April 23, 2018, the City Council held a public hearing on an extension for an additional six months of the zoning moratorium established by Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the extension of the moratorium;

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

Section 1. Findings. The recitals set forth above are hereby adopted as the City Council's findings in support of the extension for six months of the moratorium originally imposed by Ordinance No. 17-0453.

Section 2. Extension of Moratorium. Section 4 of Ordinance No. 17-0453 is amended to read as follows:

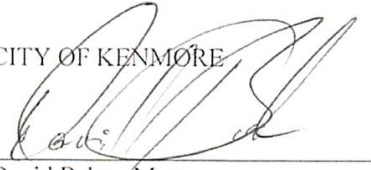
The moratorium established in Section 2 above shall be in effect until October 28, 2018, and shall automatically expire on that date unless repealed, modified, or extended after subsequent public hearing and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance, or the application of the provision to other persons or circumstances, is not affected.

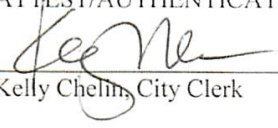
Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23rd DAY OF APRIL, 2018.

CITY OF KENMORE


David Baker, Mayor

ATTEST/AUTHENTICATED:


Kelly Chelms, City Clerk

Approved as to form:


Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK: 4/23/18
PASSED BY THE CITY COUNCIL: 4/23/18
ORDINANCE NO.: 2018-0462
DATE OF PUBLICATION: 4/26/18
EFFECTIVE DATE: 5/1/18

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0470**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, EXTENDING FOR AN ADDITIONAL SIX
MONTHS THE CITY'S MORATORIUM PROHIBITING
THE FILING AND ACCEPTANCE OF APPLICATIONS
FOR DEVELOPMENT PERMITS RELATING TO MOBILE
HOME PARKS; AMENDING SECTION 4 OF ORDINANCE
17-0453; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to the Growth Management Act, Chapter 36.70A RCW, the City has the authority and the obligation to plan for the orderly and effective growth and development of property within the City, which planning processes include the adoption of a Comprehensive Plan and other planning documents for the City; and

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, and the Growth Management Act, the City has the authority to adopt ordinances regulating the use and development of property within the City, consistent with the policies and provisions of the City's Comprehensive Plan; and

WHEREAS, the City has adopted a Comprehensive Plan and other planning documents in accordance with the Growth Management Act's requirements; and

WHEREAS, the City's Comprehensive Plan recognizes that the City is one of the few communities in east King County with any significant number of mobile and manufactured homes, that overall availability of mobile and manufactured housing has been decreasing in King County as parks are redeveloped with other uses, and that mobile and manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing; and

WHEREAS, H-3.1 and H-3.2.1 of the Housing Element of the City's Comprehensive Plan specifically encourage the retention and preservation of the City's existing housing stock as a source of affordable housing; and

WHEREAS, in April 2016, the City Council directed the Planning Commission to draft and recommend a Housing Strategy Plan, in accordance with the implementation strategies of the Comprehensive Plan Housing Element, to emphasize affordable housing strategies in the City; and

WHEREAS, on March 20, 2017, the City Council considered and adopted the Housing Strategy Plan, which includes consideration of preserving existing mobile and manufactured housing as an important source of affordable housing, and suggests potential amendments to the Kenmore Municipal Code and other City action, which require more time for City officials and staff to review, analyze, and potentially enact; and

WHEREAS, since adoption of the Housing Strategy Plan, the Planning Commission has studied the various options articulated therein, including at the October 3, October 17, November 21, December 5, 2017 and January 2, January 23, January 30, February 6, March 15, March 20, April 3, April 17, June 5, and June 19, 2018 Planning Commission meetings where the commissioners and staff received background information and input from mobile home park residents, property owners, and others representing those interests; and

WHEREAS, on May 15 and 16, 2018 the Planning Commission held a public hearing on their final recommendations for the mobile home parks and, on July 9, 2018, presented those recommendations to the City Council; and

WHEREAS, on July 9, July 16, July 23, and September 17, 2018 the City Council reviewed the Planning Commission's recommendations, received additional background information, and requested the formulation of new policy options; and

WHEREAS, the City needs additional time to consider the policy options for the mobile home parks, to conduct appropriate research and analysis, and to implement policy choices; and

WHEREAS, the regulation of zoning and land use are valid exercises of City police powers under Article XI, Section 11 of the State Constitution; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to adopt a moratorium on development or land use for six-months, and hold a public hearing on the moratorium within sixty (60) days of the initial adoption of the moratorium; and

WHEREAS, on November 27, 2017, the City Council held a public hearing on the zoning moratorium established in Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the moratorium, and after considering all the evidence presented at the hearing, the City Council made no changes to the moratorium; and

WHEREAS, in April 2018, the City Council deemed it to be in the best interests of the public to extend for an additional six months the zoning moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, pending consideration of policies to address such mobile home parks; and

WHEREAS, after holding a public hearing on April 23, 2018, the City Council amended Ordinance 17-0453, extending the moratorium until October 28, 2018; and

WHEREAS, the City Council deems it to be in the best interests of the public to extend for an additional six months the zoning moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, pending consideration of policies to address such mobile home parks; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to renew a moratorium on development or land use for a six-month period if a public hearing is held and findings of fact are made prior to the renewal; and

WHEREAS, on October 8, 2018, the City Council held a public hearing on an extension for an additional six months of the zoning moratorium established by Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the extension of the moratorium;

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

Section 1. Findings. The recitals set forth above are hereby adopted as the City Council's findings in support of the extension for six months of the moratorium originally imposed by Ordinance No. 17-0453.

Section 2. Extension of Moratorium. Section 4 of Ordinance No. 17-0453 is amended to read as follows:

The moratorium established in Section 2 above shall be in effect until April 8, 2019, and shall automatically expire on that date unless repealed, modified, or extended after subsequent public hearing and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8th DAY OF OCTOBER, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.:
DATE OF PUBLICATION:
EFFECTIVE DATE:



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Public Hearing and Deliberation on Ordinance No. 18-0470 Extending the Moratorium Prohibiting the Filing and Acceptance of Applications for Development Permits Relating to Mobile Home Parks Proposed Council Action/Motion: Hold a public hearing to receive input on possible continuation of the mobile home park redevelopment moratorium originally put in place by the City Council through adoption of Ordinance No. 17-0453 on November 13, 2017 and now expiring on October 28, 2018. Adopt Ordinance No. 18-0470 to extend the current moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks to and through April 8, 2019.	For Council Meeting Agenda of: 10/8/18 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner</u> Initial & Date Approved by Department Head: <u>OA 9/19/18</u> Approved by City Attorney: <u>RE by email, 9/13/18</u> Approved by Finance Director: <u>OK 9/5/18</u> Approved by City Manager: <u>port</u> Exhibits/Attachments: 1. Ordinance 17-0453 2. Ordinance 18-0462 3. Proposed Ordinance 18-0470
<u>INFORMATION/BACKGROUND:</u> On November 13, 2017, the City Council adopted Ordinance 17-0453 (Attachment 1) establishing a moratorium that prohibits the filing and acceptance of applications for development permits relating to mobile home parks. The moratorium was adopted for a 6-month period from the November 13, 2017 effective date of the Ordinance through May 11, 2018. The moratorium was extended for 6 months on April 23, 2018 through Ordinance 18-0462 (see Attachment 2), and now automatically expires on October 28, 2018 unless it is repealed, modified or extended after a public hearing and entry of findings. The Ordinance preserves the integrity of the City's development regulations while the City Council, and staff are reviewing, analyzing, and enacting the policies described in the Housing Strategy Plan related to preserving existing affordable housing in the mobile home parks. The Planning Commission reviewed the issues surrounding mobile home park preservation beginning in October 2017 and held a public hearing on options for treatment on May 15 and 16, 2018. The Commission provided their recommendations to the City Council on July 9, 2018. The City Council has considered the recommendations at several meetings, most recently on September 17 when decisions were made on the policy options to be pursued. Given that final policies and new regulations will not be finalized before the current expiration deadline of the moratorium, an extension is recommended. Proposed Ordinance 18-0470 would authorize this extension to April 8, 2019 (Attachment 3). State law requires that the city hold a public hearing on the moratorium extension. After the public hearing the City Council will consider the extension. <u>FISCAL CONSIDERATION:</u> None at this time. Staff time will be required to review the issues surrounding options for the mobile home parks. <u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Comprehensive Plan Housing Element Policy H-3.1: "Encourage retention of the existing housing stock in Kenmore as a source of affordable housing." Comprehensive Plan Housing Element Policy H-3.2: "Encourage relocation assistance and replacement housing to be developed, where feasible, to help very low- and low-income households when displacement is unavoidable..."	

I:/City Clerk/Agenda Items/Templates

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 17-0453**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, ADOPTING A MORATORIUM ON DEVELOPMENT PERMITS RELATING TO MOBILE HOME PARKS; SETTING A DATE FOR A PUBLIC HEARING ON THE MORATORIUM; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to the Growth Management Act, Chapter 36.70A RCW, the City has the authority and the obligation to plan for the orderly and effective growth and development of property within the City, which planning processes include the adoption of a Comprehensive Plan and other planning documents for the City; and

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, and the Growth Management Act, the City has the authority to adopt ordinances regulating the use and development of property within the City, consistent with the policies and provisions of the City's Comprehensive Plan; and

WHEREAS, the City has adopted a Comprehensive Plan and other planning documents in accordance with the Growth Management Act's requirements; and

WHEREAS, the City's Comprehensive Plan recognizes that the City is one of the few communities in east King County with any significant number of mobile and manufactured homes, that overall availability of mobile and manufactured housing has been decreasing in King County as parks are redeveloped with other uses, and that mobile and manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing; and

WHEREAS, H-3.1 and H-3.2.1 of the Housing Element of the City's Comprehensive Plan specifically encourage the retention and preservation of the City's existing housing stock as a source of affordable housing; and

WHEREAS, in April 2016, the City Council directed the Planning Commission to draft and recommend a Housing Strategy Plan, in accordance with the implementation strategies of the Comprehensive Plan Housing Element, to emphasize affordable housing strategies in the City; and

WHEREAS, on March 20, 2017, the City Council considered and adopted the Housing Strategy Plan, which includes consideration of preserving existing mobile and manufactured housing as an important source of affordable housing, and suggests potential amendments to the Kenmore Municipal Code and other City action, which require more time for City officials and staff to review, analyze, and potentially enact; and

WHEREAS, since adoption of the Housing Strategy Plan, the Planning Commission has been studying the various options articulated therein, including at the October 3, 2017 and October 17, 2017 Planning Commission meetings where the commissioners and staff received input from the Rental Housing Association of Washington and A Regional Coalition for Housing on strategies for preserving affordable housing in the City; and

WHEREAS, a moratorium is necessary to preserve and retain the existing stock of affordable mobile and manufactured housing, given the identified trend in King County of redeveloping mobile and manufactured homes and parks into more expensive housing, while City officials and staff continue their review, analysis, and potential enactment of policies described in the Housing Strategy Plan; and

WHEREAS, the regulation of zoning and land use are valid exercises of City police powers under Article XI, Section 11 of the State Constitution; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to adopt a moratorium on development or land use for six-months, and hold a public hearing on the moratorium within sixty (60) days of the initial adoption of the moratorium; and

WHEREAS, to preserve the integrity of the City's development regulations while City officials and staff are reviewing, analyzing, and potentially enacting the policies described in the Housing Strategy Plan, the City should preclude temporarily the filing and acceptance of development permits as described in Section 2 below;

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

Section 1. Findings. The City Council adopts the recitals set forth above, which are incorporated herein by reference, as findings in support of the moratorium imposed by this Ordinance. The City Council may, in its discretion, adopt additional or revised findings at the conclusion of the public hearing referenced in Section 3 below.

Section 2. Moratorium. Pursuant to the City's police powers under Article XI, Section 11 of the State Constitution and RCW 35A.63.220 and RCW 36.70A.390, the City Council hereby adopts and enacts a moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, as defined in KMC 18.20.1760. For purposes of this moratorium, "development permits" mean: permits as defined in KMC 18.20.735 (any permit issued by the City, or other authorized agency, for construction, land use, or the alteration of land); variances; conditional use permits; special use permits; zone reclassification permits; or any other permits the development services director is authorized to receive, including for demolition pursuant to KMC 15.30.135. Excepted from this moratorium are applications for repair or maintenance of mobile home parks and any other applications necessary for public health and safety as determined by the development services director.

Section 3. Public Hearing. As provided in RCW 35A.63.220 and RCW 36.70A.390, the City Council hereby sets a public hearing on this Ordinance and moratorium for November 27, 2017 at 7:00 p.m., or as soon thereafter as the business of the City Council shall

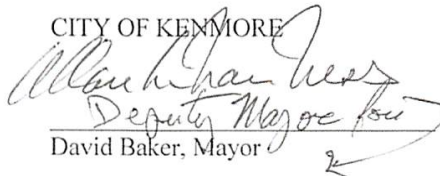
permit, in order to take public testimony and consider adopting findings of fact to support the moratorium.

Section 4. Duration. The moratorium established in Section 2 of this Ordinance shall be in effect through May 11, 2018, and shall automatically expire on that date unless repealed, modified, or extended after subsequent public hearing and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 5. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 6. Emergency; Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn.App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF NOVEMBER, 2017.

CITY OF KENMORE

Deputy Mayor for
David Baker, Mayor

ATTEST/AUTHENTICATED:


Kelly Chelin, City Clerk

Approved as to form:


Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK: 11/13/17
PASSED BY THE CITY COUNCIL: 11/13/17
ORDINANCE NO.: 17-0453
DATE OF PUBLICATION: 11/16/17
EFFECTIVE DATE: 11/13/17 (immediately)

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0462**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, EXTENDING FOR SIX MONTHS THE
CITY'S MORATORIUM PROHIBITING THE FILING AND
ACCEPTANCE OF APPLICATIONS FOR DEVELOPMENT
PERMITS RELATING TO MOBILE HOME PARKS;
AMENDING SECTION 4 OF ORDINANCE 17-0453; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to the Growth Management Act, Chapter 36.70A RCW, the City has the authority and the obligation to plan for the orderly and effective growth and development of property within the City, which planning processes include the adoption of a Comprehensive Plan and other planning documents for the City; and

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, and the Growth Management Act, the City has the authority to adopt ordinances regulating the use and development of property within the City, consistent with the policies and provisions of the City's Comprehensive Plan; and

WHEREAS, the City has adopted a Comprehensive Plan and other planning documents in accordance with the Growth Management Act's requirements; and

WHEREAS, the City's Comprehensive Plan recognizes that the City is one of the few communities in east King County with any significant number of mobile and manufactured homes, that overall availability of mobile and manufactured housing has been decreasing in King County as parks are redeveloped with other uses, and that mobile and manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing; and

WHEREAS, H-3.1 and H-3.2.1 of the Housing Element of the City's Comprehensive Plan specifically encourage the retention and preservation of the City's existing housing stock as a source of affordable housing; and

WHEREAS, in April 2016, the City Council directed the Planning Commission to draft and recommend a Housing Strategy Plan, in accordance with the implementation strategies of the Comprehensive Plan Housing Element, to emphasize affordable housing strategies in the City; and

WHEREAS, on March 20, 2017, the City Council considered and adopted the Housing Strategy Plan, which includes consideration of preserving existing mobile and manufactured housing as an important source of affordable housing, and suggests potential amendments to the

Kenmore Municipal Code and other City action, which require more time for City officials and staff to review, analyze, and potentially enact; and

WHEREAS, since adoption of the Housing Strategy Plan, the Planning Commission has been studying the various options articulated therein, including at the October 3, October 17, November 21, December 5, 2017 and January 2, January 23, January 30, February 6, March 15, March 20, and April 3, 2018 Planning Commission meetings where the commissioners and staff received background information and input from mobile home park residents, property owners; and others representing those interests; and

WHEREAS, the City needs additional time to consider the policy options for the mobile home parks, to conduct appropriate research and analysis, and to implement policy choices; and

WHEREAS, the regulation of zoning and land use are valid exercises of City police powers under Article XI, Section 11 of the State Constitution; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to adopt a moratorium on development or land use for six-months, and hold a public hearing on the moratorium within sixty (60) days of the initial adoption of the moratorium; and

WHEREAS, on November 27, 2017, the City Council held a public hearing on the zoning moratorium established in Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the moratorium, and after considering all the evidence presented at the hearing, the City Council made no changes to the moratorium; and

WHEREAS, the City Council deems it to be in the best interests of the public to extend for an additional six months the zoning moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, pending consideration of policies to address such mobile home parks; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to renew a moratorium on development or land use for a six-month period if a public hearing is held and findings of fact are made prior to the renewal; and

WHEREAS, on April 23, 2018, the City Council held a public hearing on an extension for an additional six months of the zoning moratorium established by Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the extension of the moratorium;

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

Section 1. Findings. The recitals set forth above are hereby adopted as the City Council's findings in support of the extension for six months of the moratorium originally imposed by Ordinance No. 17-0453.

Section 2. Extension of Moratorium. Section 4 of Ordinance No. 17-0453 is amended to read as follows:

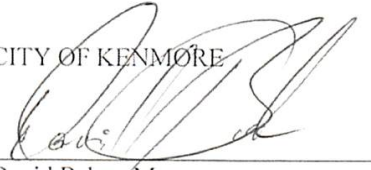
The moratorium established in Section 2 above shall be in effect until October 28, 2018, and shall automatically expire on that date unless repealed, modified, or extended after subsequent public hearing and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance, or the application of the provision to other persons or circumstances, is not affected.

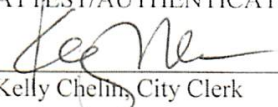
Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23rd DAY OF APRIL, 2018.

CITY OF KENMORE


David Baker, Mayor

ATTEST/AUTHENTICATED:


Kelly Chelms, City Clerk

Approved as to form:


Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK: 4/23/18
PASSED BY THE CITY COUNCIL: 4/23/18
ORDINANCE NO.: 2018-0462
DATE OF PUBLICATION: 4/26/18
EFFECTIVE DATE: 5/1/18

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0470**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, EXTENDING FOR AN ADDITIONAL SIX
MONTHS THE CITY'S MORATORIUM PROHIBITING
THE FILING AND ACCEPTANCE OF APPLICATIONS
FOR DEVELOPMENT PERMITS RELATING TO MOBILE
HOME PARKS; AMENDING SECTION 4 OF ORDINANCE
17-0453; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to the Growth Management Act, Chapter 36.70A RCW, the City has the authority and the obligation to plan for the orderly and effective growth and development of property within the City, which planning processes include the adoption of a Comprehensive Plan and other planning documents for the City; and

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, and the Growth Management Act, the City has the authority to adopt ordinances regulating the use and development of property within the City, consistent with the policies and provisions of the City's Comprehensive Plan; and

WHEREAS, the City has adopted a Comprehensive Plan and other planning documents in accordance with the Growth Management Act's requirements; and

WHEREAS, the City's Comprehensive Plan recognizes that the City is one of the few communities in east King County with any significant number of mobile and manufactured homes, that overall availability of mobile and manufactured housing has been decreasing in King County as parks are redeveloped with other uses, and that mobile and manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing; and

WHEREAS, H-3.1 and H-3.2.1 of the Housing Element of the City's Comprehensive Plan specifically encourage the retention and preservation of the City's existing housing stock as a source of affordable housing; and

WHEREAS, in April 2016, the City Council directed the Planning Commission to draft and recommend a Housing Strategy Plan, in accordance with the implementation strategies of the Comprehensive Plan Housing Element, to emphasize affordable housing strategies in the City; and

WHEREAS, on March 20, 2017, the City Council considered and adopted the Housing Strategy Plan, which includes consideration of preserving existing mobile and manufactured housing as an important source of affordable housing, and suggests potential amendments to the Kenmore Municipal Code and other City action, which require more time for City officials and staff to review, analyze, and potentially enact; and

WHEREAS, since adoption of the Housing Strategy Plan, the Planning Commission has studied the various options articulated therein, including at the October 3, October 17, November 21, December 5, 2017 and January 2, January 23, January 30, February 6, March 15, March 20, April 3, April 17, June 5, and June 19, 2018 Planning Commission meetings where the commissioners and staff received background information and input from mobile home park residents, property owners, and others representing those interests; and

WHEREAS, on May 15 and 16, 2018 the Planning Commission held a public hearing on their final recommendations for the mobile home parks and, on July 9, 2018, presented those recommendations to the City Council; and

WHEREAS, on July 9, July 16, July 23, and September 17, 2018 the City Council reviewed the Planning Commission's recommendations, received additional background information, and requested the formulation of new policy options; and

WHEREAS, the City needs additional time to consider the policy options for the mobile home parks, to conduct appropriate research and analysis, and to implement policy choices; and

WHEREAS, the regulation of zoning and land use are valid exercises of City police powers under Article XI, Section 11 of the State Constitution; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to adopt a moratorium on development or land use for six-months, and hold a public hearing on the moratorium within sixty (60) days of the initial adoption of the moratorium; and

WHEREAS, on November 27, 2017, the City Council held a public hearing on the zoning moratorium established in Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the moratorium, and after considering all the evidence presented at the hearing, the City Council made no changes to the moratorium; and

WHEREAS, in April 2018, the City Council deemed it to be in the best interests of the public to extend for an additional six months the zoning moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, pending consideration of policies to address such mobile home parks; and

WHEREAS, after holding a public hearing on April 23, 2018, the City Council amended Ordinance 17-0453, extending the moratorium until October 28, 2018; and

WHEREAS, the City Council deems it to be in the best interests of the public to extend for an additional six months the zoning moratorium prohibiting the filing and acceptance of applications for development permits relating to mobile home parks, pending consideration of policies to address such mobile home parks; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to renew a moratorium on development or land use for a six-month period if a public hearing is held and findings of fact are made prior to the renewal; and

WHEREAS, on October 8, 2018, the City Council held a public hearing on an extension for an additional six months of the zoning moratorium established by Ordinance No. 17-0453, at which time City staff and members of the public had the opportunity to present testimony and other evidence in support of or against the extension of the moratorium;

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

Section 1. Findings. The recitals set forth above are hereby adopted as the City Council's findings in support of the extension for six months of the moratorium originally imposed by Ordinance No. 17-0453.

Section 2. Extension of Moratorium. Section 4 of Ordinance No. 17-0453 is amended to read as follows:

The moratorium established in Section 2 above shall be in effect until April 8, 2019, and shall automatically expire on that date unless repealed, modified, or extended after subsequent public hearing and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the Ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8th DAY OF OCTOBER, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.:
DATE OF PUBLICATION:
EFFECTIVE DATE:

<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u>
• Emphasize multi modal transportation safety in Kenmore • Continue to seek opportunities to complete a successful Lakepointe project • Continue to implement the Economic Development Strategy • Actively ensure Sound Transit project implementation



City Of Kenmore, Washington

PROPOSED 2019 FEDERAL LEGISLATIVE PRIORITIES

Lakepointe Project Infrastructure

The 45+ acre Lakepointe property is the most significant redevelopment opportunity in generations for Kenmore. This property has played an important support role in major regional transportation projects, such as Interstate 5 and the SR 520 Bridge. Federal aid may be able to help support the substantial transportation, basic infrastructure and public space development needed for the project. The City is also proposing State legislation to create development incentives for Lakepointe redevelopment. Requests include:

- Transportation: new street construction to access and serve the site; grade separated access to downtown Kenmore; support for potential water taxi landing/terminal facility being assessed by King County. Sound Transit 3 projects will add bus rapid transit and parking facilities in the area.
- Foundation Infrastructure: the project requires installing thousands of pilings to support structures on the site, due to the property's geological conditions. This adds potentially \$90- \$110 Million to any project cost.
- Environmental Protection Agency Brownfields grant programs support for former landfill reuse for public space development.

Kenmore Navigation Channel Maintenance Dredging

With funding for updated sediment testing and analysis successfully secured in 2018, if results are favorable, funding will be requested to pursue the project through to environmental review and maintenance dredging.

The Kenmore Navigation Channel has not had maintenance dredging performed since the 1990's, prior to the City's incorporation. The conditions of the Channel hinder barge and seaplane operations in the Channel, which is a US Army Corps of Engineers facility.

As a result of City's efforts, the project was provided \$440,000 and included in the US Army Corps of Engineers work plan for Fiscal Year 2014. The required sediment sampling/analysis and environmental review were completed in 2015, and it was determined that the dredged material would not be eligible for open water disposal. Upland disposal substantially increases the project cost, and although it is not specifically required, project sponsors have often funded the margin between open water disposal and upland disposal costs. Since results of the sediment sampling are valid for two years, new sampling and analysis is required before maintenance dredging can proceed.

At the City's request, working with our Congressional Delegation, \$600,000 was secured this year with which the Army Corps will utilize a newer testing regimen to conduct a sediment

analysis on the materials that would be dredged from the Channel. The sediment testing will proceed in late 2018-early 2019.

Kenmore Air: Temporary Flight Restrictions

Pursue resolution to the Temporary Flight Restriction that currently impacts Kenmore Air's business and inconveniences passengers. Our Federal Delegation has worked with U.S. Secret Service, TSA and FAA on the issue, and the Secret Service agreed to modify the requirement on a trial basis for a Presidential visit in 2016. The agencies considered the procedures employed in the 2016 trial to be acceptable. Support the request to make this modification a permanent, standard procedure.

Ballard Locks

The Ballard Locks are the busiest locks in the nation, with more than 40,000 transits annually carrying in excess of one million tons of shipments. Throughout the region, they are critical to \$1.2 billion in business activity, \$120 million in annual payroll, and 3,000 jobs. Essential not only to the economy, they are vital, as well, to our region's flood control, transportation system, public safety agencies, and salmon restoration efforts. The City has been working with other municipalities and organizations in the region to secure funding necessary for the Army Corps of Engineers to modernize its facilities at the Ballard Locks, much of which is now 100 years old. Our collaboration was quite successful this year, as over \$13.1 million was added to the President's budget for this purpose. Substantial work still remains to be done.

Policy Statements—Guidance to Government Relations Representatives

Support Sound Transit Funding:

Sound Transit's regional service expansion depends on a continued partnership with the federal government to support enhanced services to our growing region. The Sound Transit 3 ballot measure is mostly funded from local tax dollars, but the ballot measure assumed a reasonable contribution from the federal government in grants and loans. The Federal Transit Administration's Capital Investment Grant (CIG) is funding light rail expansion to Lynnwood, and Sound Transit is pursuing a CIG grant for light rail extension between SeaTac and Federal Way. In addition, the agency signed a Master Credit Agreement with the US Department Of Transportation (USDOT) that authorizes four federal loans for the regional system. Congressional Delegation members from Puget Sound Districts have been supportive of the CIG Program and Sound Transit grant proposals.

Support Bastyr University Legislative Priorities

As Kenmore's largest employer, the success of Bastyr University in achieving its legislative priorities is important to the City of Kenmore. Support for natural health education, research, product development and accreditation are among the University's priorities.

Support Land and Water Conservation Fund Reauthorization and Funding

The Land and Water Conservation Fund (LWCF) provides funding to state programs that invest in parks and environmental projects in communities.

Identify and Pursue Grant Funding for City Priorities

Economic development, broadband technology and infrastructure, and improved public access to the water are examples of grant opportunities that may be pursued.

Monitor Discretionary Budgets

Programs administered by the Department of Housing and Urban Development, such as Community Development Block Grants and Department of Interior programs that support historic preservation will be of particular concern to the City.



City Of Kenmore, Washington

2017 FEDERAL LEGISLATIVE PRIORITIES

Lakepointe Project Infrastructure

The 45 acre Lakepointe property, with its legacy of playing a support role in major regional transportation projects, is the most significant redevelopment opportunity in generations for Kenmore. Federal aid may be able to help support the substantial transportation, basic infrastructure and public space development needed for the project. The City is also proposing State legislation to create development incentives for Lakepointe redevelopment. Requests include:

- Transportation: new street construction to access and serve the site; grade separated access to downtown Kenmore; support for potential water taxi landing/terminal facility now being studied by King County. Sound Transit 3 projects will add bus rapid transit and parking facilities in the area.
- Foundation Infrastructure: the project requires installing thousands of pilings to support structures on the site, due to the property's geological conditions. This adds potentially \$90 Million to any project cost.
- Environmental Protection Agency Brownfields grant programs support for former landfill reuse for public space development.

Kenmore Navigation Channel Maintenance Dredging

Request funding for updated sediment testing and analysis, environmental review and maintenance dredging.

The Kenmore Navigation Channel has not had maintenance dredging performed since the 1990's, prior to the City's incorporation. The conditions of the Channel hinder barge and seaplane operations in the Channel, which is a US Army Corps of Engineers facility.

As a result of City's efforts, the project was provided \$440,000 and included in the US Army Corps of Engineers work plan for Fiscal Year 2014. The required sediment sampling/analysis and environmental review were completed in 2015, and it was determined that the dredged material would not be eligible for open water disposal. Upland disposal substantially increases the project cost, and although it is not specifically required, project sponsors have often funded the margin between open water disposal and upland disposal costs. Since results of the sediment sampling are valid for two years, new sampling and analysis will be required before maintenance dredging can proceed. Standards for open water disposal may be reexamined, based on recent studies in Puget Sound.

Transportation Process Streamlining

Land and Water Conservation Fund Modifications for Transportation Projects: Pursue modifications to Land and Water Conservation Fund (LWCF) requirements to:

1. Exempt small land transfers that have a de minimis effect on recreation from the formal conversion process now required by the Land and Water Conservation Fund.
2. Extend the temporary non conforming use period, often used for construction activity, from the current six month maximum to a maximum of twenty four months.

Kenmore's West Sammamish River Bridge project needs to acquire a small and unusable for recreation piece of land adjacent to the bridge that was originally acquired by the State of Washington with LWCF resources. The modifications would provide efficiencies for transportation projects in general with minimal effect on recreational resources, and other state and local agencies support this proposal.

Kenmore Air: Temporary Flight Restrictions and Customs Processing

Pursue resolution to the Temporary Flight Restriction that currently impacts Kenmore Air's business and inconveniences passengers. Our Federal Delegation has worked with U.S. Secret Service, TSA and FAA on the issue, and the Secret Service agreed to modify the requirement on a trial basis for a Presidential visit in 2016. Support the request to make this modification a permanent, standard procedure.

Support Kenmore Air's request for more efficient US Customs and Border Patrol processing of passengers arriving in Kenmore from Canada who are not Canadian or US citizens. These passengers must now be transported to Seattle for Customs Services while other passengers are processed at the Customs office at the Kenmore, WA Air Harbor.

Policy Statements—Guidance to Government Relations Representatives

Support Bastyr University Legislative Priorities

As Kenmore's largest employer, the success of Bastyr University in achieving its legislative priorities is important to the City of Kenmore. Support for natural health education, research, product development and accreditation are among the University's priorities.

Identify and Pursue Grant Funding for City Priorities

Economic development, broadband technology and infrastructure, and improved public access to the water are examples of grant opportunities that may be pursued.

Monitor Discretionary Budgets

Programs administered by the Department of Housing and Urban Development, such as Community Development Block Grants will be of particular concern.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: City of Kenmore 2019-2021 State Legislative Agenda Proposed Council Action/Motion: Motion to Approve the City of Kenmore 2019-2021 State Legislative Agenda	For Council Meeting Agenda of: 8 October 2018 Department: Executive Prepared by: Nancy Ousley, Assistant City Manager <u>Initial & Date</u> Approved by Department Head: <u>NKO 4 OCT 2018</u> Approved by City Attorney: _____ Approved by Finance Director: <u>gmg 10/4/18</u> Approved by City Manager: <u>RJK</u> Exhibits/Attachments: 1. Proposed 2019-2021 Legislative Agenda and Policy Statements 2. 2017-2019 Legislative Agenda Amended 2018
<u>INFORMATION/BACKGROUND:</u> The 2019 Session of the Washington State Legislature will be a 105 day regular ("long") session that will include approving a biennial budget. The Kenmore City Council approves a Legislative Agenda prior to each session that outlines priority actions the City and its government relations consultants will promote during the session. The proposed list of Legislative Priorities continues to focus on State participation in supporting the redevelopment of the Lakepointe property, in recognition of the State's reliance on this property in major State transportation projects such as Interstate 5 and the SR 520 Bridge. The agenda also features requests for funding infrastructure (sidewalk improvements) and parks projects. The packet includes Policy Statements that guide the consultants in expressing City support for proposals and issues that are not on the priorities list. Gordon Thomas Honeywell represents the City in State Legislative matters.	
<u>FISCAL CONSIDERATION:</u> The City has a strong record of legislative successes for infrastructure funding and support for key projects, including the Saint Edward Seminary rehabilitation in Saint Edward State Park and transportation projects.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Effective advocacy at the State Legislature supports all 2018-2019 Council goals.	



City of Kenmore, Washington

City of Kenmore 2019-2021 State Legislative Agenda

Propel Lakepointe Development

Lakepointe is the last remaining undeveloped property of its size on Lake Washington - a 47-acre site poised to become a dynamic mixed-used transit-oriented development with housing, office and retail space, hotel, and nearly a mile of public shoreline public access. A longstanding barrier to redeveloping the Lakepointe property stems from site conditions that are the result of a State transportation project. When Interstate-5 was built in Seattle, WSDOT used the Lakepointe site as a landfill for construction and demolition debris. As a result, deep foundation systems consisting of thousands of pilings will be required for the property to be developed, adding substantial costs of potentially over \$100 million to any redevelopment project.

To alleviate these extraordinary costs related to the site's prior use by the State, the City of Kenmore requests that the State provide a construction sales tax credit for public improvements on the site, or other economic development incentives necessary to allow this property to overcome this hurdle and be developed. Without the State's partnership, the steep infrastructure and other project costs will continue to cause this vital waterfront site to languish and not redevelop. Even with the proposed incentives, the redevelopment of this site has the potential to offer a significant financial return on investment at both the state and local levels.

68th Avenue NE Pedestrian & Bicycle Safety

68th Avenue NE is an existing collector arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This safety project extends from NE 182nd Street to 61st Place NE and consists of new sidewalk on one side of the roadway with retaining walls as needed, buffered bicycle lanes in each direction, new stormwater infrastructure, and utility relocation as needed. The citizens of Kenmore approved a bond measure to provide \$5.1 million toward this project. The City is seeking \$450,000 from the 2019-21 State Transportation Budget to complete the project.

Washington Wildlife & Recreation Program (WWRP)

The City of Kenmore supports ongoing funding for the WWRP grant program. If WWRP is funded at the recommended level, the City could receive the following funding:

- Squire's Landing Waterfront and Natural Area Access - \$1.7 million
- Log Boom Park Waterfront Access and Viewing - \$665,916

Capital Budget Request

Twin Springs Park, a 25-acre tract of land in northeast Kenmore, was recently transferred to the City of Kenmore from King County as part of mitigation for the Brightwater regional wastewater project. The land consists mostly of wetland and steep forested land as well as about two acres of flat useable land for recreation. The City of Kenmore requests \$150,000 to perform minimal improvements in order to get the park open to the public. Work will include parking improvements and also drainage improvements to make the field area suitable for the public. These improvements will allow the public to picnic and throw a frisbee while at the same time enjoying the park's beautiful natural features and open space.

Reconnecting Kenmore's Downtown to Lake Washington

Regional decisions regarding the State's transportation system, including imposing tolls on SR 520, and the failure of the state system to handle daily commuter traffic, has resulted in more drivers opting to travel on State Route 522 through Kenmore. Despite recent improvements to State Route 522 to increase transit and vehicle capacity and improve pedestrian safety, congestion on State Route 522 continues to worsen. State Route 522 divides Kenmore's downtown from its waterfront and the City is seeking a partnership with the State to reconnect the city's downtown with the Lake Washington waterfront. The City is grateful for \$500,000 from the State to complete a study that will determine the best location, design concept and cost for such a crossing. The City hopes to have results from the study by early 2020.

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City of Kenmore 2019 Policy Statements

This document is an internal document designed to provide guidance to city staff and the city's lobbyist. The policy statements in this document allow the city to quickly take positions on legislation. It is not all inclusive of all policy positions that the city may take throughout a session, and the following items are not listed in order of priority.

Local Control on Asphalt Plant Regulations

The City of Kenmore supports efforts to ensure that the asphalt plant operates in a manner that is mindful of the surrounding urban neighborhoods and reduces the impact of asphalt production odor on Kenmore residents and business owners.

Affordable Housing

Kenmore residents are experiencing the squeeze of increased housing prices and fewer affordable housing options. The City of Kenmore supports legislation that provides tools and funding options that promote affordable housing, including investment in the Housing Trust Fund. The City also requests that the Legislature reform the condominium liability act to spur development of middle income, starter, senior and high-density housing units.

Support for WWRP & ALEA Grant Programs

The city of Kenmore supports fully funding the Washington Wildlife Recreation Program (WWRP) and the Aquatic Lands Enhancement Account (ALEA). Many city parks have benefitted from funding through these programs.

Product Stewardship

The city of Kenmore supports statewide product stewardship programs for products that are harmful to the environment such as electronic waste, mercury-containing florescent lights, and prescription drugs. The City will closely monitor the implementation of recently passed legislation to establish a statewide prescription drug takeback program to ensure there is no lapse in coverage as the King County program is phased out. The City supports legislation to establish a stewardship program for paint.

Prevent Human Trafficking

The city of Kenmore recognizes that human trafficking is a problem in all communities, and supports legislation that provides tools and solutions to prevent and intervene in human trafficking.

Local Infrastructure Funding

The city of Kenmore joins AWC in supporting the State's ongoing and increased investment in infrastructure funding programs such as the Public Works Assistance Account.

Small Cell Infrastructure

Small cell technology requires more devices that each have a smaller distance of radio coverage, the equipment is typically smaller, and they are frequently installed on existing street furniture in the public right of way. There is a push to standardize the permitting process of small cell technology across WA and would require local governments to provide access to public facilities for use as small cell technology sites. The City opposes legislation that removes local control in the siting and regulation of small cell network facilities and supports legislation that provides for grandfathering of existing wireless communication facilities ordinances.

Funding for Indigent Defense

Indigent defense is a constitutional right that should be funded by the State. However, WA State only contributes 4% of the total amount spent for trial court indigent defense. The City supports state funding for indigent defense that is standardized and non-competitive to ensure more equitable funding.

Mobile Home

The City supports legislation to ensure individuals considering purchasing a mobile home are informed about laws and regulations limiting the transport of mobile homes.

Passenger Only Ferry

The City supports efforts to explore a passenger only ferry service from Kenmore to downtown Seattle.

Saint Edwards Ballfields

The City continues to work with the WA State Parks Commission to ensure the current ballfields at Saint Edwards State Park are renovated for public use and enjoyment.



City Of Kenmore, Washington

City of Kenmore 2017-19 State Legislative Agenda *Amended for the 2018 Session*

Reconnecting Kenmore's Downtown to Lake Washington

Kenmore requests that the State alleviate the impacts of the state transportation system on the local community by reconnecting the city's downtown with the Lake Washington waterfront. Despite recent improvements to State Route 522 to increase transit and vehicle capacity and improve pedestrian safety, congestion on State Route 522 continues to worsen, making it increasingly difficult for city residents to access local businesses, and generally move within the city. Regional decisions regarding the State's transportation system, including imposing tolls on SR 520, and the failure of the state system to handle daily commuter traffic, has resulted in more drivers opting to travel on State Route 522 through Kenmore. State Route 522 divides Kenmore's downtown from its waterfront. The City asks that the State invest **\$1 million** for preliminary project development of a multimodal grade-separated route, above or below SR 522, to allow Kenmore residents to more easily move within the city and to connect the city's downtown to the Lake Washington waterfront. The total anticipated project cost is \$25-\$30 million.

Propel Lakepointe Development

Lakepointe is the last remaining undeveloped property of its size on Lake Washington - a 47-acre site poised to become a dynamic mixed-used transit-oriented development with housing, office and retail space, hotel, marina and nearly a mile of public shoreline public access. A longstanding barrier to redeveloping the Lakepointe property stems from site conditions that are the result of a State transportation project - when Interstate-5 was built in Seattle, WSDOT used the Lakepointe site as a landfill for construction and demolition debris. As a result, deep foundation systems featuring several thousand pilings are required for the property to be developed, adding substantial costs of potentially over **\$105 million** to any redevelopment project. To alleviate these extraordinary costs related to the site's prior use by the State, the City of Kenmore requests that the State provide the economic development tools and incentives necessary to allow this property to overcome this hurdle and be developed. Without these incentives, the steep infrastructure and other project costs will continue to cause this vital waterfront site to languish and not redevelop. Even with the proposed incentives, the redevelopment of this site has the potential to offer a significant financial return on investment at both the state and local levels.

Pass a 2017-19 Capital Budget that includes the following projects which were included in the version that was released on July 20, 2017:

Boathouse on Sammamish River/Lake Washington - \$250,000

The boathouse will be constructed in partnership with the Northshore School District and will result in youth recreation programming, public high school rowing programs and other waterfront opportunities for the public.

Moorlands Park Improvements - \$250,000

Improvements at Moorlands Park include a new ballfield, a new play structure, trails, restrooms, and picnic facilities.

Public Works Assistance Account - \$1.5 million

The City supports passage of a capital budget that allocates \$97 million toward the PWAA current loan list which includes a \$1.5 million loan for culvert replacement & embankment repair at 61st Ave NE and NE 190th Street.

Saint Edward State Park Investments

- \$500,000 for Saint Edward Park Ballfield Improvements from WWRP and \$250,000 from Youth Athletic Facilities
- \$75,000 for a strategic plan to develop an Environmental Learning Center at St. Edward State Park

Local Control on Asphalt Plant Regulations

An asphalt plant is located in the City of Kenmore, near downtown, SR 522 and residential areas. The asphalt plant has been operating for decades and is a legal nonconforming use. The City asks that the State give local cities additional, local option regulatory authority over asphalt plants to ensure that the plant operates in a manner that is mindful of the surrounding urban neighborhoods.

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City of Kenmore 2018 Policy Statements

This document is an internal document designed to provide guidance to city staff and the city's lobbyist. The policy statements in this document allow the city to quickly take positions on legislation. It is not all inclusive of all policy positions that the city may take throughout a session, and the following items are not listed in order of priority.

Sediment in North East Lake Washington

The city of Kenmore respectfully requests approval of funding in the Department of Ecology Budget for Phase 2 additional sampling and analysis of sediment in selected areas of North East Lake Washington and near-shore areas identified in screening level sampling and analysis performed in 2012-2013.

Toxic Algae in North Lake Washington and Sammamish River

The city of Kenmore respectfully requests funding of toxic algae sampling and testing in North Lake Washington and the Sammamish River, and funding to identify the sources and causes of toxic algae blooms.

Support for WWRP & ALEA Grant Programs

The city of Kenmore supports fully funding the Washington Wildlife Recreation Program (WWRP) and the Aquatic Lands Enhancement Account (ALEA). Many city parks have benefitted from funding through these programs.

Product Stewardship

The city of Kenmore supports legislation creating a statewide product stewardship program, including paint, medicine, and mercury-containing fluorescent light take-back programs. This legislation would require manufacturers that sell products in Washington to develop, fund, and implement a take-back system for unwanted, unused, or left over products across these categories. King County has developed a local medicine program and the State of Washington is in the process of developing a mercury-containing fluorescent light program.

Prevent Human Trafficking

The city of Kenmore recognizes that human trafficking is a problem in all communities, and supports legislation that provides tools and solutions to prevent and intervene in human trafficking.

Local Infrastructure Funding

The city of Kenmore supports the development of a statewide local infrastructure program to help cities fund increasing infrastructure needs, since the Legislature discontinued the Public Works Assistance Account program.

Affordable Housing

The city of Kenmore supports legislation that provides tools and funding options that promote affordable housing.

Small Cell Infrastructure

Small cell technology requires more devices that each have a smaller distance of wireless communications coverage. The equipment is smaller, and is frequently installed on existing utility poles or street lights in the public right of way. There is a push to standardize the permitting process of small cell technology across WA and require local governments to provide access to utility poles, street lights, and public facilities for use as small cell technology sites. The City opposes legislation that removes local control in the siting and regulation of small cell network facilities and supports legislation that provides for grandfathering of recently-adopted wireless communication facilities ordinances.

City of Kenmore 2019 Legislative Session

Briahna Murray, Vice President

Shelly Helder, Governmental Affairs Consultant

Gordon Thomas Honeywell Governmental Affairs



2019 Legislative Session: Political Climate

- November 2018 Elections:
 - August Primary results indicate that the majority of seats in the State Senate and House of Representatives will be held by Democrats. The November election will determine how many seats they have.
 - 4 initiatives will be included on the November ballot:
 - Gun control
 - Preemption on grocery/bottled water sales tax
 - Carbon tax proposal
 - Use of deadly force

2019 Legislative Session: The Basics

- First year of the two-year legislative biennium
- Scheduled to last 105-days
- Focus is on developing biennial Operating, Capital, and Transportation Budgets
 - Operating: Many demands. Despite increase in state revenue, likely a “tight” budget
 - Capital: Likely a robust budget, with the largest demand coming from K-12 construction
 - Transportation: \$200 million shortfall, although there is some discussion of a “mini package”
- Thousands of bills introduced; hundreds that will impact city business



AWC Legislative Priorities

- Support economic development tools to encourage job creation and economic growth
- Keep the Public Works Trust Fund in working order
- Invest in Affordable Housing
- Fund a systems approach to correct fish-blocking culverts
- Provide responsive funding for the Criminal Justice Training Commission (CJTC)
- Address a failing behavioral health system

Guidance on legislative agenda

- Keep agenda concise, and easily comprehensible.
- Consistency – build on previous successes.

Draft Legislative Agenda Items

- Economic Development Tool to Spur Lakepointe
- 68th Avenue Pedestrian and Bicycle Safety Improvement Project - \$450,000
- Support WWRP grant program
 - \$1.7 million for Squires Landing
 - \$665,916 for Log Boom Park
- Twin Springs Park - \$150,000
- Reconnecting Kenmore's Downtown to Lake Washington

Questions?



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Planning Commissioner
 Appointments and Rules

Proposed Council Action/Motion:

Direct staff on the preferred process for filling the 4 open positions on the Planning Commission (effective 1/1/19). Consider whether changes to the Planning Commission rules are needed.

For Council Meeting Agenda of: 10/8/18

Department: Community Development

Prepared by: Debbie Bent, Community Development Director

Initial & Date

Approved by Department Head: DB 9/28/18

Approved by City Attorney: _____

Approved by Finance Director: ✓ _____

Approved by City Manager: PJK

Exhibits/Attachments:

Attachment 1: Municipal Code Chapter 2.30

Attachment 2: Planning Commission Rules of Procedure

INFORMATION/BACKGROUND: The 3-year terms of four Planning Commissioners end this December 31 (Douglas Nugent, Mark Ohrenschall, Dennis Olson, and Mike Vanderlinde). Mr. Nugent is not seeking reappointment. The other three Commissioners have been asked about their interest in reappointment, but have not yet responded to staff. Mr. Vanderlinde has been on the Commission for 12 years. Mr. Ohrenschall has been a Commissioner for 6 years; Mr. Olson has been a Commissioner for 3 years. Terms of the three additional Commissioners (Carol Baker, Mike Mulcare, and Scott McDonald) expire at the end of 2020. Ms. Baker and Mr. Mulcare are in their second terms. Commissioner McDonald is in his first full term (he served a partial term in 2017).

Staff requests direction from the City Council on whether interviews should be held for all four of the open positions. Staff also recommends that the Council consider whether the standards for the Planning Commission, developed in 2006, should be adjusted. If the Council wishes to amend the standards, staff would prepare amendments for future consideration.

The last round of Planning Commissioner interviews was conducted in January 2015. The “pool” of backup candidates chosen at that time has been exhausted and a new round of interviews could also be used to create a roster of “alternates” to be tapped in the event of unexpected vacancies.

Background

Planning Commission rules are found in Municipal Code Chapter 2.30 (see Attachment 1). Planning Commissioners must:

- Be Kenmore residents;
- If possible, represent all geographic areas of the City;
- Be available to serve three-year terms.

After a review of Planning Commission standards in other cities (Kirkland, Redmond, Bothell, Lake Forest Park, and Shoreline), the following additional potential criteria surfaced:

- Redmond - The Commission should have a broad *demographic* representation. No member shall serve more than 2 consecutive 4-year terms.
- Lake Forest Park - Commissioners are limited to 2 consecutive 3- year terms, with at least a one-year break in service. Service as Commission Chair is limited to 36 months in every 48 consecutive months. Commissioners may be residents or business owners or employees in the City. In selection, consumer/citizen interests and professional expertise should be considered.
- Shoreline - No Commissioner should serve longer than 2 consecutive 4-year terms. Commissioners should have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions. The Commission should evenly represent these areas of interest. Property-owners may serve, as well as residents.

The City Council may wish to consider the City's criteria and possibly other criteria. For example, using the City's criteria.

- All current Commissioners live in the northwest and southwest areas of the City. No Commissioners live in northeast Kenmore (east of 68th Avenue NE), Downtown or in southeast Kenmore (east of 72nd Avenue NE).

Separately, the Planning Commission has its own "Rules of Procedure," which are included for your information as Attachment 2.

FISCAL CONSIDERATION:

None.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Municipal Code Chapter 2.30 creates the Planning Commission to provide guidance and recommendations to the City on policy matters relative to the amendment of the City's Comprehensive Plan and related land use regulations.

Chapter 2.30**PLANNING COMMISSION****Sections:**

- 2.30.010 Planning commission created.
- 2.30.020 Membership.
- 2.30.030 Meeting.
- 2.30.040 Duties and responsibilities.

2.30.010 Planning commission created.

There is hereby created a planning commission consisting of seven voting members to provide guidance and recommendations to the City on policy matters relative to the amendment of the City's comprehensive plan and related land use regulations. [Ord. 06-0255 § 2.]

2.30.020 Membership.

A. Number of Members. The planning commission shall consist of seven voting members, each of whom shall serve for a period of three years. The city council, when making initial appointments, may select some members for two- or three-year terms to stagger appointments.

B. Appointment. All members of the planning commission shall be appointed by, and serve at the pleasure of, a majority of the city council. All planning commission members shall serve without compensation. All members of the planning commission shall be Kenmore residents. The city council shall attempt, but shall not be obligated, to appoint planning commission members so that all geographic areas of the City are represented.

C. Vacancies. Vacancies shall be filled by the city council.

D. Chair and Vice Chair. For the first year, the city council shall appoint from among the planning commission members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. Thereafter, members of the planning commission shall nominate and vote for the chair and vice chair positions. [Ord. 06-0255 § 2.]

2.30.030 Meeting.

A. The planning commission shall hold such regular and special meetings as may be necessary to complete its responsibilities. A majority of the planning commission shall constitute a quorum for the transaction of business and a majority vote of voting members present shall be necessary to carry any motion.

B. The planning commission shall adopt such rules and regulations as are necessary for the conduct of its business. [Ord. 06-0255 § 2.]

2.30.040 Duties and responsibilities.

A. The planning commission shall be an advisory body to the city council responsible for the review and making policy recommendations relating to amendment to the comprehensive plan and related land use regulations.

The planning commission shall provide annual reports to the city council on execution of its duties and responsibilities.

B. The planning commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a city council-approved annual docket work program for each year. The planning commission shall hold a public hearing, deliberate, and make recommendations to the city council on said proposals. [Ord. 06-0255 § 2.]

**City of Kenmore
Planning Commission
SCOPE AND RULES**

**Including the Planning Commission Statement of Purpose
and Function, Scope of Work, Rules of Procedure,
and Operational Guidelines.**

Adopted by Planning Commission on April 18, 2007. Revised 2009 and 2013.

KENMORE PLANNING COMMISSION SCOPE AND RULES

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KENMORE PLANNING COMMISSION SCOPE AND RULES

ARTICLE I: AUTHORITY

Section 1: Historical Background

On December 21, 2006, the Kenmore City Council adopted Ordinance 06-0255 which included the adoption of a new Chapter 2.30 of the Kenmore Municipal Code, entitled Planning Commission.

Section 2: Duties and Responsibilities

The duties and responsibilities of the Planning Commission are as described in KMC Section 2.30.040:

- A. The Planning Commission shall be an advisory body to the City Council responsible for review and making policy recommendations relating to amendment to the comprehensive plan and related land use regulations. The Planning Commission shall provide annual reports to the City Council on execution of its duties and responsibilities.
- B. The Planning Commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a City Council approved annual docket work program for each year. The Planning Commission shall hold a public hearing, deliberate and make recommendations to the city on said proposals.

ARTICLE II: MEMBERSHIP

Section 1: Membership

Membership requirements are as described in KMC Section 2.30.020:

- A. Number of Members. The Planning Commission shall consist of seven voting members, each of whom shall serve for a period of three years. The City Council, when making initial appointments, may select some members for two or three year terms to stagger appointments.
- B. Appointment. All members of the Planning Commission shall be appointed by, and serve at the pleasure of a majority of the City Council. All Planning Commission members shall serve without compensation. All members of the Planning Commission shall be Kenmore residents. The City Council shall attempt, but shall not be obligated, to appoint Planning Commission members so that all geographic areas of the city are represented.
- C. Vacancies. Vacancies shall be filled by the City Council.
- D. Chair and Vice Chair. For the first year, the City Council shall appoint from among the Planning Commission members, a Chair who shall preside at all meetings and a Vice Chair who shall preside in the absence of the Chair. Thereafter, members of the Planning Commission shall nominate and vote for the Chair and Vice Chair positions.

KENMORE PLANNING COMMISSION SCOPE AND RULES

Section 2: Nominations and Elections of Officers

Elections of officers shall take place annually at the first regular meeting of the Planning Commission each calendar year. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominees receiving a majority vote of those present shall be declared elected.

Section 3: Term of Office

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) calendar year.

Section 4: Vacancies in Offices

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

Section 5: Resignation or Removal of Planning Commission Member

In the event that a Planning Commissioner can no longer fulfill his or her responsibilities, or is no longer a full-time resident of the City of Kenmore or misses twenty-five percent (25%) or more of the Commission's regularly scheduled meetings within a twelve (12) month period (unless excused by the Commission), it may be appropriate that the Commissioner resign or be removed from the Commission. The procedures for resignation or removal are outlined as follows:

A. Resignation

Whenever a Planning Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor and the Chair.

B. Removal

1. Per KMC 2.30.020 all members of the Planning Commission are appointed by, and serve at the pleasure of, a majority of the City Council.

The Planning Commission may recommend to the Mayor and City Council the removal of any Planning Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled meetings within any twelve (12) month period without being excused by the Chair, or in the opinion of the Commission, is unable to fulfill the duties of a Commissioner.

2. Recommendations for removal must be recommended by at least four (4) members of the Planning Commission.
3. A Planning Commissioner may be removed, after public hearing, by the Mayor, with the approval of the City Council for inefficiency, neglect of duty or malfeasance in office.

KENMORE PLANNING COMMISSION SCOPE AND RULES

Section 6: Duties of Officers

A. Chair

The Chair shall preside over the Planning Commission and exercise all the powers incidental to the office, retaining however, the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions. The Chair may call special meetings of the Planning Commission in accordance with the Scope and Rules, sign documents and see to it that all actions of the Commission are properly taken.

B. Vice Chair

During the absence, disability or disqualification of the Chair, the Vice Chair shall assume the duties and powers of the Chair during this period. The Vice Chair shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions.

C. Executive Secretary

The Director of Community Development shall serve as Executive Secretary of the Planning Commission. The Director may designate a staff member to perform any of the duties of the Executive Secretary and shall provide other staff services necessary to carry out the work the Planning Commission.

ARTICLE III: MEETINGS

Section 1: Meetings

The regular meetings of the Commission shall be held on the first and third Tuesday of every calendar month at a time set in advance by the Planning Commission so as to ensure reasonable public participation, PROVIDED:

- A.** If the regular meeting falls on a legal holiday, that meeting shall be held on the following Tuesday unless the Commission, by formal action, sets a special meeting day.
- B.** A quorum of the Commission may, at any regular meeting, substitute another day for the regular meeting of the following month and shall cause notice to be given thereof in the manner provided for notice of a special meeting day.
- C.** If, for any reason, the business to be considered at a regular or special meeting day cannot be then completed, the Commission may at such meeting recess and designate the time to reconvene to consider the uncompleted matter, provided that such action shall be publicly announced at the meeting. Notice thereof shall be posted in a conspicuous place in the Kenmore City Hall. Provided further that if such reconvened meeting is not held on a regular meeting day, notice thereof shall be given in the manner provided for notice of a special meeting day.

KENMORE PLANNING COMMISSION SCOPE AND RULES

- D.** Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice Chair, or by at least four (4) members of the Commission, by delivering personally, electronically, or by mail, written notice to each member of the Commission. Such notice must be delivered personally, electronically or by mail at least seventy-two (72) hours before the time of such meetings as specified in the notice. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- E.** All regular and special meetings of the Planning Commission shall be open and the public shall be permitted to attend.

Section 2: Agenda and Staff Reports for Regular and Special Meetings

A copy of the agenda for every regular and special meeting of the Kenmore Planning Commission shall be provided each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered.

The Executive Secretary of the Kenmore Planning Commission, in consultation with the Chair, shall set the agenda for any given meeting. No subject matter shall be placed on the agenda for action at any given meeting which was not formally filed with the Kenmore Department of Community Development, as hereafter provided, or which was not initiated by motion of the Kenmore Planning Commission or City Council. The Chair may, however, place housekeeping and non-action items on the agenda.

Where any matters filed with the Department of Community Development for consideration and action by the Planning Commission, which matter is deemed by the Director of Community Development to be of concern to other departments of the City and other public agencies, the Department shall notify each such interested department or agency of the impending matter and request a report or recommendation, if any, on the matter. The notification to the other departments or agencies shall include any pertinent information, maps or other material and data as will clearly indicate the type of action under consideration. Information resulting from the departmental or agency reports and recommendations shall be considered by the Planning Commission at the time the matter is before it.

The Kenmore Community Development staff shall review the items on the agenda and submit the staff's recommendations and findings to the Planning Commission prior to a regular meeting.

Section 3: Minutes and Records

A record of proceedings of all official meetings shall be recorded and made a part of a permanent public record along with applications made under provisions of law and the complete files of proceedings and actions taken in connection therewith. The agenda, with a record of action taken and attendance, shall constitute the record of proceedings.

KENMORE PLANNING COMMISSION SCOPE AND RULES

A copy of the records of proceedings taken at any meeting shall be provided by the Kenmore Community Development Department staff to anyone on request, at costs as established by the City of Kenmore.

Formal recommendations considered by the Planning Commission shall constitute a part of the public record of the meeting at which such recommendation was considered, provided that the text of any such recommendation may be considered as being contained in the record of proceedings when properly identified as to the agenda item and/or case file number.

All actions of the Planning Commission, whether by motion or resolution, shall be considered conclusive as to general import as of the date of such action, provided the Chair has authority to modify non-substantive items.

Section 4: Public Hearings and Meetings

Public Hearings and meetings conducted by the Planning Commission shall conform to the provisions of law in the matter of public notice, time, number and reporting.

In all cases where it shall appear that any notice of publication or posting or communication may be defective, any member, after hearing the statement of the defect, can rise to a point of order and request that the issue of notice be tabled and that the matter proceed, reserving to any aggrieved person the right to appeal to the Planning Commission and, upon a vote by the majority, the issue of notice shall become moot as to the Planning Commission. The tabling of an issue of notice shall not prejudice the rights of any aggrieved party to full consideration of the apparent defect at a subsequent review phase.

Section 5: Order of Business

The regular order of business at regular meetings of the Kenmore Planning Commission shall be:

- A. Call to Order
- B. Approval or Corrections of Previous Meeting Minutes
- C. Citizen Comments (on matters not on tonight's agenda)
- D. Council Liaison Report
- E. Public Hearing(s)
- F. Work Session(s)
- G. Business
- H. Community Development Director's Report and Informational Item(s)
- I. Adjournment

Section 6: Conduct of Public Hearings

- A. The Chair opens the Public Hearing and orally summarizes the application before the Kenmore Planning Commission.

KENMORE PLANNING COMMISSION SCOPE AND RULES

- B. The Community Development Director, or designated staff, provides background information, technical analysis, reviews planning considerations and policy, and summarizes the Department's findings and recommendation to the Planning Commission. Copies of staff testimony and reports should be submitted in writing to be made part of the record.
- C. Upon recognition by the Chair, a Planning Commissioner may ask relevant questions on the application to staff.
- D. The Chair opens the public hearing portion of the deliberation.
- E. The applicant, or designated representative, is invited to speak on behalf of the application. Upon recognition of the Chair, a Planning Commissioner may ask relevant questions to the applicant, applicant's designated representative or to the planning staff.
- F. The public is invited to speak for or against this application. In the event that there are large numbers of individuals seeking to speak on the issue, the Chair may limit the time that each individual may speak on the issue. The Chair should alternate between proponents and opponents when possible to provide for a balanced discussion of the application. Upon recognition of the Chair, a Planning Commissioner may ask relevant questions of the individual testifying.
- G. After the general public have commented on the application, the applicant is invited to speak in rebuttal or to answer questions that may have arisen.
- H. The general public is given another opportunity to rebut comments by the applicant.
- I. The Chair calls a third time for public testimony, upon hearing none the public testimony portion of the public hearing is officially closed.
- J. The Chair now opens the session for Planning Commissioner deliberations and action. Upon recognition by the Chair, a Planning Commissioner may direct specific questions to staff, applicant, applicant's representative, citizen or fellow Planning Commissioner to clarify issues, comments or technical questions that may not have been directly addressed during the public testimony portion of the public hearing.
- K. After reasonable time, the Chair closes further discussions and entertains a motion from the Planning Commission. The Planning Commission may approve, modify, reject or continue the item until another Planning Commission meeting date certain.
- L. After a motion is made and seconded, the Chair entertains additional discussion on the motion. Upon recognition of the Chair, a Planning Commissioner may exercise further parliamentary actions on the original motion.
- M. Upon hearing no further deliberation, the Chair takes a vote on the motion or any subsidiary motions and directs the Executive Secretary to record the formal action as required by these Scope and Rules.

Section 7: Conduct of Public Meetings

Under the Growth Management Act of the State of Washington, a single level of formal legislative review must be adopted by each jurisdiction. The City Council has reserved this legislative review on certain planning issues requiring a quasi-judicial determination.

KENMORE PLANNING COMMISSION SCOPE AND RULES

These public meetings will be conducted on an informal basis to provide guidance to the applicant in advance of formal City Council consideration.

These public meetings shall be generally conducted in the following manner:

- A. Open the meeting and review the meeting procedures (Chair).
- B. Summarize the application (Staff).
- C. Describe the review process and “record-to-date” (Staff).
- D. Present proposal (applicant).
- E. Receive and discuss public comments (Planning Commission and public).
- F. Report and recommendation:
 - 1. Summarize highlights of the meeting (Chair).
 - 2. Make recommendation (Planning Commission).
 - 3. Draft meeting report (Staff).
- G. Report to the City Council (Staff).

Section 8: Special Meetings

Special meetings and work sessions may be called:

- A. By the request of the Chair, or in the Chair’s absence by the acting Chair as set forth in the provisions under Article III, Section 1.
- B. By the written request of four (4) or more members of the Planning Commission.
- C. By sustained motion of the Planning Commission.

Written notice of all study sessions and special meetings shall be provided to all members of the Planning Commission and public in accordance with all applicable rules for public notice.

Section 9: Quorum

Four (4) members of the Kenmore Planning Commission shall constitute a quorum. A Kenmore Planning Commission member may attend a regular or special meeting by telephone and have the same rights as if they were attending the meeting in person.

All actions of the Kenmore Planning Commission shall be determined by a minimum of four (4) affirmative votes of the total Commission. If any member of the Kenmore Planning Commission is unable to attend a regular or special meeting, they may delegate their vote by written proxy to another Kenmore Planning Commission member. Written notice of such proxy shall be provided to the full Kenmore Planning Commission prior to the meeting.

Section 10: Rules of Procedures

KENMORE PLANNING COMMISSION SCOPE AND RULES

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order (Latest Edition), unless specifically provided otherwise by these Scope and Rules, applicable City Ordinance or State Statute.

Section 11: Time and Length of Meetings

Planning Commission meetings shall begin at 7:00 p.m. and continue until 9:30 p.m. unless adjourned. After 9:30 p.m., the Planning Commission shall hear no new subjects, unless a majority of the Planning Commissioners present should decide otherwise. Meetings may begin earlier by prior determination of the Planning Commission. Public notifications of such meetings shall place a special emphasis on the earlier start time.

Section 12: Motions and Voting

Unless waived, motions shall be restated by the Chair before a vote is taken. The names of the maker and second shall be recorded in the minutes of the meeting.

ARTICLE IV: PLANNING COMMISSIONER CONDUCT

Section 1: Public Statements

While any Planning Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Kenmore Planning Commission shall not be made in advance of the Kenmore Planning Commission's final determination of the matter, except as directed or authorized by a majority of the entire Kenmore Planning Commission at any special or regular meeting or public hearing. The Kenmore Planning Commission shall appoint one of its members to issue such statements as the Kenmore Planning Commission deems necessary. This shall not prejudice the right of any dissenting members to express their minority position.

Lobbying efforts by any Advisory Bodies on legislative, or political, matters should first be checked for consistency with existing City policy by contacting the City Manager. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an Advisory Body.

Section 2: Ex-Parte Contacts and Sharing of Information

It is in the public interest that, to the greatest extent possible, all members of the Planning Commission should have an opportunity to be aware of and act upon the information that is available to other members. Therefore, all members are encouraged to place upon the record of the Planning Commission the substance of all ex-parte contacts that have occurred during the time that either a quasi-judicial or legislative matter has been introduced and is still before the Planning Commission for a decision. Examples of legislative issues on which the Planning Commission deliberates and makes recommendations include comprehensive plan amendments, code amendments, and other policy recommendations.

KENMORE PLANNING COMMISSION SCOPE AND RULES

With respect to matters of a quasi-judicial nature, members shall abide by the provisions of the Appearance of Fairness Doctrine of the State of Washington, as codified at RCW 42.36; as adopted or subsequently amended. Examples of quasi-judicial land use matters are those which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceedings. Ex-parte communications during the pendency of any quasi-judicial proceeding are prohibited unless the member engaged in such communications: 1) places on the record the substance of any written or oral ex-parte communications concerning the decision of action; and 2) provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered.

Section 3: Conflict of Interest or Appearance of Fairness

If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Kenmore Planning Commission, it shall be the member's duty to openly state the nature of such conflict, and then to refrain from participating in any subsequent deliberation of the Kenmore Planning Commission and the decision-making process with respect to the matter.

Section 4: Attendance

Regular attendance of Planning Commissioners at regularly scheduled or special meetings is important and critical to the operation of this advisory body. Each Planning Commissioner is responsible for notifying the Chair and Planning Department when a scheduling conflict arises that prevents a Commissioner from attending a scheduled meeting.

In the event that a Planning Commissioner cannot actively participate in regularly scheduled or special meetings, the Planning Commissioner should consult with the Chair and the Executive Secretary to determine if his or her absence can be accommodated. If the scheduled absence proves disruptive, the Planning Commissioner should consider resigning his or her Planning Commission position.

Section 5: Conduct of Business

The Chair shall direct the conduct of meetings. A Planning Commissioner should seek recognition of the Chair before speaking.

Section 6: Decision of the Commission

The Kenmore Planning Commission's goal is to provide a consensus recommendation to the City Council on matters referred to the Planning Commission for action after full and complete discussion with all members in attendance. Each Planning Commission member should strive to fulfill this goal by attending as many Commission meetings as possible and by expressing his or her views.

When, despite the best efforts of each member, a consensus cannot be reached, minority reports may be prepared and forwarded to the City Council. When a decision is reached, a member not voting with the majority may prepare a minority report. When

KENMORE PLANNING COMMISSION SCOPE AND RULES

the minority is comprised of more than one individual, and if requested, the minority report may be prepared by Community Development Department staff.

A minority report, or request for preparation of a minority report, shall be made within seven (7) calendar days of the date of majority action, or the right to transmit such report shall be deemed to have been waived. All minority reports shall be signed by the members who prepare, or request preparation, of the report and shall be forwarded to the Mayor and City Council by the Chair. Minority reports will be transmitted by the Chair at the same time as the majority recommendation is transmitted, with copies distributed to all members.

In every case where the action of the Planning Commission is overruled, reversed or not adopted by the City Council, the Executive Secretary will make available to the Kenmore Planning Commission, at its next regular meeting, the findings, conclusions and decision of the City Council.

ARTICLE V: AMENDMENTS

These Scope and Rules may be amended at any regular meeting by the affirmative vote of four (4) members of the Planning Commission; provided that the proposed amendments, together with the precise wording of such changes, have been presented at the previous meeting.



 **2019-20**
PROPOSED
BIENNIAL BUDGET

CITY OF KENMORE, WA



City of Kenmore, Washington

2019-2020 Proposed Preliminary Budget

David Baker, Mayor
Nigel Herbig, Deputy Mayor
Milton Curtis, Councilmember
Stacey Denuski, Councilmember
Brent Smith, Councilmember
Joe Marshall, Councilmember
Debra Srebnik, Councilmember

Rob Karlinsey, City Manager
Joanne M. Gregory, CPA, Finance Director

For the Period January 1, 2019 – December 31, 2020

Copies of the 2019-2020 Proposed Preliminary Budget are available for viewing on the City's website www.kenmorewa.gov, and at City Hall

City of Kenmore, Washington

Introduction

City of Kenmore, Washington Reader's Guide to the Budget

The City of Kenmore is required by State law to adopt a balanced budget each year. Understanding a governmental budget and its specialized terminology and organization can be a challenge. This Readers' Guide is being provided to highlight the kinds of information contained in this document and to make the City's budget more understandable and useable for the reader.

Organization of the Budget Document:

This budget document contains legally required budget information, description background information and various graphs and tables that will be helpful to the readers' understanding. It is organized into eight major sections to help the reader more easily find information about the city and its budget. These sections are which follow after the Table of Contents are: Introduction, City Profile, Budget Guide, Executive Summary, Operating Budget, Other Funds' Budgets, Capital Program, and Appendix.

Introduction:

This section introduces the reader to the contents of the budget document along with the transmittal letter prepared by the City Manager which provides an overview of the process and policies that guided the preparation of the current City budget.

It includes the following:

- Reader's Guide to the Budget
- The City Manager's Budget Message
- City Results Maps for Priority Based Budgeting

City Profile:

This section tells the reader more about the City of Kenmore, the organization of the City, and the goals, and work plans that accomplish the work of the City.

It includes an organizational chart, the City's Vision, Mission Statement and Goals, Employee Values, a profile of the City and maps.

Budget Guide:

This section provides information about how the budget is developed and describes the City's financial policies.

It includes the steps in the budget preparation process, policies, accounting and budgeting information and details about debt.

Executive Summary:

This section provides a broad review of revenues and expenditures for all of the City's funds in a variety of tables and graphs to help the reader further understand the budget as a whole.

It includes information about personnel, assumptions used in the development of the revenues and expenditures, and summary information and charts showing City-wide sources and uses of funds and cash.

Operating Budget:

In this section summary information about the General Fund budget is presented. The General Fund budget is the operating budget of the City.

City of Kenmore, Washington Reader's Guide to the Budget

It includes summary information and charts showing sources and uses of funds and the individual department, or cost center, budgets.

Other Funds' Budgets:

Information about the budgets for the other funds of the City is included here and describes the purpose of each fund, 2017-2018 achievements, 2019-2020 objectives, budget highlights, and detailed revenue and expenditure budgets.

Capital Program:

This section describes the adopted six-year plan for capital improvements within the City and includes a description of the Capital Improvement Program, summary tables of park, transportation, and surface water capital improvements, and descriptions of the projects included in the program.

Appendix:

This section provides a supplementary reference for the reader and includes:

- 17-0448 Budget Amendment Ordinance
- 2018 Fee Resolution and Schedule
- The Investment Policy
- Glossary and Acronyms



City of Kenmore, Washington

October 8, 2018

Honorable Members of the City Council
City of Kenmore
18120 68th Avenue NE
Kenmore, WA 98028

Honorable Mayor, Deputy Mayor, and City Council:

We are pleased to present the proposed biennial budget for the years 2019 and 2020. As we near the completion of the second decade in the 21st century, I am amazed to see how far Kenmore has come and all that has been accomplished since Kenmore incorporated in 1998. The celebration of 20 years of cityhood this past year was fantastic, and our community's enthusiasm for and pride in Kenmore was palpable. Public safety services, pedestrian and bicycle infrastructure, parks and recreation, access to the waterfront, sense of place and community, control of our destiny, and much more have seen improvements by leaps and bounds since incorporation 20 years ago, and these improvements do not go unnoticed or unappreciated.

Thanks to your leadership and direction as well as the support of our citizens, we look forward to Kenmore's next 20 years with great anticipation and excitement. Given the ambitious goals you have set, we have our work cut out for us—and we are up to the task! Target Zero, Walkways & Waterways, Lakepointe, bus rapid transit, economic development, affordable housing, and providing essential city services will ensure that there will never be a dull moment here at City Hall.

This proposed budget allocates resources toward your Council goals while still providing significant funding to basic and core services such as police, criminal justice, parks, surface water maintenance, land use planning, and protecting our natural environment. As costs for existing services continue to rise faster than operating revenues, it has become increasingly challenging to produce a balanced budget. Eventually, we will need to have a broader discussion with the community about the structural revenue problem that many bedroom communities like Kenmore face. I will discuss our budget picture later in this document; but the positive news is we are proposing a balanced budget that allocates resources to provide important projects and services that will make a positive difference in the lives of our residents.

2019-2020 Budget Highlights

This budget is goal and priority driven. The City Council, as the elected representatives of the citizens of Kenmore, has adopted a set of major goals. These goals are as follows:

2018-2019 City Council Goals

1. To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.
 - Implement the Sidewalk Plan
2. To implement the Walkways and Waterways projects.
3. To continue to seek opportunities to complete a successful Lakepointe project.
4. To actively insure the implementation of Sound Transit 3 Projects for SR 522.
5. To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:
 - Advance public access to water
 - Create a vibrant, walkable downtown
 - Attract new businesses and support existing businesses
 - Promote the image of Kenmore
6. To continue to implement a Parks Improvement Plan.
7. To increase the affordable housing stock.
8. To protect and enhance the water, air and forest environment.
9. To build community and create fun.
10. To continue to seek funds to mitigate State impacts on the City's transportation System.

In addition to Council goals, we can look to a set of value-based criteria called Priority-Based Budgeting (PBB) results. Like Council goals, these results were set by the City Council early on in the budgeting process. These results include:

1. Access to quality cultural, recreational, educational and leisure opportunities
2. Attractive, well-planned, enduring and desirable place to live and work
3. Connected, involved and family-oriented community that values diversity

4. Effective mobility and connected, reliable transportation systems
5. Prosperous, vibrant and sustainable economy
6. Safe and secure community
7. Sustainable, healthy environment and the preservation of natural resources
8. Good 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

Using the above results, Priority Based Budgeting provides a systematic way of looking at the budget “through a new lens” as PBB founder Chris Fabian says. Through the PBB method, we identify, define and assign a cost to all of our city programs. The cost of each program is all-inclusive, including staff time. Once the programs are identified and costed, they are all scored using the results listed above. Scoring involves department self-scoring and peer-review scoring by other departments. Programs are then ranked by their score and assigned to quartiles, then quantified by cost in those quartiles.

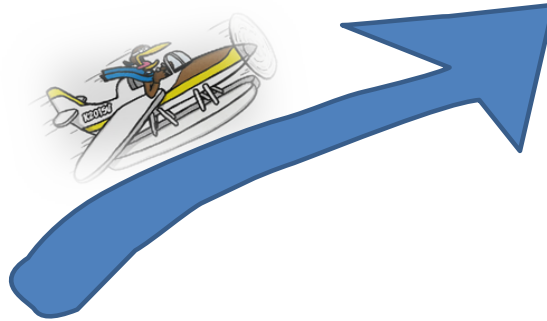
By viewing how we’re spending resources in this way, PBB can give us further insight into whether we are allocating resources where our priorities (i.e. highest scoring programs) are, given our limited resources. As costs continue to rise faster than revenues, PBB may prove to be especially useful in helping us adjust service levels in some programs.

In addition to Council Goals and PBB, our other guides in building the budget include Council-adopted policies such as the City’s 20-Year Vision Statement and Comprehensive Plan, as well as more specific policies such as the Target Zero Resolution for pedestrian and bicycle safety.

Using the City Council’s goals, priority-based results, and other adopted policies to guide the way, the proposed budget allocates resources towards advancing these goals and policies.

With all of these goals, results, and policies in mind, I prefer to capture our work and all that we do for the City in the following statement:

Kenmore is on an upward trajectory of becoming.



All of our programs, tasks, and daily work are toward that end—helping Kenmore move upward toward its potential. Much of the work we do prevents human suffering (preventing traffic accidents, reducing crime, etc.), and a large portion of our work facilitates fulfillment and happiness (protecting the character of our neighborhoods through good planning and visioning; promoting affordable housing options; bringing recreation opportunities and fun events to the community; providing great, walkable public spaces; and much more).

Protecting and improving our natural resources will also propel Kenmore upward, and we are allocating resources accordingly. We are inevitably connected to our natural environment, and the healthier our rivers and wildlife habitat, the better off we are as humans and as a community. (more to come on this subject)

Kenmore's upward trajectory doesn't happen overnight—it takes place one small step, one tiny drop at a time. All of these seemingly small daily efforts add up over time, and I refer to this process as:

Relentless Incrementalism.

We need to stay focused and relentlessly pursue our goals day in and day out. We must not give up or lose focus. Just as a child grows to adulthood, we may not be able to see noticeable differences from day to day; but added up over a year or five years, the improvements are very noticeable and impressive. On this upward journey, we need to make sure to concentrate on our vision while celebrating our successes along the way.

While very rewarding in the end, sustaining that upward trajectory through relentless incrementalism is not and will not be easy. In fact, making progress usually means doing hard things. Walkways and Waterways, Lakepointe, the West Sammamish River Bridge, downtown redevelopment, alleviating the homeless crisis, improving the water quality of our rivers and the Lake—none of those things are easy. They're hard! But I know we have an amazing community and a strong City team that keep us on that upward momentum. We have done it, and we can do it!

