City of Kenmore

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

City Council Meeting Agenda
October 11, 2021- 7 PM

VIA ZOOM - LINK: https://us02web.zoom.us/j/86309317219

US: +12532158782,,85749137835# or +16699009128,,85749137835#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 863 0931 7219

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PROCLAMATIONS

A. Indigenous Peoples' Day - to be accepted by UW Tribal Liaison Iisaaksiichaa Ross Braine (Apsaalooke Nation)
Proclamation for Indigenous Peoples' Day

B. All in for Kids - Northshore Schools Foundation - accepted by Executive Director Carmin Dalziel
Proclamation - All in For Kids

VI. PUBLIC COMMENTS

A. We want to welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. All comments must be addressed to the Mayor and City Council. Please use the "raise hand" feature if you wish to speak. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name, city of residence for the record and keep your comments to the allotted time. Your time cannot be granted to another and your clock time will not be reset unless there are extenuating circumstances *and* the Presiding Officer has expressly allowed it. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make future decisions as those are quasi-judicial matters, and Councilmembers must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

VII. CONSENT AGENDA

A. Approve Minutes:

City Council September 13, 2021 Meeting Minutes
City Council September 20, 2021 Special Meeting Minutes
City Council September 27, 2021 Meeting Minutes

B. Authorize the City Manager to execute Amendment No. 3 to Contract 21-C2678 with PRR Inc. in an additional amount up to $30,000.
Agenda Bill - PRR Contract Extension and Amendment

C. Authorize the City Manager to execute Contract 21-C2754 with PSR for the Kenmore Senior Center HVAC Upgrades for an amount not to exceed $55,500.00
Agenda Bill - Senior Center HVAC Upgrades Contract 21-2754
21-C2754 Senior Center HVAC Upgrades

D. Approve Purchasing Card Policy & Procedures
Agenda Bill - Purchasing Card Policy

E. Receive and File July 2021 Financial Report
Agenda Bill - July 2021 Financial Report

F. Cancel October 18 Regular Meeting (to be replaced by 6 PM **Special** Meeting - Study Session)

VIII. BUSINESS AGENDA

A. Mid-Year Budget Review, presented by Finance and Administration Director Leticia Salcido, *for Information*
June 2021 Financial Report

B. Development Services Fee Resolution No. 21-370, adopting the 2022 Fee Schedule, presented by Development Services Director Bryan Hampson, *for Approval*
Agenda Bill - 2022 Fee Schedule
Exhibit A 2022 Fee Schedule
Exhibit B ARCH Liaisons
Exhibit C MFTE Application Fee
Exhibit D 2021 Northshore Schools CFP
Exhibit E Memo from Public Works
Exhibit F Resolution No. 18-315
Exhibit G 2021 Fee Schedule
Resolution No. 21-370 2022 Fee Schedule

C. Planning Commissioner Appointments, presented by Community Development Director Debbie Bent, *for Direction*
Agenda Bill - Planning Commission
Attachment 1 - KMC

D. Landscape Management Philosophy and Practices, presented by Public Works Operations Manager Jennifer Gordon, *for Information*
Agenda Bill - Landscape Management Philosophy & Practices Presentation
Integrated Pest Management Manual 2021

IX. STAFF REPORT

A. Compensating DEI Task Force Members, presented by City Manager Rob Karlinsey

X. COUNCILMEMBER REPORTS & COMMENTS

UPCOMING MEETINGS:

A. October 18, 2021 - Special Meeting /Study Session
October 25, 2021 - Regular Meeting
November 1, 2021 - Community Listening Session - ARPA
November 8, 2021 - Regular Meeting

City of Kenmore, Washington

Indigenous Peoples' Day

October 11, 2021

PROCLAMATION

WHEREAS, Indigenous peoples, the "First People", are culturally distinct ethnic groups who are native to North America which was later colonized and resettled by other ethnic groups; and

WHEREAS, the City of Kenmore recognizes that the Indigenous People of the lands that would later become known as the Americas have occupied these territories since time immemorial; and

WHEREAS, federally recognized tribes exercise self-determination based on treaty rights, executive orders, acts of congress, and judicial decisions which ensure their sovereign status with another sovereign nation; and

WHEREAS, there are 577 federally recognized tribes, countless unrecognized, and many worlds Indigenous peoples in the United States; and

WHEREAS, there are 29 federally recognized tribes throughout Washington State with more than 140,700 Native Citizens; and

WHEREAS, the City Council has reaffirmed its commitment to Diversity, Equity, and Inclusion by naming it one of its top three priorities of 2021; and

WHEREAS, We stand on the traditional land of the first people of Kenmore and honor with gratitude the land itself and the Coast Salish peoples who thrive in this place alive and strong; and

WHEREAS, history reflects significant harms and atrocities committed against the Indigenous People of this land and this history must not be forgotten; and

WHEREAS, The City recognizes the importance of acknowledging and celebrating the unique heritage, diverse cultures, history, and outstanding achievements of Indigenous Peoples; and

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim October 11th, 2021, as Indigenous Peoples' Day in the City of Kenmore and invite residents to celebrate and honor the histories and cultures of Indigenous People.

IN WITNESS WHEREOF, signed this 11th day of October 2021

Signed: ___________________________ Mayor David Baker

Attested: __________________________ City Clerk Anastasiya Warhol

City of Kenmore, Washington

All in for Kids

PROCLAMATION

WHEREAS, the Northshore Schools Foundation exists to raise funds and build community partnerships that amplify the Northshore School District priorities for student and teacher education and excellence; and

WHEREAS, the Northshore Schools Foundation exists to Enhance & Inspire Learning, Remove Barriers and Build Skills for Life for the more than 23,000 students in the Northshore School District.; and

WHEREAS, the Northshore Schools Foundation exists to Enhance & Inspire Learning by funding Innovative Classroom Grants, World Language Literature, Racial and Educational Justice Supports, Accessible and Flexible Seating and a variety of literature support; and

WHEREAS, the Northshore Schools Foundation exists to Remove Barriers by funding Backpacks for Kids, Opportunity Scholarship Fund, Basic Needs Aid and Homeless services; and

WHEREAS, the Northshore Schools Foundation exists to Build Skills for Life by funding Student Leadership, Career Days, Life Skills Training and Student Recognition at the Chamber level; and

WHEREAS, the Northshore Schools Foundation represents the public arm of support for public education in the Northshore area operating separately from the Northshore School District; and

WHEREAS, the Northshore Schools Foundation has granted over $2.9 million dollars to schools in the Northshore School District and aspires to provide funding and resources that benefit each of the over 23,000 students and every one of the more than 3000 teachers in all the 42 schools and special programs – every day; and

WHEREAS, the Northshore Schools Foundation is funded solely through private contributions made annually from supporters of our schools which include students, parents, teachers, staff, alumni, local businesses, regional industry, residents, and community members.

NOW, THEREFORE, I, David Baker, on behalf of the City Council do hereby proclaim the month of October to be All in for Kids Month in the City of Kenmore.

IN WITNESS WHEREOF, signed this 11th day of October 2021

Signed: ____________________________ Mayor David Baker

Attested: ___________________________ City Clerk Anastasiya Warhol

City of Kenmore
City Council Meeting
Special Meeting Minutes
September 13, 2021

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video and audio is available on the City YouTube channel.

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

PRESENT:

Councilmembers:	Mayor David Baker Councilmember Joe Marshall Councilmember Debra Srebnik Councilmember Corina Pfeil Councilmember Angela Kugler Councilmember Melanie O'Cain Deputy Mayor Nigel Herbig
Staff:	City Manager Rob Karlinsey Assistant City Manager Nancy Ousley ARPA Administrator/ Assistant City Manager Stephanie Lucash City Clerk Anastasiya Warhol City Attorney Dawn Reitan Community Development Director Debbie Bent Project Manager Maureen Colaizzi Project Manager Rob Sayre-McCord
Speaking Guests:	Carlos Gil, Kenmore Resident, Proclamation Recipient Milton Curtis, Kenmore Resident and Proclamation Recipient Julien Loh, Puget Sound Energy Patrick Robinson, Puget Sound Energy David Morton, Redmond Resident Stacey Valenzuela, Kenmore Resident Janet Hays, Kenmore Resident Vicki Grayland, Kenmore Resident Nancy Hansen, Kenmore Resident Patrick O'Brien, Kenmore Resident David Morton, Redmond Resident Rose Zhang, Kenmore Resident Rick Webster, Northshore Fire Commission Jeremiah Ingersoll, Local 2459 Suzanne Greathouse, Kenmore Heritage Society Ty Juvinel, Native American Artist Padraic McGovern, Kenmore Boathouse Manager Matthew Lacey, Kenmore Rowing Club

Suzanna Blahna, Kenmore Rowing Club
Nell Aiello, George Pocock Rowing Foundation
Jenn Gibbons, George Pocock Rowing Foundation
Justin Monwai, Financial Advisor, Piper Sandler

FLAG SALUTE
Mayor Baker led the flag salute.

EXECUTIVE SESSION
Pursuant to RCW 42.30.110(1)(i), the City Council will now enter a closed executive session to discuss pending or potential litigation. The session lasted approximately 20 minutes.

AGENDA APPROVAL
The agenda was approved as presented.

PROCLAMATIONS
Mayor Baker issued the Latino Heritage Month Proclamation. Kenmore Resident Carlos Gil accepted the proclamation on behalf of the Latino Development Organization serving the Monroe Correctional Complex.
Hispanic and Latino Heritage Month Proclamation

Mayor Baker issued the Fall Prevention Week Proclamation. Dr. Milton Curtis accepted the proclamation.
Falls Prevention Awareness Week Proclamation

PRESENTATION
Puget Sound Energy's Municipal Liaison Julien Loh presented the 2020 Systems Reliability and Project Activity report to the City Council.
Agenda Bill - PSE Reliability Report and Briefing
Puget Sound Energy Reliability Report - Year 2020, dated May 28, 2021
Historical Agenda Bill - PSE Reliability Report October 12, 2020
Kenmore Reliability Report Presentation 9.13.2021

PUBLIC COMMENT
The Council took comments from the public from approximately 7:58 pm to 8:20 pm.
Timestamped link included here: https://youtu.be/h8Htl8dADjY?t=3497

CONSENT AGENDA

A. Approve Minutes:
City Council August 2, 2021, Special Meeting Minutes
City Council August 9, 2021, Special Meeting Minutes
City Council August 16, 2021, Regular Meeting Minutes

B. Approve Total Check #s 47903 through 47997 totaling $2,793,070.48 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 8/13/2021 in the amount totaling $182,030.24 and a

Wire Transfer to Ticor Title Dated 8/16/21 in the amount of $3,044,719.41.
Voucher Approval Report Dated 08/20/21

C. Authorize the City Manager to enter into Contract 21-C2744 with the Northshore Schools Foundation for the purpose of providing ARPA Direct Cash Assistance to Kenmore Residents
Agenda Bill - Contract with Northshore Schools Foundation
RFP #21-2744 City of Kenmore ARPA Direct Cash Assistance Proposal - NSDF
RFP #21-2744 - Addendum - Northshore Schools Foundation
Contract 21-C2744 Northshore Schools Foundation - ARPA Direct Cash Assistance to Eligible Kenmore Residents

D. Authorize the City Manager to execute Contract 21-C2706 with Titan Earthwork LLC in the amount of $256,656 to construct the Local Road Safety Plan Signing Project, plus a 10% construction contingency for a total contract authorization of $282,400
Agenda Bill -Authorization of Contract for Local Road Safety Plan - Signing Project

E. Authorize the City Manager to Enter into a Water Extension Agreement 21-C2751 with Northshore Utility District (NUD) for the future water and sewer service connection to Squire's Landing (ƛ' a Xw a d i s) Park
Agenda Bill - NUD Developer Extension Agreement
Draft NUD Developer Extension Agreement

F. Authorize the City Manager to enter into Contract No. 21-C2752, Consultant Services Agreement with Gordon Thomas Honeywell through December 31, 2022
Agenda Bill - Gordon Thomas Honeywell Contract Approval
Attachment - GTH - Kenmore Contract 2022

G. Cancel September 20, 2021, Regular Meeting

MOTION: Councilmember Pfeil moved to approve consent calendar including items A-G listed above. Deputy Mayor Herbig seconded the motion.
VOTE: Motion PASSED by unanimous consent.

BUSINESS AGENDA

A. Update from Representatives of the Northshore Fire Commission *and* Firefighters Union Local 2459, *for Information*
Agenda Bill - Updates from Union and Fire Department

Commissioner Rick Webster and Union Representative Jeremiah Ingersoll offered updates and comments to the City Council.

B. Indigenous Story Pole Contract and Presentation, presented by City Manager Rob Karlinsey, Artist Ty Juvinel, and President of the Kenmore Heritage Society Suzanne Greathouse, *for Discussion and Approval*
Agenda Bill - Town Square Story Pole Agenda Bill
Town Square Story Pole RFP
Ty Juvinel's Proposal for Town Square Story Pole

Town Square Story Pole Artist Contract - Final
City Council Story Pole Slides

Artist Ty Juvinel presented examples of his work and discussed the proposed project for the story-pole sculpture located at the Town Square.

MOTION: Councilmember Pfeil moved to authorize the City Manager to enter into an agreement with Ty Juvinel to create an indigenous-based story pole sculpture at the Town Square, in an amount not to exceed $72,000 plus Washington State Sales Tax, substantially in the form attached hereto. Councilmember O'Cain seconded the motion.
VOTE: 7 Yes, 0 No, 0 Abstain. MOTION CARRIED.

C. Walkways and Waterways Projects Update, presented by Community Development Director Debbie Bent and Project Manager Maureen Colaizzi, *for Information*
Agenda Bill - Walkways and Waterways Projects Update
Attachment 1 - Final Design Site Plans and Public Artworks

Project Manager Maureen Colaizzi updated the Council on the current projects. She highlighted what the City has been able to accomplish from an environmental-conservation perspective.

D. Rhododendron Park Boathouse Fundraising and Programming Update, presented by Community Development Director Debbie Bent and Parks Project Manager Rob Sayre-McCord, *for Information*
Agenda Bill - Rhododendron Boathouse
Northshore School District - Boathouse Lease
Kenmore Boathouse Management Agreement
Fundraising Update Presentation

Project Manager Rob Sayre-McCord offered a brief update on the boathouse fundraising progress. The fundraising committee explained the challenges of fundraising during a pandemic.

XI. STAFF REPORT

Bonds Update- Closing and Issuance
Financial Advisor Justin Monwai explained that the bond sale was successful. Two specific factors that ensured success are the city's AAA bond rating, and the current low interest rates.

Aquatic Center Citing Study
Assistant City Manager/ARPA Administrator Stephanie Lucash explained that the City is looking to partner with neighboring cities to submit joint grant requests (for King County Parks Recreation and Trails and Open Space Levy monies) to fund citing studies for an aquatic center in the vicinity.

XII. COUNCILMEMBER REPORTS & COMMENTS

MOTION: Councilmember Pfeil moved request that the Residential Eviction Moratorium item be brought back to Council on September 27. Councilmember O'Cain seconded the motion.
VOTE: Motion PASSED by unanimous consent.

XIII. ADJOURNMENT

ADJOURNMENT
Mayor Baker adjourned the meeting at 10:57 p.m.

____
David Baker, Mayor

ATTEST:

____
Anastasiya Warhol, City Clerk

City of Kenmore
City Council Meeting
Special Meeting Minutes
September 20, 2021

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video and audio is available on the City YouTube channel.

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

PRESENT:

Councilmembers: Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Angela Kugler
Councilmember Melanie O'Cain

Staff: City Manager Rob Karlinsey
Assistant City Manager Nancy Ousley
ACM/ARPA Administrator Stephanie Lucash
Policy Analysis Intern Garrett Oppenheim
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Senior Planner Samantha Loyuk

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ON AGENDA

A. Report and Discussion on Exceptional Trees, presented by Policy Analysis Intern Garett Oppenheim
Exceptional Trees Policy Report

B. Residential Tree Subsidy Programs Report and Discussion, presented by Policy Analysis Intern Garett Oppenheim
Residential Tree Subsidy Programs Policy Report
Tree Policy PowerPoint Presentation

Policy Analysis Intern Garret Oppenheim presented on Exceptional Trees and Residential Tree Subsidy Programs. He offered the following recommendations to the City Council:

Recommendation Regarding an Exceptional Tree Ordinance:
- An exceptional tree ordinance should be considered in the context of 1) the Climate Action Plan and the list of potential new programs that will result from it, and 2) the code

amendment work plan dockets for future years, as discussed at the City Council's annual retreat.

- It is just one tool in the tool box, one that will require significant staff time and Council decisions. And even if it is implemented, it is not a perfect tool; big trees will still come down in Kenmore.

- It would make sense to evaluate the regulatory changes taking effect this fall and determine then whether an exceptional tree ordinance is actually necessary.

Recommendation Regarding Tree Subsidy Programs

- The KCD grant money should be used to operate a pilot tree giveaway program for planting season in 2022.

- After the 2022 program concludes, staff should evaluate the program in terms of staff time and resources that would be needed for it to become a permanent and ongoing program.

- It should also be considered in terms of the Climate Action Plan, like the exceptional tree ordinance.

-

ADJOURNMENT

Mayor Baker adjourned the meeting at approximately 6:30 p.m.

David Baker, Mayor

ATTEST:

Anastasiya Warhol, City Clerk

City of Kenmore
City Council Meeting
Regular Meeting Minutes
September 27, 2021

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video and audio is available on the City YouTube channel.

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

PRESENT:

Councilmembers:	Councilmember Joe Marshall
	Mayor David Baker x
	Deputy Mayor Nigel Herbig
	Councilmember Corina Pfeil
	Councilmember Angela Kugler
	Councilmember Melanie O'Cain
	Councilmember Debra Srebnik
Staff:	City Manager Rob Karlinsey
	Assistant City Manager Nancy Ousley
	Assistant City Manager/ ARPA Administrator Stephanie Lucash
	City Clerk Anastasiya Warhol
	City Attorney Dawn Reitan
	City Engineer John Vicente
	Community Development Director Debbie Bent
Speaking Guests:	Dr. Devin Byrd, Bastyr President
	Rod Dembowski, King County Council
	Elizabeth Evans Webb, Rob Dembowski's Office
	Shelly Helder, Gordon Thomas Honeywell
	Christiana Matthews, Kenmore Resident
	Stacey Valenzuela, Kenmore Resident
	David Dorian, Kenmore Residents
	David Morton, Redmond Resident
	Vicki Grayland, Kenmore Resident
	Elizabeth Mooney, Kenmore Resident
	Vicky Grayland, Kenmore Resident
	Doug Levy, Kenmore Resident
	John Peeples, Kenmore Resident
	Anja Helmon, Pastor of Northlake Luther Church
	Paul Dame, Mukilteo Resident

FLAG SALUTE
Mayor Baker led the flag salute.

AGENDA APPROVAL
The agenda was approved

VII. A. Approve Minutes:

as written.

PROCLAMATION
Mayor Baker issued the Domestic Violence Awareness Month Proclamation and encouraged residents to display purple lights to raise awareness.
Proclamation - Domestic Violence Awareness Month (October)

PRESENTATION:
Dr. Devin Byrd was welcomed and introduced to the City Council and the guest of the meeting.

Councilmember Rob Dembowski gave a King County Update with a highlight on all the current initiatives and partnerships with the City.

PUBLIC COMMENT
The Council took comments from the public from approximately 8:06 p.m. until approximately 8:42 p.m. Timestamped link included here: https://youtu.be/IfPrBvfdzZ8?t=4019. The following individuals provided comments:

- Christiana Matthews
- Doug Levy
- Vicki Greyland
- John Peeples
- David Morton
- David Dorian
- Pastor Anja Helmon
- Stacey V.
- Danny Howe
- Elizabeth Mooney
- Paul Dame

CONSENT AGENDA

A. Minutes:
City Council August 30, 2021, Special Meeting Minutes

B. Approve Total Check #s 47998 through 48102 totaling $998,998.34 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 8/27/2021 in the amount totaling $181,598.68 and ACH Payment to Thomco Construction in the amount of $581,849.39.
Voucher Approval Report dated 9/03/21

C. Approve Total Check #s 48103 through 48178 totaling $652,350.13 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 9/10/2021 in the amount totaling $178,691.10 and Payroll Check #10175 dated 9/10/2021 in the amount of 968.73.
Voucher Approval Report dated 9/17/21

D. American Rescue Plan Act (ARPA) Listening Session with the Kenmore Community, presented by Assistant City Manager/ARPA Administrator Stephanie Lucash, *for Approval*

Agenda Bill - Contract Addendum with Chanin Kelly Rae for ARPA Listening Session
City of Kenmore Listening Session Proposal 2021

MOTION: Councilmember Kugler moved to approve the consent agenda as presented, including the items listed above. Deputy Mayor Herbig seconded the motion.
VOTE: Motion PASSED by unanimous consent.

PUBLIC HEARING

A. Ordinance 21-0533 which established a six-month moratorium for development within the Transit-Oriented Development (TOD) District Overlay Area
Ordinance 21-0533 Six-Month Moratorium in the TOD Area

Mayor Baker opened the public hearing at 8:42 p.m. and closed at 8:47pm; timestamped here: https://youtu.be/IfPrBvfdzZ8?t=6125 The following guests gave testimony:

- Stacey Valenzuela

BUSINESS AGENDA

A. **Ordinance 21-0535, Amending Ordinance 21-0533 which established a six-month moratorium for development within the Transit-Oriented Development (TOD) District Overlay Area, presented by Community Development Director Debbie Bent, *for Discussion and Adoption***

Agenda Bill - Amending TOD Moratorium
Ordinance 21-0533 Six-Month Moratorium in the TOD Area
Attachment 1 Ordinance 21-0535 Amending TOD Moratorium

Community Development Director Debbie Bent recommended that the City Council be amended to alight wither recently adopted Engrossed Second Substitute House Bill 1220 by adding an exemption for building permit applications or construction of transitional housing permanent supportive housing, indoor emergency shelters and indoor emergency housing.

MOTION: Councilmember Pfeil moved to adopt Ordinance No. 21-0535, thereby amending Ordinance 21-0533 which established a six-month moratorium for development within the Transit Oriented Development (TOD) District Overlay Area. Deputy Mayor Herbig seconded the motion.
VOTE: 7 Yes, 0 No, 0 Abstain. MOTION CARRIED.

B. **Legislative Redistricting Update, presented by Shelly Helder from Gordon Thomas Honeywell, *for Discussion***
Kenmore Redistricting Memo
Redistricting Presentation

The City's lobbyist Shelly Helder summarized the proposed legislative redistricting maps submitted by Commissioner April Sims, Commissioner Paul Graves, and Commissioner Brady Walkinshaw, and Commissioner Joe Fain.

Shelly Helder was requested, by Council consensus, to draft a letter expressing the City's recommended maps by

C. **2021 Road Standards Adoption, Ordinance 21-0531, presented by City Engineer John Vicente,** ***for Adoption***
Agenda Bill - 2021 Road Standards A
Exhibit A - Road Standards Ordinance Final
Exhibit B - KMC 12.50 Revisions
EXHIBIT C - Road Standard Changes
2021 Road Standards Draft 20210927

City Engineer John Vicente explained that City staff recommend revisions to the road standards which have not been updated since 2015. Proposed changes included:

1. Adding Access and Circulation requirements between the road and front doors
2. Simplifying design standards for roadway cross sections by consolidating various design requirements for various situations into fewer standard requirements
3. Adding new Kenmore Standard Details (replacing King County Standard Details)
4. Increased sidewalk widths to 6 feet throughout the city
5. Changes to the frontage improvement requirements including the fee in-lieu option.
6. Increasing the private road threshold 7. Adding additional traffic calming options 8. Adding plantings (trees, shrubs, groundcover) allowed in the right of way

The Council determined that additional time and discussion was needed to fully weigh the proposed 2021 Road Standards.

MOTION: Councilmember O'Cain moved to Adopt Ordinance 21-0531, adopting the 2021 Road Standards and amending Chapter 12.50 of the Kenmore Municipal Code. Councilmember Marshall seconded the Motion.

VOTE: 2 Yes, 5 No, 0 Abstain. MOTION FAILED.

D. **Renter Eviction Moratorium, presented by Community Development Director Debbie Bent, for** ***Discussion and Action***
Agenda Bill - Extending Eviction Moratorium
Ordinance 21-0536 Extending Eviction Moratorium to Dec 31, 2021 (Sept 21)
20-03.7 Proclamation Residential Eviction Moratorium Extending to Dec 31, 2021 (rev Sept 20) - signed

MOTION: Councilmember Pfeil moved to adopt Ordinance 21-0536 through ratification and adoption of Proclamation and Issuance of Emergency Rule 20-03. 7 as *amended* to extend the moratorium to January 15, 2022, instead of December 31, 2021. Councilmember O'Cain seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. MOTION CARRIED.

ADJOURNMENT
Mayor Baker adjourned the meeting at approximately 10:39 p.m.

David Baker, Mayor

ATTEST:

Anastasiya Warhol, City Clerk

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Amendment 3 to Consultant Contract 21-C2678 with PRR, Inc. for Assistance with the Comprehensive Plan Update Public Participation Plan **Proposed Council Action/Motion:** Authorize the City Manager to execute Amendment 3 to Contract 21-C2678 with PRR, Inc. in an additional amount up to $30,000.	**For Council Meeting Agenda of:** October 11, 2021 **Department:** Community Development **Prepared by:** Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner **<u>Initial & Date</u>** **Approved by Department Head: DB, 9/24/21** **Approved by City Attorney: N/A** **Approved by Finance Director: N/A** **Approved by City Manager: RK, 9/30/21** **Exhibits/Attachments:**

INFORMATION/BACKGROUND:

The Community Development Department has been working with PRR, Inc., since May on public involvement efforts related to the Comprehensive Plan update. Their original work products—a project brand and logo, a statistically-valid community survey with analysis, and a public participation plan—are complete. Amendments 1 and 2 to the original contract authorized use of the Council-approved 10% contingency for the project to broaden interpretation services to include Mandarin and Russian (along with Spanish) and to develop additional public informational materials.

For the next phase of the Comprehensive Plan update, staff recommends extending PRR's contract through Amendment 3 to assist with community involvement efforts related to Missing Middle Housing, including a virtual community forum on housing issues in November. As much as possible, these efforts are being coordinated with other City activities, including the Climate Action Plan, ARPA funding policy, and DEI efforts. The involvement of historically under-represented communities within Kenmore is a particular focus.

The original PRR contract amount authorization was $87,120. The additional expanded work requires up to an additional $30,000. With approval of Amendment 3, the total contract amount would not exceed $117,120.

FISCAL CONSIDERATION:

$150,000 in City funds was budgeted in the 2021-2022 biennium for the Comprehensive Plan update project.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The Comprehensive Plan update will touch on all Council priorities. In 2021, Council priorities to be addressed include: (1) Increase and preserve the options for affordable housing stock; (3) Develop and implement a diversity, equity, and inclusion policy and program; (6) Focus on and emphasize multimodal transportation, including BRT on SR522; and (11) Engage and educate the community on growth and development in Kenmore.

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:
Kenmore Senior Center HVAC Upgrades

Proposed Council Action/Motion:

Authorize the City Manager to execute Contract 21-C2754 with PSR for the Kenmore Senior Center HVAC Upgrades for an amount not to exceed $55,500.00.

For Council Meeting Agenda of:

Department: Public Works Operations
Prepared by: Jennifer Gordon, PW Operations Manager

	Initial & Date
Approved by Department Head:	JG 9.24.21
Approved by City Attorney:	N/A
Approved by Finance Director:	LS 9.27.21
Approved by City Manager:	RK 9.27.21

Exhibits/Attachments:
Contract 21-C2754

INFORMATION/BACKGROUND:

The Kenmore Senior Center, a branch of the Northshore Senior Center is located at 6910 NE 170th ST, within Kenmore's Rhododendron Park. The City owned building was originally a single-family residential home with a detached garage that was built in 1948 and converted into a leased space that is now the home of the Kenmore Senior Center.

The City has completed many large maintenance tasks in the past such has a complete re-roof in 2011 and exterior painting in 2018. The City hired EMG/Bureau Veritas to perform a full facility condition assessment of the Kenmore Senior Center building in December of 2019. As noted in the facility assessment report, the existing baseboard heating units are well beyond their useful life and will require replacement. Not only should the equipment be replaced because it is starting to fail, but a new HVAC system would greatly improve overall air quality within the building.

Staff is proposing to remove the existing base board heaters and replace with a modern heat pump and ventilation system. Staff has received 4 bids for the Kenmore Senior Center Upgrade. Below is the bid tabulation.

Bid Table	Base Bids (not including WSST)
PSR Mechanical	$47,935.00 **LOW BID**
Pacific Air Control, Inc.	$70,950.00
MacDonald-Miller	$94,350.00
Holmberg Mechanical	$145,763.00

PSR has the low base bid, coming in at $47,935 and by adding Washington State Sales Tax as well as a 5% contingency, staff is proposing approval of a not to exceed amount of $55,500.

Upon the execution of contract 21-C2754 the equipment will be ordered, however there is a 4-month lead time for the equipment and would expect the installation to be completed sometime in the first quarter of 2022.

FISCAL CONSIDERATION:
ARPA funds may be able to cover the cost of the contract based on improving the air quality of the building used by a COVID-19 high risk group, however if it is determined that ARPA funds are not available, the cost will be covered in general fund.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Supports the safety, health, and welfare of all of its citizens.

City of Kenmore Contract No. 21-C2754

City of Kenmore
Limited Small Works Contract

THIS AGREEMENT is entered into the date last below written between the CITY OF KENMORE, a Washington municipal corporation ("City") and PSR Mechanical, ("Contractor").

The parties agree as follows:

1. Contractor Services.

1.1 The Contractor shall perform the following services for the City: HVAC Upgrades at the Kenmore Senior Center; see Kenmore Senior Center HVAC Upgrades Project Proposal/Exhibit “A”.

1.2 The Contractor shall furnish at its own cost and expense all labor, tools, equipment and materials required. The Contractor shall construct and complete in a good workmanlike manner, and to the satisfaction of the City, the work designated, described and required by the applicable plans, specifications and approved proposal for construction of the improvements, all of which documents are a part of this Agreement.

2. Time of Completion. The Contractor shall commence work within 5 days after issuance of Notice to Proceed by the City, and shall complete the work within 180 calendar days from the City’s issuance of the Notice to Proceed.

3. Compensation and Method of Payment. The Contractor shall request payment for work performed using the billing invoice form at Exhibit “C.”

The City shall pay Contractor:

[Check applicable method of payment]

_X_ According to the rates set forth in Exhibit “A”.

_X_ A sum not to exceed $55,500.00

.

___Other (describe): ____
____

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

3.1 Bonds/Retainage. No Bid Bond is required. No Contract Bond (Payment & Performance Bond) is required. No retainage is required. The City waives bond and retainage requirements per RCW 39.04.155(3); however, the City has the right of recovery against the Contractor for any payments made on the Contractor's behalf.

3.2 Defective or Unauthorized Work. The City reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Agreement, and extra work and materials furnished without the City's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

4. Termination.

This City may terminate this Agreement for good cause. "Good cause" shall include, without limitation, any one or more of the following events:

4.1 The Contractor's refusal or failure to supply a sufficient number of properly skilled workers or proper materials for completion of the work.

4.1The Contractor's failure to complete the work within the time specified in this Agreement.

4.1 The Contractor's failure to make full and prompt payment to subcontractors or for material or labor.

4.1 The Contractor's failure to comply with any federal, state, or local laws, regulations, rules, or ordinances.

4.1 The Contractor's filing for bankruptcy or being adjudged bankrupt.

If the City terminates this Agreement for good cause, the Contractor shall not receive any further monies due under this Agreement until the Contract work is completed.

5. Independent Contractor. The Contractor is and shall be at all times during the term of this Agreement an independent contractor.

6. Prevailing Wages. This Agreement is subject to the prevailing wage requirements of Chapter 39.12 RCW, as now in effect and hereafter amended. The hourly wage paid to all laborers, workers or mechanics for the work under this Agreement shall be not less than the prevailing rate of wage in King County, Washington. The Contractor is responsible for determining the correct laborer, worker or mechanic classifications for prevailing wages. The prevailing wages shall be as of the date of the quotation submitted by the Contractor to the City, and are available at the Department of Labor and Industries website at http://www.Ini.wa.gov/TradesLicensing/PrevWage/WageRates. A copy of the applicable prevailing wages is available for viewing at City Hall at the address shown in paragraph 19 of this Agreement. The City will mail a hard copy of the applicable prevailing wages to the Contractor upon request. Prior to making any payment under this Agreement, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the "Statement of Intent to Pay Prevailing Wages." The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that that prevailing wages have been paid by the Contactor and all subcontractors. Following acceptance of work, the Contractor shall submit an "Affidavit of Wages Paid." The Contractor may use the process described in Exhibit "E" for prevailing wage reporting.

7. Changes.

7.1 The City may issue a written change order for any change in the work during the performance of this Agreement. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within 14 calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

7.2 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within 14 calendar days, provide a signed written notice of protest to the City that states the date of the notice of protest, the nature and circumstances that caused the protest, the provisions in the agreement that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

7.3 Contractor's Duty to Complete Protested Work. In spite of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

7.4 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

7.5 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or following procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

8. Claims. The Contractor shall give written notice to the City of all claims other than change orders within 14 calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Paragraph 7.1 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected with this Agreement within 120 calendar days from the date the work is completed.

9. Warranty. The Contractor shall correct all defects in workmanship and materials within one year from the date of the City's acceptance of the work. When defects are corrected, the warranty for that portion of the work shall extend for one year from the date such correction is completed and accepted by the City. The Contractor shall begin to correct any defects within 7 days of its receipt of notice from the City of the defect. If the Contractor does not accomplish the corrections within a reasonable time, the City may complete the correction and the Contractor shall pay all costs incurred by the City to accomplish the correction.

10. Indemnification.

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

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

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

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

11. Insurance.

11.1 The Contractor shall procure and maintain for the duration of this Agreement, the following insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of work under this Agreement by the Contractor, its officers, employees and agents:

11.1.1 Automobile Liability Insurance with limits no less that $1,000,000.00 combined single limit per accident for bodily injury and property damage.

11.1.2 Commercial General Liability Insurance written on an occurrence basis with limits no less than $1,000,000.00 combined single limit per occurrence and $2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer’s liability.

11.2 Before commencing work under this Agreement, the Contractor shall provide to the City a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

11.3 Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor. The City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of Contractor, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

11.4 The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given 30 days' prior written notice of any cancellation, suspension or material change in coverage.

12. Miscellaneous.

12.1 Subletting or Assigning Contract. The Contractor shall not assign, transfer, or encumber any rights, duties or interest accruing from this Agreement without the express prior written consent of the City.

12.2 Extent of Agreement Modification. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

12.3 Work Performed at Contractor's Risk. The Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work under this Agreement. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

12.4 Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Agreement, or to exercise any option contained in this Agreement in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

12.5 Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on 3 calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement.

City of Kenmore
Jennifer Gordon
Public Works Operations Manager
18120 68th Ave. NE
Kenmore, WA 98028-0607
(425)398-8900

CONTRACTOR
Nick Hryciuk, Project Executive
PSR Mechanical
3132 NE 133rd ST
Seattle, WA 98125
(425) 308-9951

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

12.7 Compliance with Laws. The Contractor shall comply with all federal, state and local laws, ordinances, regulations, and rules applicable to the work to be done under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _______ 20__.

CONTRACTOR

By ________________________________

Name______________________________

Title_______________________________

CITY OF KENMORE

By_______________________________

Rob Karlinsey
City Manager

EXHIBIT A

PSR Mechanical
Building Efficiency and Sustainability
A Service Logic Company

3132 NE 133rd Street
Seattle, WA 98125
(206) 367-2500
www.psrmechanical.com

Kenmore Senior Center HVAC Upgrades

Project Proposal PP 214344

May 11, 2021
Revised August 18, 2021

Prepared for:

City of Kenmore
18120 68th Ave NE
Kenmore, WA 98028

Client Objectives

Annex Building HVAC Upgrade

- The existing Annex Building is being remodeled and the existing baseboard heaters are being removed. We are providing a modern heat pump and ventilation system to serve the remodeled Annex Building.

Cottage Building HVAC Upgrade

- The existing Cottage Building baseboard heaters are having control issues or are not functioning. We are providing modern heat pumps and ventilation systems to serve the two offices, Living Room and Rec Room. Spaces that are not served by the heat pump systems will need to retain their existing baseboard heaters for freeze protection.

Project Agreement

By and Between

Company:		**Client:**
PSR Mechanical 3132 NE 133rd Street Seattle, WA 98125 (206) 367-2500	**and**	City of Kenmore 18120 68th Ave NE Kenmore, WA 98028 Jennifer Gordon
(Herein after referred to as "Company")		(Herein after referred to as "Client")

Company will provide the enclosed scope of work [PP214344, Senior Center HVAC Upgrade] at the following location(s):

Kenmore Senior Center
6910 NE 170th St
Kenmore, WA 98028

Scope of Work

Provide and install HVAC Replacement per PSR Mechanical design. Design is based on PSR site visit conducted on 4/21/2021.

Annex Building:

1. One (1) new Carrier model #38MAQB18R/#40MBCQ18 split system heat pump, as follows:
   Nominal 1.5-ton
   20.0 SEER
   Wall-mounted indoor cassette
   Outdoor unit located on existing concrete pad
   208 volt / 1 ph
   Wall-mounted remote temperature control

2. One (1) new American Aldes model #H150-TRG heat recovery ventilator, as follows:
   Polypropylene heat recovery core
   65% Sensible Recovery Efficiency
   Ventilator located in attic space
   Digital multifunction controller
   156 W supply fan motor
   120 volt / 1 ph
   Electronically and independently adjust supply and exhaust blowers
   100 CFM @ 0.55 inch ESP
   24-gauge pre-insulated unit cabinet
   Neoprene and Cork isolation pads mounted on timber boards
   Two (2) MERV6 Filters

3. Distribution ductwork, supply diffusers and return grills, as follows:
   - One (1) new flexible supply air branch duct
   - One (1) new flexible return air branch duct
   - One (1) new flexible exhaust air branch duct
   - One (1) new flexible outside air branch duct
   - One (1) new supply grille to serve Annex building
   - One (1) new return grille to serve Annex building

4. Two (2) new rooftop galvanized sheet metal vents with flashing. Final roofing not included.

5. Refrigeration piping and specialties, as follows:
   - All new refrigeration copper piping line set from indoor to outdoor unit.
   - New pipe supports and hangers.
   - Piping insulation including jacketing to protect insulation from UV and birds.
   - New 3 in. hole penetration at exterior wall for piping run.
   - Pressure test, evacuate and charge refrigeration piping.
   - Added refrigerant, as needed to meet factory specifications.

Cottage Building:

6. One (1) new Carrier model #38MGRQ18B/#40MAHBQ09XA3 split system heat pump to serve the Offices, as follows:
   - Nominal 1.0-ton
   - 22.5 SEER
   - Wall-mounted indoor cassettes located in each office
   - Outdoor unit located on new concrete pad
   - 208 volt / 1 ph
   - Wall-mounted remote temperature control

7. One (1) new Carrier model #38MGRQ24C/#40MAHBQ12XA3 split system heat pump to serve the Living Room and Rec Room, as follows:
   - Nominal 2.0-ton
   - 23.0 SEER
   - Wall-mounted indoor cassettes located in Living and Rec rooms
   - Outdoor unit located on new concrete pad
   - 208 volt / 1 ph
   - Wall-mounted remote temperature control

8. One (1) new American Aldes model #H190-TRG heat recovery ventilator, as follows:
   - Polypropylene heat recovery core
   - 68% Sensible Recovery Efficiency
   - Ventilator located in attic space
   - Digital multifunction controller
   - 155 W supply fan motor
   - 120 volt / 1 ph
   - Electronically and independently adjust supply and exhaust blowers
   - 150 CFM @ 0.60 inch ESP
   - 24-gauge pre-insulated unit cabinet
   - Neoprene and Cork isolation pads mounted on timber boards
   - Two (2) MERV6 Filters

9. Distribution ductwork, supply diffusers and return grills, as follows:
   One (1) new flexible supply air branch duct
   One (1) new flexible return air branch duct
   One (1) new flexible exhaust air branch duct
   One (1) new flexible outside air branch duct
   One (1) new supply grille to serve Cottage building
   One (1) new return grille to serve Cottage building

10. Two (2) new rooftop galvanized sheet metal vents with flashing. Final roofing not included.

11. Refrigeration piping and specialties, as follows:
    All new refrigeration copper piping line set from indoor to outdoor unit.
    New pipe supports and hangers.
    Piping insulation including jacketing to protect insulation from UV and birds.
    New 3 in. hole penetrations at exterior wall for piping run.
    Pressure test, evacuate and charge refrigeration piping.
    Added refrigerant, as needed to meet factory specifications.

Annex and Cottage Buildings:

12. Start and test to factory specifications by authorized PSR technicians.

13. Comfort air balance of heat recovery ventilators by PSR technicians.

14. Line voltage modifications, by PSR subcontractor.

15. Permit application, fees, and coordination included for:
    Mechanical permit

16. Work to be completed during normal business, Monday through Friday. Revisions to specified work schedule may involve added costs.

17. One year parts and labor warranty on new equipment and materials provided by PSR Mechanical
18. Additional part warranties provided by the equipment manufacturer, per individual manufacturers terms and conditions.

Subtotal for the above scope of work for both buildings $47,935.00

Extended Warranty

An extended one-year warranty (two years total) is available on this equipment if covered under one of PSR's comprehensive service programs.

Exclusions

- Washington State Sales Tax
- Fire Alarm System Interlocks
- Smoke Detector
- Structural Modifications
- Equipment Screening
- Existing Heater Demolition
- Concrete Equipment Pads
- Cut, Patch, and Paint
- Roofing
- Correction of Existing Sub-Standard Code Conditions
- Overtime or Weekend Labor

Payment Terms

Thirty percent (30%) down payment due upon acceptance. Month progress billings per Terms and Conditions enclosed. Balance due within ten (10) days of receipt of invoice upon project completion. The proposal is the property of the Company and is provided for Client's use only. Company guarantees the price stated in this Agreement for thirty (30) days from proposal date above.

Company		Client
Nick Hryciuk	Project Executive	Print Name
Approved for Company by:		Signature
David Parks	President	Title
Date		Date

Terms and Conditions

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within ten (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by Client and approved by Company's authorized agent by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto, and no person has authority to make any claim, representation, promise, or condition on behalf of Company which is not expressed herein.

1. Company warrants that the workmanship hereunder shall be free from defects for one (1) year from date of installation. If any replacement part or item of equipment proves defective. Company will extend to Client the benefits of any warranty Company has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Client's expense and at the rates then in effect. Company warrants the title to the materials and equipment furnished to the Client pursuant to this Agreement.
2. Client shall permit Company free and timely access to areas and equipment, and allow Company to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Company's normal working hours.
3. Client will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. Furthermore, Client shall purchase and maintain insurance covering all interests of the Company in the work, naming the Company as a loss payee and entitling the Company to receive payment including the total unpaid balance of the Agreement Price in the event of loss or damage including, but not limited to, loss or damage caused by fire, theft, vandalism or other perils. Client shall bear all costs of such insurance including, but not limited to, premiums, administrative expenses, and deductibles.
4. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Company's rates then in effect) over the sum stated in this Agreement.
6. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company all court costs and attorneys' fees incurred by Company.
7. Any legal action relating to this agreement, or the breach hereof, shall be commenced within one (1) year from the date of the work.
8. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Company's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Client, anyone directly or indirectly employed by Client, or anyone for whose acts Client may be liable, regardless of whether it is caused in part by the negligence of Company.
10. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
11. Company's obligation under this agreement and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials, or any fungus(es) or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spore(s); or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Owner of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

    Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the Client's facility, arising out of or in connection with the Company's work under this agreement, including without limitation any illness, injury or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
12. Client shall bear the risk of loss, destruction, or damage to all materials and equipment upon arrival of such materials and equipment at the Client's premises. Client shall also bear the risk of any loss, destruction, or damage to the work performed by the Company.
13. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL COMPANY BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CLIENT'S TENANTS OR CLIENTS, OR ANY SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES.

Disclaimer and Limitation of Liability:

Design and as-built drawings prepared by Company and proposal information including scope of work/specifications, as defined by Company, are intended for the exclusive use of Company. If these drawings, proposal information, and specifications are used by any person or business entity other than Company, Company disclaims all warranties on the use of this information, either express or implied or otherwise, including but not limited to implied warranties of merchantability, fitness for a particular use, and non-infringement.
Under no circumstances, will Company be liable to any person or business entity for any direct, indirect, special, incidental, consequential, punitive, or other damages based on the use of this information, including, without limitation, any lost profits, or business interruption. This is a comprehensive limitation of liability that applies to all losses and damages of any kind. If you are dissatisfied with the information, your sole and exclusive remedy is to discontinue using the information.

"NOTICE TO CLIENT"

This Company is registered with the state of Washington, registration No. PSRHVMS924JT as a general and has posted a bond or cash deposit of $12,000.00 for the purpose of satisfying claims against the Company for negligent or improper work or breach of contract in the conduct of the Company's business. This bond may not be sufficient to cover a claim which might arise from the work done under your contract. If any employee of the Company or subcontractor is not paid by the Company or subcontractor on your job, your property may be liened to force payment. If you wish additional protection, you may request the Company to provide you with original, "LIEN RELEASE" documents for each supplier or subcontractor on your project. The Company is required to provide you with further information about lien release documents if you request it. General information is also available from the Department of Labor and Industries.

By signing the below line, you are confirming that you have read and understand this paragraph and that you agree to the Terms and Conditions listed above.

Signature: ______________________________ Date: ______________________________

EXHIBIT C

CITY OF KENMORE
BILLING INVOICE

To: City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Specific Project: ____

Contract No.: __________________________________

Invoice Number: _________________ Date of Invoice: _____________

Contractor: ____
Mailing Address: ____
____
Telephone: ( ) __________________

Contract Period: ____________________ Reporting Period: ______________________

Amount requested this invoice: $___________

Attach itemized description of services provided.

____
Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	$___________
Previous payments	$___________
Current request	$___________
Balance remaining	$___________

Approved for Payment by: ____________________________ Date: ___________________

EXHIBIT D

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ________
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) ________
Exemption from FATCA reporting code (if any) ________
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity[4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Purchasing Card Policy & Procedures **Proposed Council Action/Motion:** Approve Purchasing Card Policy & Procedures	For Council Meeting Agenda of: October 11, 2021 **Department**: Finance & Administration **Prepared by**: Leticia Salcido, Director of Finance & Administration Initial & Date Approved by Department Head: LS Approved by City Attorney: n/a Approved by Finance Director: LS Approved by City Manager: RGK RGK **Exhibits/Attachments**: Purchase Card Policy & Procedures

INFORMATION/BACKGROUND:

It is the policy of the City of Kenmore to allow employees to use Purchasing Cards for specific procurements. Purchasing Cards are designed to provide a convenient and efficient method of procuring low value goods and services.

This document sets forth written policy and procedures by which the City will conduct the Purcahasing Card Program. Items covered in this policy include employee eligibility, purchase card use, conditions, card restrictions, purchases, reconciliation, card cancellation etc..

FISCAL CONSIDERATION:

n/a

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Preservation of City assets

CITY OF KENMORE
POLICY STATEMENT

Category: Financial Management | Adopted: 10/11/2021
Subject: Purchasing Cards | Distribution: All Departments

POLICY

It is the policy of the City of Kenmore to allow employees to use Purchasing Cards for specific procurements. Purchasing Cards are designed to provide a convenient and efficient method of procuring low value goods and services. city users will be able to make these small purchases simply and easily when a need arises. Purchasing Cards will reduce costs associated with processing requisitions purchase orders and accounts payable, while creating good business relations with suppliers by speeding up payments to them. These efficiencies will allow all groups and individuals involved to be more effective and focused on the value added aspect of their jobs.

This document sets forth the City's policy and procedures by which the City will conduct the Purchasing Card Program. This Policy shall apply to all City departments and divisions.

1. Employee Eligibility
   a. Purchasing cards will be issued to authorized regular City employees only.
      i. The department head is responsible for authorizing their employees to use a Purchasing Card.
      ii. Temp/Seasonal employees working on long term projects are eligible for a Purchasing Card with the approval of the Division Director/Manager. The Director of Finance/Administration has final approval.
   b. The employee whose name appears on the card is the only individual who may use the card.
   c. An authorized employee will be required to:
      i. complete a Purchase Card application (appendix 1)
         1. should be approved/signed by department head
      ii. and sign and abide by a cardholder agreement (appendix 2).

2. Purchase Card Use – General
   a. The maximum credit card limit will be established by the Director of Finance & Administration or designee.
   b. A department head may establish lower limits for department employees.
   c. Use of the Purchasing Card does not relieve the cardholder from complying with City and departmental policies and procedures. The Purchasing Card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips and more efficient use of City resources.

d. The cardholder will be responsible to report a lost or stolen card by phoning the contracting bank and advising their department head and the Finance Department. The Finance Department will confirm the loss in writing to the bank.
e. Cardholders are responsible to immediately inform the Finance Department of any fraud directly relating to their purchasing card which occurred outside of their control such as unauthorized charges.

3. Conditions that must be met when using the Purchasing Card
    a. Each single purchase may be comprised of multiple items, but the total must not exceed the maximum established transaction limit.
    b. When a purchase exceeds the maximum established transaction limit, the normal procedure of using purchase orders must be followed. Purchases must not be split to circumvent the transaction limit.
    c. The least expensive item that meets the needs of the department should be sought.
    d. Cardholders must follow their department's administrative control of funds procedures to ensure that sufficient budgeted funds are available for the purchase.
    e. The cardholder must obtain an itemized receipt from the vendor and submit the receipts along with their reconciled account statement to the Finance Department for payment.
        a. The reconciled account statement must be signed by cardholder and their respective department head.
4. Card Restrictions
    a. The following list covers purchases for which the Purchasing Cards are specifically prohibited.
        i. Cash advances or cash refunds
        ii. Personal use of any kind or any non-City purpose
        iii. Telecommunications equipment, software or services unless approve by IT (cell phone accessories are okay).
        iv. Computer hardware, software or peripherals (except Finance/IT) including any technology that attaches to connects to or passes through PC, network or wireless devices.
            1. The following may be procured by Purchasing Card keyboards, thumb drives, mice, cameras (photo, not PC type) and tablet device accessories (data plans and wireless devices for tablet devices must be processed through Finance/IT.
        v. Repairs to City vehicles (within Kenmore)
        vi. Good or services on City contract; unless payment by credit card was specifically contracted.
    b. The following list covers merchant categories from which the entire City account is restricted:
        i. Casinos, Gaming
        ii. Dating Services
        iii. Drinking Places
        iv. Liquor Stores
        v. Massage Parlors

c. The department head may specify further prohibitions or restrictions for department employees.

5. Misuse of the Purchasing Card
    a. If for any reason disallowed charges are not repaid by the cardholder before the card billing is due and payable, the City shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest (at the same rate as charged by the purchasing card contractor). Consequences for misuse of the Purchasing Card can include:
        i. Permanent revocation of Purchasing Card privileges
        ii. Assignment of wages for repayment of discrepancies
        iii. Notification to the Director of Finance & Administration and the Human Resources Manager to investigate the matter further
        iv. Disciplinary action, up to and including discharge
6. Card Cancellation
    a. A Purchasing Card may be canceled for any of the following reasons.
        i. The card is lost or stolen
        ii. The employee transfers to another department
        iii. The employee retires, resigns or is otherwise terminated from City employment
        iv. The authorizing department head requests cancellation for any reason
        v. The City Manager or Director of Finance/Administration approves cancellation for cardholder misuse or abuse of card privileges.
    b. It is the responsibility of the department head to advise the Finance Department of the termination or transfer of any cardholder. The Finance Department will then cancel the cardholder 's Purchasing Card.

PROCEDURE

1. General Information
    a. Authorized employees will each receive a unique Purchasing Card with the employee's name embossed on it. Only the employee shall use the card. No other person may use it. It has been specifically designed to avoid confusion with personal credit cards. In all other respects, the card is considered a regular credit card. However, the Purchasing Card must not be used for personal purchases under any circumstances.
    b. In order to receive a Purchasing Card, the employee will need to submit a Purchasing Card Application form (appendix 1) to the Finance Department. The employee's department head must authorize use of the card and indicate the desired Purchase Card limit (up to the maximum limits established by the City). The requested limit will be reviewed by Director of Finance/Administration or designee.
    c. When the Purchasing Card is received at the Finance Department, the employee will be contacted to personally sign a Cardholder Agreement.
    d. Prior to using the card, the employee must telephone the bank to activate their account by calling the toll-free phone number given on the card.
    e. Employees should sign their card immediately, exactly as they will sign the purchase receipts.

f. Employees may use their Purchasing Card at any merchant that accepts credit cards for payment. See Exclusions listed above.

2. Making A Purchase in person
   a. Cardholders shall obtain an itemized receipt for any purchases made. Sometimes the vendor will give a single receipt that includes the credit card transaction information as well as the itemized list of merchandise purchased. Some vendors may give two receipts, one for the credit card transaction and one for the merchandise. In either case the employee must retain both of these documents and submit them to the Finance Department with their reconciled credit card statement and/or reconciled cardholder activity statement. The receipts must give a description of each item purchased, price, totals and must include tax, where applicable.
   b. The merchant will require a signature on the sales draft. Before signing the draft, the cardholder shall verify that the dollar amount is correct and that sales tax has been added, where applicable. Typically, City purchase are taxable. Also, verify that the merchant business name is on the receipt.
   c. Safeguard the Purchasing Card and the Purchasing Card number from unauthorized users. Do not allow anyone else to use it. Keep the card in a safe place. Make sure that the merchant returns the card. Be sure to confirm with the merchant that your purchasing card number will not be kept "on file" by the merchant.
   d. Retain itemized receipts for completing the reconciliation to bank statement and/or reconciliation of cardholder activity statement.
   e. If someone other than the cardholder is sent to pick up an item they must sign the charge slip as follows: "Received by (name)"

3. Making a Telephone, Mail, Internet or Fax Order
   a. When placing a telephone, mail, internet or fax order the employee will be asked to provide their name, credit card number, expiration date on the card, and an appropriate billing address. Order forms that allow credit card payment will require the cardholder's signature.
   b. The cardholder shall specify to the merchant that an itemized receipt that shows description of item and tax on taxable items must be shipped with the merchandise.
   c. When the order arrives, the receipt document(s) should be retained and submitted to the Accounting Department with the reconciliation to the bank statement or cardholder activity statement.
   d. If a mail, phone, or fax order transaction is posted to the statement before actual receipt of the goods, it should be noted on the reconciliation. The receipt, with explanation, should be forwarded to the Accounting Department as soon as possible. (A merchant cannot charge the card until an order has been shipped, so the delay time should only be the time it takes for shipping.)
   e. For subscription payment, the original subscription form or renewal form shall be attached to the reconciliation where the charge appears.
   f. Internet orders should only be placed with reputable merchants who provide a secure ordering site. A secure site will show a padlock icon in

the lower right corner of the computer screen or will have an internet URL address beginning with "https".

g. For registration payments for out of town conferences/classes, etc., a copy of the signed Travel Authorization and a copy of the conference brochure shall be attached to the reconciliation where the charge appears.
h. For food purchases for trainings/meetings, an agenda and a sign-in sheet for said training/meeting shall be attached to the reconciliation where the charge appears.

4. Procedures After Purchase - Reconciliation
    a. The reconciliation can be performed using; the U.S. Bank Access Online Reconciliation Application cardholder activity report (see appendix 4) or Purchase Card statement.
    b. The cardholder may record the details of each purchase in the cardholder activity report or on the Purchase Card Statement reconciliation.
    c. The cardholder activity report can be accessed online and printed on the “access online” website with the Bank providing the City’s Purchasing Card Program. Detailed instructions for online access are provided in appendix 4.
    d. The cardholder activity report will include the following information:
        i. Cardholder’s name, department name and phone number
        ii. Month/Year of the billing cycle being recorded
        iii. Date of transaction
        iv. Merchant Name
        v. Complete item(s) description
            1. Be specific. A description of “Misc. parts” is not acceptable)
        vi. Budget code & budget code description for each transaction
        vii. Indicator of whether sales tax has been charged correctly
        viii. Total amount charged for each transaction.
        ix. Total purchases for the billing cycle.
    e. The <u>reconciliation of the cardholder activity report and/or monthly purchase card statement must be completed and submitted to accounts payable no later than the last day of the month ending prior to the due date.</u>
    f. After coding all the transactions on the purchasing card Bank website or purchase card statement, all itemized receipts for this billing cycle shall be attached to the reconciliation (but only for those transactions shown on the bank statement. If there are any receipts for purchases that didn’t get posted on the bank statement, the cardholder should hold them over and record them on next month’s reconciliation.
    g. The City’s billing cycle runs from the fifteenth (15^{th}) of the month through the fifteenth (15^{th}) of the following month. The cardholder may print the Cardholder Activity report from the Purchasing Card Bank website or wait for the purchase card statement. The statement will show all transactions posted to each cardholder account during the billing cycle. The total figure on the reconciliation shall match the total on the received bank statement.
    h. The cardholder shall sign the Reconciliation, obtain their department head or designee’s approval signature and return to the Finance Department before the last day of the month ending prior to the payment due date.

- i. If an item is being returned attach the credit slip to the reconciliation for the month in which the credit appears on the statement. It is the cardholder's responsibility to see that returns are properly credited. A return of goods purchased using the Purchasing Card must always result in a credit issued towards the cardholder's Purchasing Card account. If a merchant refuses to issue a credit contact the Finance Department.
- j. If there is a charge on the statement that the cardholder does not recognize the Bank should be contacted at 1-800-344-5696 to obtain the identification of the charge. If after contacting the Bank the employee still does not recognize the charge contact the Finance Department.
- k. If an employee will not be available to complete and sign the reconciliation because of leave or travel all sales receipts, credits, etc. should be forwarded to the employee's department head or designee so the transaction log can be completed and returned to the Finance Department on time.
- l. If a charge shown on the statement is incorrect or is still unrecognizable after contacting the company the purchase was made from, the cardholder shall contact the purchase card bank and the Finance Department.
- m. The Bank will then send the cardholder an affidavit to sign and return to the Bank. The required written information shall be returned to the bank within sixty (60) days of the date of the first statement on which the disputed charge occurred. The cardholder shall make two (2) copies of the letter, attach one (1) copy to the reconciliation and keep the other copy.
- n. The Bank will research the charge and make necessary adjustments to the account. The disputed item will be noted on the following month's statement for reconciliation purposes. The disputed item will be reflected in the outstanding balance but will not be part of the total amount due.
- o. When a disputed item has been resolved, a line item credit will be added to the statement and reflect a note regarding the status of the credit. The outstanding balance will be adjusted by the credit amount to reflect the final settlement of the disputed item.

5. Lost or Stolen Card
   - a. In the case of a lost or stolen card, the cardholder shall immediately notify the Finance Department, his/her department head, and the Bank. The Police Department should be notified depending upon the situation, the robbery, burglary, etc. The following telephone number may be used to notify the Bank.
     - i. 24 HOURS, 7 DAYS A WEEK – 1-800-344-5696
     - ii. Failure to report immediately a lost or stolen card could result in the employee being responsible for fraudulent use of the card.
   - b. The following information should be provided to the department head and Finance Department:
     - i. Cardholder's name
     - ii. Card number
     - iii. Date reported to the police (if applicable),
     - iv. Date reported to the Bank,
     - v. Last known purchases before the cards was discovered lost or stolen.

c. The missing card will be cancelled, and a new card number will be issued to the cardholder by the Finance Department.

6. Changes to Cardholder information
   a. Changes to cardholder's name, work address or department assignment (i.e. moving to another department) must be reported by completing the "cardholder Account Maintenance Form" (appendix 3) and forwarding it to the Finance Department. The Finance Department will submit the changes to the Bank and order a new card if necessary. The employee's old card must be turned in to the Finance Department when a new card is delivered.
   b. It is the responsibility of the department head to notify the Finance Department of the termination or transfer of any cardholder. The Finance Department will cancel the cardholder's Purchasing Card. A cardholder who is transferred to another department must re-apply for a Purchasing Card with the new department head's approval.

RESPONSIBILITIES

1. The department head is responsible for ensuring compliance for this policy within their department.
2. The Finance Department, in cooperation with the Director of Finance/Administration, is responsible for administering this policy.

APPENDICES

1. **Purchasing Card application**
2. **Cardholder Agreement**
3. **Cardholder Account Maintenance Form**

PURCHASE CARD APPLICATION - Appendix 1

EMPLOYEE/DEPARTMENT INFORMATION

__________________________ ___________ ________________________
Print Name Middle Initial Last Name

____________________ ________________________
Department Name Employee Business phone

Department Mailing Address

Applicant understands that only authorized individuals, pre-approved in writing by the department head, may obligate the City to acquire goods/services.

__________________________________ I am a permanent City employee
Signature of Applicant yes _______ No______

_____________________________________ __________________________
Signature Authorizing Department Head Date

Office Information – to be completed by Finance Department

______________________ _________________________
Single transaction limit Monthly credit limit

______________________________ _________________________
Signature of Director of Finance/Administration Date

CITY OF KENMORE
PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT – appendix 2

1. I hereby acknowledge receipt of a City of Kenmore Purchasing Card
2. I also acknowledge receipt of the City of Kenmore's Purchasing Card Program policies and Procedures, and confirm that I have read, understand and will comply with the terms outlined therein.
3. The purchasing card is provided to employees based on their need to purchase business related goods and services. A card may be revoked at any time. The card is not an entitlement not reflective of title or position.
4. All charges are billed directly to and paid directly by the City of Kenmore. Any personal charges on the card could be considered misappropriation of City funds since the cardholder cannot pay the bank directly.
5. Cardholder's are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, reconciling monthly statements and following proper card security measures. The City and/or the State Auditor's office will audit the use of this card and report any discrepancies.
6. Cardholders are responsible for reconciling their monthly statements and resolving any discrepancies by contacting their supplier and Bank. Prior to submission of the statement to Accounts Payable the cardholder and department head will sign the summary log indicating approval of all charges and noting any discrepancies. The cardholder is responsible to provide itemized receipts for credit card transactions.
7. A lost or stolen card should be reported immediately by telephone to Bank:
   a. (1-800-344-5696)
8. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary or involuntary termination) or transfer to another department. At that point, no further use of the card is authorized.

   The cards are for business-related purchases only; personal charges are not to be made to the card. In accepting this card, I understand that I am the only person entitled to use the card and I am responsible for all charges made against that card. Improper use of the card can be considered misappropriation of City funds which may result in disciplinary action. Should I fail to use this card properly, I understand the City may deduct from my salary that amount equal to the total of the discrepancy. I also understand the City may elect to collect such amounts even if I am no longer employed by the City of Kenmore.

________________________________ _______________

Cardholder Printed Name Date

____

Cardholder Signature

CITY OF KENMORE
CARDHOLDER ACCOUNT MAINTENANCE – appendix 3

Type of Request

____Name Change **____Credit Line Change** **____Address Change**

___Account Closure **____Other**

Account Number ___________________________________

Cardholder Name____

Department____

Effective Date____

Reason____

Old Information____

____

New Information____

____

___________________________________ ____________________

Approval by department head/designee **Date**

____

Approval by Director Finance/Administration

____ ________________

Signature **Date**

RECONCILIATION PROCESS – appendix 4

Using the US Bank Access Online Reconciliation Application

This internal tool will allow you to view and make changes to your incoming Purchase Card transaction. In order to access this tool, you must first register as a user (create a personal profile).

1. Log-on to the US Bank Access Online website at http://access.usbank.com

2. First time entry only: Follow the procedures required to establish a "personal profile" including typing in the City's Organizational Short name: KENWA. Once you have created a profile in this system and connected your personal purchase card number to the City's account, you can log in to use the system in step 3.

3. Once your personal profile has been created in the system each time you log in, you will be asked to enter
    a. Organization short name: KENWA
    b. User ID
    c. Password

4. Reconcile all of your charges (refer to the PowerPoint from the Access Online Reconciliation training class for specific instructions on how to use the application).

Signature: Rob Karlinsey
Rob Karlinsey (Sep 16, 2021 19:52 PDT)

Email: rkarlinsey@kenmorewa.gov

AB-PCard policy-9-16-21

Final Audit Report 2021-09-17

Created:	2021-09-16
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXPEzHJgNOA3Fqra8mIMTaCX-Rt00SPSu

"AB-PCard policy-9-16-21" History

Document created by Leticia Salcido (lsalcido@kenmorewa.gov)
2021-09-16 - 1:10:50 PM GMT- IP address: 73.59.49.24

Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2021-09-16 - 1:11:29 PM GMT

Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2021-09-17 - 2:51:36 AM GMT- IP address: 24.22.167.111

Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2021-09-17 - 2:52:30 AM GMT - Time Source: server- IP address: 24.22.167.111

Agreement completed.
2021-09-17 - 2:52:30 AM GMT

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: July 2021 Financial Report **Proposed Council Action/Motion:** Receive & file: July 2021 Financial Report for the City of Kenmore Washington	For Council Meeting Agenda of: September 27, 2021 **Department**: Finance & Administration **Prepared by**: Leticia Salcido, Director of Finance & Administration Initial & Date Approved by Department Head: ______ Approved by City Attorney: N/A Approved by Finance Director: ______ Approved by City Manager: RGK RGK **Exhibits/Attachments**: July 2021 Financial Report for the City of Kenmore, Washington

INFORMATION/BACKGROUND:

The Julye 2021 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2021-2022 adopted biennial budget. The budget was adopted on November 23, 2020..

FISCAL CONSIDERATION:

July is the 7th month of the 2021-2022, biennium budget period with 29% of the biennium elapsed.

General Fund:

The General Fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Activities within the General Fund include Public Safety, Public Works Engineering, Community Development, Development Services, Parks, Facility Maintenance, and administrative services such as City Manager, Legal, Finance, City Clerk and City Council.

Revenues:

As of July 31, 2021, biennium to date, revenues exceeded expenditures by $1,514,921. Revenues totaled $7.8 million while expenditures total $6.3 million. Revenues in the amount of $7.8 million represent 29% of the budget revenues in the amount of $27.1 million. Major revenue sources in the General Fund include property taxes, sales taxes, utility taxes, franchise fees, development related fees and other.

Property tax which is the major revenue source for the City generated $2.9 million through July 31, 2021. This represents 27% of the biennium budget amount. The budget for the biennium for this revenue source is $10.9 million.

Sales Tax revenue generated $2,019,083 through July 31, 2021. This represents 38% of the amount budgeted for the biennium in the amount of $5.3 million. Sales Tax revenues for the first seven months of 2021 are $551,000 or 38% higher than the amount received in the first seven months of 2020 and 29% higher than 2019. The major increase came from the industries in construction, retail, and services. The following is the increase for the first seven months of 2021 compared to the first seven months of 2020:

Industry	Amount	% increase
Construction	$271,875	94%
Retail	$144,853	25%
Services	$ 78,852	20%

A review of the top 506 sales tax remitters accounting for 88% of total remittances in the month of July indicates that 24% of the total was generated from internet-based companies. In the retail category approximately 50% of the revenue was from internet sales.

Utility Taxes totaled $654,697 or 27% of the amount budgeted of $2.4 million.

Development fees & permits revenue was $663,511 or 38.6% of the amount budgeted for the biennium ($1.7 million).

Expenditures:
Expenditures totaled $6.2 million for the first seven months of the biennium. This is 23% of the budgeted amount of $27.1 million.

Fund Balance:
The ending fund balance for the General fund, as of December 31, 2020 was $2.6 million. This reflects a loan to the Sammamish Bridge Fund in the amount to of $2.3. The loan was paid back in 2021.

Street Fund:
As of July 31, 2021, the year-to-date revenues totaled $349,904 or 11.4% of the budgeted amount. By adding 29% of the budgeted transfers-in from the General Fund and REET (normally done at the end of the year) revenues increase to $863,417 or 28% of the amount budgeted for the biennium. Expenditures for the first seven months of the biennium totaled $771,294 or 23.2% of the budgeted amount. The ending cash balance in this fund as of July 31, was $1.2 million.

Surface Water Management Fund:
As of July 31, 2021, biennium to date revenues totaled $1.6 million or 32% of the budgeted amount ($5.1 million). Expenditures during the same time period, totaled $755,029 or 10% of the biennial budget amount of $7.8 million. However, the expenditure total does not include budgeted transfers-out to Surface Water Management Capital Fund and General Fund (normally done at the end of the year). 29% of these transfers would increase expenditures to $1.8 million or 23% of total budgeted expenditures.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
Kenmore budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.

Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the monthly report.

Priority Based budgeting Result: Governance: Supports decision making with timely and accurate short term and long-range analysis that enhances vision and planning.

18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Leticia Salcido, Finance Director
DATE: August 27, 2021
RE: July 2021 Financial Reports for the City of Kenmore, Washington

July 2021 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule and Portfolio Analysis
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution

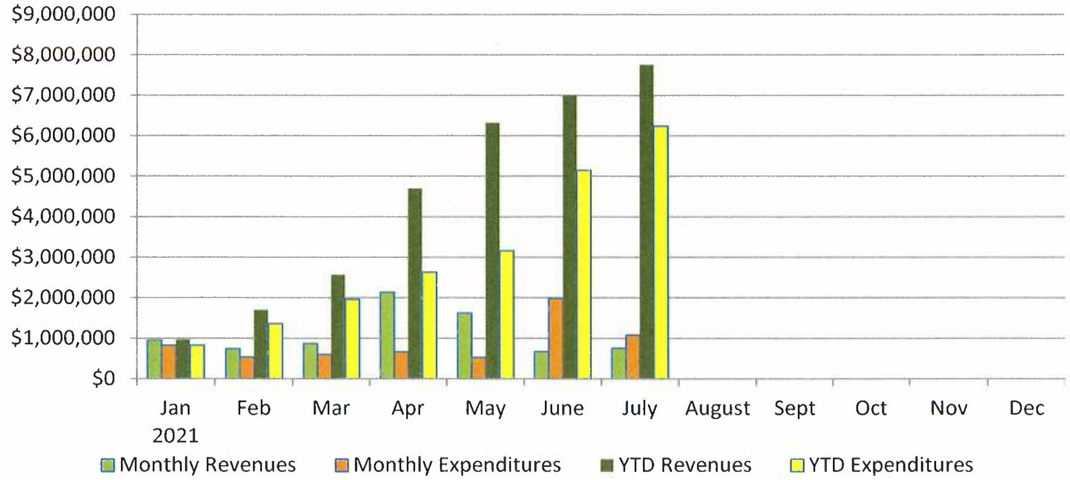
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, July is the seventh month (29%) of the 2021-2022 biennial budget period. For the month of July, expenditures exceeded revenues in the General Fund by $326,526. Biennium to date, revenues exceed expenditures by $1,514,921.

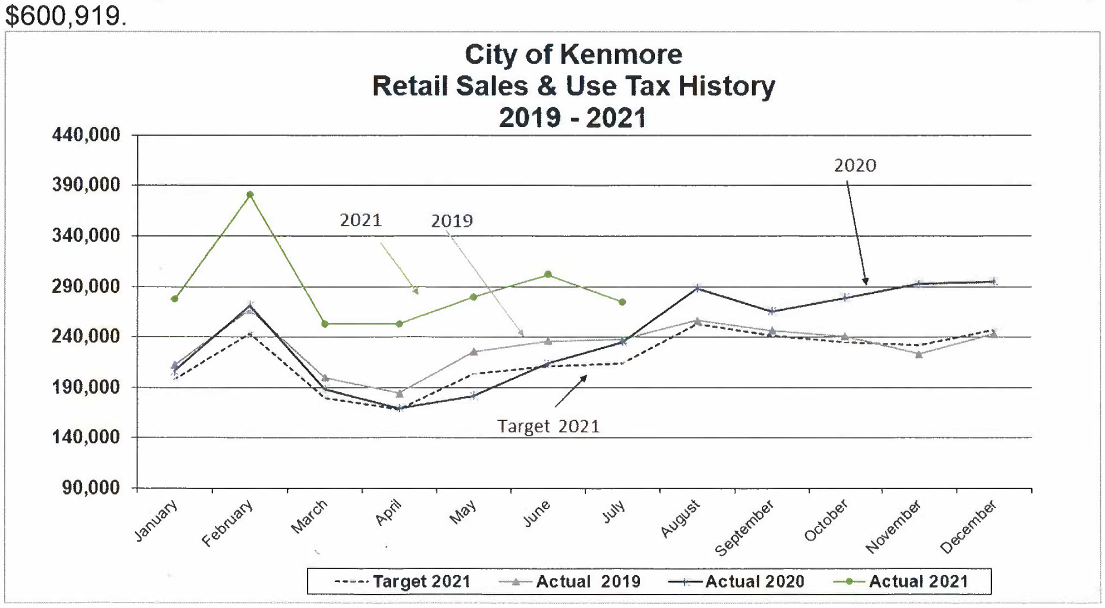
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through July 2021.

City of Kenmore, Washington
Monthly Financial Report
July 2021

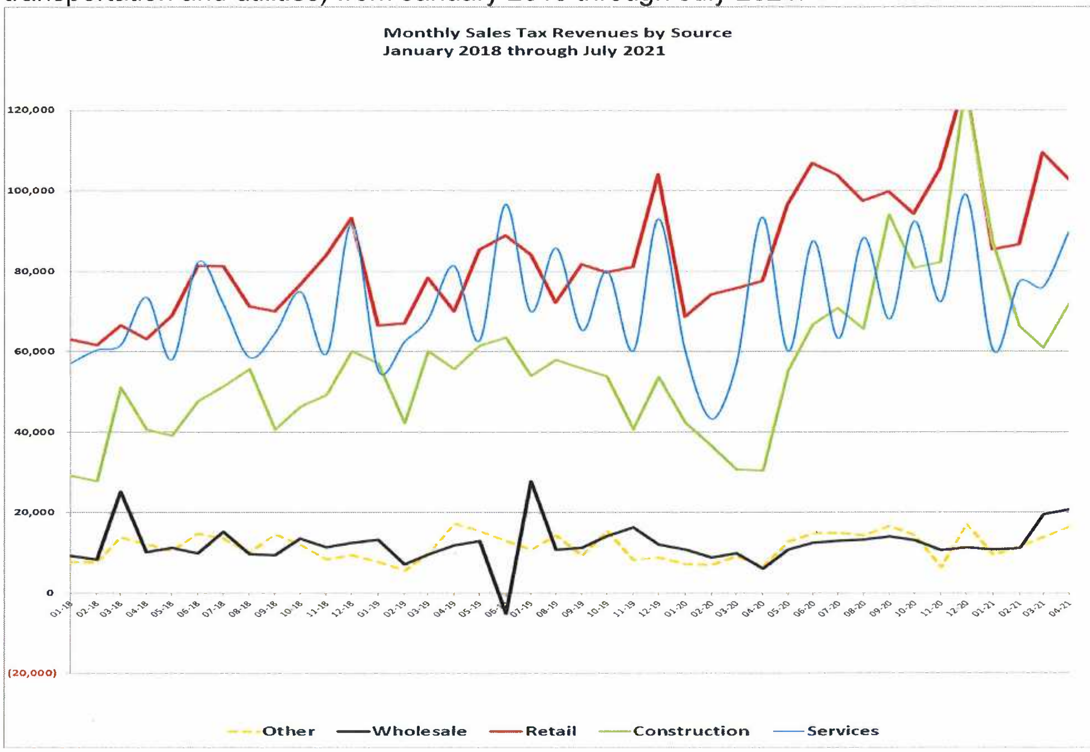


Total **revenues** for the month were **$761,052.** Biennium to date revenues are $7,755,301 which is 28.7% of the budgeted revenues of $27,067,770. Primary sources of revenue for the month included property taxes in the amount of $24,377, development fees & permits in the amount of $,90,824, retail sales and use taxes in the amount of $274,557, intergovernment & grants in the amount of $221,236, franchise fees in the amount of $70,031, and utility taxes in the amount of $65,528.

A summary of sales tax revenues received in **July** is attached. These receipts are based on **May** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2021 line is a monthly average of actual receipts during 2018, 2019, and 2020. The green line represents 2021 actual receipts, which are $551,586 above 2020 and ahead of the 2021 target by $600,919.



The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2018 through July 2021.



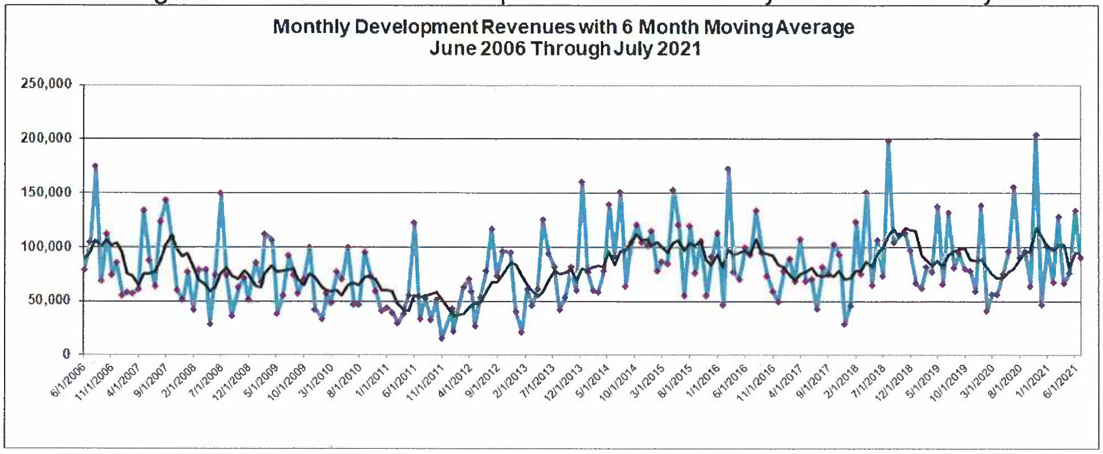
In July, the top 505 sales tax remitters, accounting for 88% or $240,624 of total remittances, were reviewed for internet sales activity.

Of the $240,624 of sales tax remitted by these companies in July, $56,599 (24% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sale tax in the major segments that include it:

	Total Sales Tax Remitted in July	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	$76,260	$37,874	50%
Information	6,980	2,172	31%
Services	57,190	14,190	25%
Wholesale	9,967	2,363	23%
Other	90,227	0	0%
	$240,624	$56,599	

City of Kenmore, Washington
Monthly Financial Report
July 2021

The following chart illustrates the development revenue activity over the last 15 years.



July 2021 expenditures were **$1,087,577.** Biennium to date expenditures are $6,240,379, which is 23% of the biennial budget expenditures of $27,067,770.

Total City cash ($24,175,436) and long-term investments ($6,068,350), at the end of July, totaled $30,243,786. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were $3,299,048 and total non-General Fund expenditures were $2,997,338.

In the **Street Fund** revenue from gas tax distributions were $37,685. $25,068 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund,** there were expenditures in the amount of $1,490,027 on pedestrian safety projects & street maintenance. The fund received $868,254 in project grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had $1,025,573 in expenditures during the month. The fund received $1,878,550 in bridge grant reimbursements during the month.

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

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

The **Real Estate Excise Tax** Fund received $266.355 of real estate excise taxes (REET) in July from sales activity that occurred in June. 53 transactions were reported during the month. The 2021 year to date revenue is higher than the 2020 revenue by $500,929.

The **Park Capital** fund had $16,183 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected $3,306 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of $417,635.