Of the many meaningful and important services and projects that will propel us upward in the next biennium, I would like to highlight the following:

- Pedestrian and Bicycle Safety
- Walkways & Waterways
- Lakepointe
- Water Quality and Riparian Habitat Restoration
- Downtown Sense of Place
- Public Works, Including the In-House Transition
- Organizational Health
- Affordable Housing and Human Services
- Pavement Preservation
- Recreation Coordination
- Geographic Information System

Pedestrian and Bicycle Safety

Pedestrian and bicycle safety continues to be a top priority as demonstrated by the City Council's Number 1 priority goal "To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel." This goal includes implementing the Sidewalk Plan.

This two-year budget builds upon our prior pedestrian and bicycle safety accomplishments. City Council Resolution No. 14-235 adopting a "Target Zero" goal for no pedestrian and bicycle deaths or fatalities from collisions with motorized vehicles continues to provide a good vision for what we are trying to accomplish.

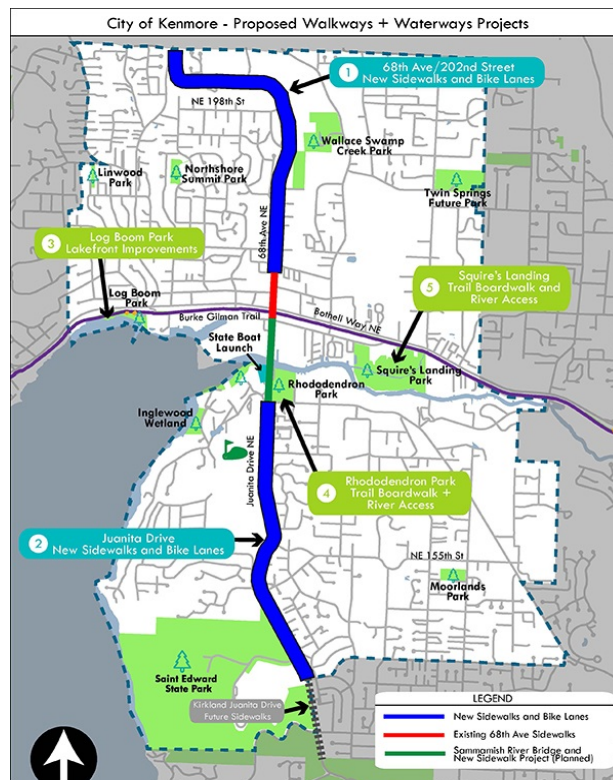


Keeping this Target Zero goal at the forefront, we will continue to fund a full-time traffic engineer who will keep pedestrian and bicycle safety improvements as a top priority. In addition, our projects to build new sidewalks and bicycle lanes will continue forward, as will our targeted enforcement and education efforts.

Walkways & Waterways

I'm pleased with the progress that we're making on the Walkways and Waterways (W&W) capital projects approved by the Kenmore voters in November 2016. We've already completed

one of the W&W projects, Rhododendron Park boardwalk and waterfront access, ahead of schedule. Design and permitting continue for the other four projects, and we anticipate meeting the schedule as forecasted during the W&W ballot measure process.



However, staying within the project budgets and delivering what was described in the bond measure is proving to be a challenge. Construction costs in the region have jumped in recent years, even more so than was predicted in the pre-bond measure cost estimates. The good news is that we have identified potential grants and other sources of revenue that should supplement the funding provided by the W&W bond. These additional resources should help us deliver what our residents voted for.

We are also looking ahead to the operational costs that the Walkways & Waterways will bring when they come on line in the early- to mid-2020s. By bringing our Public Works maintenance operations in house, I believe we will see efficiencies that will allow us to use our maintenance resources more efficiently; that said, we need to plan for additional resources when the Walkways & Waterways projects are complete.

Lakepointe

Lakepointe has been a prominent topic in Kenmore for many years, and I have discussed Lakepointe in all of my biennium budget messages since my arrival in 2012. Are we getting anywhere with Lakepointe? I believe we are, but not without great persistence, patience, and partnerships. Lakepointe is large, complex, and fraught with challenges—not the least among which are the pile driving costs associated with landfill material placed there many decades ago—and it will take a committed, unrelenting team of players (city, developer, and others) to get it off the ground.

This last summer we, in partnership with the developer, accomplished an important milestone—the completion of a financial pro forma report that analyzes the financial feasibility of the Lakepointe project and its funding gap due to the site’s extraordinary costs. Knowing the gap, we can work with the developer to narrow the gap through tools available to the City (e.g. multi-family property tax exemption over a number of years), while assuring that the project produces public benefits and amenities.



Lakepointe is the last undeveloped site of its kind on Lake Washington and has the potential to transform our downtown, provide new housing, office, and retail service options for our community, and produce unprecedented new public open space, waterfront access, and other recreational opportunities. Lakepointe can be a true waterfront village right in the heart of our city.

As I said, however, getting there is far from easy. How to mitigate traffic and other impacts and how to close the gap caused by the extraordinary costs will be the major obstacles. But I believe we are further along than we were two years ago, especially with the completion of the financial pro forma report. I believe our audacious “man on the moon” goal set in 2013 is still achievable: to see Lakepointe break ground by the year 2023.

For the 2019-2020 biennium, we plan to continue to work with the Lakepointe developer towards a quality project that will be a true jewel for Kenmore. A major milestone would be for the developer to design and submit a full site plan application sometime in either 2019 or 2020. City resources will be needed to assist in achieving that milestone, and the 2019-2020 proposed

budget includes \$250,000 of consultant services expended by the City but reimbursed by the developer.

Surface Water Quality and Riparian Habitat Restoration

Protecting our natural environment is another very important city mission, and this budget includes resources dedicated to improving the quality of our wetlands, streams, rivers, and the Lake, as well as the surrounding tree canopy and wildlife habitat that depends on those natural resources. In 2018, we began the process to update our Critical Areas (e.g. wetlands) and Shoreline Regulations, and we hope to wrap that up in the first half of 2019. These changes will bring our codes up to date with the latest science and changes at the State level.

Beyond regulatory changes, we will be working to leverage the resources of the non-profit sector to perform riparian habitat restoration along the banks of the Sammamish River. In partnership with our upstream cities, we have been in communications with Forterra to begin an initiative to remove invasive weeds and replace them with native plants along the River, similar to the very successful effort that Forterra recently led on the Cedar River.

As for our daily surface water operations, due to increasing surface water requirements from the state as well as rising workload demands from more drainage facilities coming on line to inspect and maintain, I am proposing to add a second surface water technician to the 2019-2020 budget. This position will be funded by revenue from newly developed properties as well as a proposed surface water rate increase.

Since our first Surface Water Technician was hired in 2012 (when we took maintenance and inspections over from King County), there were approximately 80 private drainage facilities¹ and 105 public drainage facilities in the City's inventory. These numbers have increased to 138 private facilities (31% increase) and 205 public facilities (95% increase) in 2018.

The private drainage facility inspection program consists of an initial inspection of the facility followed with a maintenance correction letter (MCL) to the property owner, if needed. Follow up with property owners through technical assistance, education and enforcement, when needed, is critical to keep these facilities operating as designed and to protect our waterways and natural habitat. As the program has matured, SWM staff have become more efficient; however, as the volume of facilities increase so does the need for staff resources.

The public drainage facility inspection program consists of an initial inspection of City-owned drainage facilities followed by work orders to various contractors, and soon to be, internal maintenance staff (previously King County and Lake Forest Park). Follow up inspections and on-site coordination with contractors is often necessary. Additionally, to continue meeting NPDES (National Pollutant Discharge Elimination System) Permit requirements with public facility inspections, SWM staff have contracted with PACE Engineering to provide additional inspection services to supplement City staff at a cost of approximately \$26,000 annually. This cost will be eliminated with the addition of a second Surface Water Technician.

¹ "Facilities," for this discussion are detention ponds and underground vaults, as well other flow-control structures. Catch basins and conveyance pipes are in addition and not "facilities" for purpose of this discussion.

The following describes new Surface Water Technician duties added after the first technician was hired in 2012:

1. Beginning in 2016, the City ended drainage facility mowing services with King County and contracted the service with a private company. Overall, this operational change saves the City money (while offering a higher level of service) but requires additional staff time to manage and inspect. This additional time is captured in the public drainage facility program.
2. Beginning in 2017, inspection requirements outlined in the City's Western Washington Phase II Storm Water Permit (NPDES Permit) increased significantly, including requirements to conduct inspections on developing properties, particularly for erosion and sediment control (ESC). Prior to 2017 these requirements typically only included 12-15 projects, and in 2017 it included over 100. The Surface Water Technician will also coordinate the process of transferring new facilities from new development to public works operations and maintenance, including maintenance defect bond tracking and release.
3. Beginning in 2019, the Surface Water Technician position will assume the responsibility of conducting surface water utility locates as required by state law. When this unfunded mandate from the state became effective in 2014, the City's Right-of-Way Inspector assumed the responsibility due to a lack of resources in SWM; however, with Public Works staffing changes in 2019 and additional resources available with an additional Surface Water Technician, this task will be done within SWM. The City may receive over 2,000 surface water utility locate requests annually (up from 0 before 2014).
4. The proposed NPDES Permit is requiring a new source control program in the next permit cycle beginning in 2019. Source control programs include outreach, technical assistance and enforcement to businesses on how to manage water quality on their property. These new requirements will impact businesses that may or may not currently have private drainage facilities on their property. Surface Water Technicians will be trained and equipped to implement this program as it becomes effective in the new NPDES Permit.
5. Duties for the first Surface Water Technician position have included a small amount of outreach and technical assistance in the past; however, more education and outreach duties will be placed on both the first and proposed second Surface Water Technician positions in order to meet current and future NPDES requirements.
6. The Surface Water Technician position has offered some support with service request (CAR) response in the past, however, starting in 2019, this position and the proposed second technician position will play a larger role in conducting initial investigations of SWM service requests. Currently, the City receives over 200 surface water related service requests annually, which is up over 33% since 2012.

The following table summarizes the major duties of the Surface Water Technician position with an estimated FTE allocation proposed for each duty:

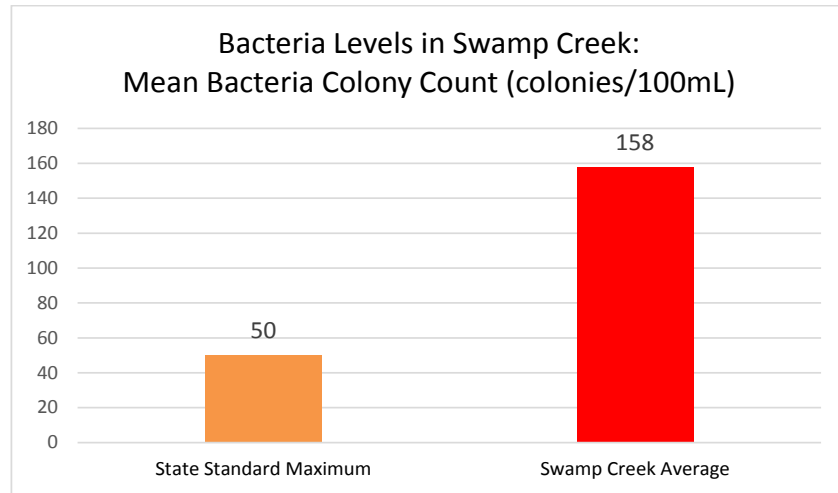
	2010-2012 Number	2012 SW Tech Allocation (FTE)	2019-2020 Number*	2019-2020 SW Tech Proposed Allocation (FTE)
Private Drainage Facilities	80	0.50	138	0.80
Public Drainage Facilities	105	0.45	205	0.80
ESC/Dev Inspections	0	0.00	105	0.05+
Utility Locates	0	0.00	2183	0.18
SWM Service Requests	150	0.01	200+	0.10
Mapping/GIS Updates		0.05		0.05
Source Control Program		0.00		0.05
Outreach Program		0.01		0.05
Other Duties		0.05		0.05
Total FTE		1.07		2.13

** These numbers will continue growing annually*

As shown in the above table, the total FTE allocation (or need) slightly exceeds the proposed 2.0 Surface Water Technicians proposed in this budget. Any additional work needed above what our Surface Water Technicians can provide will be supplemented with interns and/or consultants.

How are we going to pay for these additional resources? This year (2018) we have been conducting a surface water utility rate study to incorporate the costs of added requirements and resources needed to meet increased workload demands. Full cost recovery is the underlying assumption of this study. The last surface water utility rate study was completed ten years ago, and the last surface water utility rate increase was in 2012. The 2018 rate study will likely result in a substantial rate increase. Currently, Kenmore's surface water utility rates are generally lower than our neighboring cities. Kenmore's single family home rate is \$167.40 per year. Neighboring cities range from \$169.70 (Bothell) to \$203.50 (Lake Forest Park), to \$221.28 (Kirkland), and \$240.44 (Woodinville).

Even with additional resources as proposed above, our waterways will continue to be in distress, thanks to regional forces from outside of Kenmore and beyond our immediate control. As required by the state and federal governments, our surface water staff monitor bacteria and other contaminants in Swamp Creek. Measured bacteria levels in Swamp Creek far exceed the state's standards, as shown in the following graph:



As you can see, measured levels² of bacteria in Swamp Creek are more than triple the state standard. The main source of these high levels come from fecal coliform, a form of bacteria that “generally originates in the intestines of warm-blooded animals.” (Fecal coliform, *Wikipedia*) In particular, we believe that pet waste is a contributor to the unhealthy bacteria levels.



Surface Water Manager Richard Sawyer taking a water sample from Swamp Creek

² Average of five Swamp Creek sites sampled between July 2015 and August 2018.

And fecal coliform is only one type of pollutant impacting our local waterways; many other types of pollutants also impair Swamp Creek, Sammamish River, Lake Washington and many of our smaller tributaries. Such pollutants include high temperature, low oxygen, pH, and dissolved metals. For the most part, these pollutants originate upstream and outside of Kenmore; but that fact should not cause us throw up our hands and give up.

As the downstream city, Kenmore needs to continue to take a regional approach in combating the pollution of our waterways. In addition to our many outreach, inspection, and enforcement efforts to our own residents and businesses, we need to keep this problem at the forefront of our upstream neighbors. Only a team approach at the regional level will put a dent in this problem.

Given the high importance of our natural resources and the mandate to protect them, as well as the regional approach needed to combat waterway pollution problems head on, I am proposing to elevate and somewhat broaden the SWM function in our organization. As a result, the Surface Water Manager will start reporting directly to me, and I am proposing a new title of Environmental Services Manager. This position will still be at the manager level, and duties of the position will include not only surface water management but also protection of the broader environment, including air quality and wildlife habitat. This position will coordinate with upstream neighbors and other agencies on projects such as the Sammamish River restoration, waterway pollution reduction, and other joint ventures that require regional cooperation.

With these organizational changes and proposed additional resources, I am confident we can meet the increasing workload demands and state and federal surface water requirements, while doing an even better job of protecting our natural resources right here in Kenmore.

Downtown Sense of Place

It is a thrill to see the work and visioning that produced the 2003 Downtown Plan come to fruition. Creating that true sense of downtown—that elusive sense of place where citizens can walk, gather, and interact, as well as meet their daily needs and have a strong sense of community—has been a central strategy ever since incorporation and is slowly but surely becoming a reality.

The new Town Square and Hangar in the “bull’s eye” of our downtown are more than meeting our expectations and vision that we had for them. The Hangar is proving to be that year-round community living room that we had envisioned, and our partnership with the Hangar’s tenant, Diva Espresso, is fantastic. Both the Beaver and the Otter rooms are being reserved frequently, and the building is proving to be the gathering space that our citizens have been asking for. For the next biennium and beyond, we will continue to make the Hangar and Town Square a great destination and public space.

In addition, with the new Hangar and Town Square at the heart of our downtown, we will continue in a strong support role in helping other downtown property owners redevelop, including the new Seaplane Restaurant to open this year and the new mixed use “Flyway” building next to the Hangar to get under construction in the next few months.

New sidewalks and landscaping have also added to our downtown walkability and sense of place, including those recently built on 68th Avenue and 181st Street. Adding to the sidewalk network and keeping our downtown clean and well maintained will continue to be key ingredients in creating an attractive, walkable city core.

Public Works, Including the In-House Transition

For many years we have contracted with the City of Lake Forest Park for Public Works maintenance services, such as landscape maintenance, road repair, and surface water system maintenance. For a new city, this partnership worked well for Kenmore. However, as citizen requests for services and competing demands between the two cities have increased over the last two decades, the partnership has not worked as well in recent years. As a result, last May the City of Lake Forest Park notified us that they will no longer be providing maintenance services to Kenmore after 2018. We appreciate the service that Lake Forest Park has provided, and we look forward to having our own in-house crew.

Creating a new in-house maintenance operation will be no small chore. We are already ramping up to make it happen, and we have a plan in place to be ready to go by the end of this year. In August we presented an in-house transition plan to the City Council. At an operating level, we expect to provide the same or better services for less cost than we have been paying to Lake Forest Park. However, we will need to locate and fund a permanent site and build a public works facility that will serve our needs long term. This public works facility has been recently added to the adopted Capital Improvement Plan. Our main goals for the in-house public works transition are two-fold:

- Stand up our new in-house operation in December of 2018 and be in full service January of 2019
- Locate a site for a public works operations facility

The most important part of standing up our in-house operation will be to hire new employees. These new positions are as follows and were approved by the City Council in September 2018:

- Streets and Surface Water Maintenance Supervisor (1)
- Maintenance Workers (4)
- Administrative Specialist (1)

The above new positions will be funded from the savings realized from no longer contracting with Lake Forest Park for public works maintenance services. We have our work cut out for us as we transition to an in-house public works operation, and I look forward to the improved local control and service level that will result.

In addition to the changes resulting from the in-house transition, I am also proposing the elimination of the Public Works Director position. As a result, three Public Works division managers will report directly to me: Public Works Operations Manager, City Engineer, and Environmental Services Manager. Some of the salary savings from the Public Works Director position will be used in 2019 to hire a temporary consultant who will help us with the in-house transition and other needs in public works.

I am also proposing a limited term project engineer to assist with capital projects for the next several years. With the elimination of the Public Works Director position and the resulting shift in workload, we will need resources to manage our robust capital program, including the West Sammamish River Bridge project in 2019-2021. This new project engineer position will be funded mostly (approximately 90%) by the revenue sources for the capital projects (mostly grants).

Organizational Health

Here in Kenmore, we place a high value on customer service. When we picture our customers, we typically think of those for whom we provide city services—permit applicants, taxpayers, businesses, visitors, etc. We also have another very important set of customers known as *internal* customers. These internal customers are our city employees—our co-workers. When we are providing great internal customer service within our organization, the desired result is known as employee engagement or high morale.

In their book *Lead With Your Customer*, Mark David Jones and J. Jeff Kober assert that “World class organizations view their employees as internal customers.” (page 5) Kober and Jones emphasize the importance of internal customer service and resulting employee engagement by asserting that organizations “cannot achieve external customer loyalty without first achieving internal customer loyalty.” (page 6)

Starbucks CEO Howard Schultz understood this concept well. “We built the Starbucks brand first with our people, not with our consumers,” Schultz said in his 1997 book *Pour Your Heart Into It*. Back in the 1980s and 1990s, Starbucks led the way in offering health insurance benefits to its part time employees. Schultz knew that investing first in his employees would result in company loyalty as well as passion for the product and the service they provide. So too should we create an environment where our co-workers are highly valued and where we give each other the best internal customer service. Doing so results in high employee engagement which produces outstanding external customer service and even more passion for our mission and the services we provide.

A key component of taking care of our internal customers is compensating them fairly and competitively. In this region and market, it’s easy to lose good people to other cities and the private sector. With average household income going up in the region combined with rising housing and other costs, we need to keep our coworkers whole and prevent them from losing financial ground. Once every two years, as part of the biennial budget preparation, we conduct a salary study to assess whether the City’s salary ranges are competitive with comparable cities in the area, and we make the necessary adjustments in those ranges to stay competitive. We also recommend annual (effective January 1st) wage adjustments based on the Consumer Price Index for the Seattle area. For 2019 we are recommending a CPI-based wage adjustment of 3.6%, and we are forecasting a CPI-based wage adjustment of 3.5% for 2020.

Our benefits package (health insurance, retirement, etc.) is also an important part of compensation, and we have stayed competitive amidst the significant changes in health care over the past decade. I could write a great deal about health care and how insurance coverage has

changed over the years, but for the sake of brevity, I believe we've kept pace with the gradual movement of public sector health insurance coverage towards plans that maintain choice and value for the insured while at the same time giving all parties, including the insured, more of a financial stake in how health insurance dollars are spent.

The Association of Washington Cities' gradual shift from the 100% coverage indemnity plans of the past to the new plans that combine employee cost sharing with employer-funded health savings accounts moves us closer to this value-vs.-incentive balance. And the AWC is seeing results—while we are continuing to see other insurance premiums rise by double digits, the AWC insurance pool's rate increases are historically low, hovering around 4% per year over the last few years—this is unheard of compared to what we experienced in the prior two decades. I recommend that we continue using AWC's cost sharing insurance plan while continuing to fund the employees' health savings accounts at the same level.

In addition to fair compensation, a pillar of strong employee engagement and resulting passion for service is having a clear service vision established, with accompanying values and agreed-upon behaviors that go with each of those values. This last year we worked together as an organization to create a service vision along with agreed-upon values and behaviors. The service vision, values, and behaviors we established are as follows:

Service Vision:

Propelling Kenmore Upward

- **We create a thriving community**
- **We help people love where they live**

Organizational Values & Behaviors:

Safety

- I emphasize safety in all we do
- I seek out safety opportunities in our community
- I proactively identify, report, and follow up on safety concerns
- I protect the natural and physical assets of our community
- I speak up to ensure the safety of others

Integrity

- I walk the talk, modeling what I expect of others
- I care about the quality and accuracy of my work
- I strive to be fair and honest
- I assume good intent in my interactions with others

Courteous

- I am friendly and cordial
- I exercise patience
- I treat others the way they want to be treated (the Platinum rule)

- I go out of my way to help

Proactive

- I seek to know, understand, and anticipate the needs of the community and individuals I serve
- I exceed expectations others have of me
- I model an aspirational, “can do” attitude
- I find ways to make it easier for people to do business with us
- I seek continuous improvement and innovation

Collaborative

- I invest the time to build relationships of trust with others
- I build on the strengths and diversity of our community
- I share the information others need, making it easy to access
- I pitch in to support others, providing resources needed for success
- I pull down silos and bring people together

The service vision and accompanying values and behaviors shown above serve as a strong base in moving toward the results we are striving to achieve—high morale, employee engagement, outstanding internal and external customer service, City Council goals, priority-based budgeting results, and overall all organizational health.

Speaking of organizational health, management expert Patrick Lencioni makes a distinction between “smart” organizations and “healthy” organizations. In his book *The Advantage*, Lencioni asserts that while it’s great to have smart people working in your organization, it’s even more important to have a healthy organization where internal politics are minimized, trust is maximized, and constructive conflict is frequent:

The seminal difference between successful companies and mediocre or unsuccessful ones has little, if anything, to do with what they know or how smart they are; it has everything to do with how healthy they are. (page 8)

An organization that is healthy will inevitably get smarter over time. . . . Without politics and confusion getting in their way, they cycle through problems and rally around solutions much faster than their dysfunctional and political rivals do. . . (page 9)

Because of the success it produces and the employee fulfillment it generates, organizational health will continue to be a top priority of mine, and it starts at the management level. Trust, cohesiveness, and clarity on vision and priorities begins with leadership and permeates throughout the organization. The more I work toward organizational health the more I realize that it’s a long-haul journey, and the more I learn about it. I still have a lot to learn, but I do know that I have a management team and an entire organization made up of great people who are committed to organizational health and providing that first-rate internal and external customer service I spoke of earlier.

In this coming biennium I fully intend to continue that journey toward organizational health and make it a top priority. We have excellent tools to do so, and I, with the help of my team and the foundation we have already established, will make use of those tools toward the goal of an even more healthy and successful organization.

Affordable Housing and Human Services

While our regional economy is booming, we are aware of many who are not realizing the benefits or who are being hurt by the economic growth. Thanks to rising rents and home prices, many are finding it more difficult to reside within a reasonable commute to where they work, and regional homelessness is on the rise. Human Services funding requests remain steady, and the need for assistance is stronger than ever.

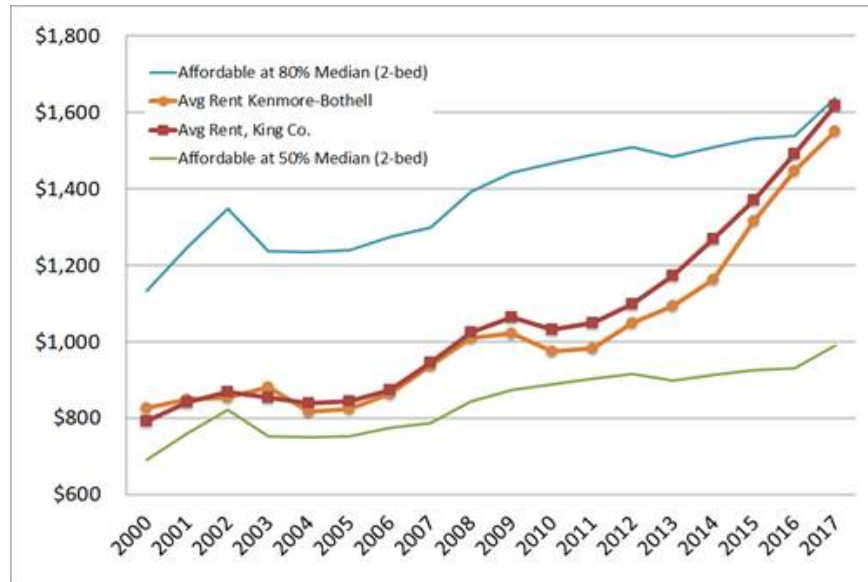
During the last biennium budget cycle, we reviewed human service funding levels of other cities in the area, and the City Council established \$7.53 per capita as the size of the City's human services grant budget. Setting a per capita amount allows the funding to grow with the City's population.

Using the same per capita rate for the 2019/2020 Human Services Funding Cycle and assuming a population of 22,920, the proposed human services budget is \$172,588 per year or \$345,176 for the 2019-2020 biennium.

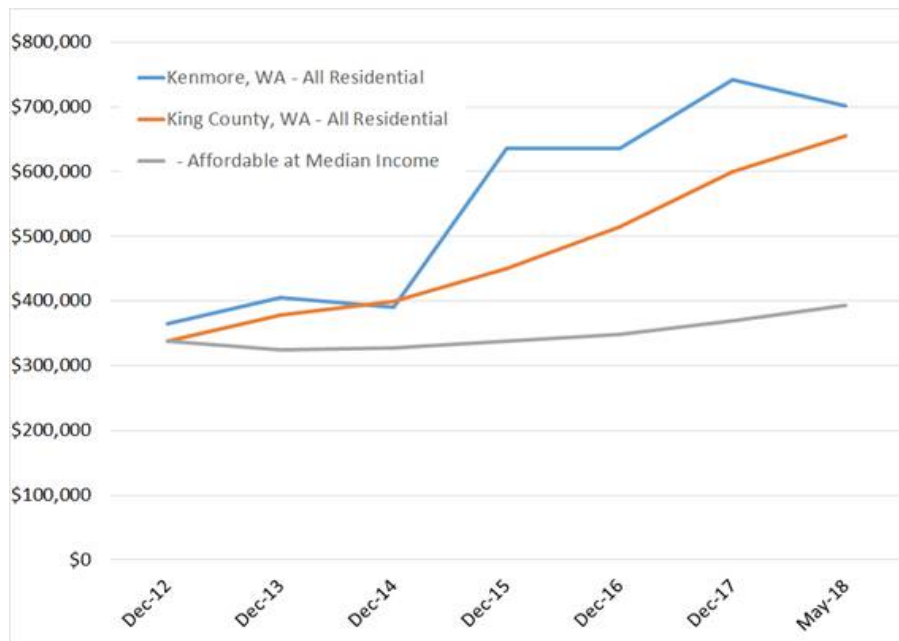
For 2019 human services funding, the City received 48 applications totaling \$408,701 annually (or \$817,402 biennial total). While the need is great and the requests continue to exceed the budget, I am recommending that we continue using the \$7.53 per capita rate for the human services budget.

Affordable housing is another area of great need in our community. As in neighboring communities, rents and housing prices have continued to climb in Kenmore. The following charts illustrate rent and housing price increases in the area over the past several years.

This chart shows the average Kenmore-Bothell rent relative to affordability thresholds for those making 50% of King County median income (low-income) and those making 80% of King County median income (moderate income):



This chart shows average sales prices for all residences, including condos, in Kenmore and King County relative to the affordability threshold for those making the King County median income:



As both charts illustrate, rental and ownership housing are unaffordable to low-income households.

Kenmore presently has a little more than 3% of its housing units formally dedicated to long-term affordable housing (320 housing units out of 9,276). The commitment in our Comprehensive Plan is to support housing that is affordable to very-low, low-, and moderate-income households, comparable to the countywide need. The following table illustrates that commitment and Kenmore's current condition:

Income Level	Countywide Need	Kenmore's current condition
< 30% AMI (very low income)	12%	2%
31-50% AMI (low income)	12%	9%
51-80% AMI (moderate income)	16%	18%

The City continues to consider the land use and financial assistance strategies to address affordable housing identified in the Housing Strategy Plan. Key actions include: preserving existing affordable housing, reviewing accessory dwelling unit (ADU) regulations to encourage development, and allowing flexible reuse of tax-exempt or publicly-owned sites to provide affordable housing.

Regional approaches also are important. Continued participation in A Regional Coalition for Housing (ARCH) supports collective action in our area. The City also should review and potentially adopt ideas identified in the final reports of the Regional Affordable Housing Task Force (co-chaired by Mayor Baker) and King County's One Table effort related to homelessness. Strategies to date from the Regional Affordable Housing Task Force include provision of affordable housing through support for transit-oriented development and maximizing use of the Multifamily Tax Exemption (MFTE) program.

In addition to the City's dues as an ARCH member, Kenmore and other ARCH member cities routinely make a capital contribution to the ARCH housing trust fund to help underwrite the cost of more affordable housing units in the region. In the last biennium, Kenmore's capital contribution to the trust fund was \$30,000 per year. Given the need, I am proposing that the City temporarily increase its contribution to \$60,000 per year for both 2019 and 2020, and I am proposing that this increase in funding (\$30,000 per year of the biennium) for the ARCH capital contribution be paid for out of the Strategic Opportunities Fund.

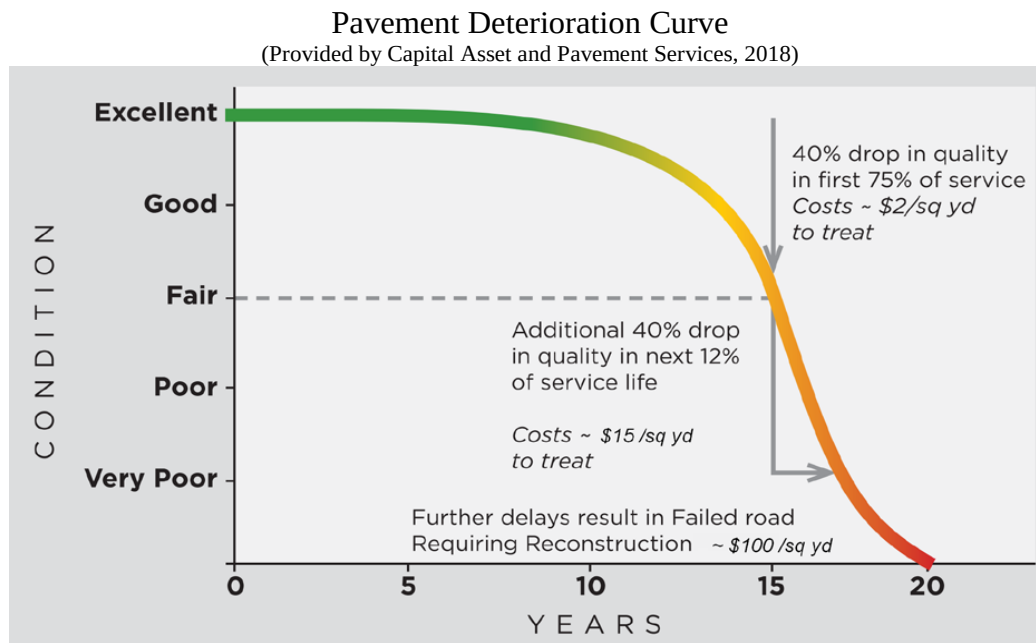
Lastly, the City is facilitating ways to fight homelessness. I'm pleased with the partnership that paved the way for Mary's Place, a shelter for families, to locate in the former Sheriff precinct building on 73rd Avenue. Our recommended human services grant allocation includes some funding for Mary's Place. In addition, the City Council will likely pass an ordinance providing for temporary homeless shelters. While we can always do more locally, homelessness is a regional and even national problem, and we should stay involved and add our voice to the conversation.

Pavement Preservation

Maintenance and preservation of our roads is one of our core city functions—it's right up there with police services and other basic, fundamental functions of local government. Earlier this year (2018) we completed a pavement rating study that looked closely at the condition of all of our city roads.

While our overall pavement rating of 78 was good compared to other cities, the study also provided recommendations. In particular, the report concluded that if we want to maintain our pavement rating and avoid the slippery slope of deferred maintenance, we need to be investing much more funding into asphalt preservation than we are now and a lot more than our current plan for future years allocates. How much more? The consultant recommends that we increase our pavement preservation funding from the current level of about \$500,000 per year to \$2.6 million per year! (Note that when the pavement rating report was produced in 2014, the recommended funding level was about \$1 million per year.)

Does it really matter how much we invest in our roads, and what does it hurt to delay or postpone asphalt preservation measures? The following graph shows what happens to a road's condition over time. After about 10 years of life, a road's condition drops off sharply with each passing year.



The more time goes by without applying a preservation treatment to the road, the cost to restore the road rises exponentially—it boils down to “pay me now or pay me a lot more later.” Taking good care of our roads is analogous to maintaining wood siding on a house. It’s a lot easier and

less expensive to keep the siding painted as opposed to not painting it and letting the siding rot and require replacement.

How do we find \$2 million in additional funding per year? Should we cut other services to make room for more pavement preservation? I believe the solution to this problem goes beyond budget cuts. It gets at a fundamental structural financial problem caused by State rules on funding local government services, how sales tax and other revenues are inequitably distributed across cities and how property tax revenue, our largest revenue source, is limited to 1% annual growth instead of keeping pace with the rising cost of doing business. The problem also stems from an antiquated system of taxation and cities being required to bear the skyrocketing costs of unfunded mandates from the state and federal governments. I will go into further discussion on this topic later in my budget message. For the 2019-2020 biennium, we are maintaining the current level of funding for pavement preservation while knowing that we need to find a longer-term solution to this funding shortfall problem.

Recreation Coordination

Kenmore is extremely fortunate to have amazing “co-creator” citizens who bring the community together through recreational and other community activities. Rather than waiting for the City or others to produce recreational opportunities, these wonderful people generously sacrifice their time and resources to bring fun and healthy programs to the community. Examples of these co-creators include our youth sports league volunteers and those who produce our paddling and rowing programs through the Kenmore Waterfront Activities Center.

When it comes to recreation services, Kenmore has generally followed the model of allowing the private and non-profit sectors to provide the programming while the City provides the facilities. Examples include:

- Skyhawks summer camps at Rhododendron Park
- Skate Like a Girl at Jack Crawford Skate Court
- Kenmore Senior Center at Rhododendron Park
- Youth sports leagues at Bastyr University and Moorlands Park athletic fields
- Paddling and rowing programs at Squire’s Landing, Rhododendron, and Log Boom Park

This model of the City providing public facilities to leverage the resources and partnership opportunities with local nonprofits and other groups has generally worked well. An exception to this recreation partnership rule is special community events. The City has taken an “in-house” role in directly producing special events such as concerts in the park, movies at Town Square, holiday tree lighting, and the #WhyILoveKenmore community celebration. Even with these “in-house” events, we rely heavily on many citizen co-creators to volunteer their time to help us pull off these events.

In recent years, more co-creators have come forward with new recreational opportunities for the community, which is absolutely fantastic! Examples include new KWAC programs and a new partnership with the school district to provide crew as a sport for high school students. City programming of special events has also increased with the recent new offering of summer movies at Town Square. While the programming offered by the community is wonderful and

encouraged, it does require coordination with the City. This coordination between the City and the various recreational groups is somewhat decentralized among the City's departments, allowing us to share the workload without placing the entire burden on one person or department.

While this decentralized approach works OK, it's not without drawbacks, including citizen confusion about which department to talk to and keeping the left hand informed about what the right hand is doing. One approach to address these issues and increase the level of service to the public is to allocate resources to create a new recreation coordinator position. A new recreation coordinator, with the training and experience that goes with the position, could provide a less piecemeal and more holistic approach to recreation coordination and also bring city-sponsored recreation to a more professional level, including improved public information on the website and printed materials. Below is a list of recreation functions a recreation coordinator could perform:

1. Create a list of existing recreation providers in the City and post on a Recreation page on the City's website.
2. Produce a recreation guide using information from the list just mentioned.
3. Take the lead on visioning and prioritization of recreation needs across age groups and the community.
4. Serve as the designated liaison between the City the various groups that provide recreation programs.
5. Act as the point person for recreation questions from the public and program participants.
6. Actively support existing programs (help develop City messaging, provide nonprofit board coaching, provide assistance with program development, bring stakeholders together, broker shared facility use, etc.).
7. Using the City's model of leveraging community resources to provide recreational programming, work with nonprofits and other groups to develop more recreation programs and activities for the public.

Note that in this scenario, the City would continue to partner with community groups rather than get in the business of directly providing the programs (with the current exception of special events). The annual cost of a fulltime recreation coordinator, including salary and benefits, would be approximately \$85,000 - \$95,000 per year. Given how existing General Fund operating costs are rising faster than our operating revenues and recognizing that pavement preservation is underfunded, I am recommending that we not add a recreation coordinator to the budget at this time.

However, I suggest that we use existing resources to fulfill two of the functions listed above—create and post a list of recreation providers on the website and produce a recreation guide. We can adjust some of the priorities for our Communications Specialist and ask her to accomplish these two tasks. Much of the work will be one-time in nature as the list and recreation guide are initially created and produced, although there will be some ongoing work in keeping the list and guide updated with current information.

Geographic Information System (GIS)

Given our limited resources, this proposed budget adds very little in the way of new programs or increased service levels. An exception to this rule is proposed new resources for our Geographic Information System (GIS). I am proposing \$100,000 per year to increase the capability and service level of our GIS, likely through a contractual arrangement with a neighboring city or other agency.

A Geographic Information System captures, analyzes and maps a variety of spatial and geographical data. The system is very important for the collection of information about where geographic features and assets are located. This data is recorded in “layers” and consists of roads, sidewalks, tax parcels, buildings, pipes, stormwater ponds, streams, parks etc. GIS can also support other City activities such as code enforcement.

Building the GIS database involves gathering information from maps, aerial photos, field data or existing databases. In addition to making maps and maintaining the database, a GIS can also provide information to address important policy questions for planning, capital asset preservation, facility location, and service provision.

In today’s world, a good Geographic Information System has become important, if not essential, for many municipal functions and services. However, the City currently has a very basic GIS system and only one staff person with GIS training who is capable of creating the database and displays/maps.

Our City staff person, with occasional help from interns and support from outside consultants, has developed the following:

- Roadway database (roads, sidewalks, driveways, crosswalks, curb ramps etc);
- Surface water facility database that guides inspection and maintenance activities;
- Park asset database that will assist with the Park Recreation and Open Space (PROS) plan update and ongoing park operations and maintenance; and
- Critical area data from land use permits dating back to 2006.

However, the City does not have sufficient resources dedicated to 1) effectively create new databases, 2) manage existing databases which requires constant updating, 3) ensure efficient integration with the City’s other tracking systems (TrackIt and City Works) that rely on such data, or 4) keep pace with changing technology and the increasing demand for GIS.

Given GIS’s importance, the increasing demand for it, and its key role in how we manage information and do business, I am recommending that we allocate additional financial resources to this effort. The proposed \$100,000 is an estimate and a placeholder but should be sufficient. Once approved, we will connect with neighboring cities and other agencies to determine how best to augment this important system. I support this investment to fund the development, training and ongoing maintenance of a strong GIS system that will help us become an even more digitally connected community.

The Budget Picture

While Kenmore is blessed to be part of a strong regional economy here in the Seattle area, we need to be cautious and conservative when forecasting our financial future. Nationally and regionally, we are seeing almost unprecedented low unemployment and other strong economic indicators. Yet we're also seeing signs that we may be on the latter end of the current economic expansion cycle:

“ . . . we're currently in the second-longest economic expansion of the past 161 years (109 months and counting). The only longer expansion was the 120 months leading up to the dot-com bubble. This would suggest that we're more than likely closer to the latter stages of our current expansion, based on historical expansion length, than to the middle. Sean Williams, *Motley Fool*, August 28, 2018.

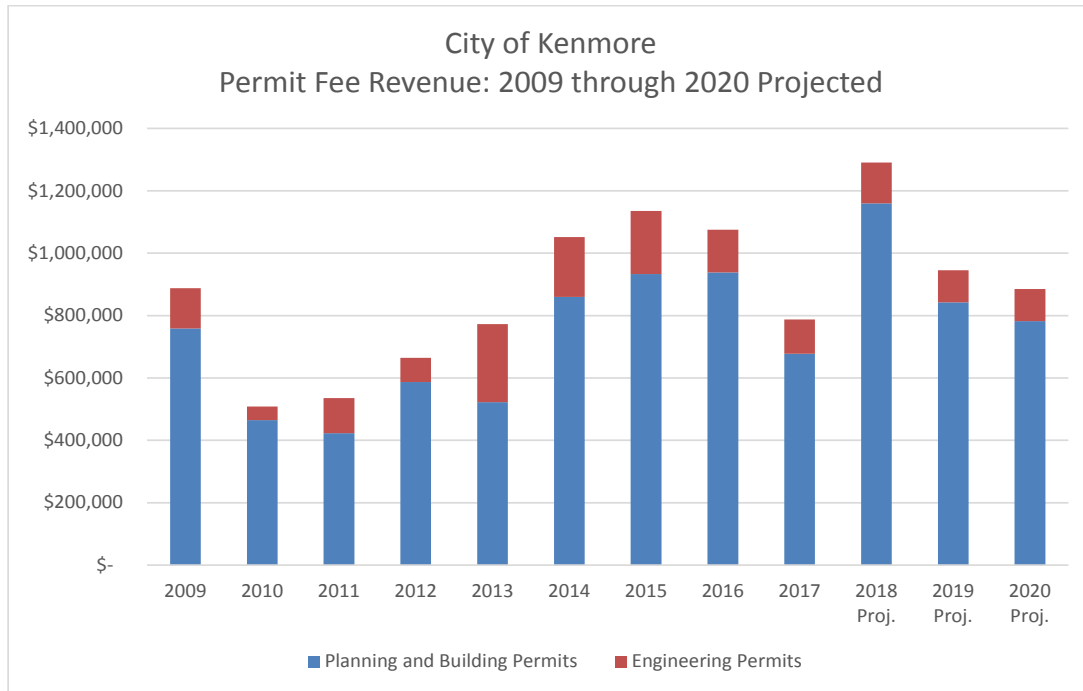
Other signs, such as the recent decline of home sales, the flattening of the Treasury bond yield curve, and what some are calling “the everything bubble” (ex: 300% increase in the S&P 500 since 2009) are pointing to a possible recession in the next one to two years. (Source: [When is the Next U.S. Recession and Bear Market?](#), by Jesse Columbo. September 14, 2018)

Revenue Projections

As a result, our revenue estimates are conservative for the 2019-2020 biennium, especially in forecasting our economically elastic revenues. Sales tax, for example, is considered elastic because it tends to rise and fall with the economy. We are predicting a 5% decline in sales tax in 2019, compared to what we are projected to collect in 2018, and then no growth in sales tax in 2020:

2018 Projected Sales Tax	\$2,350,000
2019 Estimate	\$2,225,000
2020 Estimate	\$2,225,000

Another relatively elastic source of funds in Kenmore's General Fund is development permit fee revenue. The following graph shows the last ten years of permit fee revenue plus the projections for the next biennium:



2018 shows a ten-year high in development fee revenue; however, given development projects in the permit pipeline and what we know about remaining developable land in Kenmore, we are predicting a decline in this particular revenue category.

The Challenge

All General Fund revenues for the next biennium are substantial and provide much needed resources for the City to provide important services such as police, criminal justice, parks and road maintenance, land use planning, development permitting, traffic safety, and more. However, as I mentioned earlier in this budget message, we need to be funding pavement preservation at a much higher level, we need to be looking ahead to the maintenance costs of the Walkways & Waterways projects, and we have a structural financial challenge that Kenmore and other bedroom communities in Washington State are facing.

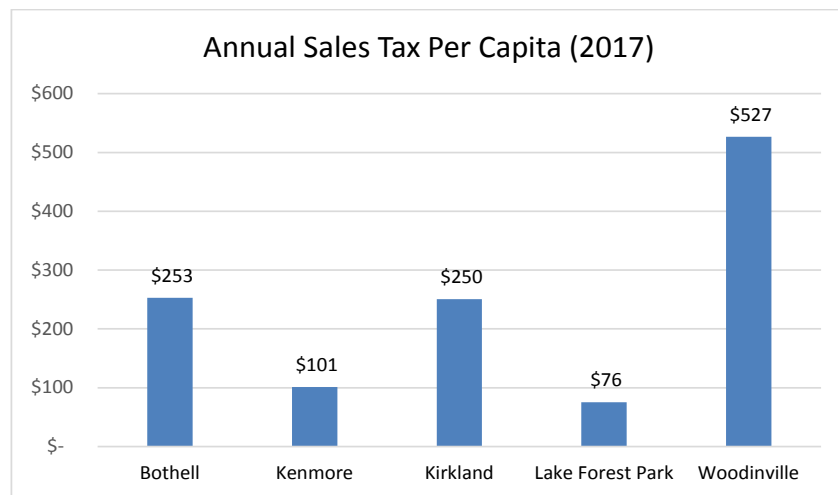
The structural financial challenge is simple: Even with no increase in staffing or new programs, operating revenues are not keeping pace with operating expenditures. There are several reasons for this phenomenon:

Revenue:

- The State imposes limits on local government revenue growth. The most significant example of revenue growth limits is Kenmore's largest revenue source: property tax. The state does not allow cities to increase property tax collections by more than one percent per year (with the exception of property tax from new construction). When the cost of

doing business is rising with inflation, placing a one percent growth limit on the City's largest revenue source is not sustainable.

- We are experiencing flat or declining revenues in some categories. Utility taxes, for example, are not keeping up with inflation and are even declining in some cases. Telephone and cell utility taxes have been on the decline as consumers discontinue their land lines and move towards using more data instead of voice on their phones.
- The State's rules on revenue distribution penalize bedroom communities like Kenmore. To illustrate this point, the following graph shows how the local share of sales tax is distributed to Kenmore and our neighboring cities:



For cities like Kenmore and Lake Forest Park, the above phenomenon is known as “sales tax leakage.” For example, Kenmore residents travel to Woodinville to shop and pay sales tax, but the reverse doesn’t happen at nearly the same rate. In fact, Woodinville collects more than five times the local sales tax that Kenmore does (per capita). Up until approximately twenty years ago, the State recognized this disparity between sales tax rich and poor cities and provided the sales-tax poor cities (like Kenmore) with “sales tax equalization” funds to make up for the leakage of sales tax from bedroom communities to cities with more retail. This practice ended with the passage of Initiative 695 in the late 1990s, leaving a big hole in the budgets of bedroom communities across the state.

Expenditures:

- Costs beyond our control continue to rise, including the cost of unfunded mandates. For example, cities are required to take on a share of voter registration costs incurred by the King County Elections Division. Kenmore’s share of this cost has seen a 76% increase since 2011. Kenmore has no control over this cost and does not see a corresponding revenue increase to go with it.
- Costs of labor, materials, and contracts continue to be on the rise. Earlier this year, the Washington State Department of Labor & Industries notified us that the prevailing wage rate for landscape workers went from \$17 per hour to \$37 per hour. Landscaping

contractors who maintain Kenmore's vegetation in parks and streets are required by state law to pay prevailing wage—L&I's increase in the wage rate will likely double what Kenmore pays for these services.

Another example of rising costs is our public safety services. We contract for police services with King County, and while King County labor negotiators do their best to negotiate on behalf contract cities and the County, an independent arbitrator ultimately decides how much police officers should be paid. These arbitrator decisions almost always (if not always) result in increases, regardless of economic conditions or the cities' ability to afford those increases. With no increase in service and no new programs, Kenmore's police costs are projected to rise by about \$150,0000 per year.

One more example of rising costs is construction costs, including asphalt overlays to maintain the integrity of our roads. The price per ton of hot mix asphalt has nearly doubled since the mid 2000s, rising at clip of about 5-6% per year (WSDOT unit bid prices). In 2007, our installed cost for new asphalt on our SR522 projects ranged between \$65 and \$85 per ton. For 2017, the per ton price for installed asphalt ranged between \$185 and \$195 per ton (62nd Avenue and 202nd Street improvements).

Asphalt is just one contributor. Overall construction costs are up 38% since 2010, according to the Mortenson Construction Cost Index for the Seattle area (2nd quarter 2018).

To summarize our key budget challenges, we need to address the following three issues:

- Operating costs (status quo, no new programs) rising faster than operating revenue.
- Fully funding pavement preservation.
- Planning for additional maintenance resources when the Walkways & Waterways projects are complete in the early- to mid-2020s.

Finding A Solution

While the problem appears simple (revenues rising faster than expenditures), the solution is not. Growing our way out of the problem through new development won't work because 1) growth is slow and incremental, and 2) the City must still provide services and infrastructure to the new developments, all of which costs additional money.

While I would prefer that the State save the day by more fairly distributing sales tax and easing up on unfunded mandates, the solution will most likely be a combination of cutting services and raising taxes and fees. Over the next year, I recommend that we have a conversation with the community about both sides of the equation. On the revenue side, we can discuss revenue options such as:

- Banked capacity in property tax. For nine consecutive years, Kenmore opted not to increase property taxes by the one percent allowed by the state and instead "banked" those increases in case they were needed in the future. For the 2019-2020 biennium, I am proposing to tap into some of that banked capacity by increasing property taxes by 3%

per year for both years of the biennium. This increase will assist in keeping up with rising operational costs. We will still have remaining banked capacity if we wish to use it, and we should include this option in our conversations.

- **Utility Taxes.** Our utility taxes appear to be low compared to other cities in the area. For example, Kenmore's utility tax rate for natural gas and electric, 4%, is less than the 6% limit allowed by state law. Many cities are at the 6% limit. Another example, is solid waste. Kenmore's utility tax rate on solid waste is 0%, while other cities in the area generally have a tax on this utility.
- **Transportation Benefit District.** The City currently assesses a \$20 per car tax on vehicles each year. This revenue goes toward the maintenance of city roads and was originally established through a Transportation Benefit District. State law allows this tax to go up to \$40 and then ultimately to \$50. With voter approval the vehicle tax can go higher, and the voters can also approve up to a 0.2% sales tax, which would also be used for road maintenance.
- **Voter-Approved Levy Lid Lift.** The City can ask the voters to determine whether an increase in property tax is needed via a ballot measure.

There are additional revenue options in addition to the above list, and we can develop a more comprehensive list when we start the conversation. When we do discuss revenue options, I would like us to consider, at least as a reference point, a concept known as "Price of Government" (PoG). Governor Gary Locke used PoG as policy making tool when he was governor of Washington State, and David Osborne and Peter Hutchinson crystalized the concept in their 2004 book, *The Price of Government*.

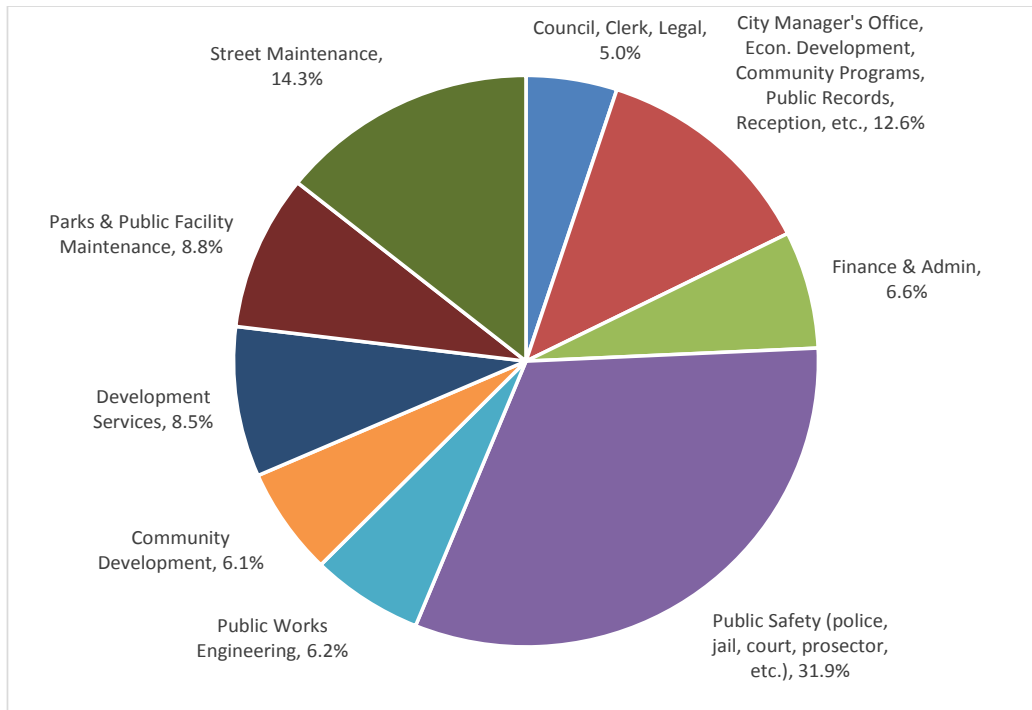
The PoG theory is that taxpayers have a limit, or maximum appetite, for taxes, and this limit tends to be a percentage of, and therefore rises with, household income. If taxes rise too quickly and outpace the rise in income, voters revolt and elect representatives or pass initiatives that bring down taxes. On the other hand, if the tax burden as a percentage of household income declines, taxpayers may be more willing to pay more for maintaining or improving government services. While the household tax burden should be viewed in the overall context of federal, state, and local taxes, I would like to examine how City of Kenmore taxes have kept pace with Kenmore household income.

The nearby cities Kirkland and Redmond have used PoG to aid their budget discussions. Kirkland has a reported a decline in local government taxes as a percentage of personal income (*City of Kirkland 2017-2018 Budget Message*, page x). While we do not have Kenmore-specific PoG data at this time, I believe performing a PoG analysis for Kenmore will assist our discussions.

As with revenues, the expenditure side of the equation will not be easy, especially given that I believe that we are a lean organization that delivers good value for the resources we are given. However, I am hopeful that our Priority Based Budgeting system will prove to be a useful tool in guiding this discussion. Knowing what our priorities are, how our programs stack up against

those priorities, and seeing how our dollars spent in light of those programs, priorities, and limited resources will help us make informed decisions when the time comes.

Despite the revenue-expenditure discussion above, we have a lot to look forward to and still have substantial resources to accomplish great things for the people of Kenmore. For the two-year biennium of 2019-2020, we have over \$30 million in the operating budgets to maintain and improve quality of life in our City. The following pie chart shows how resources are distributed in our two main operating funds—the General Fund and the Street Fund³:



The above pie chart does not include our Surface Water Utility Fund, Capital Funds, or special revenue funds.

Conclusion

In conclusion, this biennial budget for 2019-2020 is a pleasure to present. It is a “status quo” budget, with a few minor exceptions. That said, we have many meaningful services and projects planned that will sustain and even boost our momentum on Kenmore’s upward trajectory of becoming.

³ This pie chart excludes the transfer from the General Fund to the Street Fund. The chart includes asphalt overlay resources which reside in the transportation capital fund.

Our budget is balanced with resources in place to retain professional, high caliber City staff to get the job done—and do hard things! Our focus continues to be on advancing the City Council's goals as well as the results identified in our Priority Based Budgeting process.

We look forward to assisting you with your budget deliberations, and we are happy to provide any additional information or answer any questions you may have.

Acknowledgements

I am grateful for Administration and Finance Director Joanne Gregory and for her leadership and long hours she has put into this budget. I would also like to acknowledge the efforts of our management team and all of my co-workers for the part they have played, not only in preparing this budget, but also for the good work they do on a daily basis to deliver great service and propel Kenmore upward. I also appreciate the City Council, their passion for our City, their direction on goals and priorities, and their vision for the community—all of which are essential to producing a strong budget document and translating it into action. Lastly, none of this would be possible without our wonderful community members who give us the resources and support we need to serve them—thank you!

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Karlinsey".

Rob Karlinsey
City Manager
City of Kenmore

City of Kenmore Priority Based Budgeting

COMMUNITY RESULTS

- ACCESS to QUALITY CULTURAL, RECREATIONAL, EDUCATIONAL and LEISURE OPPORTUNITIES
- ATTRACTIVE, WELL-PLANNED, ENDURING and DESIRABLE PLACE TO LIVE and WORK
- CONNECTED, INVOLVED and FAMILY-ORIENTED COMMUNITY that VALUES DIVERSITY
- EFFECTIVE MOBILITY and CONNECTED, RELIABLE TRANSPORTATION SYSTEMS
- PROSPEROUS, VIBRANT and SUSTAINABLE ECONOMY
- SAFE and SECURE COMMUNITY
- SUSTAINABLE, HEALTHY ENVIRONMENT and the PRESERVATION of NATURAL RESOURCES

GOVERNANCE RESULTS

- 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

BASIC PROGRAM ATTRIBUTES

- *Reliance on City to Provide Program*
- *Mandated to Provide Program*
- *Change in Demand for Program*
- *Portion of Community Served by Program*
- *Cost Recovery of Program*



The City of Kenmore





The City of Kenmore





The City of Kenmore



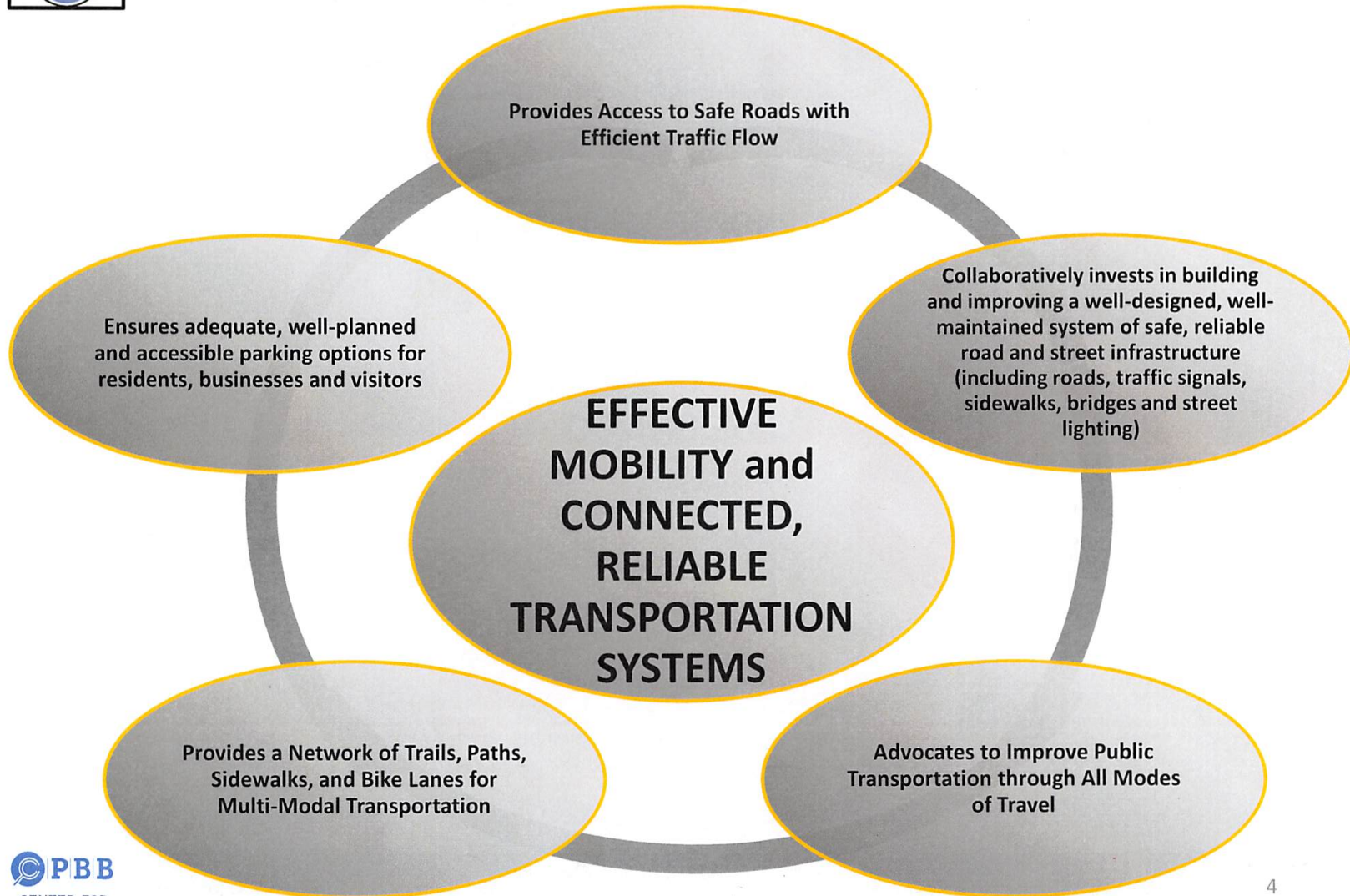


The City of Kenmore



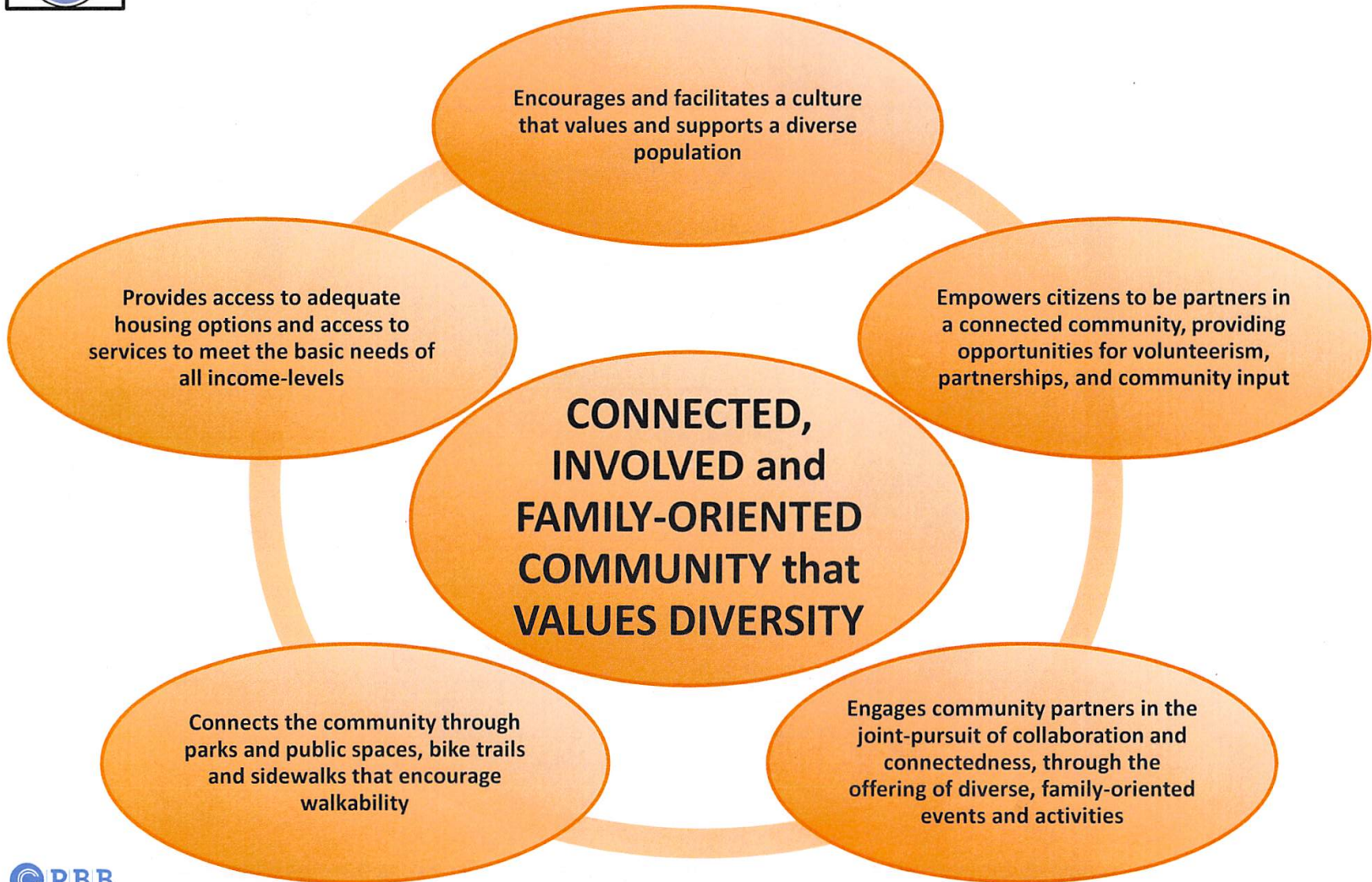


The City of Kenmore





The City of Kenmore





The City of Kenmore





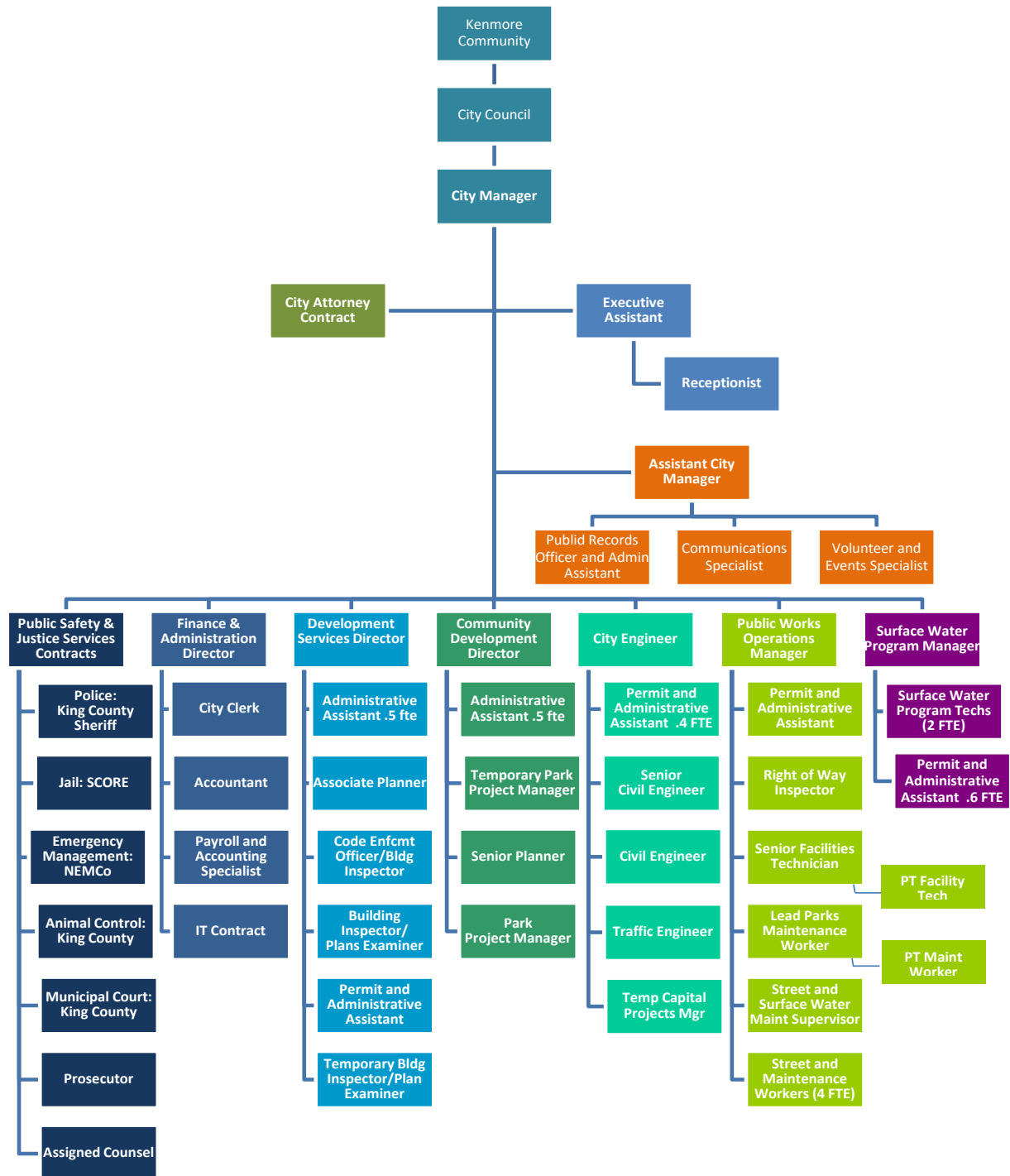
The City of Kenmore



City of Kenmore, Washington

City Profile

Proposed 2019-2020 Organizational Chart





City of Kenmore, Washington

ELECTED OFFICIALS

David Baker, Mayor
Position #5, Term 2016-2019

Debra Srebnik
Position #6, Term 2018-2021

Brent Smith
Position #1, Term 2016-2019

Joe Marshall
Position #2, Term 2018-2021

Milton Curtis
Position #3, Term 2016-2019

Nigel Herbig, Deputy Mayor
Position #4, Term 2018-2021

Stacey Denuski
Position #7, Term 2016-2019

CITY MANAGEMENT TEAM

Rob Karlinsey, City Manager

Nancy Ousley, Assistant City Manager

Joanne Gregory, CPA, Finance and Administration Director

Debbie Bent, Community Development Director

Bryan Hampson, Development Services Director

John Vicente, City Engineer

Jennifer Gordon, Public Works Operations Manager

Richard Sawyer, Surface Water Manager

Kelly Chelin, City Clerk

Pete Horvath, Chief of Police

Rod Kaseguma, City Attorney



City of Kenmore, Washington

Planning Commission

Terms That Expire December 31, 2018:

Doug Nugent

Mark Ohrenschall

Dennis Olson

Michael Vanderlinde

Terms That Expire December 31, 2020:

Carol Baker

Scott McDonald

Mike Mulcare

City of Kenmore, Washington 20-Year Vision Statement

As we look into the future, we see Kenmore as a place that residents, businesses and visitors find welcoming, with courteous people, and that offers a high quality of life to live, raise children, shop, work, recreate, and socialize. In 2035, we see Kenmore as a fun, vibrant waterfront community that

is connected both visually and physically to its waterfront, recognizing it as a significant local and regional asset

supports recreation and health through well-maintained parks, trails, and open spaces

protects natural and environmentally sensitive areas, significant open space, trees, and air and water quality

provides a safe, reliable and effective system of streets, sidewalks, bike ways, trails, and transit routes, linking significant local and regional destinations

has its own sense of place and an identifiable, walkable downtown offering commercial, civic, cultural and park spaces, integrated with multifamily housing

has an economic base that provides a range of goods and services, offers quality employment opportunities, and supports local businesses

has clear design standards creating attractive, functional, and enduring buildings and places

supports the character of its single family residential neighborhoods

offers a diversity of housing types to provide a choice of attractive living accommodations for all residents

encourages volunteerism and public involvement and works as a good partner with citizens and governments throughout the region

supports the safety, health, and welfare of all of its citizens

supports and encourages education and quality schools

is inclusive and family friendly, with a small town feeling, that fosters a sense of belonging and pride

supports local arts, culture and history

To achieve this vision, responsible commitments in planning and resources will be made. We share and support this vision for Kenmore.

Kenmore Mission Statement

With integrity as its cornerstone, Kenmore is a city that will meet its obligations by providing:

- ~ Effective and efficient services
- ~ Public safety
- ~ Forum for citizen participation and involvement
- ~ A community-generated plan for the future
- ~ Fair and friendly services responsive to the diverse needs of the citizens
- ~ Representation of Kenmore's interests in local and regional partnerships

. . . Leaving a sustainable legacy



*City of Kenmore
Washington*

**2018 - 2019
City Council Goals**

1. To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.
 - Implement the Sidewalk Plan
2. To implement the Walkways and Waterways projects.
3. To continue to seek opportunities to complete a successful Lakepointe project.
4. To actively ensure the implementation of Sound Transit 3 Projects for SR 522.
5. To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:
 - Advance public access to water
 - Create a vibrant, walkable downtown
 - Attract new businesses and support existing businesses
 - Promote the image of Kenmore
6. To continue to implement a Parks Improvement Plan.
7. To increase the affordable housing stock.
8. To protect and enhance the water, air and forest environment.
9. To build community and create fun.
10. To continue to seek funds to mitigate State impacts on the City's transportation System.

City of Kenmore Employee Values Statement

We, the employees of the City of Kenmore, strive to create a happy and healthy organization through:

Responsive Customer Service: We engage positively with our customers, from single individuals to the broader general public, through effective communication and by performing timely, proactive, and quality service.

Professionalism: We demonstrate respect for and are accountable to our citizens, colleagues, visitors, and elected and appointed officials.

Integrity: We are honest, ethical, and responsible in our work and in the way we deal with others.

Teamwork: We build enduring internal and external relationships, joining with colleagues across organizational boundaries to improve programs and services provided.

Continual Improvement: We embrace change, creativity, continuous learning, and personal and professional development. We incorporate new ideas, technology and methods to improve programs and services.

City of Kenmore, Washington Community Profile

Founded in 1901, Kenmore was primarily a dense forest, mostly owned by investors, for many years. One of these investors, Philo Remington (inventor of Remington guns) sold some of the investment property to Watson C. Squire (his son-in-law). Squire was the last territorial governor of Washington State and one of the State's first United States Senators. He erected a water tower and the availability of water attracted water squatters. Shirl Squire, his sister, a landscape architect in Massachusetts, planned to make it into a residential waterfront park complete with lagoons, but Squire died in 1926 before he was able to build it.

Kenmore was named by John McMasters. He and his wife, Annie, were originally from the small town of Kenmore, Canada, located 40 miles south of Ottawa. They arrived in Puget Sound in 1889, leased land at Kenmore from Squire, and named the area after their old home town. He took control of a mill started by Fir Lumber in 1903. At first he was partnered with Chris Kruse, but assumed full ownership in 1905. Kenmore was only the mill, the cookhouse, the manager's house, a bunkhouse and a few worker shacks. The mill was at the edge of Lake Washington, where logs were floated to be made into shingles for roofs and the sides of houses. The mill, located east of the present Premix plant on the flat land beside the river, employed 35 - 40 men. The mill burned down in 1923.

Sportsmen enjoyed hunting in the area of the marsh at the mouth of the Sammamish and a boathouse and resort house accommodated them at Peterson's Landing, near the present highway bridge. There was a houseboat hotel with a saloon and floats for mooring. In fact, there were duck clubs up the river, usually small cabins owned by small groups of well-to-do citizens from Kirkland. Weekends were known to be rowdy and busy. Places with names such as the 'Bucket of Blood' existed as late as 1940 at the location of the present Rite Aid parking lot. 'The Blind Pig' was only accessible to boats and was named because, during Prohibition, it was easy to dump evidence in the lake during a raid.

The Red Brick Highway, first called Squire Boulevard, became Bothell Brick Road, which opened in 1913 and stimulated growth in Kenmore. After the end of World War I, the

Puget Mill Company (Pope & Talbot) offered small tracts of land. Homes were built north of the highway and between the main intersection and Swamp Creek. The Moorlands also grew after a bridge was constructed across the river in about 1918. The Mitchell family built a store in 1919 at the Kenmore crossroads, and the first service station was completed the following year.

Kenmore maintained its own school district for many years, and constructed its first school building in 1914. In 1916 the district consolidated with Bothell. The children were picked up in a milk truck, with benches placed in the truck every morning and again in the afternoon. It was not until 1920 that the school obtained an actual school bus. The original school faced what is now NE 181st Street. From 1925 until 1930, the building was used by the Kenmore Community Club.

During the second half of the 20th century, the population grew quickly and had reached 16,874 at the time Kenmore incorporated on August 31, 1998. Today, Kenmore, also known as Kenmore by the Lake, has a population of 22,920 and enjoys an affluent, suburban character at its location on the northernmost shore of Lake Washington. Kenmore features spectacular local and State parks, a regional 18-mile paved trail, beautiful neighborhoods, award-winning businesses, and a highly-recognized school district. In 2009, Kenmore was ranked #1 by *Seattle Magazine* for "Best Metropolitan Neighborhoods to Live" and named by *Family Circle Magazine* as "One of the 10 Best Towns for Families."

City of Kenmore, Washington Community Profile

Located at the northern tip of Lake Washington, Kenmore is an economically healthy city in King County where innovative businesses soar without limits. Kenmore is building an innovation hub to attract and support health care and technology start-ups, as well as help existing multigenerational businesses seeking to expand. Celebrating its 20th year in 2018, Kenmore is the best-kept secret in the Puget Sound. Kenmore has many benefits including: family-friendly neighborhoods; abundant parks and natural spaces; a variety of cultural activities; award-winning public school system; access to higher education; and the finest close-in medical care. The city's central location and ease of access by highway, seaplane or boat, make it an easy place to live and work. www.kenmorewa.gov

LOCATION

The City of Kenmore is located at the north end of Lake Washington, in the northern part of King County adjacent to the cities of Lake Forest Park, Bothell, Kirkland, and Brier (in Snohomish County), and is accessible from I-5 and I-405 on SR-522 (Bothell Way).



LEGISLATIVE REPRESENTATION

King County District 1

Councilmember Rod Dembowski

State Legislative District 46

Senator David Frockt

Representative Gerry Pollet

Representative Javier Valdez

US Congress

Senator Patty Murray

Senator Maria Cantwell

Representative Suzan DelBene (Dist. 1)

MUNICIPAL SERVICES

Law Enforcement:

The City of Kenmore contracts with the King County's Sheriff's Office for law enforcement services. The City also contracts with South Correctional Entity (SCORE) and King County for jail services, and King County for court services.

Fire Protection:

The City of Kenmore voters approved annexation to the Northshore Fire District (#16) for fire protection services. The District is a separate taxing entity.

Library Services:

The King County Library System (KCLS), a separate taxing entity, provides library services.

Public Works:

Through 2018 Kenmore contracted with the City of Lake Forest Park for park and street maintenance support. As of 2019 Kenmore will take over these maintenance activities. The City will continue to contract with King County and other private vendors for street and traffic maintenance services and surface water maintenance as needed.

Animal Control:

The City of Kenmore contracts with King County and PAWS for animal control services.

Parks:

The City of Kenmore maintains parks within the community, with the exception of St. Edward State Park and the Kenmore Boat Launch, which are operated by the State and the Burke Gilman Trail which is operated by King County.

City of Kenmore, Washington Community Profile

City Parks

- Log Boom Park (12 acres)
(17415 61st Ave NE)
- Rhododendron Park (12.5 acres)
(6910 NE 170th Street)
- Wallace Swamp Creek Park (25 acres)
(19851 73rd Ave NE)
- Linwood Park (1.4 acres)
(5601 NE 193rd Street)
- Moorlands Park (4.5 acres)
(15221 84th Ave NE)
- Squires Landing Park (42.15 acres)
(7353 NE 175th Street)
- Northshore Summit (3.72 acres)
(6200 NE 193rd Street)
- Twin Springs Park (25 acres)
(80th Ave NE between NE 192nd St and NE 195th St)
- Jack V Crawford Skate Court
(18120 68th Ave NE)

County Parks

- Sammamish River/Burke Gilman Trail
(Along Lake Washington & Sammamish River)

State Parks

- St. Edward State Park
(Juanita Drive & NE 147th Street)
- WA State Dept of Fish & Wildlife Kenmore Boat Launch (Juanita Drive/Sammamish River)

School District:

The City of Kenmore is part of the Northshore School District, which also serves the cities of Bothell and Woodinville, plus parts of unincorporated King and Snohomish Counties. Public school facilities within Kenmore include:

- Arrowhead Elementary (6725 NE Arrowhead)
- Kenmore Elementary (19121 71st Ave NE)
- Moorlands Elementary (15115 84th Ave NE)
- Kenmore Jr. High School (20323 66th Ave NE)
- Inglemoor High (15500 Simonds Road NE)

University:

Bastyr University (14500 Juanita Drive NE). Bastyr University is one of the world's leading academic centers for advancing knowledge in the natural health sciences.

Utility Services:

The Northshore Utility District provides water and sanitary sewer services. Electricity and natural gas are provided by Puget Sound Energy (PSE); phone service is provided by Frontier Communications and others, and cable television service is provided by Comcast Corporation and Frontier Communications.

Major Employers:

Bastyr University
Kenmore Air Harbor
Safeway

Top Ten Companies ranked by 2017

Retail Sales, Category

- * James G. Murphy Co., Auctioneer Services
- * Kenmore Camera, Retail Trade
- * GenCap Construction
- * Safeway, Retail Grocery
- * MyHabit, Retail Trade
- * WA State Department of Licensing, Public Services
- * SkiMasters Watersports
- * Inglewood Golf Club, Golf Course Services
- * Les Schwab Tire Center #421, Retail Trade
- * 11th Frame Restaurant & Lounge
- * Thrifty Payless, Inc. Retail Trade
- * McDonalds

Demographics *

Square Miles	6.1
Population	22,920 (2018)
Occupied Housing Units	7,984 (2010)
Miles of Paved Streets	63
Gender and age (2017 estimate)	
Male	49%
Female	51%
Median age (years)	39.5
Under 5 years	7.2%
Under 18 years	23.6%
65 years and over	13.9%

Race (2017 estimates)

White alone	80.9%
Black or African American alone	1.4%
American Indian and Alaska Native alone	0.5%
Asian alone	10.0%
Native Hawaiian & Other Pacific Islander alone	0.4%
Two or more races	4.8%
Hispanic or Latino	9.5%
White alone not Hispanic or Latino	74%

Household by Type (2010 Census)

City of Kenmore, Washington Community Profile

Total Households 7,984
Households with individuals under 18 years 33.5%
Households with individuals 65 years and over 21.8%

Family Households	68.7%
With own children under 18	31.5
Husband-Wife family	55.3
With own children under 18	24.6
Male householder, no wife present	4.3
With own children under 18	2.1
Female householder, no husband present	9.1
With own children under 18 years	4.8
Non-family households	31.3
Householder living alone	23.4
Male	10.4
65 years and over	2.0
Female	13.1
65 years and over	5.9

Average Household size 2.63 (2017 estimate)

Average Family size 3.01
Language other than English spoken at home, percent of persons age 5 years+ 22.4%

Educational Attainment (2017 Estimates)

High School graduate or higher (percent of persons age 25 years +) 94.5%
Bachelors degree or higher (percent of persons age 25 years+) 52.2%

Housing Tenure (2010 Census)

Households, 2012-2016 8,277 (2017 estimate)
Owner Occupied housing unit rate, 2012-2016 72.5% (2017 estimate)
Median value of owner-occupied units, 2012-2016 \$427,700 (2017 estimate)

Total Housing Units	8,569
Occupied units	7,984
Owner-occupied units	73.6%
Population in units	15,447
Average household size	2.63
Renter-occupied units	26.4%
Population in units	4,890
Average household size	2.32

* Source: U.S. Bureau of the Census, Census 2010 and 2017 estimates

City of Kenmore, Washington

Budget Guide

**City of Kenmore, Washington
2019-2020 Budget Calendar**

Major Task	2018 Target Date and/or Deadline
City Council Review and Validation of Priority Based Budget (PBB) Results	January -February
Departments Update PBB Program Inventories	March
Departments Update PBB Personnel Allocations	April
PBB Citizen Survey	April - May
Departments Update PBB Program Costs	May
City Council Budget Retreat and Update on Priority Based Budgeting	May
Departments Participate in PBB Program Scoring Process	May - June
Training to Departments on Incode Budget Preparation	June
Departments Begin Preparation of 2019-2020 Budget Estimates for Revenue and Expenditures	June – July 31
Staff Teams Participate in PBB Peer Reviews of Program Scores	June - July
Department Complete Revenue Projections and Expenditure Requests For 2019-2020	July 31
Department Complete Update Accomplishments, Goals, Workload and Performance Measures, Budget Highlights Final Department YE 2018 Projections of Expenditures Due to Finance	August
City Manager Reviews Department Estimates of Revenues and Expenditure Requests for 2019-2020	August
Review and Update to 2019-2024 Capital Improvement Program	August
City Finalizes PBB Peer Review and Program Costs	August
Develop PBB Final Program Scores and Quartile Rankings	August
Create PBB Model: Resource Alignment Diagnostic Tool	August/September
Present PBB Model to City Council	October 8

**City of Kenmore, Washington
2019-2020 Budget Calendar**

Major Task	2018 Target Date and/or Deadline
Adopt 2019-2024 Capital Improvement Program	September 10
City Clerk Publishes Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (scheduled for Nov 5, Nov 12)	September 24 Publish once a week for two consecutive weeks for Hearings in October & November
Preliminary Budget is filed with the City Clerk and distributed to the City Council	September 24
2019-2020 Estimates of Revenue and Overview of Proposed Preliminary Budget to City Council	September 24
Copies of Preliminary Budget Document are made Available to the Public, including the City Manager's Budget Message 2019-2020 Proposed Budget Revenue	October 8
Presentation of 2019-2020 Proposed Biennial Budget: City Council, City Manager, City Clerk, Finance & Admin, Legal, Police, Development Services	October 15
Presentation of 2019-2020 Proposed Biennial Budget: Community Development, Public Works Engineering, Capital Fund Resources (REET, Impact Fees, TBD) Public Works Maintenance, Street Fund Presentation of Proposed Employee Medical Benefit Plans, HRA-VEBA, and Health Savings Accounts	October 22
Presentation of 2019-2020 Proposed Biennial Budget: Surface Water Mgt Fund and All Other Funds Presentation of Proposed 2019 Salary Plan	October 29
Review 2017- 2018 Budget Amendments Public Hearing on the 2019 Property Tax Levy	November 5-
Public Hearing On 2019-2020 Final Biennial Budget	November 12
Adopt 2017-2018 Budget Amendment Ordinance Adopt 2019-2020 Biennial Budget Ordinance Adopt 2019 Property Tax Levy Ordinance	November 19

City of Kenmore, Washington The Budget and the Budget Process

The budget includes the financial planning and legal authority to obligate public funds. The budget is the policy direction by the City Council to the administrative organization. The City Council, the Administration, and the public are all involved in establishing the budget for the City of Kenmore.

The budget provides four functions:

1. A Policy Document

The budget functions as a policy document. The decisions made as a result of the budget will reflect the principles or plans that guide future actions. As a policy document, the budget links goals and policy to the actual day-to-day activities of the organization.

2. An Operational Guide

The budget of the City finances day-to-day operations and capital projects. Activities and costs of each City function are described in the following sections. The budget also addresses debt management, current and budgeted personnel levels, long-range planning, capital spending plans, and the tax base and its relationship to the provision of services.

3. A Communications Device

The budget is an opportunity to encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

4. A Legally Required Financial Planning Tool

The budget is a financial planning tool, its most traditional use. Preparing and adopting a budget is a State law requirement of all cities, Title 35A of the Revised Code of Washington (RCW). A balanced budget must be adopted prior to the expenditure of any City funds. The budget is the legal authority to expend public moneys and controls those expenditures by setting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds available. The budget also takes into account unforeseen contingencies, and provides for the need for periodic adjustments. As stated in RCW 35A.33.075 "Appropriations shall be limited to the total estimated revenues contained therein, including the amount to be raised by ad valorem taxes and the unencumbered fund balances estimated to be available at the close of the current fiscal year."

The budget process for the City of Kenmore is an ongoing activity. The formal budget planning for 2019-2020 began in January 2018 during the Council retreat. The Council and the staff began a refresh of the Priority Based Budgeting Process and review of Results and Programs. A budget retreat was held in May, 2018. The City Manager and the Department Directors prepared the preliminary proposed biennial budget during July and August. The City Council reviews the budget during October and November and adopts the budget in late November.

City of Kenmore, Washington The Budget and the Budget Process

The City of Kenmore budget procedures are mandated by RCW 35A.33.135. The first requirement is for the City Manager to submit estimated revenues and expenditures to the City Council on or before the first Monday in October. Although State law requires that the City Manager present the balanced preliminary budget to the City Council in November, the City Manager presents the balanced proposed preliminary budget along with estimated revenues and expenditures in October. Public hearings are held to obtain public comments. Revisions, as applicable, are made during Council discussion. The Council makes its adjustments to the budget and adopts by ordinance a balanced budget no later than December 31. The operating budget as adopted is published, distributed, and made available to the public during the first three months of the following year.

The City established a two-year biennial budget by Ordinance in 2008, in accordance with RCW 35A.34.040 and its first biennial budget period was 2009-2010. About 37 Washington cities currently use biennial budgets.

As provided for in the RCW, the City must conduct a mid-biennium review and modification of the biennial budget no sooner than eight months after the start, nor later than the conclusion of the first year, of the fiscal biennium. The budget modification shall be approved by ordinance in the same manner as are other ordinances of the City. At other times, when the City Council determines it is in the best interest of the City to increase or decrease the appropriation for a particular fund, the Council may only do so by ordinance approved by a majority of the Council after holding a public hearing. This is usually performed after the mid-biennium review, prior to close of the two-year budget period.

The City Manager is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, or monetary benefits must be approved by the City Council.

City of Kenmore, Washington Financial Policies

1) OPERATING BUDGET - OVERALL

- a) The budget should be a performance, financing and spending plan, agreed to by a majority of the City Council. It should contain information and data regarding expected revenues, expected expenditures and expected performance.
- b) The City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- c) As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide and communications device.
- d) The City's budget presentation should display the City's service/delivery performance plan in a Council constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. In 2014 the City began a priority-based budgeting (PBB) process that has informed the development of budgets since that time.
- e) Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- f) The City Manager has primary responsibility for: a) formulating budget proposals in line with City Council priority directions; and b) implementing those proposals once they are approved.

2) FISCAL INTEGRITY

- a) Ongoing operating costs will not exceed the amount of ongoing revenue to finance these costs. New program costs will have identified ongoing revenues.
- b) Any available carryover balance will only be used to offset one-time or nonrecurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or nonrecurring costs.
- c) The City will maintain the fiscal integrity of its operating, debt service and capital improvement budgets, which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- d) Mitigation fees shall be used only for the project or purpose for which they are intended.
- e) The City will maintain a balanced budget, which is defined as planned funds available equal planned expenditures and ending fund balance.

3) CONTINGENT ACCOUNTS

- a) It will be the policy of the City to maintain General Fund balance reserves at a level at least equal to twenty-percent (20%) of the total General Fund budgeted revenue, excluding fund balance, building permits, land use & mitigation fees, and any significant one-time revenue (i.e. State or Federal grants). These operating reserves shall be maintained to offset revenue shortfalls; provide payment of approved expenditures due to cash flow shortages; and provide funding for unanticipated emergencies.

City of Kenmore, Washington Financial Policies

- b) For purposes of calculating adequate reserve levels, the General Fund cash balance will be used, net of any designated amounts.
- c) The City will maintain a building permit reserve in the General Fund to provide for completion of building permit obligations in the event of a decline in development activity. This reserve shall be equal to twenty-five percent (25%) of the annual building inspection and review costs.

The 2019 and 2020 calculations are shown below:

2019			
2019 Budgeted Revenues		\$12,852,467	
Less Development Fees:			
Building Permits	(449,731)		
Land Use and Plan Review	(468,945)	(918,676)	
Less One-Time Items:			
Interfund Transfers	(0)		
Grants, Other	(332,111)	(332,111)	
Net Revenues		11,601,680	
Multiplied by 20%			2,320,336
Permit Reserve Calculation:			
Development Fees (above)		918,676	
Multiplied by 25%			<u>229,669</u>
Minimum General Fund Balance Reserve Required for 2019			\$2,550,005

2020			
2020 Budgeted Revenues		\$13,025,404	
Less Development Fees:			
Building and Other Permits	(416,695)		
Land Use and Plan Review	(441,624)	(858,319)	
Less One-Time Items:			
Interfund Transfers	(0)		
Grants, Other	(332,212)	(332,212)	
Net Revenues		(11,834,873)	
Multiplied by 20%			2,366,975
Permit Reserve Calculation:			
Development Fees (above)		(858,319)	
Multiplied by 25%			<u>214,580</u>
Minimum General Fund Balance Reserve Required for 2020			\$2,581,555

City of Kenmore, Washington Financial Policies

- d) The City will maintain a twenty-percent (20%) operating expense reserve for the Surface Water Management Fund. This operating reserve shall be created and maintained to provide sufficient cash flow to meet daily financial needs and will be based on total operating expenses. For budget purposes, operating expenses will be calculated on the fund's total budgeted expenses, excluding capital purchases.

<u>Surface Water Management Fund</u>	-
2019 Operating Expenses	\$2,515,846
Multiplied by 20% = Policy Reserve	\$503,169

<u>Surface Water Management Fund</u>	-
2020 Operating Expenses	\$1,783,524
Multiplied by 20% = Policy Reserve	\$356,705

- e) The City shall maintain the Equipment Replacement Fund for the replacement of equipment, furniture, computers and vehicles. The equipment reserve funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent physical deterioration of City assets.

4) REVENUES

- a) Revenue estimates shall not assume any growth rates in excess of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This minimizes the likelihood of either a reduction in force or service level in the event revenues would be less than anticipated.
- b) Investment income earned through the City's investment pool shall be budgeted on the allocation methodology, i.e., the projected average balance of each participating fund.

5) INTERNAL GOVERNMENTAL SERVICE (INTERFUND) CHARGES

Depreciation of equipment, furnishings and computer software will be included in the service charges paid by City departments to the Equipment Replacement Funds. This will permit the accumulation of cash to cost effectively replace these assets and smooth out budgetary impacts.

City of Kenmore, Washington Financial Policies

6) CONTRACTUAL SERVICES

The City will thoroughly investigate the feasibility of contracting certain public services, recognizing that the City Council's policy is to contract services versus conducting those services in-house.

7) MINIMIZATION OF ADMINISTRATIVE COSTS

An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to ensure sound management, internal controls and legal compliance.

8) RETIREMENT

The budget shall provide for funding of the City's share of the employee Social Security Substitute Plan and Public Employees Retirement System (PERS).

9) MONTHLY REPORT

- a) A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- b) All budget amendments, both revenues and expenditures, will be noted in the monthly report.

10) MULTI-YEAR FORECAST

- a) Each year, the City will update revenue and expenditure projections for the next six years. Projections will include estimated operating costs for future capital improvements that are included in the capital budget.
- b) This budget data will be presented to the City Council in a form that will facilitate annual budget decisions, based on a multi-year strategic planning perspective.

11) QUARTERLY REPORT

- a) The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely quarterly report.
- b) All budget amendments will be noted in the report.

12) CITIZEN INVOLVEMENT

- a) Citizen involvement during the budget process shall be encouraged through public hearings and public workshops.
- b) Involvement shall also be facilitated through any Council appointed boards, task forces and commissions which shall serve in advisory capacity to the Council and staff. Citizens can also be involved by attending community meetings and public forums.

13) FEES

- a) Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.
- b) Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

City of Kenmore, Washington Financial Policies

14) CAPITAL BUDGET - FISCAL POLICIES

- a) Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six-year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.
- b) Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.
- c) All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.
- d) Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to \$999,999, two percent (2%) for projects over \$1,000,000.
- e) Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.
- f) At the time of project award, each project shall have reasonable contingencies also budgeted:
 - i) The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
 - ii) Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
 - iii) For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- g) Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- h) The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- i) Capital projects that are neither expensed nor encumbered during budget period will be re-budgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.

City of Kenmore, Washington Financial Policies

- j) If a proposed capital project will have a direct negative effect on other publicly-owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
- k) A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

15) DEBT POLICIES

- a) Debt will not be used to finance operating costs.
- b) Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of these sources in order to minimize the use of debt financing.
- c) Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
- d) Tax Anticipation Notes (TANS) will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- e) Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's long-term financial plan and the Capital Project Plan.
- f) The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- g) Fifty percent (50%) of the principal of any long-term debt should be retired within the first ten (10) years of maturity.
- h) Current revenues shall be set aside to pay for the subsequent year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
- i) The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: debt service as a percent of the City's operating budget should not exceed eight percent (8%).

16) CAPITAL FACILITIES PLAN (CFP) POLICIES

- a) Citizen participation in the CFP is a priority for Council and staff. Among the activities which shall be conducted to address this priority are:
 - i) The CFP shall be provided to Council in a timely manner to provide Council-members the opportunity to review the proposed CFP with their constituents before it is considered for adoption. The City Council will play an active role in the process of developing the CFP.
 - ii) The CFP will be scheduled for Council review, and the Council meeting(s) shall be advertised and public input at the meeting(s) encouraged.
 - iii) Prior to adoption of the CFP, the Council shall conduct a public hearing(s) to provide the public with the opportunity to offer their opinions on the proposed plan.

City of Kenmore, Washington Financial Policies

- b) All projects included in the CFP shall be consistent with the City's Comprehensive Plan. The goals and policies for levels of service, facilities and transportation should be followed in the development of the CFP.
- c) Capital projects shall be financed to the greatest extent possible by user fees and/or benefit districts when direct benefit to users results from construction of the project.
- d) Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
- e) The Council will annually review and establish criteria against which capital proposals should be measured. Included among, but not limited to, those factors which should be considered for priority ranking of CFP are:
 - i) Projects which have a positive impact on the operating budget through reduced expenditures, or increased revenues;
 - ii) Projects which are programmed in the six-year Operating Budget estimate; and,
 - iii) Projects which can be completed or significantly advanced during the year they are scheduled.

17) STRATEGIC OPPORTUNITY FUND POLICY

The Strategic Opportunities Fund was first established in 2013 due to the strong fund balances in the City's tax-supported operating funds, especially the General Fund. At the beginning of 2013, approximately \$2.5 million was transferred from the General Fund to the Strategic Opportunities Fund. The two main reasons for transferring this amount from the General Fund to the Strategic Opportunities Fund were to 1) Allow investment earnings from the fund balance to accrue separately rather than being absorbed into the General Fund to support ongoing operations; and 2) Create the opportunity for the community to benefit from the City's past and present fiscal discipline by allocating a portion of the strong General Fund balance to a separate "savings account" or reserve that can position the City to respond to strategic opportunities or support City services or initiatives on a start-up or temporary basis. Use of the Fund's resources for strategic opportunities should be used for projects and initiatives that are one-time, temporary, or start-up in nature and will not require indefinite operational funding from the Strategic Opportunities Fund. Eligible expenditures from this Fund include the following:

- 1) Real Estate purchases for future public benefit.
- 2) Capital construction projects that create high-value for the community and physically construct tangible public improvements. As stated in the City's Financial Policies, consideration for any capital project should include how to pay for ongoing operation and maintenance (O&M) costs beyond project completion. As stated above, the Strategic Opportunities Fund is not a source for funding a capital project's O&M.
- 3) Grant matches for capital projects.
- 4) Funding for new strategic economic development initiatives. These initiatives may be on a pilot or trial period as determined by the City.
- 5) Temporary support of City services in economic downturns that result in declining operating revenues.

City of Kenmore, Washington Financial Policies

Replenishment of the Fund should consider the following:

- 1) New revenues generated by the enterprises/activities funded through the Strategic Opportunity Fund should go back into the fund.
- 2) Surplus reserves from unrestricted operating funds (General Fund, for example), defined as the excess of actual ending fund balance over the budgeted ending fund balance, if not otherwise designated, may be used to replenish the fund.
- 3) The City may also use General Fund operating revenues, undesignated fund balances from unrestricted funds, and grant reimbursements to build up the Strategic Opportunities Fund.
- 4) When Strategic Opportunities Fund resources are used for capital project purposes, this Fund may be “paid back” with funds from special revenue funds such as the Real Estate Excise Tax Fund, subject to conditions set forth in State Law.

Each biennial budget cycle, the City Council will establish a target amount for this fund, with the goal of building back up to or maintaining the Fund’s original balance at \$2.5 million or higher.

If drawn down, the Strategic Opportunities Fund should be replenished back to the targeted amount within three years, although extended economic downturns may lengthen that time frame. The City should use periods of revenue growth and economic upturns to replenish and build the Strategic Opportunities Fund.

The budget for expenditures from this Fund shall be adopted by the City Council.

City of Kenmore, Washington Debt Obligations and Debt Calculations

In March 2002, the City of Kenmore received approval for a Public Works Trust Fund Loan from Washington State's Department of Community Development. The last payment on this loan was made in 2007. The \$1,000,000 loan was a general obligation of the City and funded pre-construction costs associated with the SR-522 Phase I Transportation Improvement Project.

In August 2003 the City purchased property (Kenmore Village) through the issuance of \$5,000,000 in taxable Bond Anticipation Notes (BAN). This was a three-year BAN which matured August 15, 2006. In November 2005, in order to save approximately \$37,000 of interest expense versus interest income, the City Council approved staff's recommendation to pay off the BAN using cash reserves from the Capital Projects Fund.

The City had a short-term debt obligation that was inherited from King County upon incorporation in 1998. These debt payments are for the City's portion of debt service on County surface water bonds that were approved countywide in 1993 and 1996. Interest and principal payments on these bonds were approximately \$47,740 annually. This debt service obligation was paid off in 2016.

In 2009 the City Council authorized a 5 year, 3.89% interest, \$4,000,000 note for construction of the new city hall. The \$4,000,000 was drawn in 2010 as construction progressed which made other cash reserves available for any unanticipated needs. By the end of 2010 it was apparent that the cash was not needed and the note was repaid in December 2010.

Walkways & Waterways, Proposition 1, to authorize the issuance of general obligation bonds in the amount of \$19,750,000, was approved by the voters in November, 2016. The bonds are Unlimited Tax General Obligation Bonds (UTGO). A series of 20 year bonds in the amount of \$9,220,000, with a true interest cost of 2.96%, were issued in December 2016 and assigned a Standard & Poor's AAA rating. A second series, in the amount of \$10,000,000 is expected to be issued in 2019. Debt service over the term of the bonds will be approximately \$1,200,000 annually and the bonds will mature December 2036.

According to the Revised Code of Washington (RCW) 39.36.020, there are four categories of general obligation (debt which is secured by the full faith and credit of the city) debt available to the City to finance large projects. One category (#1) requires a City Council super majority vote (majority plus one) and three categories require a 60% vote of the City electorate. The City's 2019 assessed valuation of \$4,835,437,983 was used for the calculations below. The four categories of debt are described below.

1. General Purpose Non Voted Debt: This requires only a vote of the City Council and debt must be paid from operational revenue sources. The Council can levy up to 1.5% of the City's assessed value or \$72,531,570 for 2019.
2. General Purpose Voted Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy. An amount up to

City of Kenmore, Washington Debt Obligations and Debt Calculations

2.5% of the City's assessed value can be levied or \$120,885,949 for 2019. The total General Purpose Councilmanic Debt and General Purpose Voted Debt cannot exceed 2.5% of the City's assessed value.

3. Parks and Open Space Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy for acquiring or developing open space and park facilities. An amount up to 2.5% of the City's assessed value can be levied or \$120,885,947 for 2019.
4. Utility Purpose Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy for utility purposed of a utility is owned and controlled by the City. An amount up to 2.5% of the City's assessed value can be levied or \$120,885,949 for 2019.

A total of 7.5% of the City's assessed valuation may be issued in bonds. The calculation for the City's Debt Capacity as of January 1, 2019 is as follows:

2019 Preliminary Assessed Value for 2019 taxes	\$4,835,437,983
Debt limit – 7.5% of total assessed value	\$362,657,848
Less: Total Outstanding Debt	(7,445,000)
Total Remaining Debt Capacity	\$355,212,848

These limits do not apply to revenue bonds that are not general obligations (RCW 39.46.150) and are secured on the basis of dedicated revenues rather than taxes, or to special assessment (RCW 35.45.070) bonds created by the formation of local improvement districts and are secured by assessments against property benefited by the proceeds of such bonds.

PRELIMINARY

LEVY LIMIT WORKSHEET – 2019 Tax Roll

TAXING DISTRICT: City of Kenmore

The following determination of your regular levy limit for 2019 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

Annexed to Fire District 16
Annexed to Library District

(Note 1)

Estimated Fire rate: 0.66543
Estimated Library rate: 0.33553

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
5,427,482	Levy basis for calculation: (2018 Limit Factor) (Note 2)	5,427,482
1.0100	x Limit Factor	1.0155
5,481,757	= Levy	5,511,608
36,552,183	Local new construction	36,552,183
0	+ Increase in utility value (Note 3)	0
36,552,183	= Total new construction	36,552,183
1.13979	x Last year's regular levy rate	1.13979
41,662	= New construction levy	41,662
5,523,419	Total Limit Factor Levy	5,553,270
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
5,523,419	Total Limit Factor Levy + new lid lifts	5,553,270
4,835,437,983	÷ Regular levy assessed value less annexations	4,835,437,983
1.14228	= Annexation rate (cannot exceed statutory maximum rate)	1.14845
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
5,523,419	+ Limit Factor Levy	5,553,270
5,523,419	= Total RCW 84.55 levy	5,553,270
0	+ Relevy for prior year refunds (Note 5)	0
5,523,419	= Total RCW 84.55 levy + refunds	5,553,270
	Levy Correction: Year of Error _____ (+or-)	
5,523,419	ALLOWABLE LEVY (Note 6)	5,553,270
Increase Information (Note 7)		
1.14228	Levy rate based on allowable levy	1.14845
4,837,631	Last year's ACTUAL regular levy	4,837,631
644,126	Dollar increase over last year other than N/C – Annex	673,977
13.31%	Percent increase over last year other than N/C – Annex	13.93%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	4,835,437,983
	x Maximum statutory rate	2.59904
	= Maximum statutory levy	12,567,497
	+Omitted assessments levy	0
	=Maximum statutory levy	12,567,497
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.
Please read carefully the notes on the reverse side.

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LevyLimitWS.doc

City of Kenmore, Washington

Executive Summary

City of Kenmore, Washington Historical Revenue Review

As a code city, the City of Kenmore has statutory authority to levy or assess all revenues generally available to all classes of cities and towns in Washington State. This section analyzes the major revenues utilized and available to the City.

A Word on Voter Initiatives

Voters have approved for the ballot and subsequently passed a series of initiatives aimed at reducing and limiting the future growth of governmental revenues (or taxes, depending on your perspective). Here are the recently approved initiatives:

- **Initiative 695** – November 1999
 - o Reduced motor vehicle excise taxes to \$30
 - o Required voter approval of future tax increases
 - o Ruled unconstitutional by the Washington State Supreme Court
 - o Motor vehicle excise tax subsequently reduced by State legislature
 - o \$1,500,000 annual tax reduction in Kenmore
 - o Kenmore increased the utility tax rate on gas, electric, telephone and cell phone revenues to 6.0% from 1.5% in December 1999 to offset the annual reduction by \$750,000
- **Initiative 722** – November 2000
 - o Would have repealed any tax or fee increases in the last half of 1999
 - o Limited property tax growth to 2% per year
 - o Ruled unconstitutional by the Washington State Supreme Court
 - o The initiative had no effect on these matters since the State Supreme Court overturned it.
- **Initiative 747** – November 2001
 - o Establishes the new property tax “limit factors”
 - o 1% or Implicit Price Deflator (IPD) increase, whichever is less, over the highest of the district’s three previous annual property tax levies
 - o Taxing districts could levy higher than the limit factor with voter approval.
 - o “Banked capacity” still available
- **Initiative 776** – November 2002
 - o Limits total motor vehicle license fees to \$30
 - o Reduces transportation funding (about \$172,000 annually in Kenmore)

These initiatives have dramatically altered the local government revenues available to fund community services and programs.

City of Kenmore, Washington
Personnel Summary 2013 -2018

<u>Cost Center</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2020 Budget</u>
City Manager*	6.75	7.00	7.00	7.34	7.34	7.34
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Finance and Administration	3.00	3.00	3.00	3.00	3.00	3.00
Community Development**	2.90	3.50	4.50	4.50	4.50	4.50
Development Services	5.50	5.50	6.50	6.25	6.00	6.00
Public Works Engineering	5.50	5.50	4.05	3.05	4.40	4.40
Parks and Facility Maintenance	2.40	2.40	3.20	3.20	3.20	3.20
Street Fund***	2.60	2.60	3.40	3.40	8.60	8.60
Surface Water Management Fund	2.00	2.00	2.15	2.15	3.60	3.60
Totals	31.65	32.50	34.80	33.89	41.64	41.64

* Positions were reclassified as follows:

.55 FTE Volunteer and Events Supervisor was increased to .75 FTE in 2015, increased to 1.0 FTE in 2016

** A temp full time Parks Project Manager was added in 2016, a regular Parks Project Manager FTE was added for 2017 funded by Park Capital Projects

*** Expanding Public Works operation will result in 6 additional positions overall.

City of Kenmore, Washington
Summary of All Revenues and Expenditures By Fund
2017/2018 to 2019/2020

FUND	2017-2018 Amended Revenue Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
General Fund	\$ 23,605,174	\$ 11,721,120	\$ 12,792,660	\$ 24,513,780	\$ 12,852,467	\$ 13,025,404	\$ 25,877,871
Kenmore Village Fund	424,628	317,063	44,040	361,103	0	0	0
Strategic Reserve Fund	0	12,814	12,800	25,614	12,900	13,000	25,900
Strategic Opportunities Fund	280,000	157,176	156,500	313,676	223,000	184,000	407,000
Street Fund	2,912,304	1,470,114	1,507,369	2,977,483	1,608,041	1,599,173	3,207,214
Public Art Fund	150	680	700	1,380	1,027	1,035	2,063
Transportation Benefit District	680,800	357,602	356,047	713,649	359,000	359,000	718,000
UTGO 2016 Bond Fund	2,500,000	1,301,272	1,221,750	2,523,022	1,223,150	529,650	1,752,800
Transportation Capital Fund	9,316,326	4,812,486	3,995,552	8,808,038	11,055,945	12,807,312	23,863,257
Real Estate Excise Tax Fund	2,203,000	1,943,691	1,784,800	3,728,491	1,437,842	1,228,074	2,665,916
Walkways & Waterways Bonds	9,915,641	94,180	70,000	164,180	10,030,000	15,000	10,045,000
Park Capital Fund	8,190,896	3,788,172	2,750,725	6,538,897	3,532,947	354,000	3,886,947
Park Impact Fee Fund	412,000	157,195	146,800	303,995	257,825	234,039	491,864
Transportation Impact Fee Fund	905,500	482,823	916,500	1,399,323	1,049,168	932,823	1,981,991
Sammamish River Bridge Fund	3,009,961	748,320	2,648,868	3,397,188	11,539,791	10,083,265	21,623,056
Public Works Shop Fund	0	0	0	0	0	6,500,000	6,500,000
Surface Water Management Fund	3,543,400	1,904,373	1,838,000	3,742,373	1,852,000	1,875,000	3,727,000
Surface Water Capital Fund	3,750,634	0	0	0	0	0	0
Swamp Creek Basin Fund	14,000	14,238	14,300	28,538	20,000	20,000	40,000
Equipment Replacement Fund	210,986	91,288	89,300	180,588	71,141	71,141	142,282
TOTAL	\$71,875,400	\$29,374,606	\$30,346,711	\$59,721,317	\$57,126,244	\$49,831,917	\$106,958,161

FUND	2017-2018 Amended Expenditure Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
General Fund	\$ 23,691,246	\$ 11,154,974	\$ 12,688,029	\$ 23,843,003	\$ 12,843,796	\$ 13,020,511	\$ 25,864,307
Kenmore Village Fund	576,794	462,039	374,300	836,339	0	0	0
Strategic Reserve Fund	0	0	0	0	0	0	0
Strategic Opportunities Fund	368,700	191,649	175,957	367,607	30,000	30,000	60,000
Street Fund	2,909,009	1,609,409	1,184,048	2,793,457	1,608,041	1,599,173	3,207,214
Public Art Fund	11,000	0	500	500	500	500	1,000
Transportation Benefit District	669,000	334,500	334,500	669,000	358,000	358,000	716,000
UTGO 2016 Bonds	2,358,253	1,136,503	1,221,750	2,358,253	1,223,150	529,650	1,752,800
Transportation Capital Fund	9,529,005	3,962,031	3,103,960	7,065,991	10,709,652	13,171,107	23,880,759
Real Estate Excise Tax Fund	3,622,825	2,027,786	1,595,039	3,622,825	2,314,650	2,890,400	5,205,050
Walkways & Waterways Bonds	5,575,000	2,111,671	3,216,246	5,327,917	6,797,775	1,888,019	8,685,794
Park Capital Fund	8,446,832	4,014,088	1,498,522	5,512,611	3,502,000	357,000	3,859,000
Park Impact Fee Fund	1,271,876	881,377	268,222	1,149,599	341,000	6,000	347,000
Transportation Impact Fee Fund	533,783	350,000	183,783	533,783	1,152,913	63,750	1,216,663
Sammamish River Bridge Fund	3,009,961	730,007	2,646,073	3,376,080	11,539,791	10,083,265	21,623,056
Public Works Shop Fund	0	0	0	0	0	2,000,000	2,000,000
Surface Water Management Fund	4,890,487	2,456,063	1,880,865	4,336,928	2,549,046	1,816,724	4,365,770
Surface Water Capital Fund	3,583,634	0	0	0	0	0	0
Swamp Creek Basin Fund	0	0	0	0	0	0	0
Equipment Replacement Fund	119,000	24,882	9,823	34,705	37,500	37,500	75,000
TOTAL	\$71,166,405	\$31,446,980	\$30,381,618	\$61,828,597	\$55,007,814	\$47,851,600	\$102,859,413

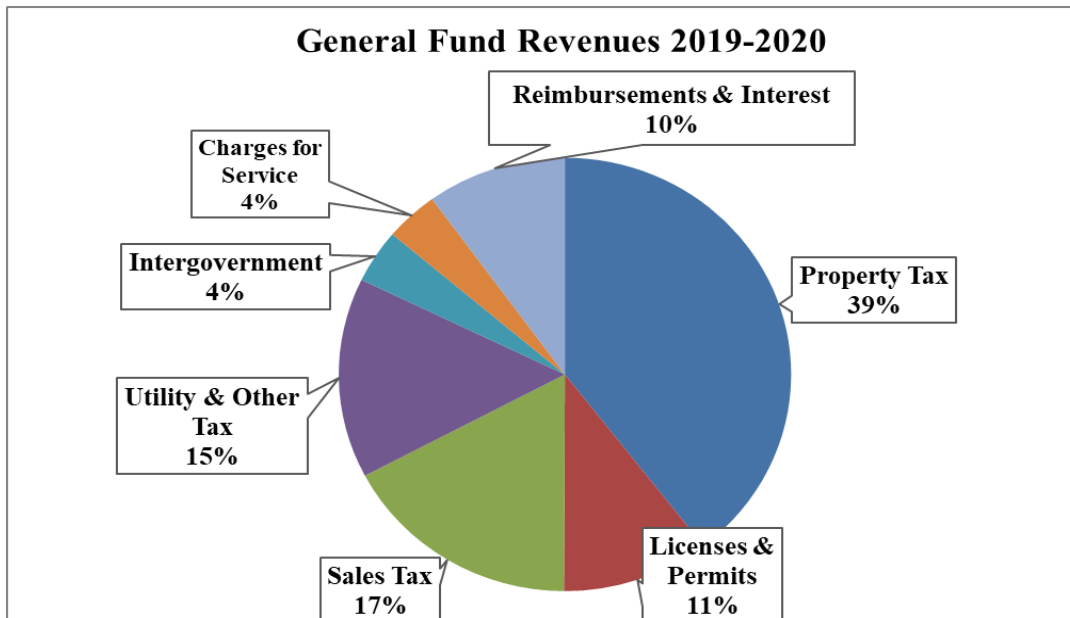
All Funds Revenue Analysis

The General Fund provides general purpose governmental services to the citizens of Kenmore. This fund is used to account for all operating financial resources except those that must be accounted for in a special revenue or another fund.

The 2019-2020 biennial budget projects General Fund revenue to be \$25,877,871. Revenues projected for 2019 are \$12,852,467, an increase of \$59,807 or less than one percent, from 2018 projected revenues. Revenues budgeted for 2020 are \$13,025,404, an increase of \$172,937 from the 2019 budget projection; about 1.3%. This modest increase anticipates a conservative and stable estimate of revenues with less new construction impacting the property and sales taxes.

The General Fund receives a variety of revenues. The major categories are taxes, licenses and permits, intergovernmental revenues, charges for services, interest income, transfers from other funds and other miscellaneous revenues. The table and graph below illustrate General Fund revenues by these major categories for the period from 2017-2018 and for the 2019-2020 biennial budget period.

	2017	2018	2017-2018	2019	2020	2019-2020
	<u>Actual</u>	<u>Projected</u>	<u>Biennium</u>	<u>Budget</u>	<u>Budget</u>	<u>Biennium</u>
Property Tax	4,656,328	4,837,631	9,493,959	5,024,414	5,199,791	10,224,205
Sales Tax	2,284,511	2,350,000	4,634,511	2,225,000	2,225,000	4,450,000
Utility & Other Tax	1,934,741	1,980,043	3,914,784	1,920,734	1,942,189	3,862,923
Licenses & Permits	1,203,264	1,552,111	2,755,375	1,369,324	1,363,459	2,732,783
Intergovernment	474,826	434,218	909,044	515,651	519,026	1,034,677
Charges for Service	481,468	666,375	1,147,843	508,047	481,146	989,193
Reimb & Interest	685,982	972,282	1,658,264	1,289,297	1,294,793	2,584,090
Total Revenues	11,721,120	12,792,660	24,513,780	12,852,467	13,025,404	25,877,871



All Funds Revenue Analysis

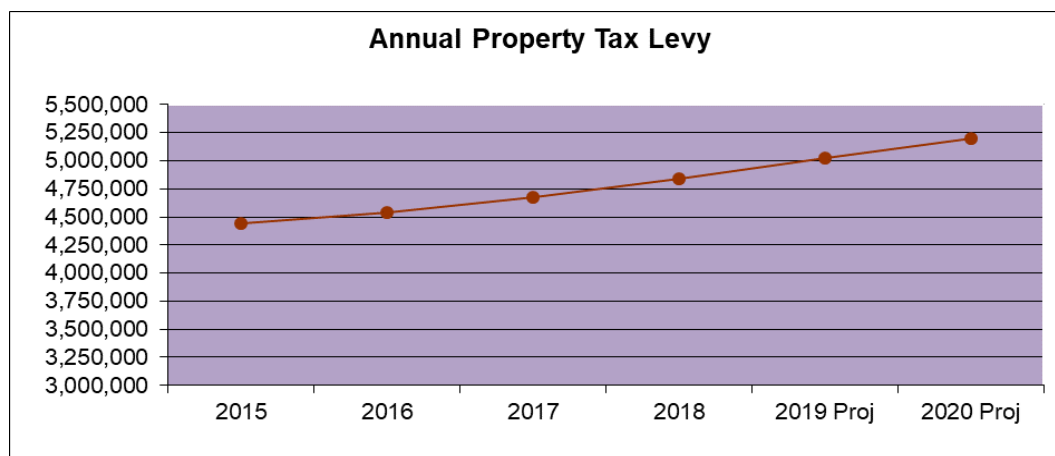
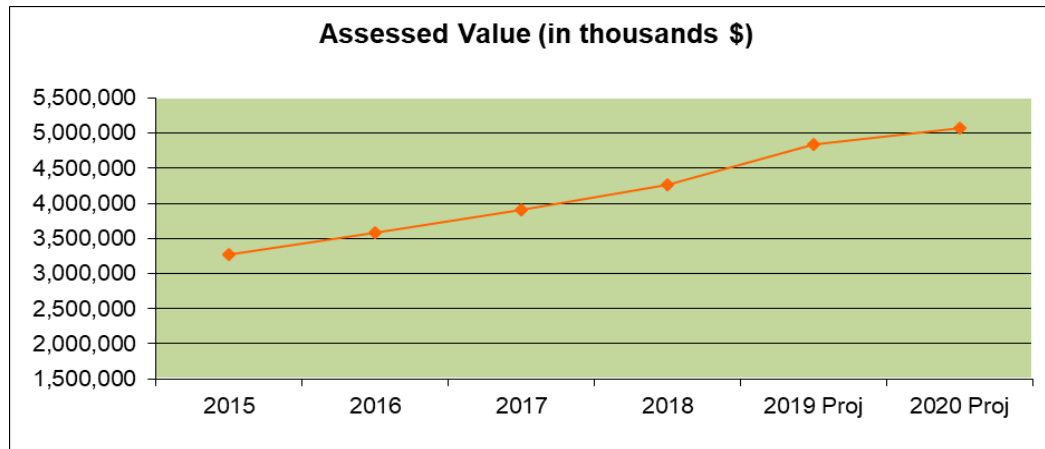
Three major revenue sources comprise approximately 71% of the resources that support the General Fund 2019-2020 biennial budget: property tax, sales tax, and utility tax. The following section will discuss the key factors affecting these and other revenue sources in 2019 and 2020.

TAX REVENUES

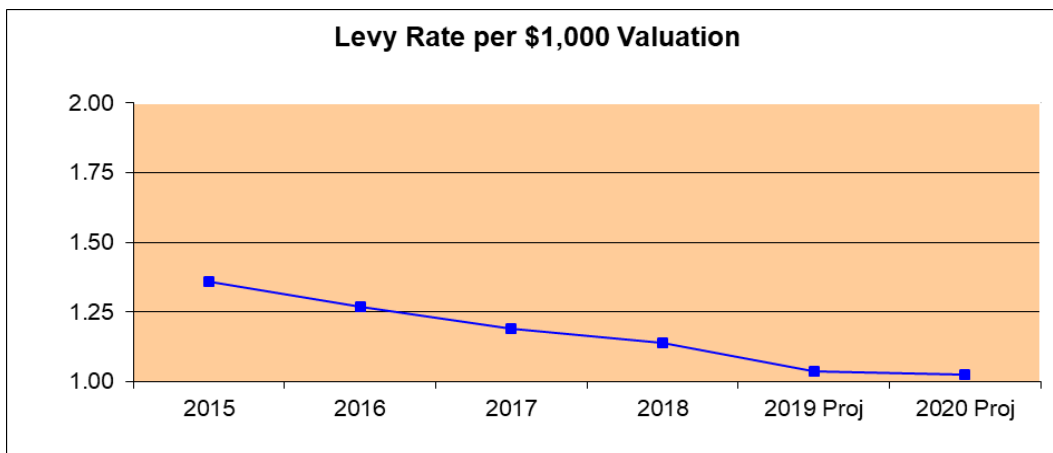
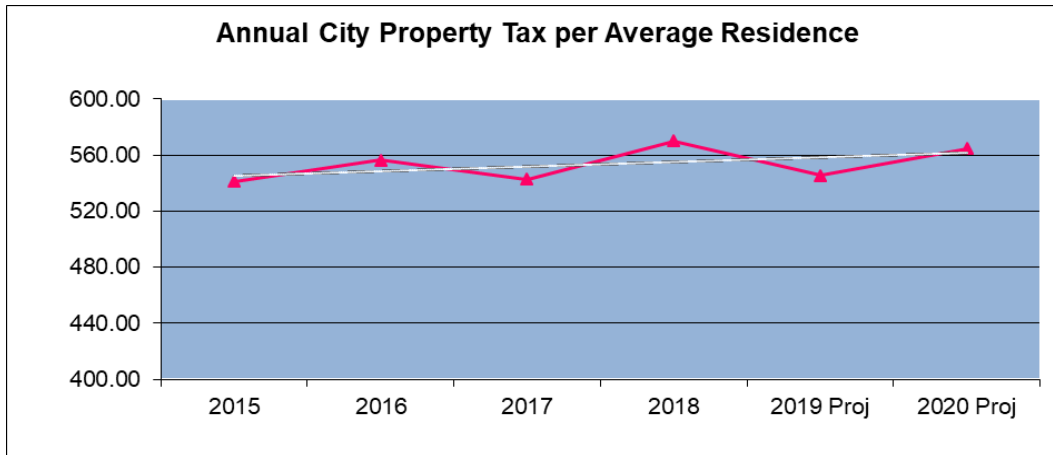
Property Tax

Property taxes play an essential role in financing the operation of the City of Kenmore, accounting for approximately 39% of the General Fund revenue estimate (in 2017-2018 the percentage was 40%), excluding beginning fund balance. The City's property tax is levied based on 100% of the fair market value of property as determined by the King County Assessor's Office. All real and personal property is subject to property tax, except that which is specifically exempt, such as property owned by federal, state, and local government agencies.

For 2019, the property tax levy is expected to be \$5,024,414 which is a 3% increase over the 2018 levy of \$4,837,631 and adds \$41,662 for new construction. This value for new construction is the lowest since 2014 and is only 40% of what was added as new construction in 2018.



All Funds Revenue Analysis



The 2019 Property Tax Calculation for budget purposes is as follows:

Total 2018 Property Tax Levy	\$4,837,631
3% Increase in Levy	145,121
Add: New Construction Estimate	<u>41,662</u>
Total Budgeted Property Tax Levy for 2019	<u>\$5,024,414</u>

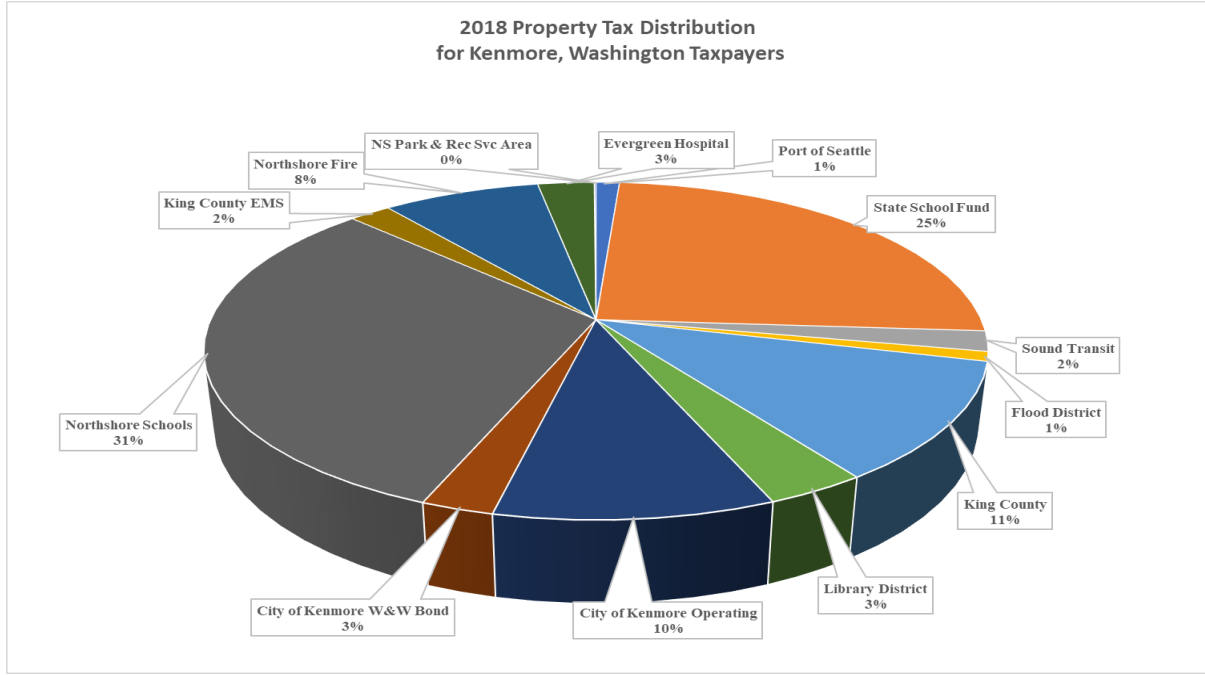
The annual allowable levy increase is 1%. The City however did not raise property taxes by even the allowable 1% from 2005 to 2013 and was able to “bank” this unused tax capacity. As of 2018 the value of the banked capacity was \$590,000. In 2019 and 2020 the budget includes a 3% annual levy increase which will utilize a portion of this banked capacity saved from prior years

Property Tax Distribution

Only a portion of the tax bill paid by a City of Kenmore resident is actually returned to the City of Kenmore. The illustration below shows the allocations other jurisdictions levy on properties in the City. The King County Assessor sets the assessed value for each property. The City Council adopts the total tax

All Funds Revenue Analysis

levy for the City. The tax rate is the result of the total tax levy divided by the total assessed value for the City times \$1,000. The rate is then applied to each individual property's assessed value.



The example below is based on a property with an assessed value of \$400,000. Each taxing jurisdiction's tax rate is shown along with the tax and is based on the assessor's published 2017 rates. (Source: Metro King County Department of Assessments Web Page).

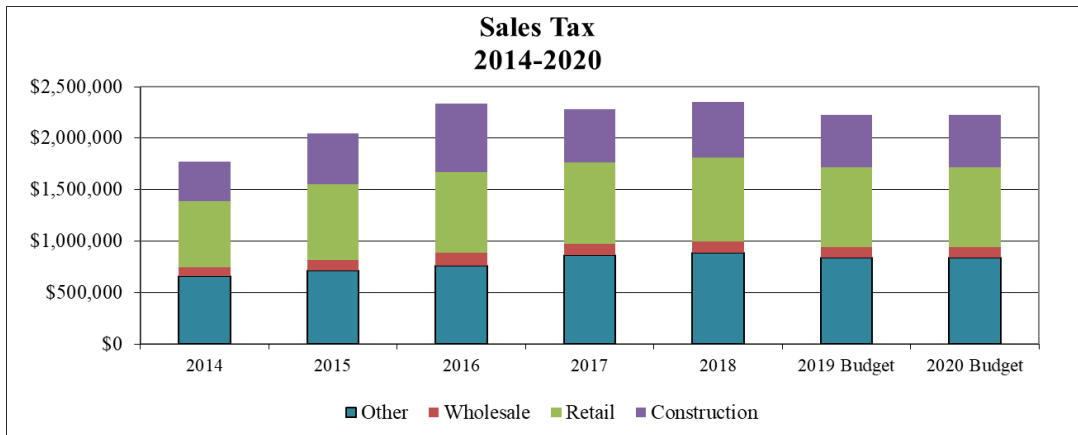
2018 Taxing Districts	Levy Rate/\$1,000 Assessed Valuation (AV)	Property Tax Share from \$500,000 AV
Port of Seattle	0.135	\$68
State School Fund	2.918	\$1,459
Sound Transit	0.227	\$114
Flood District	0.107	\$54
King County	1.327	\$664
Library District	0.412	\$206
City of Kenmore Operating	1.140	\$570
City of Kenmore W&W Bond	0.297	\$148
Northshore Schools	3.662	\$1,831
King County EMS	0.239	\$120
Northshore Fire	0.907	\$453
Evergreen Hospital	0.326	\$163
NS Park & Rec Svc Area	0.010	\$5
Total	11.708	\$5,854

All Funds Revenue Analysis

Local Retail Sales and Use Tax

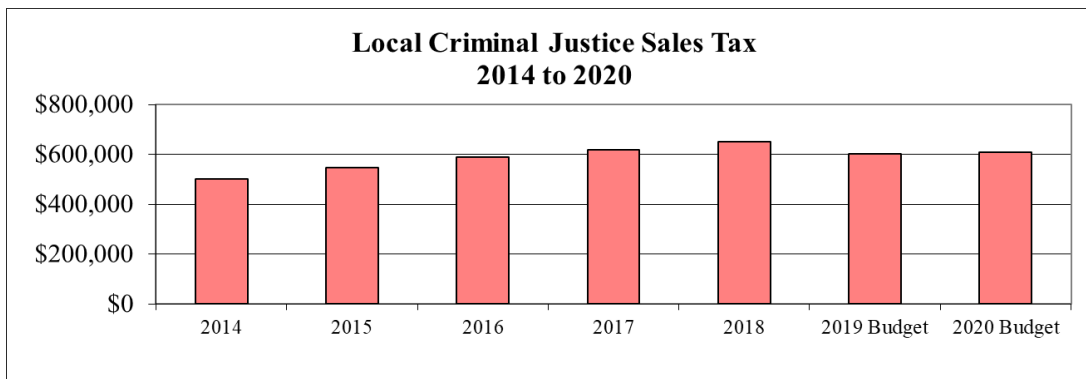
This is a major revenue source that accounts for 17% of the 2019-2020 General Fund revenues excluding fund balance. The local retail sales and use tax is comprised of two separate .5 % options with the County receiving 15% of each .5 %. After deducting .01% as a County administrative fee, the City's effective rate is .84%.

The 2019 budget projection (\$2,225,000) is approximately 5% below the 2018 projected actual revenue. All of the sales tax generating sectors have been fairly stable since 2016 due to less sales tax on new construction.



Local Criminal Justice Sales Tax

This revenue source comprises \$1,212,000 or just under five percent of General Fund revenues for the 2019-2020 biennium. Local Sales Tax for Criminal Justice funding is to be used solely for criminal justice purposes, such as the City's law enforcement contract. This tax is authorized at 1/10 of 1% of retail sales transacted in the County. Of the total amount collected, the State distributes 10% to the County, with the remainder being distributed by population to the cities and the unincorporated areas of the County. These collections tend to lag and be about 27% of retail sales tax receipts. A 4% decrease from 2017-2018 is budgeted for the biennium.

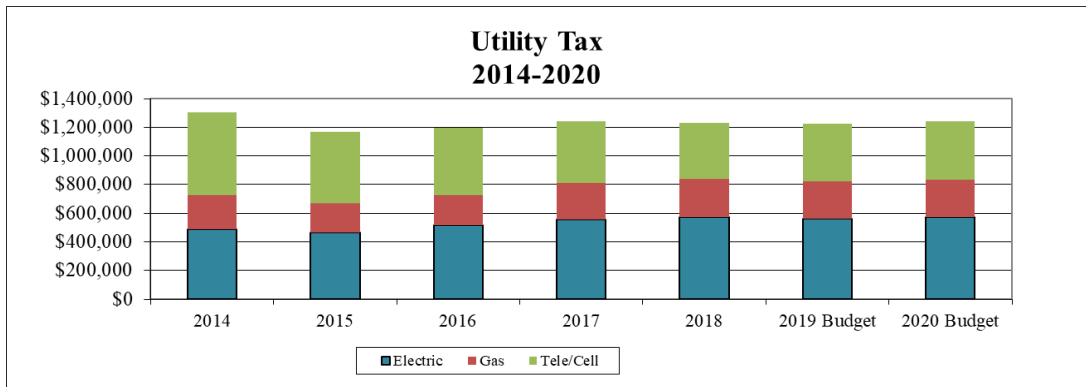


All Funds Revenue Analysis

Utility Tax

This major revenue category accounts for 10% of the 2019-2020 General Fund revenues. Initiative 695 (I-695) was approved in 1999 and was subsequently declared unconstitutional by the State court. However, State Legislature repealed the Motor Vehicle Excise Tax (MVET) in 2000. This removed \$1,500,000 of MVET receipts each year, beginning in 2000. In order to partially replace this void, the City Council increased the utility tax to six percent (6%) from one and one-half percent (1.5%) of the gross revenues of electricity, natural gas, telephone and cellular phones. Beginning in 2005, the City Council reduced the gas and electric utility tax rates to 4%. This resulted in lowering the annual utility tax revenues by \$230,000. Electric, gas and telephone/cell phone utility taxes are budgeted to increase overall less than 1% from 2017-2018. Even though gas and electric are expected to increase due to population and rate increases, this appears to be offset by declining use of land line phones and cell phone voice charges.

Current utility tax rates are as follows: telephone - six percent (6%), gas - four percent (4%), electric - four percent (4%).

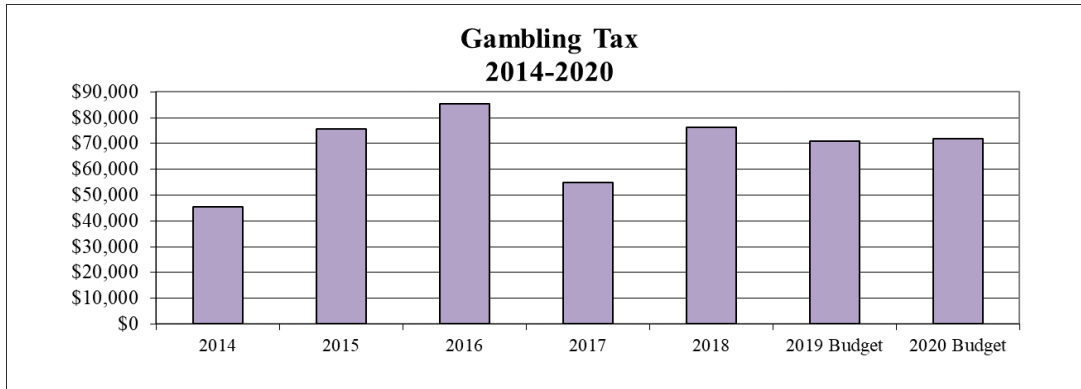


Gambling Tax Revenues

Gambling tax revenues are projected to be \$143,000 for the 2019-2020 biennium. This is a 9% increase over the 2017-2018 biennium and results from a growing popularity in pull tabs and amusement games. These revenues are required to be spent primarily on law enforcement activities pertaining to gambling. Funds remaining after necessary expenditures for such enforcement purposes may be used for any general government purpose.

Gambling taxes are due to the City on a quarterly schedule: no later than the last day of January, April, July and October. The City imposes a tax on the following forms of gambling at the following rates: Bingo (5% gross, less prizes); Raffles (10% gross, less prizes); Amusement Games (2% gross, less prizes); Derbies (10% gross, less prizes); Punch Board (5% gross); and Pull Tabs (5% gross).

All Funds Revenue Analysis

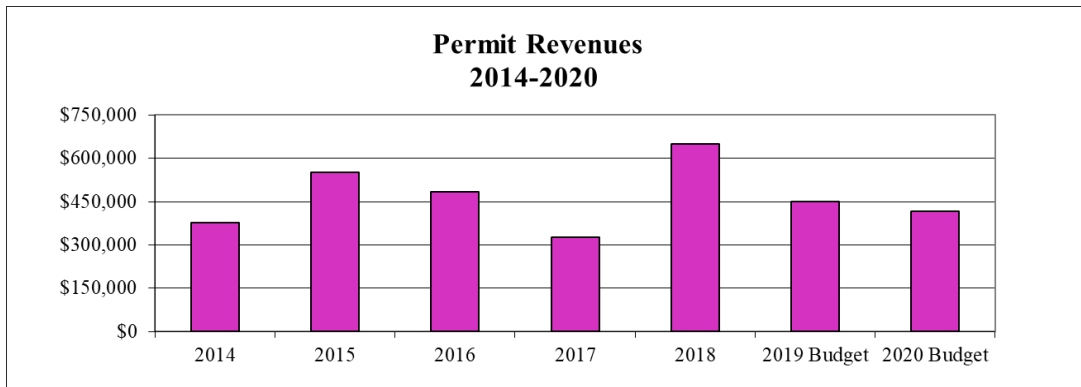


LICENSES AND PERMITS

License and permit revenues are user fees that are derived from various regulatory activities of the City and include building permit services and franchise fees.

Building Permits

Building and other permit revenue is dependent on construction activity and can be a fluctuating source of revenue. Construction activity since incorporation in 1998 has been at a significant level due to the strength of the economy and the housing market in the Pacific Northwest. The recent recession resulted in 2009 and 2010 development revenues at almost historical lows. The activity began to rebound after 2011 and has been strong ever since. 2017-2018 activity included fewer large construction projects with the exception of the Lodge at St Edward Park which was permitted in late 2018. A significant level of new construction is not expected to continue into 2019-2020. The biennial budget includes permit fee revenue of \$449,731 in 2019 and \$416,685 in 2020



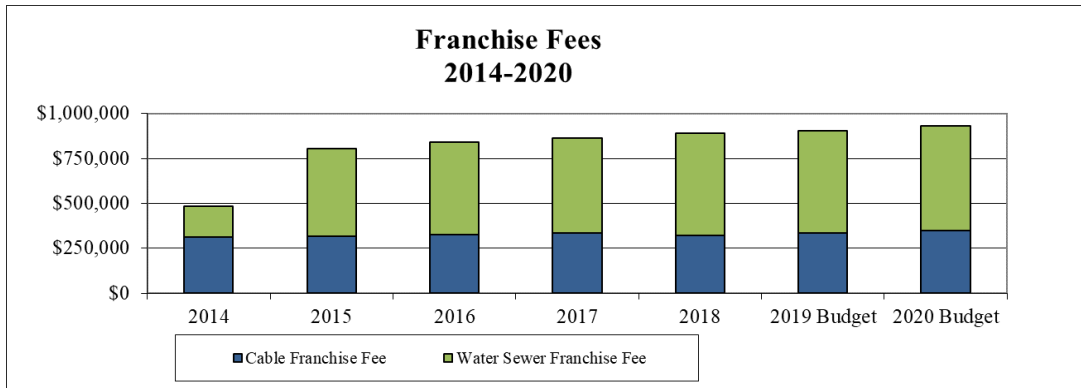
Franchise Fees

Franchise fees are levied on private utilities for the right to use the city right of ways and other public properties.

All Funds Revenue Analysis

Cable: The City levies a franchise fee of 5% on the gross revenues of the two cable TV providers. This revenue is projected to be \$682,855 for the 2019-2020 biennium. Franchise fee revenues were expected to show a slight increase in 2019 with a 3% increase estimated for 2020.

Water/Sewer: In 2014 the City negotiated a franchise agreement with the district that provides water and sewer. The franchise fee is 5% of gross revenues and is expected to generate \$1,148,980 over the biennium. The adopted budget provides for transferring this revenue source to the Street Fund to be used for pavement preservation and maintenance.



INTERGOVERNMENTAL REVENUES

State-Shared Revenues

State-shared revenues are received for gasoline taxes and liquor related receipts. These taxes are collected by the State of Washington and shared with local governments based on population. State-shared revenues are distributed on either a monthly or quarterly basis. Gasoline taxes are receipted into the Street Fund and dedicated to street maintenance functions.

The 2018 population figure used in the development of the 2019-2020 biennial budget is 22,920 as determined by the Washington State Office of Financial Management. This figure is the basis for determining distribution of State shared revenues on a per capita basis. This represents an increase of 600 from the 2017 population figure of 22,320.

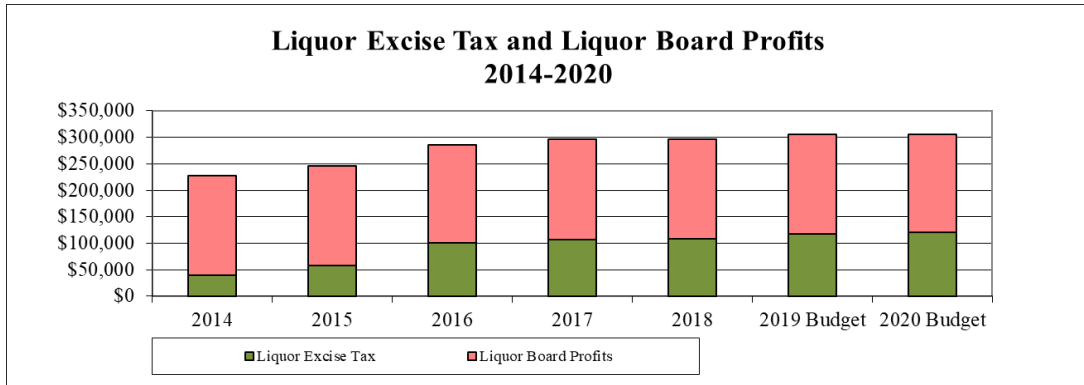
Liquor Board Profits and Liquor Excise Tax

Cities receive a share of both state liquor board profits and liquor excise tax receipts. The liquor board profits consist of revenue from state liquor stores and taxes on wine and beer. This allocation is distributed quarterly (on the last day of January, April, July, and October) on a per capita basis as liquor excise tax. To be eligible to receive these revenues, a city must devote at least two percent of the distribution to support an approved alcoholism or drug addiction program. The City of Kenmore remits the two percent to King County for this purpose.

Since 2012, budget challenges at the State level have resulted in periodic changes to distributions (reductions) to the cities and the ability to forecast these revenues is challenging. Based on current guidance from the Municipal Resource Services Center (MRSC), the 2019-2020 biennium revenues are expected to be as follows:

- Liquor Board Profits: \$187,027 (2019) and \$184,460 (2020).
- Liquor Excise Tax: \$117,800 (2019) and \$121,210 (2020).

All Funds Revenue Analysis



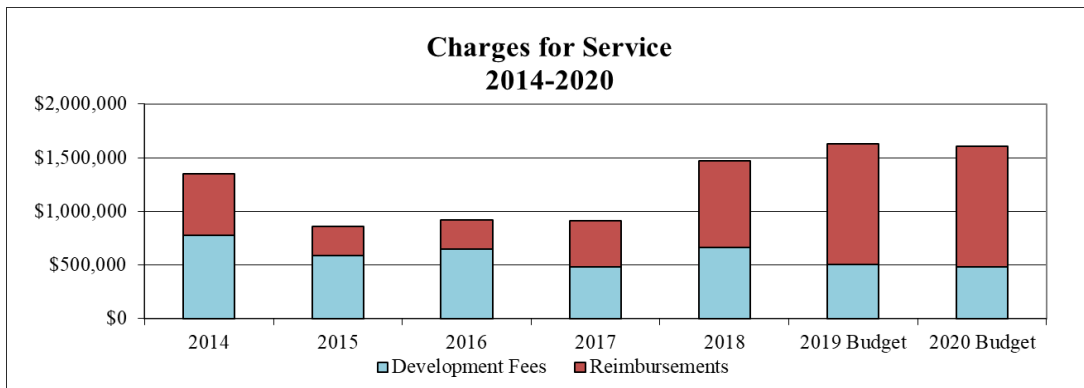
CHARGES FOR SERVICES

Reimbursement of Direct/Indirect Costs

Included for 2019-2020 are reimbursements from the Transportation Capital Fund and the West Sammamish River Bridge Fund (\$787,129), the Park Capital Fund (\$586,156), and the Surface Water Management Fund (\$221,000) for project manager staff costs which can be charged to capital projects and to recover a portion of administrative overhead.

Development Fees

This revenue category of land use fees, inspection fees and plan review fees accounts for \$989,193 or almost four percent (3.8%), of the 2019-2020 biennial budget. The City collects these fees for single family, commercial and multi-family development to offset time spent on processing, reviewing, inspecting and administering development activities. In addition, Development Services and Engineering staff monitor compliance of development with conditions of approval.



INVESTMENT INTEREST

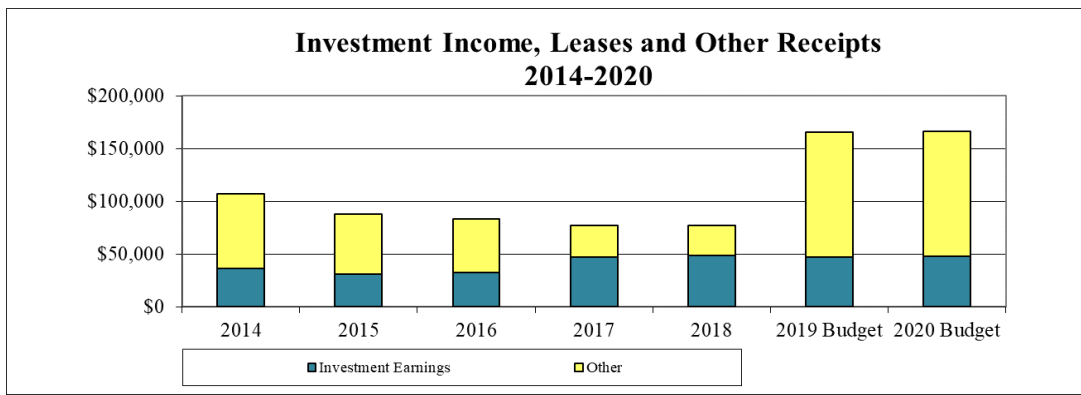
The projected interest income for the 2019-2020 budget period is \$95,300. This amount is more than the prior budget but reflective of what has recently been received. Returns on investments have begun to increase as rates have risen slowly and the income is roughly based on a 2.5% return, from various investments, on an assumed available General Fund cash balance of \$3.8 million. Available cash is

All Funds Revenue Analysis

invested in federal agency notes, certificates of deposit, the State Investment Pool, and interest-bearing checking accounts.

MISCELLANEOUS REVENUES

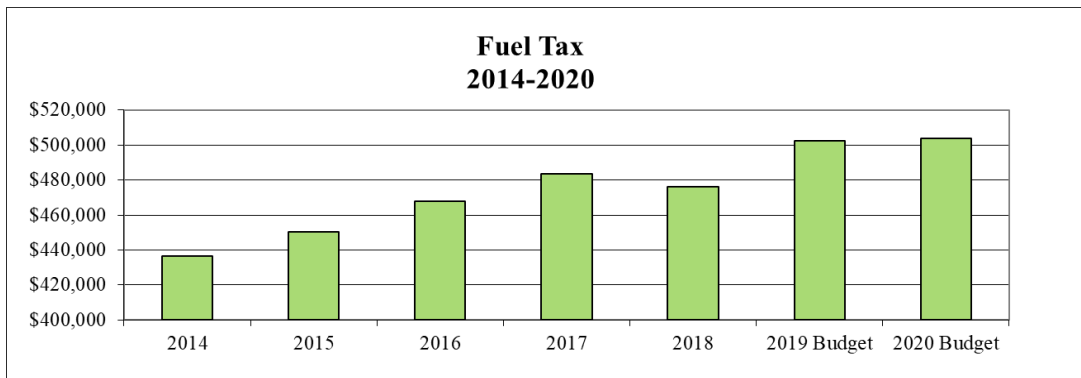
This revenue category includes sales tax interest (from sales tax receipts remitted from the State), rents and leases, and sponsorships received for City events. Sponsorships are budgeted at \$30,000 annually and are due to efforts to increase community sponsorships of city events and summer concerts. Lease revenue is received directly from the Kenmore Business Incubator (\$38,000 per year) and had previously been accounted for in the Kenmore Village Fund. Lease revenue distributions from other Kenmore Village tenants (US Postal Service and Diva Espresso) are also included here for the first time (\$50,000 per year).



STREET FUND

Motor Vehicle Fuel Tax

The Street Fund receives motor vehicle fuel tax (gasoline tax) which is collected and distributed by the State of Washington to cities based on population. The 2019-2020 biennial budget includes \$1,006,335 which is almost 5% more than what is projected for 2017-2018. The projection for the upcoming period is based on a published per capital distribution of \$21.94 and slightly higher per capita figure (22,920). Otherwise it is expected that consumption and revenue will not increase notably and more fuel-efficient vehicles will cause consumption to decline.



All Funds Revenue Analysis

Multi-modal Distribution

This is a new direct distribution to cities from the State's collection of fuel taxes; a result of a State Transportation tax bill. It is expected to be \$1.38 per capita in 2019, an increase from \$1.05 in 2017.

Revenues from the Transportation Benefit District

On November 20, 2012, the newly created Transportation Benefit District (TBD) approved a \$20 fee for vehicles licensed in the City of Kenmore. Collection of the fee began June 1, 2013. Assuming a conservative increase from 2017-2018, the revenue for the 2019-2020 budget period is expected to be \$710,000, plus interest, of which \$716,000 will be paid to the Street Fund for street maintenance. Effective December 7, 2016 the City assumed the TBD and it no longer exists as a separate District. The TBD is now a Special Revenue Fund.

Transfers

The operating transfers into the Street Fund from the General Fund are the Water and Sewer Franchise Fees that are collected in the General Fund. They are expected to be \$1,174,969 over the 2019-2020 biennium.

PUBLIC ART FUND

Transfers

The 2019-2020 biennial budget does not include any transfers from other Funds toward the 1% for Art program however most construction projects have incorporated art into the overall completed project.

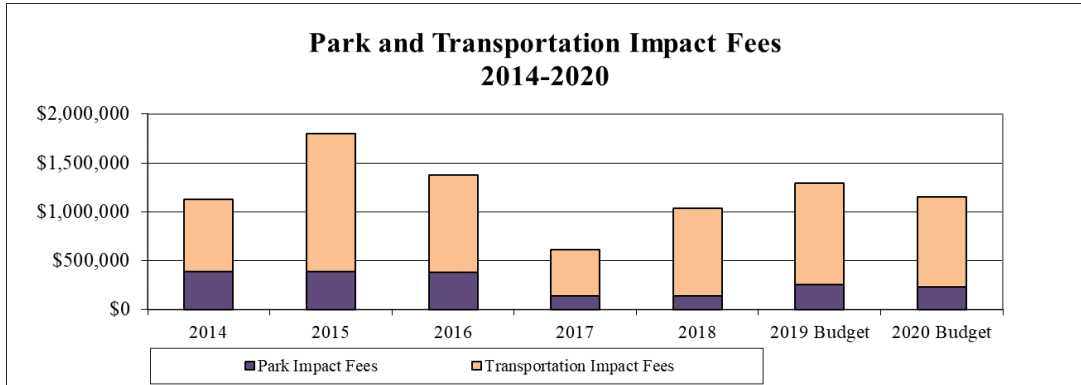
PARK IMPACT FEE FUND

In 2001, the City Council adopted Parks Impact Fees. Impact fees are charges paid by new development to reimburse the City for capital costs of public facilities that are needed to serve new development. The public facilities that can be funded for by impact fees are system improvements to service areas within the community at large. The park impact fee for a single-family residence is \$2,565 which has remained unchanged for several years. A study is underway to review the fee and that study is expected to be complete near the end of 2018 or early 2019. The revenue projection for the 2019-2020 biennial budget is \$486,892 based on anticipated development activity.

TRANSPORTATION IMPACT FEE FUND

In 2001, the City Council adopted Transportation Impact Fees. Impact fees are charges paid by new development to reimburse the City for capital costs of public facilities that are needed to serve new development. The public facilities that can be funded with impact fees are system improvements to service areas within the community at large. Based on a transportation study completed in 2016, the impact fee for a single-family residence, effective January 1, 2018, is \$9,600. The revenue projection for the 2019-2020 biennial budget is \$1,952,346 based on anticipated development activity.

All Funds Revenue Analysis



STRATEGIC RESERVE FUND

Transfers

Until the City's overall assessed value declined with the recession, the City had transferred General Fund monies into the Strategic Reserve Fund to provide the City with a funding reserve in the event of a catastrophe. Per state regulations, (RCW 35.34.250), this fund cannot exceed \$.375 per \$1,000 of assessed valuation (AV). The funding limit was reached in 2009 when the City reached its highest assessed value of \$3,346,634,810 before economic conditions caused values to decline. The assessed value has recovered (now \$4.835M) and exceeds the previous high value of 2009; however, the budget does not include any transfers from the General Fund at this time, although interest earned on investments has continued to be credited to the fund.

STRATEGIC OPPORTUNITIES FUND

Transfers

This fund was created in 2013 with a transfer of \$2,500,000 from the General Fund reserves with the purpose of having resources available for the City to make key investments or take advantage of strategic opportunities. During the 2015-2016 biennium, the City was able to transfer another \$1.1M of excess reserves to this fund. One of the uses of the funds during the 2015-2016 period was to advance resources for several sidewalk capital projects with an expectation of repayment from Real Estate Excise Tax of \$200,000 during the 2017-2018 biennium which did occur. The balance of \$360,000 will be repaid in 2019-2020. Other than investment earnings, lease revenues from the Kenmore Business Incubator (KBI) had been deposited to this fund. Effective 2019, all KBI revenues and expenditures will now be accounted for in the General Fund.

TRANSPORTATION BENEFIT DISTRICT FUND

Vehicle Fees

On November 20, 2012, the newly created Transportation Benefit District (TBD) approved a \$20 fee for vehicles licensed in the City of Kenmore. Collection of the fee began June 1, 2013. The revenue for the 2019-2020 budget period is expected to be \$710,000. Effective December 7, 2016 the City assumed the TBD and it no longer exists as a separate District. The TBD is now a Special Revenue Fund.