The **Transportation Benefit District** Fund received $31,502 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **July 31, 2021.** I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
July 31, 2021

	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH July 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BIENNIUM BUDGET 2021-2022	MONTH July 2019	BIENNIUM TO DATE 2019-2020	% of BUDGET	AMENDED BIENNIUM BUDGET 2019-2020
EXPENDITURES								
Cost Center								
City Council	12,015	92,716	27.9%	332,711	11,422	106,626	31.7%	336,208
City Manager	139,769	727,494	23.3%	3,121,846	216,071	957,531	30.2%	3,170,520
City Clerk	44,866	231,891	24.7%	937,052	30,410	206,462	22.5%	919,466
Finance	87,254	699,967	28.1%	2,490,440	70,552	610,197	31.7%	1,925,756
Human Resources	18,292	48,460	0.0%	0		0	0.0%	0
Legal	27,081	213,320	37.8%	565,000	25,012	171,987	26.3%	654,782
Coronavirus Relief Fund Expenditures	0	0	0.0%	0		0	0.0%	1,084,615
Interfund Transfers	0	0	0.0%	1,560,617	0	0	0.0%	3,226,484
Public Safety	324,300	1,850,494	20.2%	9,152,371	354,949	2,106,100	23.5%	8,967,044
Engineering & Environmental Services	74,982	381,802	22.6%	1,689,574	48,114	422,180	27.1%	1,555,790
Community Development	101,945	458,501	27.0%	1,695,828	79,524	470,899	29.8%	1,580,826
Developmental Services	126,521	771,326	27.1%	2,845,428	78,043	614,591	32.8%	1,874,061
Parks & Facility Maintenance	130,551	764,409	28.6%	2,676,904	134,928	1,070,661	33.0%	3,247,606
Total Expenditures	1,087,577	6,240,379	23.1%	27,067,770	1,049,026	6,737,233	23.6%	28,543,158
Revenues over Expenditures	(326,526)	1,514,921		0	(352,959)	354,682		(1,379,909)
Ending Fund Balance		**4,262,926**		**2,748,005**	**-352,959**	**5,289,051**	**0**	**3,554,460**

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City of Kenmore, Washington
General Fund Summary Report
July 31, 2021

	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH July 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BIENNIUM BUDGET 2021-2022	MONTH July 2019	BIENNIUM TO DATE 2019-2020	% of BUDGET	AMENDED BIENNIUM BUDGET 2019-2020
REVENUES								
Beginning Fund Balance		**2,748,005**		**2,748,005**		**4,934,368**		**4,934,368**
Property Taxes	24,377	2,894,543	26.6%	10,865,654	17,502	2,683,171	26.2%	10,224,205
Sales and Use Taxes	274,557	2,019,083	38.2%	5,282,280	297,878	1,964,263	31.6%	6,212,000
Utility Taxes	65,528	654,697	27.3%	2,399,290	68,356	678,336	27.5%	2,466,355
Other Taxes	10,860	53,090	29.1%	182,200	12,048	80,028	44.0%	181,868
Development Fees & Permits	90,824	663,511	38.6%	1,720,003	132,053	623,701	33.6%	1,854,042
Franchise Fees	70,031	496,605	28.4%	1,746,569	73,641	512,364	28.0%	1,831,835
Intergovernmental and Grants	221,236	846,350	34.5%	2,452,594	51,830	304,878	14.2%	2,142,292
Investment Interest	1,105	80,871	122.5%	66,000	5,236	46,726	49.0%	95,300
Fines and Forfeitures	0	2,336	0.0%	0	0	0	0.0%	0
Transfers and Other Revenues	2,532	44,215	1.9%	2,353,180	37,523	198,446	9.2%	2,155,352
Total Revenues	761,052	7,755,301	28.7%	27,067,770	696,067	7,091,915	26.1%	27,163,249

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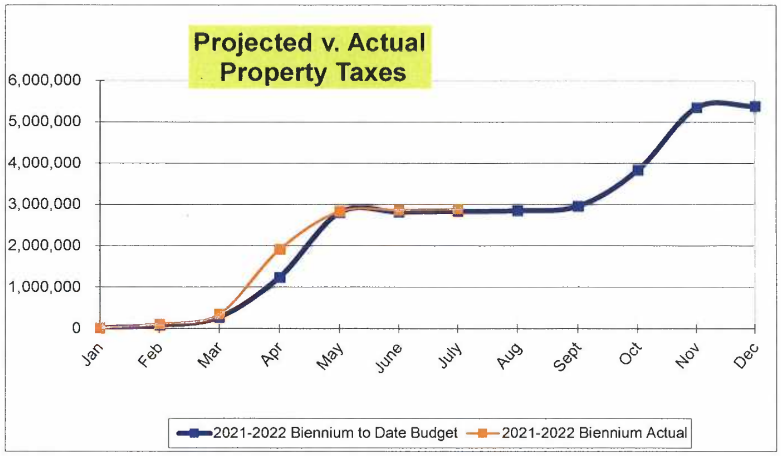
City of Kenmore, Washington
General Fund Revenue Graphs
July 31, 2021

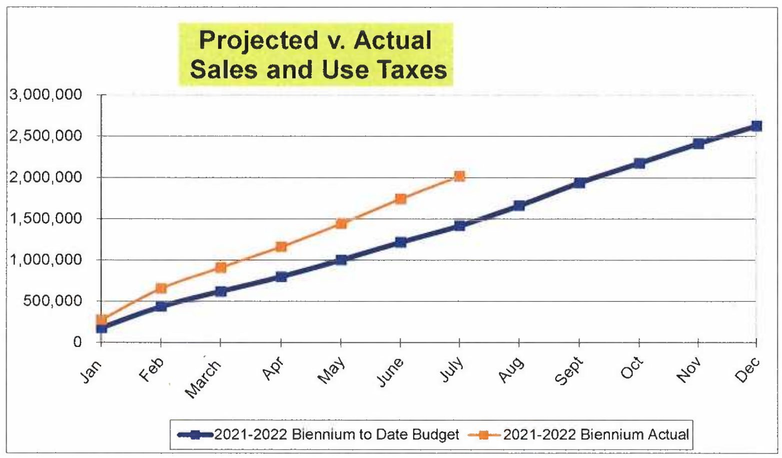
PROPERTY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	17,296	20,302
Feb	83,909	114,444
Mar	281,719	358,120
Apr	1,246,162	1,917,848
May	2,809,153	2,834,464
June	2,824,201	2,870,166
July	2,839,121	2,894,543
Aug	2,854,978	
Sept	2,963,277	
Oct	3,837,148	
Nov	5,352,815	
Dec	5,383,410	
2021-22	10,865,654	
Year To Date		
Actual v. Projected		102%



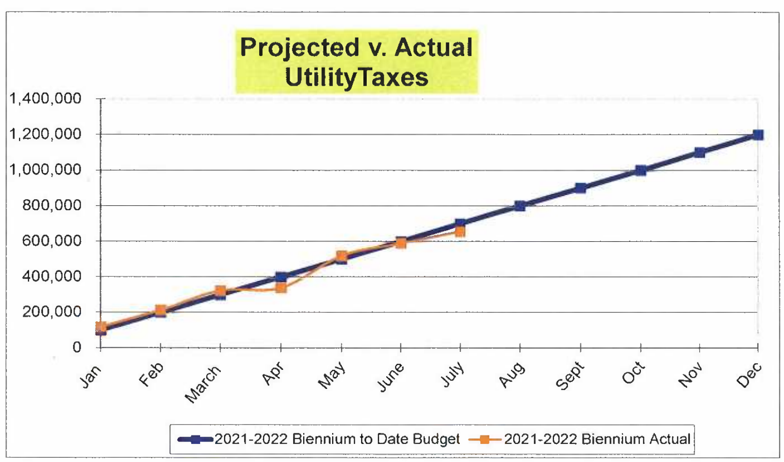
SALES & USE TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	179,696	276,941
Feb	438,515	657,631
March	622,724	910,595
Apr	800,553	1,163,287
May	1,005,035	1,442,784
June	1,218,052	1,744,526
July	1,416,425	2,019,083
Aug	1,662,043	
Sept	1,939,335	
Oct	2,175,980	
Nov	2,415,377	
Dec	2,628,000	
2021-22	5,282,280	
Year To Date		
Actual v. Projected		143%



UTILITY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	99,970	118,064
Feb	199,940	213,229
March	299,910	322,764
Apr	399,880	338,584
May	499,850	519,099
June	599,820	589,169
July	699,790	654,697
Aug	799,760	
Sept	899,730	
Oct	999,700	
Nov	1,099,670	
Dec	1,199,640	
2021-22	2,399,290	
Year To Date		
Actual v. Projected		94%



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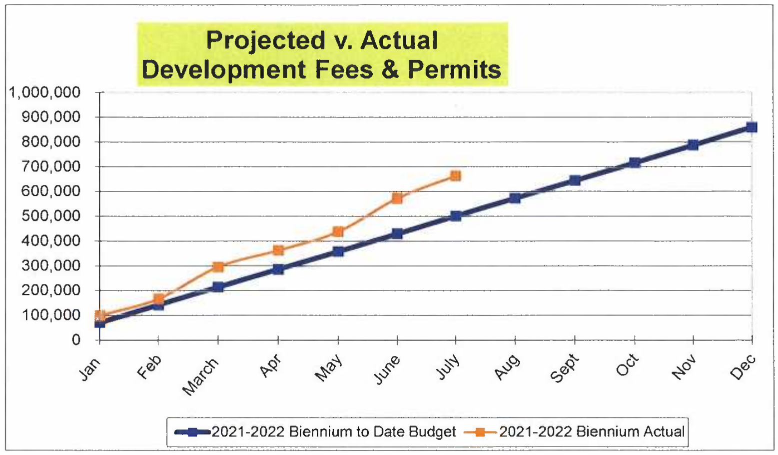
City of Kenmore, Washington
General Fund Revenue Graphs
July 31, 2021

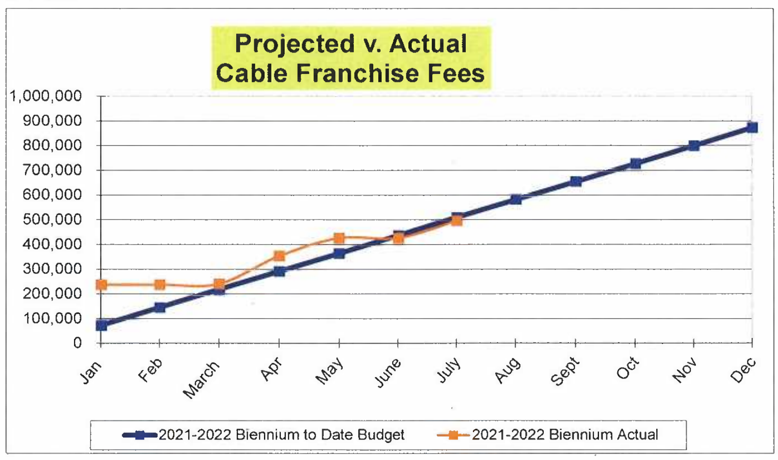
DEVELOPMENT FEES & PERMITS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	71,667	100,365
Feb	143,334	167,642
March	215,001	296,069
Apr	286,668	362,649
May	358,335	438,650
June	430,002	572,687
July	501,669	663,511
Aug	573,336	
Sept	645,003	
Oct	716,670	
Nov	788,337	
Dec	860,004	
'2021-22	1,720,003	
Year To Date		
Actual v. Projected		132%



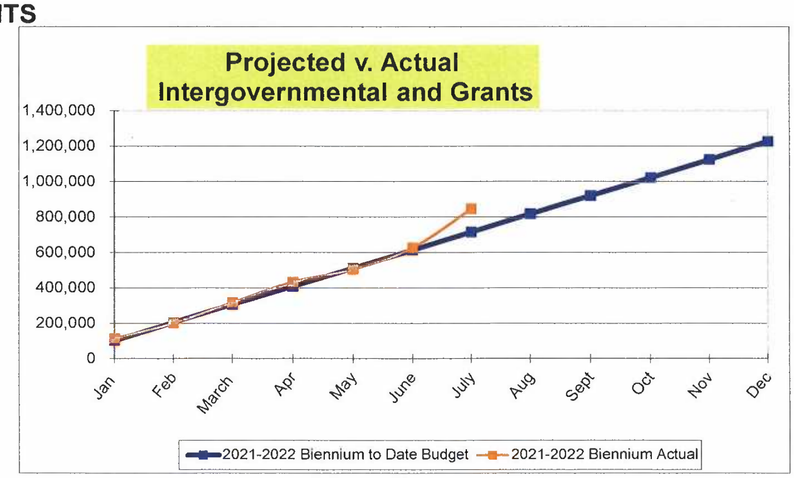
CABLE/WATER/SEWER FRANCHISE FEES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	72,774	237,631
Feb	145,548	237,631
March	218,322	240,707
Apr	291,096	353,538
May	363,870	426,574
June	436,644	426,574
July	509,418	496,605
Aug	582,192	
Sept	654,966	
Oct	727,740	
Nov	800,514	
Dec	873,288	
'2021-22	1,746,569	
Year To Date		
Actual v. Projected		97%



INTERGOVERNMENTAL & GRANTS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	102,191	115,861
Feb	204,382	200,346
March	306,573	318,216
Apr	408,764	434,090
May	510,955	504,436
June	613,146	625,114
July	715,337	846,350
Aug	817,528	
Sept	919,719	
Oct	1,021,910	
Nov	1,124,101	
Dec	1,226,292	
'2021-22	2,452,594	
Year To Date		
Actual v. Projected		118%



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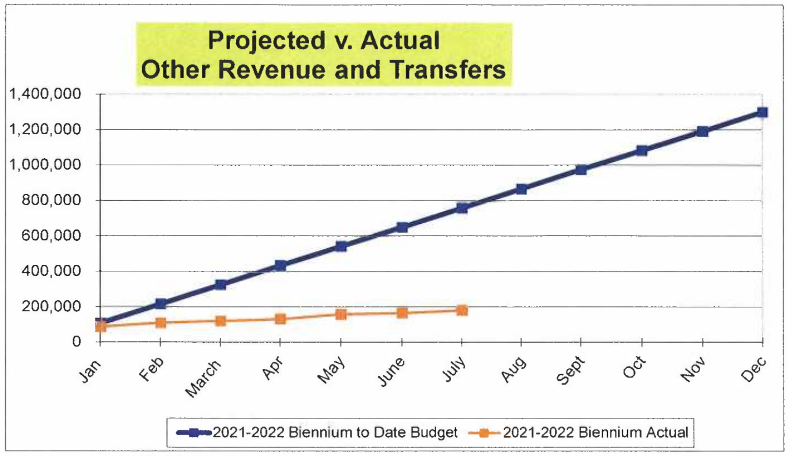
City of Kenmore, Washington
General Fund Revenue Graphs
July 31, 2021

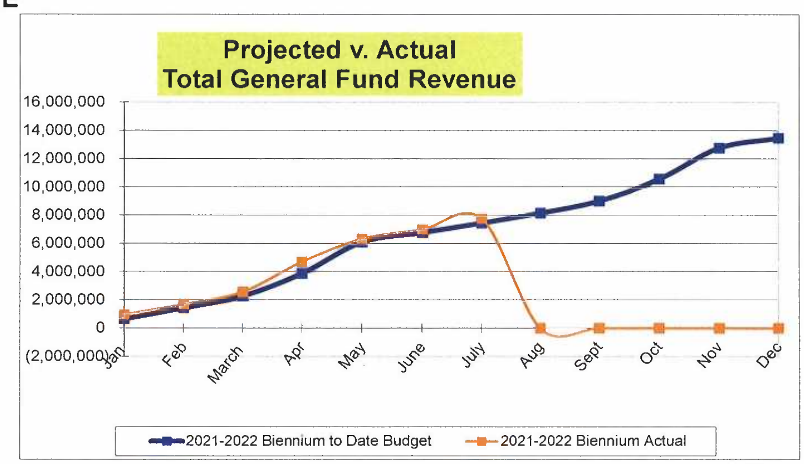
OTHER REVENUES AND TRANSFERS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	108,391	88,547
Feb	216,782	109,548
March	325,173	120,893
Apr	433,564	131,319
May	541,955	157,500
June	650,346	166,014
July	758,737	180,512
Aug	867,128	
Sept	975,519	
Oct	1,083,910	
Nov	1,192,301	
Dec	1,300,692	
'2021-22	2,601,380	
Year To Date		
Actual v. Projected		24%



TOTAL GENERAL FUND REVENUE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	651,985	957,711
Feb	1,432,410	1,700,470
March	2,269,422	2,567,363
Apr	3,866,688	4,701,314
May	6,089,153	6,323,506
June	6,772,211	6,994,249
July	7,440,498	7,755,301
Aug	8,156,965	0
Sept	8,997,549	0
Oct	10,563,059	0
Nov	12,773,116	0
Dec	13,471,326	0
'2021-22	27,067,770	
Year To Date		
Actual v. Projected		104%



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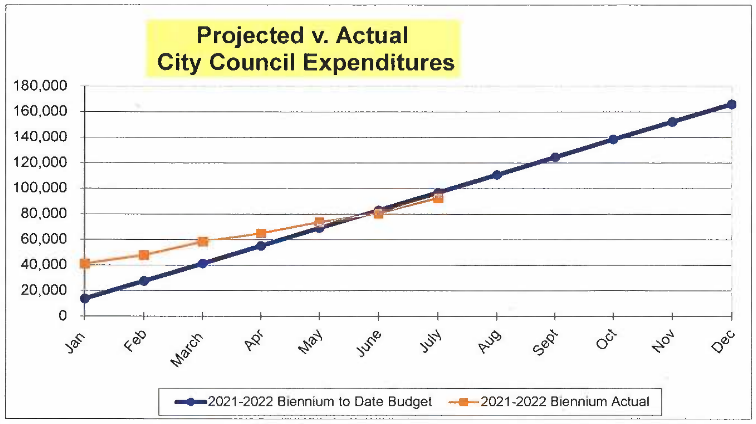
City of Kenmore, Washington
General Fund Expenditure Graphs*
July 31, 2021

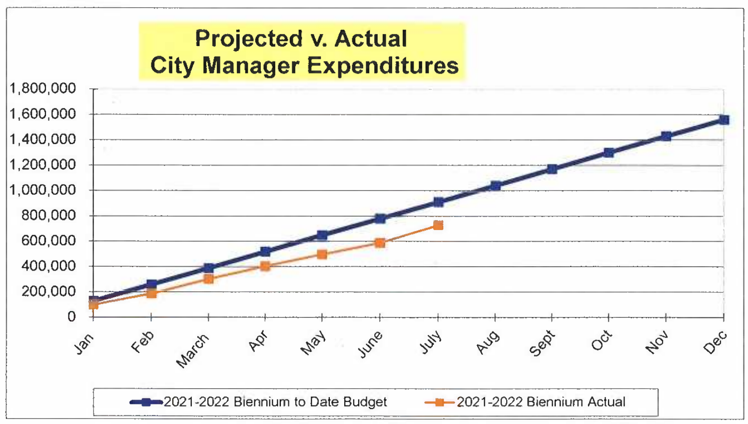
CITY COUNCIL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	13,863	41,298
Feb	27,726	48,025
March	41,589	58,526
Apr	55,452	65,250
May	69,315	73,889
June	83,178	80,701
July	97,041	92,716
Aug	110,904	
Sept	124,767	
Oct	138,630	
Nov	152,493	
Dec	166,356	
2021-22	332,711	
Year To Date		
Actual v. Projected		96%



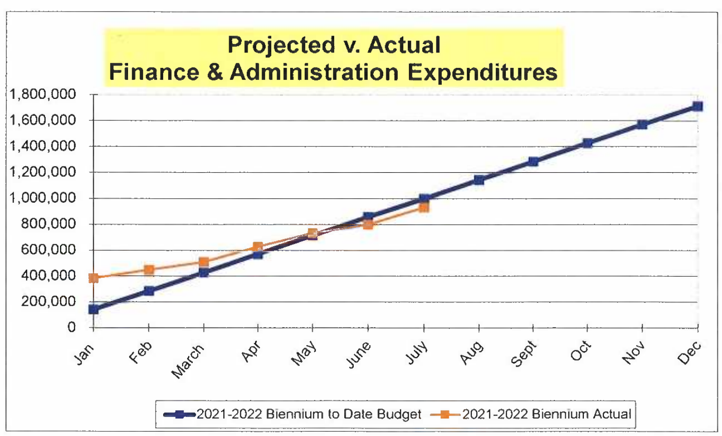
CITY MANAGER

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	130,077	100,082
Feb	260,154	189,398
March	390,231	305,038
Apr	520,308	404,553
May	650,385	497,277
June	780,462	587,726
July	910,539	727,494
Aug	1,040,616	
Sept	1,170,693	
Oct	1,300,770	
Nov	1,430,847	
Dec	1,560,924	
2021-22	3,121,846	
Year To Date		
Actual v. Projected		80%



FINANCE & ADMINISTRATION

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	142,812	384,213
Feb	285,624	449,756
March	428,436	510,982
Apr	571,248	628,583
May	714,060	732,521
June	856,872	799,738
July	999,684	931,858
Aug	1,142,496	
Sept	1,285,308	
Oct	1,428,120	
Nov	1,570,932	
Dec	1,713,744	
2021-22	3,427,491	
Year To Date		
Actual v. Projected		93%



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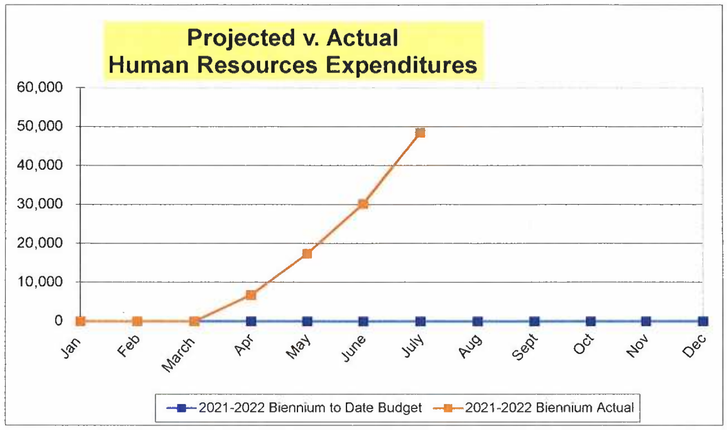
City of Kenmore, Washington
General Fund Expenditure Graphs*
July 31, 2021

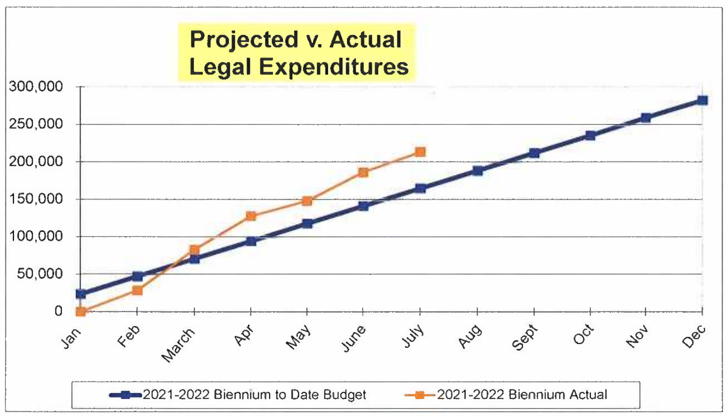
HUMAN RESOURCES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	0	0
Feb	0	0
March	0	0
Apr	0	6,773
May	0	17,390
June	0	30,167
July	0	48,460
Aug	0	
Sept	0	
Oct	0	
Nov	0	
Dec	0	
2021-22	0	
Year To Date		
Actual v. Projected		0%



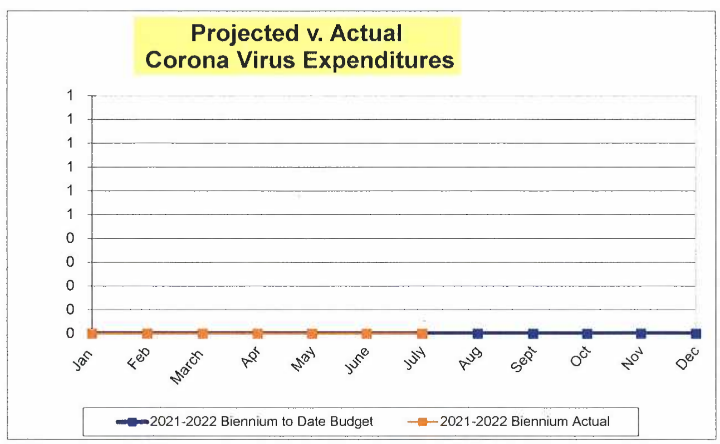
LEGAL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	23,542	0
Feb	47,084	28,346
March	70,626	82,657
Apr	94,168	127,665
May	117,710	147,726
June	141,252	186,239
July	164,794	213,320
Aug	188,336	
Sept	211,878	
Oct	235,420	
Nov	258,962	
Dec	282,504	
2021-22	565,000	
Year To Date		
Actual v. Projected		129%



Coronavirus Relief

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	0	0
Feb	0	0
March	0	0
Apr	0	0
May	0	0
June	0	0
July	0	0
Aug	0	
Sept	0	
Oct	0	
Nov	0	
Dec	0	
2021-22	0	
Year To Date		
Actual v. Projected		0%



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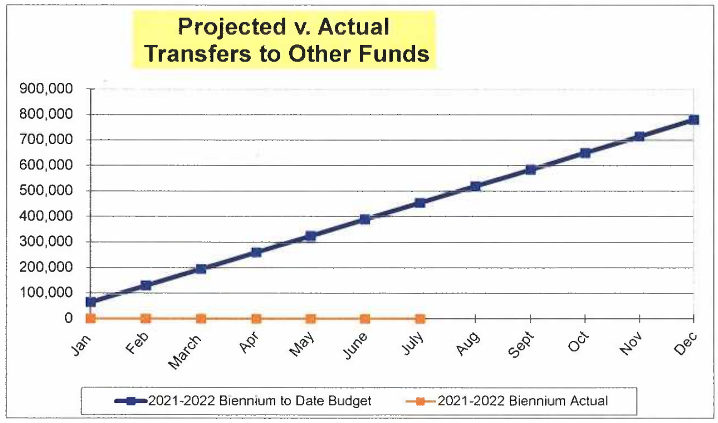
City of Kenmore, Washington
General Fund Expenditure Graphs*
July 31, 2021

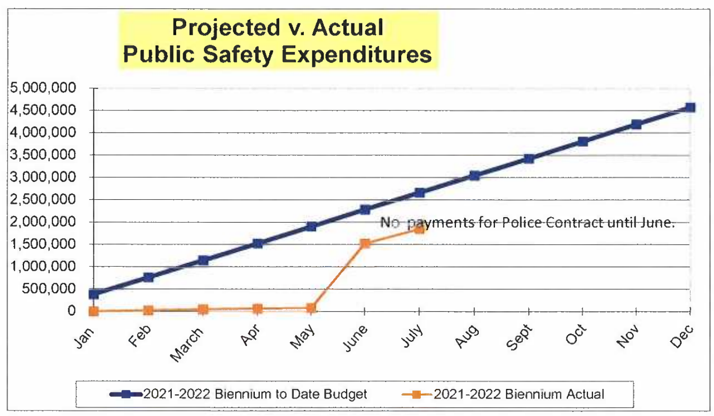
TRANSFERS TO OTHER FUNDS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	65,026	0
Feb	130,052	0
March	195,078	0
Apr	260,104	0
May	325,130	0
June	390,156	0
July	455,182	0
Aug	520,208	
Sept	585,234	
Oct	650,260	
Nov	715,286	
Dec	780,312	
2021-22	1,560,617	
Year To Date		
Actual v. Projected		0%



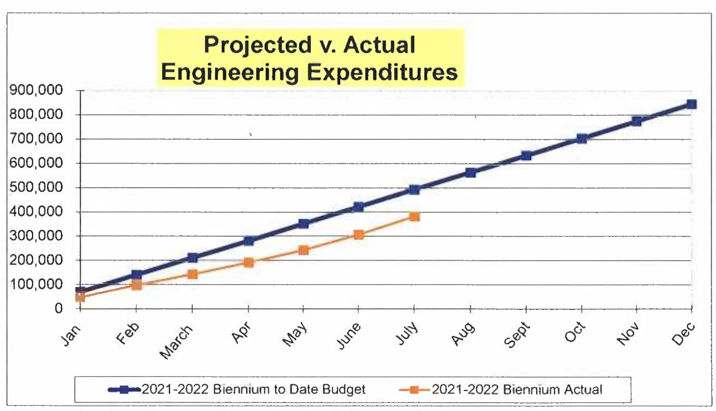
PUBLIC SAFETY

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	381,349	230
Feb	762,698	22,715
March	1,144,047	47,733
Apr	1,525,396	66,345
May	1,906,745	77,519
June	2,288,094	1,526,194
July	2,669,443	1,850,494
Aug	3,050,792	
Sept	3,432,141	
Oct	3,813,490	
Nov	4,194,839	
Dec	4,576,188	
2021-22	9,152,371	
Year To Date		
Actual v. Projected		69%



ENGINEERING

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,399	47,917
Feb	140,798	97,475
March	211,197	143,101
Apr	281,596	192,196
May	351,995	243,045
June	422,394	306,820
July	492,793	381,802
Aug	563,192	
Sept	633,591	
Oct	703,990	
Nov	774,389	
Dec	844,788	
2021-22	1,689,574	
Year To Date		
Actual v. Projected		77%



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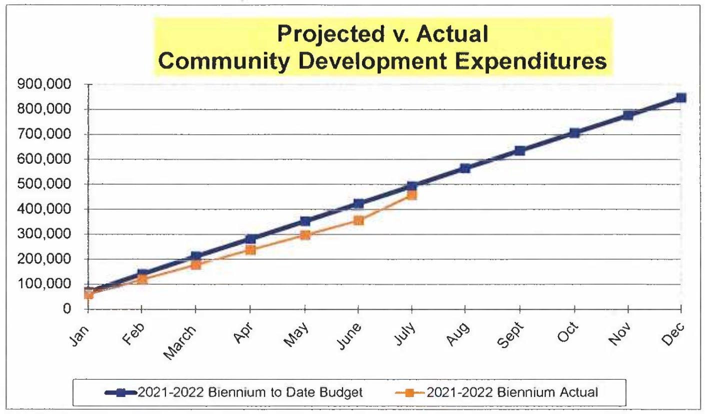
City of Kenmore, Washington
General Fund Expenditure Graphs*
July 31, 2021

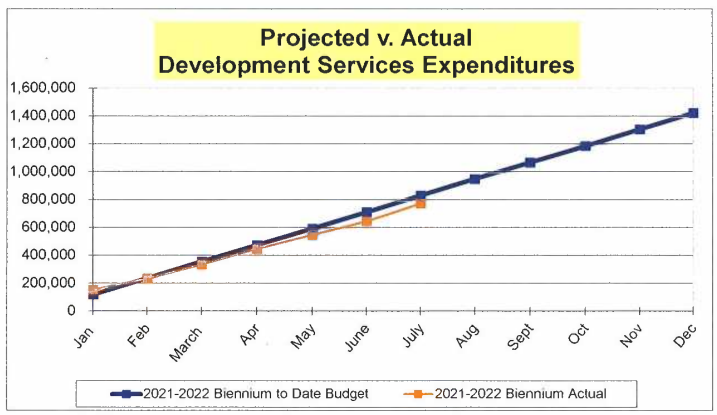
COMMUNITY DEVELOPMENT

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,659	60,865
Feb	141,318	119,485
March	211,977	178,637
Apr	282,636	238,199
May	353,295	298,056
June	423,954	356,556
July	494,613	458,501
Aug	565,272	
Sept	635,931	
Oct	706,590	
Nov	777,249	
Dec	847,908	
2021-22	1,695,828	
Year To Date Actual v. Projected		93%



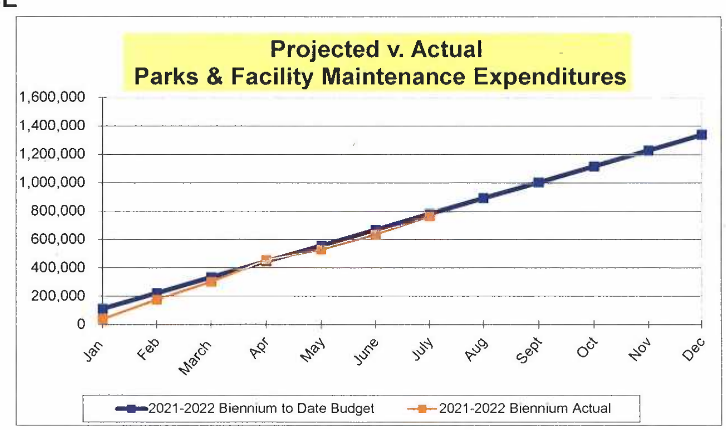
DEVELOPMENT SERVICES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	118,559	153,789
Feb	237,118	233,352
March	355,677	333,970
Apr	474,236	446,157
May	592,795	546,960
June	711,354	644,804
July	829,913	771,326
Aug	948,472	
Sept	1,067,031	
Oct	1,185,590	
Nov	1,304,149	
Dec	1,422,708	
2021-22	2,845,428	
Year To Date Actual v. Projected		93%



PARKS & FACILITY MAINTENANCE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	111,538	39,100
Feb	223,076	176,065
March	334,614	302,828
Apr	446,152	456,508
May	557,690	529,731
June	669,228	633,857
July	780,766	764,409
Aug	892,304	
Sept	1,003,842	
Oct	1,115,380	
Nov	1,226,918	
Dec	1,338,456	
2021-22	2,676,904	
Year To Date Actual v. Projected		98%



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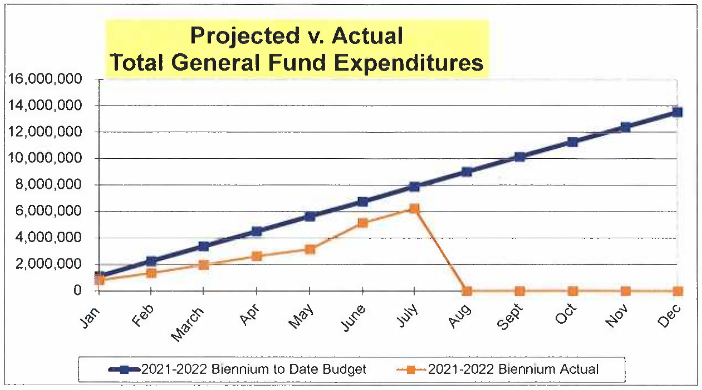
City of Kenmore, Washington
General Fund Expenditure Graphs*
July 31, 2021

TOTAL GENERAL FUND EXPENDITURES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	1,127,824	827,494
Feb	2,255,648	1,364,616
March	3,383,472	1,963,470
Apr	4,511,296	2,632,229
May	5,639,120	3,164,115
June	6,766,944	5,152,802
July	7,894,768	6,240,379
Aug	9,022,592	0
Sept	10,150,416	0
Oct	11,278,240	0
Nov	12,406,064	0
Dec	13,533,888	0
2021-22	27,067,770	
Year To Date		
Actual v. Projected		79%



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City of Kenmore, Washington
Street Fund Summary Report
July 31, 2021

	2021 - 2022			
	MONTH July 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BUDGET 2021-2022
REVENUES				
Beginning Fund Balance		**1,605,323**		**1,311,996**
Fuel Tax	37,685	227,966	24.3%	938,058
Investment Interest	273	1,472	47.5%	3,100
Miscellaneous	0	526	7.4%	7,131
ROW Permit Fees/Inspections	21,174	90,434	30.8%	293,460
Multimodal Transportation	0	15,736	24.9%	63,160
MVA Transpo City	0	13,770	0.0%	0
Transfer from General Fund	0	0	0.0%	1,560,617
Transfer from REET	0	0	0.0%	200,000
Total Revenues	59,132	349,904	11.4%	3,065,526

	2021 - 2022			
	MONTH July 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BUDGET 2021-2022
EXPENDITURES				
Salary and Benefits	82,849	368,858	27.2%	1,355,214
Maintenance & Operations	25,068	398,115	21.3%	1,872,953
Capital	3,634	4,322	4.3%	100,000
Total Expenditures	111,551	771,294	23.2%	3,328,167
Revenues over Expenditures	(52,419)	(421,391)		(262,641)
Ending Fund Balance		**1,183,932**		**1,049,355**

I:\Admin & Finance\Monthly Reports\2021\July 2021Street Fund

City of Kenmore, Washington
Cash and Investment Report
July 31, 2021

Fund	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	$4,454,776	$761,052	$1,087,577	4,128,250
Street	1,237,826	59,132	111,551	1,185,407
Transportation Capital	-2,721,441	868,254	1,490,027	(3,343,214)
Public Art	154,189	36	0	154,224
Park Impact Fee	448,096	7,875	0	455,971
Transportation Impact Fee	2,873,559	20,896	0	2,894,455
Swamp Creek Basin	1,093,292	252	0	1,093,543
Transportation Benefit District	312,218	31,581	0	343,799
ARPA Fiscal Recovery Fund	3,217,369	0	26,437	3,190,932
Sammamish Bridge Replacement	2,685,669	1,878,550	1,025,573	3,538,646
Walkways & Waterways Debt Service	485,714	3,306	0	489,019
Real Estate Excise Tax	3,081,372	267,126	0	3,348,497
Park Capital	1,321,341	0	16,183	1,305,159
Walkways & Waterways Bond	3,349,835	475	0	3,350,310
Surface Water Management	3,097,870	13,806	122,392	2,989,284
Surface Water Capital	330,852	67,690	0	398,542
Public Works Shop Fund	-500,000	0	0	(500,000)
Strategic Reserve	1,346,665	310	0	1,346,975
Strategic Opportunities	2,539,548	581	17,069	2,523,061
Equipment Replacement	457,971	9,160	0	467,131
Trust & Agency	1,001,879	70,022	188,108	883,793
Totals	$30,268,600	$4,060,100	$4,084,915	$30,243,785

Fund	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	$3,194,900	$933,350	4,128,250
Street	335,408	850,000	1,185,408
Transportation Capital	-3,343,213	0	(3,343,213)
Public Art	139,224	15,000	154,224
Park Impact Fee	-474,026	930,000	455,974
Transportation Impact Fee	2,864,458	30,000	2,894,458
Swamp Creek Basin	-306,456	1,400,000	1,093,544
Transportation Benefit District	343,798	0	343,798
ARPA Fiscal Recovery Fund	3,190,932	0	3,190,932
Sammamish Bridge Replacement	3,538,646	0	3,538,646
Walkways & Waterways Debt Service	489,019	0	489,019
Real Estate Excise Tax	3,348,496	0	3,348,496
Park Capital	1,305,159	0	1,305,159
Walkways & Waterways Bond	3,350,310	0	3,350,310
Surface Water Management	2,479,286	510,000	2,989,286
Surface Water Capital	398,541	0	398,541
Public Works Shop Fund	-500,000	0	(500,000)
Strategic Reserve	496,975	850,000	1,346,975
Strategic Opportunities	2,523,061	0	2,523,061
Equipment Replacement	17,131	450,000	467,131
Trust & Agency	783,788	100,000	883,788
Totals	$24,175,436	$6,068,350	$30,243,786

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

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City of Kenmore, Washington
Investment Schedule
July 31, 2021

	Investment #	Type	Purchase Date	Maturity Date	Rate	Yield		Principal or Balance	Yield Equivalents
		Average Yield to Maturity-Securities					0.23%	Overall Average Yield	0.07%
Time Value Investments									
	3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%		1,501,588.50	3,003.18
	3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%		1,501,500.00	4,504.50
	3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%		1,000,000.00	1,900.00
	9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%		1,065,261.38	1,917.47
Total TVI Purchases								**5,068,349.88**	**11,325.15**
Pacific Premier CD's									
	11495975	CD	8/10/2019	8/10/2021	0.25%	0.25%		1,000,000.00	2,500.00
Total Pacific Premier CD's								**1,000,000.00**	**2,500.00**
TOTAL ALL SECURITIES								**$ 6,068,349.88**	**$ 13,825.15**

	Rate	Principal or Balance	Yield Equivalents
Banner Checking and Savings	**0.03%**	**5,743,312.03**	1,722.99
Pacific Premier Savings	**0.09%**	**3,155,821.28**	2,773.97
LGIP - Primary Account	**0.02%**	**12,397,950.79**	2,183.28
LGIP - Bond Proceeds Account	**0.02%**	**2,878,351.86**	506.88
Total Accounts		**$ 30,243,785.84**	**21,012.26**

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City of Kenmore, Washington

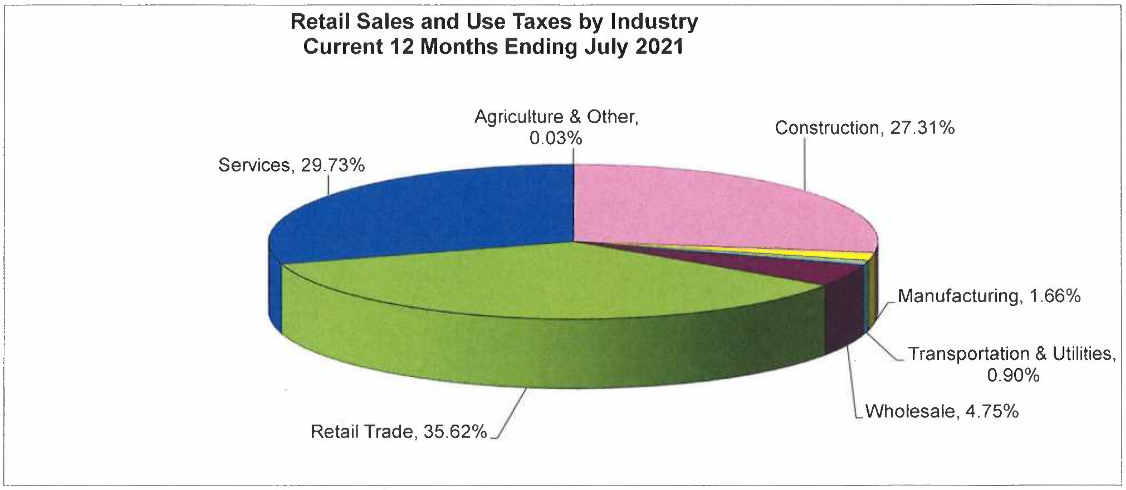
SALES TAX RECEIPTS BY BUSINESS TYPE

July 2021

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	194.44	0.00	194.44	0.1%
CONSTRUCTION	61,654.17	5,088.72	66,742.89	24.3%
MANUFACTURING	3,800.81	148.00	3,948.81	1.4%
TRANSPORTATION & UTILITIES	2,089.51	494.70	2,584.22	0.9%
WHOLESALE	13,384.11	12.32	13,396.42	4.9%
RETAIL TRADE	105,759.85	181.27	105,941.12	38.6%
SERVICES	63,639.54	432.34	64,071.88	23.3%
INFORMATION	8,258.18	88.92	8,347.11	3.0%
PUBLIC SERVICES	7.58	9,322.85	9,330.43	3.4%
	258,788.18	15,769.13	274,557.31	100.0%

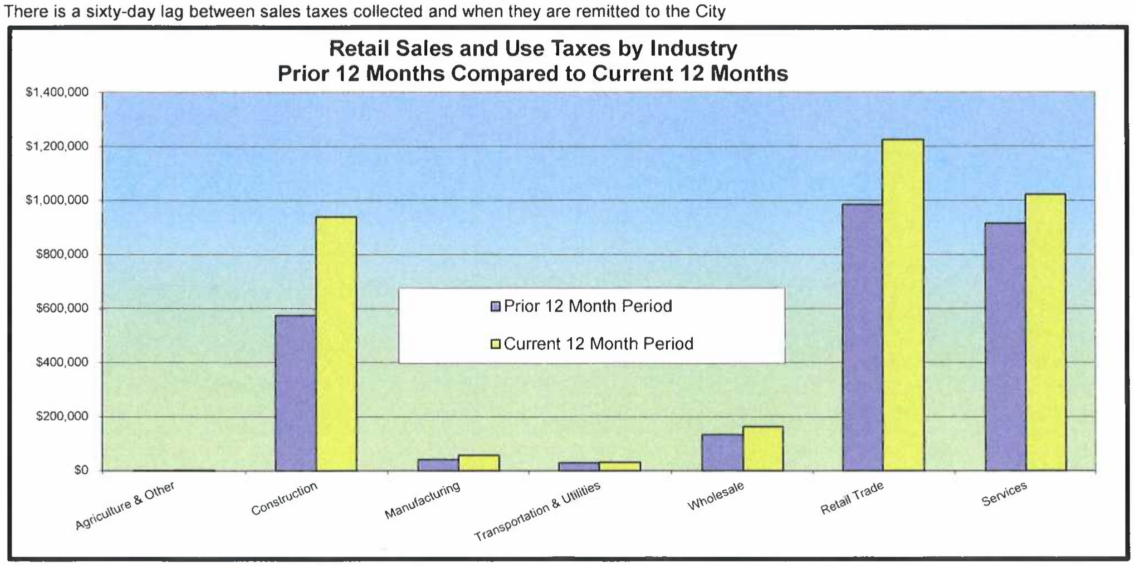
City of Kenmore, Washington
Retail Sales and Use Tax Distribution
July 31, 2021

Industry	Prior 12 Months ending July 2020	Current 12 Months ending July 2021	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	$628	$864	37.58%	0.03%
Construction	574,368	939,408	63.56%	27.31%
Manufacturing (Printing, Publishing, Other Manuf.)	41,225	57,189	38.72%	1.66%
Transp/Comm/Utilities (Telecomm., Air Transport.)	29,363	30,984	5.52%	0.90%
Wholesale (Lumber, Other Wholesale)	133,149	163,234	22.59%	4.75%
Retail Trade (Eating, Merchandise, Food Stores)	984,844	1,225,249	24.41%	35.62%
Services (Auction, Recreation, Auto Repair, Financial)	914,984	1,022,414	11.74%	29.73%
Totals	$2,678,561	$3,439,342	28.40%	100%
Increase/(Decrease)		$760,780	28.40%	



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

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



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Signature: Rob Karlinsey
Rob Karlinsey (Sep 7, 2021 15:37 PDT)

Email: rkarlinsey@kenmorewa.gov

AB-monthly financial report-July 2021

Final Audit Report 2021-09-07

Created:	2021-09-07
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfYn-Xc6dZqY7aldpbkGjbC9AMELSxNXF

"AB-monthly financial report-July 2021" History

Document created by Leticia Salcido (lsalcido@kenmorewa.gov)
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Signature Date: 2021-09-07 - 10:37:03 PM GMT - Time Source: server- IP address: 24.22.167.111

Agreement completed.
2021-09-07 - 10:37:03 PM GMT

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: June 2021 Financial Report **Proposed Council Action/Motion:** Receive & file: June 2021 Financial Report for the City of Kenmore Washington	For Council Meeting Agenda of: September 13, 2021 **Department**: Finance & Administration **Prepared by**: Leticia Salcido, Director of Finance & Administration Initial & Date Approved by Department Head: Approved by City Attorney: N/A Approved by Finance Director: Approved by City Manager: RGK **Exhibits/Attachments**: June 2021 Financial Report for the City of Kenmore, Washington

INFORMATION/BACKGROUND:

The June 2021 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2021-2022 adopted biennial budget. The budget was adopted on November 23, 2020..