All Funds Revenue Analysis

UTGO 2016 BOND FUND

This fund was established to account for property tax excess levy receipts assessed for the Proposition 1, Walkways & Waterways measure that was approved by the voters in 2016 and which authorized the City to issue bonds in an amount up to \$19,750,000. The first series of \$9,220,000 was issued in 2016. The receipts from the levy are maintained in this fund and used to pay the semi-annual debt service on those outstanding 20-year bonds. The 2017 levy rate was \$0.34 per \$1,000 of assessed value and is expected to be \$0.297 in 2019. The levy amount is projected to be \$1,223,150. The second series of bonds may be issued in late 2019. Levy proceeds from that potential issue have not been budgeted at this time.

WALKWAYS & WATERWAYS BOND FUND

This new fund accounts for the proceeds of the UTGO 2016 bonds issued in December 2016 after Proposition 1, the Walkways & Waterways bond measure, was approved by the voters. The measure authorized the City to issue up to \$19,750,000 of unlimited tax general obligation bonds for the purpose of financing the construction of new sidewalks and pedestrian and bicycle safety improvements along Juanita Drive and 68th Avenue, and the construction of and improvements to waterfront access, viewpoints, walkways, facilities, open spaces, and natural habitats at City parks, including Log Boom Park, Rhododendron Park, and Squire's Landing Park. The first series of 20-year bonds, in the amount of \$9,220,000, were sold in December 2016; proceeds including the premium totaled \$9,859,407. The funds continue to receive a prorated share of interest earned.

SAMMAMISH RIVER BRIDGE FUND

Intergovernmental and Transfers

This fund was established in 2013 to accumulate resources toward future replacement of the Sammamish River Bridge with an initial transfer from the General Fund of \$80,000. Those funds were expended in 2013-2014 for professional services related to the bridge repair and replacement and no revenue from additional transfers has been budgeted in 2015-2016. The replacement of the bridge accelerated, and this became an active project in 2016. The fund will be used to account for the resources and expenditures of that project. The bridge project design is near completion and construction is expected to commence in the 2019-2020 biennium. \$21,227,280 in grant revenue is expected to be received from Federal and State agencies. The City will contribute \$395,776 in impact fees.

REAL ESTATE EXCISE TAX FUND

The real estate excise tax is revenue that must be used for financing capital projects. Prior to incorporation, King County imposed two, one-quarter of one percent (.5%) of the selling price of real property. Following incorporation, the City Council maintained the same rate for the City of Kenmore. King County collects the tax and deducts one-percent (1%) before remitting to the City. Revenues received in 2017-2018 were exceptional and a result of the robust housing market. The projection for the 2019-2020 biennial budget is \$2,600,000 which is conservatively \$1.0M less than what is projected for 2017-2018. This is due to a slow-down in the housing market and housing prices that are not continuing to rise at the same pace.

All Funds Revenue Analysis



KENMORE VILLAGE FUND

Lease Income

In 2003, the City purchased the Kenmore Village property, a 4.2-acre commercial site located in the middle of the designated downtown. The purchase was made to direct future redevelopment of this shopping center in order that the community's vision of the Downtown Master Plan could be achieved over time. The short-term objective was to lease out the vacant space for cash flow purposes, with the long-term goal being the redevelopment of the site into a mixed-use project with retail, commercial and multi-family elements. In 2007 the City entered into an agreement to sell the property with an anticipated closing date of December, 2009. Due to the economic downturn, the closing of the agreement was amended and extended to 2014 and a ground lease was established for management of the property and the tenants. In addition to the properties managed through the ground lease, the United State Postal Service (USPS) entered into a lease with the City for occupancy of the old City Hall building. In 2012 the ground lease was terminated and the City took over management of the property for a short time until a new property management firm could be retained.

As parcels within Kenmore Village have been sold, lease revenue declined. In 2019-2020 only the USPS remains as a tenant along with Diva Espresso which occupies a small retail space in the new Hangar building on the City's site. JSH Properties manages the tenants and distributes revenue periodically to the City. This is now accounted for in the General Fund and no revenue (or expenditures) are budgeted in the Kenmore Village Fund for 2019-2020. The fund will distribute any remaining reserve balance to the General Fund when the books are closed for 2018.

PARK CAPITAL FUND

Intergovernmental

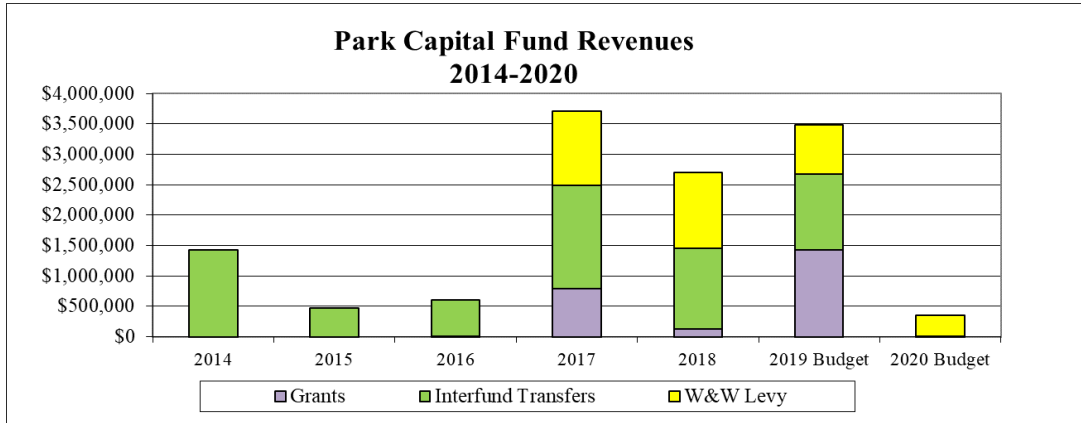
This fund accounts for Park Levy Proceeds from the King County Open Space and Trails Levy which expired in 2013 and the King County Parks Trails and Open Space Levy which provides funds over the period 2014-2019.

\$1,158,947 of levy proceeds from Proposition 1, Walkways & Waterways, are budgeted to be applied to two of the three park projects funded by the Proposition (Log Boom Park and Squires Landing). The Rhododendron Park project was essentially completed during the 2017-2018 biennium.

A variety of grants in the amount of \$1,429,000 are expected to support improvements to various park projects.

All Funds Revenue Analysis

Transfers from real estate excise tax, park impact fees, and other City revenue sources provide funding for park capital projects.



TRANSPORTATION CAPITAL FUND

Intergovernmental Grants

The City has been awarded a number of grants from various Federal and State agencies for pavement overlay, sidewalks, and pedestrian and bicycle safety projects which are programmed for 2019-2020. The most significant awards are from the Federal Highway Administration, Washington State Transportation Improvement Board (TIB), and WA State DOE and all total \$11,151,150.

Levy proceeds from Proposition 1, Walkways & Waterways, are programmed for pedestrian and bicycle safety improvements on the major north south arterials through the City, in the amount of \$7,531,894.

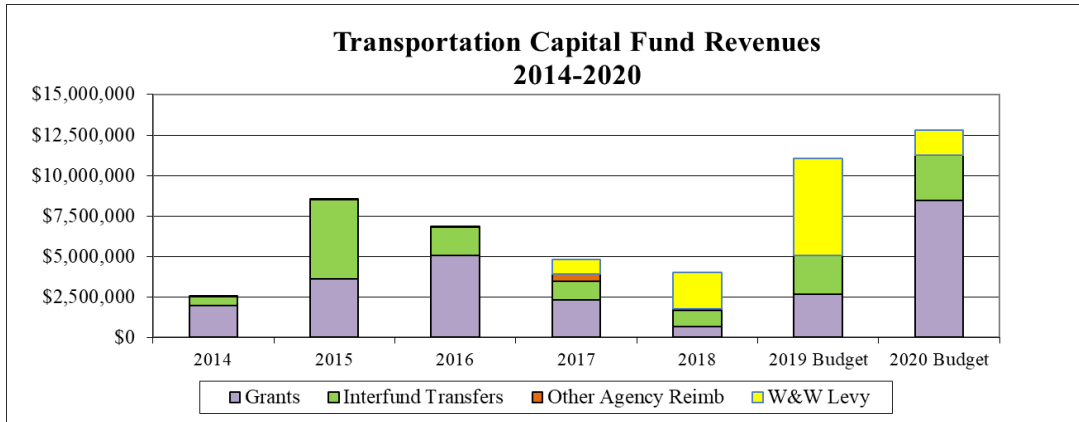
Other Contributions

Included in this category is \$18,500 from Bastyr University toward construction of a traffic signal pursuant to an agreement between Bastyr and the City which provided for a payment of \$141,000 and ten annual contributions of \$18,500 beginning in 2010 with the last payment in 2019.

Transfers In

Various City funds have been programmed as additional resources to the various pavement and sidewalk projects as Federal and State grants generally require a City match. These funds are transferred in to the Transportation Capital Fund as needed. Over the 2019-2020 biennium, these transfers are budgeted to include \$1,216,663 from the Traffic Impact Fee Fund, and \$3,945,050 from the Real Estate Excise Tax Fund.

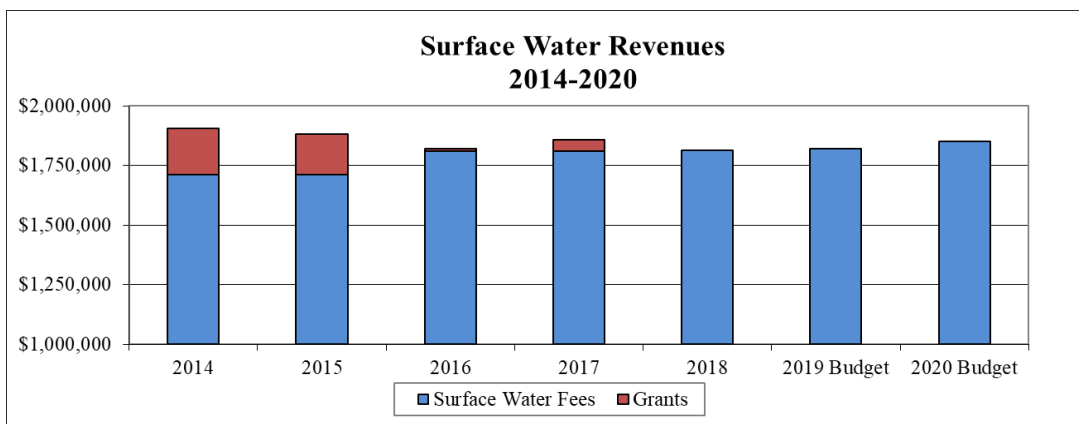
All Funds Revenue Analysis



SURFACE WATER MANAGEMENT FUND

Surface Water Charges

Surface water assessments (charges for service) are received from property owners in the City of Kenmore. Effective January 1, 2015 the typical charge for a single-family residence is \$167.40 per year, collected by King County along with property taxes. The charge for multi-family, commercial and industrial properties varies based upon the size of the parcel and the area of impervious surface. The 2019-2020 biennial budget includes revenue of \$3,670,000. A rate study is currently underway which is likely to result in a rate increase for 2019 although no rate increase has been included in the proposed budget. In addition, a potential new General Facility Charge may be proposed which would support the capital projects.



All Funds Revenue Analysis

SURFACE WATER CAPITAL FUND

Intergovernmental

A Public Works Trust Fund loan, in the amount of \$1,500,000, for Project SW-8, the 61st Ave Embankment Repair was approved in 2018. Proceeds are expected in 2019. Also, a rate study is currently underway which is likely to result in a proposed new General Facility Charge (GFC) to support the capital projects. The revenue projection for the GFC for 2019-2020 is \$530,000.

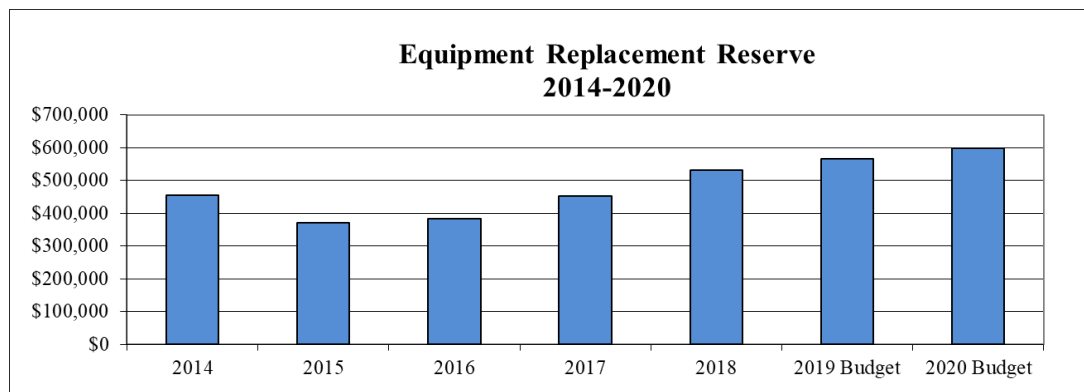
Transfers

Transfers from the Surface Water Management Fund provide resources for this fund which accounts for capital improvements to the surface water system. \$672,450 is budgeted as a transfer in the 2019-2020 biennium.

EQUIPMENT REPLACEMENT FUND

Interfund Contributions

The revenue in this fund provides a reserve for the future replacement of city wide assets and consists of payments from various departments and funds that benefit from or use the assets. Replacement of the assets can then be made on a routine and timely basis with replacement reserves. The assets included in this replacement fund are vehicles, computers, telephones, the recording system, furniture, and police equipment. The payments to this fund are determined using the cost of the equipment, the useful life of the asset, and the number of employees in the various cost centers that use each asset. The replacement schedule is updated to adjust for new equipment purchases, changes in useful life and inflation rates. The 2019-2020 budget includes \$134,282 of contributions from other departments and funds. It is expected that a number of new vehicles and pieces of heavy equipment will be procured to support the new in-house public works operation. Those acquisitions will be incorporated into the replacement schedule and may result in additional contributions to this fund for future replacement.



City of Kenmore, Washington

Operating Budget

City of Kenmore, Washington
Summary of General Fund Revenues
2017-2018 to 2019-2020

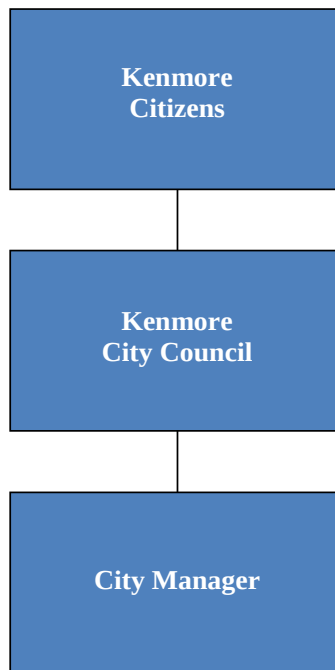
	2017-2018 Amended Budget	2017 Actual	2018 Projected.	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
REVENUES							
Beginning Fund Balance	\$3,131,687	3,139,286	3,705,432	3,139,286	3,810,062	3,818,733	3,810,062
Real Property Tax	9,408,704	4,656,328	4,837,631	9,493,959	5,024,414	5,199,791	10,224,205
Sales Tax	4,192,256	2,284,511	2,350,000	4,634,511	2,225,000	2,225,000	4,450,000
Criminal Justice 1/10 Sales Tax	1,184,035	618,827	650,000	1,268,827	602,000	610,000	1,212,000
B&O Tax	32,000	17,952	19,000	36,952	19,434	19,434	38,868
Electric Utility Tax	1,126,906	557,288	573,913	1,131,201	560,000	571,200	1,131,200
Gas Utility Tax	503,104	252,937	266,352	519,289	262,000	263,155	525,155
Telephone Utility Tax	301,111	137,457	124,539	261,996	120,000	120,000	240,000
Cellphone Utility Tax	786,364	294,368	267,952	562,320	285,000	285,000	570,000
Gambling Tax	184,113	55,009	76,287	131,296	71,000	72,000	143,000
Other Tax	2,000	903	2,000	2,903	1,300	1,400	2,700
Total Taxes	17,720,593	8,875,580	9,167,674	18,043,254	9,170,148	9,366,980	18,537,128
Business Licenses	8,660	5,087	908	5,995	5,211	4,611	9,822
Cable Franchise	668,476	334,424	323,150	657,574	336,382	346,473	682,855
Water/Sewer Franchise	1,000,000	527,135	567,340	1,094,475	566,000	582,980	1,148,980
Business Registration	15,000	8,662	9,880	18,542	10,100	10,200	20,300
Building Permits	691,916	326,456	649,184	975,640	449,731	416,695	866,426
Special Event Permits	2,000	1,500	1,650	3,150	1,900	2,500	4,400
Total Licenses & Permits	2,386,052	1,203,264	1,552,111	2,755,375	1,369,324	1,363,459	2,732,783
Local, State and Federal Grants	151,500	77,876	27,241	105,117	82,111	82,212	164,323
Streamlined Sales Tax Mitigation	40,000	18,244	6,811	25,055	18,200	18,200	36,400
Marijuana Excise Tax	400	11,119	30,000	41,119	35,000	36,000	71,000
DUI/Other State Assistance	6,700	3,383	3,755	7,138	3,400	3,400	6,800
Liquor Board Excise Tax	206,507	107,585	109,000	216,585	117,800	121,210	239,010
Liquor Board Profits	343,408	188,445	187,100	375,545	187,027	184,460	371,487
Criminal Justice Distributions	128,000	68,174	70,311	138,485	72,113	73,544	145,657
Total Intergovernmental	876,515	474,826	434,218	909,044	515,651	519,026	1,034,677
Inspection & Investigation	57,300	22,459	5,088	27,547	25,000	25,000	50,000
Land Use	252,451	160,909	165,318	326,227	90,421	90,748	181,169
Plan Review and Other Fees	714,651	282,324	478,239	760,563	378,524	350,876	729,400
Bastyr Ballfield Rental	5,000	0	0	0	0	0	0
Event Fees	9,500	7,962	6,000	13,962	5,000	6,000	11,000
Credit Card Processing Fees	45,000	7,814	11,730	19,544	9,102	8,522	17,624
Total Charges for Services	1,083,902	481,468	666,375	1,147,843	508,047	481,146	989,193
Fines & Forfeitures	0	-3,640	0	-3,640	0	0	0
Code Enforcement	46,500	61,141	4,451	65,592	0	0	0
Total Fines and Penalties	46,500	57,501	4,451	61,952	0	0	0
Investment Earnings	52,000	47,095	48,405	95,500	47,400	47,900	95,300
Rent and Leases	1,000	1,135	338	1,473	88,505	88,700	177,205
Sponsorships	43,000	28,600	28,750	57,350	30,000	30,000	60,000
Overhead Reimbursements	930,000	325,600	525,000	850,600	794,792	799,493	1,594,285
Northshore School District Reimb	70,000	25,000	28,750	53,750	76,000	76,000	152,000
Lakepointe Reimbursements	100,000	34,255	250,000	284,255	250,000	250,000	500,000
Other Reimbursements	290,512	44,344	0	44,344	0	0	0
Miscellaneous Revenue	5,100	122,452	86,589	209,041	2,600	2,700	5,300
Total Miscellaneous	1,491,612	628,481	967,831	1,596,312	1,289,297	1,294,793	2,584,090
Total General Fund Revenues	23,605,174	11,721,120	12,792,660	24,513,780	12,852,467	13,025,404	25,877,871
Total Revenues and Beginning Fund Balance	\$26,736,861	\$14,860,406	\$16,498,092	\$27,653,066	\$16,662,529	\$16,844,137	\$29,687,933

City of Kenmore, Washington
Summary of General Fund Expenditures
2017-2018 to 2019-2020

	2017-2018 Total Amended. Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
<u>EXPENDITURES</u>							
<u>Cost Center</u>							
City Council	\$329,426	\$162,739	\$153,456	\$316,196	\$197,953	\$202,384	\$400,337
City Clerk	425,368	218,506	234,404	452,909	234,707	283,579	518,285
City Manager	3,370,997	1,563,232	1,589,077	3,152,309	1,781,429	1,826,719	3,608,148
Finance and Administration	1,672,775	910,851	778,746	1,689,597	957,033	954,855	1,911,887
Legal	500,000	274,954	192,981	467,935	260,000	270,000	530,000
Non Dept: Transfers to Other Funds	1,328,228	650,220	567,340	1,217,560	592,276	582,693	1,174,969
Public Safety	8,806,304	4,055,650	4,199,286	8,254,936	4,517,575	4,666,416	9,183,991
Public Works Engineering	1,415,011	629,990	864,541	1,494,530	942,635	845,935	1,788,571
Community Development	1,715,510	599,620	1,010,454	1,610,073	908,610	840,283	1,748,893
Development Services	2,184,288	1,086,924	1,259,821	2,346,744	1,200,700	1,245,802	2,446,501
Public Works Maintenance	1,943,339	1,002,290	1,837,924	2,840,214	1,250,880	1,301,845	2,552,726
Total Expenditures	<u>\$23,691,246</u>	<u>\$11,154,974</u>	<u>\$12,688,029</u>	<u>\$23,843,004</u>	<u>\$12,843,796</u>	<u>\$13,020,511</u>	<u>\$25,864,307</u>
 Ending Fund Balance	 3,040,515	 3,705,432	 3,810,062	 3,810,062	 3,818,733	 3,823,626	 3,823,626
 Total Expenditures and Ending Fund Balance	 <u>\$26,731,761</u>	 <u>\$14,860,406</u>	 <u>\$16,498,092</u>	 <u>\$27,653,066</u>	 <u>\$16,662,529</u>	 <u>\$16,844,137</u>	 <u>\$29,687,933</u>

City of Kenmore, Washington
General Fund: City Council Cost Center

The City Council is the legislative branch of City government and serves as the policy making body. The Council enacts ordinances and resolutions, adopts policies and regulations, approves contracts, and sets rates and fees for services provided to the citizens. The Council consists of seven Councilmembers who, in turn, select the mayor for a two-year term to serve as their chairperson.



2017-2018 Achievements:

- The City Council took important steps to improve pedestrian and bike safety, enhance parks and water access, advance downtown redevelopment, and promote economic development.
- Following voter approval of the Walkways and Waterways ballot measure in late 2016, the Council approved projects to implement the measure. The City received a AAA Bond Rating at the outset of the implementation phase, a testament to the Council's prudent fiscal oversight.
- The Council provided policy direction to influence the future of downtown Kenmore. The Spencer 68 residential project and LINQ mixed use development in the former Kenmore Village property and public amenities such as the Town Square, Hangar and Skate Court are transforming downtown.
- The Council advocated for Franchise Agreement terms that require that Puget Sound Energy improve power reliability in Kenmore.

City of Kenmore, Washington
General Fund: City Council Cost Center

- Affordable housing, including mobile home parks.
- Plastic bag ban.
- Homeless shelter ordinance.
- Councilmembers are active in regional, state and federal level organizations and committees, including the National League of Cities, Association of Washington Cities, King County Board of Health, Eastside Transportation Partnership, and Sound Cities Association. Mayor Baker began his term on the Sound Transit Board of Directors in 2018.
- The Council convened Coffee with Council informal discussions and information exchange with citizens.
- The Council spearheaded and promoted annual Kenmore Play Day events to encourage physical activity and wellness for young people, in conjunction with KaBOOM!
- The Council accepted important statewide awards: Association of Washington Cities 2018 Municipal Excellence Award for Economic Development; Bicycle friendly and walk friendly awards in 2017; the architects for the Hangar, Graham Baba, received an American Institute of Architects Honor Award for the project.
- The Council approved updated goals, strategies and actions for the City's Economic Development Strategy.

2019-2020 Objectives:

- Support further progress on pedestrian and bicycle safety; Walkways and Waterways projects; economic development; waterfront access, Lakepointe redevelopment, Sound Transit 3 Bus Rapid Transit on SR 522 and other Council Goals.
- Secure additional transportation funding to improve connections between Kenmore's downtown and the lakefront. Advocate for funding in the US Army Corps of Engineers budget for Kenmore Navigation Channel maintenance dredging.
- Continue and increase involvement in regional issues, including transportation initiatives such as SR-520 tolling and its impact on SR-522. Promote State Legislation to provide redevelopment incentives for Lakepointe, recognizing the property's support role for major regional transportation projects.
- Construct the new West Sammamish River Bridge.

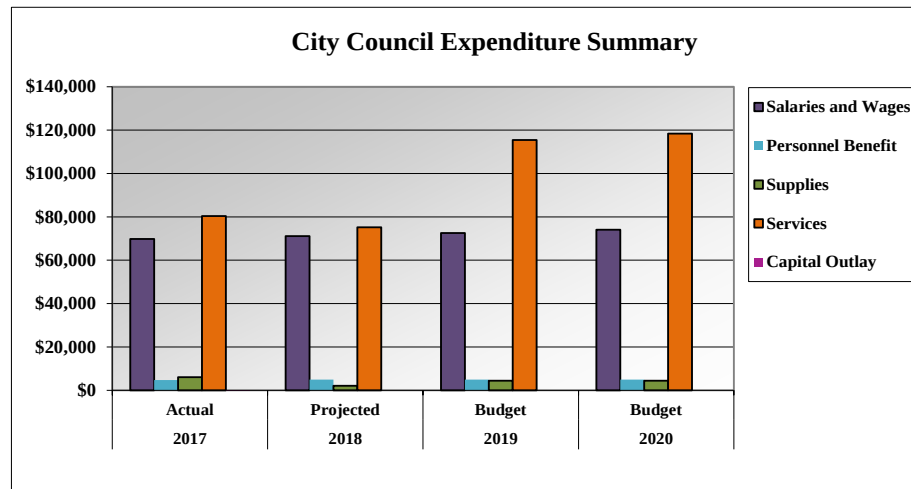
2019-2020 Budget Highlights:

- Continued emphasis on intergovernmental relations, pivotal Sound Transit decisions and securing infrastructure funding will continue to require Mayor and City Council involvement.

General Fund

City Council

Expenditure Summary	2017-2018			2017-2018			2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget	
City Council								
Salaries and Wages	\$136,800	\$69,768	\$71,164	\$140,932	\$72,587	\$74,038	\$146,625	
Personnel Benefit	11,016	4,791	4,928	9,719	4,927	4,924	9,851	
Supplies	8,844	6,050	2,136	8,186	4,422	4,422	8,844	
Services	172,766	80,351	75,228	155,579	115,417	118,400	233,817	
Capital Outlay	0	1,780	0	1,780	600	600	1,200	
Total Program Costs	\$329,426	\$162,739	\$153,456	\$316,196	\$197,953	\$202,384	\$400,337	



Employee Summary	2017-2018			2017-2018			2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget	
City Council Positions								
Mayor	1	1	1	1	1	1	1	1
Deputy Mayor	1	1	1	1	1	1	1	1
Councilmembers	5	5	5	5	5	5	5	5
Total Positions	7	7	7	7	7	7	7	7

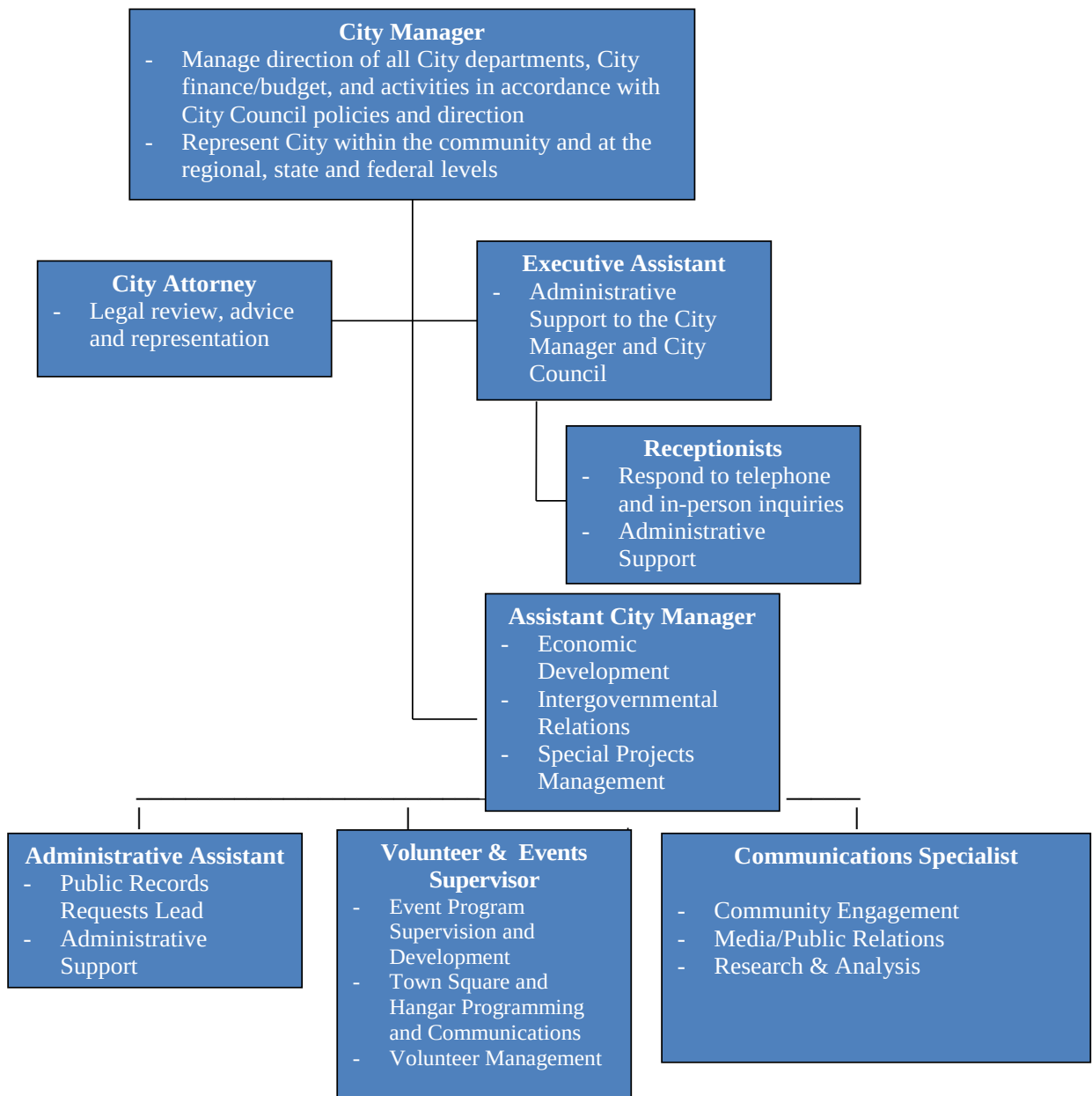
All Programs

Table of All Programs

User Group	Program	2018 - PBB
City Council	Appointments to National Boards and Commissions	8,953
City Council	Appointments to Regional and State Boards and Commissions	31,277
City Council	Citizen Point of Contact	22,382
City Council	City Manager Oversight	20,144
City Council	Council Meetings	85,052
City Council	Federal and State Government Relations	35,870
City Council	Informal Informational Meetings	29,097
City Council	King County Government Relations	34,685
City Council	Special Events and Presentations	26,382
City Council	Strategic Goal and Direction Setting	35,906
	Total	329,748

City of Kenmore, Washington
General Fund: City Manager Cost Center

The City Manager is appointed by the City Council and serves at the Council's pleasure. The City Manager's office provides (1) management direction of all City departments and activities in accordance with City Council policies and direction, (2) administrative support to the City Council and (3) representing the City within the community and at the regional, state and federal levels to advance Kenmore's priorities and interests. The City Manager's Office also provides Economic Development programs and oversees marketing, public relations, front desk reception, public records requests, events and volunteer programs for the City.



City of Kenmore, Washington
General Fund: City Manager Cost Center

2017-2018 Achievements:

The City Manager's Office provided management leadership in the efforts to accomplish City Council goals.

- Continued to guide the transformation of downtown Kenmore by finalizing and implementing a Development Agreement for the Main Street Properties commercial/residential development of the former Kenmore Village property. The restaurant pad was sold to Main Street, design and construction followed, and Seaplane Bar and Kitchen will open in 2018. Construction on the final phase of commercial/residential development by Main Street will begin in 2018. Oversaw the final design details and construction of the public Town Square and Hangar project in the bull's eye of the downtown. The Town Square and Hangar, completed in 2017, comprises a signature public gathering space to complement new redevelopment in Kenmore's Downtown. The retail tenant in the Hangar, Diva Espresso, complements and helps activate the space.
- With the City Council, pursued City policy position with the Washington State Parks Commission supporting the rehabilitation of the historic Saint Edward Seminary in Saint Edward State Park and maintaining the natural features of the Park as an important enhancement to the community's economic and cultural condition. The State Parks Commission approved a 62-year lease with Daniels Real Estate for the Seminary and adjacent buildings in January 2017. Permits were issued for the rehabilitation of the Seminary in 2018 and the Lodge at Saint Edward is expected to be completed in 2020. The Kenmore Landmarks Commission approved a nomination for the Seminary to be designated as a Local Landmark in September 2018.
- Successfully advocated for transportation and other infrastructure funding in the State Legislature.
- Following voter approval of the Walkways and Waterways \$19.75M bond measure in 2016, guided the implementation of the pedestrian/bicycle safety and parks improvements. The City attained a AAA Bond Rating for the authorized bonds.
- The 2016 voter approved Sound Transit 3 ballot measure includes investments in Bus Rapid Transit, parking structures and light rail studies for the SR 522 Corridor, thanks to the effective community advocacy. The City Manager's Office leads the City staff effort to work with Sound Transit and the other four cities in the corridor on implementing the projects. The BRT service is scheduled to begin operations in 2024.
- Continued progress in supporting redevelopment of the 45-acre signature Lakepointe property by leading a team of senior management to engage with the developer, complete a financial pro forma analysis, and help the project progress toward permit submittal and beyond.
- Oversaw the continued progress on SR 522 improvements and advocated for federal and state funding on SR 522 between 61st Ave NE and 65th Ave NE.
- Advocated for federal funding and completion of maintenance dredging of the Kenmore Navigation Channel through frequent contacts with the Congressional delegation and the US Army Corps of Engineers at the district, division and headquarter levels. The Corps of Engineers is performing sediment tests in 2018-2019 to determine the suitability of sediment disposal in open water if maintenance dredging is authorized in the future.

City of Kenmore, Washington
General Fund: City Manager Cost Center

- Economic Development: Updated the City's 2009 Economic Development Strategy with a new analysis of market conditions, current depiction of land capacity for commercial development and new set of goals, strategies and specific actions to pursue in the coming years. The City Council adopted the goals, strategies and actions in July 2018.
- The Kenmore Business Incubator, which opened in early 2013, provides low cost work space and business mentoring support to promising early stage and established companies. The program has served over 35 companies with over 300 associated jobs since its inception. An impressive number of the businesses have seen substantial business growth.
- The Council adopted an Ordinance in 2013 creating a Business Registration required program for local businesses, which is administered in partnership with the Washington Department of Revenue. Over 1,000 Kenmore businesses are registered, which has vastly increased our ability to communicate with, and learn more about the local business community. Registered businesses have the option to be listed in the online Kenmore Business Directory FindKenmore.org, which debuted in 2014, now has over 100 listings and attracts an average of 1,900 visits per month. Business Registration revenues support the Kenmore Business Alliance and regularly scheduled Business Networking Events.
- The Kenmore Business Alliance enjoys growing attendance at each monthly meeting and reflecting the increase in Chamber membership of Kenmore businesses, the Greater Bothell Chamber changed its name to the Bothell – Kenmore Chamber of Commerce.
- Business Recruitment efforts and incentives have been instrumental in a growing craft brewing area along the Burke Gilman Trail. The Port of Seattle Economic Development Partnership Grant Program supported custom street banners and trail signage promoting Brew Row.
- In partnership with the Port of Seattle's Economic Development Grant Program, the City also provided Business Acceleration training and consultation to 38 local businesses to support their revenue and job growth; a new visitor information brochure with updated professional photography; and a detailed commercial land capacity analysis report.
- The City Manager's Office is leading negotiations with Puget Sound Energy to achieve a new Franchise Agreement that focuses on specific improvements for power reliability for Kenmore rate payers. The agreement will be presented for Council review in late 2018 or early 2019.
- Oversaw the Kenmore Water Activities Center (KWAC), which is operated by a community-based nonprofit organization, provides equipment rental, lessons and events.
- Led Target Zero initiative to improve Pedestrian and Bicycle Safety in Kenmore, including traffic safety improvements, neighborhood traffic calming measures, and a comprehensive public information and education program.
- Launched a media relations and marketing effort, which has brought attention to Kenmore in regional, national and international business publications.
- Produced and sponsored a diverse lineup of successful community-building events, including the Fourth of July Fireworks Show, Summer Concert Series, Movies at the Square, Kenmore Play Day, #WhyILoveKenmore Summer Party, Halloween at the Hall, Tree Lighting Festival and Holiday Market, Kenmore Hydroplane Cup, Bastyr Herb and Food Fair, and Food Truck Fridays Series.

City of Kenmore, Washington
General Fund: City Manager Cost Center

- Continued an expanded Volunteer Program featuring Adopt-A-Street and Adopt-A-Park volunteers, Park Stewards, Events Interns and Volunteers, and Adult Transition Program volunteer activities. Volunteer hours continued to grow through efforts at park cleanups, special events, adopt a programs, Adult Transition program, and High School internships.
- Developed and staffed Council review of an Ordinance to ban the use of plastic bags in selected retail settings. The Council adopted the Ordinance in 2018.
- Researched and developed a proposed an Ordinance regarding requirements for Temporary Shelters for homeless individuals. The City Council is expected to act on the proposed Ordinance in Fall, 2018.
- Proposed and advocated leasing and improving the existing sports field at Saint Edward State Park to enhance outdoor sports facilities in the city.
- The City continued to be recognized as a top performer by statewide organizations: The Association of Washington Cities bestowed a 2018 Municipal Excellence Award to Kenmore for Economic Development. This was the fourth year that Kenmore was a Municipal Excellence Award winner—an achievement unmatched among Washington cities
- Processed over 800 Public Records Requests, ensuring that responses to requests were provided within the required timelines.
- Increased use of social media to inform the public on City issues and events. Established analytics process to review website traffic, trends and effectiveness.
- Hired a contractor to address aquatic weeds in areas of Sammamish River and Lake Washington. Successfully applied for and executed a Department of Ecology grant to fund more holistic planning efforts for aquatic weed control at the north end of Lake Washington and the Sammamish River.
- Represented the City's interests in intergovernmental organizations such as A Regional Coalition for Housing (ARCH) and the E-City Gov Alliance.
- Introduced the use of decorative wraps for utility cabinets in selected locations, with distinctive Kenmore designs.

2019-2020 Objectives:

- The City Manager will assist the Council in establishing annual goals, based on the Council's adopted vision and mission and support a January City Council Priority Setting Workshop and a June Program Review and Budget Workshop.
- Continue to place a priority on pedestrian and bicycle safety.
- Move forward on Lakepointe redevelopment by negotiating a development agreement with the project developer and advocating for state incentives to support the project.
- Oversee the startup, retail tenant lease and tenant improvements, and operation/programming of the Town Square and Hangar in Kenmore Village.
- Support other downtown redevelopment, including improved access to the lakefront. Propose strategic investments for downtown amenities.

City of Kenmore, Washington
General Fund: City Manager Cost Center

- Continue to work effectively with Sound Transit, other cities, elected officials and the community to ensure that the investments and services of the ST3 Bus Rapid Transit project meet Kenmore's transit needs.
- Continue to implement the Economic Development Strategy including: increasing business registration and managing the FindKenmore business directory (in conjunction with the State Department of Revenue); business recruitment; business and office development incentives; business incubator project; and a sustained, effective marketing campaign. The City Manager's Office will continue our work with Bastyr University to build a natural health business cluster (Natural Health Hub). The City Manager's Office will also support efforts to organize the local business community and will sponsor Business After Hours events and seminars for local businesses.
- Begin Franchise Agreement negotiations with Comcast and Frontier Communications.
- Launch an update of the City of Kenmore website platform.
- Continue implementation of the SR-522 transportation project, and West Lake Sammamish Bridge replacement, working with the State Legislature, Governor's Office and Congressional delegation to maintain existing support and obtain additional support.
- Support efforts to rehabilitate the Saint Edward Seminary and complete a lease with State Parks for the Saint Edward Ballfield.
- Oversee Historic Preservation activities, in conjunction with Community Development and Development Services Departments, to identify grant funding opportunities, provide information on historic preservation programs to the community and encourage nomination of local properties for landmark status.
- Following approval of a new Franchise Agreement with Puget Sound Energy, monitor progress in reliability improvements outlined in the Agreement.
- Support participation in key regional and state policy discussions to ensure that Kenmore's interests are well represented.
- Administer special events and community building opportunities; partner with local businesses in sponsoring summer and winter community events.
- Promote City activities, important project and construction updates through multiple communications channels, including website, social media and publications.
- Further develop community engagement strategy and employ more effective and comprehensive survey tools. We want to better engage with residents and underrepresented communities not currently subscribed to, or involved in, traditional city engagement processes.
- Develop a comprehensive list of Recreation Providers in the City. Create a Recreation brochure and a Recreation web page.

2019–2020 Budget Highlights:

- Launch implementation of the updated Economic Development Strategy
- Coordinate Lakepointe Development progress, including development incentives

City of Kenmore, Washington
General Fund: City Manager Cost Center

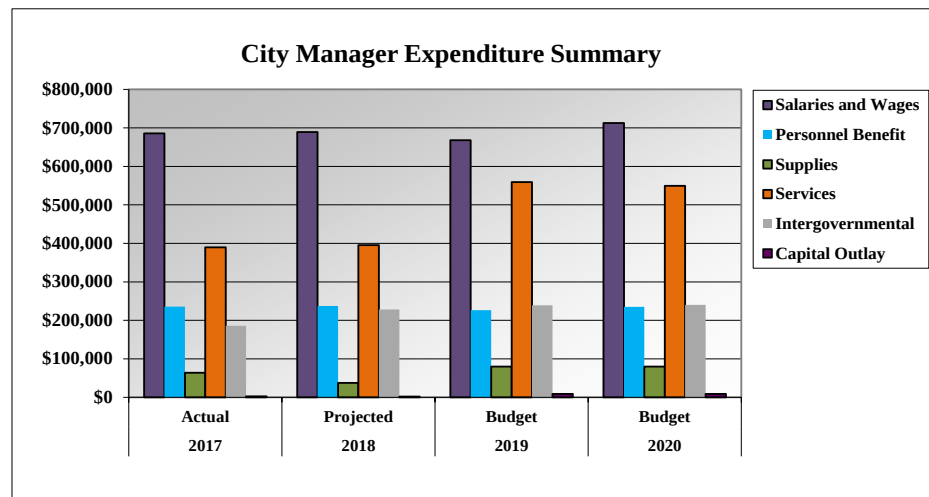
Workload Measure	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Population Served	22,643	22,967	23,000	23,500
Public Records Requests Received	381	420	400	400
Inquiries to Front Desk (phone & in-person)	306/week	368/week	325/week	325/week
Kenmore Business Incubator Businesses Served since 2013 *on site and virtual)	30	36 est	42	50
Business Open Houses/Seminars	21	23	28	28
Animals sheltered by PAWS	30	30	30	30
Pet license revenue	\$89,948	\$90,876 est	\$91,785	\$92,702

Performance Measure	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Positive Media Stories on Kenmore	150	150	160	160
Public records requests closed during the period	377	390 est	350	350
Hits to City Website	43,799	48,000 est	50,000	52,000
Facebook "Likes"	1,600	1,823	2,100	2,200
Event Sponsorship	\$20,975	\$26,750	\$27,000	\$27,000
Number of Business Registrations	938	1019 (as of 9/28/2018)	1050	1100

General Fund

City Manager

Expenditure Summary	2017-2018			2017-2018			2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget	
City Manager	\$1,370,766	\$685,975	\$689,195	\$1,375,170	\$667,904	\$712,896	\$1,380,800	
Salaries and Wages	\$518,078	\$235,682	\$237,066	472,748	\$226,412	\$235,205	461,617	
Personnel Benefit	111,299	63,577	37,263	100,840	79,825	79,825	159,650	
Supplies	851,800	389,649	395,401	785,050	559,400	549,400	1,108,800	
Services	518,054	185,568	228,001	413,569	238,788	240,293	479,081	
Intergovernmental	1,000	2,781	2,151	4,932	9,100	9,100	18,200	
Capital Outlay	\$3,370,997	\$1,563,232	\$1,589,077	\$3,152,309	\$1,781,429	\$1,826,719	\$3,608,148	
Program Costs								



Employee Summary	2017-2018			2017-2018			2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget	
City Manager Positions								
City Manager	1	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	1	1
Communications Specialist*	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1
Public Record Officer/Admin								
Assistant	1	1	1	1	1	1	1	1
Receptionist	1	1	1	1	1	1	1	1
Events & Volunteer								
Supervisor	1	1	1	1	1	1	1	1
Total Positions	7	7	7	7	7	7	7	7

All Programs

Table of All Programs

User Group	Program	2018 - PBB
City Manager	ADMINISTRATIVE - City Manager's Office Administrative Support	128,248
City Manager	ADMINISTRATIVE - Council Administrative Support	69,589
City Manager	Adopt A Programs	13,121
City Manager	Advertising and Promotion	24,417
City Manager	Affordable Housing	116,506
City Manager	Animal Services	34,675
City Manager	Aquatic Weeds Management	92
City Manager	Arts of Kenmore Gallery and Arts Fund Management	7,692
City Manager	Bastyr University Relations	38,996
City Manager	Buck Stops Here Communication w/ Citizens	511
City Manager	Budget Management	24,791
City Manager	Business Recruitment and Development	38,000
City Manager	Business Registration	28,172
City Manager	Business Seminars and Events	46,379
City Manager	City eNews and email subscriptions	35,561
City Manager	City Hall Inbox	10,769
City Manager	City Hall Use Policies, LEED rating, and Tours	92
City Manager	City Organized Events	287,212
City Manager	City Quarterly Newsletter - Printed	65,573
City Manager	City Support for External Events	33,862
City Manager	Communications Franchise Agreement Management	2,497
City Manager	Community Awards and Recognition Programs	92
City Manager	Contract Management	53,584
City Manager	Department Administration	92
City Manager	Downtown Development	31,221
City Manager	Economic Development Strategy Update	138,628
City Manager	Emergency Management	92
City Manager	Emergency Volunteer Team	2,206
City Manager	Federal Legislative Agenda and Government Relations	93,589
City Manager	General Public Information	50,340
City Manager	Graphic Design and Photography	23,905
City Manager	Hangar/Town Square Programming	76,476
City Manager	Historic Preservation	92
City Manager	Human Services	353,864
City Manager	Imagine Kenmore	1,349
City Manager	Kenmore Business Alliance, Chamber, Rotary Support etc.	10,092
City Manager	Kenmore Business Directory	5,011
City Manager	Kenmore Business Incubator	84,237
City Manager	Kenmore Events Team	2,206
City Manager	Kenmore Navigation Channel	18,545
City Manager	Kenmore Village Revitalization	25,210
City Manager	King County and Neighboring Cities Intergovernmental Relations	92
City Manager	King County Ferry District Advocacy	511
City Manager	Lakepointe Strategic Planning	43,745
City Manager	Leadership and Direction to Organization	127,990
City Manager	Marketing and Media Relations	221,845
City Manager	Park Volunteers	14,061
City Manager	Policy Development	35,616
City Manager	Priority Project Intervention	511

Continued on next page

User Group	Program	2018 - PBB
City Manager	Professional Organizations	26,592
City Manager	Public Records Requests	117,915
City Manager	Reception Desk	136,208
City Manager	Regional Transit	92
City Manager	Relationship Building with Special Districts, Schools, and University of Washington and Cascadia	58,541
City Manager	Saint Edward Ballfields	511
City Manager	Saint Edward Seminary Building Project	22,890
City Manager	Service Requests	15,349
City Manager	Shared Governance of Regional Organizations	82,628
City Manager	Social Media	65,117
City Manager	Sound Transit 3	37,163
City Manager	State Legislative Agenda, Government Relations	96,647
City Manager	Surface Water Administration	24,465
City Manager	Target Zero	56,818
City Manager	Utilities Franchise Agreement Management	39,986
City Manager	Volunteer Management	14,166
City Manager	Waterfront Development Strategic Planning	511
City Manager	Website	25,155
	Total	3,242,715

City of Kenmore, Washington
General Fund: Finance, Administration and City Clerk Cost Center

The Finance and Administration department consists of the financial and city clerk functions which provide the following services.

Financial and Accounting Services:

Budget preparation and oversight, financial reporting and audit, accounts payable and accounts receivable, payroll and benefits administration, fixed asset tracking, cash receipting and collections, cash and investment management, grant management, debt management, evaluation and implementation of internal controls.

Personnel Services:

Human resources management and administration of employee benefits.

Risk Management:

Processing of claims and incidents, maintenance of property and liability insurance, providing opportunities for city wide training.

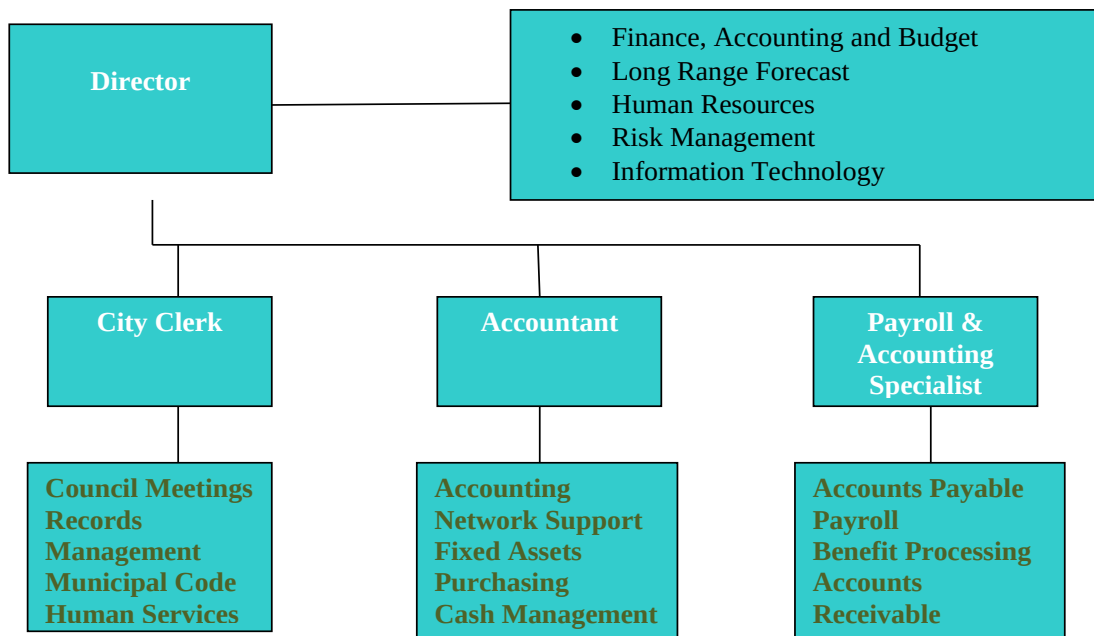
Information Technology and Network Administration:

Oversight of City computer network, telecommunications, internet, software and hardware.

City Clerk Services:

Provides Council meeting support by preparing agendas, attending meetings, accurately recording proceedings, and producing meeting minutes. Provides administrative support to the Finance and Administration Director and other departments as needed. Oversees City records management and update of the Kenmore Municipal Code. Processes and is custodian of official City documents, including ordinances, resolutions, contracts. Manages human services applications, contracts and funding.

Organization Chart:



City of Kenmore, Washington
General Fund: Finance, Administration and City Clerk Cost Center

2017-2018 Achievements:

Finance and Budget

- For the 12th consecutive year, the City received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for its 2017-2018 Biennial Budget.
- Managed the City's biennial budget with minimal mid biennium adjustments.
- The City received an "unqualified" (clean) audit reports for 2017 from the State Auditor's Office.
- Maintained the City's status as a Well City which resulted in a 2% medical insurance premium reduction for 2018 and 2019.
- Managed the Priority Based Budgeting process for development of the 2019-2020 Biennial Budget.

Human Resources

- Successfully recruited and hired a full time and a part time Building Facilities Technician, Civil Engineer for Development Review, Parks Project Manager, Volunteer & Events Supervisor, Communication Specialist, Receptionist (job shared), Traffic Engineer, and several interns and other seasonal employees. Recruitment is in progress for four additional maintenance workers and one Streets & Surface Water Supervisor.
- Added Willamette Dental as an option for employee dental care.
- In participation with the City Employee Benefits Committee, transitioned the staff to a different health insurance plan: Healthfirst 250 (with \$250 - \$750 deductibles) from a health plan with no deductibles.
- The Benefits Committee also recommended, and City Council approved, an HR VEBA account for each covered employee, with City contributions of \$450 to \$1,350 annually.
- Added sick leave benefits for part time and temporary workers, in accordance with state mandate.
- Expect to introduce an additional Health Plan for City Council approval, which would be Regence Accountable Health Networks, these have a lower premium than the Healthfirst 250 plan.
- Participated in an RFP for a new plan administrator and new plan structure for the City's 401(a) and 457 plans and expect to complete the transition prior to the end of 2018 resulting in improved participant services and reduced administrative fees.
- Implemented a 3.0% employee wage adjustment in 2018.
- Facilitated an independent salary study in 2018 which is anticipated to be complete by the end of the year.

Information Technology

- Implemented a new financial management software system known as Tyler Technologies Incode which added capabilities for credit card processing, purchase orders, project

City of Kenmore, Washington
General Fund: Finance, Administration and City Clerk Cost Center

accounting, fixed assets, budgeting and accounts receivable in addition to payroll, accounts payable, and general ledger.

- Implemented video recording of City Council meetings.
- Implemented Secure Share for file transfer needs and remote network access and began work on developing SharePoint for internal city use.
- Assisted with fiber optic upgrades to City facility internet connections between City Hall, the Hangar, and the Kenmore Business Incubator.
- Contracted with AWC GIS Consortium to accomplish several City GIS tasks.

City Clerk

- Managed and completed the upgrade project in the Council Chambers which included new microphones, new software/console and a new projector.
- Researched and will implement (September 2018) a new live streaming/recording software for public meetings.
- Assumed responsibility for all human services applications, contracts and funding recommendations.
- Organized over 30 banker boxes for either destruction or archiving and coordinated with the State Archivist for pick-up.

2019-2020 Objectives:

- Implement a new city-wide telephone system.
- Facilitate efforts to improve the City's Geographic Information Systems (GIS) capabilities.
- Continue to improve records management processes through electronic imaging, storage, retrieval, and destruction program assistance for all department records which have retention value.
- Implement a P card (purchasing card) system for more efficient purchasing activities and use of credit.
- Continue to achieve an unqualified audit opinion with no findings.
- Continue efforts toward the GFOA Distinguished Budget Award.
- Continue and improve long term financial planning efforts.

Budget Highlights:

One-time costs include \$35,000 for a new telephone system. New ongoing costs include \$100,000 for GIS capabilities.

City of Kenmore, Washington
General Fund: Finance, Administration and City Clerk Cost Center
Finance and Administration Department

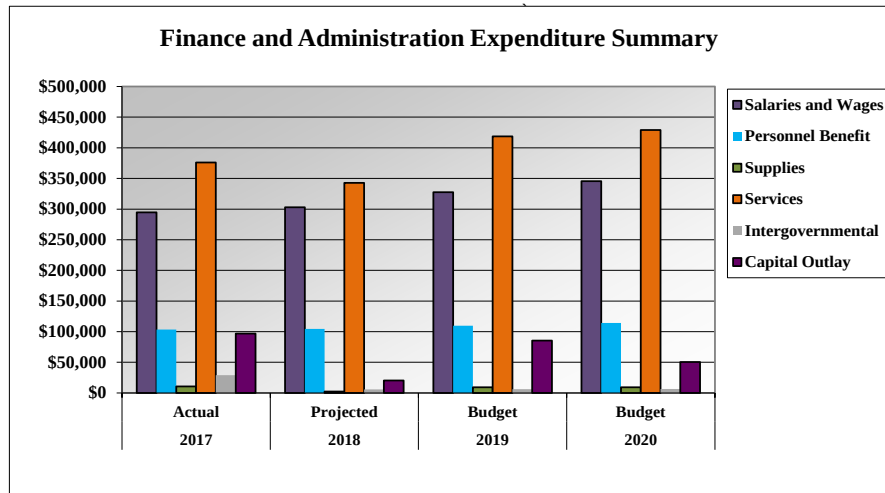
<u>Workload Measures</u>	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Ordinances processed, including codification	16	9	15	15
Council Meetings supported	38	26	38	38
Number of invoices paid	4071	3000	3300	3400
Number of checks processed	2750	1800	1980	2170
FTE positions recruited and filled	10	16	7	7
Contracts processed	195	73	195	195
Number of registered voters	14,500?	14,989	15,000	15,000
Computer and servers maintained	77	78	80	82
Number of network users supported	54	55	61	61
Number of tort claims filed	9	3	5	5

<u>Performance Measures</u>	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
% of Council meeting minutes presented for approval at Council meeting within 30 days of meeting	95%	100%	100%	100%
% of Council meeting minutes posted to web within 48 hours of approval	100%	100%	100%	100%
% of Council meeting audio posted to web within 2 business days of meeting	80%	100%	100%	100%
Monthly financial reports to Council within 45 days	33%	41%	75%	100%
Clean audit report received	Yes	Audit not yet completed	Yes	Yes
Number of years City has received Distinguished budget awards received from GFOA	12	12	13	13
Received Well City Award	Yes	Yes	Yes	Yes
Human Services Contributions Distributed	\$166,200	\$166,200	\$172,588	\$174,093

General Fund

Finance and Administration

Expenditure Summary	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Finance and Administration							
Salaries and Wages	\$597,329	\$294,716	\$303,100	\$597,816	\$327,403	\$345,456	\$672,859
Personnel Benefit	212,223	103,495	\$104,357	207,851	\$109,705	\$114,284	223,988
Supplies	14,200	10,812	2,270	13,082	9,350	9,350	18,700
Services	717,771	376,091	342,883	718,975	418,775	428,865	847,640
Intergovernmental	17,720	28,953	5,654	34,607	6,300	6,400	12,700
Capital Outlay	113,532	96,784	20,482	117,266	85,500	50,500	136,000
Total Program Costs	\$1,672,775	\$910,851	\$778,746	\$1,689,597	\$957,033	\$954,855	1,911,887

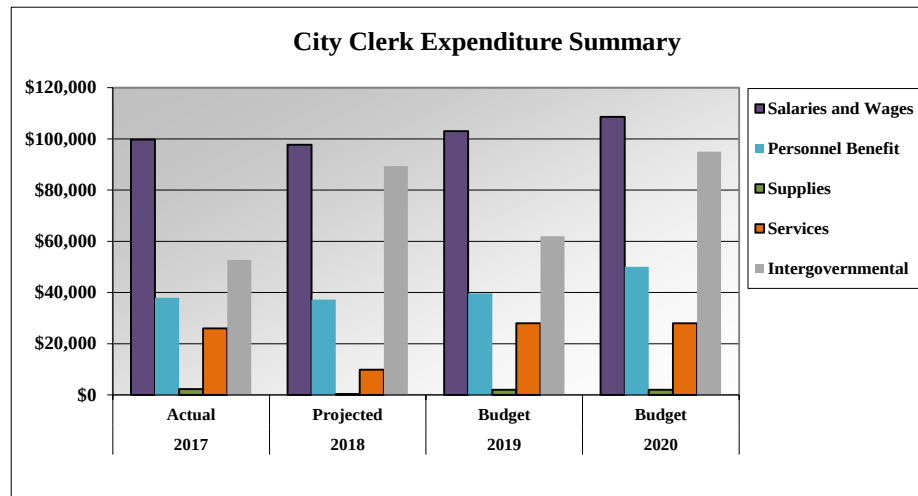


Employee Summary	2015-2016			2015-2016			2017-2018
	Amended Budget	2015 Actual	2016 Actual	Total Biennium	2017 Budget	2018 Budget	Adopted Budget
Finance and Administration							
Director	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1
Payroll & Accounting Specialist	1	1	1	1	1	1	1
Total Positions	3	3	3	3	3	3	3

General Fund

City Clerk

Expenditure Summary	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
City Council							
Salaries and Wages	\$190,868	\$99,668	\$97,675	\$197,343	\$103,058	\$108,585	\$211,643
Personnel Benefit	91,400	37,894	37,177	75,071	39,649	49,994	89,642
Supplies	4,000	2,284	327	2,610	2,000	2,000	4,000
Services	54,100	25,943	9,867	35,810	28,000	28,000	56,000
Intergovernmental	85,000	52,717	89,358	142,075	62,000	95,000	157,000
Total Program Costs	\$425,368	\$218,506	\$234,404	\$452,909	\$234,707	\$283,579	\$518,285



Employee Summary	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
City Clerk Positions							
City Clerk	1	1	1	1	1	1	1
Total Positions	1	1	1	1	1	1	1

All Programs

Table of All Programs

User Group	Program	2018 - PBB
Finance and Administration	Accounts Payable	80,040
Finance and Administration	Administrative	194,093
Finance and Administration	Annual Audit	75,050
Finance and Administration	Annual Financial Report	31,404
Finance and Administration	Annual Tax Levy Preparation	2,380
Finance and Administration	Banking and Treasury Management	56,286
Finance and Administration	Biennial Budget Development and Preparation	92,809
Finance and Administration	Budget at a Glance Production	2,380
Finance and Administration	Budget Monitoring and Amendment	18,999
Finance and Administration	Building Security	2,380
Finance and Administration	Business Registration	4,703
Finance and Administration	Capital Improvement Program Development	40,287
Finance and Administration	Cell Phone, Mobile Device and Telephone System Oversight and Support	4,762
Finance and Administration	Central Office Supply Inventory	13,560
Finance and Administration	City Council Training and Orientation	2,380
Finance and Administration	City-wide Policy Development and Interpretation	3,800
Finance and Administration	City-Wide Staff Training Coordination	4,380
Finance and Administration	Contract and Legal Document Management	39,632
Finance and Administration	Contract Oversight	2,380
Finance and Administration	Cost Allocation Plan	3,380
Finance and Administration	Council Agenda Bill Review	19,565
Finance and Administration	Council Meeting Management & Support	204,420
Finance and Administration	Emergency Management	4,705
Finance and Administration	Employee Benefits Administration	39,171
Finance and Administration	Employee Compensation and Benefits Review	6,088
Finance and Administration	Employee Recruitment	7,657
Finance and Administration	Equipment Replacement Program	12,996
Finance and Administration	Financial Software Maintenance	152,986
Finance and Administration	Financial Software Upgrade	27,959
Finance and Administration	Fixed Asset Accountability	4,762
Finance and Administration	Gambling Tax Collection	4,762
Finance and Administration	General Ledger Maintenance	5,222
Finance and Administration	GFOA Award for Budget Excellence	2,380
Finance and Administration	Interim Financial Reporting	7,600
Finance and Administration	Internal Reporting and Financial Support to all Departments	25,529
Finance and Administration	IT Governance Committee	2,474
Finance and Administration	IT Network Administration (IT) Oversight	86,669
Finance and Administration	IT Planning and Procurement	3,634
Finance and Administration	Kenmore Municipal Code Codification	20,673
Finance and Administration	Legal Notice Publication	9,275
Finance and Administration	Legal Recording of Documents	6,380
Finance and Administration	Long Range Forecasting and Projections Model	11,400
Finance and Administration	Miscellaneous Billing	9,799
Finance and Administration	New Hire Set-up	10,633
Finance and Administration	Notary Services	2,380
Finance and Administration	Office Equipment Management	32,380
Finance and Administration	Payroll Processing	42,883
Finance and Administration	Personnel Files Maintenance	2,474

Continued on next page

User Group	Program	2018 - PBB
Finance and Administration	Priority Based Budgeting Update	53,402
Finance and Administration	Property Insurance Administration	2,380
Finance and Administration	Public Records Requests	4,820
Finance and Administration	Purchase Order Management	9,524
Finance and Administration	Reception Desk	11,274
Finance and Administration	Records Archive Management	13,544
Finance and Administration	Records Management	41,861
Finance and Administration	Risk Management	465,702
Finance and Administration	Salary and Benefit Surveys	2,380
Finance and Administration	Tort Claims Processing	2,380
Finance and Administration	Tuition Reimbursement	2,380
Finance and Administration	Wellness	23,764
Finance and Administration	Workers Compensation Program	6,280
Finance and Administration	W & W Bond Administration	2,380
	Total	2,084,021

City of Kenmore, Washington
General Fund: Legal Services Cost Center

This cost center accounts for civil legal services to the City Council and City administration. Prosecution and public defense are included in the Public Safety cost center. The civil legal services (also known as City Attorney services) are provided by contract through Inslee, Best, Doezie & Ryder, P.S. Specialized legal counsel from other firms is used as needed.

The City Attorney is the City's chief legal advisor. Dedicated to a philosophy of proactive and early intervention, the City Attorney provides legal guidance and support for elected City officials, City Manager, City departments, and boards and commissions; and represents the City before judicial and administrative bodies in civil proceedings.

2017-2018 Achievements:

The City Attorney continued to support the City Council and administration on land use, contracts and intergovernmental agreements, and other subjects, and assisted the City in drafting ordinances and resolutions for City Council consideration.
Special Counsel assisted with environmental issues.

2019-2020 Program Objectives:

The City Attorney's office will provide the following programs identified during Priority Based Budgeting:

- Internal Legal Support and Advisement
 - Advise and Support City Staff and Council in legal matters
- Policy and Procedural Development
 - Aid in the development of policy and procedure
- Council Meeting Support
 - Provide advice and support for the City in council meetings
- Executive Session Support
 - Provide advice and support for the City in executive sessions
- Public Records Requests
 - Provide legal support for public records requests
- Contracts and Agreements
 - Draft and review contracts and agreements

Special Counsel

Provide advice on specialized and technical legal issues, such as environmental or real estate matters

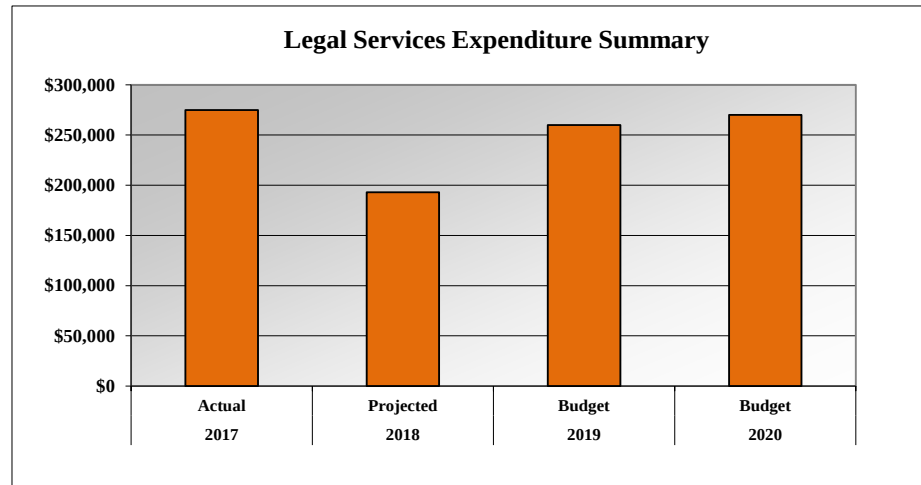
Budget Highlights:

- The 2019-2020 expenditures are not expected to increase significantly barring any unusual or unanticipated litigation or code enforcement issues.

General Fund

Legal Services

Expenditure Summary	2017-2018			2017-2018		2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Legal Services	500,000	274,954	192,981	467,935	260,000	270,000	530,000
Capital Outlay	0	0	0	0	0	0	0
Total Program Costs	\$500,000	\$274,954	\$192,981	\$467,935	\$260,000	\$270,000	\$530,000



Legal Services are provided by contract; there are no full time equivalent positions.

All Programs

Table of All Programs

User Group	Program	2018 - PBB
City Attorney	Contracts and Agreements	41,666
City Attorney	Council Meeting Support	125,000
City Attorney	Executive Session Support	41,666
City Attorney	Internal Legal Support and Advisement	166,670
City Attorney	Policy and Procedural Development	41,666
City Attorney	Public Records Requests	41,666
City Attorney	Special Counsel	41,666
	Total	500,000

City of Kenmore, Washington
General Fund: Non-Departmental Cost Center

Prior to development of the 2015-2016 Biennial Budget, activities of a general nature, not directly associated with a specific service function were grouped together in the Non-Departmental cost center. As a result of a priority based budgeting (PBB) approach for the 2015-2016 Budget and the 2017-2018 Budget, all costs are now associated with operating department programs and distributed across the City. Only the General Fund ending fund balance and transfers from the General Fund to other funds are accounted for in this Non-Departmental cost center.

Expenditures previously accounted for in the Non-Departmental Cost Center were:

- Audit expenses; now in Finance and Administration
- Voter and election costs; now in City Clerk (Finance and Administration)
- Association memberships; now in City Council
- Liability and property insurance assessments; now in Finance and Administration
- Computer network administration; now in Finance and Administration
- Support for human service organizations; now in City Manager
- Animal control contracts; now in City Manager
- Emergency preparedness; now in Development Services

2017-2018 Budget Highlights:

Budgeted Interfund Transfers:

- \$1,000,000 to the City Street Fund to support street maintenance.
- \$328,228 was budgeted to be transferred to the Kenmore Village Fund for operational support and tenant improvements.
The Fund will be closed at the end of 2018 and all programs and expenditures will be incorporated into the General Fund. The City Manager cost center will include events and staff and the Public Works Parks and Facilities Maintenance cost center will include the maintenance of the Town Green and Hangar building.

2019-2020 Budget Highlights:

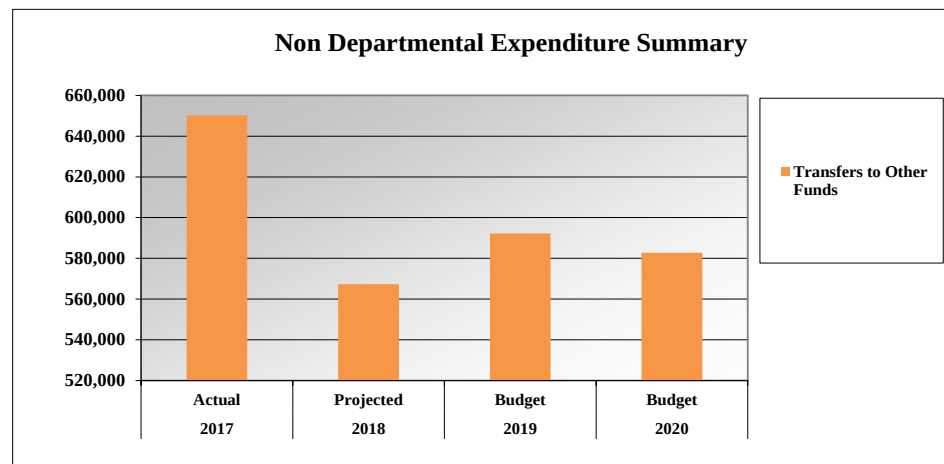
Transfers to other funds are budgeted as follows:

- \$1,174,969 to the Street fund for street maintenance, funded by Water/Sewer franchise fees and General Fund revenues.

General Fund

Non Departmental

Expenditure Summary	2017-2018			2017-2018			2019-2020
	Final	2017	2018	Total	2019	2020	Proposed
Non Departmental	Budget	Actual	Projected	Biennium	Budget	Budget	Budget
Transfers to Other Funds	\$1,328,228	\$650,220	\$567,340	\$1,217,560	\$592,276	\$582,693	\$1,174,969
Total	\$1,328,228	\$650,220	\$567,340	\$1,217,560	\$592,276	\$582,693	\$1,174,969



2017 Transfers to Other Funds: \$650,220 Actual: \$527,135 to Street Fund, \$123,085 to Kenmore Village Fund
 2018 Transfers to Other Funds: \$567,340 Projected: to Street Fund
 2019 Transfers to Other Funds: 592,276 Budgeted: to Street Fund
 2020 Transfers to Other Funds: 582,693 Budgeted: to Street Fund

There are no full time equivalent positions budgeted in the Non Departmental Cost Center.

City of Kenmore, Washington
General Fund: Public Safety Cost Center

The Public Safety cost center contains the expenditures for police, jail, court, prosecution and public defense services. Police services are provided through contract with King County and misdemeanor jail services are provided through a contract with South Correctional Entity Regional Jail (SCORE). The Kenmore Police Department is responsible for the enforcement of State and local laws. The Department's goals are to provide high quality, cost effective law enforcement services and to develop an active partnership with citizens, embracing the philosophy of community-oriented policing and problem-solving to reduce crime and the fear of crime.

2017-2018 Achievements:

- The Public Safety contract through King County authorized 14 deputy sheriffs (twelve patrol officers, a burglary/larceny detective, and a sergeant). The sergeant serves as Kenmore's police chief. The contract also provided the following additional services: dispatch, search and rescue (SAR), dive team, bomb squad, canine, SWAT, marine patrol, Major Accident Response and Reconstruction (MARR) investigations, major crimes investigations and a School Resource Officer on an overtime basis.
- Kenmore Police and Northshore Fire hosted "National Night Out," which is an annual event that brings neighborhoods together to take a stand against crime. The event was held at City Hall with information booths featuring crime and safety tips from various agencies, fingerprinting of children and a free BBQ.
- The Kenmore Police sponsored several teen activities, which included Halloween and Valentine dances at Kenmore Junior and Northshore Junior High and ice cream socials at Inglemoor High School. The dances were held with music provided by disc jockeys from Action Entertainment. Mall gift cards were awarded to the best male/female Halloween costumes. These activities promote an opportunity for positive interaction between local teens and their police officers.
- The Kenmore Police Department realized the need to continue stepped up traffic enforcement efforts to support the City's "Target Zero" initiative, of achieving zero pedestrian and bicycle fatalities and serious injury accidents by 2025. Kenmore continued utilizing a portion of a full patrol position as a part-time motor officer/patrol position. This concept continues to be unique and continues to be implemented as staffing permits.
- The Kenmore Police Department also maintains its Citizen Volunteer program, having two volunteers. The police volunteers assist the police department personnel with conducting the vacation house checks, transporting department mail between the Shoreline Precinct, the Kenmore Prosecutor, and the Kenmore Police Department, and also with the National Night Out event at City Hall.

2019-2020 Objectives:

- 2019 Public Safety services will continue to be provided through contract with King County at the staffing level provided above.

City of Kenmore, Washington
General Fund: Public Safety Cost Center

- Kenmore Police will continue to conduct “Active Shooter and Patrol” MACTAC training provided by the King County Sheriff’s Office, with patrol officers to maintain proficiency in current tactics and techniques to ensure the safety of our children in our schools.
- Kenmore Police Officers will continue to participate in the following programs:
 1. School Resource Officer (SRO) program at Inglemoor High and Kenmore Junior High, \$50,000 per year directly provided by Northshore School District,
 2. Sixth grade Student Drug Awareness Program,
 3. Neighborhood Block Watch Program,
 4. Home Security Surveys,
 5. Junior High Academy,
 6. Vacation House Check Program,
 7. Police Volunteer Program and
 8. Sponsoring Teen Dances at Kenmore Middle School

<u>Workload Measures</u>	2017 Actual	2018 Actual (thru June)	2019 Estimate	2020 Estimate
Dispatch calls for service	4253	3133	4400	4460
Jail housing days	5187	1257	4000	4000
Arrests: Felonies	49	20	60	70
Arrests: Misdemeanors	334	142	350	370

<u>Performance Measures</u>	2017 Actual	2018 Actual (thru June)	2019 Estimate	2020 Estimate
Reduce traffic accidents in the city by 1% per year through education and enforcement	267 accidents no reduction	134	270 accidents	270 accidents
Identify and lift 100% of latent prints at all burglaries	162 Lifted 100%	35 Lifted 100%	90 Lifted 100%	95 Lifted 100%
Close 60% of all assigned cases	84%	60%	60%	60%
Priority X *response times, in minutes	3.36 minutes	2.64 minutes	2.70 minutes	2.80 minutes

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

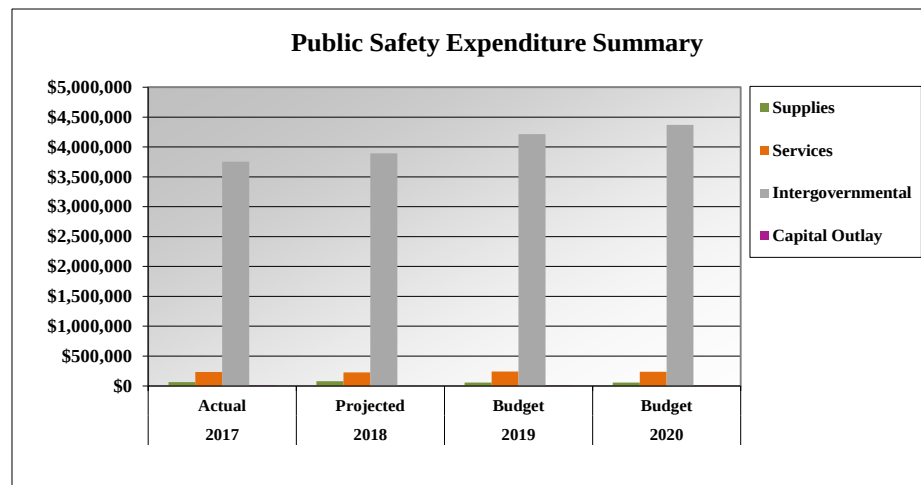
Budget Highlights:

- The Biennial Budget reflects only inflation costs increases. The 2019-2020 Biennial Budget has no new programs or personnel.

General Fund

Public Safety

Expenditure Summary	2017-2018			2017-2018		2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Public Safety							
Supplies	\$160,800	\$64,943	\$78,704	\$143,647	\$57,800	\$57,800	\$115,600
Services	448,552	234,100	226,937	461,037	241,575	237,236	478,811
Intergovernmental	8,191,952	3,752,132	3,893,644	7,645,776	4,214,700	4,367,880	8,582,580
Capital Outlay	5,000	4,475	0	4,475	3,500	3,500	7,000
Total Program Costs	\$8,806,304	\$4,055,650	\$4,199,286	\$8,254,936	\$4,517,575	\$4,666,416	\$9,183,991



Public Safety Services are provided by contract with the King County Sheriff's Office
The Contract provides for one Chief, one Detective and 12 Officers to provide service to the City of Kenmore.

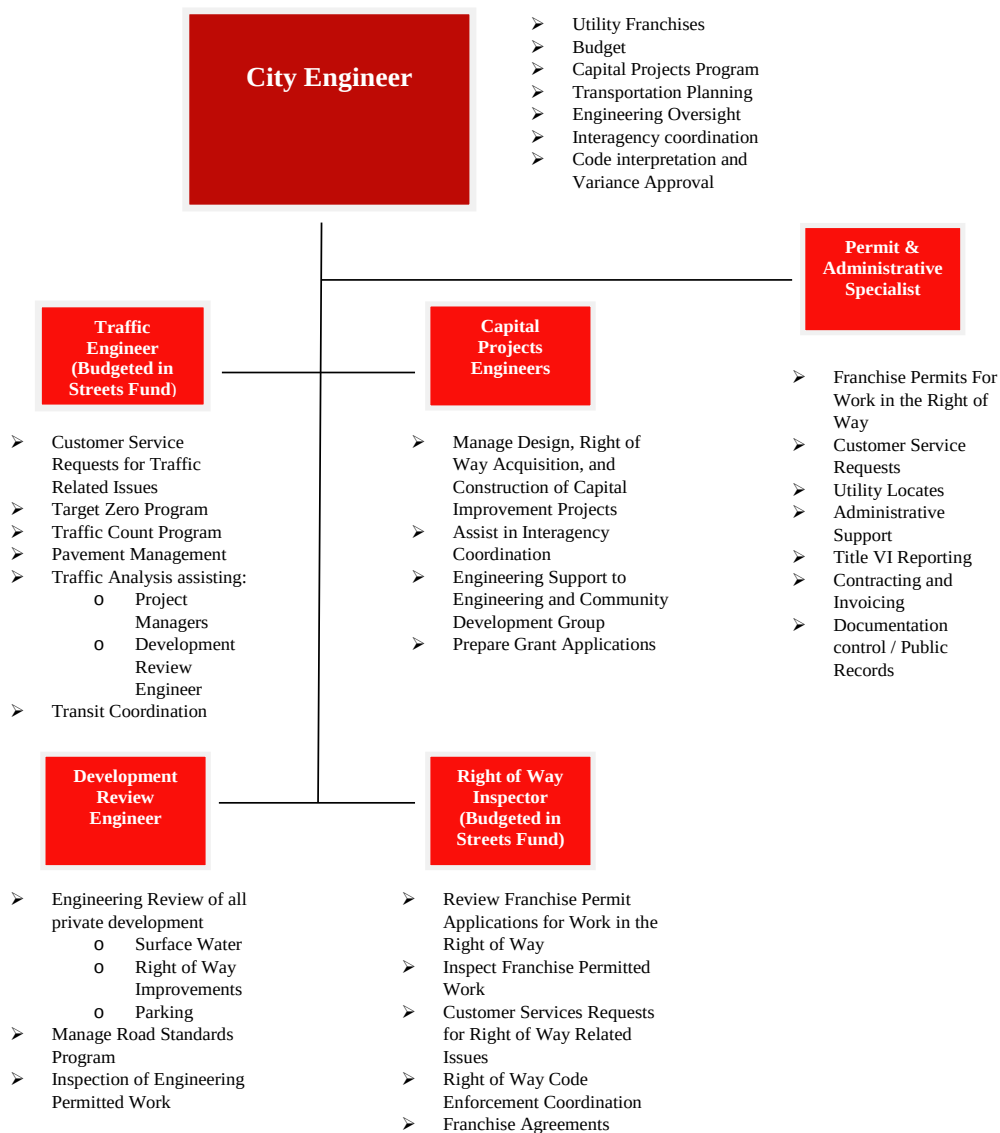
All Programs

Table of All Programs

User Group	Program	2018 - PBB
Police	Communications & Dispatch	228,605
Police	District Court Services	271,570
Police	Eight Grade Drug and Alcohol Education	142,324
Police	Felony Investigations	348,951
Police	Fire Investigations Unit	9,660
Police	High School DUI Re-enactment Drill	103,559
Police	Jail Services	1,127,000
Police	Jail Transports	43,052
Police	Junior High Dance Sponsorship	25,110
Police	Junior High Student Academy	3,500
Police	Major Accident Response and Reconstruction	24,058
Police	Major Crime Investigation	98,323
Police	Marine Patrol	26,406
Police	Misdemeanor Crime Prosecution	254,592
Police	National Night Out Against Crime BBQ	22,871
Police	Officer Training	491,301
Police	Police Patrol	4,047,130
Police	Prescription Drug Box Drop Off	15,782
Police	Public Defense for Misdemeanor Crimes	171,120
Police	School Resource Officer	150,000
Police	Sixth Grade Drug Awareness and Safety	22,893
Police	SWAT Team	13,687
Police	Traffic Enforcement	1,164,810
	Total	8,806,304

City of Kenmore, Washington
General Fund: Public Works Engineering Cost Center

The Engineering Division of the Public Works Department is responsible for project management of capital improvement projects, Traffic Engineering and multimodal traffic monitoring and improvements, managing the six-year transportation improvement program, Target Zero support, development review and site inspection (see Development Services Center), pavement management, and assisting other City staff on issues related to engineering. Oversight of capital projects is provided to ensure timely delivery, cost effective designs and quality construction. Engineering review is conducted to ensure that designs meet City, County and State standards and protect the City's interest during construction.



City of Kenmore, Washington
General Fund: Public Works Engineering Cost Center

2017-2018 Achievements:

- Completed the Neighborhood Traffic Safety Program. Developed a list of projects based upon specific criteria to be implemented over the next 2 years, as funding allows.
- Established the Traffic Engineer as a regular position.
- Complete Neighborhood Transportation Plan Program (90 actions completed).
- Received bronze awards for walk friendly and bike friendly.
- Completed Pavement Condition Analysis Update and future management plan.
- Implemented SchoolPool as part of KC Metro alternative services.
- Hired a new Civil Engineer for Development Review (See Development Services for accomplishments).
- Awarded the following grants:
 - o \$500K in Complete Streets Grant Funds
 - o \$6.9M in TIB funds awarded to the W Sammamish River Bridge Project
 - o \$1.5M in Public Works Trust Fund Loan awarded for the NE 190th St Culvert Project
 - o \$1.45M in Water Quality funds awarded to the Juanita Dr Ped/Bike Project
 - o \$1.05M in Water Quality funds awarded to the 68th Ave NE Ped/Bike Project
 - o \$500K in State LEAP funds for the SR 522 Crossing Study
- Completed 60% Design of Walkways & Waterways Bicycle and Pedestrian Safety Improvements projects (Juanita Drive and 68th Avenue NE-pending).
- Applied for 14 grants for Walkways & Waterways Bicycle and Pedestrian Safety Improvements projects, Neighborhood Transportation Safety Plan Program, and Arrowhead Drive Improvements (TIB, WSDOT Ped Bike, Safe Routes to Schools, Highway Safety Improvement Program, Department of Ecology Water Quality).
- Completed 60% design for the NE 153rd Place Safe Route to School project.
- Completed 60% design for the NE 181st (between 65th Ave and 67th Ave) sidewalk project.
- Completed construction of NE 181st Street NORTH Sidewalk project.
- Completed construction of NE 181st Street SOUTH Sidewalk Project.
- Completed construction of the NE 202nd Safe Routes to Schools.

City of Kenmore, Washington
General Fund: Public Works Engineering Cost Center

- Completed construction of the 62nd Avenue NE Corridor Improvement project.
- Completed design on the W Sammamish River Bridge, received authorization from the State to begin right of way acquisition, and advertised for a contractor.
- Complete irrigation improvements/construction on SR 522 between 68th Ave NE and 83rd Pl NE.
- Participated in regional technical committees and planning including the Metro North Eastside Mobility Project, Metro 1025 Corridor Study, King County Project Evaluation Committee (KPEC), Sound Transit 3(ST3) Interagency Group, Lake Forest Park Safe Highways Technical Advisory Committee, and Regional Trails Steering Committee.
- Coordinated with the Lakepointe design team.
- Coordinated with Northshore School District transportation and school staff on transportation issues within Kenmore.

2019-2020 Objectives

- Construct the NE 153rd St and NE 181st Street Sidewalk Projects.
- Begin construction of the West Sammamish River Bridge Project.
- Begin the new Sidewalk Gap/Repair Program.
- Continue with pavement preservation through crack sealing, slurry sealing, and asphalt overlays.
- Begin design on the NE 190th St Culvert Replacement project.
- Begin the SR522 crossing study.
- Assist the Public Works Operations Division with responding to traffic, drainage, and development related Service Requests.
- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan.
- Collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Begin implementing projects identified within the Neighborhood Traffic Safety Plan and update the plan for the next biennium.

City of Kenmore, Washington
General Fund: Public Works Engineering Cost Center

- Maintain City's accident record system to identify potential problems and assist with prioritizing improvements.
- Ongoing design review, construction and maintenance inspection of new development proposals.
- Continue coordination with the Northshore School District to improve traffic safety around schools.
- Continuing implementing and supporting the City's Complete Streets and Target Zero programs.
- Implement new organizational chart for Engineering Division and incorporate Right of Way inspections and franchise permit work.
- Participate in regional technical committees and planning including the Metro North Eastside Mobility Project, Metro 1025 Corridor Study, King County Project Evaluation Committee (KPEC), Sound Transit 3(ST3) Interagency Group, Regional Trails Steering Committee, and other new committees that may arise.

Budget Highlights:

The 2019-2020 Biennial Budget includes the following changes:

- The General Consulting budget includes resources to 1) write and support grant applications for multimodal transportation and Complete Streets, 2) assist the City with an inventory of City buildings and parks and prepare a Program Assess Plan in compliance with the Americans with Disability Act (ADA), 3) traffic engineering support, 4) Engineer development review and inspection support as needed, 5) part-time public works director consultant, and 6) service request investigation support.

Workload and Performance Measures:

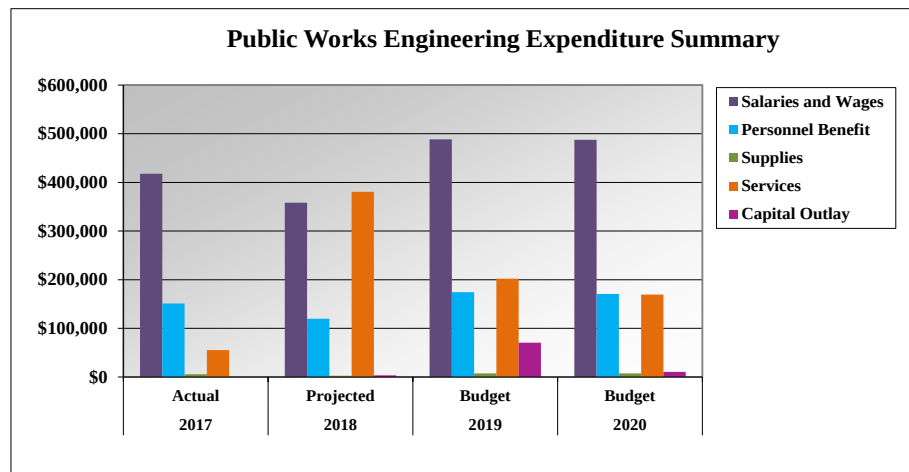
Workload Measures	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Dollar Value of CIP Projects Managed	\$4.28M	\$5.33M	\$19.2M	\$23.0M
Number of Grant/Loan Applications Completed	8	6	1*	3**
Performance Measures	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Amount of Grant funding Secured	\$7.4M	\$6.5M	\$6.0M	\$2.0M

* Transportation Improvement Board funds for Walkways and Waterways if not awarded in 2018

** Complete Streets and 2 applications for Safe Routes to Schools

General Fund**Public Works****Engineering**

Expenditure Summary	2017-2018			2017-2018		2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Public Works Engineering							
Salaries and Wages	\$891,326	\$417,883	\$358,080	\$775,963	\$488,390	\$487,804	\$976,194
Personnel Benefit	327,235	\$150,861	\$119,977	270,838	\$174,320	\$170,707	345,027
Supplies	14,500	5,813	2,396	8,209	7,250	7,250	14,500
Services	169,950	55,433	380,617	436,050	201,925	169,425	371,350
Capital Outlay	12,000	0	3,470	3,470	70,750	10,750	81,500
Total Program Costs	\$1,415,011	\$629,990	\$864,541	\$1,494,530	\$942,635	\$845,935	\$1,788,571



Employee Summary	2017-2018			2017-2018		2019-2020	
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Public Works/Eng Positions							
Director of Public Works	1	1	0	1	0	0	0
City Engineer	0	0	1	0	1	1	1
Senior Engineer	1	1	1	1	1	1	1
Traffic Engineer *	0	0	0	0	0	0	0
Capital Projects Manager	1	1	0	1	1	1	1
Civil Engineer	1	1	1	0	1	1	1
Permit & Admin Specialist**	0.05	0.05	0.05	0.05	0.4	0.4	0.4
Total Positions	4.05	4.05	3.05	3.05	4.4	4.4	4.4

* This position is charged to Street Fund effective with 2017-2018 Budget and is included in that fund's position summary but reports to the City Engineer

** This position is reallocated to other cost centers that it supports: Public Works Maintenance, Street Fund, and Surface Water Management Fund

All Programs

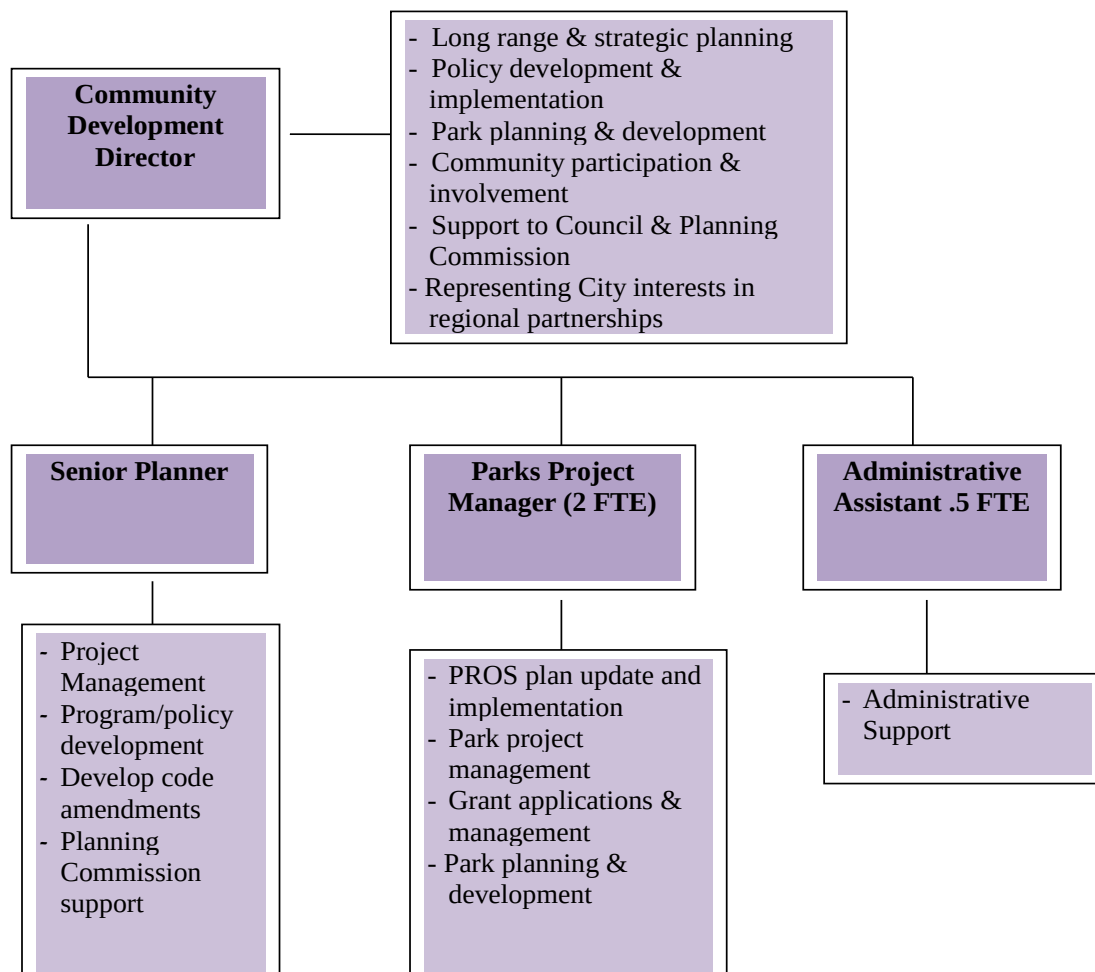
Table of All Programs

User Group	Program	2018 - PBB
Engineering	ADA Management	15,051
Engineering	American with Disability Act (ADA) Inventory: Phase 1 - ROW	45,542
Engineering	CIP Project Construction Management/Inspection	28,539
Engineering	CIP Project Design/Environmental	43,951
Engineering	CIP Project Grant Applications/Funding Management	15,335
Engineering	CIP Project Right of Way Acquisition	15,335
Engineering	Development Inspection	68,819
Engineering	Development: Pre Application Program	57,302
Engineering	Development Review	170,107
Engineering	Development Warranty Management and Release	26,410
Engineering	Document Management	3,051
Engineering	General Administration	103,126
Engineering	Lakepointe Development	8,951
Engineering	Local Road Safety Program	12,274
Engineering	Public Records Request	1,522
Engineering	Reception Desk	1,014
Engineering	Regional Transit Coordination	15,287
Engineering	Road Standards	15,053
Engineering	Service Requests	57,275
Engineering	Supervision and Personnel Matters	61,017
Engineering	Surface Water Permit Reporting	2,800
Engineering	Target Zero	70,800
Engineering	Title VI Reporting	2,536
Engineering	Traffic Counts	34,823
Engineering	Transportation Element Update/Concurrency	12,000
Public Works	Arterial Improvements	55,435
Public Works	Neighborhood Transportation Plan	107,881
Public Works	Traffic Accident Data	15,412
	Total	1,066,646

City of Kenmore, Washington
General Fund: Community Development Cost Center

The Department is responsible for providing leadership in the development and implementation of innovative policies, programs, services and funding strategies that realize the community-generated vision for Kenmore. Such responsibilities include but are not limited to: The Comprehensive Plan (and related development regulations); Downtown Plan; Parks, Recreation, and Open Space (PROS) Plan; Shoreline Master Program; park capital improvement program (CIP) and project management; housing programs and affordable housing targets; strategies to support downtown development and economic development. To meet these responsibilities, the Department must ensure there is a forum for citizen participation and involvement. The Department must ensure Kenmore's compliance with state, regional and other development agency mandates, regulations and policies as well as representing Kenmore's interest in regional partnerships.

Department Organization and Responsibilities:



City of Kenmore, Washington
General Fund: Community Development Cost Center

2017-2018 Achievements:

- **Comprehensive Plan Implementation and Development Regulation Amendments**
 - **School Impact Fees, Comprehensive Plan and Development Regulation Amendments:** The Northshore School District requested that the City allow collection of impact fees to assist district funding for school facilities needed to support growth. The Planning Commission considered review as part of the 2017 docket. On 11/12/17 Council adopted Ordinance 17-0451 amending the comprehensive plan to allow collection of school impact fees. On 5/14/18 Council adopted Ordinance 18-0463 that amended the municipal code and provided a \$10,573 impact fee for new single-family residences and townhomes. The City and District also entered into an interlocal agreement authorizing the City to collect and transfer fees to the District.
 - **Neighborhood Business (NB) Zone Comprehensive Plan and Development Regulation Amendments:** The Planning Commission considered regulations as part of the 2017 docket. The NB zone was the last holdover zone from King County that the City had not reviewed. On 11/20/17 Council adopted Ordinance 17-0451 that provided new regulations for the two NB zoned areas at NE 170th/68th Ave NE and NE 155th/68th Ave NE.
 - **Preservation of Existing Affordable Housing, Mobile Home Park Project:** As part of the 2017 docket, the Planning Commission developed recommendations for options that would prevent park closure, make closure less likely or address the impacts of a closure. Commission recommendations were presented to Council 7/9/18. Council consideration and action on land use options and financial assistance strategies is anticipated by year end 2018. On 11/13/17 Council adopted a moratorium (Ordinance 17-0453) on Mobile Home Park redevelopment to allow time to consider regulations. The moratorium was extended on 4/23/18 to 10/28/18. The moratorium may be extended again until regulations are adopted.
 - **Update of Shoreline Master Program, Critical Area Regulations and Floodplain Regulations:** As part of the 2018 docket, the Planning Commission will begin review and consider recommendations for updating the shoreline master program, critical area regulations and floodplain regulations. Council action anticipated in 2019. The State mandate and deadline for updating the shoreline master program is June 2019.
 - **Land Use Streamlining:** Part of the 2017 docket, in July 2017 Council adopted Ordinance 17-0438 that simplified and streamlined the list of land uses across all zoning districts.
 - **Small Cell Wireless Facilities:** November 2017 Council adopted Ordinance 17-0446 that amended City regulations to align with the State's small cell definition, clarifying the number and size limitation of antennas and small cells.
 - **Rent Increase Notification:** At the 2018 January Council retreat, Council asked staff to research various aspects of rent increase notification requirement. On 7/16/18 staff presented information to Council and on 7/23/18 Council passed a motion asking staff to bring back an ordinance that would provide a 90-day notice to tenants if rent increases more than 10%. Council action anticipated late 2018 or early 2019.

City of Kenmore, Washington
General Fund: Community Development Cost Center

➤ **Policy and Strategy Development/Implementation**

- **Affordable Housing Strategy:** The Planning Commission presented recommendations for an affordable housing strategy to Council on 1/23/17. In March 2017, Council identified preservation of existing affordable housing as a top strategy for the 2017 docket.
- **Economic Development Strategy:** Staff was part of the internal team assisting the City Manager's office with recommendations for updating the economic development strategy. Staff will also assist with implementation of the updated Economic Development Strategy (adopted 2018) in the 2019-2020 biennium.

➤ **Downtown Development/Economic Development**

- **Kenmore Village:** Staff was part of the Kenmore Village staff team in 2017 working towards implementation of the action plan including oversight for construction of the town green project and tenant improvement project for the hangar. Town Square and Hangar dedication event August 2017.
- **Downtown Properties:** Staff was part of the Lakepointe staff team, assisting with review of documents and strategy development. Staff also provided feedback on consistency with comprehensive plan policies for other downtown projects.

➤ **Park Capital Improvement Project and Other Park Projects:** Staff was responsible for managing park projects adopted in the 2017-2022 park capital improvement program and other park related projects.

- **Tolt Pipeline Trail Phase 1:** Construction complete in 2017 of an asphalt trail on the City of Seattle property on NE 185th St between 68th Ave NE and the Northshore Townhomes. Ribbon cutting event August 2017.
- **Twin Springs Interim Plan:** In 2017 a public outreach process and development of a master plan concept, phasing plan and cost estimate for a Phase 1 project. In May 2018 Council adopted the master plan. A minimal project to get the park open will be included in the Park Capital Improvement Program for 2019.
- **Moorlands Park Improvements:** Construction complete in 2017 of improvements consistent with the adopted 2006 Master Plan. Improvements included renovation of the sport field, trails, landscaping, restroom, playground and picnic shelter. Ribbon cutting event June 2018. Sport field available for play in 2019.
- **Rhododendron Park Float/Dock:** Construction complete in 2017 of a new float/dock for handcarry watercraft access to the Sammamish River. Ribbon cutting event May 2018.
- **Rhododendron Park Walkway Waterfront Connection Project:** Construction complete in 2017 of a new boardwalk connecting the existing park improvements through the wetland to the Sammamish River. Improvements to the access driveway, parking and environmental enhancements were also completed. Ribbon cutting event May 2018.
- **Rhododendron Park Boatshed Project:** In 2018 staff is working with a citizen task force and a consultant to develop a preliminary design and cost estimate for a boatshed to serve handcarry watercraft needs including adult and high school rowing programs. Permitting and construction potential in 2019.

City of Kenmore, Washington
General Fund: Community Development Cost Center

- o **Squires Landing Park Float/Dock:** Construction complete in 2017 of a replacement dock for handcarry watercraft access to the Sammamish River. Ribbon cutting event May 2018.
- o **Squires Landing Park Waterfront Improvements:** Planned waterfront and park improvements include new boardwalks/trails, new boating facilities for handcarry watercraft, new parking lot, restroom and environmental enhancements. In 2017 the conceptual design was refined. In March 2018 revised concepts and cost estimates were presented to Council and to the public at an open house. Permit process anticipated 2019-2020.
- o **Squires Landing Park Restoration Project:** In 2015 Sno-King Watershed Council and Adopt-a-Stream Foundation received a grant from the Washington State Recreation Office (RCO) to complete restoration improvements on an area of the peninsula and shoreline. Restoration is anticipated to be complete December 2018. In May 2018 Council authorized execution of a Memorandum of Understanding outlining that ten-year maintenance responsibilities will be transferred to the City after project completion along with a new RCO agreement. This would allow relocation of any overlap areas at the time the City constructs the Squires Landing Park Waterfront Improvement project.
- o **Log Boom Park Waterfront Improvements:** Planned waterfront and park improvements include beach expansion, new trails, picnic shelter, boating facilities, and environmental enhancements. In 2017 the conceptual design was refined. In March 2018 revised concepts and cost estimates were presented to Council and to the public at an open house. Permit process anticipated 2019-2020.
- o **Log Boom Park Pier Railing Repair:** In 2018 staff obtained permits to replace and repair existing railing on the pier. Construction completion September 2018.
- o **St. Edward State Park Ballfield Renovation Project:** Renovation of two existing ballfields, potentially including turf, field lights, perimeter walkway, bleachers, dugouts and parking improvements. In July 2017 a critical area buffer variance permit application and SEPA application were submitted. In May 2018 Council direction was to proceed with an Environmental Impact Statement (EIS). SEPA, permit review and lease negotiations with Washington State Parks anticipated to be ongoing 2018 and 2019.
- **Grant Opportunities (Awards and Applications):** Identifying grant opportunities and assessing those opportunities in terms of alignment with City goals and projects.

Grant Awards 2018:

- o **\$500,000 for St. Edward Ballfield Renovation Project (grant agreement 2018):** This was a 2016 Washington Wildlife Recreation (WWRP) Local Parks Category application through the Washington State Recreation and Conservation Office (RCO).
- o **\$250,000 for St. Edward Ballfield Renovation Project (grant agreement 2018):** This was a 2016 Youth Athletic Field (YAF) category application through RCO.
- o **\$611,000 for St. Edward Ballfield Renovation Project (grant agreement 2018):** This was a Youth and Amateur Sports Grant award identified by King County Councilmember Dembowski in the 2017-2018 King County budget.
- o **\$400,000 for Rhododendron Walkway Project (grant agreement 2018):** This was a 2016 Aquatic Lands Enhancement (ALEA) grant application through RCO.

City of Kenmore, Washington
General Fund: Community Development Cost Center

- o **\$250,000 for Rhododendron Boatshed Project (grant agreement 2018):** This was a 2017 State Capital Budget request.
- o **\$250,000 for Moorlands Park (grant agreement 2018):** This was a 2017 State Capital Budget request.
- **Grant Applications 2018:**
 - o **\$500,000 for Log Boom Park Waterfront Improvement Project:** Aquatic Lands Enhancement (ALEA) grant application through RCO.
 - o **\$665,916 for Log Boom Park Waterfront Improvement Project:** Washington Wildlife Recreation Parks (WWRP) application through RCO.
 - o **\$500,000 for Squires Landing Waterfront Improvement Project:** Aquatic Lands Enhancement (ALEA) grant application through RCO.
 - o **\$1,700,000 for Squires Landing Waterfront Improvement Project:** Washington Wildlife Recreation Parks (WWRP) application through RCO.
 - o **\$850,000 for Land Acquisition for the Squires Landing Land RCO Conversion Project:** Conservation Futures Trust fund application through King County.
- **Working with Outside Agencies:** Staff often works with outside agencies on a variety of topics relevant to the City. The following are examples.
 - o **Affordable Housing Community Event:** In May 2017 staff organized a community meeting with a panel of experts during Affordable Housing Week.
 - o **King County CDBG Program:** In 2017 and 2018 staff participated as a member of the interjurisdictional staff group, run by King County as support to the Joint Recommendation Committee (JRC) providing funding recommendations for capital projects.
 - o **A Regional Coalition for Housing (ARCH) Accessory Dwelling Unit (ADU) Project:** In 2018 staff is participating with staff from other member jurisdictions and ARCH staff to develop recommendations for ADU regulations and incentives. ADU's are often encouraged as part of an affordable housing strategy. ADU's are identified in the City's Affordable Housing Strategy Plan, adopted in 2017.
 - o **Regional Plans:** Provided review and comment on proposed plans and amendments for example Puget Sound Regional Council (PSRC) Vision 2050 Plan, PSRC Regional Centers Framework, PSRC Transportation 2040 Plan, King County amendments to King County Planning Policies.
 - o **Legislative Feedback:** Provided comment on proposed legislation. For example, on affordable housing legislation and small cell legislation.

2019-2020 Objectives:

- **Comprehensive Plan Implementation and Development Regulation Amendments:** Staff will support the Planning Commission and Council on the 2019 and 2020 docket work program related to Comprehensive Plan amendments and amendments to development regulations. The annual docket is determined January-February each year. The Preservation of Existing Affordable Housing, Mobile Home Park Project 2018 docket work program will be completed in 2019. The update of Critical Area Regulations and Shoreline Management Program 2018 docket work program will be completed in 2020.

City of Kenmore, Washington
General Fund: Community Development Cost Center

- **Policy and Strategy Development/Implementation:** Staff will continue to identify opportunities to develop, update and implement policies and strategies that further the community's vision and Council goals. For example, implementing strategies identified in the affordable housing strategy, as part of the annual docket work program.
- **Downtown Development/Economic Development:** Staff will continue to be part of the Downtown Kenmore Project team and Lakepointe staff team. Staff will also assist with implementation of the updated Economic Development Strategy (adopted 2018).
- **Park Capital Improvement Project and Other Park Projects:** Staff is responsible for managing park projects adopted in the six-year park capital improvement program including the two Walkways & Waterways projects. Update of the Park Recreation and Open Space (PROS) plan and Park Impact Fee Rate Study are anticipated work program items in the 2019-2020 biennium.
- **Grant Opportunities:** Identifying, assessing and applying for grant opportunities. In 2019 potential grant applications to King County Conservation District for upland invasive removal at Squires Landing (part of the Squires Landing Waterfront Improvement Project) for \$50,000 and \$50,000 for the Twin Spring's Phase 1 project. In 2020 potential RCO grant applications for park project funding.
- **Working with Outside Agencies:** Continuing to partner with outside agencies on topics relevant to the City and City priorities.

Budget Highlights:

The 2019-2020 biennial budget includes the following changes:

- Continuing the Interim Full Time Parks Project Manager position through 2020.

Workload and Performance Measures

Workload Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Number of park capital projects managed	9	12	10	10
Number of new initiatives identified (policies, programs, services, funding strategies)	1	1	1	1
Number of meetings with council and planning commission (related to department objectives/work program)	30	33	30	30
Number of grants identified/applications submitted	2	5	2	4
Number of work program projects managed	9	9	9	9

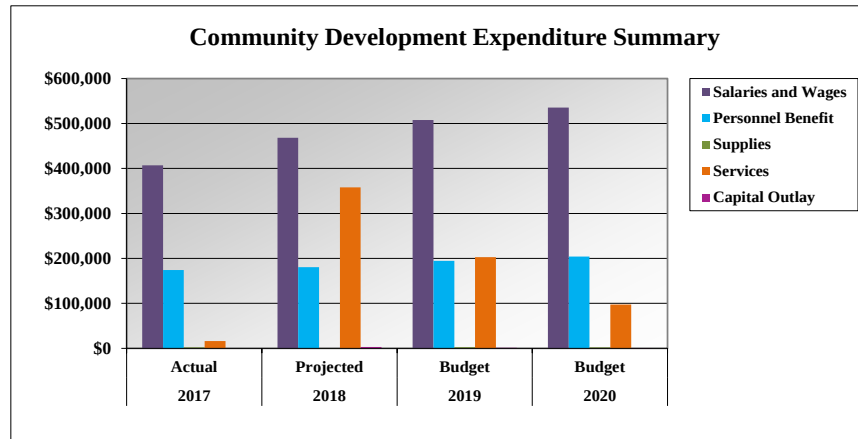
City of Kenmore, Washington
General Fund: Community Development Cost Center

Performance Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
% of park capital projects within scope, on time and within budget	80	90	90	90
Number of new initiatives brought forward for implementation	0	1	1	1
% of planning commission recommendations & council decisions consistent with options presented by staff	90	90	90	90
Number of grant applications awarded	2	6	2	3
% of work program projects meeting deadlines	90	90	90	90

General Fund

Community Development

Expenditure Summary Community Development	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Salaries and Wages	912,699	\$407,093	\$468,235	\$875,328	\$507,749	\$535,473	\$1,043,222
Personnel Benefit	391,781	\$174,256	\$180,674	354,930	\$194,625	\$203,952	398,576
Supplies	4,330	2,197	727	2,924	2,425	2,288	4,713
Services	406,700	16,074	357,836	373,909	202,552	97,610	300,162
Capital Outlay	0	0	2,982	2,982	1,260	960	2,220
Total	\$1,715,510	\$599,620	\$1,010,454	\$1,610,073	\$908,610	\$840,283	\$1,748,893



Employee Summary Community Development Positions	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Community Development Director	1	1	1	1	1	1	1
Principal Planner	1	1	1	1	1	1	1
Park Project Manager*	2	2	2	2	2	2	2
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Positions	4.5	4.5	4.5	4.5	4.5	4.5	4.5

* One Limited Term Position Added in 2015-2016
One Regular Position Added in 2017-2018

All Programs

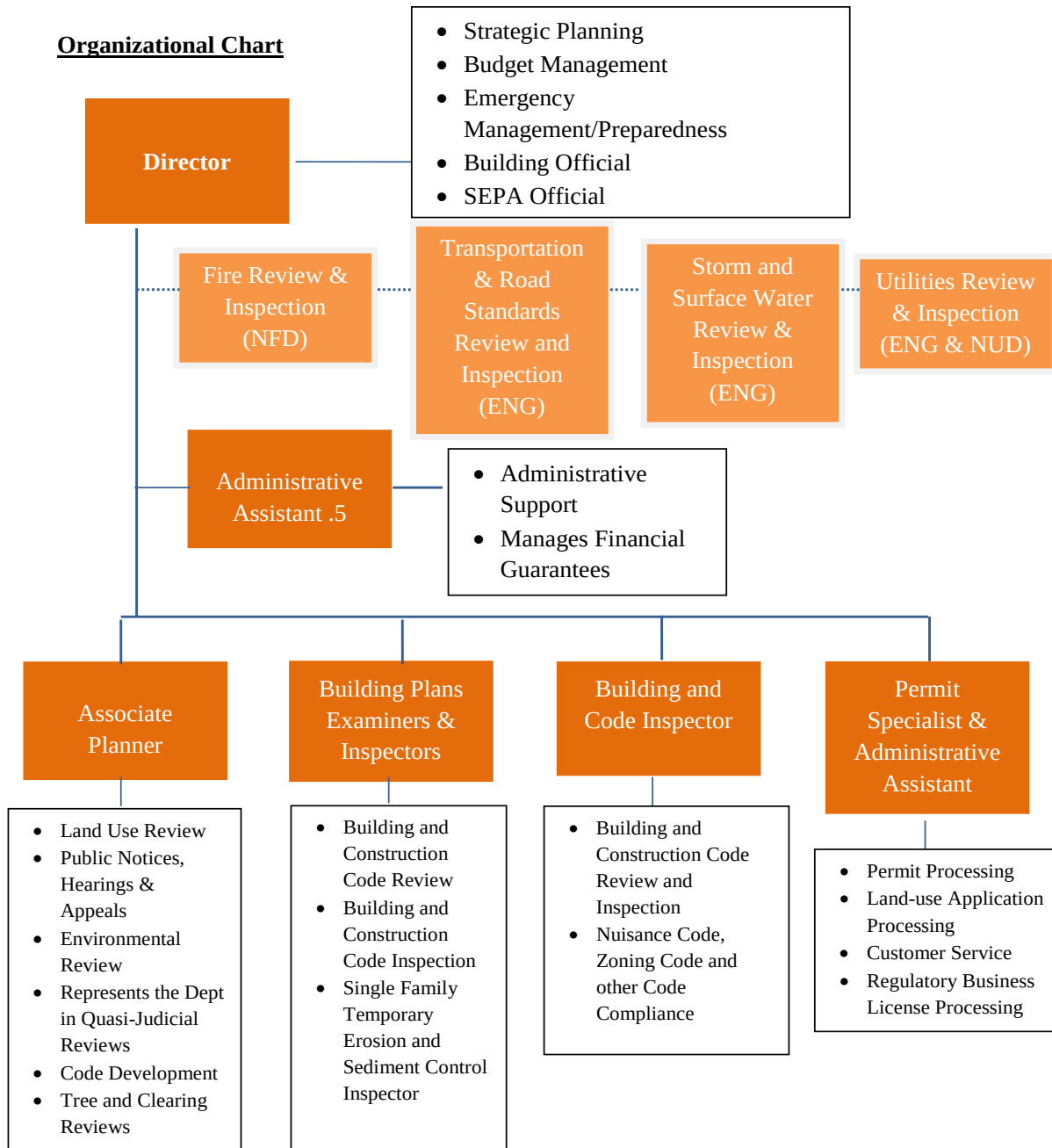
Table of All Programs

User Group	Program	2018 - PBB
Community Development	Affordable housing	111,991
Community Development	Athletic Fields	65,911
Community Development	Comprehensive Plan Amendments Preparation	115,732
Community Development	Comprehensive Plan Implementation	149,140
Community Development	contract management	61,285
Community Development	Critical Area Regulations Updates and Implementation	67,700
Community Development	Data Collection and Forecasting	14,738
Community Development	Development Projects Advice and Review	9,652
Community Development	Downtown Plan Implementation and Updates	17,817
Community Development	Emergency Management	7,888
Community Development	Federal and State Regulations Compliance	6,968
Community Development	Grant Preparation and Administration	10,850
Community Development	Historical Preservation Policy Development and Grant Applications	3,086
Community Development	lakepointe strategic planning	22,495
Community Development	Park Capital Improvement Program (CIP) Development	35,516
Community Development	Park Land and Open Space Acquisitions Advice and Support	84,609
Community Development	Park Master Plan Development, Update and Implementation	11,645
Community Development	Parks Grant Preparation and Administration	105,336
Community Development	Parks Project Management: Bid Preparation and Contract Award	5,027
Community Development	Parks Project Management: Construction Inspection	114,562
Community Development	Parks Project Management: Design and Permitting	282,661
Community Development	planning commission support	43,760
Community Development	Planning Policy and Park Issues Interdepartmental Support	18,911
Community Development	Policy and Planning Research	21,312
Community Development	PROS Plan Implementation	91,663
Community Development	Public Participation and Outreach	16,368
Community Development	Public Participation and Outreach - Parks	24,790
Community Development	public records request	34,187
Community Development	Reception Desk	13,797
Community Development	Regional and Interagency Relations - Policy and Planning Issues	13,936
Community Development	Regulations and Other Municipal Codes Development and Amendment	86,970
Community Development	Shoreline Master Program Implementation and Updates	6,968
Community Development	(State Environmental Policy Act Environmental Reporting & Documenta- tion	6,968
Community Development	Sustainability/Low Impact Development plan prep and Updates	3,086
Community Development	Transportation Planning	14,731
Community Development	wellness	12,412
	Total	1,714,466

City of Kenmore, Washington
General Fund: Development Services

The Development Services Department is responsible for oversight of land and building development throughout the City. The Department's mission is to implement the City Council's vision of providing a safe and secure community; sustainable, healthy environment; and a desirable place to work and live.

Organizational Chart



City of Kenmore, Washington General Fund: Development Services

Development Services plays a pivotal role in helping to achieve this vision through six core functions: (1) Permit intake and management; (2) Development review team meetings; (3) Permit review; (4) Construction inspections; (5) Monitoring projects after completion; and (6) Code compliance. These core functions provide assistance to developers, investors and home owners alike.

The objective of the process used by Development Services is to continue to provide applicants and their design teams with clear, accurate, and consistent project review and permitting information in a timely and efficient manner. Each Development Services team member plays a unique role that is equally important in the success of the permitting processes. The process used by the Department and the goals of different phases of the process are described in more detail below.

Permit Intake and Management

Often times the permit counter is the customer's first contact with the City. The Department's practices and policies are customer service oriented and are designed to both streamline the overall process and assist customers throughout that process. During the routing period each application is assigned a project lead to serve as the point of contact and to keep the project on track.

Development Review Team Meetings

The development review meeting process includes development review team meetings and an open and effective line of communication. The structure that we have adopted includes meetings that occur at pivotal points throughout the project, including: pre-application, review and pre-occupancy phases. These meetings are designed to provide opportunities for two-way communication between the City's Development Services team and the applicant's design and construction team to resolve complex issues that may occur with development; with the goal of making the City's permitting and review process more expeditious and user friendly.

Permit Review

Once an application is submitted it is routed to the applicable disciplines for review and given a review target date, typically 3 or 4 weeks for smaller projects and 6 to 8 weeks for larger projects. There are up to six separate review functions that may apply to a single project: (1) Zoning and Land-use; (2) Environmental; (3) Clearing and Grading; (4) Storm and Surface Water; (5) Traffic and Parking; and (6) Building and Structures. The development review team reviews project documents and inspects construction in accordance with applicable codes, laws and regulations; and coordinates with other reviewing agencies, as appropriate.

Construction Inspections and Monitoring Projects after Completion

Projects don't always end when the permit is issued. There are inspections that occur throughout the building process as well as a monitoring period for improvements that the City will inherit, or associated with mitigation for a critical area other site improvement activities as required. This is to ensure that improvements perform or work as they were designed to. Examples of improvements that require monitoring include: roads, storm water facilities, street trees, and wetland restoration. Monitoring periods, including financial guarantees, can vary from 2 to 5 years and need to be managed regularly throughout the monitoring period.

City of Kenmore, Washington
General Fund: Development Services

2017-2018 Achievements:

Development

Lodge at Saint Edward – rehabilitation of the existing deteriorated Saint Edward Seminary Building at the State Park for use as a lodge-type hotel, restaurant and meeting and conference rooms. The Site Plan process was a Type 4, land use decision that required the Director's recommendation to the Hearing Examiner, public hearing and Hearing Examiner's recommendation to City Council, and final decision by the City Council. Early 2017 we finished-up the Site Plan review and SEPA analysis, that begun in July of 2016, and issued a staff recommendation to the Hearing Examiner and a Final Environmental Impact Statement (FEIS). The FEIS decision was appealed and consolidated with the public hearing for the Site Plan before the Hearing Examiner. The public hearing was held on March 1 and March 2, 2017. Following the public hearing, the Hearing Examiner issued his recommendations and final decision on the FEIS appeal. The Hearing Examiner upheld the staff's FEIS decision and added conditions of approval to the recommendations to the City Council. April of 2017, City Council unanimously approved the project. The construction permits, consisting of engineering (site grading and drainage), building permits (for the tenant improvements and new parking garage) and mechanical and plumbing permits were applied for and approved in 2018.

Kenmore Village – includes Spencer68 Lofts and Apartments (on the old park and ride site), Spencer Square (the mixed-use LINQ Lofts and Flats and Evergreen Health, the restaurant and office building, and mixed-use commercial building along 68th Ave), the Hangar community building and Kenmore Town Square, Diva Espresso in the Hangar. In 2017, we issued the remaining Certificates of Occupancies for Spencer68 Lofts and Apartments portion, which included executing both a multifamily housing property tax exemption agreement and affordable housing agreement. We also issued a Certificate of Occupancy for the LINQ building and reviewed, inspected and issued a Certificate of Occupancy for the Evergreen Health tenant space. We issued a Certificate of Occupancy for the Hangar building and reviewed, inspected and issued a Certificate of Occupancy for the Diva tenant space. The Spencer Square Site Plan required a modification based on the deviations from the Development Agreement and original approved Site Plan. We reviewed and approved the modified Site Plan. In 2018, we received and approved building plans and issued building permits for the restaurant (Seaplane Kitchen and Bar) and office building and the mixed use commercial building along 68th Ave NE (The Flyway). The restaurant and office building was constructed in 2018 and is expected to receive a Certificate of Occupancy in 2018.

Ballfields at Saint Edward State Park – proposed improvements to the existing grass ballfield area. Received a Critical Area Variance permit and SEPA application in Summer of 2017. Issued a Notice of Application and comment period. Received approximately 200 comments. Reviewed documents, studies and comments and drafted review comments.

City of Kenmore, Washington
General Fund: Development Services

Lakepointe – 50+ acre proposed waterfront development comprised largely of the Kenmore Industrial Park site located in Kenmore, Washington. The developer, Weidner Apartment Homes, conducted a two-day visioning session in March 2017 and on April 19, 2017 gave a public presentation at a City Council meeting. Weidner has already invested significant amount of resources for this project. They have purchased additional adjacent properties and hired various consultants to assess the site and begin conceptual renderings. Through the year we attended multiple meetings and continued discussions with the developer regarding the possibilities for Lakepointe. In November of 2017, we amended the Commercial Site Development Permit Extension and Funding Agreement. In 2018 we consulted with HR&A Advisors (HR&A) to analyze the economic impacts that may result from the proposed Lakepointe project. The City consulted with other experts to review, analyze and provide additional input on the materials and study prepared by HR&A. Brian O'Connor, with O'Connor Consulting Group, LLC, assisted with the market analyses, valuations and rates. Adam Wirthlin, with Wirthlin Consulting Group, assisted with the horizontal and infrastructure costs. On two occasions, August 13, 2018 and September 11, 2018, the Lakepointe project's feasibility and benefits study was shared and discussed with the City Council. At the September 11, 2018 Council meeting, Council directed staff to prepare a Parameters Agreement.

Mary's Place – on March 2, 2017, the City received an application from Mary's Place, a shelter for homeless families, to use the existing vacant King County building as a limited-term shelter and resource center. The building is located at 18118 73rd Ave NE and was formerly used by the Sheriff's department as a precinct building. The building was built in 1975 and has been vacant for over 5 years. We issued a certificate of occupancy and the new Mary's Place has been operating in that building for a year now.

Northlake Lutheran Homeless Shelter - Received and approved a Temporary Use Permit for Northlake Lutheran Church to use a portion of their church as a homeless shelter between October 1st and October 31st, 2017 and again in 2018.

Guest House Restaurant – Issued a commercial tenant improvement permit for a new 2,800 sf restaurant located at 6810 NE 153rd PL, interior improvements and updating landscaping.

Moorlands Park Improvements – Renovation of existing park. Reviewed and approved engineering, grading, building permits and SEPA.

Minihan Dental Office – Tenant improvement in the LINQ building.

As of October 2018:

Front Counter - we have had approximately 3,000 inquiries at the permit counter, averaging 136 inquiries a month, with the most in May 2018 with 211 inquiries.

Pre-applications - Conducted 89 pre-application meetings.

City of Kenmore, Washington
General Fund: Development Services

Accessory Dwelling Units – 16 ADU applications received.

Subdivisions

Copper Lane Plat – 18-lot preliminary plat, 7624 NE 165th St.
Northshore Meadows Plat – 12-lot preliminary plat, 19913 75th Ave NE
Zuberman Final Plat – 6-lot final short plat, 204th PL (applied for in 2008)
Daniels Plat – 4-lot preliminary short plat, 16206 81st PL NE
Rottger Valley Plat – 3-lot preliminary short plat, 6249 NE 196th ST
Glashouse Plat – 9-lot preliminary short plat, 19212 75th AVE NE
Owen Plat – 2-lot preliminary short plat, 20103 75th AVE NE
Singh Hills Plat – 2-lot preliminary short plat, 14606 84th AVE NE
Juanita Plat – 3-lot preliminary short plat, 14916 Juanita DR NE
Serenbe Plat – 3-lot final short plat, 14817 78th AVE NE
Oasis Plat – 8-lot final short plat, 7342 NE 150th ST
Landry Plat – 2-lot final short plat, 16608 76th AVE NE
Meridian Terrace- 8-lot final plat, 20015 80th AVE NE
Lochmere Plat – 4-lot final short plat, 7725 NE 170th
Bendzak – 2-lot final short plat, 5521 NE 193rd ST
Abdi Plat – 2-lot final short plat, 18908 82nd AVE NE
Wiggins Plat – 3-lot final short plat, 16105 88th AVE NE
Furwerk Plat- 2-lot final short plat, 185 73rd AVE NE
Hidden Creek Plat - 5-lot final short plat, NE 203rd ST & 83rd PL NE
Seatown Plat - 4-lot short plat, 15919 84th AVE NE
Lockwood Terrace Plat – 6 lot short plat, 20018 61st PL NE
Cortesa – 8 lot short plat, 20015 80th Ave NE

Townhouses

Belcroft Townhomes – 6909 NE 170th St. New 21-unit townhome development (engineering phase)
Vista Lago Townhomes – 18119 65th Ave NE – New 17-unit townhome development (building phase)
Basalt 2 (prev. Lake Harrison Estates) – 18254 73rd Ave NE - New 16-unit townhome development (engineering phase)
Northlake Townhomes – 17516 83rd PL NE – New 8-unit townhome development (building phase)
Beechwood – 17722 80th Ave NE – New 10-unit townhome development (engineering phase)
Hincy Townhomes – 18517 71st Ave NE – New 6-unit townhome development (building phase)

City of Kenmore, Washington
General Fund: Development Services

Shoreline Development

Crew Shell Temporary Storage – Temporary area at Log Boom Park to store crew shells for Northshore School District.

Kenmore Air Fuel Storage – Replace fuel tanks with 30,000 gallon above-ground fuel tank.

Rhododendron Park Waterfront Improvements – New waterwalk and float with critical areas mitigations.

Log Boom Park Improvements – Received a Shoreline Substantial Development application in 2018 Proposed improvements to the park are part of the Walkways and Waterways approved ballot measure, and the result of the City’s “Imagine Kenmore” public outreach initiative. The project narrative (Confluence, 2018) describes the project as, “a public water access and habitat enhancement project... [with] ...the purpose of the project is to improve water access along Lake Washington’s waterfront, and to preserve and enhance ecological functions of existing wetlands, and their buffers, to the extent practical.” Proposed improvements include:

- A new network of Americans with Disabilities Act (ADA) accessible walkways;
- Construction of a new picnic pavilion building;
- Construction of a new boat rental building;
- Expansion of the existing beach including new gravel fill and a sandy beach;
- Improvement of the existing hand-carry boat launch area;
- A new shore access point in the western portion of the park; and
- Wetland buffer enhancement

Code updates:

Fee Study – Conducted a fee study on planning and building fees for both fee category and individual fees. Recommended fee adjustments to City Council during Fee Schedule update.

Fee Schedule – Annual update of City’s fees. Updated most of Development Services fees and incorporated new fees into Trakit.

Amended Title 8 – Amended KMC Title 8, relating to health and safety (noise, junk vehicles, public nuisances), and special events.

Billboard Regulations – New Ordinance that categorizes billboards as prohibited signs, declares all existing billboards in Kenmore to be nonconforming and not allow them to be relocated to another location within the city or replaced, unless it was damaged by fire, weather event, or other act of god or by another means beyond the owner’s control, such as a vehicle collision.

Regional Business North Subarea Zone - Extended the temporary elimination of the road impact fee and minimum parking space requirements for changes of use of existing buildings in the North Sub Area of the Regional Business Zone east of 68th Ave NE.

City of Kenmore, Washington
General Fund: Development Services

ILA with PSCAA – Extended the interlocal agreement with Puget Sound Clean Air Agency for cooperative odor complaint investigations through June 2022.

General

Certifications – Samantha Loyuk became an International Society of Arboriculture (ISA) Certified Arborist and earned an ISA Tree Risk Assessment Qualification (TRAQ). Tela Whiteman became an International Code Council (ICC) Certified Permit Specialist. Ryan Mumma became an International Code Council (ICC) Certified Commercial Plans Examiner, making this his 9th certification.

Special Events – Processed 33 special events permits. Examples of special events people applied for: hydroplane cup, farmers market, 3 canoe/rowing events, 4 runs, bike rides, festival, and a block party. Special events permit guarantee cross-agency coordination, are reviewed by multiple city departments, Northshore Fire Department, and the King County Sheriff/ Kenmore police.

Lakewood Mobile Home Park Safety Project – Working with the tenants at Lakewood Mobile Home Park to bring park into minimum safety standards, such as additions, fire hazards and debris. Started in the beginning of 2017, has almost wrapped-up. There are 64 units in the mobile home park. Of those 64, all but 1 achieved compliance.

Permit Tracking Software - Started iTrakit Mobile App. This technology will allow field inspectors to access permitting software from the field. Scheduled launch is first part of 2018. Initiated regional TRAKiT Training with 10 other jurisdictions. Thanks to finance and their new software, now credit card payments for permits are accepted at the counter.

MyBuildingPermit.com – Development Services has taken another step towards electronic services and now all inspections are scheduled electronically through MBP! Development Services employees regularly attend MBP meetings and participate on committees.

Saint Edward Seminary Building – Initiated the local landmark registration process for the Saint Edward Seminary Building at the Saint Edward State Park. This included preparing the nomination checklist and exhibits.

Records Management – Completed the records retention/destruction project for 10-years of code compliance cases. Implemented a new policy that offers old building plans to homeowners before destroying them. Worked with Washington State Archives to ensure proper retention standards are being met.

Derelict Vessel - In cooperation with the Washington State Department of Natural Resources (DNR), the City worked with global environmental services company, National Resource Corporation (NRC) to remove a derelict boat from the Sammamish River. The tedious task involved removing a partially sunken 50-foot Bullnose Chris-Craft that had been stuck in the sediment south of the Squire's Landing Park for over 20 years.

Committees – Bridgit Baker serves on the Health Insurance Committee, Ryan Mumma and Tela Whiteman serve on the Wellness Committee, Bryan Hampson serves on the Retirement Plan Committee, and Debbie Hohnstein and Samantha Loyuk serve on the Fun Committee.

Emergency Management

Volunteers – we now have 256 volunteers in database. 48 completed NEMCo volunteer process, 12 more are “in process”. RACES meetings held 1st Wednesday of every month (24 RACES

City of Kenmore, Washington
General Fund: Development Services

volunteers). Volunteer Emergency Worker meeting is held 3rd Wednesday of every month (averages 30 people per meeting).

Training/Exercises – Conducted an EOC set-up exercise in May. In November conducted an EOC functional drill based on an active shooter drill conducted in Lake Forest Park the previous week.

Community Outreach – Held 2 Community Emergency Response Team (CERT) classes, 2 citizen workshops, 4 map your neighborhood trainings, and a preparedness fair.

Communications – practicing, testing and adding data in CodeRed, the City's emergency notification system. Meeting twice a year with other agencies and districts.

2019-2020 Objectives:

- Continue to implement the City Council's vision of providing a safe and secure community; sustainable, healthy environment; and a desirable place to work and live;
- Continue to facilitate the permitting process in a timely manner;
- Continue to provide predictable, efficient and straightforward services;
- Continue to improve the Department's services; and
- Promote the City and the City's development services.

2019-2020 Budget Highlights:

- Continue to exceed customer's expectations by providing exceptional customer service.
- Complete and issue Certificate of Occupancies for The Flyway.
- Assist with the Lakepointe property development negotiations and process the associated permits and agreements.
- Continue to provide inspections and services for the rehabilitation of the existing Saint Edward Seminary building;
- Facilitate the nomination of the Seminary building as a local landmark; and
- Continue to work with Community Development updating the Critical Areas Code, Shoreline and Flood Plain Regulations.

City of Kenmore, Washington
General Fund: Development Services

Work Load and Performance Measures:

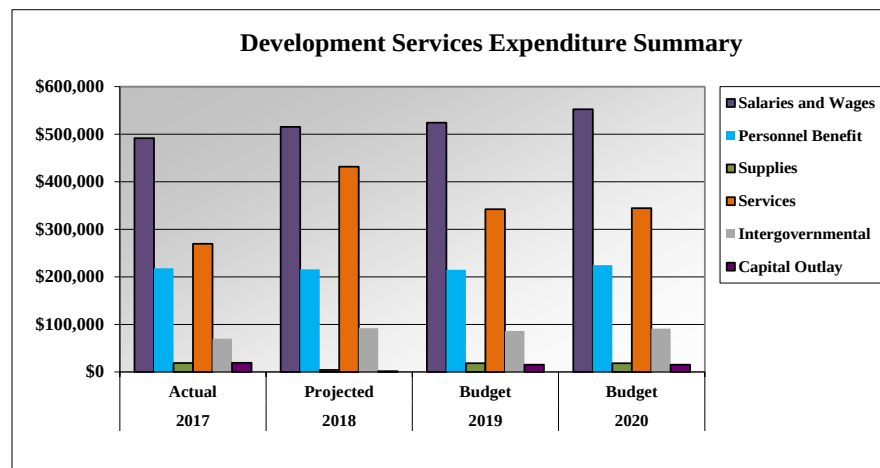
Work Load Measures	2017 Actual	2018 Projected	2019 Estimate	2020 Estimate
Land-use applications applied for	126	120	115	108
Construction permits applied for	977	921	900	900
Code enforcement cases opened	81	93	75	75
CARs received	269	349	300	300
Public records request received	292 - 77% of 380	326 – 78% of 418	362	402
Emergency Operations Training Exercises	2	2	2	2

Performance Measures	2017 Actual	2018 Projected	2019 Estimate	2020 Estimate
% of applications applied for on-line	52%	65%	66%	67%
Construction inspections performed	2,416	2,289	2,200	2,200
% of inspections performed on day requested	99%	99%	99%	99%
Code enforcement cases closed	58	96	75	75
% of code enforcement cases resolved through voluntary compliance	44%	52%	55%	60%
% Public records requests closed	100%	100%	100%	100%

General Fund

Development Services

Expenditure Summary	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Development Services	\$1,041,022	\$491,521	\$515,277	\$1,006,798	\$524,261	\$552,377	\$1,076,638
Salaries and Wages	537,516	\$218,019	\$215,587	433,606	\$215,039	\$224,524	439,563
Personnel Benefit	33,000	18,726	4,130	22,855	18,250	18,250	36,500
Supplies	380,650	269,342	431,437	700,780	342,050	344,550	686,600
Services	175,100	69,944	91,785	161,729	86,100	91,100	177,200
Intergovernmental	17,000	19,372	1,605	20,977	15,000	15,000	30,000
Capital Outlay							
Total	\$2,184,288	\$1,086,924	\$1,259,821	\$2,346,744	\$1,200,700	\$1,245,802	\$2,446,501



Employee Summary	2017-2018			2017-2018			2019-2020
	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Development Services Positions							
Development Services Director	1	1	1	1	1	1	1
Associate Planner	1	1	1	1	1	1	1
Building Insp/Plans Examiner	1	1	1	1	1	1	1
On Call Building Insp/Plans Examiner	1	1	0.75	0.75	0.5	0.5	0.5
Building/Code Inspector	1	1	1	1	1	1	1
Permit & Administrative Specialist	1	1	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Positions	6.5	6.5	6.25	6.25	6	6	6

All Programs

Table of All Programs

User Group	Program	2018 - PBB
Development Services	Addressing	2,335
Development Services	Administrative	732,668
Development Services	Affordable Housing	1,079
Development Services	Animal Control	564
Development Services	Art, Education and Outreach Program	958
Development Services	Building Consulting Services	1,351
Development Services	Building Inspections	99,076
Development Services	Building Permit Review	234,904
Development Services	Buildings and Structures	564
Development Services	Business License Program	4,499
Development Services	Code Development	2,260
Development Services	Code Enforcement	184,100
Development Services	Development Review Team Meetings	17,085
Development Services	Emergency Management	121,365
Development Services	Engineering Consulting Services	10,564
Development Services	Engineering Inspections	564
Development Services	Engineering Permit Review	564
Development Services	Facility Rental	7,007
Development Services	Fire Prevention Services	564
Development Services	GIS	564
Development Services	Hearing Examiner	54,395
Development Services	Historic Preservation	4,366
Development Services	Lakepointe Strategic Planning	36,624
Development Services	Land-use Inspections	1,379
Development Services	Land-use Review	198,900
Development Services	MyBuildingPermit.com	64,532
Development Services	NWMaps.net	685
Development Services	Permit Intake and Management	150,997
Development Services	Planning Consulting Services	10,564
Development Services	Public Records Requests	13,450
Development Services	Reception Desk	761
Development Services	Right-of-way Permit Review	564
Development Services	Saint Edwards Seminary Strategic Planning	1,200
Development Services	SEPA Management	1,564
Development Services	Service Requests	9,025
Development Services	Special Events	2,138
Development Services	Training/Conference	125,338
Development Services	Trakit	114,255
Development Services	Trees	13,543
	Total	2,226,918

City of Kenmore, Washington
General Fund: Public Works Parks and Facilities Maintenance

The Public Works Parks and Facilities Maintenance cost center accounts for the operation, maintenance, and repair of the City's public parks and facilities, as well as all City owned properties. This budget funds all labor and materials related to landscape maintenance; trails, sidewalks; inspection and repair of play structures; restroom maintenance; sprinkler system maintenance; vandalism repair; litter control; parking lot maintenance, custodial services, utilities, and supplies; routine systems maintenance and inspections (Fire, HVAC, Access Control, Elevator, and Generator).



City of Kenmore, Washington
General Fund: Parks and Facilities Maintenance

2017-2018 Achievements:

- Completed the Public Works Services Analysis.
- Public Works In-house transitioning plan.
- Hosted a total of four residential grant funded recycling events.
- Routine maintenance performed on Parks and Facilities.
- Advertised, interviewed and hired for the Facility Maintenance Technician (full time and part time positions).
- Hired and managed summer seasonal workers.
- Capital Project support for Moorlands Park Improvements, Walkways and Waterways projects at Log Boom Park and Squire's Landing.
- Take on maintenance for new parks properties or facilities: Town Square/Hangar Building, Tolt Trail Improvements, and Moorlands Park Improvements.
- Assisted with new Senior Center lease at Rhododendron Park.
- Kenmore Business Incubator support and maintenance.
- City Hall green roof maintenance documentation requirements.
- Advertised and executed new janitorial service contract for City Hall and Hangar Building.
- Holiday Lighting at City Hall.
- City Hall lighting repairs (Garage and exterior lights).
- Completion of City Hall front lawn project.
- Playground inspections and maintenance.
- Log Boom Park seasonal float (annual installation and removal).
- Dwyer memorial bench ordered and installed at Log Boom Park.
- Event support for City events (Summer Concerts, 4th of July celebrations, Kenmore Playday, Jack Crawford Day and other parks volunteer events, National Night Out events, Kenmore Summer Party, Hangar Movie Nights, and Tree Lightings), recreation programs/camps at Rhododendron Park and Skate Park, and Rhododendron Park shelter rentals.

2019-2020 Objectives:

- Manage parks and facilities maintenance and repair program with in-house Public Works staff and other private contractors.
- Implement a new contract for landscaping services for parks and facilities.
- Implement an asset management program for parks and facilities through Cityworks.
- Moorlands Athletic Field Maintenance and Scheduling.
- Operation planning for future parks.
- Locate permanent Public Works Shop site.
- Public Works Permanent Shop planning.

City of Kenmore, Washington
General Fund: Parks and Facilities Maintenance

- Continue to host residential community recycling events.

2019-2020 Budget Highlights:

- Bringing Public Works maintenance services in-house; hiring new staff and purchasing new equipment.
- Moorlands Athletic Field maintenance and field scheduling.
- Town Square, Hangar and Post Office operations and maintenance has been included in this budget.
- Continued support on planning and designing Walkways & Waterways projects.

Work Load and Performance Measures:

<u>Workload Measures</u>	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
Number of Service Requests and Work Orders Logged	1760	1022 as of 9/24/18	1700	1700
Special Events Applications	19	16 as of 9/24/18	20	20
Facility Rental Applications	34	20 as of 9/24/18	30	30
Park Restrooms	3	4	4	6
Rhododendron Park Picnic Shelter Rentals	131	132 as of 10/3/18	135	135
Moorlands Athletic Field Rentals	0	0		

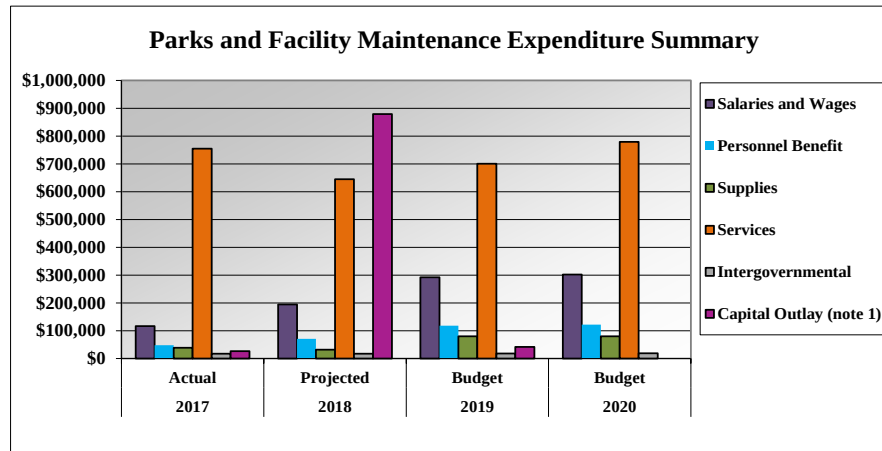
General Fund

Public Works

Parks and Facility Maintenance

	2017-2018			2017-2018		2019-2020	
Expenditure Summary	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Parks and Facility Maintenance							
Salaries and Wages	\$290,778	\$116,835	\$194,099	\$310,934	\$292,294	\$301,926	\$594,219
Personnel Benefit	\$180,161	\$48,162	\$70,643	118,805	\$117,885	\$121,718	239,602
Supplies	118,700	38,603	31,623	70,225	79,987	79,987	159,974
Services	1,290,700	754,699	644,940	1,399,639	700,715	779,215	1,479,930
Intergovernmental	18,000	17,677	17,620	35,297	18,000	19,000	37,000
Capital Outlay (note 1)	45,000	26,314	879,000	905,314	42,000	0	42,000
Total	\$1,943,339	\$1,002,290	\$1,837,924	\$2,840,214	\$1,250,880	\$1,301,845	\$2,552,726

note 1: \$879,000 are one time start up costs for the new in house public works operation. At the close of 2018, a substantial portion of these costs may be reallocated to the Street Fund and the Surface Water Fund.



	2017-2018			2017-2018		2019-2020	
Employee Summary	Final Budget	2017 Actual	2018 Projected	Total Biennium	2019 Budget	2020 Budget	Proposed Budget
Parks and Facility Maintenance							
Lead Parks Maintenance Worker	1	1	1	1	1	1	1
PT Maintenance Worker	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Senior Facilities Technician**	1	1	1	1	1	1	1
PT Facilities Technician	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Permit & Admin Specialist .4FTE	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Total Positions	3.2	3.2	3.2	3.2	3.2	3.2	3.2

** Previously Maintenance Custodian

All Programs

Table of All Programs

User Group	Program	2018 - PBB
Public Works	Bridge Inspections	20,411
Public Works	Bridge Maintenance	30,580
Public Works	Contract Management	17,525
Public Works	Crack Sealing Program	73
Public Works	Facilities Maintenance	404,265
Public Works	Facility Rentals and Set-Up	38,149
Public Works	Fleet Maintenance and Operations	117,117
Public Works	Franchise Utility Permits	180,688
Public Works	Front Desk Support	6,708
Public Works	Janitorial Maintenance	423,807
Public Works	Landscape and Site Maintenance	642,516
Public Works	Landscape and Vegetation Maintenance	593,730
Public Works	Non-Franchise ROW Permits	23,269
Public Works	Overlay Program	34,341
Public Works	Parks and Facilities Service Requests	220,520
Public Works	Parks CIP Support	135,483
Public Works	Parks Signage	7,000
Public Works	Parks Volunteer Programs	28,863
Public Works	Pavement Management	73
Public Works	Playground Maintenance	19,639
Public Works	Public Records Request	15,319
Public Works	Recycling Event Management	117,152
Public Works	Roadway Maintenance	418,656
Public Works	Roadway Markings	67,548
Public Works	Service Requests	222,697
Public Works	Signal Maintenance and Operations	380,749
Public Works	Snow and Ice Removal	48
Public Works	Special Events Support	26,438
Public Works	Street Banners	40,073
Public Works	Street Signs Management	187,911
Public Works	Street Sweeping	73
Public Works	Surface Water Repair Work	73
Public Works	Surface Water Utility Locates	98,976
Public Works	Transportation CIP Support	42,405
	Total	4,562,871

All Programs

Table of All Programs

User Group	Program	2018 - PBB
Public Works	Stormwater Conveyance System Maintenance	301,000
Surface Water	Aquatic Weeds Management	60,471
Surface Water	CIP Project Construction Management/Inspection	26,326
Surface Water	CIP Project Design/Environmental	26,326
Surface Water	CIP Project Grant Applications/Funding Management	26,326
Surface Water	CIP Project Right of Way Acquisition	26,326
Surface Water	Cityworks	44,034
Surface Water	Geographical Information System (GIS)	49,646
Surface Water	Legal and Code Enforcement Assistance	43,709
Surface Water	Long Range Planning and Updates	96,889
Surface Water	Municipal Stormwater Permit (National Pollutant Discharge Elimination System or NPDES)	290,330
Surface Water	Private Stormwater Facility Maintenance	50,000
Surface Water	Public Stormwater Facility Inspections	214,750
Surface Water	Public Stormwater Facility Maintenance	820,750
Surface Water	Service Request	313,323
Surface Water	Surface Water Utility Charge	77,325
Surface Water	SWM Capital Improvement Projects	22,389
Surface Water	SWM Development	300,733
Surface Water	SWM Education and Outreach	59,830
Surface Water	SWM Illicit Discharge Detection and Elimination (IDDE)	80,591
Surface Water	SWM Municipal Operations and Maintenance	242,358
Surface Water	SWM Public Involvement and Participation	10,471
Surface Water	SWM Regional Coordination	50,161
Surface Water	SWM Small Works Projects	146,306
Surface Water	SWM Water Quality Monitoring	22,389
Surface Water	Total Maximum Daily Load	23,389
	Total	3,426,149

City of Kenmore, Washington

Other Funds Budgets

City of Kenmore, Washington
Kenmore Village Fund

The Kenmore Village Fund accounts for general operations and development of the downtown area formerly known as Kenmore Village. With the sale of most of the Kenmore Village acreage to the private sector for redevelopment, the City-owned properties managed and accounted under this fund now include the US Post Office building and the Town Square, including the Hangar community building. The revenues for financing projects and operations in the fund may come from transfers from tenant rent, the General Fund, grant awards, and/or sale of properties.

2017-2018 Achievements:

- Finalized construction and punch list items of the Town Square and Hangar community building.
- Commenced operations and programming for the Town Square and Hangar community building.
- Secured a lease with Diva Espresso to operate the retail space in the Hangar.
- Continued as owner and Lessor of the United States Post Office Building.
- Secured JSH Properties to manage the day to day operations and lease activity for Diva Espresso and the US Post Office.

2019-2020 Objectives:

- Continue operations and programming for the Town Square and Hangar.
- Incorporate all revenue and expenditures into the General Fund and close Kenmore Village Fund.

2019-2020 Budget Highlights:

This fund will be closed at the end of 2018 and any fund balance will be transferred to the General Fund where day to day operations will be accounted for. The programming and events will be accounted for in the City Manager's cost center and all operations and maintenance will be accounted for in the Parks and Facilities Maintenance cost center.

KENMORE VILLAGE FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$219,959	\$475,236	\$330,260	\$475,236	\$0	\$0	\$0
Total Beginning Fund Balance	219,959	475,236	330,260	475,236	0	0	0
Leasehold Excise Taxes	2,400	643	640	1,283	0	0	0
Taxes	2,400	643	640	1,283	0	0	0
Lease Income Net of Mgt Fees	89,000	20,120	40,000	60,120	0	0	0
Sale of Property-Kenmore Village	0	158,192	0	158,192	0	0	0
Settlements/Other Misc	0	12,090	0	12,090	0	0	0
Investment Interest	5,000	2,932	3,400	6,332	0	0	0
Total Miscellaneous	94,000	193,334	43,400	236,734	0	0	0
Transfer from Strategic Opp Fund	0	0	0	0			
Transfer from General Fund	328,228	123,085	0	123,085	0	0	0
	328,228	123,085	0	123,085	0	0	0
Total Revenues	424,628	317,063	44,040	361,103	0	0	0
Total Kenmore Village Fund	\$644,587	\$792,299	\$374,300	\$836,339	\$0	\$0	\$0

KENMORE VILLAGE FUND

EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$67,793	\$330,260	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	67,793	330,260	0	0	0	0	0
Property/Asset Management	0	4,872	0	4,872	0	0	0
6700 Building Maintenance	0	0	0	0	0	0	0
Kenmore Village Maintenance	0	28,400	5,032	33,432	0	0	0
Downtown Development Costs	0	7,690	693	8,383	0	0	0
Town Square & Hangar:	0	8,371	0	8,371	0	0	0
Exterior Maintenance:							
Landscape Maintenance	13,000	583	344	927	0	0	0
Utilities	9,600	10,465	28,076	38,541	0	0	0
Maintenance and Repairs	9,600	0	807	807	0	0	0
Supplies and Miscellaneous	7,000	4,565	3,063	7,628	0	0	0
Interior Maintenance & Operations:							
Janitorial	50,000	14,552	25,695	40,247	0	0	0
Utilities and Common Area Maint	54,600	856	4,124	4,980	0	0	0
Leasehold Excise Tax	11,428	0	0	0	0	0	0
Interior Miscellaneous Costs	8,000	2,080	5,839	7,918	0	0	0
WCIA insurance premiums	0	8,055	8,228	16,283	0	0	0
Intergov Charges, fire & SWM Fees	0	3,557	5,384	8,941	0	0	0
Events & Programming:	0						
Programming Coordinator	60,000	761	0	761	0	0	0
Advertising	5,000	0	2,733	2,733	0	0	0
Facility Scheduling Software	20,000	303	629	932	0	0	0
Why I Love Kenmore Event	20,000	21,969	15,305	37,274	0	0	0
Summer Movies	20,000	9,901	8,026	17,927	0	0	0
Miscellaneous	4,000	163	750	913	0	0	0
Services	292,228	127,143	114,727	241,870	0	0	0
Transfer to General Fund	0	0	237,147	237,147	0	0	0
Total Transfers	0	0	237,147	237,147	0	0	0
Kenmore Village Public Square Art	0	12,500	0	12,500	0	0	0
Kenmore Village Public Square	284,566	322,396	22,426	344,822	0	0	0
Capital Outlay	284,566	334,896	22,426	357,322	0	0	0
Total Expenditures	576,794	462,039	374,300	836,339	0	0	0
Total Kenmore Village Fund	\$644,587	\$792,299	374,300	836,339	\$0	\$0	\$0

City of Kenmore, Washington
Strategic Reserve Fund

This fund was created to serve as the City's emergency reserve fund. Per State Statute, RCW 35A.33.145, the Fund cannot exceed \$.375 per \$1,000 assessed value. Based on a 2019 preliminary assessed value of \$4,835,437,983, the fund could be increased from its current balance of approximately \$1.29M to \$1,813,289, its statutory limit.

2017-2018 Achievements:

- Increased the reserve balance by a prorated share of interest earned on investments city wide.

2019-2020 Objectives:

- Maintain the reserve at no less than its current balance and the addition of interest earned on investments. The preliminary assessed value for 2019 is \$4,835,437,983 which allows a reserve fund limit of \$1,813,289.
- No expenditures are proposed from this fund.

STRATEGIC RESERVE FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,264,471	\$1,273,855	\$1,286,669	\$1,273,855	\$1,299,469	\$1,312,369	\$1,299,469
Beginning Fund Balance	1,264,471	1,273,855	1,286,669	1,273,855	1,299,469	1,312,369	1,299,469
Investment Interest	0	12,814	12,800	25,614	12,900	13,000	25,900
Revenues	0	12,814	12,800	25,614	12,900	13,000	25,900
Total Strategic Reserve Fund	\$1,264,471	\$1,286,669	\$1,299,469	\$1,299,469	\$1,312,369	\$1,325,369	\$1,325,369

STRATEGIC RESERVE FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$1,264,471	\$1,286,669	\$1,299,469	\$1,299,469	\$1,312,369	\$1,325,369	\$1,325,369
Total Ending Fund Balance	1,264,471	1,286,669	1,299,469	1,299,469	1,312,369	1,325,369	1,325,369
Expenditures	0	0	0	0	0	0	0
Total Strategic Reserve	\$1,264,471	\$1,286,669	\$1,299,469	\$1,299,469	\$1,312,369	\$1,325,369	\$1,325,369

City of Kenmore, Washington **Strategic Opportunities Fund**

The Strategic Opportunities Fund was first established in 2013 due to the strong fund balances in the City's tax-supported operating funds, especially the General Fund. At the beginning of 2013, approximately \$2.5 million was transferred from the General Fund to the Strategic Opportunities Fund. The two main reasons for transferring this amount from the General Fund to the Strategic Opportunities Fund were to 1) Allow investment earnings from the fund balance to accrue separately rather than being absorbed into the General Fund to support ongoing operations; and 2) Create the opportunity for the community to benefit from the City's past and present fiscal discipline by allocating a portion of the strong General Fund balance to a separate "savings account" or reserve that can position the City to respond to strategic opportunities or support City services or initiatives on a start-up or temporary basis.