FISCAL CONSIDERATION:

June is the 6th month of the 2021-2022, biennium budget period with 25% of the biennium elapsed.

General Fund:

The General Fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Activities within the General Fund include Public Safety, Public Works Engineering, Community Development, Development Services, Parks, Facility Maintenance, and administrative services such as City Manager, Legal, Finance, City Clerk and City Council.

Revenues:

As of June 30, 2021, biennium to date, revenues exceeded expenditures by $1,841,447. Revenues totaled $7 million while expenditures total $5.2 million. Revenues in the amount of $7 million represent 26% of the budget revenues in the amount of $27.1 million. Major revenue sources in the General Fund include property taxes, sales taxes, utility taxes, franchise fees, building related fees and other.

Property tax which is the major revenue source for the City generated $2.9 million through June 30, 2021. This represents 26.4% of the biennium budget amount. The budget for the biennium for this revenue source is $10.9 million.

Sales Tax revenue generated $1,744,526 through June 30, 2021. This represents 33% of the amount budgeted for the biennium in the amount of $5.3 million. Sales Tax revenues for the first six months of 2021 are $512,000 or 42% higher than the amount received in the first six months of 2020. The major increase came from the industries in construction, retail, and services. The following is the increase from first six months of 2020 to first six months of 2021:

Industry	Amount	% increase
Construction	$260,310	111%
Retail	$135,499	28%
Services	$ 66,120	19%

A review of the top 506 sales tax remitters accounting for 89% of total remittances in the month of June indicates that 21% of the total was generated from internet-based companies. In the retail category approximately 52% of the revenue was from internet sales.

Utility Taxes totaled $589,169 or 25% of the amount budgeted of $2.4 million.

Development fees & permits revenue was $572,687 or 33.3% of the amount budgeted for the biennium ($1.7 million).

Expenditures:
Expenditures totaled $5.2 million for the first six months of the biennium. This is 19% of the budgeted amount of $27.1 million.

Fund Balance:
The ending fund balance for the General fund, as of December 31, 2020 was $2.6 million. This reflects a loan to the Sammamish Bridge Fund in the amount to of $2.3. The loan was paid back in 2021.

Street Fund:
As of June 30, 2021, the year-to-date revenues totaled $290,772. Adding 25% of the budgeted transfers-in from the General Fund and REET (normally done at the end of the year) increases revenues to $730,925. Expenditures for the first six months of the biennium totaled $659,744. The ending cash balance in this fund as of June 30, was $1.2 million.

Surface Water Management Fund:
As of June 30, 2021, biennium to date revenues totaled $1.6 million or 32% of the budgeted amount ($5.1 million). Expenditures during the same time period, totaled $632,634 or 8% of the biennial budget amount of $7.9 million. However, the expenditure total does not include budgeted transfers-out to Surface Water Management Capital Fund and General Fund (normally done at the end of the year). 25% of these transfers would increase the expenditure total to $1.6 million or 20% of total budgeted expenditures.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
Kenmore budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.

Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the monthly report.

Priority Based budgeting Result: Governance: Supports decision making with timely and accurate short term and long range analysis that enhances vision and planning.

18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Leticia Salcido, Finance Director
DATE: July 19, 2021
RE: June 2021 Financial Reports for the City of Kenmore, Washington

June 2021 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule and Portfolio Analysis
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution

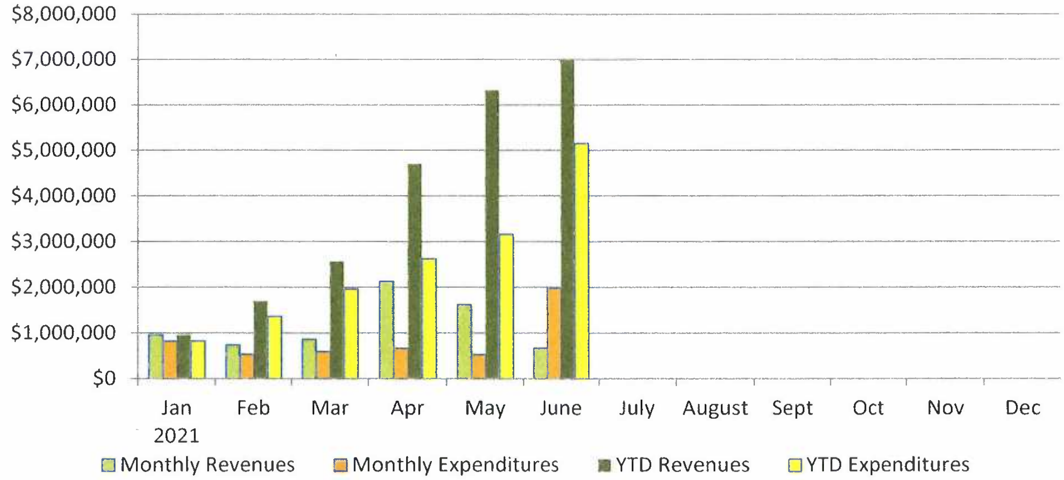
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, June is the sixth month (25%) of the 2021-2022 biennial budget period. For the month of June, expenditures exceeded revenues in the General Fund by $1,317,944. Biennium to date, revenues exceed expenditures by $1,841,447.

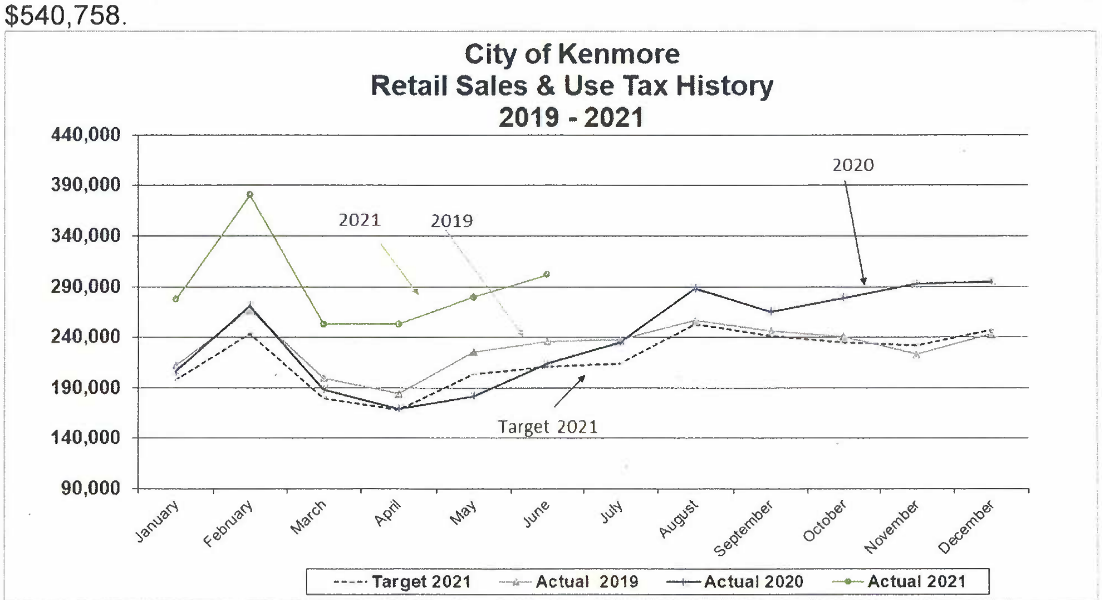
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through June 2021.

City of Kenmore, Washington
Monthly Financial Report
June 2021



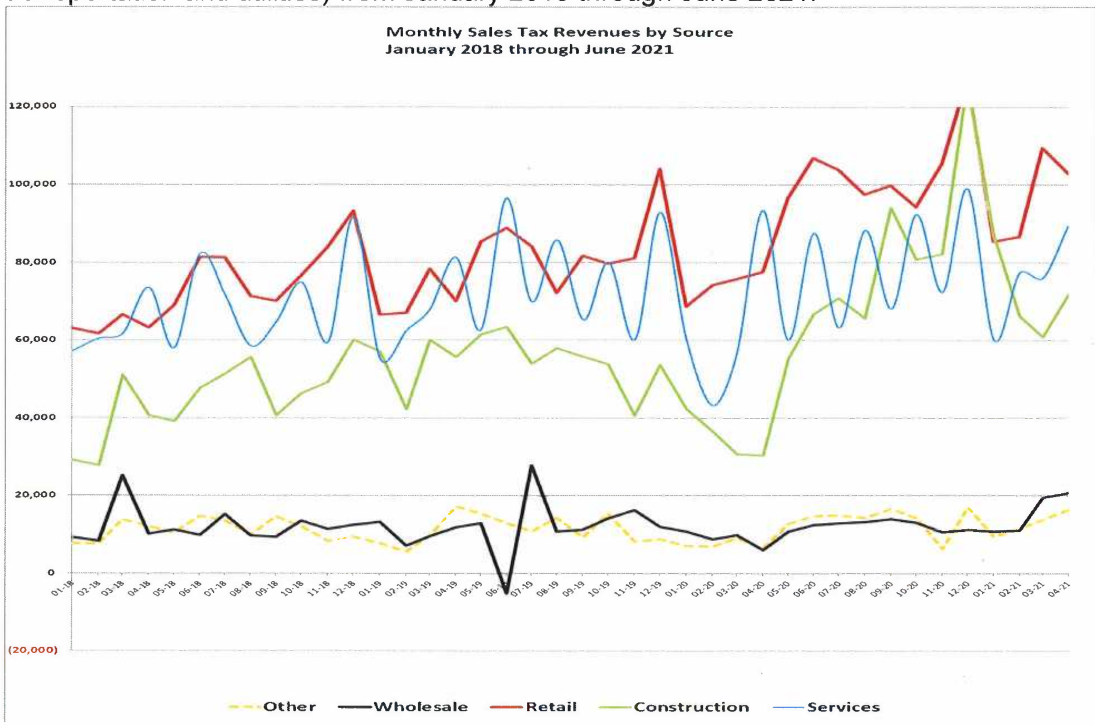
Total **revenues** for the month were **$670,743.** Biennium to date revenues are $6,994,249 which is 25.8% of the budgeted revenues of $27,067,770. Primary sources of revenue for the month included property taxes in the amount of $35,702, development fees & permits in the amount of $134,037, retail sales and use taxes in the amount of $301,742, intergovernment & grants in the amount of $120,678, and utility taxes in the amount of $70,070.

A summary of sales tax revenues received in **June** is attached. These receipts are based on **April** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2021 line is a monthly average of actual receipts during 2018, 2019, and 2020. The green line represents 2021 actual receipts, which are $512,317 above 2020 and ahead of the 2021 target by $540,758.



City of Kenmore, Washington
Monthly Financial Report
June 2021

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2018 through June 2021.



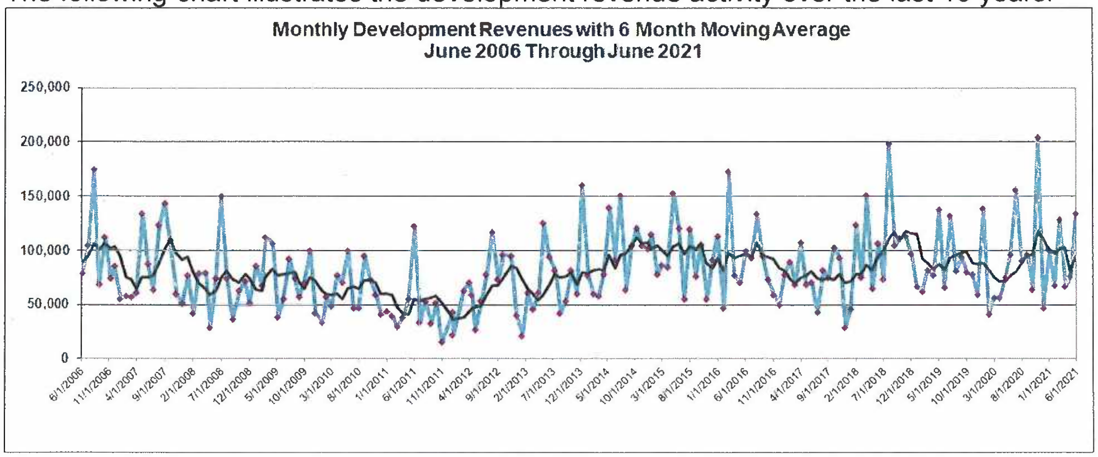
In June, the top 506 sales tax remitters, accounting for 89% or $269,161 of total remittances, were reviewed for internet sales activity.

Of the $269,161 of sales tax remitted by these companies in June, $57,847 (21% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sale tax in the major segments that include it:

	Total Sales Tax Remitted in June	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	$76,220	$39,885	52%
Information	9,155	2,574	28%
Services	71,785	13,417	19%
Wholesale	17,387	1,971	11%
Other	94,614	0	0%
	$269,161	$57,847	

City of Kenmore, Washington
Monthly Financial Report
June 2021

The following chart illustrates the development revenue activity over the last 15 years.



June 2021 expenditures were **$1,988,687.** Biennium to date expenditures are $5,152,802, which is 19% of the biennial budget expenditures of $27,067,770.

Total City cash ($24,200,251) and long-term investments ($6,068,350), at the end of June, totaled $30,268,301. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were $9,864,385 and total non-General Fund expenditures were $3,905,364.

In the **Street Fund** revenue from gas tax distributions were $35,379. $51,664 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund,** there were expenditures in the amount of $1,694,759 on pedestrian safety projects & street maintenance. The fund received $786,799 in project grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had $1,192,036 in expenditures during the month. The fund received $5,091,127 in bridge grant reimbursements during the month.

The **Park Impact Fee** fund received $42,735 in revenues during the month.

There were $111,262 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received $273,452 of real estate excise taxes (REET) in June from sales activity that occurred in May. 58 transactions were reported during the month. The 2021 year to date revenue is higher than the 2020 revenue by $372,452.

The **Park Capital** fund had $27,621 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected $4,848 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of $414,330.

The **Transportation Benefit District** Fund received $29,898 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **June 30, 2021.** I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

GENERAL FUND

City of Kenmore, Washington
General Fund Summary Report
June 30, 2021

	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH June 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BIENNIUM BUDGET 2021-2022	MONTH June 2019	BIENNIUM TO DATE 2019-2020	% of BUDGET	AMENDED BIENNIUM BUDGET 2019-2020
REVENUES								
Beginning Fund Balance		**2,748,005**		**2,748,005**		**4,934,368**		**4,934,368**
Property Taxes	35,702	2,870,166	26.4%	10,865,654	28,994	2,665,669	26.1%	10,224,205
Sales and Use Taxes	301,742	1,744,526	33.0%	5,282,280	291,651	1,666,385	26.8%	6,212,000
Utility Taxes	70,070	589,169	24.6%	2,399,290	77,467	609,980	24.7%	2,466,355
Other Taxes	0	42,229	23.2%	182,200	997	67,981	37.4%	181,868
Development Fees & Permits	134,037	572,687	33.3%	1,720,003	66,115	491,649	26.5%	1,854,042
Franchise Fees	0	426,574	24.4%	1,746,569	0	438,724	23.9%	1,831,835
Intergovernmental and Grants	120,678	625,114	25.5%	2,452,594	75,595	253,048	11.8%	2,142,292
Investment Interest	2,822	79,766	120.9%	66,000	10,329	41,490	43.5%	95,300
Fines and Forfeitures	0	2,336	0.0%	0	0	0	0.0%	0
Transfers and Other Revenues	5,692	41,683	1.8%	2,353,180	19,380	160,923	7.5%	2,155,352
Total Revenues	670,743	6,994,249	25.8%	27,067,770	570,529	6,395,848	23.5%	27,163,249

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City of Kenmore, Washington
General Fund Summary Report
June 30, 2021

	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH June 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BIENNIUM BUDGET 2021-2022	MONTH June 2019	BIENNIUM TO DATE 2019-2020	% of BUDGET	AMENDED BIENNIUM BUDGET 2019-2020
EXPENDITURES								
Cost Center								
City Council	6,812	80,701	24.3%	332,711	10,464	95,204	28.3%	336,208
City Manager	90,448	587,726	18.8%	3,121,846	139,232	741,459	23.4%	3,170,520
City Clerk	23,212	187,025	20.0%	937,052	11,661	176,052	19.1%	919,466
Finance	44,004	612,713	24.6%	2,490,440	43,095	539,645	28.0%	1,925,756
Human Resources	12,778	30,167	0.0%	0		0	0.0%	0
Legal	38,513	186,239	33.0%	565,000	52,705	146,975	22.4%	654,782
Coronavirus Relief Fund Expenditures	0	0	0.0%	0		0	0.0%	1,084,615
Interfund Transfers	0	0	0.0%	1,560,617	0	0	0.0%	3,226,484
Public Safety	1,448,675	1,526,194	16.7%	9,152,371	1,503,863	1,751,151	19.5%	8,967,044
Engineering & Environmental Services	63,774	306,820	18.2%	1,689,574	43,462	374,066	24.0%	1,555,790
Community Development	58,499	356,556	21.0%	1,695,828	65,374	391,375	24.8%	1,580,826
Developmental Services	97,844	644,804	22.7%	2,845,428	115,502	536,548	28.6%	1,874,061
Parks & Facility Maintenance	104,127	633,857	23.7%	2,676,904	102,870	935,732	28.8%	3,247,606
Total Expenditures	1,988,687	5,152,802	19.0%	27,067,770	2,088,228	5,688,207	19.9%	28,543,158
Revenues over Expenditures	(1,317,944)	1,841,447		0	(1,517,699)	707,641		(1,379,909)
Ending Fund Balance		**4,589,452**		**2,748,005**	**-1,517,699**	**5,642,009**	**0**	**3,554,460**

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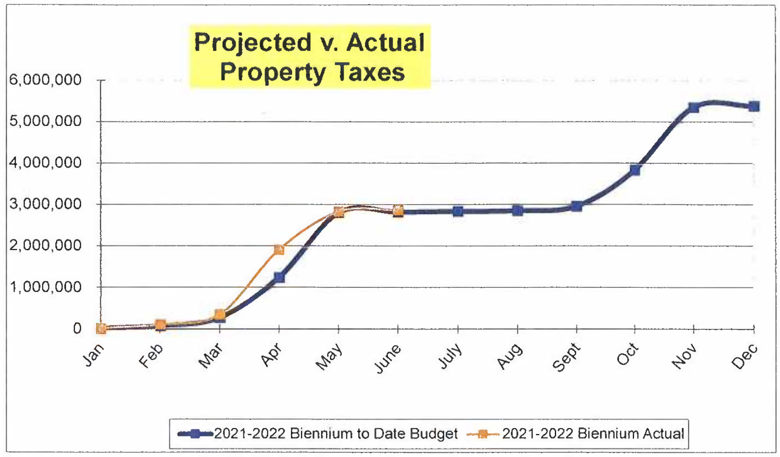
City of Kenmore, Washington
General Fund Revenue Graphs
June 30, 2021

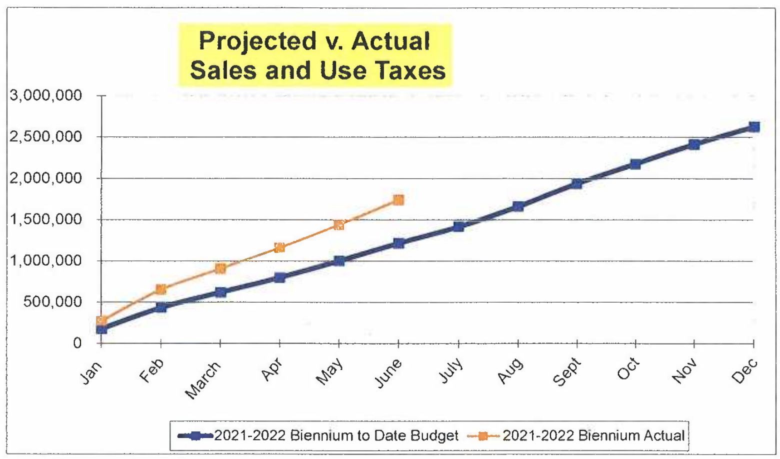
PROPERTY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	17,296	20,302
Feb	83,909	114,444
Mar	281,719	358,120
Apr	1,246,162	1,917,848
May	2,809,153	2,834,464
June	2,824,201	2,870,166
July	2,839,121	
Aug	2,854,978	
Sept	2,963,277	
Oct	3,837,148	
Nov	5,352,815	
Dec	5,383,410	
2021-22	10,865,654	
Year To Date		
Actual v. Projected		102%



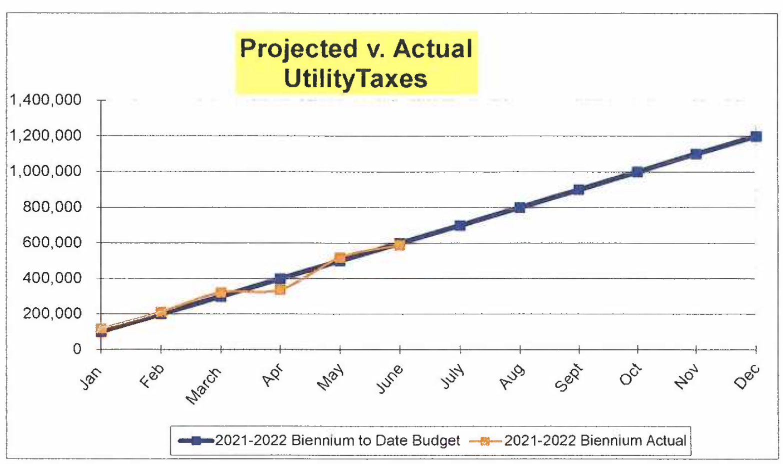
SALES & USE TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	179,696	276,941
Feb	438,515	657,631
March	622,724	910,595
Apr	800,553	1,163,287
May	1,005,035	1,442,784
June	1,218,052	1,744,526
July	1,416,425	
Aug	1,662,043	
Sept	1,939,335	
Oct	2,175,980	
Nov	2,415,377	
Dec	2,628,000	
2021-22	5,282,280	
Year To Date		
Actual v. Projected		143%



UTILITY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	99,970	118,064
Feb	199,940	213,229
March	299,910	322,764
Apr	399,880	338,584
May	499,850	519,099
June	599,820	589,169
July	699,790	
Aug	799,760	
Sept	899,730	
Oct	999,700	
Nov	1,099,670	
Dec	1,199,640	
2021-22	2,399,290	
Year To Date		
Actual v. Projected		98%



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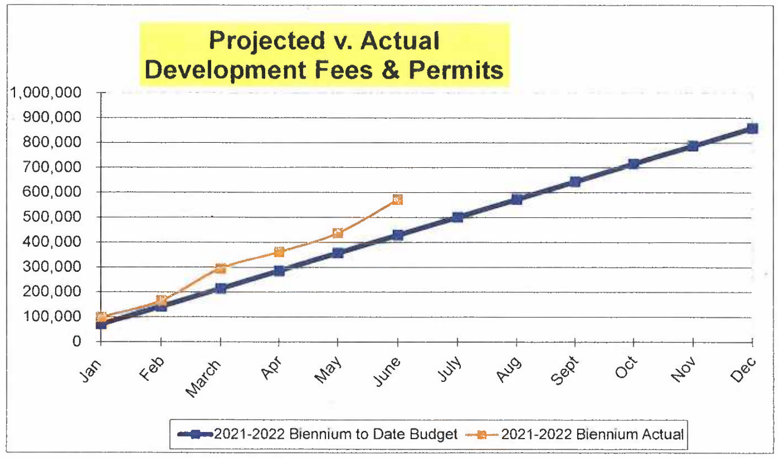
City of Kenmore, Washington
General Fund Revenue Graphs
June 30, 2021

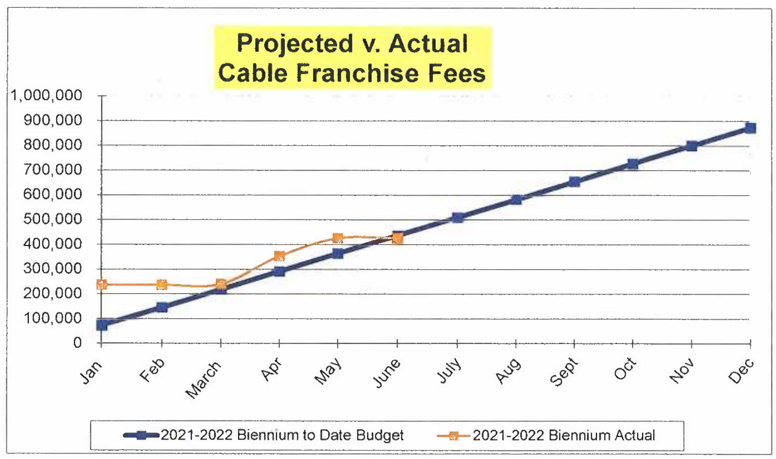
DEVELOPMENT FEES & PERMITS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	71,667	100,365
Feb	143,334	167,642
March	215,001	296,069
Apr	286,668	362,649
May	358,335	438,650
June	430,002	572,687
July	501,669	
Aug	573,336	
Sept	645,003	
Oct	716,670	
Nov	788,337	
Dec	860,004	
'2021-22	1,720,003	
Year To Date		
Actual v. Projected		133%



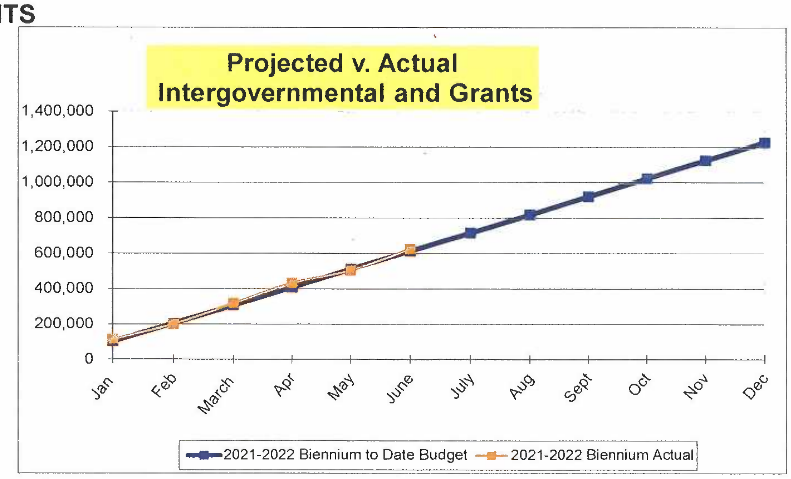
CABLE/WATER/SEWER FRANCHISE FEES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	72,774	237,631
Feb	145,548	237,631
March	218,322	240,707
Apr	291,096	353,538
May	363,870	426,574
June	436,644	426,574
July	509,418	
Aug	582,192	
Sept	654,966	
Oct	727,740	
Nov	800,514	
Dec	873,288	
'2021-22	1,746,569	
Year To Date		
Actual v. Projected		98%



INTERGOVERNMENTAL & GRANTS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	102,191	115,861
Feb	204,382	200,346
March	306,573	318,216
Apr	408,764	434,090
May	510,955	504,436
June	613,146	625,114
July	715,337	
Aug	817,528	
Sept	919,719	
Oct	1,021,910	
Nov	1,124,101	
Dec	1,226,292	
'2021-22	2,452,594	
Year To Date		
Actual v. Projected		102%



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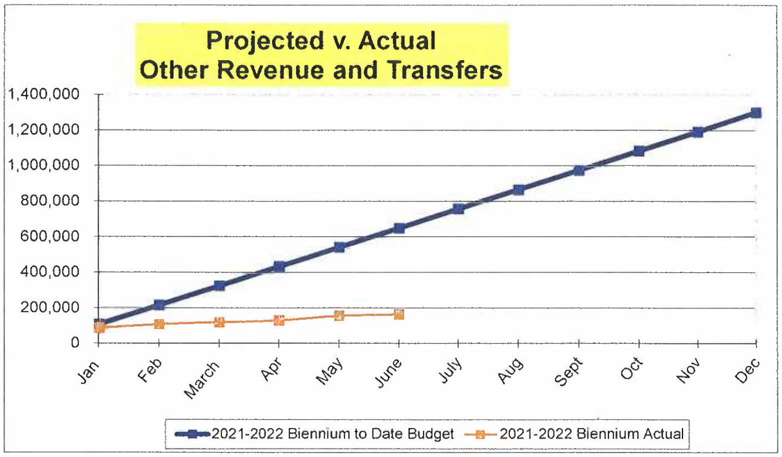
City of Kenmore, Washington
General Fund Revenue Graphs
June 30, 2021

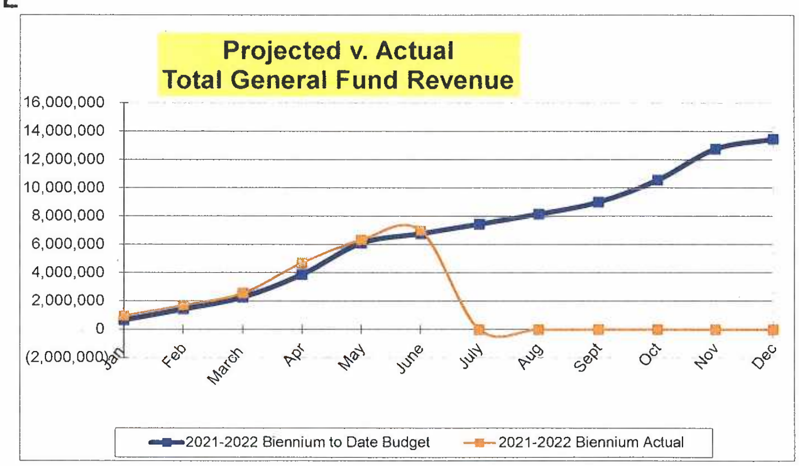
OTHER REVENUES AND TRANSFERS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	108,391	88,547
Feb	216,782	109,548
March	325,173	120,893
Apr	433,564	131,319
May	541,955	157,500
June	650,346	166,014
July	758,737	
Aug	867,128	
Sept	975,519	
Oct	1,083,910	
Nov	1,192,301	
Dec	1,300,692	
'2021-22	2,601,380	
Year To Date		
Actual v. Projected		26%



TOTAL GENERAL FUND REVENUE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	651,985	957,711
Feb	1,432,410	1,700,470
March	2,269,422	2,567,363
Apr	3,866,688	4,701,314
May	6,089,153	6,323,506
June	6,772,211	6,994,249
July	7,440,498	0
Aug	8,156,965	0
Sept	8,997,549	0
Oct	10,563,059	0
Nov	12,773,116	0
Dec	13,471,326	0
'2021-22	27,067,770	
Year To Date		
Actual v. Projected		103%



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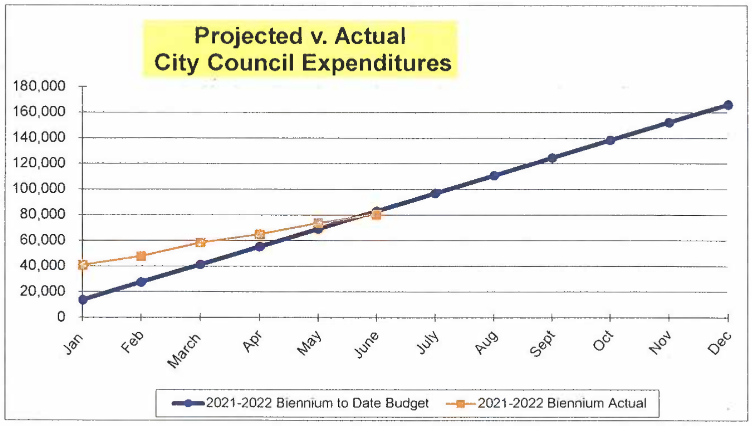
City of Kenmore, Washington
General Fund Expenditure Graphs*
June 30, 2021

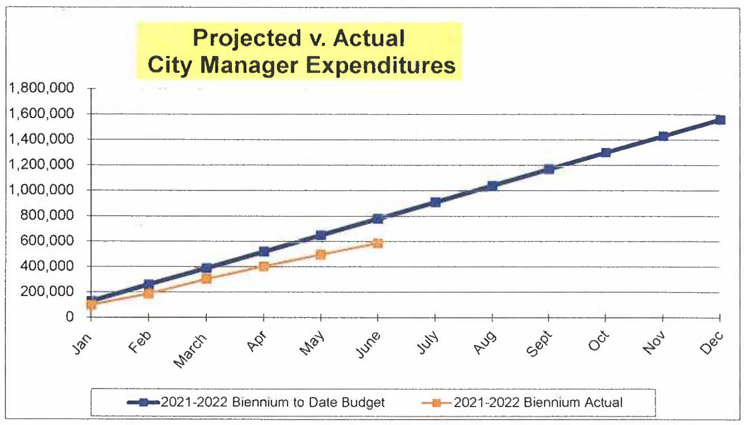
CITY COUNCIL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	13,863	41,298
Feb	27,726	48,025
March	41,589	58,526
Apr	55,452	65,250
May	69,315	73,889
June	83,178	80,701
July	97,041	
Aug	110,904	
Sept	124,767	
Oct	138,630	
Nov	152,493	
Dec	166,356	
2021-22	332,711	
Year To Date		
Actual v. Projected		97%



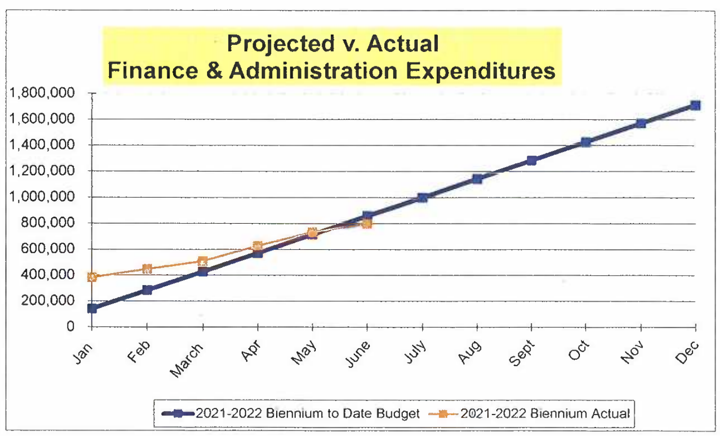
CITY MANAGER

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	130,077	100,082
Feb	260,154	189,398
March	390,231	305,038
Apr	520,308	404,553
May	650,385	497,277
June	780,462	587,726
July	910,539	
Aug	1,040,616	
Sept	1,170,693	
Oct	1,300,770	
Nov	1,430,847	
Dec	1,560,924	
2021-22	3,121,846	
Year To Date		
Actual v. Projected		75%



FINANCE & ADMINISTRATION

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	142,812	384,213
Feb	285,624	449,756
March	428,436	510,982
Apr	571,248	628,583
May	714,060	732,521
June	856,872	799,738
July	999,684	
Aug	1,142,496	
Sept	1,285,308	
Oct	1,428,120	
Nov	1,570,932	
Dec	1,713,744	
2021-22	3,427,491	
Year To Date		
Actual v. Projected		93%



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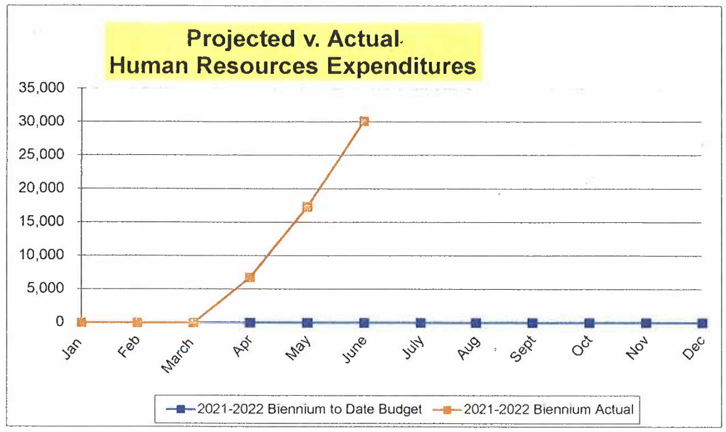
City of Kenmore, Washington
General Fund Expenditure Graphs*
June 30, 2021