In 2016 the following policy was developed and discussed with the City Council:

Use of the Fund's resources for strategic opportunities should be used for projects and initiatives that are one-time, temporary, or start-up in nature and will not require indefinite operational funding from the Strategic Opportunities Fund. Eligible expenditures from this Fund include the following:

- 1) Real Estate purchases for future public benefit.
- 2) Capital construction projects that create high-value for the community and physically construct tangible public improvements. As stated in the City's Financial Policies, consideration for any capital project should include how to pay for ongoing operation and maintenance (O&M) costs beyond project completion. As stated above, the Strategic Opportunities Fund is not a source for funding a capital project's O&M.
- 3) Grant matches for capital projects.
- 4) Funding for new strategic economic development initiatives. These initiatives may be on a pilot or trial period as determined by the City.
- 5) Temporary support of City services in economic downturns that result in declining operating revenues.

Replenishment of the Fund should consider the following:

- 1) New revenues generated by the enterprises/activities funded through the Strategic Opportunity Fund should go back into the fund.
- 2) Surplus reserves from unrestricted operating funds (General Fund, for example), defined as the excess of actual ending fund balance over the budgeted ending fund balance, if not otherwise designated, may be used to replenish the fund.
- 3) The City may also use General Fund operating revenues, undesignated fund balances from unrestricted funds, and grant reimbursements to build up the Strategic Opportunities Fund.
- 4) When Strategic Opportunities Fund resources are used for capital project purposes, this Fund may be "paid back" with funds from special revenue funds such as the Real Estate Excise Tax Fund, subject to conditions set forth in State Law.

Each biennial budget cycle, the City Council will establish a target amount for this fund, with the goal of building back up to or maintaining the Fund's original balance at \$2.5 million or higher.

City of Kenmore, Washington **Strategic Opportunities Fund**

If drawn down, the Strategic Opportunities Fund should be replenished back to the targeted amount within three years, although extended economic downturns may lengthen that time frame. The City should use periods of revenue growth and economic upturns to replenish and build the Strategic Opportunities Fund.

The budget for expenditures from this Fund shall be adopted by the City Council.

2017-2018 Accomplishments:

- Continued the Kenmore Business Incubator program, with enhanced fiber connectivity for in-house client companies and grew the Virtual and in-house Incubator client base. Completed the Business Acceleration Training and Consultation series for 20 local businesses that was funded with Port of Seattle Economic Development Partnership funds, along with a City match.
- Completed the Rhododendron Park Float project.
- Received \$200,000 during the biennium from the Real Estate Excise Tax Fund as a repayment for advance of funds for new sidewalk projects in 2015-2016. \$560,00 was the total amount advanced for those projects.

2019-2020 Objectives:

- Transferred the Kenmore Business Incubator program revenues and expenditures from the Strategic Opportunities Fund into the City Manager cost center in the General Fund effective January 1, 2019.
- Recommended a temporary appropriation of \$30,000 each year for A Regional Coalition for Housing ARCH trust fund contribution. This would be in addition to the \$30,000 annual contribution funded from the General Fund.
- Will receive \$360,000 during the biennium from the Real Estate Excise Tax Fund as a repayment for advance of funds for new sidewalk projects in 2015-2016.

STRATEGIC OPPORTUNITIES FUND

REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,926,732	\$2,172,682	\$2,138,208	\$2,172,682	\$2,118,751	\$2,311,751	\$2,118,751
Beginning Fund Balance	1,926,732	2,172,682	2,138,208	2,172,682	2,118,751	2,311,751	2,118,751
Investment Interest	20,000	20,743	20,500	41,243	23,000	24,000	47,000
Incubator Leases	60,000	36,433	36,000	72,433	0	0	0
Transfer from REET	200,000	100,000	100,000	200,000	200,000	160,000	360,000
Revenues	280,000	157,176	156,500	313,676	223,000	184,000	407,000
Total Strategic Opportunities Fund	\$2,206,732	\$2,329,858	\$2,294,708	\$2,486,358	\$2,341,751	\$2,495,751	\$2,525,751

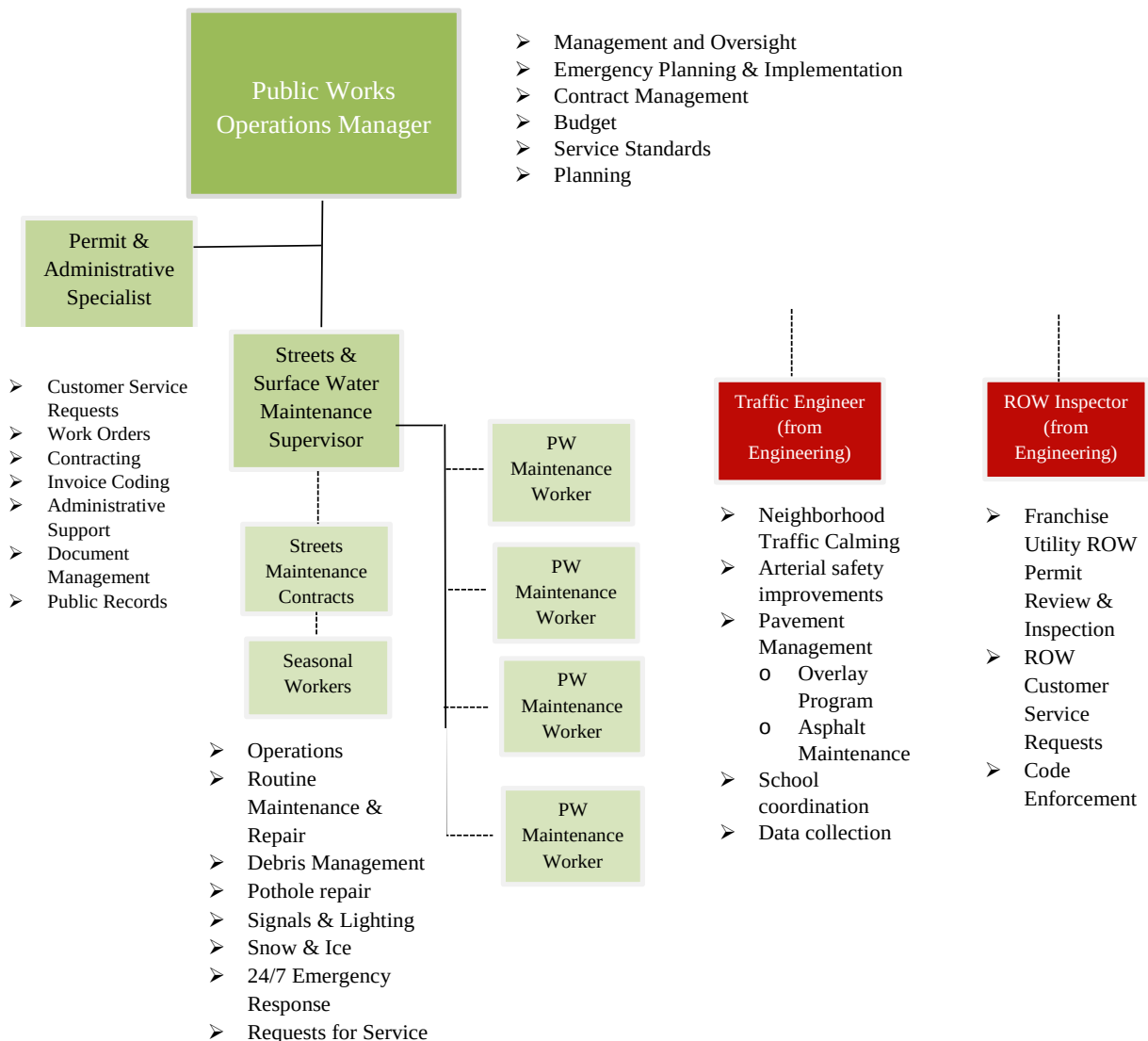
STRATEGIC OPPORTUNITIES FUND

EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$1,838,032	\$2,138,208	\$2,118,751	\$2,118,751	\$2,311,751	\$2,465,751	\$2,465,751
Total Ending Fund Balance	1,838,032	2,138,208	2,118,751	2,118,751	2,311,751	2,465,751	2,465,751
Business Incubator Program	220,000	107,989	129,587	237,577	0	0	0
Transfer to Park Capital Projects	85,000	38,630	46,370	85,000	0	0	0
Pedestrian Safety Improvements	63,700	44,924	0	44,924	0	0	0
Public Input Process for Tax Measure	0	106	0	106	0	0	0
ARCH Contribution	0	0	0	0	30,000	30,000	60,000
Expenditures	368,700	191,649	175,957	367,607	30,000	30,000	60,000
Total Strategic Opportunities Fund	\$2,206,732	\$2,329,858	\$2,294,708	\$2,486,358	\$2,341,751	\$2,495,751	\$2,525,751

City of Kenmore, Washington Street Fund

The Street Fund accounts for traffic engineering and maintenance expenditures on street, traffic control devices, sidewalks and right of way maintenance. Traffic engineering responsibilities include management of the Neighborhood Traffic Program, traffic calming requests, pavement management, and annual overlay program. Maintenance responsibilities include road repairs, surface water repairs, snow and ice control, rights of way management, sign maintenance, landscape maintenance, and other non-specialized services. Maintenance is provided through in house maintenance staff as well as contracts with King County and other private vendors. Major revenue sources include the State's gas tax on motor vehicle fuels and transfers from other funds. The goal of the operation is to protect and preserve the health, safety and well-being of the citizens through effective and efficient maintenance and operation of the City's transportation infrastructure.



City of Kenmore, Washington
Street Fund

2017-2018 Achievements:

- Completed the Public Works Services Analysis and presented to Council.
- 2017 Overlay including NE 182nd St between 68th Ave NE and 73rd Ave NE, NE 190th St between 64th Ave NE and 65th Ave NE, and 62nd Ave NE/NE 193rd St between NE 187th St and 63rd Ave NE (approximately .62 miles); with ADA ramp upgrades completed.
- 2018 Overlay (approximately .67 miles) including parts of Arrowhead DR NE between Juanita DR NE and 62nd Ave NE and 84th Ave NE between Simonds RD NE and NE 155th ST.
- 2018 Citywide crack sealing project, sealing approximately 75,000 linear feet.
- Maintained over 2,000 street signs throughout the City.
- Completed annual striping and thermoplastic inspection and installation.
- Street Banner Program; adding new Brew Row banners in 2018.
- Installation and maintenance of summer hanging flower baskets downtown.
- Maintenance of roadside vegetation.
- Annual bridge inspections, maintenance and repair work.
- Responded to Surface Water locate calls.
- Support Transportation CIP and transition to maintenance.
- Complete Neighborhood Transportation Plan Program (90 actions completed)
- Completed Pavement Condition Analysis Update and future management plan
- Implemented SchoolPool as part of KC Metro alternative services
- Completed the Local Road Safety Plan
- Engineering support for the City's Target Zero programs
- Responded to Citizen Action Requests related to street and sidewalk safety
- Maintained City's accident record system to identify potential issues

2019-2020 Objectives:

- Bringing Public Works Operations in-house; hiring staff and setting up temporary shop site.
- Continue to maintain over 2,000 street signs throughout the City.
- Maintain roadside vegetation.
- Continue with roadway marking maintenance.
- Pot hole and roadway maintenance as needed.
- Continue with annual bridge inspections, maintenance and repair work.
- Continue with street banner program.
- Support Transportation CIP and transition to maintenance.
- Implement projects within the Local Road Safety Plan and update the plan as projects are completed.
 - Continue to participate in regional transit and bike/trail meetings.
 - Complete 2019/2020 pavement preservation operations (crack seal, slurry seal, overlay).
 - Update Traffic Impact Fee Analysis.

City of Kenmore, Washington
Street Fund

- Continue to address Citizen Action Requests related to street and sidewalk safety.
- Update City's traffic count program.
- Continue to coordinate with the Northshore School District to improve traffic safety around schools.
- Maintain City's accident record system to identify potential issues.

<u>Workload Measures</u>	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Road Lane Miles	125.88	125.88	125.88	125.88
Number of Kenmore Signals	8	8	8	8
Number of Rapid Rectangular Flashing Beacons (RRFB)	15	15	16	16

<u>Performance Measures</u>	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Crack sealing linear footage	25,974	74,507	40,000	40,000
Annual Overlay Miles	.62	.67	.50	.50
ADA ramps installed as part of the overlay program	8	0	17	15
Pavement Rating	78	78	77	76

2019-2020 Budget Highlights:

- Public Works services moved in-house is reflected in salary and benefits line items.

STREET FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
REVENUES							
Beginning Fund Balance	\$765,235	\$790,989	\$651,694	\$790,989	\$975,015	\$975,015	\$975,015
Fuel Tax	969,604	483,387	476,060	959,447	502,635	503,700	1,006,335
Multi-modal Distribution	46,200	23,466	23,832	47,298	31,630	31,280	62,910
Investment Interest	6,000	2,727	3,962	6,689	2,500	2,500	5,000
ROW Permit fees	220,000	94,418	95,000	189,418	120,000	120,000	240,000
Plat Signs/Misc	1,500	2,814	132	2,946	1,000	1,000	2,000
Transfer from General Fund	1,000,000	527,135	567,340	1,094,475	592,276	582,693	1,174,969
Transfer from TBD	669,000	334,500	334,500	669,000	358,000	358,000	716,000
Insurance Recovery and Other	0	1,668	6,543	8,211	0	0	0
Total Revenues	2,912,304	1,470,114	1,507,369	2,977,483	1,608,041	1,599,173	3,207,214
Total Street Fund	\$3,677,539	\$2,261,103	\$2,159,063	\$3,768,472	\$2,583,056	\$2,574,188	\$4,182,229

STREET FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
EXPENDITURES							
Salary and Benefits	937,708	454,795	388,795	843,590	651,124	669,756	1,320,880
Maintenance & Operations	1,931,300	1,057,681	760,766	1,818,447	881,917	854,417	1,736,334
Pedestrian Safety Program	0	58,187	0	58,187	50,000	50,000	100,000
Capital (Wayfinding and Banners)	40,000	38,747	34,487	73,234	25,000	25,000	50,000
Total Expenditures	2,909,008	1,609,409	1,184,048	2,793,457	1,608,041	1,599,173	3,207,214
Ending Fund Balance	768,531	651,694	975,015	975,015	975,015	975,015	975,015
Total Expenditures and Ending Fund Balance	\$3,677,539	\$2,261,103	\$2,159,063	\$3,768,472	\$2,583,056	\$2,574,188	\$4,182,229

City of Kenmore, Washington **Public Art Fund**

This fund accounts for public art displays (or performing arts events) as authorized by the City Council. Per Kenmore Municipal Code Chapter 3.50, the revenues for financing projects are received from other City funds that have contributed toward a public capital project. The ordinance states that at least one-percent (1%) of the awarded construction contract will be deposited in this fund. From time to time the City Council can convene an ad hoc committee to recommend criteria for expenditures from this fund, which will be approved by the City Council.

2017-2018 Achievements:

- The City continued its association with the Arts of Kenmore by jointly funding an acquisition for the City's public art collection from the annual Kenmore Art Show.
- The Arts of Kenmore Gallery @ Kenmore City Hall featured a number of shows that were on display for 3 months each, with the opportunity for the public to purchase art pieces in each show. The City assisted the Arts of Kenmore with the cost of Opening Receptions for each show. As outlined in a 2012 agreement, the Arts of Kenmore is responsible for call for artists, art selection, mounting exhibits, sales transactions and opening receptions.

2019-2020 Objectives:

- Continue to work with the Arts of Kenmore to implement the Agreement approved in 2012 for art exhibits in the City Hall lobby.
- Build the City's public art collection through annual acquisitions from the Kenmore Art Show which are jointly funded by the Arts of Kenmore and the City's Public Art Fund.
- Incorporate public art in the Kenmore Village park/gathering space design and identify other potential downtown locations for public art.

Budget Highlights:

- \$500 per year is budgeted for annual public art acquisition from the Kenmore Arts Show

PUBLIC ART FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$67,408	\$67,607	\$68,287	\$67,607	\$68,487	\$69,014	\$68,487
Beginning Fund Balance	67,408	67,607	68,287	67,607	68,487	69,014	68,487
Investment Interest	150	680	700	1,380	1,027	1,035	2,063
Total Revenues	150	680	700	1,380	1,027	1,035	2,063
Total Public Art Fund	\$67,558	\$68,287	\$68,987	\$68,987	\$69,514	\$70,050	\$70,550

PUBLIC ART FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$56,558	\$68,287	\$68,487	\$68,487	\$69,014	\$69,550	\$69,550
Ending Fund Balance	56,558	68,287	68,487	68,487	69,014	69,550	69,550
1% for Arts Program	11,000	0	500	500	500	500	1,000
Services/Capital	11,000	0	500	500	500	500	1,000
Total Expenditures	11,000	0	500	500	500	500	1,000
Total Public Art Fund	\$67,558	\$68,287	\$68,987	\$68,987	\$69,514	\$70,050	\$70,550

KENMORE, WASHINGTON
Transportation Benefit District Fund

The Transportation Benefit District (TBD) Fund, created in the 2013-2014 biennium, accounts for revenues received from the \$20 vehicle fee imposed on vehicles licensed in the City of Kenmore. The revenues collected from the vehicle license fee are used for the transportation related purposes authorized by Resolution No. 2012-008, which established the vehicle fee. The purpose fee is to support transportation improvements and road preservation efforts within the City that are consistent with state, regional and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels. In December 2016 the City assumed the rights, powers, functions, and obligations of Transportation Benefit District and it ceased to be a separate District. It is now classified as a Special Revenue Fund of the City.

2017-2018 Accomplishments:

- For the biennium, 669,000 is expected to be collected and distributed to the Street Fund for road maintenance purposes. \$334,500 was transferred in 2017.

An audit of the Transportation Benefit District was performed in 2017 and covered the period from January 1, 2015 to dissolution in December 2016. No findings or other material exceptions were noted.

2019-2020 Budget Highlights:

\$669,000 is programmed to be transferred to the Street fund for road maintenance purposes.

TRANSPORTATION BENEFIT DISTRICT REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$48,962	\$62,585	\$85,687	\$62,585	\$107,234	\$108,234	\$107,234
Total Beginning Fund Balance	48,962	62,585	85,687	62,585	107,234	108,234	107,234
Vehicle Fees	680,000	353,653	354,000	707,653	355,000	355,000	710,000
Investment Interest	800	3,949	2,047	5,996	4,000	4,000	8,000
Total Revenues	680,800	357,602	356,047	713,649	359,000	359,000	718,000
Total Transportation Benefit District Fund	\$729,762	\$420,187	\$441,734	\$776,234	\$466,234	\$467,234	\$825,234

TRANSPORTATION BENEFIT DISTRICT EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$60,762	\$85,687	\$107,234	\$107,234	\$108,234	\$109,234	\$109,234
Total Ending Fund Balance	60,762	85,687	107,234	107,234	108,234	109,234	109,234
Transfer to Street Fund	669,000	334,500	334,500	669,000	358,000	358,000	716,000
Total Transfers	669,000	334,500	334,500	669,000	358,000	358,000	716,000
Total Expenditures	669,000	334,500	334,500	669,000	358,000	358,000	716,000
Total Transportation Benefit District Fund	\$729,762	\$420,187	\$441,734	\$776,234	\$466,234	\$467,234	\$825,234

KENMORE, WASHINGTON
UTGO 2016 Bonds Fund

The UTGO 2016 Bonds Fund was created to account for the new special tax levy, approved by the voters in November 2016, and provide for the annual debt service payments on the twenty-year bonds. The voters approved Proposition 1, Walkways & Waterways, to authorize the issuance of unlimited tax general obligation bonds in the amount of \$19,750,000.

A series of bonds in the amount of \$9,220,000, with a true interest cost of 2.96%, were issued in December 2016 and assigned a Standard & Poor's AAA rating. A second series, in the amount of \$10,000,000, is expected to be issued in late 2019. Debt service over the term of the bonds will be approximately \$1,200,000 annually and the bonds will mature in 2036.

2017-2018 Accomplishments:

- Debt service payments were timely paid as follows:
 - o 2017 principal \$845,000 and interest \$291,503
 - o 2018 principal \$930,000 and interest \$291,750

2019-2020 Budget Highlights:

- Debt service payments will be timely paid as follows:
 - o 2019 principal \$950,000 and interest \$273,150
 - o 2020 principal \$285,000 and interest \$244,650

The debt service requirements for the 2016 General Obligation Bonds are as follows:

Year	Principal	Interest	Total
2019	950,000	273,150	1,223,150
2020	285,000	244,650	529,650
2021	295,000	236,100	531,100
2022	305,000	227,250	532,250
2023-2027	1,665,000	984,300	2,649,300
2028-2032	2,020,000	633,600	2,653,600
2033-2036	1,925,000	196,200	2,121,200
Totals	\$8,375,000	\$3,087,000	\$11,462,000

UTGO 2016 BONDS REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$164,770	\$0	\$164,770	\$164,770	\$164,770
Beginning Fund Balance	0	0	164,770	0	164,770	164,770	164,770
Tax Levy Proceeds	2,500,000	1,301,272	1,221,750	2,523,022	1,223,150	529,650	1,752,800
Revenues	2,500,000	1,301,272	1,221,750	2,523,022	1,223,150	529,650	1,752,800
Total Walkways & Waterways Fund	\$2,500,000	\$1,301,272	\$1,386,520	\$2,523,022	\$1,387,920	\$694,420	\$1,917,570

UTGO 2016 BONDS EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$141,747	\$164,770	\$164,770	\$164,770	\$164,770	\$164,770	\$164,770
Total Ending Fund Balance	141,747	164,770	164,770	164,770	164,770	164,770	164,770
Debt Service Principal	1,775,000	845,000	930,000	1,775,000	950,000	285,000	1,235,000
Debt Service Interest	583,253	291,503	291,750	583,253	273,150	244,650	517,800
Expenditures	2,358,253	1,136,503	1,221,750	2,358,253	1,223,150	529,650	1,752,800
Total Walkways & Waterways Fund	\$2,500,000	\$1,301,272	\$1,386,520	\$2,523,022	\$1,387,920	\$694,420	\$1,917,570

CITY OF KENMORE, WASHINGTON

Transportation Capital Fund

The Transportation Capital Fund accounts for expenditures on capital projects constructed on the City's streets. Revenue sources for this fund include a wide variety of federal, state and local grants in addition to City resources from real estate excise tax and transportation impact fees. Resources from the Transportation Benefit District (TBD) can also be utilized on projects within the fund. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Transportation Improvement Program.

2017-2018 Achievements:

- Completed 30% Design of Walkways & Waterways Bicycle and Pedestrian Safety Improvements projects (Juanita Drive and 68th Avenue NE-pending);
- Applied for 8 grants for Walkways & Waterways Bicycle and Pedestrian Safety Improvements projects and West Sammamish River Bridge (TIBx3, PSRC TAPx3, DOEx2);
- Started design for the NE 153rd Place Safe Route to School project;
- Completed construction of NE 181st Street NORTH Sidewalk project;
- Completed construction of NE 181st Street SOUTH Sidewalk Project
- Completed construction of the NE 202nd Safe Routes to Schools
- Completed construction of the 62nd Avenue NE Corridor Improvement project
- Begin design on the NE 181st Street sidewalk project (between 65th Ave NE and 67th Ave NE)

2019-2020 Objectives:

- Construct the NE 153rd and NE 181st Street Sidewalk Projects.
- Begin construction on Walkways and Waterways 68th Ave NE Pedestrian and Bicycle Project.
- Begin design on the SR522 West B Project
- Begin new Sidewalk Gaps/Repair Program
- Begin design on the SR522 Crossing Study
- Begin design on Arrowhead Sidewalk project if grant funds are awarded
- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan.
- Collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.

CITY OF KENMORE, WASHINGTON
Transportation Capital Fund

- Continue with the City's Pavement Preservation Program, adding in slurry seals and crack sealing.
- Continue coordination with the Northshore School District to improve traffic safety around schools.
- Participate in regional technical committees including Sound Transit ST3 Interagency Advisory Committee (IAC), King County Project Evaluation Committee (KPEC), and King County METRO Transit Planning.

Budget Highlights:

See the Transportation Capital section of the budget for project description sheets regarding projects anticipated in 2019-2020:

T 6 SR 522 West AB 61st-City border

T 27 Sidewalks:

 Arrowhead Drive Sidewalk

 NE 153rd Pl Sidewalk

 NE 181st (65th-67th) Sidewalk

 Sidewalk Gaps/Repair Program

T 35 Arterial Overlay

T 41 Juanita Drive Pedestrian & Bicycle Safety Project

T 42 68th Ave Pedestrian & Bicycle Safety Project

T 43 SR 522 Crossing Study

TRANSPORTATION CAPITAL FUND REVENUES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$67,729	\$67,729	\$918,184	\$67,729	\$1,809,776	\$2,156,069	\$1,809,776
Total Beginning Fund Balance	67,729	67,729	918,184	67,729	1,809,776	2,156,069	1,809,776
TIB Complete Streets Grant	500,000	500,000	0	500,000	0	0	0
TIB Sidewalks	0	0	0	0	435,410	0	435,410
SR522 Ph I Stage II Const Federal Allocation	67,300	374	0	374	0	0	0
State TIB SR 522 61st-65th	0	391,374	0	391,374	0	0	0
Federal Preservation Grant	355,351	0	0	0	355,351	0	355,351
CDBG NE 181st Sidewalk, south side	0	30,083	0	30,083	0	0	0
NE 181st St Sidewalk-TIB Grant	575,902	218,611	29,517	248,128	0	0	0
T27 WSDOT SRTS NE 202nd	885,655	561,323	324,332	885,655	0	0	0
T27 62nd Ave Fed WSDOT HSIP	707,864	581,641	111,720	693,361	0	0	0
WSDOT 522 West A	0	8,187	0	8,187	0	0	0
T43 LEAP Grant Ped Crossing WA Ped & Bic Safety	254,750	0	0	0	250,000	250,000	500,000
Unsecured Grant Match Juanita Drive	235,000	0	0	0	0	0	0
T41 & T42 State DOE Grant	0	0	0	0	1,054,950	1,457,250	2,512,200
T41 WSDOT Juanita Dr Ped/Bike	0	0	202,240	202,240	0	525,600	525,600
T41 State TIB Grant	0	0	0	0	0	6,141,073	6,141,073
T47 & T45 SRTS Grant	0	0	0	0	581,846	99,670	681,516
Intergovernmental	3,581,822	2,291,593	667,809	2,959,402	2,677,557	8,473,593	11,151,150
Reimbursements from Other Agencies	117,000	389,231	109,981	499,212	0	0	0
Settlements	0	1,490	0	1,490	0	0	0
Bastyr Contribution to 145th St Signal	37,000	37,000	0	37,000	18,500	0	18,500
In Lieu Fees	0	58,230	0	58,230	0	0	0
Other Revenues	154,000	485,951	109,981	595,932	18,500	0	18,500
Transfer from Impact Fee Fund	390,383	0	390,383	390,383	1,152,913	63,750	1,216,663
Transfer from General Fund	327,800	0	0	0	0	0	0
Transfer from Walkways & Waterways Levy	3,102,000	885,156	2,216,844	3,102,000	5,992,325	1,539,569	7,531,894
Transfer from Real Estate Excise Tax Fund	1,760,321	1,149,786	610,535	1,760,321	1,214,650	2,730,400	3,945,050
Transfers	5,580,504	2,034,942	3,217,762	5,252,704	8,359,888	4,333,719	12,693,607
Total Revenues	9,316,326	4,812,486	3,995,552	8,808,038	11,055,945	12,807,312	23,863,257
Total Transportation Capital Fund	\$9,384,055	\$4,880,215	\$4,913,736	\$8,875,767	\$12,865,721	\$14,963,381	\$25,673,033

TRANSPORTATION CAPITAL FUND EXPENDITURES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance (note 1)	(\$144,950)	\$918,184	\$1,809,776	\$1,809,776	\$2,156,069	\$1,792,274	\$1,792,274
Ending Fund Balance	(144,950)	918,184	1,809,776	1,809,776	2,156,069	1,792,274	1,792,274
T 6 SR 522 West A 61st -65th	794,600	279,896	505,376	785,272	0	0	0
T 27 Sidewalk Program							
Sidewalk Gaps	0	0	0	0	100,000	100,000	200,000
NE 181 St Northside	181,800	129,519	0	129,519	0	0	0
NE 181 St Southside	123,600	71,905	0	71,905	0	0	0
62nd Ave NE	925,935	828,653	17,085	845,738	0	0	0
NE 202nd St	1,281,865	1,163,119	25,000	1,188,119	0	0	0
T 47 Arrowhead Dr	0	0	0	0	11,100	132,800	143,900
T 45 NE 153rd Pl	143,500	4,965	130,973	135,938	612,500	0	612,500
T 46 NE 181st (65th- 67th)	805,205	1,007	121,674	122,681	681,413	0	681,413
T 35 Overlay	900,000	384,052	515,948	900,000	450,000	450,000	900,000
T 39 Neighborhood Transportation Plans	125,000	126,868	1,820	128,688	0	0	0
T 41 Juanita Dr Pedestrian & Bicycle Safety	2,100,000	667,875	757,588	1,425,463	0	0	0
T 42 68th Ave Pedestrian & Bicycle Safety	1,237,000	217,281	486,783	704,064	8,211,925	11,843,892	20,055,817
T 43 SR 522 Pedestrian Crossing Study	282,500	0	0	0	250,000	250,000	500,000
T 44 61 Ave Survey and Conceptual Plan	90,000	86,891	3,713	90,604	0	0	0
Total Capital Outlay	8,991,005	3,962,031	2,565,960	6,527,991	10,316,938	12,776,692	23,093,630
Reimbursement to General Fund	538,000	0	538,000	538,000	392,714	394,415	787,129
Transfers	538,000	0	538,000	538,000	392,714	394,415	787,129
Total Expenditures	9,529,005	3,962,031	3,103,960	7,065,991	10,709,652	13,171,107	23,880,759
Total Transportation Capital Fund	\$9,384,055	\$4,880,215	\$4,913,736	\$8,875,767	\$12,865,721	\$14,963,381	\$25,673,033

note 1: 2016 year end project spending estimates were low, which resulted in excess need for funds in 2017-2018. This situation was corrected and amended in 2017 in order to keep the fund in balance.

City of Kenmore, Washington
Real Estate Excise Tax Fund

The Real Estate Excise Tax Fund accounts for the collections and appropriation of the two, one-quarter percent (total of .5%) real estate excise tax revenues (REET) levied by the City. These monies can only be used for capital expenditures following adoption of a Capital Facilities Plan (CFP).

2017-2018 Accomplishments:

- The beginning fund balance for the 2017-2018 biennium was \$2,498,078 and real estate excise tax receipts are expected to be \$3,658,536.
- Transfers to support park capital projects will be approximately \$1,662,500.
- Transfers to the Transportation Capital Fund are expected to be \$1,760,325.
- \$200,000 is repaid to the Strategic Opportunity Fund for funds advanced in 2015-2016 for sidewalk projects.

2019-2020 Budget Highlights:

- The 2019-2020 biennial budget anticipates a beginning fund balance of \$2,603,743 and real estate excise tax receipts of \$2,600,000.
- \$900,000 is programmed to support Park Capital Projects.
- \$360,000 is programmed to repay the Strategic Opportunity Fund for funds advanced in 2015-2016 for a variety of sidewalk projects.
- Transfers for Transportation Capital Projects are budgeted to be \$3,945,050 for Sidewalk Gaps, Pavement Preservation, and T42 68th Ave Pedestrian and Bicycle Safety projects.

REAL ESTATE EXCISE TAX FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,638,334	\$2,498,077	\$2,413,982	\$2,498,077	\$2,603,743	\$1,726,935	\$2,603,743
Beginning Fund Balance	1,638,334	2,498,077	2,413,982	2,498,077	2,603,743	1,726,935	2,603,743
Real Estate Excise Taxes	2,200,000	1,900,736	1,757,800	3,658,536	1,400,000	1,200,000	2,600,000
Intergovernmental	2,200,000	1,900,736	1,757,800	3,658,536	1,400,000	1,200,000	2,600,000
Investment Interest	3,000	42,954	27,000	69,954	37,842	28,074	65,916
Other Revenues	3,000	42,954	27,000	69,954	37,842	28,074	65,916
Total Revenues	2,203,000	1,943,691	1,784,800	3,728,491	1,437,842	1,228,074	2,665,916
Total Real Estate Excise Tax Fund	\$3,841,334	\$4,441,768	\$4,198,782	\$6,226,568	\$4,041,585	\$2,955,009	\$5,269,659

REAL ESTATE EXCISE TAX FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$218,509	\$2,413,982	\$2,603,743	\$2,603,743	\$1,726,935	\$64,609	\$64,609
Ending Fund Balance	218,509	2,413,982	2,603,743	2,603,743	1,726,935	64,609	64,609
Transfer to Park Capital Fund	1,662,500	778,000	884,500	1,662,500	900,000	0	900,000
Park Transfers	1,662,500	778,000	884,500	1,662,500	900,000	0	900,000
Strategic Opportunity Fund Repayments	200,000	100,000	100,000	200,000	200,000	160,000	360,000
Transfer to Transportation Capital Fund	1,760,325	1,149,786	610,539	1,760,325	1,214,650	2,730,400	3,945,050
Transportation Transfers	1,960,325	1,249,786	710,539	1,960,325	1,414,650	2,890,400	4,305,050
Total Expenditures	3,622,825	2,027,786	1,595,039	3,622,825	2,314,650	2,890,400	5,205,050
Total Real Estate Excise Tax Fund	\$3,841,334	\$4,441,768	\$4,198,782	\$6,226,568	\$4,041,585	\$2,955,009	\$5,269,659

KENMORE, WASHINGTON **Walkways & Waterways Fund**

The Walkways & Waterways Fund was created to account for the proceeds of the sale of unlimited tax general obligation bonds, approved by the voters in November 2016, as Proposition 1. The voters approved Proposition 1, Walkways & Waterways, to authorize the issuance of unlimited tax general obligation bonds in the amount of \$19,750,000.

A series of bonds in the amount of \$9,220,000, with a true interest cost of 2.96%, were issued in December 2016 and assigned a Standard & Poor's AAA rating. The proceeds of the bonds were deposited to this fund and will be transferred as needed to Transportation and Park Capital Project Funds to finance the construction of new sidewalks and pedestrian and bicycle safety improvements along Juanita Drive and 68th Avenue, and the construction of and improvements to waterfront access, viewpoints, walkways, facilities, open spaces, and natural habitats at City parks. A second series, in the amount of \$10,000,000, is expected to be issued in late 2019.

2017-2018 Accomplishments:

- Transfers to the Transportation Capital Fund were \$885,155 in 2017 and expected to be \$2,216,844 in 2018.
- Transfers to the Park Capital Fund were \$1,226,057 in 2017 and expected to be \$1,246,942 in 2018.
- Transfers in 2017-2018 to the Transportation and Park Capital projects are expected to total \$5,574,998.
- The bond funded projects are more fully described on the Transportation Capital and Park Capital budget pages.

2019-2020 Budget Highlights:

- Transfers to the Transportation Capital Fund are expected to be \$5,992,325 in 2019 and \$1,539,569 in 2020.
- Transfers to the Park Capital Fund are expected to be \$805,000 in 2019 and \$348,000 in 2020.
- The bond funded projects are more fully described on the Transportation Capital and Park Capital budget pages.

WALKWAYS & WATERWAYS REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$9,815,641	\$9,861,280	\$7,843,789	\$9,861,280	\$4,697,543	\$7,929,768	\$4,697,543
Beginning Fund Balance	9,815,641	9,861,280	7,843,789	9,861,280	4,697,543	7,929,768	4,697,543
Investment Interest	100,000	94,180	70,000	164,180	30,000	15,000	45,000
Bond Proceeds (assumes bond issuance)	0	0	0	0	10,000,000	0	10,000,000
Revenues	100,000	94,180	70,000	164,180	10,030,000	15,000	10,045,000
Total Walkways & Waterways Fund	\$9,915,641	\$9,955,460	\$7,913,789	\$10,025,460	\$14,727,543	\$7,944,768	\$14,742,543

WALKWAYS & WATERWAYS EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$4,340,641	\$7,843,789	\$4,697,543	\$4,697,543	\$7,929,768	\$6,056,749	\$6,056,749
Total Ending Fund Balance	4,340,641	7,843,789	4,697,543	4,697,543	7,929,768	6,056,749	6,056,749
Transfers to Park Capital Projects	2,473,000	1,226,058	998,942	2,225,000	805,000	348,000	1,153,000
Transfers to Transportation Capital Projects	3,102,000	885,156	2,216,844	3,102,000	5,992,325	1,539,569	7,531,894
Bank Fee	0	458	460	918	450	450	900
Expenditures	5,575,000	2,111,671	3,216,246	5,327,917	6,797,775	1,888,019	8,685,794
Total Walkways & Waterways Fund	\$9,915,641	\$9,955,460	\$7,913,789	\$10,025,460	\$14,727,543	\$7,944,768	\$14,742,543

CITY OF KENMORE, WASHINGTON

Park Capital Fund

The Park Capital Fund accounts for expenditures for park acquisition and improvements. Revenue sources for this fund include a variety of state and county grants, in lieu fees, private funding, real estate excise tax, park impact fees and bond funds. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Park Recreation and Open Space Plan.

2017-2018 Achievements:

The 2017-2022 Park Capital Improvement Program (CIP) was adopted on October 24, 2016. Amendments to the CIP were approved by Council on July 10, 2017. The amended CIP included eleven projects with \$18,647,332 estimated in total project costs and \$8,446,832 allocated in the 2017-2018 biennium.

- P1 Twin Springs Park – Interim Use: On 5/23/16 the Twin Springs property was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan. \$65,000 was allocated in the 2017-2018 budget to develop an interim use plan. A public outreach process, development of a master plan concept, phasing plan and cost estimate for a Phase 1 project was completed in 2017. On 5/14/18, Council adopted the master plan.
- P2 Tolt Pipeline Trail Phase 1: In January 2017 an agreement between the City of Kenmore and City of Seattle was executed that allowed the City to improve the informal trail on the Tolt Pipeline property. In 2017, \$126,936 was allocated for trail construction. An asphalt trail on the City of Seattle property on NE 185th St between 68th Ave NE and the Northshore Townhomes was constructed in 2017. Ribbon cutting event held August 2017.
- P6 Moorlands Park Improvements: \$2,190,020 was allocated in the 2017-2018 budget for project construction. Construction complete in 2017 of improvements consistent with the adopted 2006 Master Plan. Improvements included renovation of the sport field, trails, landscaping, restroom, playground and picnic shelter. Ribbon cutting event June 2018. Sport field available for play in 2019. A new interlocal agreement with the Northshore School District was executed in 2018 outlining use and maintenance terms for the park and an area of school parking.
- P11 Log Boon Park New Pedestrian Bridge: \$203,376 was allocated in the 2017 budget for project completion. Construction of a new pedestrian bridge over the outfall of Stream 0056 that provides public access from the park property to the public portion of the adjoining marina property was completed in December 2016. Project closeout was completed early 2017.
- P18 Rhododendron Park Waterfront & Natural Open Space: \$1,023,000 was allocated in the 2017-2018 budget (funded by Walkways & Waterways bond funds). In 2017 construction completed of a new boardwalk connecting the existing park improvements through the wetland to the Sammamish River. Improvements to the access driveway, parking and environmental enhancements were also part of the project. Ribbon cutting event held May 2018.

CITY OF KENMORE, WASHINGTON
Park Capital Fund

- P18a Rhododendron Park Float/Dock: In the 2017-2018 budget \$409,000 was allocated to complete construction of a new float/dock for handcarry watercraft access to the Sammamish River. Ribbon cutting event held May 2018.
- P26 Squires Landing Park Dock/Float: \$195,000 allocated in the 2017 budget for project construction. Construction complete in 2017 of a replacement dock for handcarry watercraft access to the Sammamish River. Ribbon cutting event held May 2018.
- P27 Squires Landing Park Waterfront & Natural Open Space: \$850,000 allocated in the 2017-2018 budget for developing plans and permit applications from the preferred 2015 concept plan. The conceptual design and cost estimates were refined in 2017 and presented to Council and at a public open house in March 2018. Waterfront and park improvements include new boardwalks/trails, new boating facilities for handcarry watercraft, new parking lot, restroom and environmental enhancements. Permit applications anticipated by year end 2018.
- P28 Log Boom Park Waterfront Access and Viewing: \$600,000 allocated in the 2017-2018 budget for developing plan and permit application from the preferred 2015 concept plan. The conceptual design and cost estimates were refined in 2017 and presented to Council and at a public open house in March 2018. Waterfront and park improvements include beach expansion, new trails, picnic shelter, boating facilities, and environmental enhancements. Permit applications anticipated by year end 2018.
- P29 St. Edward Ballfield Improvements: \$2,559,500 allocated in the 2017-2018 budget for moving forward in the permitting process and towards project construction. In July 2017 a critical area buffer variance permit application and SEPA application were submitted. In May 2018 Council direction was to proceed with an Environmental Impact Statement (EIS). SEPA, permit review and lease negotiations with Washington State Parks anticipated to be ongoing 2018 and beyond. Improvements may include field renovation to two turf fields, field lighting, perimeter pathways, dugouts and covered bleachers, parking and wetland/buffer enhancement. Construction timing is dependent on obtaining a long-term lease with the Washington State Park Commission and required permits.
- P30 Rhododendron Park Boathouse: \$225,000 allocated in the 2018 budget for developing a boatshed design and site layout. In 2018 staff is working with a citizen task force and a consultant to develop a preliminary design and cost estimate for a boatshed to serve handcarry watercraft needs including adult and high school rowing programs.

2019-2020 Objectives:

The following projects are included in the 2019-2024 Park Capital Improvement Program with total funding allocations of \$10,920,000. The 2019-2020 capital budget allocates \$3,859,000. The temporary Parks Project Manager position is currently funded through 12/31/18 with a budget request to fund through 12/31/20. A full-time Parks Project Manager was hired in 2017.

- P1 Twin Springs Park – Interim Use: On 5/14/18, Council adopted the Twin Springs Park master plan which included a phasing plan and cost estimate for a Phase 1 project. \$100,000

CITY OF KENMORE, WASHINGTON

Park Capital Fund

is allocated in the 2019 budget (park impact fee funds) for a Phase 1 project. The first phase will explore options and the feasibility of drainage improvements to improve the usability of the open grass field area. An additional \$20,000 is allocated in the City's park operations budget for park opening expenses including: park rules signage; trash cans; and improving the NE 192nd entrance/access.

- P6 Moorlands Park Improvements: In July 2018 park improvements were complete including new playground, picnic shelter, restroom, landscaping and renovated athletic field. In 2019 \$50,000 of REET funds are allocated to complete additional items not included in the 2018 park improvement construction contract. The additional items include 81st Ave NE storm drain repair, athletic field net poles/warning track/wrap for the fence top and connecting the park path to the 84th Ave NE crosswalk.
- P18 Rhododendron Park Waterfront & Natural Open Space \$80,000: In 2017 construction completed of a new boardwalk connecting the existing park improvements through the wetland to the Sammamish River. Improvements to the access driveway, parking and environmental enhancements were also part of the project. In 2019 \$72,000 is allocated to complete park signage including \$8,000 for maintenance of mitigation plantings. \$8,000 per year for maintenance/monitoring of mitigation plantings is allocated until 2022. Project funds include \$21,053 of in-lieu fees received by the City, \$40,000 of RCO ALEA grant funds and \$34,947 bond funds.
- P18a Rhododendron Park Float/Dock: In 2017 construction of a new float/dock for handcarry watercraft access to the Sammamish River was completed. \$10,000 allocated in the 2019-2020 budget for monitoring/maintenance of required mitigation plantings.
- P26 Squires Landing Park Dock/Float: In 2017 construction completed of a replacement dock for handcarry watercraft access to the Sammamish River. \$2,000 each year is allocated between 2019-2022 (total \$8,000) of Park Impact Fee funds for monitoring/maintenance of required mitigation plantings.
- P27 Squires Landing Park Waterfront & Natural Open Space: A refined conceptual design and cost estimates were presented to Council and at a public open house in March 2018. Waterfront and park improvements include new boardwalks/trails, new boating facilities for handcarry watercraft, new parking lot, restroom and environmental enhancements. \$720,000 of bond funds are allocated in the 2019-2020 budget for costs associated with permit applications and review. \$4.63 million is allocated in the 2021-2022 biennium for project construction including \$500,000 of RCO funds (grant application 2018, award unknown) and \$4.13 million bond funds. \$400,000 of bond funds are allocated for ten years of monitoring/maintenance of required mitigation plantings (\$40,000 assumed each year beginning in 2023 continuing through 2033).
- P28 Log Boom Park Waterfront Access and Viewing: A refined conceptual design and cost estimates were presented to Council and at a public open house in March 2018. Waterfront and park improvements include beach expansion, new trails, picnic shelter, boating facilities, and environmental enhancements. \$420,000 allocated in the 2019-2020 budget for costs associated with permit applications and review. \$1.92 million is allocated in the

CITY OF KENMORE, WASHINGTON

Park Capital Fund

2020-2021 biennium for project construction including \$500,000 of RCO grant funds (grant application 2018, award unknown) and \$1.42 million of bond funds. \$400,000 of bond funds are allocated for ten years of monitoring/maintenance of required mitigation plantings (\$40,000 assumed each year beginning in 2023 continuing through 2033).

- **P29 St. Edward Ballfield Improvements:** In July 2017 a critical area buffer variance permit application and SEPA application were submitted. In May 2018 Council direction was to proceed with an Environmental Impact Statement (EIS). SEPA, permit review and lease negotiations with Washington State Parks anticipated to be ongoing 2019 and beyond. Improvements may include field renovation to two turf fields, field lighting, perimeter pathways, dugouts and covered bleachers, parking and wetland/buffer enhancement. Construction timing is dependent on obtaining a long-term lease with the Washington State Park Commission and required permits. \$300,000 is allocated in the 2019 budget for costs to complete an EIS, including \$75,000 of RCO grant funds and \$225,000 of Park Impact Fee funds. \$500,000 of REET funds are allocated in the 2024 budget as a placeholder for future design and permitting.
- **P30 Rhododendron Park Boathouse:** A preliminary design and cost estimate were presented to council in fall 2018 for a boatshed to serve handcarry watercraft needs including adult and high school rowing programs. \$474,000 is allocated in the 2019 budget for costs to complete design, permitting and construction of a 20' x 70' boathouse structure. \$255,000 of the total project cost is assumed to be Northshore School District funds, \$222,000 State budget funding and \$10,000 Park Impact Fees.
- **P31 Squires Landing Park Land Acquisition:** \$1.7 million is allocated in the 2019 budget for property acquisition. Several Squire's Landing parcels east of the lagoon were originally acquired with Recreation Conservation Office (RCO) funds that restrict active recreation use. To allow for more active uses associated with the Walkways & Waterways project (see Project P27 above) the City will be acquiring land to replace the converted land area. The RCO conversion process requires land replacement based on appraised value. Up to \$850,000 of assumed King County Conservation funds (grant application 2018) and \$850,000 of REET funds.

Budget Highlights:

Capital park improvements included in the 2019-2020 biennial budget (\$3,859,000) are funded as follows:

- **Park Impact Fee Fund \$347,000:** In 2019 \$100,000 allocated for P1 Twin Springs Interim Plan; In the 2019-2020 budget \$10,000 allocated to P18a Rhododendron Park Float & Mitigation Project; In the 2019-2020 budget \$10,000 allocated to P26 Squires Landing Float & Mitigation Project; In the 2019 budget \$150,000 allocated to P29 St. Edward Ballfield Improvement project.
- **General Fund Real Estate Excise Taxes (REET) \$900,000:** In 2019 \$850,000 for P31 Squires Landing Park Land Acquisition project and \$50,000 allocated for project P6 Moorlands Park Improvements

CITY OF KENMORE, WASHINGTON
Park Capital Fund

- In Lieu Fees \$21,053: In 2019 \$21,053 of in lieu fees received by the City are allocated to project P18 Rhododendron Park Waterfront & Natural Open Space.
- Private Funding \$255,000: In 2019 \$255,000 of Northshore School District funds are assumed for project P30 Rhododendron Park Boathouse.
- RCO Grant Funds \$115,000: In 2019 \$40,000 of RCO ALEA grant funds are allocated to project P18 Rhododendron Park Waterfront & Natural Open Space. In 2019 \$75,000 of RCO grants funds are allocated to project P29 St. Edward Ballfield Improvements
- King County Conservation Futures Grant \$850,000: In 2019 \$850,000 allocated for P31 Squires Landing Park Land Acquisition project.
- State Capital Budget Grant \$209,000: In 2019 \$20,000 allocated for project P30 Rhododendron Park Boathouse project.
- Walkways & Waterways Bond Measure \$1,158,947: In the 2019-2020 budget \$420,000 allocated to project P28 Log Boom Park Waterfront Access & Mitigation, \$720,000 allocated to project P27 Squires Landing Park Waterfront & Mitigation and \$18,947 to project P18 Rhododendron Park Waterfront & Mitigation Project.

PARK CAPITAL FUND

REVENUES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$341,524	\$259,572	\$33,656	\$259,572	\$1,285,859	\$1,316,806	\$1,285,859
Beginning Fund Balance	341,524	259,572	33,656	259,572	1,285,859	1,316,806	1,285,859
Park Levy Proceeds	100,000	52,105	52,000	104,105	52,000	0	52,000
State Budget Contribution	450,000	0	0	0	209,000	0	209,000
King County Grant	611,000	0	0	0	0	0	0
King County Conservations Futures Trust	0	0	0	0	850,000	0	850,000
School District Contribution	0	0	0	0	255,000	0	255,000
RCO Grant Reimbursement (Twedt/Squires)	0	326,050	0	326,050	0	0	0
RCO Grant Reimbursement (St Edward, Rhod)	750,000	0	0	0	115,000	0	115,000
RCO Grant Reimbursement (Moorlands)	637,520	464,899	130,414	595,313	0	0	0
Intergovernmental	2,548,520	843,054	182,414	1,025,468	1,481,000	0	1,481,000
In lieu Fees	0	21,053	0	21,053	0	0	0
Other Revenues	0	21,053	0	21,053	0	0	0
Transfers from Real Estate Excise Tax Fund	1,662,500	778,000	884,500	1,662,500	900,000	0	900,000
Transfers from Walkways & Waterways Fund	2,473,000	1,226,058	1,246,942	2,473,000	810,947	348,000	1,158,947
Transfers from Strategic Opps Fund	235,000	38,630	46,370	85,000	0	0	0
Transfers from Park Impact Fees	1,271,876	881,377	390,499	1,271,876	341,000	6,000	347,000
Transfers	5,642,376	2,924,065	2,568,311	5,492,376	2,051,947	354,000	2,405,947
Total Revenues	8,190,896	3,788,172	2,750,725	6,538,897	3,532,947	354,000	3,886,947
Total Park Capital Fund	\$8,532,420	\$4,047,744	\$2,784,381	\$6,798,469	\$4,818,806	\$1,670,806	\$5,172,806

PARK CAPITAL FUND EXPENDITURES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$85,588	\$33,656	\$1,285,859	\$1,285,859	\$1,316,806	\$1,313,806	\$1,313,806
Ending Fund Balance	85,588	33,656	1,285,859	1,285,859	1,316,806	1,313,806	\$1,313,806
P 1 Twin Springs Interim Use Plan	65,000	28,269	36,731	65,000	100,000	0	100,000
P 2 Tolt Pipeline Trail Ph I	126,936	117,900	0	117,900	0	0	0
P 6 Moorlands Park Improvements	2,190,020	1,932,355	238,538	2,170,893	50,000	0	50,000
P 11 Log Boom Park Ped Bridge	203,376	110,099	5,794	115,893	0	0	0
P 18 Rhododendron Park Waterfront	1,023,000	836,385	78,850	915,235	72,000	8,000	80,000
P 18a Rhododendron Park Float	409,000	362,630	37,370	400,000	2,000	2,000	4,000
P 26 Squires Landing Park Expansion	195,000	102,300	17,888	120,188	4,000	4,000	8,000
P 27 Squire's Landing Park Waterfront	850,000	231,921	471,579	703,500	500,000	220,000	720,000
P 28 Log Boom Park Waterfront	600,000	157,752	428,248	586,000	300,000	120,000	420,000
P 29 St. Edward Ballfields	2,559,500	134,478	39,342	173,820	300,000	0	300,000
P 30 Rhody Park Boathouse	225,000	0	105,900	105,900	474,000	3,000	477,000
P 31 Squire's Landing Land Acquisition	0	0	38,282	38,282	1,700,000	0	1,700,000
Capital Outlay	8,446,832	4,014,088	1,498,522	5,512,611	3,502,000	357,000	3,859,000
Total Expenditures	8,446,832	4,014,088	1,498,522	5,512,611	3,502,000	357,000	3,859,000
Total Park Capital Fund	\$8,532,420	\$4,047,744	\$2,784,381	\$6,798,469	\$4,818,806	\$1,670,806	\$5,172,806

City of Kenmore, Washington
Park Impact Fee Fund

This fund accounts for City-imposed park impact fees. The revenues are received from new development activity that creates additional demand and need for public parks. The 2016 park impact fee for a single-family residence was \$2,565 and the fee remains unchanged at this time. The fee may be increased annually based on the October to October CPI-W for Seattle.

Expenditures from this fund will be spent for public improvements including, but not limited to: planning for parks that will reasonably benefit new development, land acquisition, improvements, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact or mitigation costs and capital equipment pertaining to park facilities.

2017-2018 Achievements:

- The balance of impact fees carried forward to 2017 was \$1,179,535.
- Impact fee revenues of \$283,934 are anticipated for this biennium.
- \$195,000 is anticipated to be spent toward the expansion of the Squire's Landing park property.
- \$304,000 is projected to be spent on the St Edward Ballfield project and EIS.
- \$175,000 is projected to be spent on the Rhododendron Park float.

2019-2020 Objectives:

- Transfers from this fund support the City's Park Capital Improvement Program which includes acquisitions and improvements to parks and trails.

2019-2020 Budget Highlights:

- The 2019-2020 biennial budget anticipates a beginning fund balance of \$333,931 and receipts of \$486,892. Transfers to the Park Capital Fund in the amount of \$347,000 have been budgeted as follows:

Uses of Funds:	
Twin Springs Interim Use	\$100,000
Rhododendron Park Float Mitigation	\$4,000
Squires Float Mitigation	\$8,000
Rhododendron Park Boathouse	\$10,000
St Edward Ballfields EIS	\$225,000

- Park Impact fees will be budgeted by project, in accordance with the approved capital facilities plan, and transferred to the Park Capital Fund as a resource for park improvements.
- The following table shows the accumulated and available Park Impact Fees by year received as projected to the end of 2018:

2019 Budget	244,756
2020 Budget	234,039

Total Ending Balance 2020 \$478,795

PARK IMPACT FEE FUND REVENUES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,162,103	\$1,179,535	\$455,353	\$1,179,535	\$333,931	\$250,756	\$333,931
Total Beginning Fund Balance	1,162,103	1,179,535	455,353	1,179,535	333,931	250,756	333,931
Park Impact Fees	400,000	143,934	140,000	283,934	254,923	231,969	486,892
Investment Interest	12,000	13,261	6,800	20,061	2,902	2,070	4,972
Total Revenues	412,000	157,195	146,800	303,995	257,825	234,039	491,864
Total Park Impact Fee Fund	\$1,574,103	\$1,336,730	\$602,153	\$1,483,530	\$591,756	\$484,795	\$825,795

PARK IMPACT FEE FUND EXPENDITURES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$302,227	\$455,353	\$333,931	\$333,931	\$250,756	\$478,795	\$478,795
Total Ending Fund Balance	302,227	455,353	333,931	333,931	250,756	478,795	478,795
Transfer to Park Capital Fund	1,271,876	881,377	268,222	1,149,599	341,000	6,000	347,000
Total Transfers	1,271,876	881,377	268,222	1,149,599	341,000	6,000	347,000
Total Expenditures	1,271,876	881,377	268,222	1,149,599	341,000	6,000	347,000
Total Park Impact Fee Fund	\$1,574,103	\$1,336,730	\$602,153	\$1,483,530	\$591,756	\$484,795	\$825,795

City of Kenmore, Washington **Transportation Impact Fee Fund**

This fund accounts for City-imposed transportation impact fees. The revenues are received from new development activity that creates additional demand and need for transportation improvements. The 2018 transportation impact fee for a single-family residence was \$9,600.04 and is unchanged at this time. The fee may be increased annually based on the June CPI-W for Seattle.

Expenditures from this fund will be spent for public improvements including, but not limited to planning, land acquisition, improvements, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact or mitigation costs and any other expenses which can be capitalized.

2017-2018 Achievements:

- The beginning fund balanced carried forward to 2017 was be \$1,148,347.
- \$1,366,708 of transportation impact fee revenues are estimated to be received in this biennium.
- Approximately \$350,000 is expected to be transferred to the West Sammamish River Bridge Fund in 2017-2018.

2019-2020 Objectives:

- \$1,952,346 of transportation impact fees revenues are projected to be received in this biennium.
- \$1,216,663 is programmed for the West Sammamish River Bridge project and the NE 202nd Sidewalk.
- The projected ending fund balance for 2020 is \$2,962,998.

Budget Highlights:

Transportation impact fees are transferred to the Transportation Capital Fund and the West Sammamish River Bridge Fund to support transportation projects as needed.

- The following table shows the accumulated and available Transportation Impact Fees by year received as projected to the end of 2020:

o 2017	\$ 64,507
o 2018 Est	916,500
o 2019 Budget	1,049,168
o 2020 Budget	<u>932,823</u>
 Total Balance	 \$2,962,998

TRANSPORTATION IMPACT FEE FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,016,897	\$1,148,347	\$1,281,170	\$1,148,347	\$2,013,887	\$1,910,142	\$2,013,887
Total Beginning Fund Balance	1,016,897	1,148,347	1,281,170	1,148,347	2,013,887	1,910,142	2,013,887
Transportation Impact Fees	900,000	466,708	900,000	1,366,708	1,033,827	918,519	1,952,346
Investment Interest	5,500	16,115	16,500	32,615	15,341	14,304	29,645
Total Revenues	905,500	482,823	916,500	1,399,323	1,049,168	932,823	1,981,991
Total Transportation Impact Fee Fund	\$1,922,397	\$1,631,170	\$2,197,670	\$2,547,670	\$3,063,055	\$2,842,965	\$3,995,878

TRANSPORTATION IMPACT FEE FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$1,388,614	\$1,281,170	\$2,013,887	\$2,013,887	\$1,910,142	\$2,779,215	\$2,779,215
Total Ending Fund Balance	1,388,614	1,281,170	2,013,887	2,013,887	1,910,142	2,779,215	2,779,215
Transfer to Transportation Capital Fund:							
T 27: NE 202nd Sidewalk	105,550	0	105,550	105,550	0	0	0
T 27: Arrowhead Sidewalk	0	0	0	0	6,100	33,130	39,230
T 27: NE 153rd Sidewalk	38,830	0	38,830	38,830	35,654	0	35,654
T 27: NE 181st 65-67 Sidewalk	246,003	0	246,003	246,003	246,003	0	246,003
Transfer to Transportation Capital Fund T37	143,400	0	143,400	143,400	0	0	0
T 42 68th Ave Pedestrian & Bicycle Safety	0	0	0	0	500,000	0	500,000
Transfer to W Samm Bridge Fund	0	350,000	-350,000	0	365,156	30,620	395,776
Total Transfers	533,783	350,000	183,783	533,783	1,152,913	63,750	1,216,663
Total Expenditures	533,783	350,000	183,783	533,783	1,152,913	63,750	1,216,663
Total Transportation Impact Fee Fund	\$1,922,397	\$1,631,170	\$2,197,670	\$2,547,670	\$3,063,055	\$2,842,965	\$3,995,878

KENMORE, WASHINGTON
Sammamish River Bridge Fund

The Sammamish River Bridge Fund was created with the 2013-2014 Biennial Budget with an initial transfer from the General Fund of \$80,000. The West Sammamish River Bridge was constructed in the 1930's and the East Sammamish River Bridge was constructed in the 1970's. Recent studies show that the West Bridge has increased cracking and tilting that required full replacement of the bridge. This fund which originally was intended to provide for maintenance, study, and evaluation is now the fund that accounts for funding, design and replacement of the Bridge.

2017-2018 Accomplishments:

- Received \$6.9 million dollars in TIB grant funds for the W Sammamish River Bridge Project
- Began right of way acquisition
- Expect to secure all permits for bridge construction
- Completed design on the W Sammamish River Bridge and received authorization from the State to begin construction

2019-2020 Budget Highlights:

- Start bridge construction.

SAMMAMISH RIVER BRIDGE FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance (note 1)	\$0	\$520	\$18,833	\$520	\$21,628	\$21,628	\$21,628
Total Beginning Fund Balance	0	520	18,833	520	21,628	21,628	21,628
Federal BRAC Grant	1,378,202	398,320	1,809,869	2,208,189	6,413,800	2,122,336	8,536,136
Federal STP Grant	1,063,994	0	199,735	199,735	4,113,903	2,786,097	6,900,000
Connecting WA Funds	424,365	0	479,751	479,751	646,932	5,144,212	5,791,144
Intergovernmental	2,866,561	398,320	2,489,355	2,887,675	11,174,635	10,052,645	21,227,280
	0						
Transfer from Transportation Impact Fees	143,400	350,000	159,513	509,513	365,156	30,620	395,776
Total Interfund Transfers	143,400	350,000	159,513	509,513	365,156	30,620	395,776
				0			0
Total Revenues	3,009,961	748,320	2,648,868	3,397,188	11,539,791	10,083,265	21,623,056
Total Sammamish River Bridge Fund Revenues	\$3,009,961	\$748,840	\$2,667,701	\$3,397,708	\$11,561,419	\$10,104,893	\$21,644,684

SAMMAMISH RIVER BRIDGE FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$0	\$18,833	\$21,628	\$21,628	\$21,628	\$21,628	\$21,628
Total Ending Fund Balance	0	18,833	21,628	21,628	21,628	21,628	21,628
T 37 West Samm Bridge: (note 1)							
Pre Design	272,455	0	0	0	0	0	0
Design	1,715,259	730,007	1,445,849	2,175,856	0	0	0
Right of Way Acquisition	1,022,247	0	1,200,224	1,200,224	0	0	0
Construction & Contingency	0	0	0	0	11,539,791	10,083,265	21,623,056
Total Capital Outlay	3,009,961	730,007	2,646,073	3,376,080	11,539,791	10,083,265	21,623,056
Total Expenditures	3,009,961	730,007	2,646,073	3,376,080	11,539,791	10,083,265	21,623,056
Total Sammamish River Bridge Fund Expenditures	\$3,009,961	\$748,840	\$2,667,701	\$3,397,708	\$11,561,419	\$10,104,893	\$21,644,684

KENMORE, WASHINGTON
Public Works Shop Fund

The Public Works Shop Fund was created in 2019 to account for the future development of a public works shop facility in the City. As of December 31, 2018 the long-standing contract for public works maintenance provided by the City of Lake Forest Park will end and Kenmore will create a new in-house operation. There is currently no property or shop to house this in-house operation and a new site will need to be identified and purchased so that a public works shop can be built. This fund is created to account for that acquisition and the financing that is anticipated to be required. Based on a comprehensive analysis of the potential cost of a suitable site and construction of a building, the City is conservatively budgeting a total cost of \$6.5 Million beginning in 2020 to be financed with a 20-year bank note at 4.5% interest. Repayment of the debt is expected to begin in 2021 and funded by expected savings from the termination of the Lake Forest Park contract. This project has been included in the adopted 2019-2024 Capital Improvement Program.

2019-2020 Budget Highlights:

- Plan for acquisition of land and construction of public works shop beginning in 2020 at a total cost of \$6.5 Million over the period 2020-2021.
- Outside financing is expected to be secured in 2019.

PUBLIC WORKS SHOP FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance	0	0	0	0	0	0	0
Proceeds from Note	0	0	0	0	0	6,500,000	6,500,000
Revenues	0	0	0	0	0	6,500,000	6,500,000
Total Public Works Shop Fund	\$0	\$0	\$0	\$0	\$0	\$6,500,000	\$6,500,000

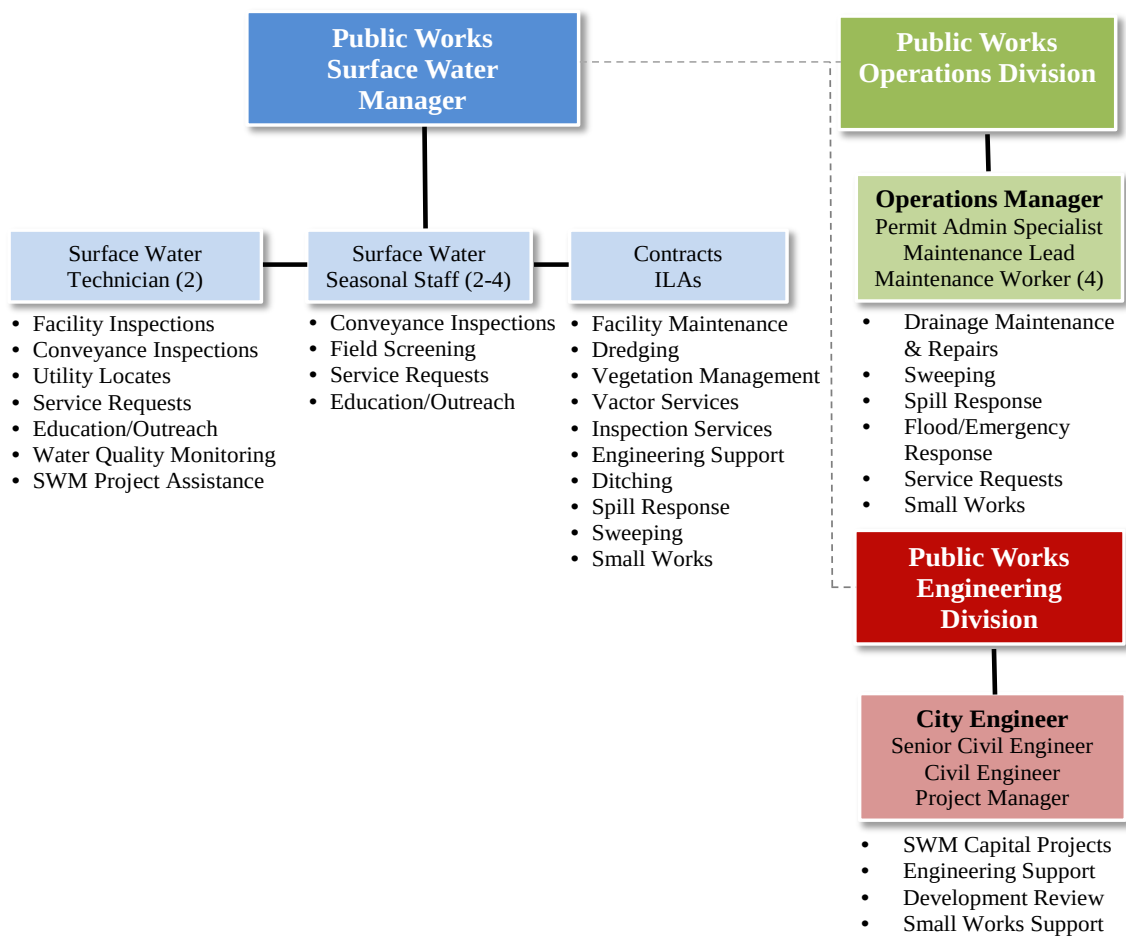
PUBLIC WORKS SHOP FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$4,500,000	\$4,500,000
Total Ending Fund Balance	0	0	0	0	0	4,500,000	4,500,000
Land Acquisition	0	0	0	0	0	2,000,000	2,000,000
Expenditures	0	0	0	0	0	2,000,000	2,000,000
Total Public Works Shop Fund	\$0	\$0	\$0	\$0	\$0	\$6,500,000	\$6,500,000

City of Kenmore, Washington

Surface Water Management Fund

This fund accounts for the surface water funds received primarily through assessments imposed on each developed parcel in the City. King County collects the assessment as part of the property tax collection process and remits the proceeds to the City. Property owners of single family homes and properties with 10% or less of impervious surface pay \$167.40 per year which is the 2018 rate. The charge for multi-family, commercial and industrial properties varies based on the size of the parcel and the area of impervious surface. The goal of surface water management is to develop, maintain, manage and improve a surface water system that serves the community, enhances the quality of life and protects the environment.



City of Kenmore, Washington
Surface Water Management Fund

2017-2018 Achievements:

Operations & Maintenance

- Surface Water staff inspect privately owned and maintained drainage facilities to ensure that they continue providing the water quality treatment and flood control that was required as part of the private development. In 2010, the City inspected approximately 80 private facilities and in 2018 that number has increased to 138 (an increase of 73%). Private facility inspections include an initial inspection in spring/summer, followed by a six week period allowing the property owner to conduct any required maintenance. Once completed, a follow up inspection is conducted and, if needed, enforcement action.
- Surface Water staff inspect public drainage facilities, which are facilities that provide water quality treatment and flood control to public roads and residential neighborhoods. In 2010, the City inspected approximately 105 public facilities and in 2018 that number has increased to 205 (an increase of 95%). Typically, approximately half of the facility inspections result in maintenance of some kind, which was completed through the use of various maintenance contracts, interlocal agreements and in-house staff.
- Seasonal Surface Water staff annually inspect the City's public drainage conveyance system (pipes, ditches, and catch basins). In 2018, this included approximately 4,624 catch basins, 70.3 miles of pipes and 13.1 miles of ditches. Typically, approximately 400-500 catch basins require cleaning, which is conducted by a vector contractor. Catch basin, pipe and other repairs were conducted through various maintenance contracts, interlocal agreements and in-house staff. 9,000 feet of ditch maintenance was also conducted on ditches throughout the City in 2018.
- Seasonal Surface Water staff conducted annual field screening for illicit connections and discharges into the City's public drainage conveyance system. Each structure is inspected for spills, leaks, dumping and dry weather flows. Each year, a handful of issues are discovered and addressed by removing the discharge, cleaning the system and, if applicable, addressing the source.
- Surface Water and Operations staff, through contracts and in-house resources, conducted maintenance, as needed, in response to storms, citizen service requests and emergencies.
- Continued with an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance and proactively protect the natural environment from sediment, debris and pollutants.

Programs & Projects

- Conducted stream evaluations of Sammamish Tributary 02 and Tributary 0057 with a focus on erosion and flow characteristics to address sedimentation issues impacting public drainage facilities and Sammamish River.

City of Kenmore, Washington
Surface Water Management Fund

- Installed two stream monitoring stations to collect water quality data in Swamp Creek and Tributary 0056. The information will assist staff in implementing the City's Swamp Creek TMDL, provide an educational opportunity for the public to learn about local streams and develop baseline stream data for parameters such as temperature, pH, salinity, conductivity, and turbidity.
- Continued implementation of low impact development principles and best management practices, which were integrated into the City's codes and standards at the end of 2016 through several code changes and the adoption of the 2016 King County Surface Water Design Manual.
- Complied with the requirements set forth in the City's Municipal Stormwater Permit, which included public involvement and participation, public education and outreach, operations and maintenance, illicit discharge detection and elimination (IDDE), development and total maximum daily load (TMDL) monitoring in Swamp Creek. The permit was renewed in August, 2018, which is effective until July, 2019.
- Conducted a Public Works analysis with a focus on contract efficiency, level of service provided and future needs. The analysis changed existing maintenance service contracts resulting in the creation of an in-house operations and maintenance group, of which approximately 50% will be utilized for surface water related tasks.
- Conducted a surface water management service charge analysis (utility rate study). The study evaluated the City's rate structure and fees collected, looked at current and future surface water management needs and proposed rate changes to meet these needs.
- Conducted a comprehensive study of surface water drainage systems crossing between private and public properties in an effort to identify where it happens, quantify the issue, and gather information relevant to each occurrence, if possible.
- Conducted pesticide/herbicide application in Lake Washington and Sammamish River to continue the City's effort to reduce and eliminate invasive aquatic weeds from these areas.

2019-2020 Objectives:

Operations & Maintenance

- Beginning January 1, 2019, the interlocal agreement with Lake Forest Park, which provides maintenance services (including surface water) to the City, will no longer be in effect. Maintenance operations will be conducted in-house with newly hired staff. 2019 will be spent developing new workflows and procedures to transition the City from relying on contracted maintenance services to become an efficient in-house maintenance service provider.
- Continue to conduct annual surface water inspections for publicly and privately maintained stormwater facilities and public drainage conveyance systems.

City of Kenmore, Washington
Surface Water Management Fund

- Conduct maintenance, based on the annual inspection programs, on the public stormwater conveyance system and public stormwater facilities, using contracted services and newly established in-house maintenance staff.
- Conduct an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance.
- Dredge the Wallace Swamp Creek Park sediment pond as needed.

Programs & Projects

- Implement the new 2019-2014 (NPDES) Western Washington Phase II Municipal Stormwater Permit. Several new programs and updates to existing programs are proposed for the upcoming 2019 permit that will require planning and implementation in 2019/2020.
 - Comprehensive stormwater planning (new)
 - Low impact development code review (updated)
 - Stormwater management action planning (new)
 - Effect behavior change, increase general awareness of stormwater through education and outreach and evaluate effectiveness (updated)
 - Mapping standards and reporting (updated)
 - Illicit discharge, detection and elimination (IDDE) standards and reporting requirements (updated)
 - Operations and maintenance standards and requirements (updated)
 - Source control program for existing development (new)
- Continue conducting herbicide application in Lake Washington and Sammamish River to reduce and eliminate invasive aquatic weeds from these areas and continue to push for regional coordination with upstream jurisdictions on the Sammamish River.
- Increase surface water management awareness and public involvement through website improvements, surface water newsletters, public events and Council interaction.
- Implementation of the City's water quality monitoring activities, including improvements to in-house stream monitoring at Swamp Creek and Tributary 0056, coordination with regional monitoring efforts through the City's NPDES permit and continued TMDL monitoring of Swamp Creek for bacterial pollution.
- Continue managing Swamp Creek flooding and sedimentation issues.
- Management of Cityworks and ArcGIS, which provides service request, inspection, work order and mapping services for the department.

Budget Highlights:

The primary revenue source for the Surface Water Management Fund is the surface water service charge, which is collected from each developed parcel in the City and is based upon land use, parcel size and impervious coverage. The service charge had incremental increases from 2009 through 2012

City of Kenmore, Washington
Surface Water Management Fund

to account for budget gaps identified in the City's 2008 Surface Water Master Plan update. Service charges have not increased since 2012. A surface water service charge analysis was conducted in 2018 with changes to the service charge expected in 2019 and 2020. Additional revenue sources expected during this biennium budget include grant funds from the King County Flood Control District and the Washington State Department of Ecology, but other sources may be pursued as opportunities emerge.

Workload Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Number of Grant/Loan Applications Completed	2	1	1	1

Workload Measures				
Number of Public Facilities	190	205	210	215
Performance Measures				
Number of Public Facilities Inspected	190	205	210	215
Public Facilities Requiring Maintenance	80	80	80	85
Public Facilities Receiving Maintenance	80	80	80	85

Workload Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Number of Private Facilities	114	138	142	147
Performance Measures				
Number of Facilities Inspected	114	138	142	147
Facilities Requiring Maintenance	69	62	65	65
Facilities Re-inspected	65	58	60	60
Enforcement Actions	0	0	0	0

City of Kenmore, Washington
Surface Water Management Fund

Workload Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate
Number of Public Catch Basins	4,159	4,270	4,470	4,670
Number of Private Catch Basins	2,272	2,311	2,411	2,511
Number of Public Manholes	335	354	350	350
Number of Private Manholes	115	119	124	129
Feet of Public Open Conveyance	69,863	69,160	70,500	70,500
Feet of Private Open Conveyance	31,936	31,301	31,300	31,300
Feet of Public Enclosed Conveyance	362,816	371,256	363,000	363,000
Feet of Private Enclosed Conveyance	249,582	256,296	266,296	276,296
Performance Measures				
Number of Catch Basins Inspected	4,470	4,408	4,500	4,550
Number of Manholes Inspected	113	180	190	200

Workload Measures	2017 Actual	2018 Actual <i>As of 9/1/2018</i>	2019 Estimate	2020 Estimate
Surface Water Service Requests Initiated	200	89	140	150
Surface Water Service Requests Closed	204	73	140	150
Surface Water Work Orders Initiated	1469	552	1500	1500
Surface Water Work Orders Closed	1456	285	1500	1500

SURFACE WATER MANAGEMENT FUND REVENUES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,684,882	\$1,919,211	\$1,367,521	\$1,919,211	\$1,324,656	\$627,610	\$1,324,656
Beginning Fund Balance	1,684,882	1,919,211	1,367,521	1,919,211	1,324,656	627,610	1,324,656
Aquatic Weeds Grant	29,400	20,641	0	20,641	0	0	0
Department of Ecology Grants	0	25,000	0	25,000	0	0	0
Intergovernmental	29,400	45,641	0	45,641	0	0	0
Surface Water Charges	3,450,000	1,812,210	1,813,000	3,625,210	1,820,000	1,850,000	3,670,000
Sweeper Rental Services	44,000	23,364	15,000	38,364	0	0	0
Charges for Service	3,494,000	1,835,574	1,828,000	3,663,574	1,820,000	1,850,000	3,670,000
Investment Interest	20,000	23,157	10,000	33,157	32,000	25,000	57,000
Miscellaneous	20,000	23,157	10,000	33,157	32,000	25,000	57,000
Total Revenues	3,543,400	1,904,373	1,838,000	3,742,373	1,852,000	1,875,000	3,727,000
Total Surface Water Mgt. Fund	\$5,228,282	\$3,823,584	\$3,205,521	\$5,661,584	\$3,176,656	\$2,502,610	\$5,051,656

SURFACE WATER MANAGEMENT FUND EXPENDITURES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$50,000	\$1,367,521	\$1,324,656	\$1,324,656	\$627,610	\$685,885	\$685,885
Ending Fund Balance	50,000	1,367,521	1,324,656	1,324,656	627,610	685,885	685,885
Personnel	565,052	275,172	328,319	603,491	689,596	686,724	1,376,320
Supplies	181,000	97,359	72,696	170,055	71,000	71,000	142,000
Services	2,301,350	1,073,777	1,001,847	2,075,624	973,800	913,800	1,887,600
Capital Outlay	70,000	33,138	29,825	62,963	33,200	33,200	66,400
Transfer To SWM Capital	1,573,085	976,617	248,178	1,224,795	672,450	0	672,450
Admin Reimbursement to General Fund	200,000	0	200,000	200,000	109,000	112,000	221,000
Transfers-Out	1,773,085	976,617	448,178	1,424,795	781,450	112,000	893,450
Total Expenditures	4,890,487	2,456,063	1,880,865	4,336,928	2,549,046	1,816,724	4,365,770
Total Surface Water Mgt. Fund	\$4,940,487	\$3,823,584	\$3,205,521	\$5,661,584	\$3,176,656	\$2,502,610	\$5,051,656

City of Kenmore, Washington **Surface Water Capital Fund**

The Surface Water Capital Fund accounts for expenditures for surface water capital improvements. Revenue sources for this fund include a variety of federal, state or local grants, surface water management fees transferred from the Surface Water Management Fund and real estate excise taxes. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Surface Water Capital Improvement Program. Each project is described in more detail in the Capital Improvement Program section of this budget.