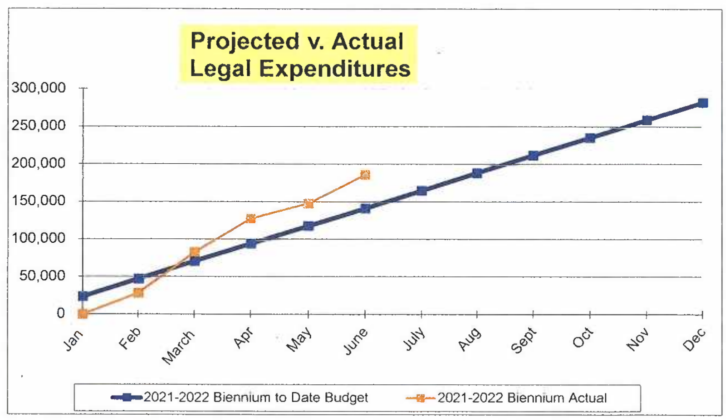
HUMAN RESOURCES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	0	0
Feb	0	0
March	0	0
Apr	0	6,773
May	0	17,390
June	0	30,167
July	0	
Aug	0	
Sept	0	
Oct	0	
Nov	0	
Dec	0	
2021-22	0	
Year To Date		
Actual v. Projected		0%



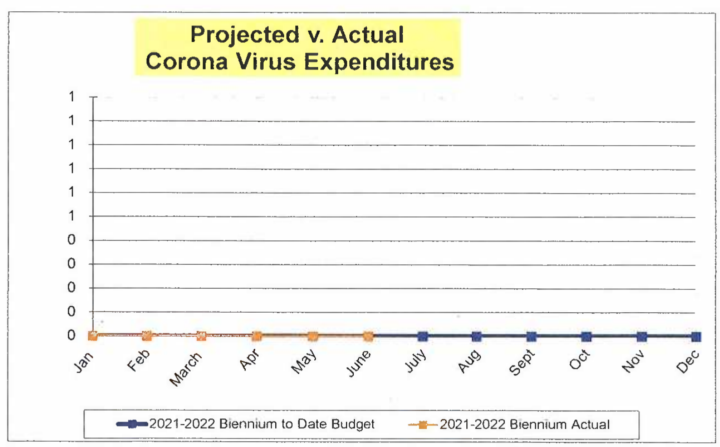
LEGAL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	23,542	0
Feb	47,084	28,346
March	70,626	82,657
Apr	94,168	127,665
May	117,710	147,726
June	141,252	186,239
July	164,794	
Aug	188,336	
Sept	211,878	
Oct	235,420	
Nov	258,962	
Dec	282,504	
2021-22	565,000	
Year To Date		
Actual v. Projected		132%



Coronavirus Relief

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	0	0
Feb	0	0
March	0	0
Apr	0	0
May	0	0
June	0	0
July	0	
Aug	0	
Sept	0	
Oct	0	
Nov	0	
Dec	0	
2021-22	0	
Year To Date		
Actual v. Projected		0%



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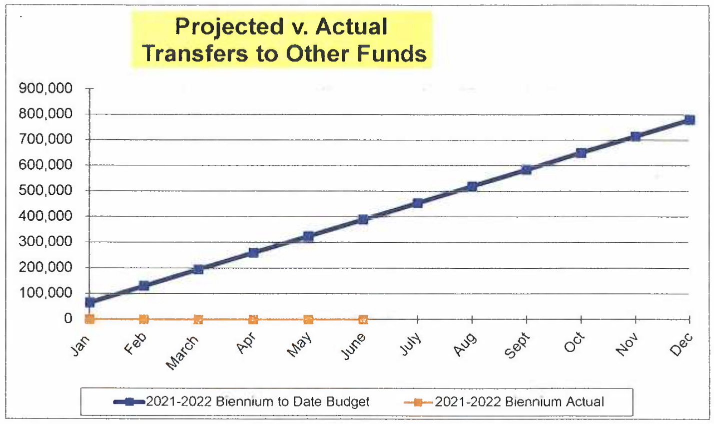
City of Kenmore, Washington
General Fund Expenditure Graphs*
June 30, 2021

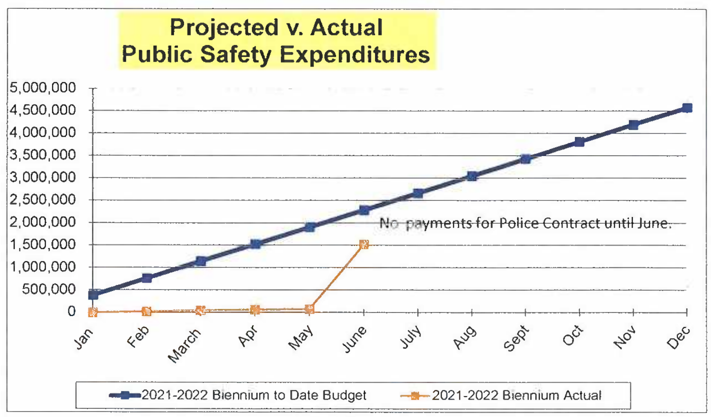
TRANSFERS TO OTHER FUNDS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	65,026	0
Feb	130,052	0
March	195,078	0
Apr	260,104	0
May	325,130	0
June	390,156	0
July	455,182	
Aug	520,208	
Sept	585,234	
Oct	650,260	
Nov	715,286	
Dec	780,312	
2021-22	1,560,617	
Year To Date		
Actual v. Projected		0%



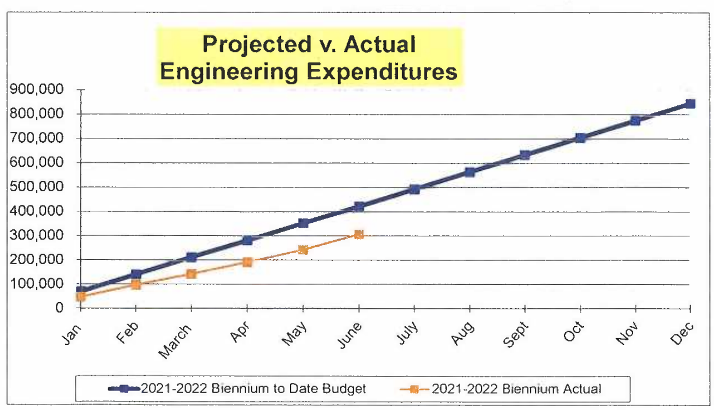
PUBLIC SAFETY

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	381,349	230
Feb	762,698	22,715
March	1,144,047	47,733
Apr	1,525,396	66,345
May	1,906,745	77,519
June	2,288,094	1,526,194
July	2,669,443	
Aug	3,050,792	
Sept	3,432,141	
Oct	3,813,490	
Nov	4,194,839	
Dec	4,576,188	
2021-22	9,152,371	
Year To Date		
Actual v. Projected		67%



ENGINEERING

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,399	47,917
Feb	140,798	97,475
March	211,197	143,101
Apr	281,596	192,196
May	351,995	243,045
June	422,394	306,820
July	492,793	
Aug	563,192	
Sept	633,591	
Oct	703,990	
Nov	774,389	
Dec	844,788	
2021-22	1,689,574	
Year To Date		
Actual v. Projected		73%



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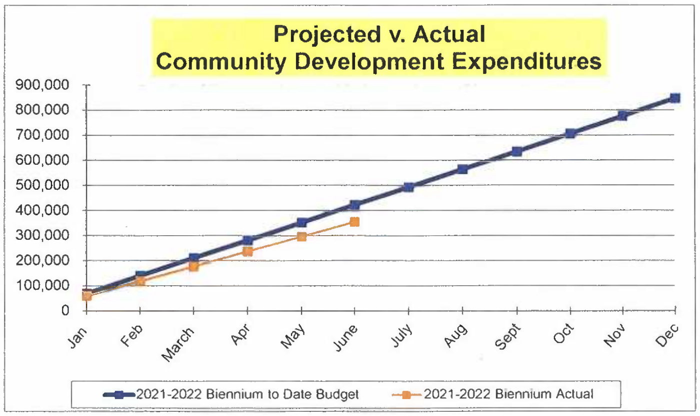
City of Kenmore, Washington
General Fund Expenditure Graphs*
June 30, 2021

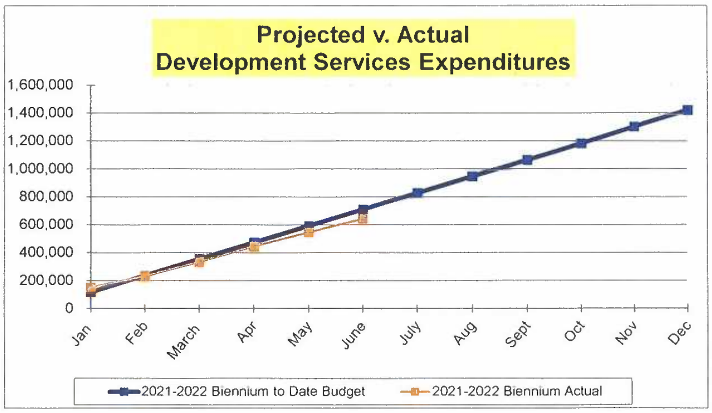
COMMUNITY DEVELOPMENT

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,659	60,865
Feb	141,318	119,485
March	211,977	178,637
Apr	282,636	238,199
May	353,295	298,056
June	423,954	356,556
July	494,613	
Aug	565,272	
Sept	635,931	
Oct	706,590	
Nov	777,249	
Dec	847,908	
2021-22	1,695,828	
Year To Date		
Actual v. Projected		84%



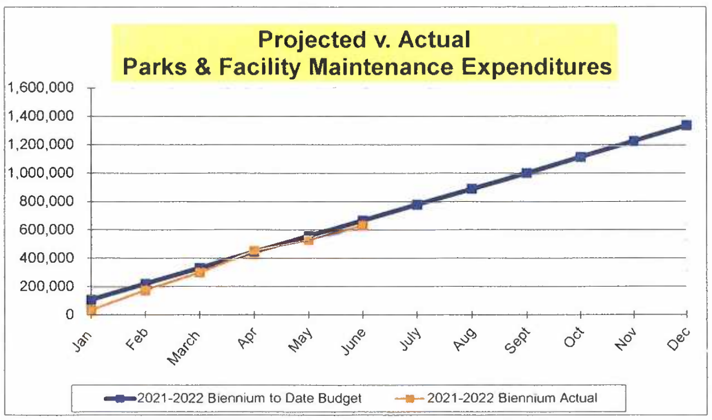
DEVELOPMENT SERVICES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	118,559	153,789
Feb	237,118	233,352
March	355,677	333,970
Apr	474,236	446,157
May	592,795	546,960
June	711,354	644,804
July	829,913	
Aug	948,472	
Sept	1,067,031	
Oct	1,185,590	
Nov	1,304,149	
Dec	1,422,708	
2021-22	2,845,428	
Year To Date		
Actual v. Projected		91%



PARKS & FACILITY MAINTENANCE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	111,538	39,100
Feb	223,076	176,065
March	334,614	302,828
Apr	446,152	456,508
May	557,690	529,731
June	669,228	633,857
July	780,766	
Aug	892,304	
Sept	1,003,842	
Oct	1,115,380	
Nov	1,226,918	
Dec	1,338,456	
2021-22	2,676,904	
Year To Date		
Actual v. Projected		95%



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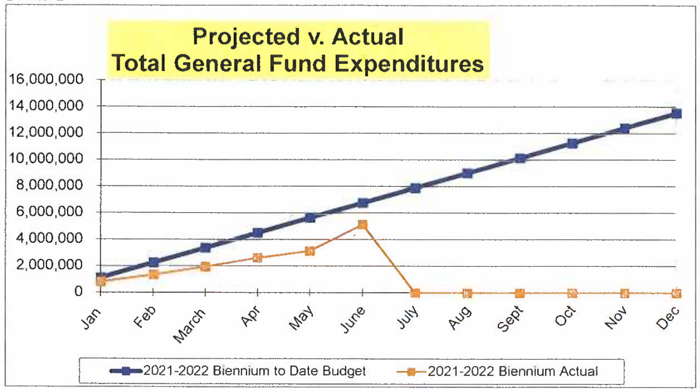
City of Kenmore, Washington
General Fund Expenditure Graphs*
June 30, 2021

TOTAL GENERAL FUND EXPENDITURES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	1,127,824	827,494
Feb	2,255,648	1,364,616
March	3,383,472	1,963,470
Apr	4,511,296	2,632,229
May	5,639,120	3,164,115
June	6,766,944	5,152,802
July	7,894,768	0
Aug	9,022,592	0
Sept	10,150,416	0
Oct	11,278,240	0
Nov	12,406,064	0
Dec	13,533,888	0
2021-22	27,067,770	
Year To Date		
Actual v. Projected		76%



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STREET FUND

City of Kenmore, Washington
Street Fund Summary Report
June 30, 2021

	2021 - 2022			
	MONTH June 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BUDGET 2021-2022
REVENUES				
Beginning Fund Balance		**1,605,323**		**1,311,996**
Fuel Tax	35,379	190,281	20.3%	938,058
Investment Interest	738	1,199	38.7%	3,100
Miscellaneous	0	526	7.4%	7,131
ROW Permit Fees/Inspections	1,344	69,260	23.6%	293,460
Multimodal Transportation	7,868	15,736	24.9%	63,160
MVA Transpo City	6,885	13,770	0.0%	0
Transfer from General Fund	0	0	0.0%	1,560,617
Transfer from REET	0	0	0.0%	200,000
Total Revenues	52,214	290,772	9.5%	3,065,526

	2021 - 2022			
	MONTH June 2021	BIENNIUM TO DATE 2021-2022	% of BUDGET	BUDGET 2021-2022
EXPENDITURES				
Salary and Benefits	20,572	286,009	21.1%	1,355,214
Maintenance & Operations	51,664	373,047	19.9%	1,872,953
Capital	0	688	0.7%	100,000
Total Expenditures	72,236	659,744	19.8%	3,328,167
Revenues over Expenditures	(20,022)	(368,972)		(262,641)
Ending Fund Balance		**1,236,351**		**1,049,355**

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CASH & INVESTMENTS

City of Kenmore, Washington
Cash and Investment Report
June 30, 2021

Fund	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	$5,772,719	$670,743	$1,988,687	4,454,776
Street	1,257,848	52,214	72,236	1,237,826
Transportation Capital	-1,813,481	786,799	1,694,759	(2,721,441)
Public Art	154,097	92	0	154,189
Park Impact Fee	405,094	43,002	0	448,096
Transportation Impact Fee	2,760,584	112,975	0	2,873,559
Swamp Creek Basin	1,092,640	652	0	1,093,292
Transportation Benefit District	282,134	30,084	0	312,218
ARPA Fiscal Recovery Fund	0	3,223,740	6,371	3,217,369
Sammamish Bridge Replacement	-1,213,422	5,091,127	1,192,036	2,685,669
Walkways & Waterways Debt Service	598,916	4,848	118,050	485,714
Real Estate Excise Tax	2,806,083	275,289	0	3,081,372
Park Capital	1,348,963	0	27,621	1,321,341
Walkways & Waterways Bond	3,349,637	198	0	3,349,835
Surface Water Management	3,223,093	18,009	143,232	3,097,870
Surface Water Capital	346,906	38,500	54,554	330,852
Public Works Shop Fund	0	0	500,000	(500,000)
Strategic Reserve	1,345,862	803	0	1,346,665
Strategic Opportunities	2,538,034	1,514	0	2,539,548
Equipment Replacement	457,698	273	0	457,971
Trust & Agency	914,117	184,267	96,504	1,001,879
Totals	$25,627,522	$10,535,129	$5,894,051	$30,268,600

Fund	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	$3,521,425	$933,350	4,454,776
Street	387,827	850,000	1,237,827
Transportation Capital	-2,721,441	0	(2,721,441)
Public Art	139,188	15,000	154,188
Park Impact Fee	-481,901	930,000	448,099
Transportation Impact Fee	2,843,562	30,000	2,873,562
Swamp Creek Basin	-306,708	1,400,000	1,093,292
Transportation Benefit District	312,217	0	312,217
ARPA Fiscal Recovery Fund	3,217,369	0	3,217,369
Sammamish Bridge Replacement	2,685,669	0	2,685,669
Walkways & Waterways Debt Service	485,713	0	485,713
Real Estate Excise Tax	3,081,370	0	3,081,370
Park Capital	1,321,341	0	1,321,341
Walkways & Waterways Bond	3,349,835	0	3,349,835
Surface Water Management	2,587,872	510,000	3,097,872
Surface Water Capital	330,852	0	330,852
Public Works Shop Fund	-500,000	0	(500,000)
Strategic Reserve	496,665	850,000	1,346,665
Strategic Opportunities	2,539,549	0	2,539,549
Equipment Replacement	7,971	450,000	457,971
Trust & Agency	901,875	100,000	1,001,875
Totals	$24,200,250	$6,068,350	$30,268,601

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

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City of Kenmore, Washington
Investment Schedule
June 30, 2021

Report by Security	Investment #	Type	Purchase Date	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
		Average Yield to Maturity-Securities					0.21%	Overall Average Yield	0.07%
Time Value Investments									
	3135G05G4	FNMA	11/9/2020	7/10/2023	11/9/2020	0.20%	0.20%	1,501,588.50	3,003.18
	3133EMHL9	FFCB	11/24/2020	11/30/2023	11/24/2020	0.30%	0.30%	1,501,500.00	4,504.50
	3133EMMN9	FFCB	1/25/2021	1/11/2024	1/25/2021	0.19%	0.19%	1,000,000.00	1,900.00
	9128286Z8	US TREAS	1/25/2021	6/30/2024	1/25/2021	0.18%	0.18%	1,065,261.38	1,917.47
Total TVI Purchases								**1,065,261.38**	**1,917.47**
Pacific Premier CD's									
	11495975	CD	8/10/2019	8/10/2021	8/10/2019	0.25%	0.25%	1,000,000.00	2,500.00
Total Pacific Premier CD's								**1,000,000.00**	**2,500.00**
TOTAL ALL SECURITIES								**$ 2,065,261.38**	**$ 4,417.47**
				Banner Checking and Savings			**0.03%**	**9,270,338.26**	2,781.10
				Pacific Premier Savings			**0.09%**	**3,155,585.69**	2,941.01
				LGIP - Primary Account			**0.08%**	**8,568,651.45**	6,452.19
				LGIP - Bond Proceeds Account			**0.08%**	**3,205,675.10**	2,413.87
		Total Accounts						**$ 26,265,511.88**	**19,005.65**

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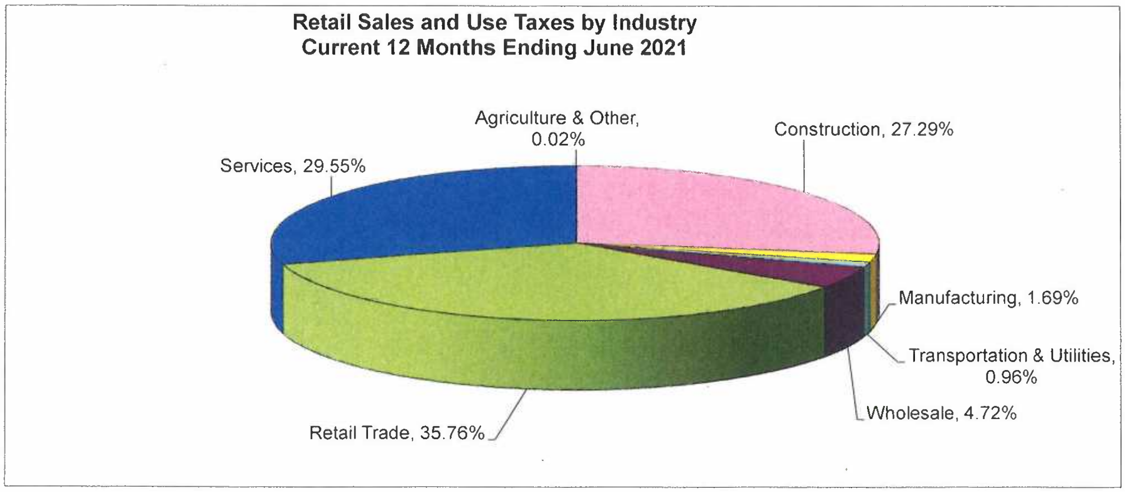
SALES TAX

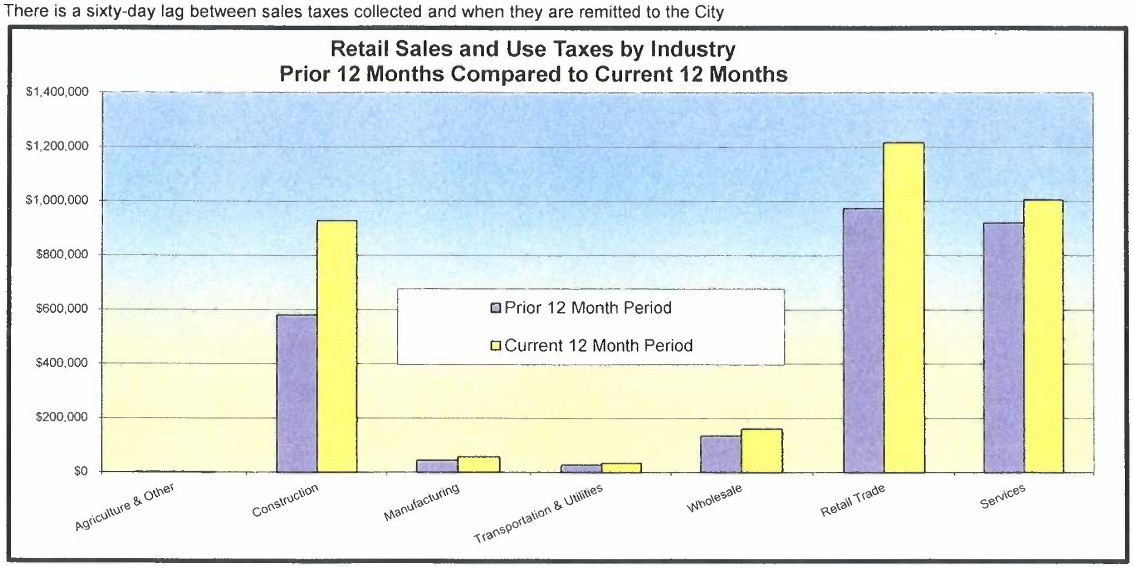
City of Kenmore, Washington
Retail Sales and Use Tax Distribution
June 30, 2021

Industry	Prior 12 Months ending June 2020	Current 12 Months ending June 2021	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	$564	$767	36.12%	0.02%
Construction	580,651	927,844	59.79%	27.29%
Manufacturing (Printing, Publishing, Other Manuf.)	43,607	57,488	31.83%	1.69%
Transp/Comm/Utilities (Telecomm., Air Transport.)	26,899	32,765	21.81%	0.96%
Wholesale (Lumber, Other Wholesale)	135,307	160,588	18.68%	4.72%
Retail Trade (Eating, Merchandise, Food Stores)	973,619	1,215,897	24.88%	35.76%
Services (Auction, Recreation, Auto Repair, Financial)	920,405	1,004,723	9.16%	29.55%
Totals	$2,681,051	$3,400,072	26.82%	100%
Increase/(Decrease)		$719,022	26.82%	



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

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



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City of Kenmore, Washington

SALES TAX RECEIPTS BY BUSINESS TYPE

June 2021

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	64.25	0.00	64.25	0.0%
CONSTRUCTION	66,023.06	5,926.68	71,949.74	23.8%
MANUFACTURING	9,129.03	22.39	9,151.42	3.0%
TRANSPORTATION & UTILITIES	1,737.79	298.23	2,036.01	0.7%
WHOLESALE	20,771.84	26.36	20,798.21	6.9%
RETAIL TRADE	102,609.31	206.22	102,815.53	34.1%
SERVICES	78,732.10	806.65	79,538.75	26.4%
INFORMATION	9,977.84	144.96	10,122.80	3.4%
PUBLIC SERVICES	8.85	5,256.50	5,265.35	1.7%
	289,054.07	12,688.00	301,742.07	100.0%

City of Kenmore, Washington

SALES TAX RECEIPTS BY BUSINESS TYPE

January - June 2020

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	327.64	0.00	327.64	0.0%
CONSTRUCTION	231,004.25	3,181.24	234,185.50	19.0%
MANUFACTURING	16,773.48	62.75	16,836.23	1.4%
TRANSPORTATION & UTILITIES	4,846.39	1,608.18	6,454.57	0.5%
WHOLESALE	62,803.47	695.88	63,499.35	5.2%
RETAIL TRADE	480,207.16	1,272.36	481,479.52	39.1%
SERVICES	348,517.46	3,042.73	351,560.19	28.5%
INFORMATION	54,321.98	681.38	55,003.36	4.5%
PUBLIC SERVICES	49.39	22,813.92	22,863.31	1.9%
	1,198,851.21	33,358.44	1,232,209.65	100.0%

City of Kenmore, Washington

SALES TAX RECEIPTS BY BUSINESS TYPE

January - June 2021

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	349.27	1.69	350.96	0.0%
CONSTRUCTION	469,184.61	25,311.58	494,496.19	28.3%
MANUFACTURING	30,125.05	48.53	30,173.57	1.7%
TRANSPORTATION & UTILITIES	13,760.06	827.25	14,587.31	0.8%
WHOLESALE	79,404.24	4,669.95	84,074.19	4.8%
RETAIL TRADE	614,219.70	2,759.73	616,979.42	35.4%
SERVICES	408,891.16	8,788.54	417,679.70	23.9%
INFORMATION	55,921.21	733.74	56,654.95	3.2%
PUBLIC SERVICES	52.28	29,477.18	29,529.47	1.7%
	1,671,907.57	72,618.18	1,744,525.75	100.0%

Signature: Rob Karlinsey
Rob Karlinsey (Jul 26, 2021 15:01 PDT)

Email: rkarlinsey@kenmorewa.gov

AB-June 2021 Financial Report

Final Audit Report 2021-07-26

Created:	2021-07-26
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_NRUuLwaPaDMnzbQrlhILLluThSzNumw

"AB-June 2021 Financial Report" History

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2021-07-26 - 8:27:25 PM GMT- IP address: 50.235.209.34

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Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2021-07-26 - 10:01:20 PM GMT - Time Source: server- IP address: 50.235.209.34

Agreement completed.
2021-07-26 - 10:01:20 PM GMT

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: **2022 Fee Schedule, Resolution No. 21-370** **Proposed Council Action/Motion:** **Approve Resolution No. 21-370 of the City of Kenmore, Washington, Adopting the City of Kenmore's 2022 Fee Schedule.**	**For Council Meeting Agenda of:** October 11, 2021 **Department:** Development Services **Prepared by:** Tela Gardner, Permit Coordinator **Initial & Date** **Approved by Department Head:** BH 10/1 **Approved by City Attorney:** NA **Approved by Finance Director:** LS 10/5 **Approved by City Manager:** RGK 10/1 **Exhibits/Attachments:** **Exhibit A: Resolution No. 21-370 with 2022 Fee Schedule.** **Exhibit B: ARCH Liaisons Monitoring Fees** **Exhibit C: MFTE Application Fee** **Exhibit D: 2021 Northshore School District Capital Facilities Plan** **Exhibit E: Memo from Public Works for Proposed Changes** **Exhibit F: Resolution No. 18-315 Surface Water Annual Charges** **Exhibit G: 2021 Fee Schedule**

INFORMATION/BACKGROUND:
Annually, the City of Kenmore's fee schedule is reviewed and updated as provided for in Ordinance no. 02-0139. City Staff is proposing the following revisions and additions to the 2022 Fee Schedule:

1. To increase the Development Services fees (section 4) by the Consumer Price Index (June CPI-W for Seattle, Tacoma, Bremerton), 6.3% including transportation and park impact fees, not including appeal fees, right of way permits, SR-522 connection permits, special events permits, memorial signs, State Building Code Council Surcharge, and school impact fees.
2. Page 4, Zoning and land use fees – add a new line item for Affordable Housing Monitoring Fee. This fee was approved at the September 22, 2021 ARCH Liaisons meeting. The fee is to cover ARCH's cost of monitoring affordable units for compliance with income and affordability restrictions, see Exhibit B.
3. Page 4, Zoning and land use fees – add a new line item for Multi-Family Tax Exemption (MFTE) Application Fee. As of 4/1/2021, King County Assessments currently charges this fee for MFTE administration processing (authorized per RCW84.14.080), see Exhibit C.
4. Page 5, Binding Site Plan – Consolidate binding site plan fees referenced on Page 8 by adding a final binding site plan line item with description and revising the conceptual plan line item to reflect the cost from page 8.
5. Page 8, Remove Conceptual Binding Site Plan and sub fees (they are duplicates fees of an earlier section – see page 5).

6. Page 12, School Impact Fees – Revise fee per Northshore School District Capital Facilities Plan for both single-family impact fees ($18,891 per unit) and multi-family impact fees ($1,392 per unit). In 2021 these fees were $17,080 for single-family and $1,504 for multifamily, see Exhibit D – Section 7. 7. Page 12, Transportation, Parks & School Impact Fees – Revise multi-family and condominium line item to say "includes townhomes" instead of "townhomes". 8. Page 12, Right-of-Way Permits – Revise the heading to Limited Use Right-of-Way Permits and remove permit subtypes A, B, and C; added a line item for beautification permit. All limited use, access, and encroachment right-of-way permits now require a technology fee as they are processed through Development Service's permitting software (Trakit) & MyBuildingPermit.com. To avoid confusion with the technology fee, all references to a value calculation have been changed to a double asterisk**, see Exhibit E. 9. Page 13, Utility Right of Way Permits add a Permit Extension and Work Without a Permit or Work Without A Job Start Notice, see Exhibit E. 10. Page 17, Surface Water Annual Service Rates – Revise per Resolution No. 18-315, see Exhibit F.
FISCAL CONSIDERATION: The proposed annual review and adjustments to the City's fee schedule are needed to ensure the City is recovering costs necessary to perform associated services.
COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Continue to implement the Economic Development Strategy.

Exhibit A

City of Kenmore, Washington

2022 Fee Schedule

Resolution No. 21-370

Effective Date: January 1, 2022

Table of Contents

Note: A plus sign (**+**) in the margin of the fee schedule indicates a change from the previous schedule

1. Business Registration and Licenses

Business Registration	2022 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 $90 for new or re-opened businesses, $19 for new city registration and $10 for renewals.	

Regulatory Business Licenses	
Adult Entertainment	
Device	$50 each
Operator	$500 per year
Premises	$200 per year
Panoram Manager License	$50 per year
Adult Cabaret	
Operator	$500 per year
Cabaret Manager License	$50 per year
Cabaret Entertainer License	$50 per year
Adult Retail Business License	$500 per year
Heavy Manufacturing Business	$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	$200 per year $100 per six months $50 per day
Junk Shop License	$300 per year
Junk Wagon License	$40 per year
Marijuana Business License	$500 per year
Massage Business and Public Bathhouse	$150 per year
Massage Practitioner	$50 per year
Theaters	$100 each screen per year
Pawnbroker	$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	$25

2. Code Enforcement

Code Enforcement	2022 Fee
Inspection/Posting	$50
Re-inspection	$50
Abatement	Actual City Costs
Abatement Hearing	$360
Hearing Officer	$215 per hour
Notice of Violation Appeal Hearing	$125
Removal of Declaration	$20
Violation of a Stop Work Order	$500
Failure to perform Fire Watch	$412/day
Violation of International Fire Code Section 109.4	$255/day

Housing Code Enforcement	2022 Fee
Inspection/Posting	$255 per hour
Re-Inspection plus Notice and Order	$510
Hourly Rate	$255
Appeal Fee	$128 each
Closing Fee	$255

Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	$60 per hour
Notary Services	$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

3. Comprehensive Plan and Development Regulation Amendments

Type	2022 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	2022 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	$119
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 fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%
For use of outside consultants for plan review and inspections	Actual Cost

Development Agreement	2022 Fee
Threshold review with City Council	$213
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	$5,315 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2022 Fee
Pre-application review fee	No fee

Zoning and Land-use	2022 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to $100,000 project value	$924
$100,001 - $1,000,000 project value	$2,945

> $1,000,000 project value	$2,945 + $1,010 for each $1M or portion thereof
Construction permit site plan review	$115
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	$514
> 1 – 2 site acres	$932
> 2 site acres	$932 + $181 for each acre or portion over 2 thereof
Each plan revision review	$360
Request for modification requiring public notice	$134
Landscape and tree management inspections	
Landscape installation inspection	$263
Landscape maintenance bond release inspection	$208
Request for site specific rezone	$2,729
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	$2,002
SUP with public hearing	$2,574
Daycare with 24 children or less	$1,475
Request for time extension	$92
Variances (including variances from KMC 18.55)	
Application review	$1,464
Request for time extension	$92
Boundary line adjustment	$658
Communications facility application fee	$1,569
Conditional Use permit (CUP)	$4,337
Minor Adjustment	$2,831
Major Adjustment	$9,851
Accessory dwelling unit	$460
Change of use (zoning only)	$1,103
Land use inspections	Hourly
Reasonable use exception	$1,428
Legal lot status request	$424
Public agency and utility exception	$1,428
Zoning letter inquiry/request	$191
Design review	Hourly
Temporary Use Permit	$766
+ Affordable Housing Monitoring Fee	$50/unit
+ Multi-Family Tax Exemption (MFTE) Application	$539
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of $213, whichever is greater

Subdivision - Preliminary Application Review	**2022 Fee**
Preliminary short subdivisions (9 lots or less)	

Base fee	$489
Plus per lot	$992
Revision to approved preliminary	Hourly
Short subdivision alteration	Hourly
Request for time extension	$92
Preliminary subdivisions (10 lots or more)	
Base fee	$1,468
Plus per lot	$1,201
Major revision requiring new public hearing	$2,719
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	$813
Request for time extension	$92
Subdivision alterations or subdivision vacations	
With public hearing	$3,421
Without public hearing	$1,660
+ Binding site plan	
Final Binding Site Plan	$2,618
(building permit, as-built or site plan review-based plan)	
Conceptual plan	$4,819
Revision to a preliminary approved plan	$1,178
Revision to a final binding site plan	$1,309

Shoreline Management Permit	**2022 Fee**
Substantial development permit	
Total cost of proposed development:	
Up to and equal to $100,000	$1,895
Over $100,000	Hourly
Single-family joint use dock	$1,891
Shoreline conditional use permit	$2,412
Shoreline variance	
Up to and equal to $100,000 project value	$2,412
>$100,000 project value	Hourly
Shoreline re-designation	$16,348
Shoreline review of other permits or approvals for conditions	$360
Shoreline exemption	$914
Supplemental fees	
Request for a time extension	$92
Shoreline permit revision	Hourly
Surcharge when public hearing required	$755
Permit compliance inspections	Hourly

Special Reviews	**2022 Fee**
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	$1,671
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, 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	$1,446
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	$1,446
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	$429
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	$136
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	Hourly

Engineering: General Permitting & Inspections	2022 Fee
Parking Review	
New or additional spaces	
First 0-25 spaces	$27/each space
Next 26-50	$24/each space
Next 51-75	$20/each space
Next 76-150	$20/each space
Anything above 150	$13/each space
Minimum fee	$344
Tree removal	$85
Single-family drainage review	
Base Fee	$277
Addition/rebuild drainage	$341

New non-plat SFR drainage	$787
Commercial/Multi-family drainage plan review	
Base Fee	$663
Total distributed area	
0 – .50 site acre	$1,305
.51 – 1 site acre	$1,800
1.1 – 2 site acres	$3,289
2.1 – 5 site acres	$7,219
5.1 – 10 site acres	$8,696
More than 10 acres	$9,680
Traffic Impact Analysis review	
Level 1 (10 P.M. peak hour trips or less)	$393
Level 2 (11-75 P.M. peak hour trips)	$933
Level 3 (Over 75 P.M. peak hour trips)	$1,867
Road standards/drainage standards variance	$233
Wet season grading variance	Hourly
Small Project Grading permits:	
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.	$349

Large Project Grading permits			
Disturbed Area	Base fee		Per acre
Up to 1 acre	$205	+	$917.72
>1 acre	$444	+	$688.01
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	+	$114.46
>3,000 to 10,000 cubic yards	$2,974	+	$19.26
>10,000 to 20,000 cubic yards	$4,385	+	$5.71
>20,000 to 40,000 cubic yards	$4,991	+	$2.80
>40,001 cubic yards	$5,457	+	$1.34

Reclamation bond release inspection	$299
Re-inspection of non-bonded actions	$261
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	$248 + $133 / $1,000 bond
>$30,000 – 120,000	$2,627+ $57 / $1,000 bond
>$120,000	$7,807 + $16 / $1,000 bond
Additional inspection after 1 year	Hourly
Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond

$0 – $30,000	$537 + $17.14 / $1,000 bond
>$30,000 – 120,000	$897 + $5.60 / $1,000 bond
>$120,000	$1,360 + $1.90 / $1,000 bond

Engineering: Subdivision Plan Review and Inspections	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	$2,433
Plus per lot	$243
Short subdivision 5 to 9 lots	
Base fee	$4,839
Plus per lot	$243
Additional review in excess of initial fees	Hourly
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	$7,241
Plus per lot	$39
Subdivision 31 lots or more	
Base fee	$7,827
Plus per lot	$19
Revisions and re-submittals	
Each occurrence	$138
Additional review in excess of initial fees	Hourly
Planned unit development engineering plan review	
30 units or less	
Base fee	$7,241
Plus per lot	$53
31 units or more	
Base fee	$8,061
Plus per lot	$27
Revisions and re-submittals	
Each occurrence	$138
Additional review in excess of initial fees	Hourly
+ ~~Conceptual binding site plan~~	
~~(including conceptual commercial binding site plan)~~	
~~Plan and profile base fee~~	~~$4,533~~
~~Revisions and re-submittals~~	
~~Each occurrence~~	~~$130~~
~~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	$248 + $133 / $1,000 bond
$30,001 – 120,000	$2,627 + $57 / $1,000 bond
$120,000 or more	$7,807 + $16 / $1,000 bond
Additional inspection after 1 year	Hourly
Subdivision final approval	

Final short subdivision 4 lots or less	$2,241
Final short subdivision 5 to 9 lots	$4,517
Final short subdivision alteration	$833
Final subdivision 30 lots or less	
Base Fee	$6,794
Plus per lot	$81
Final subdivision 31 lots or more	
Base Fee	$7,546
Plus per lot	$55
Subdivision alteration	$1,256
Modification of a recorded building envelope	$630
Request for name change	$224
Final planned unit development	$5,283
Request for time extension	$169
Request for name change	$224
Final building site plan	$3,592
Subdivision – post final fees	
Maintenance bond inspections	
Bond quantities worksheet amount	Initial fee + additional fee based on bond
$0 – $30,000	$537 + $17.14 / $1,000 bond
>$30,000 – 120,000	$897 + $5.60 / $1,000 bond
>$120,000	$1,360 + $1.90 / $1,000 bond

Building Permits

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.