2017-2018 Achievements:

- Obtained funding for the box culvert replacement at 61ST & 190TH (Tributary 0056) with design to begin in late 2018/early 2019 and construction as soon as 2020. Preliminary analyses and surveys were completed in 2017.
- Constructed a new box culvert at the 192ND crossing of Little Swamp Creek, which eliminates reoccurring flooding at this location and improves fish habitat.
- Completed construction to rehabilitate an existing flow control facility serving the Strawberry Hills plat, which included the installation of a new internal structural lining into an existing 60-inch pipe.
- Completed design for the retrofit of an existing flow control facility serving the Kenmore Lane plat, which will add water quality treatment and improve maintenance access.
- Constructed surface water improvements in coordination with transportation projects, including the NE 202ND ST & 62ND AVE NE projects and SR 522 project. These projects added new infrastructure, flow control and water quality treatment to areas previously untreated.

2019-2020 Objectives:

- Complete construction of the Kenmore Lane drainage facility retrofit (SW 29)
- Complete construction of drainage improvements on Arrowhead DR NE (SW 30)
- Construction of drainage improvements on 66TH AVE NE & NE 196TH ST (SW 31).
- Design and begin construction of a new box culvert at NE 190TH ST & 61ST AVE NE (SW 8).
- Construct surface water improvements in coordination with transportation projects, including the Sammamish Bridge replacement and Juanita DR NE & 68TH AVE NE pedestrian and bicycle safety projects. These projects will replace aging infrastructure and add water quality treatment to areas previously untreated.

Budget Highlights:

Transfers from the Surface Water Management Fund, in addition to reimbursements from utility agencies, proceeds from the King County Flood Control District and the Washington State Department of Ecology and a potential Public Works Trust Fund Loan, provide the resources to accomplish the capital projects.

See the Surface Water Capital section of the budget for project description sheets regarding projects anticipated in 2018-2019.

SURFACE WATER CAPITAL FUND REVENUES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance*	\$102,210	(\$35,375)	(\$39,000)	(\$35,375)	\$91,634	\$91,634	\$91,634
Beginning Fund Balance	102,210	(35,375)	(39,000)	(35,375)	91,634	91,634	91,634
Surface Water Trust Fund Loan Proceeds	1,500,000	0	0	0	1,500,000	0	1,500,000
Reimbursements from Other Agencies (SW19)	130,634	0	130,634	130,634	0	0	0
General Facility Charge (Proposed)	0	0	0	0	300,000	230,000	530,000
King County Flood Control District (SW 19)	546,915	330,000		330,000	0	0	0
Intergovernmental	2,177,549	330,000	130,634	460,634	1,800,000	230,000	2,030,000
Transfer from Surface Water Mgmt Fund	1,573,085	976,617	248,178	1,224,795	672,450	0	672,450
Transfers	1,573,085	976,617	248,178	1,224,795	672,450	0	672,450
Total Revenues	3,750,634	1,306,617	378,812	1,685,429	2,472,450	230,000	2,702,450
Total Surface Water Capital Fund	\$3,852,844	\$1,271,242	\$339,812	\$1,650,054	\$2,564,084	\$321,634	\$2,794,084

SURFACE WATER CAPITAL FUND EXPENDITURES

	2017-2018 Amended Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$269,210	(\$39,000)	\$91,634	\$91,634	\$91,634	\$89,984	\$89,984
Ending Fund Balance	269,210	(39,000)	91,634	91,634	91,634	89,984	89,984
SW 1 Tributary 0057 Channel Relocation	0	3,626	0	3,626	0	0	0
SW-8 61st Ave Embankment Repair	1,500,000	0	0	0	1,632,450	0	1,632,450
SW-19 192nd Culvert Replacement	1,010,634	1,027,668	35,673	1,063,341	0	0	0
SW-20 Small Works Projects	100,000	278,949	318	279,267	50,000	50,000	100,000
SW-25 Strawberry Hills SW Tank Retrofit	460,000	0	188,641	188,641	0	0	0
SW-29 Infiltration Tank Retrofit 61st/190th St	120,000	0	23,546	23,546	500,000	0	500,000
SW-30 Drainage Imp 153/Arrowhead Dr	125,000	0	0	0	175,000	0	175,000
SW-31 Drainag/Street Imp 66th/196th	115,000	0	0	0	115,000	100,000	215,000
Capital Outlay	3,430,634	1,310,242	248,178	1,558,420	2,472,450	150,000	2,622,450
Debt Service	153,000	0	0	0	0	81,650	81,650
Debt Service	153,000	0	0	0	0	81,650	81,650
Total Expenditures	3,583,634	1,310,242	248,178	1,558,420	2,472,450	231,650	2,704,100
Total Surface Water Capital Fund	\$3,852,844	\$1,271,242	\$339,812	\$1,650,054	\$2,564,084	\$321,634	\$2,794,084

*Negative fund balances for 2017 resulted from incorrect estimates of funds needed to be transferred from the Surface Water Fund. This was corrected in 2018 resulting in a positive fund balance.

City of Kenmore, Washington
Swamp Creek Basin Fund

This fund accounts for balances reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin which had previously been accounted for in the Surface Water Management Fund.

The projects are included in the City of Kenmore's Comprehensive Plan and are funded by an Memorandum of Agreement (MOA) with King County. Twelve percent (12%) of the King County disbursement to the City of \$10,750,000 was to be reserved for permanent maintenance of projects. This amounts to \$1,290,000.

As of December 31, 2020, the projected fund balance is \$1,483,899 of which \$1,322,363 comprised the permanent maintenance fund (the original \$1,290,000 plus interest); and \$161,536 was available for Sewer System Protection capital projects.

2017-2018 Accomplishments:

- Maintained the balance of the fund with no expenditures. Any dredging of Swamp Creek will be charged to the Surface Water Management Fund.

2019-2020 Objectives:

- To continue to monitor and manage the expenditure of funds toward capital improvements and maintenance of the Swamp Creek Basin in accordance with the terms of the Memorandum of Agreement.
- No funds are budgeted here for dredging activities in 2019-2020 pending review of the Memorandum of Agreement. All dredging of Swamp Creek is currently budgeted in the Surface Water Management Fund.

SWAMP CREEK BASIN FUND

REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$1,411,934	\$1,415,361	\$1,429,599	\$1,415,361	\$1,443,899	\$1,463,899	\$1,443,899
Total Beginning Fund Balance	1,411,934	1,415,361	1,429,599	1,415,361	1,443,899	1,463,899	1,443,899
Investment Interest	14,000	14,238	14,300	28,538	20,000	20,000	40,000
Total Revenues	14,000	14,238	14,300	28,538	20,000	20,000	40,000
Total Swamp Creek Basin Fund	\$1,425,934	\$1,429,599	\$1,443,899	\$1,443,899	\$1,463,899	\$1,483,899	\$1,483,899

SWAMP CREEK BASIN FUND

EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$1,425,934	\$1,429,599	\$1,443,899	\$1,443,899	\$1,463,899	\$1,483,899	\$1,483,899
Total Ending Fund Balance	1,425,934	1,429,599	1,443,899	1,443,899	1,463,899	1,483,899	1,483,899
Swamp Creek Pond Dredging	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0
Total Swamp Creek Basin Fund	\$1,425,934	\$1,429,599	\$1,443,899	\$1,443,899	\$1,463,899	\$1,483,899	\$1,483,899

City of Kenmore, Washington **Equipment Replacement Fund**

This fund is used to maintain a reserve for the future replacement of equipment – including, but not limited to furniture, computers and vehicles. Payments are received from various departments and funds that benefit from or use the assets. Each department is charged its prorated share of the replacement costs per year of the replacement equipment assigned. The payments to this fund are determined using the cost of the equipment, the useful life of the asset, and the number of employees in the various cost centers that use each asset. The replacement schedule is updated annually to adjust for new equipment purchases, changes in useful life and inflation rates.

2017-2018 Achievements:

- Funds were used to acquire or replace network and computer equipment and licenses in the amount of \$34,705. The minivan is expected to be replaced in this biennium; insurance proceeds from the property insurance program will fund much of the replacement.

2019-2020 Objectives/Budget Highlights:

- The following equipment is scheduled to be replaced or procured during the 2019-2020 biennium. Prior to replacement, the status of the items will be reviewed to determine if the scheduled replacement is warranted and reasonable.

Network Server Upgrades	\$ 20,000
Virus Protection, Firewall, Backup Software Licenses	\$ 40,000
Desktop Computer Hardware and Software Upgrades	\$ 15,000

EQUIPMENT REPLACEMENT FUND REVENUES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Beginning Fund Balance	\$413,384	\$385,352	\$451,759	\$385,352	\$531,236	\$564,877	\$531,236
Beginning Fund Balance	413,384	385,352	451,759	385,352	531,236	564,877	531,236
Investment Interest	4,000	4,201	4,300	8,501	4,000	4,000	8,000
Departmental Contributions	206,986	87,087	85,000	172,087	67,141	67,141	134,282
Revenues	210,986	91,288	89,300	180,588	71,141	71,141	142,282
Total Equipment Replacement Fund	\$624,370	\$476,640	\$541,059	\$565,940	\$602,377	\$636,018	\$673,518

EQUIPMENT REPLACEMENT FUND EXPENDITURES

	2017-2018 Adopted Budget	2017 Actual	2018 Projected	2017-2018 Biennium Total	2019 Budget	2020 Budget	2019-2020 Proposed Budget
Ending Fund Balance	\$505,370	\$451,759	\$531,236	\$531,236	\$564,877	\$598,518	\$598,518
Ending Fund Balance	505,370	451,759	531,236	531,236	564,877	598,518	598,518
Equipment Replacement	119,000	24,882	9,823	34,705	37,500	37,500	75,000
Expenditures	119,000	24,882	9,823	34,705	37,500	37,500	75,000
Total Equip Replacement Fund	\$624,370	\$476,640	\$541,059	\$565,940	\$602,377	\$636,018	\$673,518

City of Kenmore, Washington

Capital Program

City of Kenmore Washington

Capital Improvement Program

Introduction

In March 2001, the City Council adopted the City's first Comprehensive Plan. This Plan was amended by the City Council in April 2003, in conjunction with adoption of the Parks and Downtown Master Plans. The Capital Improvement Program has been updated in this document for the 2019-2024 time period.

Upon adoption, this Capital Improvement Program description of revenues, expenditures and tables amends and updates the narrative and six year financing program contained in the Capital Facilities Element of the City's Comprehensive Plan.

Process

The Capital Improvement Program was developed through a multiple step process. The individual projects were identified through analysis of past capital project requests, previously proposed improvements, currently funded projects and recently identified projects. Once projects were identified, a Project Description Sheet, see enclosed Project Description Sheet Guide, was prepared describing the project scope of work and current status. Project costs were updated and known funding identified. Using a collaborative effort City Staff identified the highest priority projects and available funding was allocated to those projects.

Project Revenues

Revenue sources currently used in capital financing consist of:

Pay-As-You-Go: Funds currently available include Arterial Street Fund, motor vehicle fuel tax moneys, Street Fund, interfund transfers from the General Fund, Municipal Capital Reserve (real estate excise taxes), and Transportation and Park Impact fees.

Grants: These may include, but are not limited to Recreation and Conservation Office (RCO), Pedestrian Safety Mobility Program (PSMP), School District contributions, Surface Transportation Program (STP), Hazard Elimination Safety Program (HES), Transportation Enhancement Program (TE), Transportation Improvement Board (TIB), Regional Transit, Washington State Department of Transportation (WSDOT), and Congestion Management and Air Quality (CMAQ), Department of Ecology, and King County Conservation grants.

Bonds/Levies: These are General Obligation Bonds that are either voter-approved or non-voter approved (Councilmanic). Voter-approved bonds will be paid from an increase

in the property tax rate; Non-voter approved bond debt service will be paid from general government operating revenues.

Impact Fees: This revenue source includes impact fees designated for transportation and park improvements. This funding is to partially finance improvements that shall mitigate cumulative impacts of growth and development within the City. These revenues include contributions from private developers. The use of these funds for park improvements will increase the capacity of existing parks to accommodate increased use from growth in the community.

King County Memorandum of Agreement (KC MOA): The KC MOA stipulates that King County provided Kenmore with \$10.75 million as partial mitigation for surface water projects within the Swamp Creek Basin. This agreement was finalized in 2000.

Local Improvement District (LID): This revenue source requires financing by entities other than the City of Kenmore.

User Fees: This revenue source is defined as a payment of a fee for direct receipt of a public service by the person benefiting from the service. Currently, these revenues only include surface water charges.

Expenditures

The City defines a capital improvement project to be any project that possesses all of the following characteristics:

- Cost exceeds \$15,000; and
- Involves construction or remodel of any City building, decorative or commemorative structure; park improvement; renovation of public streets, sidewalks, parking facilities, and water, sewer and storm drainage improvements; and
- Is financed in whole or in part by the City.

Project cost is an estimate of the resources required to take a project from design through construction, generally consisting of the following activities:

- Administration
- Pre-Design/Special Studies
- Design
- Environmental Review
- Right of Way/Property Acquisition
- Construction Management
- Construction Contract

- Construction Other
- Debt Service
- Contingency

Capital Budget Fiscal Policies

- Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.
- Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.
- All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.
- Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to \$999,999, two percent (2%) for projects over \$1,000,000.
- Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.
- At the time of project award, each project shall have reasonable contingencies also budgeted:
 - o The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
 - o Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.

- o For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- City Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- Capital projects that are neither expensed nor encumbered during budget period will be re-budgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.
- If a proposed capital project will have a direct negative effect on other publicly owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
- A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

City of Kenmore

Capital Improvement Program

Definition of Regional Arterials

A principal arterial of regional significance is defined as any roadway that is listed as an arterial street in the City's Comprehensive Plan, Transportation Element and meets at least one of the following three criteria:

1. At least 80% of the traffic carried by the arterial street is regional — that is, no more than 20% of the traffic on an arterial, based on the City's forecast model, originates in a City Transportation Analysis Zone and is destined for another City Transportation Analysis Zone; or
2. Is considered as an alternative route when a major regional facility such as SR 520, I-5, or I-405 are closed or impeded (in Kenmore, Simonds Road NE, Juanita Drive NE, 68th Avenue NE from NE 170th Street to SR 522, and SR 522 each serve in this capacity), or
3. Provide a regional connection to a regional destination inside the City of Kenmore, such as Kenmore by the Lake, Kenmore Air, and Bastyr University.

Using this definition, all of the streets called out in Kenmore's Layered Network could qualify as "regional" including:

- 80th Avenue NE
- 61st Avenue NE
- Simonds Road NE
- 73rd Avenue NE
- The Downtown Loop Road
- 68th Avenue NE to NE 185th Street

Regional Arterial Level of Congestion Defined in Kenmore

The City of Kenmore uses intersection level of service (LOS) as part of its system evaluation within the Comprehensive Plan. The Plan establishes the following LOS standards for roadways in Kenmore:

- Boulevards (Primary Arterials) – LOS E or better
- Urban Avenues, Neighborhood Connections (Minor Arterials) – LOS D or better
- Local Streets (Collectors) – LOS C or better

For most streets, it makes sense to continue measuring individual intersections. However, the City will measure LOS at the corridor level on SR 522 and 68th Avenue / Juanita Drive / Simonds Road rather than at the intersection level. Though a single intersection on these corridors may experience longer delays than indicated by the standard, the overall concern for residents and travelers on these roadways is to get through multiple intersections in a reasonable amount of time. In general, the 68th Avenue / Juanita Drive and SR 522 corridors exhibit the highest levels of congestion in the City.

The following maps are attached for illustration:

1. A functional classification map that shows Kenmore's Layered Network
2. Auto Average Daily Volumes in 2013
3. Congested hot spots in Kenmore's Transportation Network

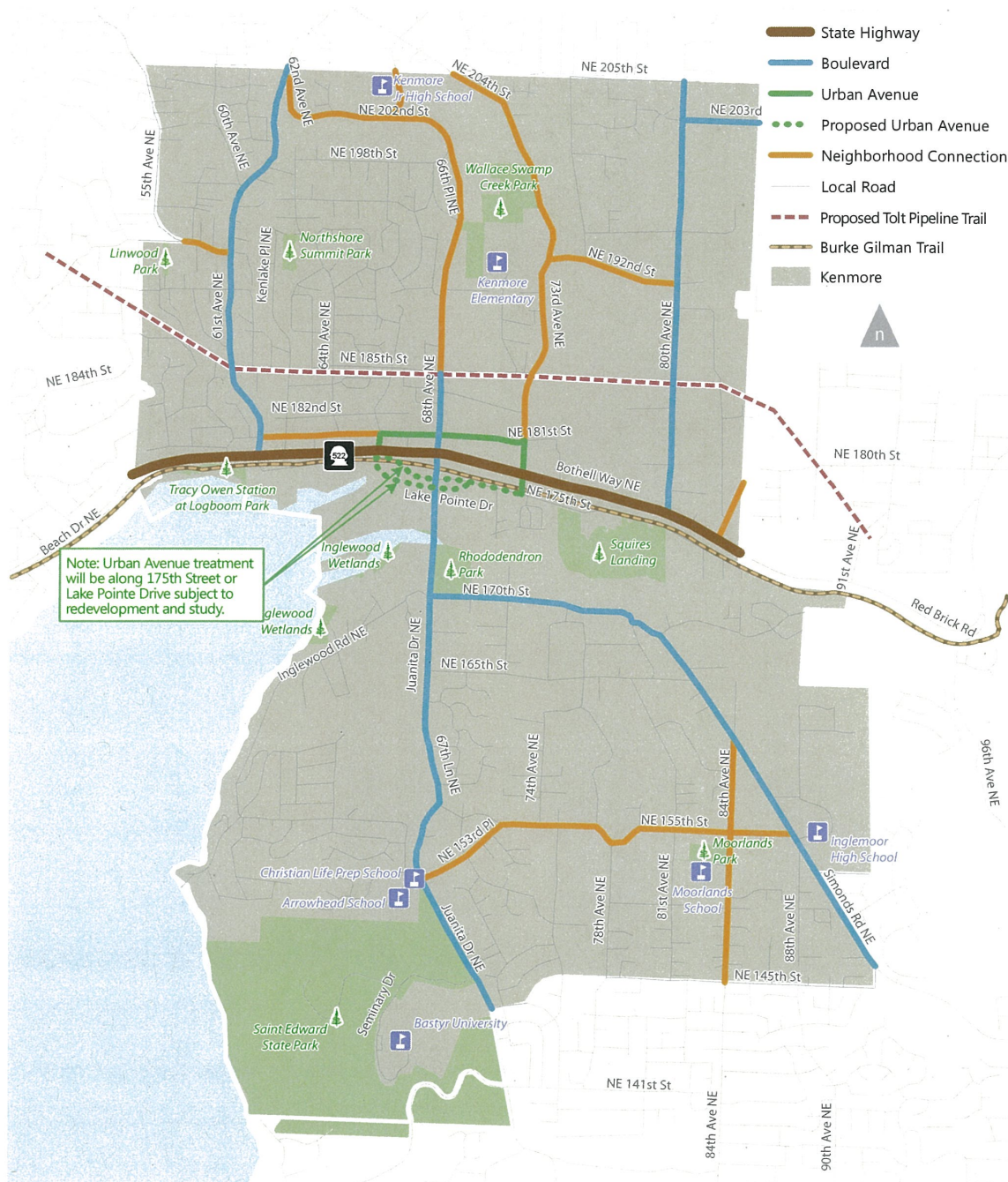


Figure 18.

City's Layered Network

Document Path: \\Fpse03\pse2\Data2\2013\Projects\SE13-0301.04_Kenmore_TE_TO4\Graphics\MXD\fig14_lyrNet.mxd



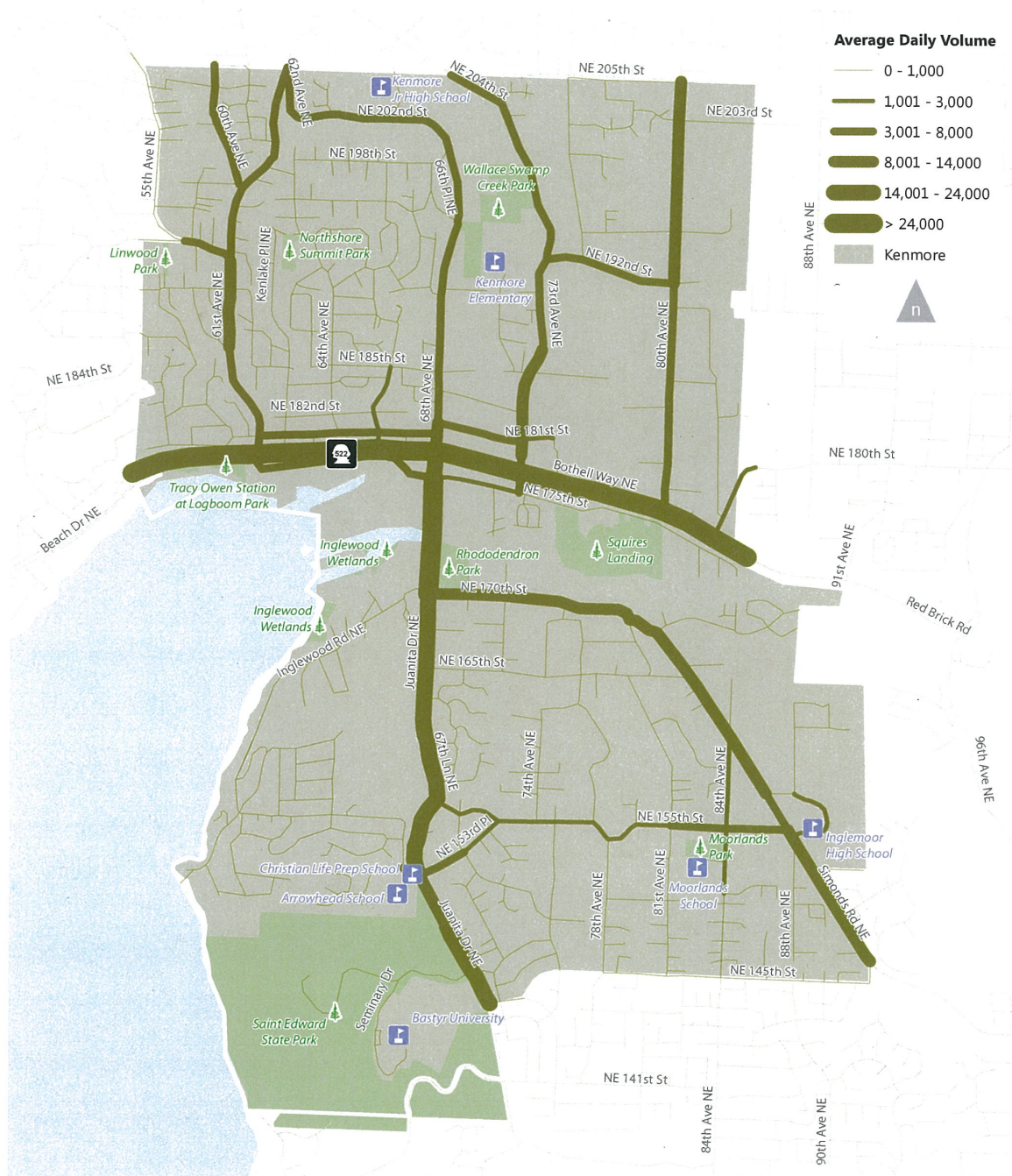


Figure 9.

Auto Average Daily Volumes

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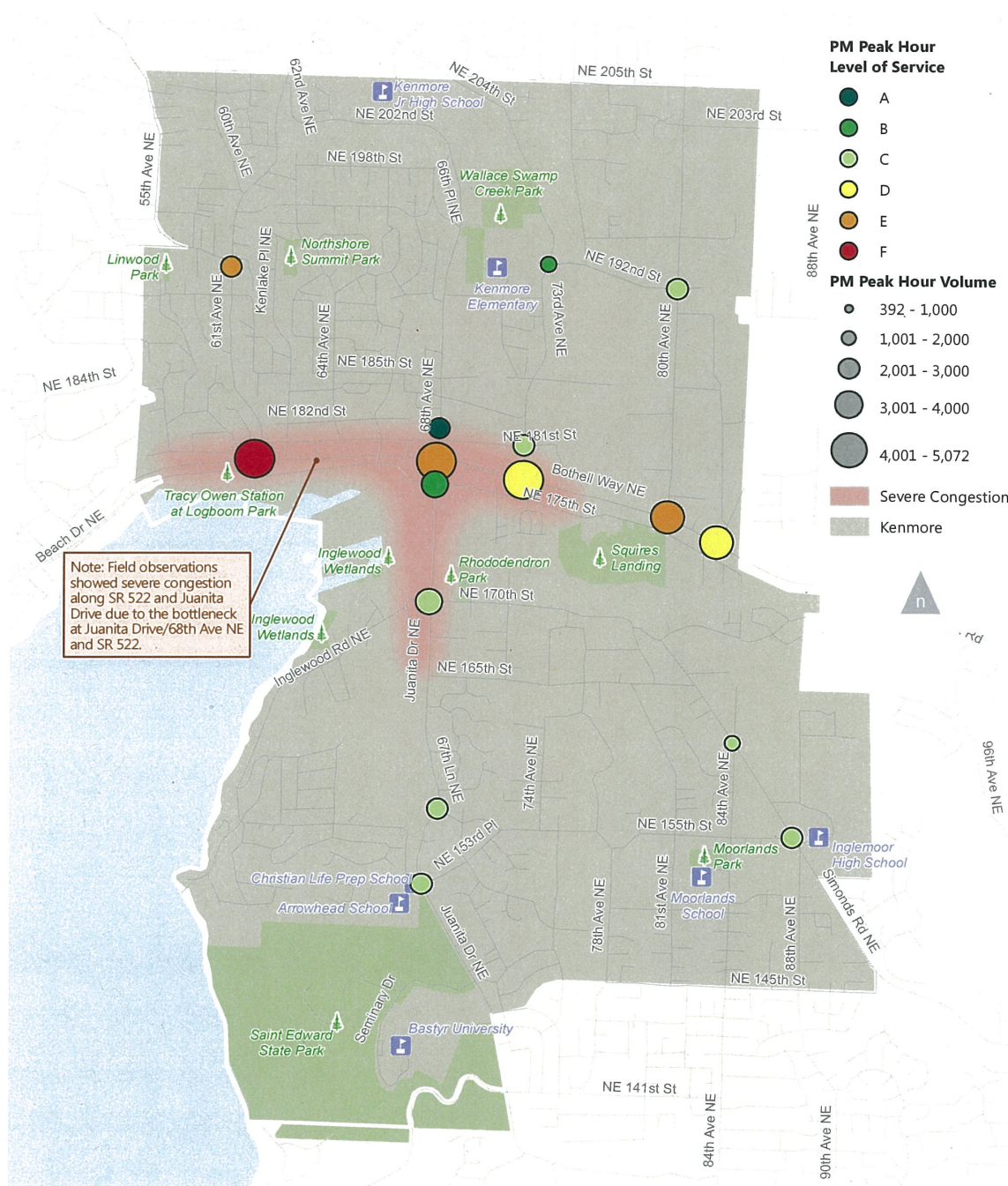


Figure 10.

Auto Level of Service and Volumes

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Capital Improvement Program Glossary of Terms and Acronyms

CBD	Central Business District
CIP	Capital Improvement Program
CFP	Capital Facilities Program
CMP	Corrugated Metal Pipe
DNS	Declaration of Non Significance
EIS	Environmental Impact Statement
FHWA	Federal Highway Administration
GIS	Geographic Information System
GMA	Growth Management Act
HPA	Hydraulic Permit Approval
IMPACT FEES	Payment of money imposed by the City, on development, in order to pay for the public facilities (parks, transportation) needed to serve new growth and development.
IPZ	Innovation Partnership Zone
LID	Low Impact Design
LID	Local Improvement District
LOS	Level of Service
MDNS	Mitigated Determination of Non Significance
NEPA	National Environmental Policy Act
NLW	North Lake Washington
NPDES	National Pollutant Discharge Elimination System
NUD	Northshore Utility District
PAUE	Public Agency Utility Exemption
PROS PLAN	Park Recreation and Open Space Plan
PS & E	Plans, Specifications and Estimate
RBZ	Regional Business Zone
RCO	Recreation and Conservation Office
REET	Real Estate Excise Tax
ROW	Right of Way
SEPA	State Environmental Policy Act
SMP	Shoreline Master Program
SR 522	State Route 522
STP	Surface Transportation Program
SW	Surface Water
SWM	Surface Water Management
TAP	Transportation Alternatives Program
TIB	Transportation Improvement Board
TBD	Transportation Benefit District
TMDL	Total Maximum Daily Load
TOD	Transit Oriented Development
WDFW	Washington State Department of Fish and Wildlife
WRIA	Water Resource Inventory Area
WSDOT	Washington State Department of Transportation

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0469**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
ADOPTING A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, a Proposed 2019-2024 Six-Year Capital Improvement Program was submitted to the City Council and the City Clerk on September 10, 2018, and

WHEREAS, the City Council scheduled and held a Public Hearing on the Proposed 2019-2024 Six-Year Capital Improvement Program on September 10, 2018,

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

Section 1. Adoption of City of Kenmore, Washington, Capital Improvement Program. The City of Kenmore hereby adopts a new City of Kenmore, Washington, Capital Improvement Program, attached as Exhibit "A."

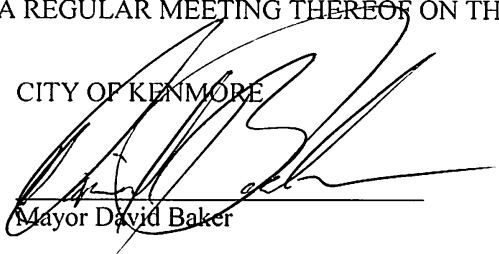
Section 2. City of Kenmore, Washington, Capital Improvement Program. To the extent the City of Kenmore, Washington, Capital Improvement Program ("Capital Improvement Program") is different from the Capital Facilities Element of the City's Comprehensive Plan, including but not limited to the Capital Facilities Plan portion thereof ("Capital Facilities Element"), the Capital Improvement Program shall supersede and amend the Capital Facilities Element accordingly.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. 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.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 17th DAY OF SEPTEMBER, 2018.

CITY OF KENMORE


Mayor David Baker

1

Six-Year Capital Improvement Program

ATTEST/AUTHENTICATED:



Kelly Chelin, City Clerk

Approved as to form:



Rod P. Kaseguma, City Attorney

FILED WITH THE CITY CLERK: 9/17/18
PASSED BY THE CITY COUNCIL: 9/17/18
PUBLISHED: 9/20/18
EFFECTIVE DATE: 9/26/18
ORDINANCE NO. 18-0469

EXHIBIT A

**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2019-2024**

EXPENDITURES	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals
<u>PARKS</u>							
P 1 Twin Springs Interim Use Plan	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
P 6 Moorlands Park Improvements	50,000	0	0	0	0	0	50,000
P 18 Rhododendron Park Waterfront Mitigation	72,000	8,000	8,000	8,000	0	0	96,000
P18a Rhododendron Park Float Mitigation	2,000	2,000	2,000	2,000	0	0	8,000
P 26 Squire Landing Float Mitigation	4,000	4,000	4,000	4,000	0	0	16,000
P 27 Squires Landing Park Waterfront & Open Space	500,000	220,000	690,000	3,940,000	40,000	360,000	5,750,000
#REF!	300,000	120,000	590,000	1,330,000	40,000	360,000	2,740,000
P 29 St Edward Ballfield Improvements	300,000	0	0	0	0	500,000	800,000
P 30 Rhododendron Park Boathouse Pavilion	474,000	3,000	3,000	3,000	3,000	1,000	487,000
P 31 Squires Landing Park Land Acquisition	1,700,000	0	0	0	0	0	1,700,000
Total Parks	\$3,502,000	\$357,000	\$1,297,000	\$5,287,000	\$83,000	\$1,221,000	\$11,747,000
<u>TRANSPORTATION</u>							
T 8 SR 522 West B 57th to 61st	\$0	\$0	\$600,000	\$7,400,000	\$4,000,000	\$0	\$12,000,000
T 27 Sidewalk Program:							
Sidewalk Gaps	100,000	100,000	100,000	100,000	100,000	100,000	600,000
T 47 Arrowhead Dr	11,100	132,800	1,038,281	0	0	0	1,182,181
T 45 NE 153rd Pl	612,500	0	0	0	0	0	612,500
T 46 NE 181st (65th -67th)	681,413	0	0	0	0	0	681,413
T 35 Pavement Preservation	805,351	450,000	550,000	550,000	550,000	550,000	3,455,351
T 37 West Samm Bridge	11,539,791	10,083,265	7,160,152	229,290	20,923	20,923	29,054,344
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments	1,510,431	9,663,492	3,221,164	0	0	0	14,395,087
T 42 68th Ave Pedestrian & Bicycle Safety All Segments	6,701,494	2,180,400	0	0	0	0	8,881,894
T 43 SR 522 Pedestrian Crossing Study	250,000	250,000	0	0	0	0	500,000
Total Transportation	\$22,212,080	\$22,859,957	\$12,669,597	\$8,279,290	\$4,670,923	\$670,923	\$71,362,770
<u>SURFACE WATER</u>							
SW 8 190th Culvert at 61st	\$1,632,450	\$0	\$0	\$0	\$0	\$0	\$1,632,450
SW 8 Trust Fund Loan Repayment	0	81,650	81,650	81,650	81,650	81,650	408,250
SW 20 Small Works Projects	50,000	50,000	50,000	50,000	50,000	50,000	300,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	500,000	0	0	0	0	0	500,000
SW 30 Drainage Improvements at 153rd/NE Arrowhead Dr	175,000	0	0	0	0	0	175,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th St	115,000	0	0	0	0	0	115,000
SW 32 61st Ave Stabilization	0	0	150,000	0	0	0	150,000
SW 33 Drainage Improvement & Facility Retrofit	0	100,000	500,000	0	0	0	600,000
Total Surface Water	\$2,472,450	\$231,650	\$781,650	\$131,650	\$131,650	\$131,650	\$3,880,700
<u>CITY FACILITIES</u>							
F 1 Public Works Shop Land Acquisition & Development	\$0	\$2,000,000	\$4,500,000	\$0	\$0	\$0	\$6,500,000
F 2 Debt Repayment	0	0	500,000	500,000	500,000	500,000	2,000,000
Total City Facilities	\$0	\$2,000,000	\$5,000,000	\$500,000	\$500,000	\$500,000	\$8,500,000
TOTAL EXPENDITURES	\$28,186,530	\$25,448,607	\$19,748,247	\$14,197,940	\$5,385,573	\$2,523,573	\$95,490,470

EXHIBIT A

**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2019-2024**

REVENUES	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals
Real Estate Excise Tax (Transportation)	\$1,464,650	\$2,980,400	\$1,750,000	\$650,000	\$650,000	\$650,000	\$8,145,050
Real Estate Excise Tax (Parks)	900,000	0	0	0	0	500,000	1,400,000
Transportation Impact Fee Revenue	1,152,913	63,750	1,979,522	229,290	20,923	20,923	3,467,321
Park Impact Fee Revenue	341,000	6,000	6,000	246,000	40,000	360,000	999,000
General Fund	21,053	0	125,000	125,000	125,000	125,000	521,053
Street Fund	0	0	130,000	130,000	130,000	130,000	520,000
Surface Water Utility Funds	672,450	0	1,212,400	245,000	245,000	245,000	2,619,850
Surface Water General Utility Charges	300,000	231,650	300,000	131,650	131,650	131,650	1,226,600
Federal Preservation Grants	355,351	0	0	0	0	0	355,351
TIB Grant - Sidewalks	435,410	0	0	0	0	0	435,410
WSDOT Safe Routes to School - Sidewalks	581,846	99,670	959,293	0	0	0	1,640,809
BRAC Grant West Samm Bridge Replacement	6,413,800	2,122,336	1,194,493	0	0	0	9,730,629
TIB Grant: West Samm Bridge Replacement	4,113,903	2,786,097	0	0	0	0	6,900,000
Connecting WA Funds West Samm Bridge Replacement	646,932	5,144,212	1,443,125	0	0	0	7,234,269
Walkways & Waterways Bonds: Juanita and 68th Ave	5,992,325	1,539,569	537,487	0	0	0	8,069,381
WSDOT Grant: Juanita Drive	0	525,600	0	0	0	0	525,600
TIB Grant: Juanita Drive	0	6,141,073	197,927	0	0	0	6,339,000
Interfund Loan: Juanita Drive	0	0	2,000,000	0	0	0	2,000,000
Washington State LEAP Transportation Bill	0	0	600,000	7,400,000	4,000,000	0	12,000,000
DOE Grant: Juanita and 68th Ave	1,054,950	1,457,250	0	0	0	0	2,512,200
RCO Park Grants	115,000	0	0	1,000,000	0	0	1,115,000
State Capital Budget	209,000	3,000	3,000	3,000	3,000	1,000	222,000
King County Conservation Futures Trust Grant	850,000	0	0	0	0	0	850,000
Public Works Trust Fund Loan	1,500,000	0	0	0	0	0	1,500,000
Walkways & Waterways Bonds: Log Boom, Squires	810,947	348,000	1,288,000	4,038,000	40,000	360,000	6,884,947
Utility Reimbursement: West Samm Bridge Replacement	0	0	1,522,000	0	0	0	1,522,000
Private Funding for Boathouse	255,000	0	0	0	0	0	255,000
20 year Note Public Works Shop	0	6,500,000	0	0	0	0	6,500,000
TOTAL REVENUES	\$28,186,530	\$29,948,607	\$15,248,247	\$14,197,940	\$5,385,573	\$2,523,573	\$95,490,470

EXHIBIT B

**CITY OF KENMORE, WASHINGTON
PARK CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2019-2024**

Project Description	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals	Project Total 2013-2024
P 1 Twin Springs Interim Use	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$153,269
P 6 Moorlands Park Improvements	50,000	0	0	0	0	0	\$50,000	\$2,176,341
P 18 Rhododendron Park Waterfront & Open Space Mitigation	72,000	8,000	8,000	8,000	0	0	96,000	1,215,419
P 18a Rhododendron Park Float Mitigation	2,000	2,000	2,000	2,000	0	0	8,000	444,209
P 26 Squires Landing Float Mitigation	4,000	4,000	4,000	4,000	0	0	16,000	177,054
P 27 Squires Landing Park Waterfront & Mitigation	500,000	220,000	690,000	3,940,000	40,000	360,000 (1)	5,750,000	6,635,672
P 28 Log Boom Park Waterfront Access and Mitigation	300,000	120,000	590,000	1,330,000	40,000	360,000 (1)	2,740,000	3,353,660
P 29 St Edward Ballfield Improvements EIS	300,000	0	0	0	0	500,000	800,000	1,218,603
P 30 Rhododendron Park Boathouse Pavilion	474,000	3,000	3,000	3,000	3,000	1,000	487,000	505,000
P 31 Squires Landing Park Land Acquisition	1,700,000	0	0	0	0	0	1,700,000	1,700,000
Total Project Costs	\$3,502,000	\$357,000	\$1,297,000	\$5,287,000	\$83,000	\$1,221,000	\$11,747,000	\$17,579,227

	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals
Funding As Proposed:							
Park Impact Fees	\$341,000	\$6,000	\$6,000	\$246,000	\$40,000	\$360,000 (1)	\$999,000
Real Estate Excise Taxes : Squires Land Acquisition, Moorlands	900,000	0	0	0	0	500,000	1,400,000
In Lieu Fees: Rhododendron Park Waterfront	21,053	0	0	0	0	0	21,053
Private Funding: Rhododendron Park Boathouse	255,000	0	0	0	0	0	255,000
RCO Grants: Rhododendron, Squires, Log Boom, Ballfields	115,000	0	0	1,000,000	0	0	1,115,000
King County CFT Grant: Squires Land Acquisition	850,000	0	0	0	0	0	850,000
State Capital Budget: Rhododendron Park Boathouse	209,000	3,000	3,000	3,000	3,000	1,000	222,000
Walkways & Waterways Bonds: Log Boom, Squires	810,947	348,000	1,288,000	4,038,000	40,000	360,000 (1)	6,884,947
Total Project Funding	\$3,502,000	\$357,000	\$1,297,000	\$5,287,000	\$83,000	\$1,221,000	\$11,747,000

This program update assumes a St Edward Ballfield EIS in 2019 and project start in 2024

(1) Includes various years of ongoing mitigation at \$40,000 per year



City of Kenmore Capital Improvement Program

Twin Springs Park – Phase 1

Project P-1

Project Location: Brightwater Portal site east of 80th Ave NE just north of NE 192nd Street. 19228 80th Ave NE, Kenmore, WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: A Phase 1 project is planned for 2019 to explore options and feasibility of improving drainage to improve the usability of the open grass field area within the current budget allocation of \$100,000. An additional \$20,000 is allocated in the City's park operation budget for park opening expenses including park rules signage, trash cans and improving the NE 192nd entrance/access. The intent is to open the park and allow public use of the site with minimal improvement and maintenance costs.

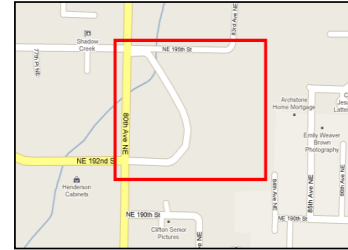
Background: King County completed the Brightwater Portal 44 project year end 2015. On 5/23/16 the Twin Springs property (approx. 25 acres) was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan. On 5/14/18 Council adopted the Twin Springs Park Master Plan which included a phasing plan and cost estimate for a Phase 1 trail project. The 2013 adopted Park and Recreation Open Space (PROS) plan identified the site as a future Neighborhood Park which could include for example, parking, sports court, play equipment, open lawn area, trails, restroom, and site furniture. The PROS plan also identified this site as a potential Community Park (if feasible given site environmental constraints) which could include for example, a multi-purpose sports field, picnic shelter, or off-leash dog area. The site could also include Nature Park improvements, for example, interpretive trails, education, and habitat restoration. The PROS plan estimated \$165,000 to complete a master plan and design for a Neighborhood Park with an additional \$1.1m for permitting and construction. The PROS plan estimated \$330,000 to complete a master plan and design for a Community Park with an additional \$2.1 million for permitting and construction.

	Exempt	DNS	EIS
Environmental Review Status:	☐	☒	☐

If impacts to wetlands or buffers can be avoided than the project could be exempt under SEPA depending on the quantity of grading work and/or drainage improvements.

Potential Project Issues: Site constrained by critical areas, providing parking on-site.

Operations: Ongoing maintenance and operations required following construction of park improvements. Maintenance costs could include: maintenance of a parking area, park access, trash collection, fencing, mowing and other landscape costs. Annual maintenance cost estimate of \$15,000.





City of Kenmore Capital Improvement Program

Twin Springs Park – Phase 1

Project P-1

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total 2019-2024
Expenses								
Design/permit/construction		\$100,000						\$100,000
Design								
Construction								
Total		\$ 100,000						\$100,000
Revenue								
Park Impact Fees		\$100,000						\$ 100,000
KC levy								
Total		\$100,000						\$100,000

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Feasibility																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



City of Kenmore Capital Improvement Program

Moorlands Park Improvements

Project P-6

Project Location: Moorlands Park located to the south of the intersection of NE 155th St and 84th Ave NE. 15221 84th Ave NE, Kenmore, WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: Improvements include 81st Ave storm drain repair, athletic field net/poles, warning track, pipes on top of the fence, truncated domes at the 84th Ave crosswalk.

Background: The Moorlands Park master plan was adopted 3/27/06. Design and construction documents for Phase 1 improvements were almost completed in 2008 including renovation of the existing youth sport field, trail improvements, fencing and landscaping. The project was put on hold in 2009 to address maintenance issues with the Northshore School District and the priority for ballfield improvements was refocused to Bastyr University. The 2013 adopted Park Recreation and Open Space (PROS) identifies Moorlands as a Neighborhood Park and estimated \$929,000 to complete improvements. In 2014 the City applied for \$637,520 in grants through the State Recreation and Conservation Office (RCO) to assist with funding the completion of park improvements. The park design was refined in public outreach and permit submittal completed by year end 2016. In July of 2018 park improvements were complete including renovated athletic field, new picnic shelter, restrooms, playground, landscaping and pathways. A new interlocal agreement with the Northshore School District regarding park use was authorized in December 2017.



Environmental Review Status:

Exempt	DNS	EIS
☐	☒	☐

Environmental review may not be required based on the quantity of grading work and other proposed improvements.

Potential Project Issues: Non anticipated.

Operations: The City took over all park maintenance following execution of the 2017 interlocal agreement with the Northshore School District. The proposed improvements may result in an additional slight increase in the park operations budget.



City of Kenmore Capital Improvement Program

Moorlands Park Improvements

Project P-6

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Grant prep								
Design								
Permitting								
Construction		\$50,000						\$ 50,000
Total		\$50,000						\$ 50,000
Revenue								
REET		\$50,000						\$50,000
Strategic								
KC Levy								
RCO Grant								
Park Impact Fees								
Total		\$50,000						\$ 50,000

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
grant																								
materials/application																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



City of Kenmore Capital Improvement Program

Rhododendron Park Waterfront

Project P-18

Project Location: Rhododendron Park, located at the northeast intersection of NE 170th St (Simonds Rd) and 68th Ave NE (Juanita Drive). 6910 NE 170th Street, Kenmore WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: Install park signage related to the Rhododendron boardwalk/trail project completed in 2017. Cost for maintenance/monitoring (2019-2022) or required mitigation plantings installed as part of the Rhododendron boardwalk/trail project completed in 2017.

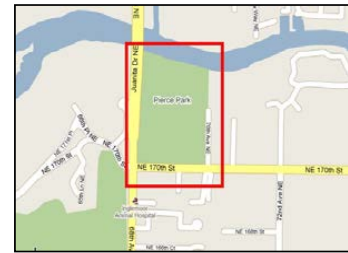
Background: A Shoreline Permit application was submitted July 2014. April 2015 a Shoreline Variance Permit VAR2014-038 was issued for the boardwalk proposal and related access driveway improvements. The City applied for two RCO grants in 2016 totaling \$800,000 for the new boardwalk/trail improvements and a new dock. The boardwalk/trail project is one of the projects approved on the November 2016 Walkways & Waterways ballot measure. The new boardwalk/trail completed in 2017 connects the existing park improvements through the wetland to the Sammamish River. The access driveway was also improved to provide additional parking. A park master plan was adopted 3/27/06 and other improvements at the park completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; 2017 new dock.

Environmental Review Status:	Exempt ☐	DNS ☒	EIS ☐
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SEPA and shoreline permit obtained 2015.

Potential Project Issues: Non anticipated.

Operations: Addition of park signage in 2019 will slightly increase the park operations budget for long-term maintenance. Once the mitigation/monitoring is complete in 2022, then maintenance will become part of on-going park maintenance and operations.





City of Kenmore Capital Improvement Program
Rhododendron Park Boardwalk
Project P-18

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design								
Permit								
Construction		\$64,000						\$ 64,000
monitoring		\$ 8,000	\$8,000	\$8,000	\$8,000			\$32,000
Total		\$72,000	\$8,000	\$8,000	\$8,000			\$96,000
Revenue								
REET								
Bond		\$10,947	\$8,000	\$8,000	\$8,000			\$34,947
in-lieu fees		\$21,053						\$ 21,053
Federal								
RCO ALEA		\$40,000						\$ 40,000
Park Impact Fees								
Total		\$72,000	\$8,000	\$8,000	\$8,000			\$96,000

SCHEDULE

	2019				2020				2021				2022				2023				2024		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Pre-Design																							
Permitting																							
Final Design																							
Construction																							
monitoring																							



City of Kenmore Capital Improvement Program

Rhododendron Park Dock/Float

Project P-18a

Project Location: Rhododendron Park, located at the northeast intersection of NE 170th St (Simonds Rd) and 68th Ave NE (Juanita Drive). 6910 NE 170th Street, Kenmore WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: Monitoring and maintenance (2019-2022) of required mitigation plantings installed related to the Rhododendron dock project completed in 2017.

Background: A Shoreline Permit application was submitted August 2014. On December 2015 a Shoreline Conditional Use Permit SCUP2013-086 was issued for a new dock/float serving handcarry watercraft on the southern shoreline of the Sammamish River on park property. Applications for other agency permits related to the new dock were submitted September 2016. Construction was completed in 2017. The City applied for two RCO grants totaling \$800,00 for the new dock and also a new boardwalk. A park master plan was adopted 3/27/06 and other improvements at the park completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; and 2017 new boardwalk and parking improvements;

Environmental Review Status:	Exempt	DNS	EIS
	☐	☐	☐

SEPA and shoreline permit obtained 2015.

Potential Project Issues: non anticipated.

Operations: Long-term maintenance will become part of ongoing park operations and maintenance after 2022.





City of Kenmore Capital Improvement Program
Rhododendron Park Dock/Float
Project P-18a

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Pre-Design								
Design								
ROW/ Acquisition monitoring		\$2,000	\$2,000	\$2,000	\$2,000			\$ 8,000
Total		\$2,000	\$2,000	\$2,000	\$ 2,000			\$ 8,000
Revenue								
REET								
Strategic								
Federal								
Grant								
Park Impact Fees		\$2,000	\$2,000	\$2,000	\$2,000			\$8,000
Total		\$2,000	\$2,000	\$2,000	\$ 2,000			

SCHEDULE

	2019				2020				2021				2022				2023				2024		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Pre-Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							
Monitoring																							



City of Kenmore Capital Improvement Program

Squires Landing Dock/Float

Project P-26

Project Location: Squires Landing Park, located south of NE 175th Street. 7353 NE 175th Street, Kenmore WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: Monitoring and maintenance (2019-2022) of required mitigation plantings installed related to the Squires Landing dock replacement project completed in 2017.

Background: The City acquired the 0.65 acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property (40 acres). The City obtained a 2014 RCO grant \$340,485 to assist with acquisition costs. A master plan for Squires Landing was prepared in 2009 but was not adopted by Council in 2010 due to concern about total park construction costs. A three acre restoration project of wetland habitat was completed 2010/2011 partly funded by a \$100,000 King County Conservation grant. In 2015 SnoKing Watershed Council received \$70,000 in grant funds from the Salmon Recovery Funding Board to restore two acres of shoreline including City funding of approximately \$12,000, with project completion anticipated December 2018. A conceptual plan was developed for approximately 11 acres of Squires Landing in 2015 to enhance water access and this project was included on the November 2016 ballot measure for Walkways & Waterways. The conceptual plan design was updated in 2018. Construction of the Walkways & Waterways water access project is estimated in 2023. The City applied for an \$82,000 2016 RCO grant for the dock replacement (not awarded). In September 2016 the City applied for SEPA and a Shoreline Substantial Development Permit. Construction of the dock replacement project was completed in 2017.



Environmental Review Status:

Exempt	DNS	EIS
☐	☐	☐

Environmental review due to critical area and shoreline issues. SEPA issued 2017.

Potential Project Issues: non anticipated.

Operations: Long-term maintenance of mitigation plantings will become part of ongoing park operations and maintenance after 2022.



City of Kenmore Capital Improvement Program
Squires Landing Dock/Float
Project P-26

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
design								
Permitting								
Monitoring		\$4,000	\$4,000	\$4,000	\$4,000			\$16,000
Total		\$4,000	\$ 4,000	\$ 4,000	\$ 4,000			\$ 16,000
Revenue								
REET								
TIB								
Federal								
Private								
Park Impact Fees		\$4,000	\$4,000	\$4,000	\$4,000			\$16,000
Total		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000			\$ 16,000

SCHEDULE

	2019				2020				2021				2022				2023				2024		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Design																							
Permitting																							
Final Design																							
Construction																							
Monitoring																							



City of Kenmore Capital Improvement Program

Squires Landing Waterfront

Project P-27

Project Location: Squires Landing Park, located south of NE 175th Street. 7353 NE 175th Street, Kenmore WA.

Project Manager: Community Development/Parks Project Manager

Project Description: Enhance water access to the Sammamish River. Enhancements include parking, restroom, pocket beach, plaza, new floats and boat facilities, trails and boardwalk and environmental enhancements.

Background: The City acquired the 0.65 acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property (40 acres). The City obtained a 2014 RCO grant \$340,485 to assist with acquisition costs. The City applied for an \$82,000 2016 RCO grant for the dock replacement on the former Twedt property (not awarded) and in September 2016 the City applied for SEPA and a Shoreline Substantial Development Permit. The dock replacement project was completed in 2017.

A master plan for Squires Landing was prepared in 2009 but was not adopted by Council in 2010 due to concern about total park construction costs. A three acre restoration project of wetland habitat was completed 2010/2011 partly funded by a \$100,000 King County Conservation grant. In 2015 SnoKing Watershed Council received \$70,000 in grant funds from the Salmon Recovery Funding Board to restore two acres of shoreline including City funding of approximately \$12,000, project completion estimated December 2018.

A conceptual plan was developed for approximately 11 acres of Squires Landing in 2015 to enhance water access. This project is included on the November 2016 ballot measure for Walkways & Waterways. The conceptual plan design was updated in March 2018. Permit applications estimated by year end 2018 and construction completed by 2023.



Environmental Review Status:

Exempt	DNS	EIS
☐	☒	☐

Environmental review due to critical area and shoreline issues.

Potential Project Issues: Compliance with critical area and shoreline regulations. Obtaining permits.

Operations: Maintenance costs related to upkeep of new facilities begin 2023.



City of Kenmore Capital Improvement Program
Squires Landing Waterfront
Project P-27

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Permitting		\$500,000	\$220,000	\$690,000	\$3,940,000	\$40,000	\$360,000	\$ 5,750,000
Construction								
Total		\$ 500,000	\$ 220,000	\$ 690,000	\$3,940,000	\$ 40,000	\$ 360,000	\$ 5,750,000
Revenue								
REET								
Bond			\$220,000	\$690,000	\$3,940,000	\$40,000	\$360,000	\$5,250,000
TIB								
Federal								
Grant		\$500,000						\$ 500,000
Park Impact Fees								
Total		\$ 500,000	\$ 220,000	\$ 690,000	\$ 3,940,000	\$ 40,000	\$ 360,000	\$ 5,750,000

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								



Log Boom Park Waterfront Project P-28

Project Location: Log Boom Park (NE 175th St west of 61st Ave NE)
17415 61st Ave NE, Kenmore.

Project Manager: Community Development Director/Parks Project Manager

Project Description: The project will enhance water access to Lake Washington including beach expansion, new trails, overlook, boat facilities, picnic areas and environmental enhancement.

Background: In 2005 a master plan was approved. In 2006 Phase 1 improvements installed including playground equipment, landscaping and walkway. In 2008 a new restroom was installed. In 2011 the City completed shoreline and stream bank stabilization at the outfall of Stream 0056. In 2016 the City installed a pedestrian bridge over Stream 0057 to connect the park to the public boardwalk on the adjacent marina property. An updated conceptual master plan was developed in 2015 related to enhancing water access and further revised March 2018. This project is part of the November 2016 bond measure for Walkways & Waterways.



Environmental Review Status:

Exempt	DNS	EIS
☐	☒	☐

Project will require SEPA review and a Shoreline Permit.

Potential Project Issues: Compliance with critical area and shoreline regulations. Obtaining permits.

Operations: Maintenance costs related to upkeep of a new facilities begin 2023.



City of Kenmore Capital Improvement Program
Log Boom Park Waterfront
Project P-28

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design								
Permitting		\$300,000	\$120,000	\$590,000	#####	\$40,000	\$360,000	\$2,740,000
Construction								
Total		\$ 300,000	\$ 120,000	\$ 590,000	#####	\$ 40,000	\$ 360,000	\$2,740,000
Revenue								
REET								
Bond		\$300,000	\$120,000	\$90,000	#####	\$40,000	\$360,000	\$2,240,000
TIB								
Grant				\$500,000				\$ 500,000
Private								
Park Impact Fees								
Total		\$ 300,000	\$ 120,000	\$ 590,000	#####	\$ 40,000	\$ 360,000	\$2,740,000

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								



St Edward Park Ballfield Improvements Project P-29

Project Location: St. Edward State Park, 14445 Juanita Drive NE, Kenmore

Project Manager: Community Development Director/Parks Project Manager

Project Description: Preparation of an Environmental Impact Statement (EIS) to complete the SEPA process for the ballfield project related to permits and long-term lease. The project proposes renovation of two existing ballfields including: turf fields, perimeter walkway, bleachers, dugouts, landscaping, parking improvements and field lighting

Background: In 2008 the City proposed ballfield improvements including three grass fields. This project did not move forward as the City could not obtain a long-term lease with the Washington State Park Commission to allow ballfield improvements. In January 2016 the City executed a Memorandum of Understanding (MOU) with State Parks to prepare a long-term lease whereby the City would improve, manage and maintain the ballfields. In 2016 the City applied for two RCO grants totaling \$750,000. In August 2016 the City applied for SEPA and a Public Agency Utility Exception (PAUE) land use permit. Following a November 2016 decision by the Growth Management Hearings Board, on 5/8/17 Council adopted Resolution 17-295, invalidating PAUE ordinance 16-0418, and reverting to PAUE regulations in effect prior to 5/30/17 which limits the PAUE process to utility projects. In July 2017 the City applied for a critical area buffer variance and SEPA application. In May 2018 Council direction was to proceed with a SEPA Environmental Impact Statement. State Parks will be the lead agency for SEPA and next steps include preparation of a SEPA lead agency agreement and interlocal agreement for City reimbursement of SEPA costs to State Parks. The SEPA process, permit review and lease negotiations with State Parks are anticipated to be ongoing in 2019 and beyond.





City of Kenmore Capital Improvement Program
St Edward Park Ballfield Improvements
Project P-29

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design								
Permitting		\$300,000					\$500,000	\$ 800,000
Construction								
Total		\$ 300,000					\$ 500,000	\$800,000
Revenue								
REET							\$500,000	\$ 500,000
Bond								
TIB								
Grant		\$75,000						\$ 75,000
Private								
Park Impact Fees		\$225,000						\$225,000
Total		\$ 300,000					\$ 500,000	\$800,000

SCHEDULE

	2019				2020				2021				2022				2023				2024		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



City of Kenmore Capital Improvement Program

Rhododendron Park Boatshed

Project P-30

Project Location: Rhododendron Park, located at the northeast intersection of NE 170th St (Simonds Rd) and 68th Ave NE (Juanita Drive). 6910 NE 170th Street, Kenmore WA.

Project Manager: Community Development Director/Parks Project Manager

Project Description: 20'x70' fenced sided boatshed to serve handcarry watercraft needs including adult and Northshore School District high school rowing programs.

Background: A Shoreline Permit application was submitted July 2014. April 2015 a Shoreline Variance Permit VAR2014-038 was issued for the boardwalk proposal and related access driveway improvements including the location for a future boatshed. The City applied for two RCO grants in 2016 totaling \$800,000 for the new boardwalk/trail improvements and a new dock. The boardwalk/trail project is one of the projects approved on the November 2016 Walkways & Waterways ballot measure. The new boardwalk/trail connects the existing park improvements through the wetland to the Sammamish River. The access driveway was also improved to provide additional parking. A park master plan was adopted 3/27/06 and other improvements at the park completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; 2017 new dock; and 2017 new boardwalk and parking improvements.

Environmental Review Status:	Exempt ☐	DNS ☒	EIS ☐
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SEPA and shoreline permit obtained 2015.

Potential Project Issues: Funding and interlocal agreement with Northshore School District.

Operations: Ongoing maintenance will be the City's responsibility following construction completion.





City of Kenmore Capital Improvement Program
Rhododendron Park Boatshed
Project P-30

CURRENT DOLLARS

Design								
Permit		\$237,000						\$ 237,000
Construction		\$237,000						\$ 237,000
monitoring			\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	\$13,000
Total	\$	\$474,000	\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	\$487,000
Revenue								
REET								
Bond								
Private		\$255,000						\$ 255,000
Federal								
Grant		\$219,000	\$3,000					\$ 222,000
Park Impact Fees				\$3,000	\$3,000	\$3,000	\$1,000	\$ 10,000
Total		\$474,000	\$3,000	\$3,000	\$3,000	\$3,000	\$1,000	\$487,000

SCHEDULE

	2019				2020				2021				2022				2023				2024		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Pre-Design																							
Permitting																							
Final Design																							
Construction																							
monitoring																							



City of Kenmore Capital Improvement Program

Squires Landing Park Land Acquisition

Project P-31

Project Location: Squires Landing Park, located south of NE 175th Street. 7353 NE 175th Street, Kenmore WA.

Project Manager: Community Development/Parks Project Manager

Project Description: Property acquisition to provide replacement land to comply with the State Recreation Conservation Office (RCO) land conversion requirements at Squires Landing Park.

Background: Several of the Squires Landing Park parcels east of the lagoon were originally acquired with RCO funding that restricts active park use. To allow for more active use associated with the Walkways & Waterways project park Capital Improvement Project P27 the City will be acquiring land to replace the converted areas of the park. The RCO land conversion process requires land replacement based on current appraised value. The conversion process began in 2017 and is estimated to be complete by year end 2019. The City applied for a King Conservation grant in 2018.

The City acquired the 0.65acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property (40 acres). The City obtained a 2014 RCO grant \$340,485 to assist with acquisition costs. The City applied for an \$82,000 2016 RCO grant for the dock replacement on the former Twedt property (not awarded) and in September 2016 the City applied for SEPA and a Shoreline Substantial Development Permit. The dock replacement project was completed in 2017.

A master plan for Squires Landing was prepared in 2009 but was not adopted by Council in 2010 due to concern about total park construction costs. A three acre restoration project of wetland habitat was completed 2010/2011 partly funded by a \$100,000 King County Conservation grant. In 2015 SnoKing Watershed Council received \$70,000 in grant funds from the Salmon Recovery Funding Board to restore two acres of shoreline including City funding of approximately \$12,000, project completion estimated December 2018.

A conceptual plan was developed for approximately 11 acres of Squires Landing in 2015 to enhance water access. This project is included on the November 2016 ballot measure for Walkways & Waterways. The conceptual plan design was updated in March 2018. Permit applications estimated by year end 2018 and construction completed by 2023.



Environmental Review Status:

Exempt
☐

DNS
☒

EIS
☐

Environmental review due to critical area and shoreline issues.

Potential Project Issues: Finding and reaching agreement for property acquisition with willing property owners.



City of Kenmore Capital Improvement Program
Squires Landing Park Land Acquisition
Project P-31

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Acquisition		#####						\$1,700,000
Permitting								
Construction								
Total		#####						\$1,700,000
Revenue								
REET		\$850,000						\$ 850,000
Bond								
TIB								
Federal								
Grant		\$850,000						\$ 850,000
Park Impact Fees								
Total								\$1,700,000

SCHEDULE

	2019				2020				2021				2022				2023				2024		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Acquisition																							
Permitting																							
Final Design																							
Construction																							
Closeout																							
Monitoring																							

EXHIBIT C

**CITY OF KENMORE, WASHINGTON
TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2019-2024**

Project Description	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals	Project Total 2013-2024
T 8 SR 522 West B 57th to 61st	\$0	\$0	\$600,000	\$7,400,000	\$4,000,000	\$0	\$12,000,000	\$12,000,000
T 27 Sidewalk Program								
Sidewalk Gaps	100,000	100,000	100,000	100,000	100,000	100,000	600,000	907,564
T47 Arrowhead Dr	11,100	132,800	1,038,281	0	0	0	1,182,181	1,182,181
T45 NE 153rd Pl	612,500	0	0	0	0	0	612,500	749,865
T46 NE 181st (65th -67th)	681,413	0	0	0	0	0	681,413	805,205
Subtotal	1,405,013	232,800	1,138,281	100,000	100,000	100,000	3,076,094	3,644,815
T 35 Pavement Preservation	805,351	450,000	550,000	550,000	550,000	550,000	3,455,351	6,323,906
T 37 West Samm Bridge	11,539,791	10,083,265	7,160,152	229,290	20,923	20,923	29,054,344	33,246,611
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments	1,510,431	9,663,492	3,221,164	0	0	0	14,395,087	15,807,600
T 42 68th Ave Pedestrian & Bicycle Safety All Segments	6,701,494	2,180,400	0	0	0	0	8,881,894	9,500,175
T 43 SR 522 Pedestrian Crossing Study	250,000	250,000	0	0	0	0	500,000	500,000
Total Project Costs	\$22,212,080	\$22,859,957	\$12,669,597	\$8,279,290	\$4,670,923	\$670,923	\$71,362,770	\$81,023,107

	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals
Funding as Proposed:							
Real Estate Excise Taxes	\$1,464,650	\$2,980,400	\$1,750,000	\$650,000	\$650,000	\$650,000	\$8,145,050
Transportation Impact Fees	1,152,913	63,750	1,979,522	229,290	20,923	20,923	3,467,321
Federal Preservation Grant: Simonds Road	355,351	0	0	0	0	0	355,351
TIB Grant: Sidewalks	435,410	0	0	0	0	0	435,410
WSDOT Safe Routes to School Grant: Sidewalks	581,846	99,670	959,293	0	0	0	1,640,809
BRAC Grant: West Samm Bridge Replacement	6,413,800	2,122,336	1,194,493	0	0	0	9,730,629
Connecting WA Funds: West Samm Bridge Replacement	646,932	5,144,212	1,443,125	0	0	0	7,234,269
TIB Grant: West Samm Bridge Replacement	4,113,903	2,786,097	0	0	0	0	6,900,000
Walkways & Waterways Bonds: Juanita and 68th Ave	5,992,325	1,539,569	537,487	0	0	0	8,069,381
TIB Grant: Juanita Drive	0	6,141,073	197,927	0	0	0	6,339,000
WSDOT: Juanita Drive	0	525,600	0	0	0	0	525,600
Interfund Loan: Juanita Drive	0	0	2,000,000	0	0	0	2,000,000
DOE Grant: Juanita and 68th Ave	1,054,950	1,457,250	0	0	0	0	2,512,200
Surface Water Management Fees			485,750				485,750
Washington State LEAP Transportation Bill: West B	0	0	600,000	7,400,000	4,000,000	0	12,000,000
Utility Reimbursement: West Samm Bridge Replacement	0	0	1,522,000	0	0	0	1,522,000
Total Project Funding	\$22,212,080	\$22,859,957	\$12,669,597	\$8,279,290	\$4,670,923	\$670,923	\$71,362,770



City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

Project No. T-8

Project Location: SR 522 from 57 Avenue NE to 61 Avenue NE

Project Manager: Kent Vaughan

Project Description: This project will widen Highway 522 west of 61 Avenue NE to the south to provide dual eastbound to northbound left turn lanes at the SR 522 / 61 Avenue NE traffic signal and eastbound-to-westbound u-turn capability at the intersection. The widening would require construction of a retaining wall along the north side of the Burke-Gilman Trail.

Background: Since its incorporation, the City of Kenmore has completed improvements to SR 522 (Bothell Way) between 61st Avenue NE and the east city limits to increase safety, improve transit reliability, and ease congestion. Improvements included adding new traffic signals, street lighting and sidewalks, widening SR 522 for Business Access and Transit lanes, enhancing the corridor with new landscaping and medians to improve access management, replacing the Swamp Creek Bridge, undergrounding utilities, and more. The final segment, SR 522 West B (57 Avenue NE to 61 Avenue NE) will complete corridor improvements to the west City limits.

Funding Sources: This project is funded by the State's Connecting WA. The first installment of the funds (\$4M) are expected to become available after July 1, 2019. Design may resume earlier if staffing allows. City surface water fees may be proposed to fund the surface water component of the project.





City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

Project No. T-8

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Project Administration				\$ 50,000	\$ 100,000	\$ 50,000		\$ 200,000
Design				\$ 550,000	\$ 450,000			\$ 1,000,000
ROW/ Acquisition								
Construction					\$ 6,850,000	\$ 3,950,000		\$ 10,800,000
Total				\$ 600,000	\$ 7,400,000	\$ 4,000,000		\$ 12,000,000
Revenue								
State				\$ 600,000	\$ 7,400,000	\$ 4,000,000		\$ 12,000,000
Total				\$ 600,000	\$ 7,400,000	\$ 4,000,000		\$ 12,000,000

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

Project No.: T-27

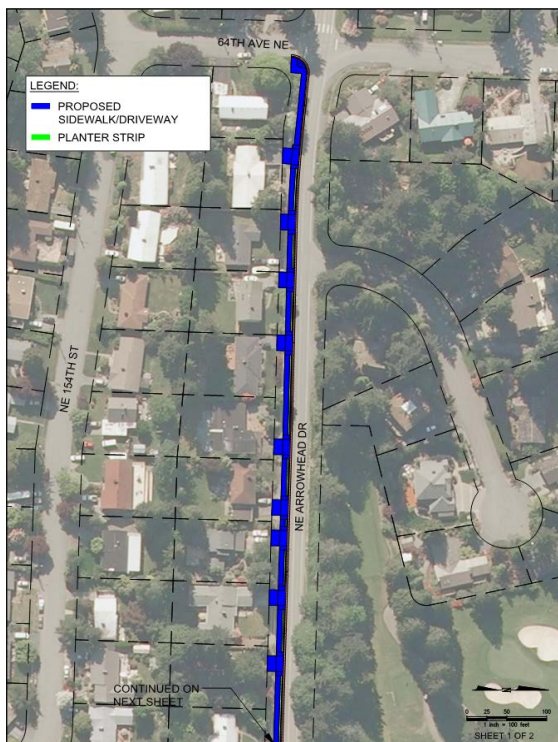
Project Location: NE Arrowhead Drive between NE 151st Street and 64th Avenue NE.

Project Manager: To Be Determined

Project Description: This project builds new sidewalks on west side of NE Arrowhead drive from the Arrowhead Elementary to approximately 1000 feet north.

Background: NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan.

Funding Sources: This project is currently unfunded. In May 2018, staff applied for a WSDOT Safe Route to Schools grant to fund this project. Grant results will be announced in the fall of 2018.



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

Project No.: T-27

Current Dollars:

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design		\$ 11,100	\$ 120,300	\$ 42,200				\$ 173,600
ROW/ Acquisition			\$ 12,500	\$ 12,500				\$ 25,000
Construction				\$ 983,581				\$ 983,581
Total		\$ 11,100	\$ 132,800	\$1,038,281				\$1,182,181
Revenue								
Impact Fees		\$ 11,100	\$ 28,130	\$ 78,988				\$ 118,218
TIB								
State			\$ 104,670	\$ 959,293				\$1,063,963
Private								
Other								
Total		\$ 11,100	\$ 132,800	\$1,038,281				\$1,182,181

Schedule:

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: Sidewalk Gap/Replacement Program

Project No.: T-27

Project Location(s): To Be Determined

Project Manager: To Be Determined

Project Description: These projects are intended to complete gaps in existing sidewalk at the identified locations. Typical projects include 5-6 foot wide sidewalk and ADA ramp improvements.

Background: Filling sidewalk gaps is a cost effective way to improve mobility within the City. Staff will utilize the sidewalk inventory completed in 2015 to identify gaps to propose for projects.

Funding Sources: \$100K per year of local funds are allocated to this project.



Figure A



City of Kenmore Transportation Improvement Program

Project Name: Sidewalk Gaps

Project No.: T-27

CURRENT DOLLARS

Year	Prior	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design	\$ 76,891	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 226,891
ROW/ Acquisition			\$ -	\$ -	\$ -	\$ -		
Construction	\$ 230,673	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 680,673
Total	\$ 307,564	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 907,564
Revenue								
REET	\$ 307,564	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 907,564
								\$ -
Total	\$ 307,564	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 907,564

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: NE 153 Place Safe Routes to School Sidewalk

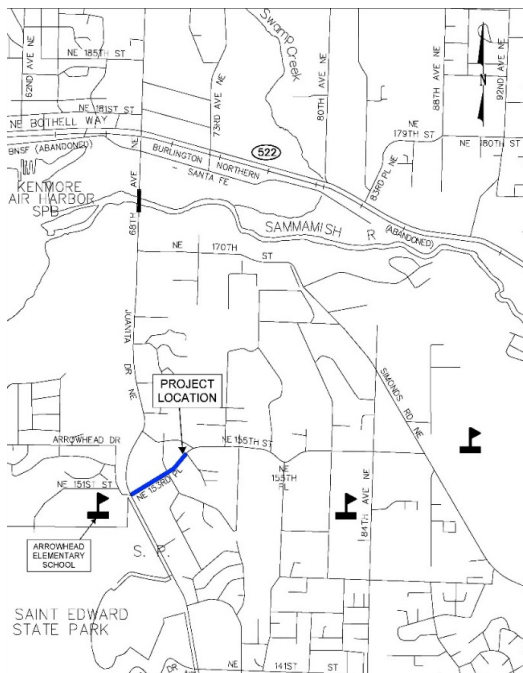
Project Location: NE 153 Place between Juanita Drive NE and 70 Avenue NE

Project Manager: Kent Vaughan

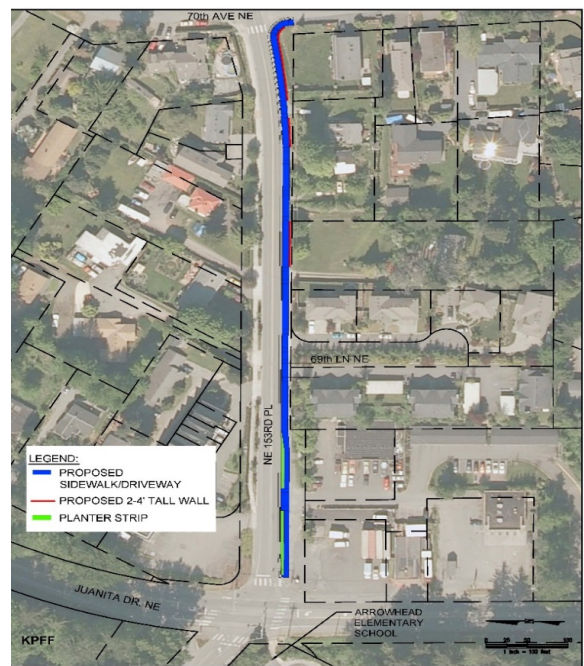
Project Description: This project builds new sidewalks on south side of NE 153 Place from Juanita Drive NE to 70 Avenue NE. The purpose is to provide a safe, comfortable pedestrian facility along NE 153 Place for children and the general public to access Arrowhead Elementary School. The project includes the design and construction of curb & gutter, sidewalk, some planter strips, curb ramps, asphalt patching, driveways, storm drainage, utility relocation, and short retaining walls along the south side of NE 153 Place between Juanita Drive NE and 70 Avenue NE.

Background: The south side of NE 153 Place currently 2-foot to 6-foot+ wide shoulders for pedestrian use. NE 153 Place NE is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan. In 2016, the City applied for a Washington State Department of Transportation's (WSDOT) Safe Routes to School program grant to fund this project. In June 2017, WSDOT notified the City that this project was awarded grant funds to complete the sidewalk improvements.

Funding Sources: This project is funded by the WSDOT Safe Routes to School grant (90%) and City funds (10%).



Project Location



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: NE 153 Place Safe Routes to School Sidewalk

Project No.: T-27 Sidewalk Program

Current Dollars:

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design	\$ 137,365							\$ 137,365
ROW/ Acquisition								
Construction		\$ 612,500						\$ 612,500
Total	\$ 137,365	\$ 612,500						\$ 749,865
Revenue								
Impact Fees	\$ 40,617	\$ 35,654						\$ 76,271
State	\$ 96,748	\$ 576,846						\$ 673,594
Private								
Other								
Total	\$ 137,365	\$ 612,500						\$ 749,865

Schedule:

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: NE 181 Street Sidewalks (65 Avenue NE – 67 Avenue NE)

Project Location: NE 181 Street between 65 Avenue NE and 67 Avenue NE

Project Manager: Kent Vaughan

Project Description: This project builds new sidewalks on north side of NE 181 Street between 65 Avenue NE and 67 Avenue NE. Project also includes on-street parking, landscaping, and roadway and pedestrian lighting.

Background: Consistent with the City's Sidewalk Program, the City applied for grant funding in 2016 to improve this substandard sidewalk / shoulder and ADA ramps in the heart of downtown. In 2017, the City was awarded Transportation Improvement Board (TIB) funding to complete the sidewalk improvements along the north side of NE 181 Street from 65 Avenue NE to 67 Avenue NE.

Funding Sources: This project is funded by Transportation Improvement Board (TIB) Sidewalk Program (68.5%) and City funds (31.5%).

Proposed Sidewalk Location



Existing Conditions





City of Kenmore Transportation Improvement Program

Project Name: NE 181 Street Sidewalks (65 Avenue NE – 67 Avenue NE)

Project No.: T-27 Sidewalk Program

CURRENT DOLLARS

Year	Prior Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design	\$ 123,792							\$ 123,792
ROW/ Acquisition								
Construction		\$ 681,413						\$ 681,413
Total	\$ 123,792	\$ 681,413						\$ 805,205
Revenue								
Impact Fees	\$ 24,070	\$ 246,003						\$ 270,073
TIB	\$ 99,722	\$ 435,410						\$ 535,132
State								
Private								
Future Grant								
Total	\$ 123,792	\$ 681,413						\$ 805,205

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: Overlay Program

Project No.: T-35

Project Location: Various Locations.

Project Manager: Tobin Bennett-Gold

Project Description: This program includes all grind and overlay and crack and seal projects within the City. Typically grind and overlay projects are completed on roadways with pavement ratings between 60 and 70, while crack and seal operations are completed on roadways with ratings between 70 and 80. This program also upgrades curb ramps within project limits to comply with the American's with Disabilities Act (ADA) and includes major pavement repairs, utility adjustments and pavement markings. The project will provide appropriate traffic control and field inspection during construction, and re-establish pavement markings when the paving is complete.