Valuation Table

Total Valuation	Fee
$1 – $500	$28
>$500 – $2,000	$28 for the first $500 plus $3.47 for each additional $100 or fraction thereof, to and including $2,000.
>$2,000 – $25,000	$81 for the first $2,000 plus $16.22 for each additional $1,000 or fraction thereof, to and including $25,000.
>$25,000 – $50,000	$457 for the first $25,000 plus $11.43 for each additional $1,000 or fraction thereof, to and including $50,000.
>$50,000 – $100,000	$752 for the first $50,000 plus $7.96 for each additional $1,000 or fraction thereof, to and including $100,000.
>$100,000 – $500,000	$1,159 for the first $100,000 plus $6.73 for each additional $1,000 or fraction thereof, to and including $500,000.
>$500,000 – $1,000,000	$3,760 for the first $500,000 plus $5.60 for each additional $1,000 or fraction thereof, to and including $1,000,000.
>$1,000,000	$6,541 for the first $1,000,000 plus $4.48 for each additional $1,000 or fraction thereof.
Building plan review (except basic)	65% of the building permit
Building plan review (basic)	25% of the building permit

Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	Hourly
Mobile Homes	
Mobile Home permit	$965
Temporary mobile home permit	$898
Temporary mobile home permit for hardship	$965
Non-insignia mobile home inspection	$771
Re-roof permits	
Single-family residential	$215
Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	$1,901
31 to 99 units	$2,148
100 or more units	$2,914
Plus per unit	$323
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	$424
Minimum housing or other code compliance	$424
Relocation of structure	$348
Demolition inspection	$348
Re-inspection	Hourly
Inspection outside of normal hours	Overtime hourly
Inspection for which no fee is specifically indicate	Hourly
Extension and renewal (extension for final inspection only)	
Single-family residential	$123
All other permits	$123
State Building Code Council surcharge (effective July 1, 2018)	
Residential building permits	
Base Fee	$6.50
Plus per unit	$2.00
Commercial building permits	
Base Fee	$25.00
Plus per unit	$2.00

Plumbing Permits	
New single-family (one and two dwellings) and townhouses	$824/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	$121
Plus	
For each plumbing fixture on one trap or set of fixtures on one tra	$12/each
Roof drain	$12/each
Electric water heater	$37/each

	Water piping or water treating equipment	$75/each
	Back flow devices (other than atmospheric vacuum breakers)	$75/each
	Other	$12/each

Mechanical Permits				
New single-family (one and two dwellings) and townhouses				$385/unit
Commercial and Multi-family				
	Mechanical Permit			Valuation Table
	Mechanical Permit Plan Review			65% of permit
Alteration or additions to one and two-family dwellings and townhouses				
	Base Fee			$121
	Plus			
		For the installation or relocation of each floor furnace, including vent		$151
		For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater		$75
		For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit		$23
		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		$226
		For each ventilation fan connected to a single duct		$12
		For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit		$12
		For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood		$12
		Gas pipe (1-5 outlets)		$75
		Gas pipe (outlets over 5)		$12/outlet
		For each appliance of 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		$151
		Gas water heater		$151

+

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	$6,605.71
Single-Family	1.45 per dwelling unit	$10,751.95 per dwelling unit
Apartment	1.02 per dwelling unit	$7,967.27 per dwelling unit
Condominium (includes townhomes)	0.85 per dwelling unit	$6,682.23 per dwelling unit
Mobile Home	0.97 per dwelling unit	$7,186.18 per dwelling unit
Hotel	0.87 per room	$7,398.13 per room
Motel	0.68 per room	$5,795.21 per room
Light Industrial	1.06 per 1,000 sq ft	$11.42 per sq ft

Manufacturing	0.79 per 1,000 sq ft	$8.60 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	$3.06 per sq ft
Marina	0.23 per boat berth	$1,526.70 per boat berth
Golf Course	0.37 per acre	$2,485.16 per acre
Movie Theater	0.09 per seat	$428.71 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	$28.37 per sq ft
High School	1.18 per 1,000 sq ft	$4.99 per sq ft
Church	0.67 per 1,000 sq ft	$5.24 per sq ft
Hospital	1.13 per 1,000 sq ft	$12.02 per sq ft
Nursing Home	0.27 per bed	$1,586.19 per bed
General Office	1.75 per 1,000 sq ft	$18.97 per sq ft
Medical Office	4.20 per 1,000 sq ft	$42.88 per sq ft
Shopping Center	2.98 per 1,000 sq ft	$8.11 per sq ft
Supermarket	7.39 per 1,000 sq ft	$32.67 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	$85.11 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	$26.12 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	$26.12 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	$70.86 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	$92.07 per sq ft
Gas Station	9.80 per pump	$37,049.59 per pump
Gas Station w/Convenience	7.24 per pump	$28,017.09 per pump

+	**Parks Impact Fee***	
	Single-family residence	$4,129.76/unit
	Multi-family (includes townhomes)	$3,167.74/unit
	Mobile Home	$2,064.35/unit

+	**Schools Impact Fee***	
	Single-family residence	$18,891/unit
	Multi-family (includes townhomes)	$1,392/unit

Fire Department Review*
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 Use Right-of-Way Permits (Types A, B, C & Beautification)**	
	Application Fee (includes 1 hour review and 1 hour inspection)	$219
	Review fee in excess of 1 hour	Hourly
	Inspection fee 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
+	Beautification Permit	No Fee

+	**Access Right-of-Way Permits**	
	Application Fee (includes 1 hour review and 1 hour inspection)	$219
	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** x 25% or a minimum of $100 whichever is greater
**value of adjacent land (in area, sq ft) according to the County Assessor records		

Encroachment Right-of-Way Permits	
Application Fee (includes 1 hour review and 1 hour inspection)	$219
Review fee in excess of 1 hour	Hourly
Inspection fee in excess of 1 hour	Hourly
Use Fee	Fee = (use area) x value1** x No. of Years x 12% or a minimum of $100 whichever is greater
**value of adjacent land (in area, sq ft) according to the County Assessor records	

	Utility Right-of-Way Permits*: all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities	
	Application	$215
	Review	Hourly
	Inspection	Hourly
	Use fee	No Fee
+	Permit Extension	$300
	Violation of Lane Closure Hours	$518
	Accelerated Job Start	$500
+	Work Without a Permit or Work Without Job Start Notice	$1,000
	See Section 4. Development Services for Current Hourly Rate	

Annual Use Payment for Use of Right-of-Way*	
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*
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	
Application Fee	100*
Actual and indirect cost for City personel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

Memorial Sign	
Application fee and sign	$300*

5. Animal Care and Control

Animal License and Registration		
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	
Hobby kennel and hobby cattery license	$50
Private animal placement permit	No fee

Civil Penalties		
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

Service Fees		
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)		$75-250
Spay or neuter 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	
Credit Card Service Fee	3%
NSF (insufficient check)	$25
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	$50/day
Craft Vendor	$50/day
Non-Profit Booth or Vendor	$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	$50/hour
Saturday Rental - Resident	$75/hour
Saturday Rental - Non-Resident	$125/hour
Audio/Visual Rental	$25
Damage Deposit (refundable)	$250 min.
The Hangar (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	$100*
Damage & Food Deposit (for groups ≥ 30 people)	$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes *100% of the deposit will be forfeited for “no-shows"	
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	$150
Kenmore Residents half day	$75
Non-Kenmore Residents all day	$200
Non-Kenmore Residents half day	$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)	$22/hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost*
*Reimbursemet of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

7. Public Records Requests

Type	
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge

Standard size black-and-white-photocopies (includes 8-1/2" x 11', 8-1/2"x14" and 11"x17"	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

8. Surface Water

+

Surface Water Management Service Charge		
Class	Impervious Area	2021 Rate
Residential	N/A	$239.45 per parcel
Very Light	0 to ≤ 10%	$239.45 per parcel
Light	> 10% to ≤ 20%	$718.35 per acre
Moderate	> 20% to ≤ 45%	$1,556.44 per acre
Moderately Heavy	> 45% to ≤ 65%	$2,633.97 per acre
Heavy	> 65% to ≤ 85%	$3,591.77 per acre
Very Heavy	> 85% to ≤ 100%	$4,429.86 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Stormwater Capital Facilities	
Single family residential development on a single parcel, including townhomes	$3,500
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by $3,500. The minimum ERU shall be 1.0.

Exhibit B

ARCH Liaisons

9/22/2021

Monitoring Fees

The ARCH Exec Board recommends that members set fees of $50 per unit per year, applicable to new land use and MFTE projects, to help cover ARCH's staff expenses of annual monitoring. Discussion needed to plan implementation steps, including a public comment process.

Monitoring Fee Enabling Ordinances:

	Land Use	**MFTE**	**Fee Amounts Set By:**
Bellevue	Not provided explicitly for "monitoring."	Not provided explicitly for "monitoring."	
Bothell	BMC 12.07.040.D.	BMC 3.90.080.B.	Annual resolution
Issaquah	IMC 18.21.050.C.	n/a	
Kenmore	KMC 18.77.050.B.	KMC 3.65.110.I.	
Kirkland	Not provided explicitly for "monitoring."	Not provided explicitly for "monitoring."	
Mercer Island	MIMC 19.11 040.F.1.	n/a	
Newcastle	NMC 18.38.060.D.	Not provided explicitly for "monitoring."	
Redmond	RZC 21.20.040.D.	Not provided explicitly for "monitoring."	
Sammamish	SMC 21B.75.050(4)	n/a	

Exec Board recommendation:

Members should institute a $50 per unit per year monitoring fee, with annual adjustments based on CPI. The fee would be invoiced by ARCH when ACRs (annual compliance reports) are submitted. An increase to the fee would apply to properties that require a high volume of monitoring based on the actual hourly cost of staff time (currently $65/hour to cover salary and all benefits.

Typical code language:

The City reserves the right to establish in the Affordable Housing Agreement referred to in [code reference], monitoring fees for the Affordable Housing Units, which can be adjusted over time to account for inflation. The purpose of any monitoring fee is for the review and processing of documents to maintain compliance with income and affordability restrictions of the Affordable Housing Agreement.

Bothell MFTE code language:

The MFTE contract shall provide for the assessment of a periodic monitoring fee, established by resolution of the City Council, for the purpose of covering the City's expenses associated with the review and processing of documents to maintain compliance with income and affordability restrictions. The monitoring fee shall be at least equal to the monitoring fee assessed under BMC 12.07.040.

Current boilerplate covenant language:

Monitoring Fee. The City may assess, and the Owner agrees to pay fees to cover the costs of monitoring the Owner's compliance with income and affordability restrictions of this Covenant.

434 Kirkland Boardwalk covenant language:

Monitoring Fee. The City reserves the right to establish fees to cover the costs of monitoring the Affordable Units for compliance with the income and affordability restrictions of this Covenant. At least 90 days before the effective date of such fees the City shall provide the Owner notice of the proposed fee amount along with evidence supporting it and the date, time, and place at which the City will take public comment on the fee.

Exhibit C

From: Petty, Danielle (DOA) <dapetty@kingcounty.gov>
Sent: Monday, March 1, 2021 3:23 PM
Subject: Update Current MFTE Application Fee and 2021 Program Checklist

Sorry for the inconvenience, correction of date

In accordance with RCW 84.14.080, our office is authorized to establish an application fee in regards to administering the Multifamily Tax Exemption (MFTE) Program. During an internal audit and fee review, in which we conducted a workload analysis of the administrative cost to manage this program, we determined an increase to our current $524 fee is warranted. Due to the cost in time required to process the applications and track the individual projects for the MFTE Program, the new recommended fee is **$539** per application.

We are proposing the new fee be effective as of **April 1, 2021.** All Final Certificates of Tax Exemption for the MFTE Program submitted on or after this date, shall include the new $539 application fee. If necessary, please make the appropriate changes to your City's legislation in order to reflect this new amount.

If you should have any questions, please contact Danielle Petty either by phone at (206) 477-2301 or via email at dapetty@kingcounty.gov.

Thank you,

King County
*Setting values, serving the community, and pursuing excellence**
Danielle Petty
Assistant Annexation and Levy Coordinator
Department of Assessments
500 4th Avenue, ADM-AS-0708
Seattle, WA 98104
(206) 477-2301
www.kingcounty.gov/assessor
*From the Department of Assessments' Vision & Guiding Principle
2020 Census
King County
COUNTS
King County

Exhibit D

CAPITAL FACILITIES PLAN
2021 - 2027

NORTHSHORE SCHOOL DISTRICT NO. 417
3330 MONTE VILLA PARKWAY BOTHELL, WASHINGTON 98021-8972

"STRENGTHENING OUR COMMUNITY THROUGH EXCELLENCE IN EDUCATION"

BOARD OF DIRECTORS

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Dr. Michelle Reid, Superintendent

Adopted by NSD School Board June 28, 2021

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SECTION 1 -- INTRODUCTION

Purpose of the Capital Facilities Plan

The Washington State Growth Management Act outlines thirteen broad goals including the adequate provision of necessary public facilities and services. Public schools are among these necessary facilities and services. Public school districts adopt capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student population in their districts.

The Northshore School District (District) has prepared this six-year Capital Facilities Plan (CFP) in accordance with the Washington State Growth Management Act, the Codes of King and Snohomish Counties, and the cities of Bothell, Kenmore, and Woodinville. This CFP is intended to provide these jurisdictions with a description of projected student enrollment and school capacities at established levels of service over the six-year period 2021-2027. It also provides longer-term enrollment projections. The role of impact fees in funding school construction is addressed in ***Section 7*** of this report.

The District updates its Capital Facilities Plan on an annual basis. The most recent update previous to this update was adopted by the Board of Directors in July 2020.

Summary

District enrollment has grown by 1,740 students between 2015 and 2020. As a comparison, for the years 2014 to 2019, District enrollment grew by 2,360 students -- averaging nearly 400 new students each year (or, just short of the equivalent of one average-size new elementary school each year). Prior to 2020, the District's growth rate averaged 3.02 percent over the previous six year period. In 2020, the District's enrollment fell by 1.1 percent primarily as a result of the global pandemic and its effects on in-school instruction and school district enrollment. The District expects, with the return in the Spring of 2021 to in-school instruction, that enrollment will start to return to pre-pandemic levels and increase to reflect continued residential development within the District. Enrollment growth from new development in the northern and central service areas of the District continues at a steady pace.

Similar to the 2020 CFP, there are questions about future growth and whether or not it will continue at a rate at or above projections, or if growth will begin to stabilize. The sale of new homes in the District dropped in the last two years, with a notable decrease in 2020. Many of the single family housing projects in the north end of the District are reaching completion and the pipeline of new single family housing is currently shrinking. However, the sale of existing homes continues to be strong, with over 2,000 existing homes sold in each of the last six years. There continue to be townhome and multi-family projects that could produce enrollment gains. New townhome and multi-family projects tend to have at least 3-bedrooms. At the present time, student generation rates from townhome units continues to more closely resemble student generation rates from apartments and condominiums. The District is closely monitoring the actual student generation from these units.

The 2018 capital bond as approved by the voters included three new projects to add capacity:

- The new Ruby Bridges Elementary School on Maltby Road, which opened for instruction in the fall of 2020 (with remote instruction during the pandemic).

- Classroom additions to Canyon Creek Elementary and Skyview Middle School with a 30 classroom building for the adjacent campuses (14 classrooms for Canyon Creek, including four rooms with music instruction, and 12 classrooms for Skyview). Along with this new classroom building, each campus had some renovations and additions to other buildings. At Canyon Creek, there is a gymnasium addition. At Skyview, there were two new health classrooms attached to the gym. These improvements were completed in the fall of 2020.

- Finally, the 2018 bond proposal included a new concert hall with added instructional space at Inglemoor High School, planned to open in January 2022.

The District recently constructed a new choice high school, Innovation Lab High School, in the Canyon Park Business Center. The school opened in the fall of 2020 with initial enrollment of 150 students and will add an additional 150 students with the 2021 freshman cohort, and then grow to a total enrollment capacity of 550 students by the 2022-23 school year. Innovation Lab High School is an adaptive re-use of an existing building.

Growth in the District has largely been accommodated in recent years through the construction of new capacity, limiting waivers at most schools, converting special-use portables and non-classroom spaces into classroom space, and placement of additional portable classrooms.

The District is currently planning for a proposed 2022 capital bond. While additional K-8 capacity is expected as a part of that bond, specific details will be provided in the next update to this Capital Facilities Plan.

Overview of the Northshore School District

The Northshore School District spans 60 square-miles and primarily serves five jurisdictions: King County, Snohomish County, the City of Bothell, the City of Kenmore, and the City of Woodinville. There are some addresses located in the cities of Brier, Kirkland and Redmond, but they are either in areas not expected to experience any new residential development or in very small areas with previously developed residential areas. For the purposes of the District's CFP and long-term projections, those areas are considered de minimis impacts on the District's grade bands. The King-Snohomish county line divides the District such that roughly twothirds of the District is in King County and one-third in Snohomish County. The District has a total population of approximately 140,000 and a 2020 student enrollment of 22,686. There are presently twenty elementary schools, six middle schools, four comprehensive high schools, two choice/alternative high school programs, a Home Schooling Program and the Northshore Family Partnership program, and one early childhood (pre-K) center. The current grade configuration is K-5, 6-8 and 9-12.

The Urban Growth Area boundary (UGA) divides the District, creating capacity utilization challenges. As new residential development continues to occur even at more moderate rates, land for potential new school sites continues to be scarce. King County does not allow for school siting outside the UGA, but Snohomish County does provide for school siting via a Conditional Use Permit (CUP) process.

The District participates in regular conversations regarding school facilities planning with jurisdictions in King County pursuant to regular meetings held to comply with Policy PF-19A of the King County Countywide Planning Policies. Snohomish County's Countywide Planning Policies direct jurisdictions in Snohomish County to "ensure the availability of sufficient land and services for future K-20 school needs." Policy ED-11. The District appreciates any opportunity for cooperative planning efforts with its jurisdictions.

SECTION 2 -- STUDENT ENROLLMENT TRENDS AND PROJECTIONS

Background

Elementary enrollment has been growing steadily in recent years, with a slight dip in 2020 reflecting the global pandemic. Growth increases in recent years are a result of larger birth cohorts and a consistent increase in new residential development. This wave of elementary enrollment growth is beginning to move into the middle and high school grades and is anticipated to continue over the next 10 years. At the same time, elementary enrollment is projected to grow within and beyond the next 5 to 10 years.

Similar to past years, this year's projections consider regional and local trends in population growth, birth rates, and housing development, analyzing corresponding projections down to the school feeder pattern level. Growth rates were adjusted based on permit information specific to those respective areas. The resulting trends were used to further refine the projection methodology for enrollment forecasts. The following section describes in more detail the assumptions used to develop the forecast and compares the result of this projection to other available methodologies.

While new single family home construction and sales within the District are continuing to slow, there is a marked increase in the development of townhomes and continued strong development of apartments and condominiums. The new townhome developments include units with 3 bedrooms or more. From a student generation perspective, it could take a few years for enrollment numbers to be affected, as those townhomes complete construction, sell and become occupied.

As of December 2020, development data shows 1,052 single family homes and 4,108 multi-family units in the development pipeline within the District. This data excludes short plat development.

Methodology

Numerous methodologies are available for projecting long-term enrollments. The most common method is known as the cohort survival method. This method tracks groups of students through the system and adjusts the population to account for the average year-to-year growth. For example, this year's fourth grade is adjusted based on the average enrollment trend of the past in order to estimate next year's fifth grade enrollment. This calculation method considers the past five years' trends to determine the average adjustment factor for each grade, or cohort. The method works well for all grades except kindergarten, for which there is no previous year data. For kindergarten, two methodologies are generally used:

- A linear extrapolation from the previous five years of kindergarten enrollment, assuming that there is a trend;
- Or, alternatively, a comparison of the kindergarten enrollment to births from five years prior can be used to calculate a "birth-to-K" ratio. For example, kindergarten enrollment in 2020 is divided by the total births in King and

Snohomish counties in 2015 to produce a "birth-to-K" ratio. The average ratio for the last five years can then be applied to births in subsequent years to estimate kindergarten enrollment.

OSPI uses the cohort survival method to predict enrollment for all school districts in the state for the limited purpose of the School Construction Assistance Program. The cohort survival method generally works well for districts that have a consistent trend of gradual increases or declines in enrollment. It is less reliable in districts where spikes in demographic trends (especially a marked increase or decrease in new housing) can lead to dramatic swings in enrollment from one year to the next. In addition, the use of the linear extrapolation method at the kindergarten level can result in a distorted trend since it does not consider changes in birth rate trends.

The District works with a professional demographer to combine the cohort survival methodology with other information about births, housing, regional population trends, and even trends in service area and private school enrollment. This modified cohort survival methodology provides a more accurate forecast. ***Table 2-1 below*** includes the enrollment projections based on this model.

TABLE 2-1

Enrollment Projections (medium range), incl. housing permit & birth rate data

	Actual	Projections					
Grade	20/21	21/22	22/23	23/24	24/25	25/26	26/27
K	1536	1751	1698	1647	1635	1631	1691
1	1740	1810	1861	1796	1742	1728	1733
2	1802	1674	1854	1893	1817	1763	1758
3	1778	1810	1705	1875	1905	1829	1783
4	1763	1858	1851	1732	1895	1925	1858
5	1854	1829	1885	1865	1735	1900	1939
6	1770	1779	1844	1887	1858	1729	1902
7	1849	1876	1799	1852	1886	1856	1736
8	1762	1797	1905	1813	1857	1891	1871
9	1868	1876	1889	1989	1884	1929	1975
10	1766	1849	1894	1894	1984	1879	1934
11	1595	1695	1730	1759	1751	1834	1746
12	1603	1536	1643	1666	1686	1677	1766
K-5	10,473	10,732	10,854	10,808	10,729	10,776	10,762
6-8	5,381	5,452	5,548	5,552	5,601	5,476	5,509
9-12	6,832	6,956	7,156	7,308	7,305	7,319	7,421
Total	22,686	23,140	23,558	23,668	23,635	23,571	23,692

The modified cohort survival methodology in ***Table 2-1 above*** shows continued enrollment increases within the District through the six year planning period. The methodology uses a “mid-range” projection. In total, the projected K-12 increase in enrollment is 1,006 students over the six-year period. The District’s enrollment projections were updated in February 2021 to consider the impacts of the global pandemic. The District intends to watch enrollment closely and will update the projections and related planning as necessary based on actual experience. However, given recent trends and knowledge of development within the pipeline, the District expects to see continued growth throughout the six year planning period and beyond.

Long Range Projections

The modified cohort methodology described above was extrapolated to 2030 to produce a longer- range forecast ***(Table 2-2).*** Using this methodology, the District’s enrollment shows continued growth to 2030. This longer range model assumes that the State forecasts of births, K-12 growth, and continued population growth for the Puget Sound are reasonably accurate.

TABLE 2-2
Projected FTE Enrollment

grade band	2021	2025	2030
Elementary:	10,473	10,776	11,194
Middle School:	5,381	5,476	5,687
High School:	6,832	7,319	7,809
Total:	22,686	23,571	24,690

Future growth trends are uncertain. Changes in population growth, fertility rates, new housing development slowdown, or a sharp downturn in the economic conditions in the Puget Sound region could have a major impact on long term enrollment, making it significantly lower or higher than the current estimate. Given this uncertainty, the current projection should be considered a reasonable estimate based on the best information available, but subject to change as newer information about trends becomes available.

SNOHOMISH COUNTY/OFM PROJECTIONS

Using OFM/County data provided by Snohomish County, the District projects a 2035 student FTE population of 24,887 **(*Table 2-2.1*).** For the six year period between 2014 and 2019, the District’s actual enrollment averaged 39.7% of the OFM/County population estimates. However, this figure is misleading in that it assumes that all of the District’s students reside in Snohomish County. This is not the case given that the District’s boundaries include both King and Snohomish County. As such, the projections are highly speculative and are used only for general planning and comparative purposes. These projections have not been updated from the 2020 CFP since Snohomish County requires updates to Capital Facilities Plans only every other year. The 2022 CFP update will consider updated OFM projections.

TABLE 2-2.1
Projected FTE Enrollment – 2035 OFM Estimates*

grade band	2019	2025	2035
Elementary:	10,832	11,277	11,749
Middle School:	5,518	5,744	5,985
High School:	6,593	6,864	7,153
Total:	22,943	23,885	24,887

*Assumes that percentage per grade span will remain constant through 2035;

SECTION 3 -- DISTRICT STANDARD OF SERVICE

Primary Objective

Optimizing student learning is the heart of what the Northshore School District strives for in establishing its service standard for classroom capacity utilization. This requires a constant review and assessment of programs, curriculum and instructional changes, student learning behaviors, learning environments, technological innovations and program development. Equitable access to programs for all students is also a school board driven goal and the District is continually striving for process and methods in which all students have the ability to access the best learning environment. Additional variables include changes in mandatory requirements dictated by the state, such as full-day kindergarten, Core 24 graduation requirements, and reduced K-3 class size ratios. These elements, as well as demographic projections, are weighed when determining service levels.

Existing Programs and Standards of Service

The District currently provides traditional educational programs and nontraditional programs ***(See Table 3-1)***. These programs are reviewed regularly to determine the optimum instructional methods and learning environments required at each school, with added attention to equitable access across the District. The required space for these programs as well as any supporting space is determined by noise, level of physical activity, teacher to student ratios, privacy and/or the need for physical proximity to other services/facilities. Adequate space must exist for program flexibility, differing learning styles, program changes, project/problem based learning and pre- and post-school activities. For example, service level capacities in rooms utilized for programs such as special education would reflect lower capacities of the defined service levels ***(See Table 3-2)*****,** eight students per classroom instead of 24 students per classroom.

Special teaching stations and programs offered by the District at specific school sites are included in ***Table 3-1***.

TABLE 3-1
Programs and Teaching Stations

	Elementary	Secondary
Computer Labs (eliminating the only 2 left at elementary – moving to "one to one" next year)		X
Group Activities Rooms	X	
Early Childhood Headstart (Federal) ECEAP (State)	X	
Elementary Advanced Placement (EAP)	X	
Advanced Academic Placement (AAP)		X
Parents Active in Cooperative Education (PACE)	X	
Dual Language (DL)	X	
Special Education: • Learning Centers (LC) • Mid-Level (Sensory; Social Emotional at elementary. Positive Behavior Support at secondary) • Blended • Functional Skills & Academics • Adult Transitions Program (ATP) for 18-21 year olds	X	X
Learning Assistance Program (LAP)/Title I (Elementary & Middle School)	X	X
English Language Learners (ELL)	X	X
Title I	X	
Northshore Network Northshore Family Partnership	X	X
Alternative School Program		X
Career Technical Education (CTE) – including specialized programs such as Automotive, Composites, Culinary Arts, Robotics, Sustainable Engineering and Design, Project Lead the Way)		X
International Baccalaureate (IB) & Advanced Placement (AP)		X
Running Start		X
College in the High School		X

Capacity is affected at the buildings housing these programs. Special programs usually require space modifications and frequently have lower class sizes than other, more traditional programs; this potentially translates into greater space requirements. These requirements affect the utilization of rooms and result in school capacities varying from year to year (as programs move or grow, depending on space needs, capacity can change or decline in a school).

Teaching station loading is identified in ***Table 3-2.*** Class sizes are averages based on actual utilization as influenced by state funding and instructional program standards. The District's standard of service is based on state and/or contractual requirements.

TABLE 3-2
Standard of Service –Class Size

Classroom Type	Elementary – Average Students Per Classroom	Middle School – Average Students Per Classroom	High School – Average Students Per Classroom
Kindergarten	22	NA	NA
Regular, Alternative, EAP, AAP, AP, IB	24	24	27
Regular (portables)	24	24	27
Special Education – Mid Level	12	12	12
Special Education – Functional Skills and Academics	8	8	8
Blended (15 regular & 6 special education students)	21	NA	NA
Special Education Preschool	8	NA	NA
CTE	NA	24	27

Snohomish County requires that the District's plan include a report regarding the District's compliance with the District's minimum levels of service for the school years 2017-19. ***Table 3-3*** shows the District's average students per teaching station as a measurement of its minimum levels of service as of October 1 for each year. Table 3-3 is not updated as a part of this CFP but will be updated in 2022.

TABLE 3-3
Average Students per Scheduled Teaching Station
(regular classrooms)

Grade Level	# of Scheduled Teaching Stations	Minimum Level of Service	2017-18	2018-19	2019-20
K-5	505	24	21.5	21.8	21.4
6-8	241	24	21.2	22.0	22.9
9-12	288	27	22.0	22.6	22.9
Total	**1,034**		**21.6**	**22.0**	**22.2**

total all teaching stations per grade band

SECTION 4 – CAPITAL FACILITIES INVENTORY

Inventory

Under the Growth Management Act, a public entity must periodically determine its capacity by conducting an inventory of its capital facilities.

Table 4-1 summarizes the capacity owned and operated by the District. Information is also provided on relocatable classrooms (portables), school sites and other District owned facilities or land.

Variations in student capacity between schools are often a result of the number of specialized programs offered at specific schools. These programs require additional classroom space per student, which can reduce the permanent capacity of the school. Further, capacities will change from year-to-year based on changes to existing instructional programs, projected programs and the resulting required space needed to deliver the instructional model at each site. To monitor this, and for use in preliminary capacity planning, the District establishes classroom capacities for planning purposes. This is the maximum number of students a school can accommodate based on a standard room capacity. These figures are then compared to the actual room utilization rate on a regular basis.

Capacity takes into consideration the specific programs that actually take place in each of the rooms. For example, capacities in rooms utilized for programs such as special education would reflect the defined service levels ***(see Table 3-2)***, ranging from 8 to 24 students per room. Because of the need to provide planning time and space for teacher preparation or other required services, some facilities will only support a capacity utilization of 85%. In secondary schools, the utilization percentage may be higher. Capacities are updated annually in the CFP to reflect current program needs and classroom utilization.

Schools

The District currently operates twenty elementary schools, six middle schools, and four comprehensive high schools. The District also has one choice high school, one alternative secondary school program, a home school program, the Northshore Family Partnership program, and an early childhood center. ***Table 4-1*** shows the District's permanent and portable student capacity for the 2020-21 school year.

TABLE 4-1
2020-21 School Capacity Inventory

School	Year Built	Last Modernization or addition	Permanent Classroom Capacity	Portables	Interim Capacity	% of Total	Total Capacity
Arrowhead	1957	1994/2011	359	3	72	17%	431
Bear Creek*	1988	2011		0	0	0%	-
Canyon Creek	1977	1999/2008/2020	838	8	136	14%	974
Cottage Lake	1958	2005	365	0	0	0%	365
Crystal Springs	1957	2002/2010	402	7	147	27%	549
East Ridge	1991		367	0	0	0%	367
Fernwood	1988	2002/2010	512	12	267	34%	779
Frank Love	1990		420	8	178	30%	598
Hollywood Hill	1980	2001	347	0	0	0%	347
Kenmore	1955	2002/2011	381	5	106	22%	487
Kokanee	1994		446	11	243	35%	689
Lockwood	1962	2004/2011	534	5	99	16%	633
Maywood Hills	1961	2002	400	8	192	32%	592
Moorlands	1963	2002/2011	537	7	192	26%	729
Ruby Bridges	2020		500	0	0	0%	500
Shelton View	1969	1999/2011	407	3	65	14%	472
Sorenson ECC *	2002			0	0		-
Sunrise	1985		369	0	0	0%	369
Wellington	1978	2000/2011	505	1	24	5%	529
Westhill	1960	1995/2011	354	6	219	38%	573
Woodin	1970	2003	402	5	120	23%	522
Woodmoor	1994		817	0	0	0%	817
Subtotal			**9,262**	**89**	**2,060**	**18%**	**11,322**
Canyon Park	1964	2000/2005	918	2	54	6%	972
Kenmore	1961	2002/2008/2012	826	1	27	3%	853
Leota	1972	1998	803	6	162	17%	965
Northshore	1977	2004	895	4	108	11%	1,003
Skyview	1992	2020	1193	4	108	8%	1,301
Timbercrest	1997		826	0	0	0%	826
Subtotal			**5,462**	**17**	**459**	**8%**	**5,921**
Bothell	1953	2005	1584	0	0	0	1,584
Inglemoor	1964	1993/95/98	1492	5	135	8%	1,627
Innovation Lab	2020		150				150
Woodinville	1983	1994/08/11/16	1561	0	0	0	1,561
North Creek	2016	2016	1446	0	0	0	1,446
SAS	2010		217	0	0	0	217
Subtotal			**6,449**	**5**	**135**	**2%**	**6,584**
Total K-12 All			**21,172**	**111**	**2,654**	**11%**	**23,826**

*Sorenson Early Childhood Center serves students age 3-5yrs and does not provide any capacity for K-5 grades;
Bear Creek provides programs for the Northshore Family Partnership/Northshore Network and does not provide regular capacity.

Relocatable Classroom Facilities (Portables)

Portable classrooms provide temporary/interim classroom space to house students until permanent facilities can be constructed and to prevent over-building of permanent capacity. Traditionally, the District has aimed to keep its total capacity provided by portables at or below 10% to a maximum of 15% percent of its total capacity. This percentage fluctuates, impacted by growth and changes in instructional program needs.

Portables are utilized to help achieve efficient facility utilization and balance economic costs while encouraging innovation and new approaches, particularly for non-core or pilot programs. The District regularly reassesses the need for portables as permanent capacity is built or other changes occur (such as revisions to instructional programs. At this time, the District anticipates a continued need for portables as a part of the capacity solution. In some cases, portables may be moved from one grade band to another to address capacity needs. Future updates to the CFP will note any adjustments.

A typical portable classroom provides capacity for 24 students at the elementary level or 27 at the secondary level. Portables are used to meet a variety of instructional needs. Of the 156 portable classrooms that the District owns, 111 are currently being used as classrooms for scheduled classes. The District's Enrollment Demographics Task Force (EDTF) has recommended that the District begin to phase out older portables as capacity allows, but with recent growth trends, the District continues to be reliant on this interim capacity. All portables are inspected regularly and upgraded as needed, or as systems require.

Table 4-1 includes the portables used for scheduled classrooms. Not included in the interim classroom capacity are portables that are used for daycare, PTA, conference rooms/resource rooms, OT/PT, LAP, science or other labs, ASB, music or other non-instructional uses. ***Table 4-2*** shows all portables and identifies those used for regular classroom purposes at each school.

TABLE 4-2
2020-2021 Interim Classroom Capacity

	Portables	Grades	Grades	2020 Interim Student Capacity
Elementary School		*Grades 4-5*	*Grades K-3*	
Arrowhead	5	2	1	65
Bear Creek	0	0	0	-
Canyon Creek	12	0	8	136
Cottage Lake	0	0	0	-
Crystal Springs	10	4	3	147
East Ridge	0	0	0	-
Fernwood	17	9	3	267
Frank Love	14	6	2	178
Hollywood Hill	2	0	0	-
Kenmore	9	3	2	106
Kokanee	12	8	3	243
Lockwood	6	3	2	106
Maywood Hills	10	8	0	192
Moorlands	9	7	0	192
Ruby Bridges	0	0	0	-
Shelton View	4	2	1	65
Sorenson ECC**		0	0	-
Sunrise	2	0	0	-
Wellington	4	1	0	24
Westhill	9	3	3	219
Woodin	6	5	0	120
Woodmoor	0	0	0	-
Subtotal	**131**	**61**	**28**	**2,060**
Middle School		*Grades 6-8*		
Canyon Park	2	2		54
Kenmore	1	1		27
Leota	7	6		162
Northshore	4	4		108
Skyview	4	4		108
Timbercrest	1	0		-
Subtotal	**19**	**17**		**459**
High School		*Grades 9-12*		
Bothell	0	0		-
Inglemoor	6	5		135
North Creek	0	0		-
Woodinville	0	0		-
Innovation Labs	0	0		-
SAS	0	0		-
Subtotal	**6**	**5**		**135**
Total K-12	**156**		**111**	**2,654**

***Sorenson ECC serves ages 3-5yrs & does not provide capacity for K-5 grade*

Other Facilities

In addition to 34 school sites, the District owns and operates sites that provide transportation, administration, maintenance and operational support to schools. The District also holds undeveloped properties that were acquired for potential development of a facility for instructional use. An inventory of these facilities is provided in ***Table 4-3*** below.

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TABLE 4-3
Inventory of Support Facilities & Underdeveloped Land

Facility Name	Building Area (Sq. Feet)	Site Size (Acres)
Administrative Center (Monte Villa)	49,000	5
Support Services Building	41,000	5
Warehouse	44,000	2
Transportation	39,000	9
20521 48th Drive SE (includes Ruby Bridges ES and remaining undeveloped portion planned for a future school site)		33
19827 88th Ave NE		10
18416 88th Ave NE		50,011 sf
15215,15123, 15127 84th Ave NE (3 parcels adjacent to Moorlands ES)		30,500 sf
Paradise Lake Site*		26
Wellington Hills Site**		104

**Note: Paradise Lake property is located in King County, outside the Urban Growth Area. In 2012, King County prohibited the siting of schools outside the UGA; although the property was purchased prior to that change, it is not currently useable as a potential school site.*

***Note: The Wellington property is located in Snohomish County, adjacent to the Maltby Urban Growth Area. In 2015, a purchase and sale agreement was signed and entered into between Snohomish County and Northshore School District, but legal challenges ensued and closing of the property sale was delayed until October 2017. A settlement agreement was reached in 2019 and recorded under Snohomish County Recording No. 201906210221. The District has no active project at this site, nor are there definitive short or long-term plans for siting a school at this location.*

SECTION 5 – PROJECTED FACILITY NEEDS

Planning History

In 2001, Northshore School District Board of Directors established a board policy to create a standing, community-based taskforce to study District-wide enrollment and demographic changes and the resulting impacts on school capacity needs, instructional programs, or other variables. The Enrollment Demographic Task Force (EDTF) examines enrollment projections, capacity considerations, student impacts, cost impacts, program needs, etc., and boundary adjustments based upon the above. The committee recommends potential solutions to the school board. If approved by the board, these recommended actions are implemented by the District and incorporated into the Capital Facilities Plan.

Using October 2019 enrollment figures, the District enrollment grew by over 11% or 2,360 new students during the previous six year period. The elementary grade span has grown by over 1,200 new students in that time; an equivalent of 2-3 new elementary schools. As noted above, October 2020 enrollment figures were down slightly due to the impacts of the pandemic but are expected to return to pre-2020 figures post-pandemic. To accommodate the District's growth, EDTF identified the following strategies (in order of priority) for the District to employ when addressing existing and future capacity needs.

Capacity Mitigation Tools Used

Shorter Lead Time	***Task***	***Complete***
	Utilize existing spaces more creatively	***X***
	Adjust waiver policies	***X***
	Adjust program placements	***X***
	Move classes to schools with capacity	***X***
	Move existing portables	***X***
	Install new portables	***X***
	Lease space	***X***
Longer Lead Time		
	Adjust service areas	***X***
	Adjust feeder patterns	***X***
	New construction (North Creek High School)	***X***
	Acquire new property	***X***
	New construction (Ruby Bridges ES, Skyview/CC, ILHS, MS#7)	***In progress***

In May 2016, the school board approved the following EDTF recommendations specific to accommodating growth:

"Provide flexible capacity to accommodate continued growth and program access by constructing facilities at the "Maltby Road" site (capable of supporting 500 elementary and 700 middle school students) as well as a 24+ classroom wing at the Skyview/Canyon Creek campus. Fund these projects using the 2018 bond for potential opening in fall of 2020; and continue to look for and acquire property to address future anticipated growth in the north/central portions of the District."

The 2016 EDTF recommendations are in progress following the voter's approval of the 2018 Bond, with Ruby Bridges Elementary School opening at the Maltby Road site in the fall of 2020 along with the Skyview/Canyon Creek campus addition. The District also, through an adaptive re-use, opened the new Innovation Lab High School campus in 2020 and will increase capacity at that school in the coming years.

Planned Improvements - Construction to Accommodate New Growth

The continued increase in enrollment has fully exhausted capacity increases from relocating building programs, portable additions, grade reconfiguration, and boundary changes. Growth continues to outpace school capacity. Growth has been concentrated in northern and central portions of the District.

This 2021 CFP update includes continued implementation of the 2018 capital bond and related facilities plans identified in the 2020 CFP. In addition to the recent opening of the Ruby Bridges Elementary School and the additions at the Skyview/Canyon Creek campus, these projects include planning for additional K-8 capacity at the Maltby Road site adjacent to the new Ruby Bridges Elementary School, continuing to implement added capacity at the Innovation Lab High School, and completion of new capacity at Inglemoor High School. The District is also currently engaged in planning for a 2022 capital plan with a Capital Bond Planning Task Force (CBPTF). The CBPTF work will likely conclude in the next few months, with recommendations submitted to the Board of Directors thereafter. Among other things, the CBPTF is contemplating K-8 capacity projects to address future growth needs. Specific information regarding the adopted recommendations will be included in future updates to this CFP. The District may also purchase additional portable facilities to address growth needs. See ***Table 5-1.***

Long-term projections indicate growth of 2,004 new students, with growth at all grade levels, by 2030. The District will continue to monitor the factors that shape our capacity needs, i.e.; statewide legislative changes, instructional delivery requirements, the economy, changes in planned land use, changes in mandated program requirements, equitable access to programs, building permit activity, and birth rates, in order to help ensure needed instructional space is available when/where needed and will pursue additional land acquisition should construction of additional sites be necessary to accommodate those needs. Future updates to this CFP will include relevant information.

Portable Location Adjustments

Where growth results in capacity deficits at a specific grade band, portables may be relocated from one grade band to another to assist with meeting enrollment projections. In addition, the District may adjust program space within permanent facilities to move programs to portables to free up space in permanent facilities for additional regular student capacity.

See ***Section 4*** for more detail regarding portables.

New Facilities and Additions

TABLE 5-1
Planned Construction Projects – Growth Related

Growth Projects	Estimated Completion Date	Projected Student Capacity Added
4709 Maltby Rd, Woodinville		
New Elementary Capacity Phase I (Ruby Bridges Elementary At 20521 49th Drive SE)	2020	500
Potential New School Capacity - Phase II	2025-2026	700
21404 35th Ave SE, Bothell - Skyview MS/Canyon Creek		
Canyon Creek Elementary Expansion	2020	336
Skyview Middle School Expansion	2020	321
15500 Simonds Rd NE, Kenmore - Inglemoor High School		
Concert Hall & Instructional Space	2022	100
2020 224th St SE, Bothell - Canyon Park Business Park		
Innovation Lab High School	2020- 2022	550
Portable Facilities	2021-2027	TBD

Capacity Analysis

The District's six-year capacity analysis, considering projected enrollment and planned new capacity, is shown in ***Table 5-2***. As with any long-term projections, many assumptions and estimates on housing must be made, increasing the risk associated with the accuracy of the enrollment projections. However, the District has trended above mid-range projections in years past and with a continuing strong real estate and development market, the District will plan for continued growth as projected.

TABLE 5-2
School Enrollment & Classroom Capacity

	2020-21*	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Elementary Enrollment	10,473	10,732	10,909	10,912	10,824	10,775	10,762
Permanent Capacity - Existing	8,426	9,262	9,262	9,262	9,262	9,262	9,262
New Permanent Capacity – Ruby Bridges Elem.	***500***						
New Permanent Capacity – Canyon Creek	***336***						
Capacity in Portables	2,060	2,060	2,060	2,060	2,060	2,060	2,060
Total Capacity including Portables	11,322	11,322	11,322	11,322	11,322	11,322	11,322
Permanent Capacity over/(short)	(2,047)	(1,470)	(1,647)	(1,650)	(1,562)	(1,513)	(1,500)
Total Capacity (w/portables)	849	590	413	410	498	547	560
Middle School Enrollment	5,381	5,452	5,462	5,512	5,509	5,532	5,615
Permanent Capacity - Existing	5,141	5,462	5,462	5,462	5,462	5,462	6,162
New Permanent Capacity – Skyview; Maltby	***321***					***700***	
Capacity in Portables	459	459	459	459	459	459	459
Total Capacity with Portables	5,600	5,921	5,921	5,921	5,921	6,621	6,621
Permanent Capacity over/(short)	(240)	10	-	(50)	(47)	630	547
Total Capacity (w/portables)	219	469	459	409	412	1,089	1,006
High School Enrollment	6,832	6,956	7,190	7,243	7,302	7,267	7,285
Permanent Capacity - Existing	6,299	6,449	6,699	6,949	6,949	6,949	6,949
New Perm. Capacity – Inglemoor; ILHS	***150***	***250***	***250***				
Capacity in Portables	135	135	135	135	135	135	135
Total Capacity with Portables	6,434	6,834	7,084	7,084	7,084	7,084	7,084
Permanent Capacity over/(short)	(533)	(257)	(241)	(294)	(353)	(318)	(336)
Total Capacity (w/portables)	(398)	(122)	(106)	(159)	(218)	(183)	(201)
Total Enrollment	22,686	23,140	23,561	23,667	23,635	23,574	23,662
Permanent Capacity - Existing	19,866	21,173	21,423	21,673	21,673	21,673	22,373
Capacity in New Permanent Facilities	***1,307***	***250***	***250***	-	-	***700***	-
Capacity in Portables	2,654	2,654	2,654	2,654	2,654	2,654	2,654
Total Capacity with Portables	23,827	24,077	24,327	24,327	24,327	25,027	25,027
Permanent Capacity over/(short)	(2,820)	(1,717)	(1,888)	(1,994)	(1,962)	(1,201)	(1,289)
Total Capacity with Portables	1,141	937	766	660	692	1,453	1,365

***Actual October 2020 enrollment**

***Does not include new or relocated portable facilities over the six year planning period.*

TABLE 5-3
Year 2030 - Long-term Projection of Enrollment and Capacity
Assumes added new capacity projects included in this CFP but no future near-term planning in process and no adjustment of portable facilities.

Grade Level	Enrollment	Permanent Capacity	Total Capacity	Permanent surplus/(short)	Total surplus/(short)
Elementary	11,194	9,262	11,322	(1,932)	128
Middle School	5,687	6,162	6,621	475	934
High School	7,809	6,949	7,084	(860)	(725)
Total	24,690	22,373	25,027	(2,317)	418

Planned Improvements – Existing Facilities (Building Improvement Program)

In a number of other sites where the existing facility layout (building envelope) meets instructional needs and building structural integrity is good, individual building systems (such as HVAC, mechanical, flooring, roofing) are identified for replacement or modernization to extend the life of the overall site and ensure optimal learning environment for students. The District is implementing building improvement projects funded as a part of the 2018 Bond and planning currently for a 2022 capital bond. *See **Table 6-1** in Section 6 below.*

SECTION 6 – CAPITAL FACILITIES FINANCING PLAN

Funding of school facilities is typically secured from a number of sources including voter-approved bonds, state matching funds, impact fees, and mitigation payments. Each of these funding sources is discussed below.

General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond issue. Bonds are sold as necessary to generate revenue. They are then retired through collection of property taxes. The District's Board of Directors, upon the recommendation of the Capital Bond Planning Task Force, sent a $275 million bond measure to the voters, in February 2018 to provide funding for growth-related projects included in this Capital Facilities Plan as well as other District-wide Building Improvement or capital infrastructure needs, as identified in Table 7-1. The voters approved the bond measure by 60.78%. The District's Board of Directors will consider sending a bond to the voters in 2022. The CBPTF work in progress now will inform the next bond proposal.

State School Construction Assistance

State financial assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from state school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation funds or the Superintendent of Public Instruction can prioritize projects for funding.

State financial assistance is available for qualifying school construction projects, however these funds may not be received until two to three years after a matched project has been completed. This requires the District to finance the complete project with local funds. Site acquisition and site improvements are not eligible to receive matching funds. These funds, as with all state funded programs, have been reduced and given the current state budget, could be eliminated or eligibility criteria and funding formulas revised. Eligibility for state match is continually reviewed. The school impact fee formula assumes that the District may receive some portion of state funding assistance for the Inglemoor Concert Hall and added instructional space project, but currently no other projects on the planned construction list, that are adding capacity to meet growth demands, were eligible for state school construction assistance. Future updates to this plan will include updated information, as it becomes available.

Impact Fees (See Section 7 for background, detail, and methodology)

The Washington State Growth Management Act (GMA) authorizes cities and counties that plan under RCW 36.70A.040 to collect impact fees to supplement funding of additional system improvements (e.g., public facilities such as schools) needed to accommodate growth from new development. The statute is clear that the financing of needed public facilities to serve growth cannot be funded solely by impact fees but rather must be balanced with other sources of public funds.

Budget and Financing Plan

Table 6-1 is a summary of the budget that supports the Capital Facilities Plan. Each project budget represents the total project costs which include; construction, taxes, planning, architectural and engineering services, permitting, environmental impact mitigation, construction testing and inspection, furnishings and equipment, escalation, and contingency.

Table 6-1 identifies 2021 and future planned expenditures. It does not include project expenditures in previous years.

TABLE 6-1
6-Year Capital Expenditures Finance Plan

2021 - 2027 CAPITAL FACILITIES EXPENDITURES PLAN $$ in MILLIONS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
PROJECTS ADDING CAPACITY							
Inglemoor HS Concert Hall & Instructional Space	18.0	12.0	1.0				
SMS/CC Elem & MS Capacity Addition	1.5	1.0					
Ruby Bridges Elementary (Maltby) capacity 2020	3.0	1.0					
New Middle School capacity - future	1.0	5.0	12.0	40.0	28.0		
Innovation Lab High School (not bond funded)	8.0	1.0					
TOTAL PROJECTS ADDING CAPACITY	**31.5**	**20.0**	**13.0**	**40.0**	**28.0**	**0.0**	**0.0**
PROJECTS NOT ADDING CAPACITY							
Building Improvement Program	8.0	15.0	15.0	20.0	20.0	20.0	20.0
Technology	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Fields	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Code Compliance/Small Works	1.0	2.0	1.0	1.0	1.0	1.0	1.0
Site Purchase/Circulation	2.0	2.0	1.0	1.0	1.0	1.0	1.0
Overhead/Bond Expenses	3.0	2.0	2.0	2.0	2.0	2.0	2.0
Security	3.0	3.0	3.0	3.0	3.0	3.0	3.0
TOTAL PROJECTS NOT ADDING CAPACITY	**21.0**	**28.0**	**26.0**	**31.0**	**31.0**	**31.0**	**31.0**
TOTAL PROJECT EXPENDITURES	52.5	48.0	39.0	71.0	59.0	31.0	31.0

SECTION 7 -- IMPACT FEES

School Impact Fees under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate growth/new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands. The basic underlying assumption is that growth pays for growth.

Enrollment declines beginning around 2002 kept the District from meeting the required eligibility criteria to collect school impact fees. The District is spread across two counties and also across the urban growth boundary. While development picked up on the north end of the District, there was still ample capacity in the south east area of the District. Because of the statutes and ordinances governing school District eligibility criteria to be able to collect school impact fees, the District was not able to re-establish eligibility for collection of school impact fees until 2016. King County and the cities of Bothell, Kenmore, and Woodinville have all adopted the District's 2020 CFP and are collecting impact fees identified in that plan. Snohomish County has adopted the District's 2020 CFP and is collecting impact fees associated with that plan. We anticipate all the above jurisdictions, with the exception of Snohomish County to consider and adopt this 2021 CFP this fall either as part of their regular budget cycle. Snohomish Count is expected to adopt an updated CFP in 2022 as a part of its biennial schedule.

Methodology and Variables Used to Calculate School Impact Fees

Impact fees may be calculated based on the District's cost per dwelling unit to purchase/acquire land for school sites, make site improvements, construct schools and purchase/install temporary facilities (portables), all for purposes of growth-related needs. The costs of projects that do not add growth-related capacity are not included in the impact fee calculations. The impact fee formula calculates a "cost per dwelling unit". New capacity construction costs addressing the District's growth-related needs, are used in the calculation

A student factor (or student generation rate) is used to identify the average cost per NEW dwelling unit by measuring the average number of students generated by each NEW (sold and occupied) housing type (single family dwelling and multi-family dwellings of two bedrooms or more – including townhomes). The student generation rate used is an actual generation of students by grade level that came from new development over a period of five (5) years. The District updated its student factor for both single family and multi-family units in early 2020 and subsequently updated the single family student factor in late spring of 2020. For purposes of this 2021 update, the District is using the 2020 multi-family student factor data and the 2020 updated single family student factor for purposes of calculating the school impact fees. The decision not to use updated 2021 student factor data is that remote learning and COVID-related enrollment disruption likely presents an inaccurate data set of the students generated from recent new development. The District will calculate updated student generation rate numbers in the 2022 update to this CFP. The student factor analysis for the District is included in Appendix B. The student factors in Appendix B are based on all newly constructed, sold, and occupied units.

The District's student-generation rate for multi-family dwelling units is much lower than the student generation rate for single-family homes. This likely reflects, in part, that most new development in recent years within the District has been in single family homes. Yet, as available land for single family development is beginning to be constrained, and multi-family development – most notably townhomes, is increasing, we anticipate continued increases in student generation rates from those units over time. In particular, the District's student generation rates, when isolated for townhomes only, show that more students are residing in those units than in traditional multi-family units. However, the District does not yet have a robust data set upon which to separate these units for purposes of the school impact fee calculation. The District will continue to collect and analyze this data and, if the trend continues, will likely request in future CFP updates that each jurisdiction consider amendments to the school impact fee ordinance to recognize the impacts of townhome units as different from apartments and condominium units.

As required under GMA, credits are applied for State School Construction Assistance Funds to be reimbursed to the District, where expected, and projected future property taxes to be paid by the dwelling unit toward a capital bond/levy funding the capacity improvement. Formula driven fees are identified in Appendix C***.***

Snohomish County Code (30.66C) and King County Code (21A.43) establish each jurisdiction's authority to collect school impact fees on behalf of the District. The formula for calculating impact fees is substantively identical in each code (with one exception that Snohomish County has separate fees for Multi-Family Units with 1 bedroom or less and Multi-Family Units with 2+ bedrooms). The codes of each of the cities are similar to those of the counties. These codes establish the conditions, restrictions, and criteria for eligibility to collect impact fees. Both counties define a school district's "service area" to be the total geographic boundaries of the school district.

The District updates the Capital Facilities Plan on an annual basis and carefully monitors enrollment projections against capacity needs. If legally supportable, the District requests its local jurisdictions to collect impact fees on behalf of the District.

The impact fees requested in this year's Capital Facilities Plan are based on growth related construction projects, including: the new Ruby Bridges Elementary School capacity (500); the added capacity project at Skyview Middle School (321) and Canyon Creek Elementary (336); future planned construction of a 700 student middle school at the Ruby Bridges Elementary School property; the addition of instructional space and capacity (100) at Inglemoor High School; and the new capacity resulting from the new Innovation Lab High School (ultimately set to house 550 high school students).

Proposed School Impact Fees
King County, cities of Bothell, Kenmore, Woodinville

Single Family Units	$18,891
Multi-Family Units	$1,392

Current 2020 School Impact Fees

Snohomish County

Single Family Units	$17,080
Multi-Family Units 1 bedroom/less	$0^
Multi-Family Units 2+ Bedroom	$1,504

*****_School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes._

^The District does not request that Snohomish County adopt a MF 1 bedroom/less fee on its behalf.

FACTORS FOR IMPACT FEE CALCULATIONS

Student Generation Factors – Single Family

Elementary	.357
Middle	.120
High	.107

Student Generation Factors – Multi Family

Elementary	.052
Middle	.019
High	.014

Projected New Capacity

Ruby Bridges ES - 500
Canyon Creek ES (add) – 336
Skyview MS (add) – 321
Maltby Site Phase II - 700
Inglemoor HS (add) – 100
Innovation Lab HS – 550

Capacity Costs (construction cost)

Ruby Bridges ES - $56,544,993
Canyon Creek ES/Skyview MS - $40,737,639
New Middle School - $62,123,849
Inglemoor HS - $10,369,215
Innovation Lab HS - $13,200,000

Permanent Facility Square Footage

94.55%

Temporary Facility Square Footage

5.45%

Property Costs – New Capacity

RBES/New MS – 33.23 acres
Cost/Acre - $175,758
Innovation Lab HS – 5.92 acres
Cost/Acre - $3,108108

Temporary Facility Capacity

Capacity/Cost
(Portable costs not included in formula)

School Construction Assistance Program Credit

Current SCAP Percentage 44.81%
Qualifying Project(s): Inglemoor HS addition
Current Construction Cost Allocation 238.22
OSPI SqFt/Student
ES - 90
MS - 108
HS – 130

Tax Payment Credit

Single Family Unit AAV	$725,559
Multi-Family Unit AAV	$297,397

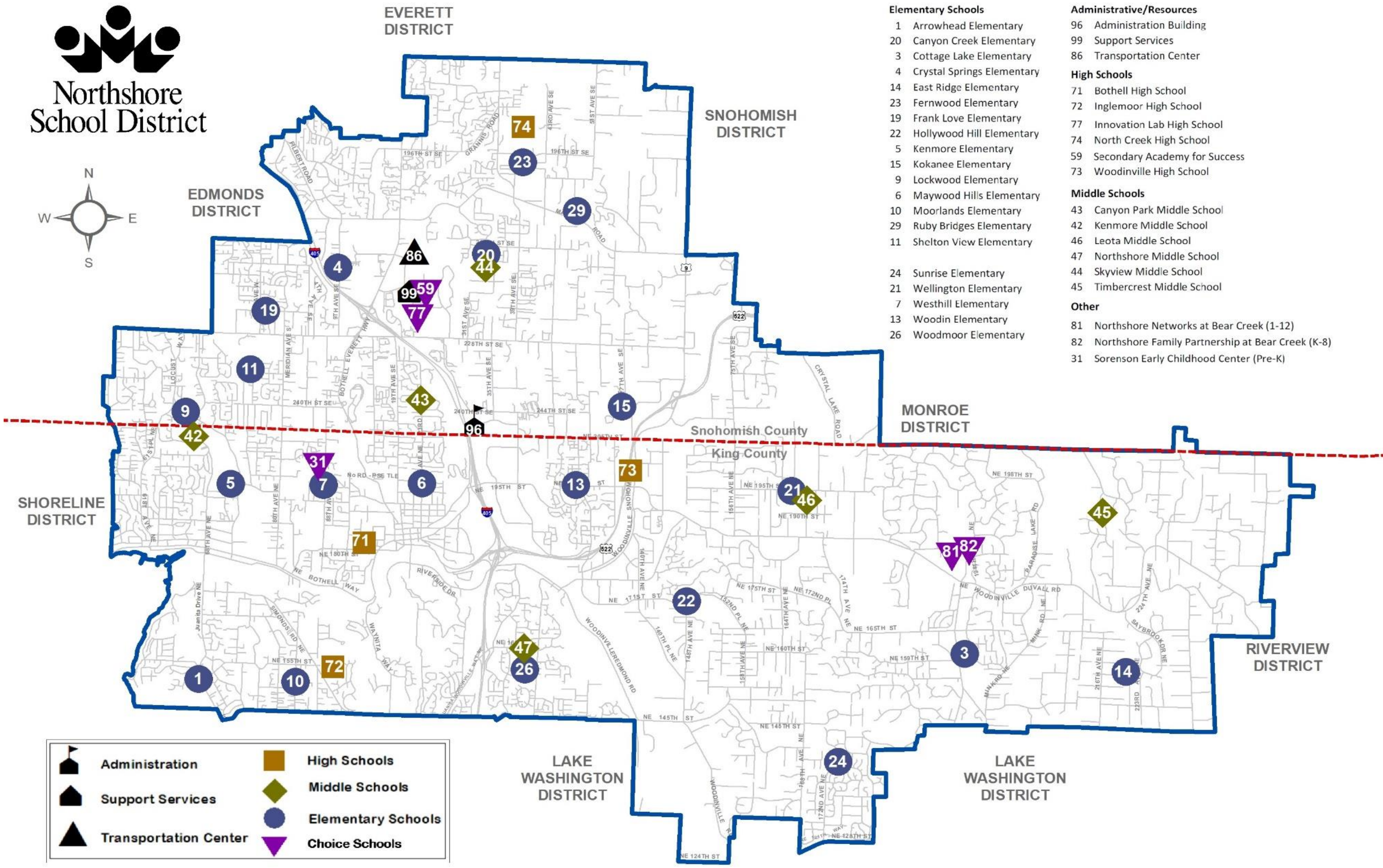
Debt Service Rate
Current/$1,000 $1.64

GO Bond Interest Rate – Bond Buyer Index
Avg – Feb. 2021 2.44%

Developer Provided Sites/Facilities

None

APPENDIX A
District Map 2020-2021



APPENDIX B

New Development Student Generation

NSD Student Generation Summaries

Permit Years: **2015 - 2019**

(Updated June 2020)

Permitted Units Districtwide

	Total Units***	Single Family Units - Students Generated	
Single Family	3044	1776	**0.583**
Multi-Family	1658	139	**0.084**

Single Family Student Generation Rates by Grade

GRADE		MF Units Students Generated**	
K		190	0.062
1		211	0.069
2		201	0.066
3		177	0.058
4		159	0.052
5		148	0.049
6		124	0.041
7		131	0.043
8		110	0.036
9		102	0.034
10		94	0.031
11		76	0.025
12		53	0.017
Total		**1776**	**0.583**

Single Family

Level	Rate
K-5	0.357
6-8	0.120
9-12	0.107
Total	0.583

Multi-Family Student Generation Rates by Grade

GRADE		Multi-Family Units - Students Generated	
K		11	0.007
1		12	0.007
2		19	0.011
3		21	0.013
4		11	0.007
5		12	0.007
6		10	0.006
7		10	0.006
8		11	0.007
9		4	0.002
10		8	0.005
11		8	0.005
12		2	0.001
Total		**139**	**0.084**

Multi-Family

Level	Rate
K-5	0.052
6-8	0.019
9-12	0.014
Total	0.084

APPENDIX C

School Impact Fee Calculation - Single Family Dwelling Unit

Northshore School District 2021 CFP

School Site Acquisition Cost:

	Site Size Acreage	Cost/ Acre	Facility Size	Site Cost/ Student	Student Factor	Cost/ SFDU
Elementary	13	$175,758	500	$4,570	0.3570	$1,631
Middle	20	$175,758	700	$5,022	0.1200	$603
Senior	5.92	$3,108,108	550	$33,455	0.1070	$3,580
				TOTAL		$5,814

School Construction Cost:

	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/ Student	Student Factor	Cost/ SFDU
Elementary	94.55%	$76,913,812	836	$92,002	0.3570	$31,055
Middle	94.55%	$82,492,669	1021	$80,796	0.1200	$9,167
Senior	94.55%	$23,569,215	650	$36,260	0.1070	$3,668
				TOTAL		$43,890

Temporary Facility Cost:

	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/ Student	Student Factor	Cost/ SFDU
Elementary	5.45%	$0	25	$0	0.3570	$0
Middle	5.45%	$0	25	$0	0.1200	$0
Senior	5.45%	$0	25	$0	0.1070	$0
				TOTAL		$0

State School Construction Funding Assistance Credit:

	Const Cost Allocation	OSPI Sq. Ft./ Student	Funding Assistance	Credit/ Student	Student Factor	Cost/ SFDU
Elementary	238.22	90.0	0.00%	$0	0.3570	$0
Middle	238.22	108.0	0.00%	$0	0.1200	$0
Senior	238.22	130.0	44.81%	$13,877	0.1070	$1,485
				TOTAL		$1,485

APPENDIX C

School Impact Fee Calculation - Single Family Dwelling Unit

Northshore School District 2021 CFP

Tax Payment Credit Calculation:	
Average SFR Assessed Value	$725,559
Current Capital Levy Rate/$1000	$1.64
Annual Tax Payment	$1,188.76
Years Amortized	10
Current Bond Interest Rate	2.44%
Present Value of Revenue Stream	$10,436
Impact Fee Summary - Single Family Dwelling Unit:	
Site Acquisition Cost	$5,814
Permanent Facility Cost	$43,890
Temporary Facility Cost	$0
State SCFA Credit	($1,485)
Tax Payment Credit	($10,436)
Unfunded Need	$37,783
50% Required Adjustment	$18,891
Single Family Impact Fee	$18,891

APPENDIX C

School Impact Fee Calculation - Multi-Family Dwelling Unit
Northshore School District 2021 CFP

School Site Acquisition Cost:

	Site Size Acreage	Cost/ Acre	Facility Size	Site Cost/ Student	Student Factor	Cost/ MFDU
Elementary	13	$175,758	500	$4,570	0.0520	$238
Middle	20	$175,758	700	$5,022	0.0190	$95
Senior	5.92	$3,108,108	550	$33,455	0.0140	$468
				TOTAL		$801

School Construction Cost:

	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/ Student	Student Factor	Cost/ MFDU
Elementary	94.55%	$76,913,812	836	$92,002	0.0520	$4,523
Middle	94.55%	$82,492,669	1021	$80,796	0.0190	$1,451
Senior	94.55%	$23,569,215	650	$36,260	0.0140	$480
				TOTAL		$6,455

Temporary Facility Cost:

	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/ Student	Student Factor	Cost/ MFDU
Elementary	5.45%	$0	25	$0	0.0520	$0
Middle	5.45%	$0	25	$0	0.0190	$0
Senior	5.45%	$0	25	$0	0.0140	$0
				TOTAL		$0

State School Construction Funding Assistance Credit:

	Const Cost Allocation	OSPI Sq. Ft./ Student	Funding Assistance	Credit/ Student	Student Factor	Cost/ MFDU
Elementary	238.22	90.0	0.00%	$0	0.0520	$0
Middle	238.22	108.0	0.00%	$0	0.0190	$0
Senior	238.22	130.0	44.81%	$13,877	0.0140	$194
				TOTAL		$194

APPENDIX C

School Impact Fee Calculation - Multi-Family Dwelling Unit
Northshore School District 2021 CFP

Tax Payment Credit Calculation:	
Average MFR Assessed Value	$297,397
Current Capital Levy Rate/$1000	$1.64
Annual Tax Payment	$487.26
Years Amortized	10
Current Bond Interest Rate	2.44%
Present Value of Revenue Stream	$4,278
Impact Fee Summary - Multi-Family Dwelling Unit:	
Site Acquisition Cost	$801
Permanent Facility Cost	$6,455
Temporary Facility Cost	$0
State SCFA Credit	($194)
Tax Payment Credit	($4,278)
Unfunded Need	$2,784
50% Required Adjustment	$1,392
Multi-Family Impact Fee	**$1,392**

Exhibit E

City of Kenmore, Washington

Memorandum

To: **Tela Gardner / Development Services**

From: **Janet Quinn / Engineering Department (John, Jarrett, Janet)**

Following is an explanation of Engineering Department proposed changes to the 2022 Fee Schedule.

Changes to "Limited Use Right-of-Way" section: Types A, B and C are the same permit. The Type A, B and C are internal designations so we're standardizing the cost at $219 to simplify and make consistent with the next section (Access Right-of-Way Permits).

Adding "Beautification Permit – No Fee" as an information item.

Title: Utility Right-of-Way (ROW) Permits*: All utilities or agencies installing, repairing, removing, and/or modifying facilities in the ROW.

Application $215.00 (no change)

Review Hourly (no change)

Inspection Hourly (no change)

Permit Extension (new fee)
Explanation: Permit duration is currently 6 months and we allow one 3-month extension without cost, which sometimes isn't long enough to complete the work. We propose changing this to one 6-month extension for $300, which effectively provides utilities a full permit period extension for less than the cost of a new permit (typically $439.)

Violation of Lane Closure Hours $500.00 (adjusted down from $518. to standardize)

Accelerated Job Start Fee $500.00 (for inadequate notice or failure to notify of work in the ROW - no change)

Work Without a Permit $1,000.00 (new fee)
Explanation: In some cases we don't learn about work performed by utilities in the ROW until after the work has been done, which is a disservice to our residents. Obtaining a permit is necessary to ensure that all utilities perform their work in a manner that is safe for the public and to make sure that the right of way is restored in equal or better condition. Opinion from Jennifer Robertson (in conjunction with conversation with Dawn Reitan) was that the City has broad authority, including imposing penalties for civil violations. John V. will update the Ch. 12.55 KMC (the section that requires a permit to work in the city's right-of-way) to impose a penalty of $1000 for violation. Until the Code change is approved by Council, the City will charge a maximum of $500 per KMC 1.20.200 (A) Monetary Penalty.

Exhibit F

CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 18-315

A RESOLUTION OF THE CITY OF KENMORE, WASHINGTON, REVISING THE CITY SURFACE WATER MANAGEMENT PROGRAM ANNUAL SERVICE CHARGES, AND REPEALING RESOLUTION NO. 08-160.

WHEREAS, KMC 13.30.010 establishes the City of Kenmore's surface water utility, and KMC 13.40.010 establishes the City's surface water management program; and

WHEREAS, KMC 13.40.050.A provides that the City Council shall determine the service charge revenue needs of the surface water management program, and shall impose annual service charges on all developed property in the City, pursuant to City Council resolution; and

WHEREAS, by Resolution No. 08-160, adopted on November 24, 2008, the City Council established annual service charges for the surface water management program; and

WHEREAS, the City has updated the surface water management program to respond to drainage capital needs, to address flooding and water quality problems, and to consider the 2000 Puget Sound Water Quality Management Plan, the 2007, 2012, 2013 and 2019 NPDES Phase II Municipal Stormwater Permits, the 2006 Swamp Creek Fecal Coliform Bacteria Total Maximum Daily Load Water Quality Improvement Report and Implementation Plan, the Underground Injection Control Rule, and the Endangered Species Act and associated Watershed and Salmon Recovery Plans; and

WHEREAS, current surface water management program annual service charges are insufficient to generate the annual income needed to develop and implement the updated surface water management program, requiring an increase in the annual service charges as set forth in this resolution; and

WHEREAS, the City Council held a public hearing on November 19, 2018 to receive public testimony and consider adoption of increased annual service charges;

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

Section 1. The City Council adopts the City of Kenmore Surface Water Management Program Annual Service Charges attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Resolution No. 08-160 is repealed.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26TH DAY OF NOVEMBER, 2018.

CITY OF KENMORE

Mayor David Baker

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Exhibit A

City of Kenmore Surface Water Management Program Annual Service Charges							
Class	Impervious Area	Annual Rates					
		2019	2020	2021	2022	2023	2024
Residential[A]	NA	$ 192.51	$ 221.39	$ 230.24	$ 239.45	$ 249.03	$ 258.99
Very Light[A]	0 to ≤ 10%	$ 192.51	$ 221.39	$ 230.24	$ 239.45	$ 249.03	$ 258.99
Light	> 10% to ≤ 20%	$ 513.38	$ 664.16	$ 690.73	$ 718.35	$ 747.09	$ 776.97
Moderate	> 20% to ≤ 45%	$ 1,090.95	$ 1,439.01	$ 1,496.57	$ 1,556.44	$ 1,618.69	$ 1,683.44
Moderately Heavy	> 45% to ≤ 65%	$ 1,957.28	$ 2,435.25	$ 2,532.66	$ 2,633.97	$ 2,739.33	$ 2,848.90
Heavy	> 65% to ≤ 85%	$ 2,582.95	$ 3,320.80	$ 3,453.63	$ 3,591.77	$ 3,735.45	$ 3,884.86
Very Heavy	> 85% to ≤ 100%	$ 3,272.82	$ 4,095.65	$ 4,259.48	$ 4,429.86	$ 4,607.05	$ 4,791.33
County Roads	NA						
State Highways	NA						

[A] Rate is per parcel; all other rates are per acre

Exhibit G

City of Kenmore, Washington

2021 Fee Schedule

Resolution No. 20-0356

Effective Date: January 1, 2021

Table of Contents

Note: A plus sign (**+**) in the margin of the fee schedule indicates a change from the previous schedule

1. Business Registration and Licenses

	Business Registration	2021 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 $90 for new or re-opened businesses, $19 for new city registration and $10 for renewals.	

Regulatory Business Licenses	
Adult Entertainment	
Device	$50 each
Operator	$500 per year
Premises	$200 per year
Panoram Manager License	$50 per year
Adult Cabaret	
Operator	$500 per year
Cabaret Manager License	$50 per year
Cabaret Entertainer License	$50 per year
Adult Retail Business License	$500 per year
Heavy Manufacturing Business	$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	$200 per year $100 per six months $50 per day
Junk Shop License	$300 per year
Junk Wagon License	$40 per year
Marijuana Business License	$500 per year
Massage Business and Public Bathhouse	$150 per year
Massage Practitioner	$50 per year
Theaters	$100 each screen per year
Pawnbroker	$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	$25

2. Code Enforcement

Code Enforcement	**2021 Fee**
Inspection/Posting	$50
Re-inspection	$50
Abatement	Actual City Costs
Abatement Hearing	$360
Hearing Officer	$215 per hour
Notice of Violation Appeal Hearing	$125
Removal of Declaration	$20
Violation of a Stop Work Order	$500
+ Failure to perform Fire Watch	$412/day
+ Violation of International Fire Code Section 109.4	$255/day

Housing Code Enforcement	**2021 Fee**
Inspection/Posting	$255 per hour
Re-Inspection plus Notice and Order	$510
Hourly Rate	$255
Appeal Fee	$128 each

Closing Fee	$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	$60 per hour
Notary Services	$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

3. Comprehensive Plan and Development Regulation Amendments

Type	2021 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	2021 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	$112
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 fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%
+ For use of outside consultants for plan review and inspections	Actual Cost

Development Agreement	2021 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	2021 Fee
Pre-application review fee	No fee

Zoning and Land-use	2021 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to $100,000 project value	$869

$100,001 - $1,000,000 project value	$2,770
> $1,000,000 project value	$2,770 + $950 for each $1M or portion thereof
Construction permit site plan review	$108
Landscape and tree management plan review	
Initial plan review based on site area 0 – 1 site acre	$484
> 1 – 2 site acres	$877
> 2 site acres	$877 + $170 for each acre or portion over 2 thereof
Each plan revision review	$339
Request for modification requiring public notice	$126
Landscape and tree management inspections Landscape installation inspection	$247
Landscape maintenance bond release inspection	$196
Request for site specific rezone	$2,567
Conditional use permits (CUP) and special use permits (SUP) Administrative CUP	$1,883
SUP with public hearing	$2,421
Daycare with 24 children or less	$1,388
Request for time extension	$87
Variances (including variances from KMC 18.55) Application review	$1,377
Request for time extension	$87
Boundary line adjustment	$619
Communications facility application fee	$1,476
Conditional Use permit (CUP)	$4,080
Minor Adjustment	$2,663
Major Adjustment	$9,267
Accessory dwelling unit	$433
Change of use (zoning only)	$1,038
Land use inspections	Hourly
Reasonable use exception	$1,343
Legal lot status request	$399
Public agency and utility exception	$1,343
Zoning letter inquiry/request	$180
Design review	Hourly
Temporary Use Permit	$721
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of $200, whichever is greater

Subdivision - Preliminary Application Review	**2021 Fee**
Preliminary short subdivisions (9 lots or less)	

Base fee	$460
Plus per lot	$933
Revision to approved preliminary	Hourly
Short subdivision alteration	Hourly
Request for time extension	$87
Preliminary subdivisions (10 lots or more)	
Base fee	$1,381
Plus per lot	$1,130
Major revision requiring new public hearing	$2,558
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	$765
Request for time extension	$87
Subdivision alterations or subdivision vacations	
With public hearing	$3,218
Without public hearing	$1,562
Binding site plan	
Building permit, as-built or site plan review-based plan	$2,463
Conceptual plan	$2,377
Revision to a preliminary approved plan	$1,108
Revision to a final binding site plan	$1,231

Shoreline Management Permit	**2021 Fee**
Substantial development permit	
Total cost of proposed development:	
Up to and equal to $100,000	$1,783
Over $100,000	Hourly
Single-family joint use dock	$1,779
Shoreline conditional use permit	$2,269
Shoreline variance	
Up to and equal to $100,000 project value	$2,269
>$100,000 project value	Hourly
Shoreline re-designation	$15,379
Shoreline review of other permits or approvals for conditions	$339
Shoreline exemption	$860
Supplemental fees	
Request for a time extension	$87
Shoreline permit revision	Hourly
Surcharge when public hearing required	$710
Permit compliance inspections	Hourly

Special Reviews	**2021 Fee**
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	$1,572
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, 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	$1,360
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	$1,360
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	$404
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	$128
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	Hourly

Engineering: General Permitting & Inspections	**2021 Fee**
Parking Review	
New or additional spaces	
First 0-25 spaces	$25/each space
Next 26-50	$23/each space
Next 51-75	$19/each space
Next 76-150	$19/each space
Anything above 150	$12/each space
Minimum fee	$324
Tree removal	$80
Single-family drainage review	
Base Fee	$261
Addition/rebuild drainage	$321

New non-plat SFR drainage				$740
Commercial/Multi-family drainage plan review				
Base Fee				$624
Total distributed area				
0 – .50 site acre				$1,228
.51 – 1 site acre				$1,693
1.1 – 2 site acres				$3,094
2.1 – 5 site acres				$6,791
5.1 – 10 site acres				$8,181
More than 10 acres				$9,106
Traffic Impact Analysis review				
Level 1 (10 P.M. peak hour trips or less)				$370
Level 2 (11-75 P.M. peak hour trips)				$878
Level 3 (Over 75 P.M. peak hour trips)				$1,756
Road standards/drainage standards variance				$219
Wet season grading variance				Hourly
Small Project Grading permits:				
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.				$328
Large Project Grading permits				
	Disturbed Area	Base fee		Per acre
	Up to 1 acre	$193	+	$863.33
	>1 acre	$418	+	$647.23
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	+	$107.68
>3,000 to 10,000 cubic yards		$2,798	+	$18.12
>10,000 to 20,000 cubic yards		$4,125	+	$5.37
>20,000 to 40,000 cubic yards		$4,695	+	$2.63
>40,001 cubic yards		$5,134	+	$1.26
Reclamation bond release inspection				$281
Re-inspection of non-bonded actions				$246
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	$233 + $125 / $1,000 bond			
>$30,000 – 120,000	$2,471+ $54 / $1,000 bond			
>$120,000	$7,344 + $15 / $1,000 bond			
Additional inspection after 1 year	Hourly			
Maintenance bond inspections				
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond			

$0 – $30,000	$505 + $16.12 / $1,000 bond
>$30,000 – 120,000	$844 + $5.27 / $1,000 bond
>$120,000	$1,279 + $1.79 / $1,000 bond

Engineering: Subdivision Plan Review and Inspections	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	$2,289
Plus per lot	$229
Short subdivision 5 to 9 lots	
Base fee	$4,552
Plus per lot	$229
Additional review in excess of initial fees	Hourly
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	$6,812
Plus per lot	$37
Subdivision 31 lots or more	
Base fee	$7,363
Plus per lot	$18
Revisions and re-submittals	
Each occurrence	$130
Additional review in excess of initial fees	Hourly
Planned unit development engineering plan review	
30 units or less	
Base fee	$6,812
Plus per lot	$50
31 units or more	
Base fee	$7,583
Plus per lot	$25
Revisions and re-submittals	
Each occurrence	$130
Additional review in excess of initial fees	Hourly
Conceptual binding site plan (including conceptual commercial binding site plan)	
Plan and profile base fee	$4,533
Revisions and re-submittals	
Each occurrence	$130
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	$233 + $125 / $1,000 bond
$30,001 – 120,000	$2,471 + $54 / $1,000 bond
$120,000 or more	$7,344 + $15 / $1,000 bond
Additional inspection after 1 year	Hourly
Subdivision final approval	

Final short subdivision 4 lots or less		$2,108
Final short subdivision 5 to 9 lots		$4,249
Final short subdivision alteration		$784
Final subdivision 30 lots or less		
	Base Fee	$6,391
	Plus per lot	$76
Final subdivision 31 lots or more		
	Base Fee	$7,099
	Plus per lot	$52
Subdivision alteration		$1,182
Modification of a recorded building envelope		$593
Request for name change		$211
Final planned unit development		$4,970
	Request for time extension	$159
	Request for name change	$211
Final building site plan		$3,379

Subdivision – post final fees
Maintenance bond inspections

Bond quantities worksheet amount	Initial fee + additional fee based on bond
$0 – $30,000	$505 + $16.12 / $1,000 bond
>$30,000 – 120,000	$844 + $5.27 / $1,000 bond
>$120,000	$1,279 + $1.79 / $1,000 bond

Building Permits

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.

Valuation Table

Total Valuation	Fee
$1 – $500	$26
>$500 – $2,000	$26 for the first $500 plus $3.26 for each additional $100 or fraction thereof, to and including $2,000.
>$2,000 – $25,000	$76 for the first $2,000 plus $15.26 for each additional $1,000 or fraction thereof, to and including $25,000.
>$25,000 – $50,000	$430 for the first $25,000 plus $10.75 for each additional $1,000 or fraction thereof, to and including $50,000.
>$50,000 – $100,000	$707 for the first $50,000 plus $7.49 for each additional $1,000 or fraction thereof, to and including $100,000.
>$100,000 – $500,000	$1,090 for the first $100,000 plus $6.33 for each additional $1,000 or fraction thereof, to and including $500,000.
>$500,000 – $1,000,000	$3,537 for the first $500,000 plus $5.27 for each additional $1,000 or fraction thereof, to and including $1,000,000.
>$1,000,000	$6,153 for the first $1,000,000 plus $4.21 for each additional $1,000 or fraction thereof.