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. Focus is typically on arterials within the City. In addition, there are 3 goals listed in the Comprehensive Plan that support this program:

1. Provide a complete transportation network serving local and regional circulation needs, safely accommodating all users;
2. Promote a transportation system that contributes to fiscal and environmental sustainability;
3. Facilitate freight mobility and economic prosperity.

CURRENT DOLLARS

Year	2019	2020	2021	2022	2023	2024	Total
Expenses							
Project Administration							
Design	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
ROW							
Construction	\$ 705,351	\$ 350,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,855,351
Total	\$ 805,351	\$ 450,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 3,455,351
Revenue							
General	\$ 450,000	\$ 450,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 3,100,000
TBD							
Federal	\$ 355,351						\$ 355,351
Other							
Total	\$ 805,351	\$ 450,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 3,455,351



City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

Project Location: Juanita Drive NE (NE 143 Street to NE 170 Street)

Project Manager: Kent Vaughan

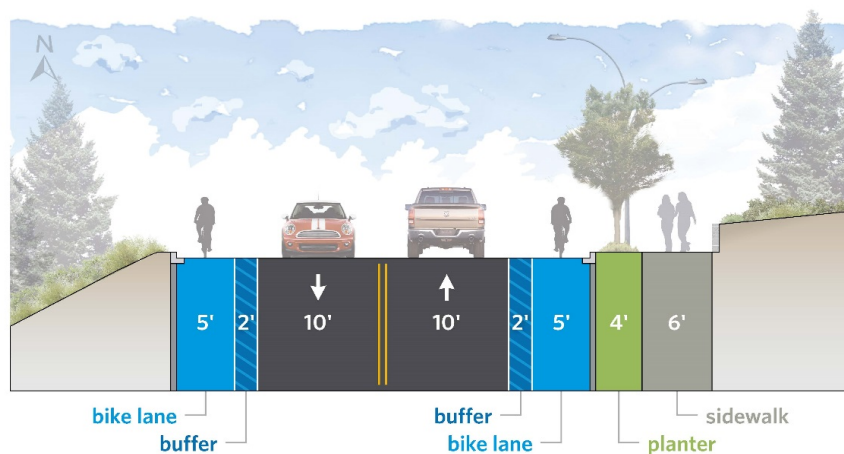
Project Description: This project provides continuous ADA accessible sidewalk and buffered bike lanes on Juanita Drive NE between NE 143 Street and NE 170 Street. Specific project components include:

- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Improved storm drainage, LED street lighting, landscaping and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.

Background: Juanita Drive NE serves as a north-south critical link to the City's Downtown, SR 522 Corridor, Burke-Gilman Trail, Bastyr University, Kenmore Senior Center, Parks, and Arrowhead Elementary School for thousands of local residents and is part of the Lake Washington Loop, one of the region's most popular recreational cycling routes. Juanita Drive NE is an existing minor arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This roadway experiences a high number of accidents per year and contains several geometric deficiencies including lack of continuous sidewalks and bicycle lanes. Up to 250 bicycles and 15,000 vehicles use this corridor daily.

Funding Status: This project is partially funded. In November 2016, the citizens of Kenmore voted to pass a public bond measure to begin design work on Juanita Drive NE in 2017 and provide matching funds to pursue State and Federal grant opportunities to fund the right-of-way and construction phases of the project. To date, \$525K in WSDOT Pedestrian and Bicycle Program grant funds have been awarded. Additional grants will be pursued to fund this project.

Typical Section – two lanes *(Looking North)*





City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

CURRENT DOLLARS

Year	Previous Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design	\$ 1,400,743	\$ 422,530						\$ 1,823,273
ROW/ Acquisition	\$ 18,080	\$1,087,902						\$ 1,105,982
Construction			\$ 9,660,337	\$ 3,218,008				\$ 12,878,345
Total	\$ 1,418,823	\$1,510,432	\$ 9,660,337	\$ 3,218,008				\$ 15,807,600
Revenue*								
City Walkways & Waterways Bond Measure	\$ 1,024,623	\$1,379,032	\$ 2,092,984	\$ 503,361				\$ 5,000,000
City SWM Fund				\$ 485,750				\$ 485,750
WSDOT Ped/Bike Grant	\$ 394,200	\$ 131,400						\$ 525,600
Dept of Ecology (SFAP)			\$ 1,311,525	\$ 145,725				\$ 1,457,250
TIB (Unsecured)			\$ 4,755,828	\$ 1,583,172				\$ 6,339,000
WSDOT (Unsecured)			\$ 1,500,000	\$ 500,000				\$ 2,000,000
Total	\$ 1,418,823	\$1,510,432	\$ 9,660,337	\$ 3,218,008				\$ 15,807,600

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project Location: 68 Avenue NE / NE 202 Street

Segment a: West side of 68 Avenue NE from NE 182 Street to NE 185 Street

Segment b: East side of 68 Avenue NE from NE 185 Street to existing sidewalk

Segment c: West side of 68 Avenue NE from NE 185 Street to NE 201 Street

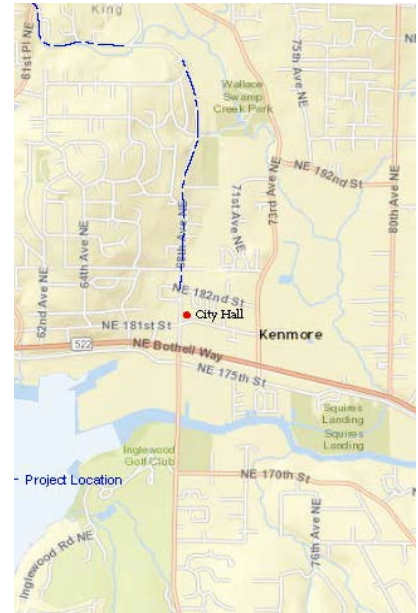
Segment d: North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

Project Manager: Kent Vaughan

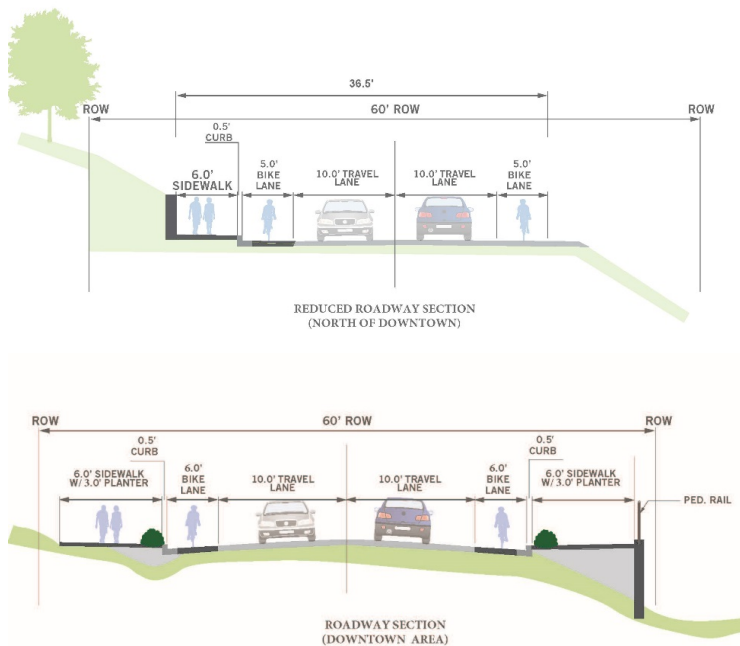
Project Description: This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new drainage, LED street lighting of existing power poles, retaining walls and utility relocation where necessary.

Background: 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

Funding Sources: In November 2016, the citizens of Kenmore voted to pass a public bond measure to fund this sidewalk/bicycle improvement project. Grants are also being sought to fund this project.



Proposed Improvements:





City of Kenmore Transportation Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

CURRENT DOLLARS

Year	Previous Years	2019	2020	2021	2022	2023	2024	Total
Expenses								
Design	590,303	226,897						817,200
ROW/ Acquisition	27,978							27,978
Construction		6,474,597	2,180,400					8,654,997
Total	618,281	6,701,494	2,180,400					9,500,175
Revenue*								
REET		664,650	2,180,400					2,845,050
Impact Fees		500,000						500,000
City SWM Fund (Unsecured)								-
City Walkways & Waterways Bond Measure	618,281	4,481,894						5,100,175
Dept of Ecology (SFAP) (Reasonably Secured)		1,054,950						1,054,950
Total	618,281	6,701,494	2,180,400					9,500,175

SCHEDULE

	2019				2020				2021				2022				2023				2024			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								



City of Kenmore Transportation Improvement Program

Project Name: SR 522 Crossing Study

Project No.: T-43

Project Location: State Route 522 between 61st Ave NE and 68th Ave NE.

Project Manager: John Vicente

Project Description: Type, size, and location study to evaluate potential crossing locations of SR 522 between 61st and 68th Avenues. The alternatives will include both grade-separation and at-grade crossing improvements. All facilities analyzed will consider walking and biking as priority modes, but vehicles will also be considered.

Background: SR 522 currently has signalized crossings located at 68th Ave NE and 61st Ave NE, and no other safe crossings are located between these two intersections, a distance of over 0.5 mile. The north side of SR 522 is composed of several commercial businesses, a mix of single and multi-family housing, the City's downtown and other community destinations (post office, public library, City Hall, parks, etc.). The south side of SR 522 has the Burke-Gilman trail (a regional trail serving several cities and connecting many communities), Kenmore Air, and the future Lakepointe Development (a multifamily/commercial development on 40 acres of lake front property). The proposed crossing would help to connect Downtown Kenmore, community destinations, and the many businesses and residences north of SR 522 with the proposed Lakepointe development, the Burke-Gilman Trail, and Kenmore's waterfront. SR 522 currently serves as a major barrier for north-south mobility in Kenmore, particularly for bicycle and pedestrian travel.

Funding Sources: This project is currently funded with \$500K of State appropriated funds.



Study Area



City of Kenmore Transportation Improvement Program

Project Name: SR 522 Crossing Study

Project No.: T-43

Current Dollars:

Year	Prior Years	2017	2018	2019	2020	2021	2022	Total
Expenses								
Pre-Design/ Basin Plan								
Design			\$ 277,500	\$ 277,500				\$ 555,000
ROW/ Acquisition								
Construction								
Total			\$ 277,500	\$ 277,500				\$ 555,000
Revenue								
REET			\$ 22,750	\$ 32,750				\$ 55,500
TIB								
State			\$ 254,750	\$ 244,750				\$ 499,500
Private								
Other								
Total			\$ 277,500	\$ 277,500				\$ 555,000

Schedule:

	2017				2018				2019				2020				2021				2022			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								

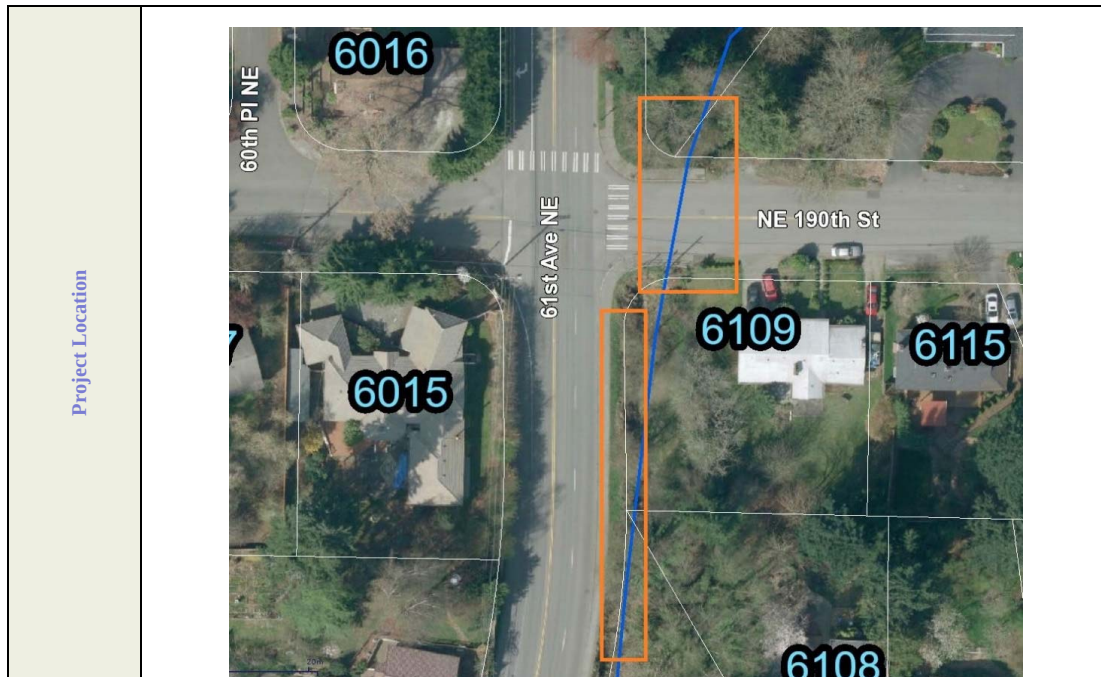
EXHIBIT D

**CITY OF KENMORE, WASHINGTON
SURFACE WATER CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2019-2024**

Project Description	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals	Project Total 2013-2024
SW 8 190th Culvert at 61st	\$1,632,450	\$0	\$0	\$0	\$0	\$0	\$1,632,450	\$1,636,965
SW 8 Public Works Trust Fund Loan 20 year Repayment	0	81,650	81,650	81,650	81,650	81,650	\$408,250	408,250
SW 20 Small Works Projects	50,000	50,000	50,000	50,000	50,000	50,000	300,000	679,359
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	500,000	0	0	0	0	0	500,000	500,000
SW 30 Drainage Improvements at 153rd/NE Arrowhead Dr	175,000	0	0	0	0	0	175,000	175,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th Pl	115,000	0	0	0	0	0	115,000	115,000
SW 32 61st Ave Stabilization	0	0	150,000	0	0	0	150,000	150,000
SW 33 Drainage Improvement & Facility Retrofit	0	100,000	500,000	0	0	0	600,000	600,000
T 41 Juanita Dr Pedestrian & Bicycle Safety (SWM Component)	0	0	485,750	0	0	0	485,750	485,750
Total Project Costs	\$2,472,450	\$231,650	\$1,267,400	\$131,650	\$131,650	\$131,650	\$4,366,450	\$4,414,574

	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals
Funding As Proposed:							
Public Works Trust Fund 20 Year 1.66% Loan (SW8)	1,500,000	0	0	0	0	0	1,500,000
General Facility Charge (Proposed)	300,000	231,650	300,000	131,650	131,650	131,650	1,226,600
Surface Water Utility Funds	672,450	0	967,400	0	0	0	1,639,850
Total Project Funding	\$2,472,450	\$231,650	\$1,267,400	\$131,650	\$131,650	\$131,650	\$4,366,450

Project:	TRIBUTARY 0056 BOX CULVERT AT NE 190 TH ST		ID:	SW-008
Location:	61 ST AVE NE and NE 190 TH ST	Basin	Tributary 0056	
Project Type:	☐ Water Quality ☒ Fish Passage ☐ Flow Control ☒ Erosion ☐ Drainage ☐ Flooding	Preliminary Project Cost:	\$1,632,450	
Problem:	Failing culvert, headwall and rockery causing erosion and safety concerns			
Narrative	Tributary 0056 flows from north to south along the east side 61st Ave NE. There are three primary problems beginning where Tributary 0056 crosses NE 190th St continuing approximately 155 feet south, including: • Rock wall headwalls are at the inlet and outlet of the culvert and protect 61st Ave NE from stream flow. Stream flows have eroded the existing slope and rock headwall north of NE 190th St. resulting in an unstable headwall. Stream flows have been observed bypassing the culvert. It is unknown where the bypassing water goes. • Sidewalk on the northeast side of NE 190th St. is being undermined by runoff from NE 190th St. Runoff concentrates where the sidewalk transitions to gravel, causing the sidewalk to be undermined. • Stream channel bank erosion along a 155 foot section on the west side of Tributary 0056 adjacent to 61st AVE NE. Erosion has caused some of the rockery to collapse into the stream and ground penetrating radar (GPR) indicates that the stream is penetrating the rockery and eroding material under the sidewalk and street. The City confirmed some of the void locations during emergency repairs along 61st in 2015.		 	
Conceptual Design	• Removal of existing 60” diameter asphalt-lined pipe culvert (approximately 70 feet) and installation of new box culvert • Construction of new headwall at box culvert inlet • Re-grading of stream bed to match new culvert • Removal, repair and stabilization of adjacent rockeries along west side of Tributary 0056 south of the culvert for approximately 155 feet • Roadway and sidewalk repair/restoration			
Considerations for Implementation	• SEPA required • HPA (Fish and Wildlife) required • Army Corp of Engineer permit likely required • Stream bypass and fish exclusion required • Significant traffic control required • Significant erosion and sediment control required • Stream mitigation likely required			



Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				\$375,000
	City Staff Time				\$100,000
	Permitting/Review				\$65,000
	ROW/Easement Acquisition				\$10,000
	Construction				\$1,082,450
Total Cost					\$1,632,450

Schedule		2018												2019											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

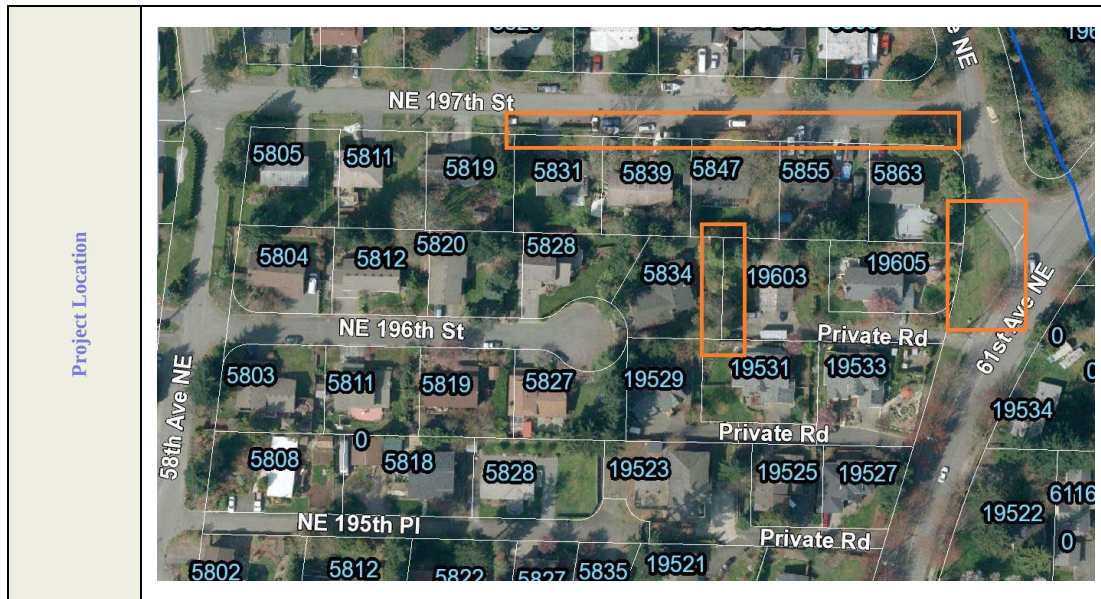
Schedule		2020												2021											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

2019-2024 Surface Water Capital Improvement Program
SW-008

Project:	Small Works Projects		ID:	SW-020
Location:	VARIOUS	Basin:	VARIOUS	
Project Type:	☒ Water Quality ☐ Fish Passage ☒ Flow Control ☒ Erosion ☒ Drainage ☒ Flooding		Preliminary Project Cost:	\$50,000 per year
Problem:	Erosion and drainage problems at various locations			
Narrative	The annual small works projects will consist of an evolving list of projects. New problem areas will be identified each year and evaluated accordingly. Typical small works projects exceed the scope of basic maintenance, but don't meet the scope of a capital improvement project. City crews may occasionally be able to perform components of the work, but contracted crews may also be required. Small Works projects may also require design or technical evaluation by the City's on-call surface water consultants. The annual budget for these types of projects is \$50,000 per year.		Small Works Project Examples    	

2019-2024 Surface Water Capital Improvement Program
SW-020

Project:	Drainage Facility Retrofit – Kenmore Lane		ID:	SW-029
Location:	61 st Ave NE and NE 196 th St.		Basin	Tributary 0056
Project Type:	☒ Water Quality ☐ Fish Passage ☒ Flow Control ☒ Erosion ☒ Drainage ☐ Flooding		Preliminary Project Cost:	\$500,000
Problem:	Failing infiltration tank, failed control structure, difficult location, erosion issues with adjacent conveyance system			
Narrative	Kenmore Lane was developed in the late 1970s and this is the City’s oldest public drainage facility. The infiltration tank appears to be failing and needs a complete reconstruction. The control structure needs replacement. Adjacent conveyance systems carry runoff from NE 197TH ST and NE 196TH ST and erosion has been observed in the open portions of those systems. The existing drainage facility is located within an easement on private property and access from 61ST AVE NE is through a private road. Access for inspection and maintenance is difficult. The City is considering alternatives to replacing the system at its current location, which would make access for inspection and maintenance easier as well as enhance the performance of the existing facility to current standards. During the design phase of this project, staff will evaluate possibilities of moving this facility into the right-of-way and altering adjacent conveyance systems to minimize private property impacts and reduce erosion.		 Existing control structure  Facility located in private backyard	
	Conceptual Design	• Remove existing infiltration drainage facility located within easement on private property • Evaluate nearby right-of-way locations for opportunities for new facility installation • Modify adjacent conveyance systems to reduce private property impacts and erosion issues • Evaluate the use of low impact development to retrofit this facility		
Considerations for Implementation	• Temporary construction easements • Utilities • Traffic control • Erosion and sediment control			



Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				\$50,000
	City Staff Time				\$0
	Permitting				\$0
	ROW/Easement Acquisition				\$0
	Construction				\$450,000
	Total Cost				\$500,000

Schedule		2019												2020											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

2019-2024 Surface Water Capital Improvement Program
SW-029

Project:	ARROWHEAD AVE NE DRAINAGE IMPROVEMENT		ID:	SW-030
Location:	15300 BLOCK OF NE ARROWHEAD DR	Basin	Lake Washington	
Project Type:	☐ Water Quality ☐ Fish Passage ☐ Flow Control ☒ Erosion ☒ Drainage ☒ Flooding	Preliminary Project Cost:	\$175,000	
Problem:	NE Arrowhead DR floods during peak rainfall events			
Narrative	The conveyance system along NE Arrowhead DR, starting at the 15300 block and continuing south to its outfall into Lake Washington at 5830 NE Arrowhead DR, overflows during heavy peak rainfall events. An analysis conducted by the City confirmed that the size of the conveyance system needs to be increased to handle larger event storms. When the system overflows, the majority of the flow still reaches the natural discharge location, but water also flows across NE Arrowhead DR and impacts adjacent properties, erodes the edge of roadway and deposits material along the road surface.		 Roadway flooding	
Conceptual Design	Preferred Solution • Increase the capacity of the existing conveyance system to handle up to a 100 year storm event by installing an 18" parallel system just west of the existing system. • Upgrade existing catchbasins to larger structures, if needed, to handle additional capacity. • Convey drainage to existing discharge location. Alternate Solution • Replace the existing system with a 24" system (location of utilities makes this option less appealing).			
Considerations for Implementation	• Existing utilities are focused along east side of road where existing drainage system is located • Excavation and haul of material will be needed • Traffic control will be needed • Erosion and sediment control will be needed • Coordination with homeowner at discharge location is needed			



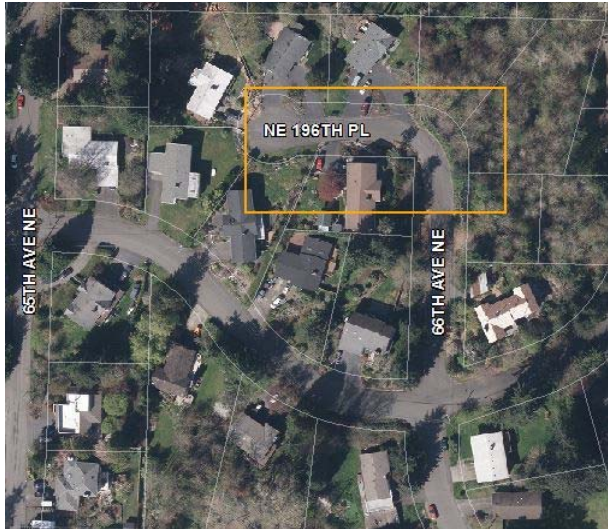
Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				\$25,000
	Erosion Sediment Control				\$5,000
	Traffic Control				\$5,000
	Construction				\$140,000
	Total Cost				\$175,000

Schedule		2018												2019											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

2019-2024 Surface Water Capital Improvement Program
SW-030

Project:	66 TH AVE NE DRAINAGE IMPROVEMENT		ID:	SW-031
Location:	66 TH AVE NE & NE 196 TH PL		Basin	Swamp Creek
Project Type:	☐ Water Quality ☐ Fish Passage ☐ Flow Control ☒ Erosion ☒ Drainage ☐ Flooding		Preliminary Project Cost:	\$115,000
Problem:	Road settlement and groundwater seeps			
Narrative	Staff have observed settlement of 66TH AVE NE and several groundwater seeps at this location. Through interviews with longtime residents, it was determined that the street was likely constructed on poor subgrade material with inadequate controls in place for managing groundwater. Staff developed a plan, with the assistance of the City’s on-call geotechnical engineer, to install a new drainage system that will collect and manage groundwater upstream of the curve and then reconstruct the curve. Monitoring of subsurface conditions and movement will occur before construction and likely continue after construction.		 Roadway cracking	
Conceptual Design	Preferred Solution • Monitor ground movement under direction of geotech through 2016/2017 winter. • Install two new 12” perforated pipe west of curve under NE 196TH PL to capture groundwater. • Install new conveyance system to carry water from new perforated system to existing outfall. • Replace existing pipes at curve with new solid 12” pipes and connect to new Type 2 catch basins. • Remove existing asphalt, subgrade, soils and debris at curve and provide compacted subgrade and base course as needed to match existing grade with new asphalt.			
Considerations for Implementation	Preferred Solution (EXAMPLES) • Subsurface monitoring by licensed geotechnical engineer will be needed • Excavation and haul of material will be needed • Traffic control will be needed • Erosion and sediment control will be needed • Continued monitoring will be needed			

Project Location



Project Cost Estimate

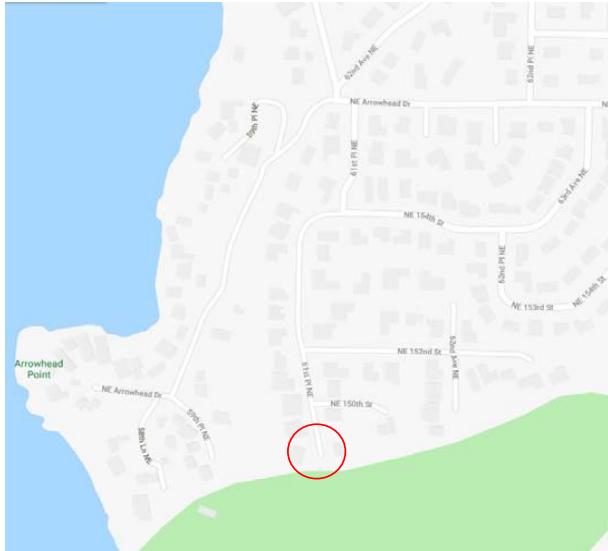
Item	Unit	Unit Cost	Quantity	Cost
Design				\$10,000
Erosion Sediment Control				\$5,000
Traffic Control				\$5,000
Construction				\$95,000
Total Cost				\$115,000

Schedule

	2019												2020											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

2019-2024 Surface Water Capital Improvement Program
SW-031

Project:	61 ST PL NE Slope Stabilization		ID:	SW-032
Location:	61 ST PL NE & 66 TH AVE NE		Basin	Arrowhead Creek
Project Type:	☐ Water Quality ☐ Fish Passage ☐ Flow Control ☒ Erosion ☒ Drainage ☐ Flooding		Preliminary Project Cost:	\$150,000
Problem:	Road cracking with settlement			
Narrative	The cul-de-sac at the south end of 61ST PL NE near the 15000 block has experienced cracking and settlement, which consulting geotechnical engineers determined was the result of past subsurface land movement. The land movement is likely a result of poorly placed and compacted fill soil bearing on low-strength landslide deposits, which is negatively affected by groundwater within and on top of the low-permeability landslide and glaciolacustrine deposits. To remedy the issue, the roadway and slope will be stabilized with spiralnails. Spiralnails are relatively easy to install and are driven deep into the ground, securing the roadway and shallow soils to the more stable soils underground.			
			61 ST PL NE cul-de-sac at the 15000 block	
Conceptual Design	Preferred Solution - We recommend that Spiralnails be considered for improving stability of this landslide. Based on previous experience with similar landslides, Spiralnails require comparatively little site preparation and can be installed quickly with minimal disturbance to traffic, residents, and utilities. Based on our analyses, landslide stability can be improved to an acceptable degree using 35-foot-long nails spaced 5 feet vertically and horizontally. In our opinion, the slope face could be treated using either spider hubs or other measures that would be relatively simple to construct. In our opinion, the Spiralnail alternative would provide a cost-effective means to provide landslide stability improvement. - We recommend repairing the affected road shoulder by removing the distressed pavement, recompact and regrading the subgrade and subbase, and repaving with appropriate seam seal treatment at the new pavement joint. We recommend that repair and repaving be completed after stability improvement measures have been constructed.			
Considerations for Implementation	Preferred Solution - Excavation and haul of material will be needed - Traffic control will be needed - Erosion and sediment control will be needed			

Project Location																																																																																																																																																																															
Project Cost Estimate	<table><tr><th>Item</th><th>Unit</th><th>Unit Cost</th><th>Quantity</th><th>Cost</th></tr><tr><td>Design</td><td>CY</td><td>\$10.00</td><td>2,555</td><td>\$15,000</td></tr><tr><td>Erosion Sediment Control</td><td>%</td><td>5%</td><td></td><td>\$5,000</td></tr><tr><td>Traffic Control</td><td>%</td><td>7%</td><td></td><td>\$5,000</td></tr><tr><td>Hydroseed</td><td>SY</td><td>\$6.00</td><td>3,407</td><td>\$125,000</td></tr><tr><td colspan="4"></td><td>\$150,000</td></tr></table>	Item	Unit	Unit Cost	Quantity	Cost	Design	CY	\$10.00	2,555	\$15,000	Erosion Sediment Control	%	5%		\$5,000	Traffic Control	%	7%		\$5,000	Hydroseed	SY	\$6.00	3,407	\$125,000					\$150,000																																																																																																																																																
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2019-2024 Surface Water Capital Improvement Program
SW-032

Project:	Surface Water Facility Retrofit		ID:	SW-033		
Location:	TBD	Basin:	TBD			
Project Type:	☒ Water Quality ☐ Fish Passage ☒ Flow Control ☐ Erosion ☒ Drainage ☐ Flooding	Preliminary Project Cost:	\$600,000			
Problem:	Failing Drainage Facility – Facility Retrofit/Reconstruction					
Narrative	Many of the city's drainage facilities are nearing the end of their serviceable lifespan. Staff annually inspect these drainage facilities and identify candidates for retrofit or reconstruction. Staff are currently working on retrofits and will identify the next facility for retrofit as part of this project in 2020, based on 2019 and 2020 inspections. At a minimum, retrofits will meet the existing performance of the facility, however, whenever possible staff will attempt to update the flow control and/or water quality treatment capabilities of the facility to current standards using the best available technology.		 Example of a failing detention pipe that was rehabilitated to extend its serviceable lifespan several more decades.			
Conceptual Design	Preferred Solution: - At a minimum, maintain existing performance standards of facility - Update standards and function of facility to maximum extent possible					
Considerations for Implementation	- Protect existing homes, structures, and roadway during construction. - Restore surfaces to pre-project conditions. - Erosion and Sediment Control - Traffic Control					

2019-2024 Surface Water Capital Improvement Program
SW-033

[illegible]

2019-2024 Surface Water Capital Improvement Program
SW-033

EXHIBIT E

**CITY OF KENMORE, WASHINGTON
CITY FACILITY CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2019-2024**

Project Description	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals	Project Total 2013-2024
F 1 Public Works Shop Land Acquisition & Development	\$0	\$2,000,000	\$4,500,000	\$0	\$0	\$0	\$6,500,000	\$6,500,000
F 2 Debt Repayment	0	0	500,000	500,000	500,000	500,000	\$2,000,000	2,000,000
Total Project Costs	\$0	\$2,000,000	\$5,000,000	\$500,000	\$500,000	\$500,000	\$8,500,000	\$8,500,000

	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2019-2024 Totals
Bank Note, 20 Years, 4.5% Interest	0	6,500,000	0	0	0	0	6,500,000
Transfer from SWM Fund	0	0	245,000	245,000	245,000	245,000	980,000
Transfer from Street Fund	0	0	130,000	130,000	130,000	130,000	520,000
Transfer from General Fund	0	0	125,000	125,000	125,000	125,000	500,000
Total Project Funding	\$0	\$6,500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$8,500,000

City of Kenmore, Washington

Appendix

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 17-0448**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
RELATING TO THE 2017-2018 BUDGET; AMENDING THE 2017-2018
BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR THE
GENERAL FUND AND THE SURFACE WATER MANAGEMENT FUND;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City Council (the “Council”) of the City of Kenmore, Washington, (the “City”), is required by applicable State law to finalize its biennial budget prior to the commencement of the first fiscal year of the biennium; and

WHEREAS, the amount of revenue and expenditures can only be estimated at the time of finalization of the budget; and

WHEREAS, by Ordinance No. 16-0429, the City Council adopted the 2017-2018 Biennial Budget on December 12, 2016; and

WHEREAS, by Ordinance No. 17-0443, the City Council amended the 2017-2018 Biennial Budget on July 24, 2017; and

WHEREAS, the City Council scheduled and held a Public Hearing on the mid biennial proposed amendments to the 2017-2018 Biennial Budget on November 13, 2017; and

WHEREAS, the City Council finds it in the best interest of the City to adjust revenues and expenditures in the General Fund and the Surface Water Management Fund;

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

Section 1. Funds Appropriated. The 2017-2018 Biennial Budget, as amended, is further amended by fund to reflect the adjustments to revenues and appropriations as shown below:

FUND	2017-2018	2017	2017-2018
	Amended Revenue	Mid Biennium	Amended Revenue
	<u>Budget</u>	<u>Amendments</u>	<u>Budget</u>
General Fund	\$ 23,533,174	\$ 72,000	\$ 23,605,174
Street Fund	2,912,304	0	2,912,304
Public Art Fund	150	0	150
Park Impact Fee Fund	412,000	0	412,000
Transportation Impact Fee Fund	905,500	0	905,500
Transportation Benefit District	680,800	0	680,800
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	280,000	0	280,000
Sammamish River Bridge Fund	3,009,961	0	3,009,961
Real Estate Excise Tax Fund	2,203,000	0	2,203,000
Kenmore Village Fund	424,628	0	424,628
UTGO 2016 Bond Fund	2,500,000	0	2,500,000
Walkways & Waterways Bonds	9,915,641	0	9,915,641
Park Capital Fund	8,190,896	0	8,190,896
Transportation Capital Fund	9,316,326	0	9,316,326
Surface Water Management Fund	3,543,400	0	3,543,400
Surface Water Capital Fund	3,750,634	0	3,750,634
Swamp Creek Basin Fund	14,000	0	14,000
Equipment Replacement Fund	210,986	0	210,986
Total Budget	\$71,803,400	\$72,000	\$71,875,400

FUND	2017-2018	2017	2017-2018
	Amended Expenditure	Mid Biennium	Amended Expenditure
	<u>Budget</u>	<u>Amendments</u>	<u>Budget</u>
General Fund	\$ 23,535,546	\$ 155,700	\$ 23,691,246
Street Fund	2,909,009	0	2,909,009
Public Art Fund	11,000	0	11,000
Park Impact Fee Fund	1,271,876	0	1,271,876
Transportation Impact Fee Fund	533,783	0	533,783
Transportation Benefit District	669,000	0	669,000
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	368,700	0	368,700
Sammamish River Bridge Fund	3,009,961	0	3,009,961
Real Estate Excise Tax Fund	3,622,825	0	3,622,825
Kenmore Village Fund	576,794	0	576,794
UTGO 2016 Bonds	2,358,253	0	2,358,253
Walkways & Waterways Bonds	5,575,000	0	5,575,000
Park Capital Fund	8,446,832	0	8,446,832
Transportation Capital Fund	9,529,005	0	9,529,005
Surface Water Management Fund	4,854,487	36,000	4,890,487
Surface Water Capital Fund	3,583,634	0	3,583,634
Swamp Creek Basin Fund	0	0	0
Equipment Replacement Fund	119,000	0	119,000
Total Budget	\$70,974,705	\$191,700	\$71,166,405

The City Manager is hereby authorized and instructed to effectuate the necessary changes to the 2017-2018 Biennial Budget and to make any necessary and appropriate line item entries and adjustments in order to reflect the amendments of this ordinance.

Section 2. Wage Adjustment. The amended 2017-2018 Biennial Budget includes a 3% wage adjustment for City employees, effective January 1, 2018.

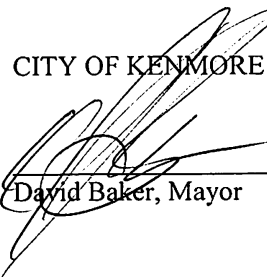
Section 3. Positions and Salary Schedules. The various positions and salary ranges for City employees for 2018 are attached to this Ordinance as Exhibit A.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. 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 the publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF NOVEMBER, 2017.

CITY OF KENMORE


David Baker, Mayor

ATTEST/AUTHENTICATED:


Kelly Chelms, City Clerk

Approved as to form:



Rod Kaseguma, City Attorney

Filed with the City Clerk: 11/27/17
Passed by the City Council: 11/27/17
Ordinance No.: 2017-0448
Date of Publication: 11/30/17
Effective Date: 12/4/17

CITY OF KENMORE
WASHINGTON

RESOLUTION NO. 17-301

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE
AND ADOPTING THE 2018 FEE SCHEDULE.**

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution; and

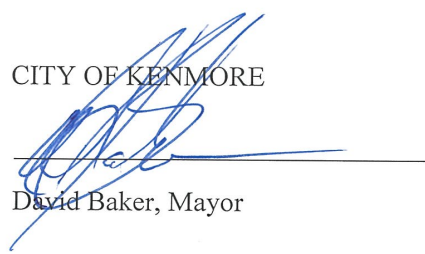
WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

WHEREAS, the City Council desires to adopt a revised fee schedule as set forth in this resolution;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE to adopt the "City of Kenmore, Washington 2018 Fee Schedule", attached as "Exhibit A" to this resolution, which shall be effective on January 1, 2018.

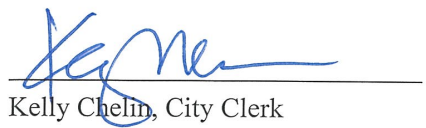
PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23rd DAY OF OCTOBER 2017.

CITY OF KENMORE



David Baker, Mayor

ATTEST/AUTHENTICATED:



Kelly Chelin, City Clerk

Approved as to form:



Rod Kaseguma, City Attorney

City of Kenmore, Washington 2018 Fee Schedule



City of Kenmore, Washington - 2018 Fee Schedule

EXHIBIT A

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1. BUSINESS REGISTRATION AND LICENCES

Business Registration	2018 Fee
General Business - New Application for a new business	\$10
General Business Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$19 for new applications and \$11 for renewals.	

Regulatory Business Licenses	2018 Fee
Adult Entertainment	
Device	\$50 each
Operator	\$500/year
Premises	\$200/year
Panoram Manager License	\$50/year
Adult Cabaret	
Operator	\$500/year
Cabaret Manager License	\$50/year
Cabaret Entertainer License	\$50/year
Adult Retail Business License	\$500/year
Heavy Manufacturing Business	\$200/year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys.	\$200/year \$100/six months \$50/day
Junk Shop License	\$300/year
Junk Wagon License	\$40/year
Marijuana Business License	\$500/year
Massage Business and Public Bathhouse	\$150/year
Massage Practitioner	\$50/year
Theaters	\$100/each screen
Pawnbroker	\$500/year
Peddler/Solicitor	No fee
Secondhand dealer	\$40/year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

2. CODE ENFORCEMENT

Code Enforcement	2018 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City costs
Abatement Hearing	\$360
Hearing Officer	\$215/hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a stop work order	\$500

City of Kenmore, Washington - 2018 Fee Schedule

EXHIBIT A

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Housing Code Enforcement	2018 Fee
Inspection/Posting	\$255/hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$125 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of amount due
Hearing Officer	\$215/hour

The following fees apply to all enforcement actions:	2018 Fee
Inspection Warrant	\$350/each
Attorney Fees	Rate per hour to be determined as established by the City Attorney contract for legal services
Paralegal Services	
Notary Services	\$10
Abatement	Actual cost of labor

3. COMPREHENSIVE PLAN AND DEVELOPMENT REGULATION AMENDMENTS

Type	2018 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

4. DEVELOPMENT SERVICES

General Fees	2018 Fee
Development Review Technology Fee Applies to all fees listed in Section 4. Exception: Items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	\$106
Additional excessive reviews and inspection fees Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate.	Hourly
Hourly fees throughout this section may be billed in ½ hour intervals	

Development Agreement	2018 Fee
Threshold review with City Council	\$200*
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,000 + City Attorney fees
Development Agreement requested by the City	No Fee

Pre-Application	2018 Fee
Pre-application review fee	No Fee

City of Kenmore, Washington - 2018 Fee Schedule

EXHIBIT A

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Zoning and Land Use	2018 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$824
\$100,001 - \$1,000,000 project value	\$2,629
> \$1,000,000 project value	\$2,629 plus \$902 for each \$1M or portion thereof
Construction permit site plan review	\$102
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$459
> 1 – 2 site acres	\$832
> 2 site acres	\$832 plus \$161 for each acre or portion thereof
Each plan revision review	\$321
Request for modification requiring public notice	\$120
Landscape and tree management inspections	
Landscape installation inspection	\$235
Landscape maintenance bond release inspection	\$186
Request for site specific rezone	\$2,436
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$1,788
SUP with public hearing	\$2,298
Daycare with 24 children or less	\$1,318
Request for time extension	\$83
Variances (including variances from KMC 18.55)	
Application review	\$1,307
Request for time extension	\$83
Boundary line adjustment	\$588
Communications facility application fee	\$1,401
Conditional Use permit (CUP)	\$3,873
Minor Adjustment	\$2,527
Major Adjustment	\$8,795
Accessory dwelling unit	\$411
Change of use (zoning only)	\$986
Land use inspections	\$Hourly
Reasonable use exception	\$1,275
Public agency and utility exception	\$1,275
Zoning letter inquiry/request	\$171
Legal lot status request	\$385
Design review	Hourly
Temporary Use Permit	\$684
Public notice mailing fee	Actual cost of supplies and postage

Subdivision – Preliminary Application Review	2018 Fee
Preliminary short subdivisions (9 lots or less)	
Base fee	\$436
Plus per lot	\$885

City of Kenmore, Washington - 2018 Fee Schedule

EXHIBIT A

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Revision to approved preliminary	Hourly
Short subdivision alteration	Hourly
Request for time extension	\$83
Preliminary subdivisions (10 lots or more)	
Base fee	1,311
Plus per lot	1,072
Major revision requiring new public hearing	\$2,428
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$726
Request for time extension	\$83
Subdivision alterations or subdivision vacations	
With public hearing	\$3,054
Without public hearing	\$1,483
Binding site plan	
Building permit, as-built or site plan review based plan	\$2,338
Conceptual plan	\$2,256
Revision to a preliminary approved plan	\$1,051
Revision to a final binding site plan	\$1,168

Shoreline Management Permit	2018 Fee
Substantial development permit	
Total cost of proposed development:	
Up to \$100,000	\$1,692
Over \$100,000	Hourly
Single family joint-use dock	\$1,688
Shoreline conditional use permit	\$2,153
Shoreline variance	
Up to \$100,000 project value	2,153
>\$100,000 project value	Hourly
Shoreline re-designation	\$14,597
Shoreline review of other permits or approvals for conditions	\$321
Shoreline exemption	\$817
Supplemental fees	
Request for a time extension	\$83
Shoreline permit revision	Hourly
Surcharge when public hearing required	\$674
Permit compliance inspections	Hourly

Special Reviews	2018 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,492
After six hours	Hourly
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing,	

City of Kenmore, Washington - 2018 Fee Schedule

EXHIBIT A

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editing, publishing, mailing, distributing and contract administration:	
Deposit – a percentage of total estimated cost	33%
All fixed and contract costs	Actual cost
Staff preparation and review cost	Hourly
Critical areas review	
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).	
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:	
Site review base fee	\$1,291
Plus, per hour	Hourly
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:	
Site review base fee	\$1,291
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$383
Plus, per hour	Hourly
Review of mitigation plan compliance, per hour	Hourly
Critical areas inspection	Hourly
Inspection and monitoring, per hour	Hourly
Appeals	
Appeals to the hearing examiner from decisions of the City	\$2,951*
Departmental review of non-departmental permits	\$Hourly
Review and monitoring of master drainage plans, per hour	\$Hourly

Engineering: General Permitting & Inspections	2018 Fee
Parking review	
New or additional spaces	
First 0-25 spaces	\$24/each space
Next 26-50	\$22/each space
Next 51-75	\$18/each space
Next 76-150	\$18/each space
Anything above 150	\$12/each space
Minimum fee	\$308
Tree removal	\$76
Single-family drainage review	
Base fee	\$248
Addition/rebuild drainage	\$305
New non-plat SFR drainage	\$703
Commercial/Multi-family drainage plan review	
Base fee	\$593
Total distributed area	
0 – .50 site acre	\$1,165
.51 – 1 site acre	\$1,607

City of Kenmore, Washington - 2018 Fee Schedule

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1.1 – 2 site acres	\$2,936
2.1 – 5 site acres	\$6,445
5.1 – 10 site acres	\$7,764
More than 10 acres	\$8,643
Traffic impact analysis review	
Level 1 (10 P.M. peak hour trips or less)	\$351
Level 2 (11-75 P.M. peak hour trips)	\$833
Level 3 (Over 75 P.M. peak hour trips)	\$1,667
Road standards/drainage standards variance	\$208
Wet season grading variance	Hourly
Grading permits for small projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.	\$312
Large Project Grading permits	
Disturbed Area	Base fee + Per acre
Up to 1 acre	\$183 + \$819.40
> 1 acre	\$397 + \$614.30
Grading plan revision	
	Hourly
Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)	
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.	
Annual Volume Table	
Volume deposited or removed	Base fee Per 100 cubic yards
0 to 3,000 cubic yards	\$0 + \$102.20
>3,000 to 10,000 cubic yards	\$2,655 + \$17.20
>10,000 to 20,000 cubic yards	\$3,915 + \$5.10
>20,000 to 40,000 cubic yards	\$4,457 + \$2.50
>40,001 cubic yards	\$4,873 + \$1.50
Reclamation bond release inspection	\$266
Re-inspection of non-bonded actions	\$234
Construction inspections (when associated to a Bond Quantity Worksheet)	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$221 + \$119 / \$1,000 bond
>\$30,000 – 120,000	\$2,346 + \$51 / \$1,000 bond
>\$120,000	\$6,970 + \$14 / \$1,000 bond
Addition inspection after 1 year	Hourly
Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$480 + \$15.30 / \$1,000 bond
>\$30,000 – 120,000	\$801 + \$5 / \$1,000 bond
>\$120,000	\$1,214 + \$1.70 / \$1,000 bond

City of Kenmore, Washington - 2018 Fee Schedule

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Engineering: Subdivision Plan Review and Inspections		2018 Fee
Short subdivision engineering plan review		
Short subdivision 4 lots or less		
Base fee		\$2,173
Plus per lot		\$217
Short subdivision 5 to 9 lots		
Base fee		\$4,320
Plus per lot		\$217
Additional review in excess of initial fees		Hourly
Subdivision engineering plan review		
Subdivision 30 lots or less		
Base fee		\$6,465
Plus per lot		\$35
Subdivision 31 lots or more		
Base fee		\$6,988
Plus per lot		\$18
Revisions and re-submittals		
Each occurrence		\$124
Additional review in excess of initial fees		Hourly
Planned unit development engineering plan review		
30 units or less		
Base fee		\$6,465
Plus per unit		\$47
31 units or more		
Base fee		\$7,197
Plus per unit		\$24
Revisions and re-submittals		
Each occurrence		\$124
Additional review in excess of initial fees		Hourly
Conceptual binding site plan (including conceptual commercial binding site plan)		
Plan and profile base fee		\$4,302
Revisions and re-submittals		
Each occurrence		\$124
Additional review in excess of initial fees		Hourly
Construction inspections (when associated to a Bond Quantity Worksheet)		
Bond quantities worksheet amount (line T)		Initial fee + additional fee based on bond
\$0 – \$30,000		\$221 + \$119 / \$1,000 bond
\$30,001 – 120,000		\$2,346 + \$51 / \$1,000 bond
\$120,001 or more		\$6,970 + \$14 / \$1,000 bond
Addition inspection after 1 year		Hourly
Subdivision final approval		
Final short subdivision 4 lots or less		\$2,001
Final short subdivision 5 to 9 lots		\$4,033
Final short subdivision alteration		\$744
Final subdivision 30 lots or less		

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Base fee	\$6,066
Plus per lot	\$72
Final subdivision 31 lots or more	
Base fee	\$6,737
Plus per lot	\$49
Subdivision alteration	\$1,122
Modification of a recorded building envelope	\$563
Request for name change	\$200
Final planned unit development	\$4,717
Request for time extension	\$151
Request for name change	\$200
Final building site plan	\$3,208
Subdivision – post final fees	
Maintenance bond inspection	
Bond amount	Initial fee + additional fee based on bond
\$0 – \$30,000	\$480 + \$15.30 / \$1,000 bond
>\$30,000 – 120,000	\$801 + \$5 / \$1,000 bond
>\$120,000	\$1,214 + \$1.70 / \$1,000 bond

Building Permits		2018 Fee
Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.		
Total valuation	fee	
\$1 – \$500	\$25	
>\$500 – \$2,000	\$25 for the first \$500 plus \$3.10 for each additional \$100 or fraction thereof, to and including \$2,000.	
>\$2,000 – \$25,000	\$72 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
>\$25,000 – \$50,000	\$408 for the first \$25,000 plus \$10.20 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
>\$50,000 – \$100,000	\$671 for the first \$50,000 plus \$7.10 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
>\$100,000 – \$500,000	\$1,035 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000.	
>\$500,000 – \$1,000,000	\$3,357 for the first \$500,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	
>\$1,000,000	\$5,840 for the first \$1,000,000 plus \$4 for each additional \$1,000 or fraction thereof.	
Building plan review		
Plan review fees shall be 65% of the building permit fee (this does not include other review type costs). If the plan is a "basic", as determined by the Building Official, the plan check fee shall be 25% of the permit fee.		
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)		Hourly
For use of outside consultants for plan review and inspections		Actual costs
Mobile homes		

City of Kenmore, Washington - 2018 Fee Schedule

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Mobile home permit	\$862
Temporary mobile home permit	\$802
Temporary mobile home for hardship	\$862
Non-insignia mobile home inspection	\$688
Re-Roof permits	
Single family residential	\$192
Commercial and multi-family	Based on permit per fee valuation table
Condominium conversion review	
Project fee	
1 to 30 units	\$1,697
31 to 99 units	\$1,918
100 or more units	\$2,601
Plus per unit	\$289
Special plan review	Hourly
Pre-inspections	
Fire or flood damage	\$378
Minimum housing or other code compliance	\$378
Relocation of structures	\$311
Demolition inspection	\$311
Re-inspection	Hourly
Inspections outside of normal hours	Overtime Hourly
Inspections for which no fee is specifically indicated	Hourly
Extension and renewal	
Extensions for final inspection only	
Single family residential	\$110
All other permits	\$110
State Building Code Council surcharge	\$4.50/ building permit \$2.00 dwelling unit after first

Plumbing Permits	2018 Fee
Commercial and Multi-family (Non one- and two-family dwellings and townhouses)	Based on actual valuation of all fixtures materials and installation as submitted and determined by the Building Official. When plan review is required, as determined by the Building Official, the plan review fee for all permits will be 65% of the permit fee.
New one- and two-family dwellings and townhouses	\$736/dwelling
Alterations or additions to one- and two-family dwellings and townhouses	Based on the table below
Base fee	\$108
Plus:	
For each plumbing fixture on one trap or set of fixtures on one trap	\$11/each
Roof drain	\$11/each
Electric water heater	\$33/each
Alteration or repair of water piping or water treating equipment	\$68/each
Back flow devices (other than atmospheric vacuum breakers)	\$68/each

City of Kenmore, Washington - 2018 Fee Schedule

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Other	\$11/each
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Mechanical Permits		2018 Fee
Commercial and Multi-family (Non one- and two-family dwellings and townhouses)		Based on actual valuation of all fixtures materials and installation as submitted and determined by the Building Official. When plan review is required, as determined by the Building Official, the plan review fee for all permits will be 65% of the permit fee.
New one- and two-family dwellings and townhouses		\$344/dwelling
Alterations or additions to one- and two-family dwellings and townhouses		Based on the table below
Base fee		\$108
Plus: Furnaces		
	For the installation or relocation of each floor furnace, including vent	\$135
	For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$68
Appliance vent		
	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$21
Repairs, alterations and additions For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code		\$202
Ventilation and exhaust		
	For each ventilation fan connected to a single duct	\$11
	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$11
	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$11
Gas piping	Gas pipe (1-5 outlets)	\$68
	Gas pipe (outlets over 5)	\$11/outlet
Miscellaneous		
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$135
	Gas water heater	\$135

Transportation Impact Fees*		2018 Fee
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	NA	\$5,898.00
Single-Family	1.45 per dwelling unit	\$9,600.04 per dwelling unit
Apartment	1.02 per dwelling unit	\$7,113.70 per dwelling unit

City of Kenmore, Washington - 2018 Fee Schedule

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Condominium	0.85 per dwelling unit	\$5,966.33 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$6,416.29 per dwelling unit
Hotel	0.87 per room	\$6,605.53 per room
Motel	0.68 per room	\$5,174.34 per room
Light Industrial	1.06 per 1,000 sq ft	\$10.20 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$7.67 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$2.73 per sq ft
Marina	0.23 per boat berth	\$1363.14 per boat berth
Golf Course	0.37 per acre	\$2,218.91 per acre
Movie Theater	0.09 per seat	\$382.78 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$25.33 per sq ft
High School	1.18 per 1,000 sq ft	\$4.45 per sq ft
Church	0.67 per 1,000 sq ft	\$4.68 per sq ft
Hospital	1.13 per 1,000 sq ft	\$10.73 per sq ft
Nursing Home	0.27 per bed	\$1,416.25 per bed
General Office	1.75 per 1,000 sq ft	\$16.94 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$38.29 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$7.24 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$29.17 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$75.99 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$54.92 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$23.32 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$63.27 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$82.20 per sq ft
Gas Station	9.80 per pump	\$33,080.30 per pump
Gas Station w/Convenience	7.24 per pump	\$25,015.49 per pump

Park Impact Fees*	2018 Fee
Single family residence	\$2,642/unit
Multi-family	\$1,727/unit
Mobile home	\$821/unit

Fire Department Review*	2018 Fee
The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.	

Limited Right-of-Way Permits	2018 Fee
Type A permit may be issued for activities within the right-of-way which will alter the surface or subsurface of the right-of-way. Examples include: - Open cut trenching - Culvert installation - Driveways - Shoulder improvements - Sidewalks - Above ground pedestals or utility boxes - Paving operations in right-of-way - Landscaping - Beautification (no fee)	
Application fee (includes review and 1 hour inspection)	\$208
Inspections in excess of 1 hour	Hourly
Type B permit may be issued for temporary use of the right-of-way (24 hours or less) for activities that will not alter the right-of-way surface or subsurface. Examples include:	

City of Kenmore, Washington - 2018 Fee Schedule

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• Parade • Block party	• Temporary parking • Temporary storage of dumpster/storage container
Application fee (includes review and inspection)	\$78*
Type C permit may be issued for temporary use of the right-of-way (more than 24 hours) for activities that will not alter the right-of-way surface or subsurface. Also includes activities that require traffic plan and traffic plan review. Examples include: • Street closures • Extended storage in the right-of-way • Commercial activities in the right-of-way • Right-of-way used as construction site for private development	
Application fee (includes 1 hour inspection)	\$157*
Inspection in excess of 1 hour	Hourly*
Use fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater*

Access Right-of-Way Permits*	2018 Fee
Application fee (includes 1 hour review and 1 hour inspection)	\$208*
Review fee in excess of 1 hour	Hourly*
Inspection fee in excess of 1 hour	Hourly*
Use fee	
Open to the public	No fee
Limited (not open to the public)	Fee = (use area) x value ¹ x 25% or a minimum of \$100 whichever is greater*
¹ value of adjacent land (in area, sq ft) according to the County Assessor records	

Encroachment Right-of-Way Permits	2018 Fee
Application fee (includes 1 hour review and 1 hour inspection)	\$208
Review fee in excess of 1 hour	Hourly
Inspection fee in excess of 1 hour	Hourly
Use fee	Fee = (use area) x value ¹ x No. of Years x 12% or a minimum of \$100 whichever is greater
¹ value of adjacent land (in area, sq ft) according to the County Assessor records	

Utility franchise Right-of-Way Permits*	2018 Fee
Application fee	\$208
Review fee	Hourly
Inspection fee	Hourly
Use fee	No fee
Violation of Work Hours	\$500

City of Kenmore, Washington - 2018 Fee Schedule

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Annual Use Payment for Use of Right-of-Way*	2018 Fee
Type of Equipment/Facility within the right-of-way	
Separate support structure (such as a monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet, but not both	\$2,000/year

State Route 522 driveway connection permit*	2018 Fee
Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:	
Category I – Base fee for one connection:	
• Agricultural, forest, utility operation and maintenance	\$50
• Residential dwelling units (up to 10)- single connection	\$50/dwelling
• Other, with 100 average weekday vehicle trip ends	\$500
• Fee per additional connection point	\$50
Category II – Base fee for one connection:	
• Less than 1,000 average weekday vehicle trip ends	\$1,000
• 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
• Fee per additional connection point	\$250
Category III - Base fee for one connection:	
• 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
• Over 2,500 average weekday vehicle trip ends	\$4,000
• Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100
Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a surety bond as specified in WAC 468-34-020(3).	

Special Event Permit	2018 Fee
Application fee	\$100*

Memorial Sign	2018 Fee
Application fee and sign	\$300*

City of Kenmore, Washington - 2018 Fee Schedule

EXHIBIT A

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5. ANIMAL CARE AND CONTROL

Animal License and Registration	2018 Fee
Pet license – dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license – dog or cat	\$15
Discounted pet license – dog or cat	\$15
Replacement tag	\$5
Transfer fee	\$3
Guard dog registration	\$100
Exotic pet	
New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee
Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits	2018 Fee
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	2018 Fee
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

City of Kenmore, Washington - 2018 Fee Schedule

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Service Fees	2018 Fee
Adoptions –including licensing and spaying or neutering or the animal	\$75-\$250 based upon adoptability/animal
Spay or neutering deposit	\$150/animal
Impound or redemption – dogs, cats or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption – livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner's deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. MISCELLANEOUS

Type	2018 Fee
Credit Card Service Fee	3%
NSF (insufficient check)	\$25
Reports, copies, maps, etc.	
Standard size black and white copies (standard size are 8 ½"x 11", 8 ½" x 14", and 11"x 17")	\$0.15/page
Standard size color copies	\$0.20/page
Oversized documents such as building plans and maps	Actual cost charged by outside vendor
Large copy jobs	Actual cost charged by outside vendor
Records copied to CD or DVD	\$1 per CD or DVD
Records copied to thumb/flash drive	Actual cost of supplies
Scanned Copies (converting from paper to electronic)	No charge for first 10 pages > 11 pages \$0.10/page
Mailing envelopes or packaging and postage	Actual cost of supplies and postage
Recording documents	Actual costs or \$100 minimum, whichever is greater
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$30/day
Craft Vendor	\$30/day

City of Kenmore, Washington - 2018 Fee Schedule

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Non-Profit Booth or Vendor	\$10/day
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$120
Kenmore Residents half day	\$60
Non-Kenmore Residents all day	\$160
Non-Kenmore Residents half day	\$80



City of Kenmore
Investment Policy
June, 2001

Purpose

To establish the Official Investment Policy of the City of Kenmore for future operations and guidance.

Policy

It is the policy of the City of Kenmore to invest public funds in a manner consistent with the greatest safety and protection for the City's investments. This investing of funds will, while protecting the safety of the principal investment, produce the highest investment return for meeting cash flow requirements of the City and conform to all Washington State statutes, City ordinances and policies governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the City of Kenmore. These funds are accounted for in the City's budget document and include:

Funds – General, Street Operating, Arterial Street, Municipal Capital, Capital Projects, Surface Water Management, Strategic Reserve, Equipment Replacement, any new funds created by the City Council, unless specifically exempted.

Prudence

The standard of prudence to be applied by the Investment Officer in managing the City's overall portfolio shall be the "Prudent Person Rule" which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

Public Trust

All participants in the investment process will seek to act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public scrutiny and evaluation. In addition, the overall investment program shall be designed and administered with a degree of professionalism worthy of the public trust. Investment officials shall also refrain from any transaction that might knowingly impair public confidence in the City's ability to govern effectively.

Objective

The funds of the City of Kenmore will be invested in accordance with the Constitution of the State of Washington, applicable statutes (Revised Code of Washington (RCW)), City ordinances, resolutions, and Council direction. The objectives are listed below in order of importance:

Safety

Safety of principal is the primary objective of the City's investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this objective, some diversification may be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity

The City of Kenmore's investment portfolio will remain sufficiently liquid to enable the City of Kenmore to meet all operating requirements which might be reasonable anticipated.

Yield

The City of Kenmore's investment portfolio shall be designed with the objective of attaining a market rate of return (as it relates to the performance standards) throughout budgetary and economic cycles, taking into account the City of Kenmore's investment risk and the cash flow characteristics of the portfolio.

Delegation of Authority

The City Manager delegates management responsibility for the investment program to the Finance Director who will act as the City's Investment Officer. The Finance Director shall establish written procedures consistent with this investment policy. Procedures shall include reference to safekeeping, wire transfer agreements, custody agreements and investment related banking service contracts. Such procedures shall include explicit delegations of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Investment Committee

There is hereby created an Investment Committee consisting of the City Manager and Finance Director. The Investment Committee shall meet periodically to determine general strategies and monitor results.

Ethics and Conflicts of Interest

Officials and employees involved in the investment process shall refrain from personal business activity which could conflict with proper execution of the investment program, or which could impair their ability to make unbiased investment decisions. Employees and investment officials shall disclose to the City Council financial interests over \$5,000 in financial institutions that conduct business for the City, and they shall further disclose personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

Authorized Institutions

Authorized financial institutions will be limited to those that meet one or more of the following:

- Financial institutions approved by the Washington Public Deposit Protection Commission; or
- Primary dealers recognized by the Federal Reserve Bank; or
- Non-primary dealers or institutions qualified under U.S. Securities and Exchange Commission Rule 15c3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

The Finance Director will ensure each financial institution meets the above criteria.

Authorized and Suitable Investments

The City of Kenmore is empowered to invest in the following types of securities:

- ◆ U.S. Treasury securities maturing in less than ten years;
- ◆ Short-term obligations of U.S. government agencies and instruments approved for investment purposes by the Investment Committee;
- ◆ Fully insured or collateralized certificates of deposit at commercial banks that are approved by the Washington Public Deposit Protection Commission (WPDPC) committee;
- ◆ Banker's Acceptances, purchased in the secondary market and having received the highest rating on the accepting bank's short-term obligations and the two (2) highest ratings on long-term debt by at least two (2) Nationally Recognized Statistical Ratings Organizations;
- ◆ Bonds or warrants of the State of Washington
- ◆ General obligation or utility revenue bonds of counties/cities located within Washington State; or,
- ◆ The State of Washington Local Government Investment Pool.

Authorized Investment Staff

- The Finance Director will direct the city's investment operations and will obtain written approval from the City Manager prior to transacting any business.

Collateralization

- Only securities authorized in statute for the investment of public funds will be accepted as collateral.
- Collateral will be held by a third party with which the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.
- The right of substitution is granted only upon approval of the entity.

Safekeeping and Custody

All securities transactions entered into by the City of Kenmore shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a financial institution designated by the Finance Director as primary agent to serve as a custodian acting on the City's behalf. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and all other pertinent information. All securities purchased by the City of Kenmore shall be properly designated as an asset of the city, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Finance Director as authorized herein, or by the Director's designee.

The City of Kenmore will execute custodial agreements with its banks or other custodial agents, which are chartered by the United States government or the State of Washington. Such agreements will include letters of authority from the City, details as to responsibilities of each party, notification of security purchases, sales and delivery agreements.

Diversification by Financial Institution, Security Type and Maturity

The City of Kenmore will diversify its investments by security type, institution and maturity. Diversification will include the following limits:

Security Type	Portfolio Max. With One Fin. Inst.	Portfolio Max.	Maturity Max.
Banker's Accep. (BA)	10%	20%	Five years
Cert. Of Dep. (CD)	35%	90%	Five years
U.S. Treasuries	100%	90%	Ten years
U.S. Agencies	100%	90%	Five years
State of WA bonds	30%	20%	Five years
Local Govt. Bonds	30%	10%	Five years
State Pool (LGIP)	100%	100%	N/A

The average length of maturity will not exceed two years.

Internal Controls

The Finance Director shall establish an annual process of independent review by the State Auditor's Office or an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

Performance Standards

The investment portfolio will be designed toward conservative and passive investments. The performance shall consider the City's investment risk constraints and cash flow needs. Maturities of investments shall be kept relatively shorter in periods of rising interest rates and relatively longer in periods of declining interest rates. Given this investment strategy, the City will use as investment yield benchmarks, the Federal Funds rate, the six-month U.S. Treasury bill rate, and the average rate of return from the Local Government Investment Pool (LGIP) of the State of Washington. The benchmarks will be the weighted-average of the following:

<i>Portfolio Component</i>	<i>Benchmark</i>
Certificates of Deposit	LGIP
LGIP	Federal Funds rate
Other securities	6-Month T-Bill

Reporting

The Finance Director is charged with the responsibility of including a quarterly market report on the investment activity. The report will include:

1. Recent market conditions;
2. Investment strategies employed in the most recent quarter;
3. Portfolio investment securities, maturities, and other features;
4. Investment return compared to the target rate of return and budgetary expectations.

Investment Policy Adoption

The City of Kenmore's investment policy shall be adopted by resolution of the City Council. Staff shall review the policy at least every two years and proposed changes will be submitted to the City Council.

City of Kenmore, Washington Investment Policy Glossary

BANKER'S ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DELIVERY VERSUS PAYMENT (DVP): An exchange of money for the securities.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded (bank to bank.) This rate is currently pegged by the Federal Reserve throughout openmarket operations.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MATURITY: The date upon which the principal of an investment becomes due and payable.

PORTFOLIO: Collection of securities held by an investor.

PRUDENT PERSON RULE: An investment standard. This is a legal term that means the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond.

City of Kenmore, Washington Investment Policy Glossary

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities of all types and descriptions are held in the bank's vaults for protection.

SAFETY: Protecting the principal amount of a security; ensuring the loss risk is very low.

SECURITIES & EXCHANGE COMMISSION: An agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15c3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued at three, six or twelve months.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

UNIFORM NET CAPITAL RULE: Securities & Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also call net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. Income yield is obtained by dividing the current dollar income by the current market price for the security. The yield to maturity is the current income yield minus any premium or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

City of Kenmore
Glossary and Acronyms

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

AD VALOREM TAXES: A tax levied on the assessed value of real property.

ALLOCATION: To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

APPROPRIATION: An authorization made by the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

APPROPRIATIONS ORDINANCE: The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

ARCH: A Regional Coalition for Housing created by Eastside cities and King County, Washington to preserve and increase the supply of housing for low- and moderate-income households.

ASSESSED VALUATION: The estimated value placed upon real and personal property by the King County Assessor as the basis for levying property taxes.

ASSIGNED FUND BALANCE: Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes, but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

AUDIT: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: a) ascertain whether financial statements fairly represent the entity's financial position and result of operations; b) test whether transactions have been legally performed; c) identify areas for possible improvements in accounting practices and procedures; d) ascertain whether transactions have been recorded accurately and consistently; and e) ascertain the stewardship of officials responsible for governmental resources.

BARS: Budgeting and Accounting Reporting System for the State of Washington.

BASE BUDGET: Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.

City of Kenmore
Glossary and Acronyms

BOND ANTICIPATION NOTE (BAN): Notes issued in anticipation of bonds.

BUDGET: (Operating) A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure limits by which the City and its departments operate.

BUDGET CALENDAR: The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT: An official written document which functions as a policy document, an operational guide, a communications device and a legally required financial planning tool for the City Council, the citizens, and other interested parties.

CAPITAL ASSETS: Assets of significant value, usually over \$15,000, and having a useful life of several years. Capital assets are also called fixed assets and may include land, building, equipment, fixtures, furniture and improvements.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan of proposed capital expenditures and the means of financing them. The capital improvement program may be enacted as part of the complete annual budget, including both operating and capital outlays. The capital improvement program is based on the Capital Facilities Element of the Comprehensive Plan. Also Known as the Capital Facilities Plan (CFP) or Capital Budget.

CAPITAL OUTLAY: Expenditures which result in the acquisition of, or additions to, fixed assets. Examples include: land, buildings, machinery and equipment, and construction projects.

CASH BASIS OF ACCOUNTING: The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

COMMITTED FUND BALANCE: Is a classification which includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

CONGESTION MANAGEMENT & AIR QUALITY (CMAQ). These are federal grant funds that require a twenty-percent (20%) local match. Funds must be used on transportation projects that are intended to improve air quality.

CONTINGENCY: A budgetary reserve for emergencies or unforeseen expenditures for which specific appropriations have not been possible.

CONSUMER PRICE INDEX (CPI): Published by the Bureau of Labor Statistics, it produces monthly data on changes in the prices paid by urban consumers for a representative basket of goods and services.

City of Kenmore
Glossary and Acronyms

COST CENTER: An organizational budget/operating unit or division within the General Fund.

CURRENT EXPENSE FUND: The fund used to pay the expenses and liabilities of the City's general operations, services and programs, commonly called the General Fund.

DEBT LIMITATION: For general municipal purposes, the City is limited to non-voted debt of 1.5% of the value of taxable property within the City. With a 60% majority vote, the City may issue debt of up to 2.5% of the value of taxable property for general purposes. With voter approval, the City may also issue debt of up to an additional 2.5% for municipal utilities, and an additional 2.5% for acquiring or developing open space and parks facilities.

DEFICIT: An excess of expenditures over revenues.

DELINQUENT TAXES: Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DESIGNATED FUND BALANCE: A portion of unreserved fund balance designated for a specific future use.

DIRECT DEBT: The sum of total bonded debt plus any unfunded debt for which the City has pledged its full faith and credit. This does not include the debt of overlapping jurisdictions.

DOUBLE BUDGETING: The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice; once in each fund's budget. The revenue side of both funds is similarly inflated.

ENCUMBRANCE: The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

ENDING FUND BALANCE: The cash balance remaining at the end of the year available for appropriation in future years.

ENTERPRISE FUND: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business.

ESCA: Emergency Services Coordinating Agency whose mission is to coordinate and assist member cities to be better prepared for disaster through mitigation, preparedness, response and recovery activities.

City of Kenmore
Glossary and Acronyms

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA): An agency that provides funding for hazard mitigation and disaster recovery.

FIDUCIARY FUND TYPE: The trust and agency funds used to account for assets held by the City in a trustee capacity.

FISCAL YEAR: A twelve (12) month period designated as the operating year by an entity. For the City of Kenmore, the fiscal year is the same as the calendar year (also called budget year).

FIXED ASSETS: Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land.

FTE: Full-time equivalent; the number of commensurable hours equivalent to those of a regular, full-time employee (2,080 hours per year).

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: Fund balance (or fund equity) is an accumulation of revenues minus expenditures. Each fund maintained by the city has a fund balance.

GAAP: Generally Accepted Accounting Principles is a term used to refer to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as Accounting Standards.

GASB: Governmental Accounting Standards Board whose mission is to establish and improve standards of state and local governmental accounting and financial reporting.

GENERAL FUND: The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose.

GENERAL OBLIGATION BONDS: Also known as GO Bonds, are used to finance a variety of public projects such as streets, buildings, and capital improvements. Bonds are repaid from excess property taxes and are backed by the full faith and credit of the issuing government. The issuance of Unlimited General Obligation Bonds must be submitted to voters for approval. The City can also issue Councilmanic General Obligation Bonds which are non-voted.

City of Kenmore
Glossary and Acronyms

GFOA: Government Finance Officers Association

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

HMA: Hot mix asphalt, a type of asphalt pavement.

IPD: Implicit Price Deflator which is an index used by the State to determine allowable annual growth in inflation for the purposes of property tax calculations.

INFRASTRUCTURE: The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

INTERNAL SERVICE FUND: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

KMC: Kenmore Municipal Code.

LEED: Leadership in Energy & Environmental Design is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies intended to improve performance in metrics such as energy savings, water efficiency, CO₂ emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

LEVY: (1) To impose taxes, special assessments or service charges for the support of governmental activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

LEVY LID: A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

LID: LOCAL IMPROVEMENT DISTRICT is a district formed to provide any improvement it has the authority to provide, impose special assessments on all property specially benefited by the improvement, and issue special assessment bonds or revenue bonds to fund the costs of the transportation improvements.

LID: LOW IMPACT DEVELOPMENT is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible.

MILL: The property tax rate, which is based on the valuation of property. A tax rate of one mill produces one dollar (\$1) of taxes on each \$1,000 of property valuation.

City of Kenmore
Glossary and Acronyms

MITIGATION FEES: Contributions made by developers toward future improvements of City facilities resulting from the additional demand on the City's facilities generated from a development.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures (other than accrued interest on long-term debt) are recorded at the time liabilities are incurred, and revenues are recorded when measurable and available to extinguish current liabilities.

MODIFIED CASH BASIS: The cash basis of accounting adjusted for Washington State statutes RCW 35.33.151 and RCW 35A.33.150 that require cities to keep their books open in order to pay December bills by the following January 20.

MRSC: The Municipal Research and Services Center is a private, nonprofit organization based in Seattle, Washington whose mission is to promote excellence in Washington local government through professional consultation, research and information services.

NON-OPERATING EXPENSE: An expense which is not directly related to the provision of the services, such as debt repayments.

NON-OPERATING REVENUE: Revenue which is generated from other sources not directly related to service activities, such as investment interest.

NONSPENDABLE FUND BALANCE: The portion of fund balance represented by amounts such as the value of inventories which are considered to be nonspendable.

NPDES: As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

NPRSA: Northshore Parks & Recreation Service Area.

OPERATING FUNDS: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

OPERATING TRANSFER: Routine and/or recurring transfers of assets between funds.

ORDINANCE: A statute or regulation enacted by City Council.

OTHER SERVICES AND CHARGES: A basic classification for services, other than personnel services, which are needed by the City. This item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

PARK IMPACT FEES: A charge to be paid by new development for its "fair share" of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

City of Kenmore
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PBB: Priority-based budgeting, a mission- and results-driven process for reassessing budget priorities in order to make sound, long-term funding decisions.

PERFORMANCE MEASURES: Specific quantitative and qualitative measures that provide a means of analyzing the effectiveness and efficiency of a work product.

PERS: Public Employees Retirement System provided by the State of Washington.

PERSONNEL BENEFITS: Those benefits paid by the City as part of the conditions of employment. Examples include insurance and retirement benefits.

PROGRAM: A specific and distinguishable unit of work or service performed.

PROS: Park, Recreation and Open Space Plan

PUBLIC FACILITIES: The capital owned or operated by the City or other governmental entities.

PSRC: Puget Sound Regional Council which is a council of governments representing the Puget Sound region of western Washington to assist member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

RCW: Revised Code of Washington.

REET: (Real Estate Excise Tax): A tax upon the sale of real property from one person or company to another.

RESERVE: An account used to indicate that a portion of the fund equity is legally restricted for a specific purpose.

RESOLUTION: A formal statement of a decision or expression of an opinion of the City Council.

RESOURCES: Total dollars available for appropriations, including estimated revenues, fund transfers, and beginning fund balances.

RESTRICTED FUND BALANCE: The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

REVENUE: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.

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REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

SALARIES AND WAGES: Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and temporary help.

SUPPLEMENTAL APPROPRIATION: An appropriation approved by the Council after the initial budget appropriation.

SUPPLIES: A basic classification of expenditures for articles and commodities purchased for consumption. Examples include office and operating supplies, fuel, power, water, gas, and small tools and equipment.

SURFACE TRANSPORTATION PROGRAM (STP). Available grants for transportation construction projects. These funds are allocated by the State and Federal block grants to cities and counties.

TAP: Transportation Alternatives Program, which provides funding for programs and projects defined as alternatives, such as pedestrian and bicycle facilities, recreational trail program projects, and safe routes to school projects.

TAX: Charge levied by a government to finance services performed for the common benefit.

TAX ANTICIPATION NOTES (TANS): Notes issued in anticipation of taxes, which are retired usually from taxes collected (typically used by school districts).

TAX LEVY ORDINANCE: An ordinance through which taxes are levied.

TBD: Transportation Benefit District is a quasi-municipal corporation with independent taxing authority, including the authority to impose property taxes and impact fees for transportation purposes.

TIB: Transportation Improvement Board.

TIP: Transportation Improvement Plan is required to be prepared annually and prioritizes transportation projects and potential funding sources.

TMDL: Total Maximum Daily Load is a calculation of the maximum amount of a pollutant that a water body can receive and still safely meet water quality standards.

TRANSPORTATION IMPACT FEES: A charge to be paid by new development for its “fair share” of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

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UNASSIGNED FUND BALANCE: This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications (assigned, unassigned, committed, restricted, nonspendable). In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

WSDOT: Washington State Department of Transportation