Building plan review (except basic)	65% of the building permit
Building plan review (basic)	25% of the building permit

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 Cost~~
Mobile Homes	
Mobile Home permit	$908
Temporary mobile home permit	$845
Temporary mobile home permit for hardship	$908
Non-insignia mobile home inspection	$725
Re-roof permits	
Single-family residential	$202
Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	$1,788
31 to 99 units	$2,021
100 or more units	$2,741
Plus per unit	$304
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	$399
Minimum housing or other code compliance	$399
Relocation of structure	$327
Demolition inspection	$327
Re-inspection	Hourly
Inspection outside of normal hours	Overtime hourly
Inspection for which no fee is specifically indicate	Hourly
Extension and renewal (extension for final inspection only)	
Single-family residential	$116
All other permits	$116
State Building Code Council surcharge (effective July 1, 2018)	
Residential building permits	
Base Fee	$6.50
Plus per unit	$2.00
Commercial building permits	
Base Fee	$25.00
Plus per unit	$2.00

Plumbing Permits	
New single-family (one and two dwellings) and townhouses	$775/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	$114
Plus	
For each plumbing fixture on one trap or set of fixtures on one tra	$11/each
Roof drain	$11/each

	Electric water heater	$35/each
	Water piping or water treating equipment	$71/each
	Back flow devices (other than atmospheric vacuum breakers)	$71/each
	Other	$11/each

Mechanical Permits			
New single-family (one and two dwellings) and townhouses			$362/unit
Commercial and Multi-family			
	Mechanical Permit		Valuation Table
	Mechanical Permit Plan Review		65% of permit
Alteration or additions to one and two-family dwellings and townhouses			
	Base Fee		$114
	Plus		
		For the installation or relocation of each floor furnace, including vent	$142
		For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	$71
		For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	$22
		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	$213
		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 pipe (1-5 outlets)	$71
		Gas pipe (outlets over 5)	$11/outlet
		For each appliance of 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	$142
		Gas water heater	$142

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	$6,214.21
Single-Family	1.45 per dwelling unit	$10,114.72 per dwelling unit
Apartment	1.02 per dwelling unit	$7,495.08 per dwelling unit
Condominium (townhomes)	0.85 per dwelling unit	$6,286.20 per dwelling unit
Mobile Home	0.97 per dwelling unit	$6,760.28 per dwelling unit
Hotel	0.87 per room	$6,959.67 per room
Motel	0.68 per room	$5,451.75 per room
Light Industrial	1.06 per 1,000 sq ft	$10.74 per sq ft

Manufacturing	0.79 per 1,000 sq ft	$8.09 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	$2.88 per sq ft
Marina	0.23 per boat berth	$1,436.22 per boat berth
Golf Course	0.37 per acre	$2,337.87 per acre
Movie Theater	0.09 per seat	$403.30 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	$26.69 per sq ft
High School	1.18 per 1,000 sq ft	$4.69 per sq ft
Church	0.67 per 1,000 sq ft	$4.93 per sq ft
Hospital	1.13 per 1,000 sq ft	$11.31 per sq ft
Nursing Home	0.27 per bed	$1,492.18 per bed
General Office	1.75 per 1,000 sq ft	$17.85 per sq ft
Medical Office	4.20 per 1,000 sq ft	$40.34 per sq ft
Shopping Center	2.98 per 1,000 sq ft	$7.63 per sq ft
Supermarket	7.39 per 1,000 sq ft	$30.73 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	$80.07 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	$24.57 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	$24.57 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	$66.66 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	$86.61 per sq ft
Gas Station	9.80 per pump	$34,853.80 per pump
Gas Station w/Convenience	7.24 per pump	$26,356.62 per pump

Parks Impact Fee*	
Single-family residence	$3,885/unit
Multi-family (townhomes)	$2,980/unit
Mobile Home	$1,942/unit

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Schools Impact Fee*	
Single-family residence	$17,080/unit
Multi-family (townhomes)	$1,504/unit

Fire Department Review*
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	
Type A Permit	
Application Fee (review and 1 hour inspection)	$219
Inspections in excess of 1 hour	Hourly
Type B Permit	
Application fee (includes review and inspection)	$169*
Type C Permit	
Application Fee (review and 1 hour inspection)	$169*
Inspections 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*	
Application Fee (includes 1 hour review and 1 hour inspection)	$219*
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* x 25% or a minimum of $100 whichever is greater*
*value of adjacent land (in area, sq ft) according to the County Assessor records	

Encroachment Right-of-Way Permits	
Application Fee (includes 1 hour review and 1 hour inspection)	$219
Review fee in excess of 1 hour	Hourly
Inspection fee in excess of 1 hour	Hourly
Use Fee	Fee = (use area) x value1 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 Right of Way Permits*: all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities	
Application	$215
Review	Hourly
Inspection	Hourly
Use fee	No Fee
Violation of Lane Closure Hours	$518
Accelerated Job Start	$500
See Section 4. Development Services for Current Hourly Rate	

Annual Use Payment for Use of Right-of-Way*	
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*
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	
Application Fee	100*
Actual and indirect cost for City personel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

Memorial Sign	
Application fee and sign	$300*

5. Animal Care and Control

Animal License and Registration		
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	
Hobby kennel and hobby cattery license	$50
Private animal placement permit	No fee

Civil Penalties	
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

Service Fees	
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	$75-250
Spay or neuter 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	
Credit Card Service Fee	3%
NSF (insufficient check)	$25
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	$50/day
Craft Vendor	$50/day
Non-Profit Booth or Vendor	$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	$50/hour
Saturday Rental - Resident	$75/hour
Saturday Rental - Non-Resident	$125/hour
Audio/Visual Rental	$25
Damage Deposit (refundable)	$250 min.
The Hangar (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	$100*
Damage & Food Deposit (for groups ≥ 30 people)	$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes *100% of the deposit will be forfeited for "no-shows"	
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	$150
Kenmore Residents half day	$75
Non-Kenmore Residents all day	$200
Non-Kenmore Residents half day	$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)	$22/hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost*
*Reimbursemet of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

7. Public Records Requests

Type	
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11', 8-1/2"x14" and 11"x17"	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

8. Surface Water

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Surface Water Management Service Charge		
Class	Impervious Area	2021 Rate
Residential	N/A	$230.24 per parcel
Very Light	0 to ≤ 10%	$230.24 per parcel
Light	> 10% to ≤ 20%	$690.73 per acre
Moderate	> 20% to ≤ 45%	$1,496.57 per acre
Moderately Heavy	> 45% to ≤ 65%	$2,532.66 per acre
Heavy	> 65% to ≤ 85%	$3,453.63 per acre
Very Heavy	> 85% to ≤ 100%	$4.259.48 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Stormwater Capital Facilities	
Single family residential development on a single parcel, including townhomes	$3,500
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by $3,500. The minimum ERU shall be 1.0.

CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 21-370

A RESOLUTION OF THE CITY OF KENMORE, WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING THE 2022 FEE SCHEDULE; REPEALING RESOLUTION NO. 20-0356; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution pursuant to Ordinance No. 02-0139; 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

Section 1. Adoption. The City Council adopts the "City of Kenmore, Washington 2022 Fee Schedule", as set forth in “Exhibit A”, attached hereto and incorporated by reference.

Section 2. Effective date. The fees adopted by this resolution shall be effective on January 1, 2022.

Section 3. Repealer. Resolution No. 20-0356 is hereby repealed, effective January 1, 2022.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11th DAY OF OCTOBER 2021.

CITY OF KENMORE

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David Baker, Mayor

ATTEST/AUTHENTICATED:

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Anastasiya Warhol, City Clerk

Approved as to form:

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Dawn Reitan, City Attorney

City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Planning Commissioner Appointments **Proposed Council Action/Motion:** Direct staff on the preferred process for filling the 4 open positions on the Planning Commission (effective 1/1/22).	**For Council Meeting Agenda of:** 10/11/20 **Department:** Community Development **Prepared by:** Debbie Bent, Community Development Director **Initial & Date** **Approved by Department Head:** DB, 9/16/21 **Approved by City Attorney:** N/A **Approved by Finance Director:** N/A **Approved by City Manager:** RGK, 9/23/21 **Exhibits/Attachments:** Attachment 1: Municipal Code Chapter 2.30

INFORMATION/BACKGROUND: The 3-year terms of four Planning Commissioners end this December 31 (Suzanne Greathouse, Dennis Olson, Mark Ohrenschall, and Mike Vanderlinde). Mr. Vanderlinde has served on the Commission for 15 years. Mr. Ohrenschall has served on the Commission for 9 years. Mr. Olson has served on the Commission for 6 years. Ms. Greathouse has served on the Commission for 3 years. Terms of the three other Commissioners (Tracy Banaszynski, NathanLoutsis, and Dwight Thompson) expire at the end of 2022.

Staff requests direction from the City Council on whether interviews should be held for the open positions. Options for the Council include:

- Reappoint existing Commissioners if they wish to serve another term.
- Interview for vacant positions. The Council could include existing Commissioners in the interview process or interview new candidates only.
- Consider appointment of the three alternate candidates from the 2020 interview roster (if still interested), and interview only for the remaining position(s).

The last round of Planning Commissioner interviews was conducted in December 2020. Three backup candidates (Mariel Torres Mehdipour, Carlos Gil, and Jon Culver) were chosen at that time to create a roster of "alternates" to be tapped in the event of unexpected vacancies. There have been no vacancies since that time.

<u>Background</u>
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.

Chapter 2.30 also notes that the City Council should attempt to ensure broad demographic representation on the Commission.

The makeup of the current Kenmore Planning Commission has been reviewed against the City's existing criteria: • Current Commissioners live in the northwest area of the City (4), the southwest area of the City (2) and the southeast area of the City (1). No Commissioners live in northeast Kenmore (east of 68th Avenue NE and north of SR-522) or Downtown. Two of the vacancies are in the southwest; two are in the northwest. • There is not broad demographic representation. Two of the seven Commissioners are female. One youth member serves. Given City Council priorities, DEI (diversity, equity and inclusion) is an important consideration.
FISCAL CONSIDERATION: None.
COUNCIL PRIORITY/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.

ATTACHMENT 1

Chapter 2.30
PLANNING COMMISSION

Sections:

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 and the commission has broad demographic representation.

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. Service as commission chair is limited to 36 months in every 48 consecutive months. [Ord. 19-0477 § 2; 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.]

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City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Presentation of the City of Kenmore's Landscape Management Philosophy and Practices. **Proposed Council Action/Motion:** None	For Council Meeting Agenda of: 10/11/2021 **Department**: Public Works Operations **Prepared by**: Jennifer Gordon, Public Works Operations Manager Initial & Date Approved by Department Head: JG 9.29.21 Approved by City Attorney: N/A Approved by Finance Director: N/A Approved by City Manager: RK 9.29.21 **Exhibits/Attachments**: Presentation to be uploaded the week of October 4, 2021. City of Kenmore Integrated Pest Management Manual

INFORMATION/BACKGROUND:

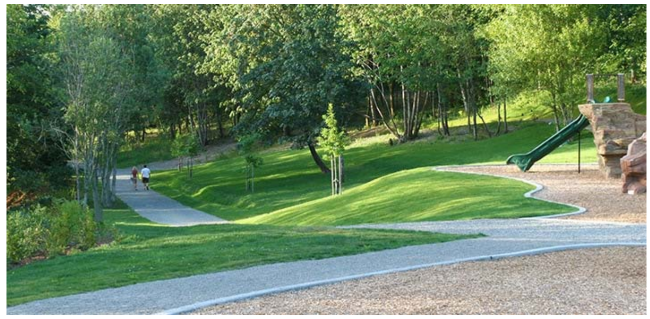
During the January 2021 Council Retreat the topic of Vegetation Management and Integrated Pest Management was briefly discussed. Staff agreed to return to Council with a presentation in the fall of 2021.

Tonight, staff will present the Public Works Department's philosophy and practices when it comes to landscape and vegetation management, including the City's Integrated Pest Management Manual originally developed in 2009-2010.

FISCAL CONSIDERATION: N/A

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

- Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration.



Integrated Pest Management Program Manual

City of Kenmore
Public Works Operations

KENMORE BY THE LAKE

Revised September 2021

Introduction

The City's parks and natural areas reflect the values of the community. The Public Works Department strives to ensure that public landscapes remain attractive while meeting the expectations of its users as well as preserve natural ecosystems for the future. Park landscapes including trees, shrubs, flower beds, ponds, streams, rivers, and lakes make up these open spaces which require maintenance and protection from damage by both humans as well as biological pests.

Integrated pest management (IPM) is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical methods in a way that will minimize the effects on the environment, minimize domestic and health risks, while considering budgetary restrictions. The objectives of the IPM program are:

- To protect the health, safety, and welfare of the community
- To provide efficient cost-effective maintenance of the City's park resources, which includes non-chemical controls whenever possible
- To design new and renovate existing landscape areas that suit site conditions with sustainable maintenance practices, thus providing a comprehensive stewardship of parks and natural resources
- To restore, create and protect environmentally valuable areas such as wetlands and riparian areas, aquatic and terrestrial wildlife habitat, forests, and meadow areas.

I. Definitions

Integrated Pest Management (IPM) – A decision-making process to determine if, where, when and how pest problems will be managed. An IPM program includes all potential pest control strategies, but focuses on non-chemical controls whenever possible, to perpetuate a sustainable environment. The following four pest control methods may be employed in an IPM program:

Cultural Control: The use of sound horticultural practices to optimize plant health and to suppress insects, disease, and weed growth. Other cultural controls include site-appropriate design and the use of disease or drought-resistant plants.

Mechanical Control: The use of a variety of tools and equipment for the purpose of eliminating pests.

Biological Control: The use of biological control agents that act as predators or parasites of pest species or the use of other beneficial organisms that improve plant health by enhancing soil quality.

Chemical Control: The application of various agricultural products such as herbicides, insecticides or fungicides or other chemical compounds to a target pest as a means of control.

SDS – Safety Data Sheets or SDS are prepared by manufacturers of chemical products to relay the necessary safety and protective information to users about the said chemical compounds.

Pesticide – Any material including agricultural chemicals, herbicides, insecticides and fungicides, or biological agents applied to a target pest as a control measure.

Pest – The word "pest" has been broadly defined in this document to include "injurious" insect species, plant pathogens, noxious or invasive vegetation, vertebrate animals such as rodents, structural pests or any other factor that creates an unhealthy environment for landscapes and structures.

Threshold – The term "threshold" refers to the point at which pest injury can no longer be tolerated without compromising the health or aesthetic value of a plant, ecosystem, or other assets of value including human health. Once a threshold is being approached, some control measure may be necessary to suppress pest activity to acceptable levels.

II. Background

Policies and Regulations

By legal definition, a pesticide is any substance for which a manufacturer or distributor claims pesticidal value. Today there are more than 32,000 pesticide products registered to destroy, prevent, attract, or in some manner, control pests.
The first act of pesticide control was passed in 1910 called the Insecticide Act of 1910. Since then there has been the Federal Insecticide, Fungicide, and Rodenticide Act of 1947 (FIRFA) and more recently, the Federal Environmental Pesticide Control Act of 1972. The major provisions of this act are:

- All pesticides must be registered with the U.S. Environmental Protection Agency (EPA). Qualified states may also register pesticides under special conditions.
- All pesticides will be classified for either general or restricted use.
- Only certified applicators, or those under their supervision, may apply restricted use pesticides. States have the authority to certify applicators.
- Use of a pesticide inconsistent with labeling instructions is prohibited.
- Violators may be fined or imprisoned or both.

Washington State pesticide laws and rules:

- Chapter 15.58 RCW Washington Pesticide Control Act, 1971
- Chapter 17.21 RCW Washington Pesticide Application Act, 1967
- Chapter 16-228 WAC General Pesticide Rules

Other important regulations pertain to working within a protected area, such as wetlands and riparian corridors, steep slopes, and native growth protection areas. Certain activities are restricted in these areas and may require special permits granted by the City and other regulatory agencies. Further of these areas and their restrictions will be described in specific chapters of this manual.

Pesticide Use Decision

The following agencies and individuals are involved in the determination of when to use pesticides in the City of Kenmore.

- The **Washington State Department of Agriculture (WSDA)** sets the overall policy for pesticide use in the state of Washington.
- The **Washington Department of Ecology (WDOE)** requires a special permit for all aquatic herbicide applications. This permit allows herbicide control for all listed noxious weeds within an aquatic environment and monitors impacts levels on non-target plants.
- The **Public Works Operations Manager** is responsible for upholding and applying the City's pesticide policies and procedures within their areas of control. They are also responsible for ensuring that any personal protective equipment (PPE) is available and properly fitted for use by applicable staff for any chemical application.
- The **City's Contractors**, under the direction of the Public Works Operations Manager, will determine the most appropriate control measure for actual landscape pest situations, including selecting the most appropriate pesticide products, if necessary. They are also responsible for the safe storage and handling of pesticides, spill responses, and related training.
- The **Public Works Operations Manager** is responsible for ensuring that City Contractors and Public Works staff are maintaining their mandatory annual recertification training for all licensed pesticide applicators, officially called "Pesticide Operators" that may be performing pesticide applications to any City owned properties.

Pest Management Guidelines

The following pest management guidelines generally apply to all City of Kenmore's Parks and other public landscapes:

- City landscapes will be designed to minimize pest management. Where resources are available and existing design themes will not be compromised, modifying landscapes will be considered to reduce pest management.
- All reasonable, cost effective non-chemical pest control options will be considered first before resorting to the use of pesticides.
- Public Works will practice IPM in all pest management situations, understanding that some situations will require the use of a pesticide product.
- Certain levels of pest problems or populations will be accepted within established thresholds. Those thresholds will vary with the pest and the landscape setting.
- Public Works will not perform routine or calendar-based pesticide applications.
- Only pesticides approved for that particular use will be used for the prescribed applications. When pesticides are applied, the smallest effected area will be treated, and

the application will be timed to minimize public contact and the effects on the environment.
- Whenever possible, pesticide applications will be carefully timed to control the pest and reduce the need for re-treatment.
- In accordance with the Washington State Licensing Guidelines, all staff and contractors who are engaged in the use, application and storage of pesticides shall have a current Washington State Pesticide Applicators License. Contractors must notify the Public Works Department prior to the application of any pesticide for approval to use such pesticides.
- Public Works pesticide applicators shall strictly observe all pesticide products label requirements. All chemicals used on City property will have an SDS on file, and will be available to all staff, contractors, and the public upon request.
- Pesticides shall not be used to control plants with edible fruit during the fruiting season unless the plant being controlled is not of sufficient size to produce fruit. Fruiting plants such as blackberries should be first cut to the ground, allowed to re-sprout, and then chemically controlled before the plant can produce fruit. Plants controlled in this manner should never be allowed to produce fruit in the future.
- All sites where pesticides have been applied shall be posted, as required by the Washington State Department of Agriculture (WSDA). As required by the WSDA, all applications of pesticides will be recorded.
- Public Works will continue its aggressive training program for all staff that apply pesticides and will continue to emphasize learning new pest control techniques, as they are available.
- Public Works will continue to field test alternative controls to pesticide use and will implement successful control options as budget allows.
- To promote public understanding and support of the benefits of the IPM program, educational assistance and information will be provided to the public regarding the use of pesticides.
- The City shall comply with all Federal, State and Local regulations pertaining to the application, handling, storage, and disposal of pesticides.

Components of an IPM Program

IPM involves a structured decision-making process that embodies the philosophy and components of the IPM system. Through the following applications, as well as the proceeding guidelines, a well-managed IPM program can be implemented.

1. **Identification of pest populations:** Identify the nature, location, scale, and the intensity of the problem.
2. **Determine plant injury levels:** Define the tolerance levels for aesthetic and economic injuries. Prescribe the point at which actions must be taken to avoid exceeding the tolerance level.
3. **Design and implement the pest management treatment:** Research all possible options and design strategies. Non-target organisms must be considered at this time. Use of pesticides is limited to situations where other cultural and biological options are not likely to be successful within the context of available resources. The pesticide chosen shall be

the least toxic of those available and with the minimal of impact, as defined by that chemical's use.

4. **Evaluate results.** Conduct follow-up inspections to support evaluation:
   - Did the pest population decline to acceptable levels?
   - Was there a negative impact on non-target organisms?
   - Do the host plants appear to be able to thrive following a successful treatment?
5. **Adjust and extend program as indicated.** Decide whether further treatment will be necessary, either on a temporary or permanent basis. If the treatment is to be on a permanent basis, schedule to plan potential site modifications to eradicate the problem or prevent future recurrences.
6. **Create documentation of all research, monitoring, and application data.** A comprehensive system of forms for monitoring data and documenting treatment is a key component of a successful IPM program.
7. **Share pest management information with decision-makers and maintenance staff.** Professional staff must know the degree to which landscape pest management programs impact existing staff, maintenance budgets, and park assets. Only through such under-standing and ongoing communication can the best long-term strategies be developed for managing pest populations.

IPM Alternatives Selection Hierarchy

The following selection rationales are used as a guide in determining whether pesticides shall be used in place of other control methods:

- Proper planning and management decisions begin the IPM process.
- Cultural methods of vegetation and pest control are preferred and will be employed first.
- If unsuccessful, mechanical means of vegetation and pest control will be employed next where feasible, and then,
- Biological means of vegetation and pest control will be employed next where they are practical and feasible.
- Pesticides will only be used when no other feasible method exists that will control the pest within the realities of the location, site conditions, budget, and other relevant considerations. At the same time, it is recognized that pesticide use is a legitimate element of an IPM program.

III. Best Management Practices

Storage and Use Guidelines

Every employee has a personal responsibility to themselves, other staff, and the public to follow safe work practices when storing or using pesticides.

1. **Management Practices**
   - Always read the label of the chemical that you will be using.
   - Store and handle all chemicals or fertilizers in a manner that minimizes worker exposure and potential for contamination of surface and ground water.

- Always have the correct Safety Data Sheet (SDS) on hand for all chemicals or fertilizers at your site (required by law).
- Always check the SDS for the type of protection needed and the recommended re-entry time before the chemical is applied.
- When possible, purchase the smallest amount of any pesticide needed and avoid stockpiling of chemicals.
- Store fertilizer in a separate weatherproof area.
- All spray equipment shall be maintained in proper working order and stored in an OSHA-approved site.
- All protective gear (masks, filters, rain gear) will be stored separately from any possible contamination.
- Store and mix all chemicals in a WSDA-approved storage and mixing area. Label storage area with an NFPA-coded sign to protect Fire Department or Hazmat personnel in case of emergency.
- Any pesticides in inventory that are no longer needed for use will be disposed of through hazardous materials disposal practices.

2. Pesticide Application Equipment

Pesticide application for all listed areas will be carried out by hand with directed, low-volume, single-wand sprayers, wiping, daubing and painting equipment, injection systems, or drop spreaders. Typically, applications are done with backpack sprayers, but may also include sprayers with larger fill tanks providing the same kind of hand application method is used. These methods of delivery result in low-volume applications at low nozzle pressures. This practice minimizes the formation of fine mists that can result in pesticide drift. These practices also help ensure that the pesticide applied will reach only its intended target. In large open turf areas, boom type sprayers may also be employed. Boom sprayers are efficient and expedient, used to destroy weeds species after they have exceeded the acceptable threshold level.

3. Personal Protective Equipment (PPE)

The table on the following page shows the personal protective equipment required by local, state, and federal regulations for pesticide use.

4. Chemical Application near Watercourses & Aquatic Habitats

Generally, the use of chemical products within 50 feet of a watercourse shall be prohibited in favor of an alternative control method. If a pesticide or herbicide must be applied within the 50 foot buffer, only products registered for use near water bodies shall be used, and great care will be taken to ensure that the product does not migrate into the watercourse either through drift or by overland flow. Weather conditions must be monitored carefully to avoid applying a chemical near a watercourse immediately before heavy rains. Soil conditions and site topography must also be carefully studied to determine the appropriate timing of a chemical application **and/or whether a chemical should even be applied at the site.**

Personal Protective Equipment (PPE) Guide for Using Pesticides			
Pesticide Formulation	LABEL SIGNAL WORD		
	Caution	Warning	Danger
Dry	• long-legged pants • long-sleeved shirt • shoes & socks	• long-legged pants • long-sleeved shirt • shoes & socks • wide-brimmed hat • gloves	• long-legged pants • long-sleeved shirt • shoes & socks • hat • gloves • cartridge or canister respirator if dusts in air or if label precautionary statement says "Poisonous or fatal if inhaled"
Liquid	• long-legged pants • long-sleeved shirt • shoes & socks • wide-brimmed hat • gloves	• long-legged pants • long-sleeved shirt • shoes & socks • wide-brimmed hat • rubber gloves • goggles if required label precautionary statement • cartridge or canister respirator if label precautionary statement says "Do not breathe vapors or spray mist" or "Poisonous if inhaled"	• long-legged pants • long-sleeved shirt • rubber boots • rubber gloves • goggles or face shield if required label precautionary statement • cartridge or canister respirator if label precautionary statement says "Do not breathe vapors or spray mist" or "Poisonous if inhaled"
Liquid when mixing	• long-legged pants • long-sleeved shirt • shoes & socks • wide-brimmed hat • gloves • rubber apron	• long-legged pants • long-sleeved shirt • shoes & socks • wide-brimmed hat • rubber gloves • goggles or face shield • rubber apron • Respirator if label precautionary statement says: "Do not breathe vapors or spray mist" or "Poisonous (or fatal or harmful) if inhaled"	• long-legged pants • long-sleeved shirt • rubber boots • wide-brimmed hat • rubber gloves • rubber apron • canister respirator
Liquid (prolonged exposure to spray)	• long-legged pants • long-sleeved shirt • boots • rubber gloves • waterproof wide brimmed hat	• water-repellent long-legged pants & long-sleeved shirt • rubber boots • rubber gloves • rubber apron • waterproof wide brimmed hat • face shield • cartridge or canister respirator	• waterproof suit • rubber boots • rubber gloves • rubber apron • waterproof hood or wide brimmed hat • face shield • canister respirator

IV. IPM Best Management Practices

Public Works maintains a wide variety of landscape types, each with unique pest control issues and control measures. For these reasons, the pest control measures specific to each landscape are dealt with separately in this section. If chemical applications are required, only chemicals approved for a specific location will be used in that location.

Control of Pests Commonly Found in Kenmore

- **Blackberries –** An aggressive, invasive plant, blackberry will overtake a disturbed site at an alarming rate. Himalayan blackberry is a Class C noxious weed that is not selected for required control in King County. Control is recommended but not required because it is so widespread in King County. Without a consistent intensive maintenance program, mechanical control is not very effective by itself. But combined with chemical control measures and replanting of the site, effective control can be maintained. Chemical applications shall be kept to the area of infestation. Treatment efforts should include re-vegetating the site with desirable plant species.
- **Scotch Broom –** An unruly plant, it thrives on disturbed sites. It is difficult to control, and spreads rapidly. The seeds and flowers are toxic, making it a high priority for eradication. Mechanical control can have some effect, but it must be done at the proper time of year. Chemical control can also be effective but requires follow up management techniques until full eradication occurs. Chemical applications shall be kept to the area of infestation.
- **English Ivy –** A very aggressive, invasive, introduced plant, Ivy is difficult to control or eradicate. Mechanical control is somewhat effective, but very time consuming. A combination of mechanical and chemical control is more effective, and spread can be kept to a minimum, with continuous control measures. Chemical applications shall be kept to the area of infestation.
- **Knotweed** - Invasive knotweeds, mostly non-regulated Class B noxious weeds, are perennials found throughout King County, especially on roadways and riverbanks. Knotweed is widely spread and not required for control except for a few specific locations within King County. Stem injection in combination with mechanical removal is the most effective control method. The City does not actively treat knotweeds.
- **Tansy Ragwort –** A regulated Class B noxious weed, required for control in King County. Tansy ragwort is a **toxic** biennial found throughout King County, especially on open, sunny sites such as in pastures and on roadsides. Tansy Ragwort is acutely toxic to people and animals. Public Works uses both mechanical and chemical means to control infestations on City owned land.
- **Poison Hemlock -** A Class B noxious weed, it is a widespread **toxic** biennial plant often found in open sunny areas, fields, vacant lots, and on roadsides. Poison-hemlock is acutely toxic to people and animals. Although not required for control in King County, Public Works does use both mechanical and chemical means to control infestations on City owned land.
- **Orange Hawkweed -** Thrives in disturbed areas such as roadsides, gravel pits and pastures. It can also invade meadows and forested areas and is well-adapted to life at

higher elevations. Usually found in sunny areas, it is somewhat shade tolerant. A regulated Class B noxious weed, required for control in King County.

- **Purple Loosestrife -** Purple loosestrife is typically found invading lakeshores, wetlands, ponds, and wet pastures and ditches. Purple loosestrife is a Class B noxious weed and control is required in King County.
- **Garden Loosestrife -** Garden loosestrife displaces native vegetation along streambanks, wetlands and shorelines and reduces habitat needed by waterfowl and fish, including several important salmon species. Garden loosestrife is a Class B noxious weed and control is required in King County.
- **Rats/Mice –** Rats/Mice are only somewhat of a pest problem in City owned parks and facilities. Kenmore can be a favorable location due to the abundance of water sources and proximity to Lake Washington. The City does have some natural predators of rats and mice which can help reduce infestations. Not only do rats/mice pose a human health risk they can also cause damage to electrical wires and other building materials. Rats/Mice can also contaminate insulation and other areas with their urine and feces, they will be controlled in certain situations. The common method of control is baiting with an approved rat bait/trap. Extreme caution must be taken to place bait in locations where people or domestic animals cannot access it.
- **Yellow Jackets, Hornets, and Wasps –** These insects often require control in parks. Control is typically through use of an approved insecticide. Only individual nests are treated and **only if the nest poses an imminent risk to humans using park facilities**.
- **Vector-borne Disease –** Complete control of mosquito-borne diseases, such as the West Nile Virus are near impossible, but cultural control can have some effect, such as removing any standing-stagnant water from any sites. Larvicides may also be used to control mosquito infestations if it's determined that public health concerns warrant their use.

IPM for Plant Beds

Plant beds are defined as non-turf planted areas that include woody plant material such as shrubs and trees and ground covers. The category also includes floral color displays containing herbaceous plants such as perennials, annuals, and bulbs. The most serious pest management issue in plant beds is weed control. If not controlled, weeds not only make a plant bed look unkempt but, more importantly, can out-compete desirable landscape plants resulting in a loss of assets.

Pest Tolerance Thresholds

- In general, weeds are not tolerated in landscaped beds in City parks and streetscapes.
- Insect pests are tolerated unless they pose a threat to humans or certain plant collections (e.g., the rhododendron collection at Rhododendron Park).
- Diseased plants are not tolerated and are usually removed.
- Insect and disease infestations are often an indication and result of unfavorable conditions that should be assessed before control method is determined.

Pest Management Strategies

Weed Control
- Weeds are controlled by hand pulling, or by mechanical methods in larger plant beds.
- Plant beds will be mulched after planting to suppress new weed growth.
- Use of cardboard under a heavy layer of mulch can help suppress weed growth for a longer period.
- Herbicides can be sprayed, if necessary.

Insect Control
- Certain insects can be controlled by mechanical removal.
- Herbicides can be sprayed if necessary.

Disease Control
- Diseased plants shall be hand pulled from the landscape and discarded appropriately.
- In some situations, a diseased section of a plant can be pruned and removed successfully.
- Disease resistant plants shall be planted in all city landscapes whenever possible.
- Chemical control (e.g., a fungicide) may be needed to prevent the spread of disease to nearby healthy plants.

IPM for Trees

Trees are an integral part of most landscapes, whether formal or natural, and are considered an asset. They provide shade, clean the air of pollutants, modify both micro and macro climates, and provide visual relief to the urban environment. Because trees are often very large and tall, accessing and managing insects and disease can be quite difficult and costly.

Pest Tolerance Thresholds
- In general, insect and disease pests in trees are tolerated.
- Insect or disease pests in selected, high-value specimen trees may be subject to control measures.

Pest Management Strategies

Physical Damage to Trees

Physical damage to trees can be a major factor in the overall loss of trees. This damage most often occurs at the hands of people or by mother nature. Trees can be repeatedly struck by mowers or string trimmers during routine landscape maintenance. Street trees are often damaged as the result of car accidents or vandals. Ultimately, the damage to the tree's bark can lead to tree loss. Trees can also be lost with lack of appropriate care during construction projects.   And mother nature can also cause physical damage or loss of trees during heavy wind and/or rain events or even extreme temperatures.

- Removing turf from around the tree base to create tree mulch rings 3 to 4 feet in diameter can substantially reduce damage caused by mowers and trimmers. With tree

mulch rings, a mower or trimmer never has to come close enough to the tree to cause damage. The tree mulch ring will need to be kept free of grass and weeds.
- All pruning for tree health reasons and for hazard reduction will be done in conformance with the International Society of Arboriculture standards.

Insect Control
Public Works does not actively control insect pests in trees. This is particularly true of large trees where the control of the pest might require the use of large aerial spray equipment, which carries with it a high probability of the insecticide applied leaving the area due to wind drift. For example, Public Works does not spray aphids despite the “honeydew” problem associated with them. When insect pests are controlled in trees, the following measures are used:
- Trees that are highly susceptible to specific insect pests (such as blue spruce and spruce aphids) may be removed from the landscape and replaced with a resistant species.
- When possible, the portion of the tree affected by the insect (such as tent caterpillars) can be physically removed, eliminating the pest.
- An insecticide may be applied to control a specific insect pest in very selected situations. These situations include pests on specimen quality trees at special gardens or in high visibility locations where the presence of the pest threatens the life of the tree. In these situations, general foliar applications will not be made unless the potential for product drift can be controlled.
- Injection technology may allow for systemic control of certain insect pests with minimal or no impact to human or environmental health. Public Works will continue to explore this technology as a potential control in the future for insect pests that may threaten the health of valuable park trees.

Disease Control
Most diseases are tolerated in trees, unless they lead to a tree becoming a hazard to the surrounding environment. As with insecticides, it is unlikely that Public Works will subscribe to general foliar applications of fungicides or similar pesticide products to control disease pests in trees. The following are control measures that can be performed:
- Trees that are susceptible to particular disease pathogens may be removed from the landscape and replaced with resistant varieties.
- When possible, parts of trees affected by disease should be pruned out and properly disposed to stop the spread of disease within the tree and to adjacent trees.
- An appropriate fungicide may be applied to control a specific disease pathogen in very selected situations. These cases include specimen quality trees in special gardens or in high-visibility park locations where the presence of the disease threatens the life of the tree. In these situations, general foliar applications will not be made unless the potential for product drift can be controlled.
- Injection technology may allow for systemic control of certain disease in trees pests with minimal or no impact to human or environmental health.

IPM for Turf

Public works maintains variety of turf types. These include park lawn areas (both formal and informal), meadow areas, athletic fields and other turf types. Each of these turf types has different pest management challenges, and practices may vary accordingly.

Pest Tolerance Thresholds

- Some level of weed, insect, and disease pests are tolerated in general park lawn areas.
- Pests in highly maintained turf such as athletic fields or other high- visibility/high-use areas are generally controlled through good turf maintenance practices.

Pest Management Strategies

Broadleaf Weeds

Weeds in turf are tolerated to some level. When control is necessary, the primary method is through the following cultural practices:

- careful monitoring of watering practices
- fertilization
- aeration
- top-dressing
- over-seeding

By performing these cultural practices, turf is made healthier and better able to compete with various broadleaf weeds. Chemical weed control will be used only as a last resort for controlling particularly difficult weeds in high-visibility turf areas.

- In these limited situations the least toxic, least residual pesticide will be used for spot treatments.
- General broadcast treatments will generally be avoided.
- Timing of such applications will be made to avoid contact with the public to the extent possible.
- Posting of the site that has been treated will meet or exceed legal requirements.

Insect Control

The only real insect pest currently of significance for turf in the Kenmore is the European Crane Fly. While it can be quite damaging to turf areas, the crane fly is not controlled by prolific means.

- Chemical control is used only in the very limited circumstances to turf of very high visibility and value such as selected high-visibility/high-use turf areas.
- Any chemical applications will be spot treatments directed specifically at the turf areas containing the pest.
- The preferred initial choice for application in high-use areas is the “safest” or least toxic product available.

Disease Control

Disease in general park turf is typically tolerated and not actively controlled.

- In high-use/high-visibility park turf areas, disease will be controlled to a considerable degree by performing sound cultural practices.
- Pesticides may be used as a last resort to control disease in park turf areas.

IPM for Natural and Sensitive Areas

Natural areas are City-owned property with critical environmental resources. These sensitive habitats shelter native ecosystems and wildlife habitat. For the purposes of this IPM manual, these resource assets are divided into three major groups:

- Wetlands, riparian corridors, shorelines, and aquatic habitats
- Forests
- Meadows

Pest Tolerance Thresholds
For all natural and sensitive areas:

- Invasive plants are generally not tolerated. Invasive plants will be controlled in conjunction with natural resource enhancement efforts in these environments as resources permit and where control can be practically achieved.
- Only insect pests that pose a risk to the public (such as hornets) or to the resource will be controlled.
- Plant diseases will generally be tolerated unless: a specific control can be employed that will be effective in ensuring the health of particularly valuable assets; or if they pose a threat to other plant populations outside of the natural area; or if they pose an unacceptable risk to the public.
- Herbicide Use: The use of herbicides in any natural environment must be carefully considered. Herbicides will be used for weed control in natural areas only when other control measures have been tried and failed, and only if control can be achieved through the use of a herbicide, and is imperative to the health of the site. For wetland or water environments, only approved wetland herbicides will be used.

When needed, herbicide use practices are as follows:

- Cut and stem treatment (daubing or painting) is the preferred choice for natural area management.
- Certain invasive plants are difficult to treat and control in their mature form. If possible, remove existing growth manually or mechanically. Wait for new growth to become established. Then treat with the appropriate and approved herbicide.

Pest Management Strategies
Weed Control
An overriding principle of IPM is the maintenance of healthy plant communities. That means weed control of the following types:

- **Timed mowing.** Carefully timed mowing before seed set can effectively reduce weed seed sources.

- **Mulching.** Mulching around the base of plantings is widely accepted as a horticultural practice for soil fertility and weed control. In most instances, composted wood chips or onsite recycle leaf litter are adequate materials. Avoid wood chips from diseased trees. Mulch should be between 3 to 4 inches deep for best results.
- **Weed watch during mulching.** Care must be given to not incorporate new weed problems when importing mulch materials.

Woody Brush Control

The control of woody brush, like blackberry, is very important in certain park locations. Often these plants are found in transition areas between developed park areas and natural areas. If not controlled, woody brush can easily overtake forest-edge environments, eliminating vital habitat opportunities. Control measures for woody brush include the following:

- Manual or mechanical removal using hand tools or gas-powered equipment. Special tools are now available for removing woody brush. In many areas, this can provide effective control.
- Chemical control can be employed when other measures are not mechanically or economically feasible. Spot applications are preferred, whenever possible, to large area applications.

Insect Control

Only insects like the European and Asian Gypsy moth and the Asian Long Horned Beetle that can be potentially devastating to the urban forest will be controlled. Staff will cooperate with state and federal agencies in their monitoring and control programs to prevent the introduction of these pests.

Disease Control: Root Rots

Even native forests can have serious disease problems. Root rots are the most serious problem, leading often to the death of significant trees. Several strategies help control root rot in forests:

- inoculate with mycorrhizae
- remove infected wood
- plant resistant varieties
- do not change site conditions on mature trees

Stump Re-Sprouting Control

Often there is a need to remove small trees and prevent re-sprouting of a stump. Methods for controlling the re-sprouting of stumps include the following:

- If the location of the stump(s) will allow access by equipment, then they can be mechanically removed providing the location is not within an environmentally critical area.
- Small stumps may be removed manually providing they are not on steep slopes or in other environmentally critical areas.
- The re-sprouting of stumps can also be controlled by painting newly cut stump surfaces with an herbicide. Care will be taken to limit the application of the selected herbicide to the stump surface only.

Nuisance Wildlife Control
Mountain beavers, moles, coyotes, beavers, opossums, raccoons, waterfowl, and other species can be destructive to natural areas when their activities are excessive. Overall, the City does not encourage the interference with wildlife, and prefers to leave them to their natural behaviors. If control of wildlife is deemed necessary, Public Works will work with the most appropriate agency to formulate a control solution.

Noxious Weed and Invasive Plant Control
Noxious weeds are a danger to our environment and the economy. These introduced species cost our region millions of dollars in lost agricultural production, environmental degradation and added maintenance costs. Once invasive plants spread to natural areas, they harm native plants and wildlife and can be impossible to eradicate. Noxious weed and invasive plant control shall follow the guidelines established by *King County Noxious Weed Boards*. Except in the case of Class A weeds, the goal is suppression of weed populations to below threshold (damage causing) levels. Eradication of certain ecological weeds (blackberry or ivy) in all the City's natural areas is neither feasible nor cost-effective. However, controlling spread of the problem and eradicating it in certain priority locations is the goal.

Control methods include:

- Use **extent of removal** and **type of habitat** to determine the pest control method.
- Large areas that are totally infested can be mowed. Areas that are interspersed with invasive pests require more selective procedures such as manual removal.
- Heavy equipment or manual removal can be used on firm soils. On either steep or saturated soil, use techniques that will minimize site or slope disturbance.
- Where mechanical or manual removal is neither possible nor practical, but control is essential, careful, and selective use of an approved herbicide is permitted.
- Re-establishing a new native planting regime as quickly as possible following the removal of invasive plants is critical to successful forest restoration. These new plantings will require care for several years to guarantee establishment.
- Preserve established native plants when possible rather than reestablishing new plants after the clearing of invasives.
- Public education and outreach concerning plant identification and management techniques will also aid the City in controlling noxious weeds.

V. Training

Because IPM is an ecologically sophisticated process that requires professional expertise in vegetation and pest management, it demands trained field personnel that are knowledgeable about:

- Ecological interactions and relationships among vegetation and pests;

- Potential tools and materials that can be used to effectively manage vegetation and pests by manipulating environmental conditions; and
- Correct timing for implementing specific management practices relative to vegetation and pest biology.

Educational opportunities in IPM will enhance crew professionalism, their knowledge of current vegetation and pest management practices, and their stewardship of managed landscapes.

Resources

Washington State Department of Agriculture
https://agr.wa.gov/

Washington State Noxious Weed Board
https://www.nwcb.wa.gov/

King County Noxious Weeds
https://kingcounty.gov/services/environment/animals-and-plants/noxious-weeds.aspx

WSU Urban IPM and Pesticide Safety Education
https://pep.wsu.edu/

State of Washington Department of Ecology
https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Aquatic-pesticide-permits