



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

City of Kenmore
City Council Regular Meeting Agenda
7:00 p.m., Monday, November 26, 2018
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. CITIZEN COMMENTS

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

VI. CONSENT AGENDA

- A. The following checks and electronic payments are approved for payment:
Total check #41081 through 41192 in the amount of \$826,496.20.
Total payroll/taxes/flexible spending/retirement & health savings account electronic deposits dated: 10/26/18 in the amount of \$133,591.61.
[Checks](#)
- B. Approve Purchase and Sale Agreement, Contract 18-C1889, for Parcel 0114100730 located at 7637 NE 192nd Street for Squire's Land Conversion
[Agenda Item](#)
- C. Authorize the City Manager to Execute Amendment #1 to Contract 18-C1819 with Gordon Thomas Honeywell
[Agenda Item](#)
- D. Receive and File October 2018 Financial Report for the City of Kenmore, Washington
[Financial Report](#)

- E. Cancel all Regularly-Scheduled Council Meetings for December, 2018
- F. City Council Meeting Minutes of October 22, 2018, October 29, 2018 and October 30, 2018
[10/22/18 Minutes](#)
[10/29/18 Minutes](#)
[10/30/18 Minutes](#)
- G. Ordinance 18-0476 Amending the Land Use Element, including the Land Use Plan Map, Amending the Downtown Sub-Element, Amending the Housing Element and Amending the Natural Environment Sub-Element of the Comprehensive Plan
[Agenda Item](#)
- H. Authorize the City Manager to Execute a Drug & Alcohol Testing Policy- Rob Karlinsey, City Manager
[Agenda Item](#)

VII. BUSINESS AGENDA

- A. Update and Options for Re-Allocation of King County Grant Funds for the St. Edward Ballfield Project to an Alternative Park Project - Debbie Bent, Community Development Director and Ann Stanton, Park Projects Manager
[Agenda Item](#)
[Presentation](#)
- B. Adopt Resolution 18-315 Establishing Surface Water Management Service Charge Rates for 2019 through 2024 - Richard Sawyer, Environmental Services Manager
[Agenda Item](#)
- C. Resolution 18-314 Adopting the City of Kenmore's 2019 Fee Schedule - Tela Whiteman, Permit Specialist
[Agenda Item](#)
- D. 2017-2018 Biennial Budget Amendments - Joanne Gregory, Finance and Administration Director
[Agenda Item](#)

VIII. STAFF REPORT

IX. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

X. ADJOURNMENT



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

11/03/2018 - 11/16/2018

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

Total Check #s 41081 through 41192: \$826,496.20

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct. Electronic Deposits Dated: 10/26/2018: \$ 133,591.61

R. Kaj 11-16-18
 City Manager / Date

Brian R. ... 11/16/18
 Finance Director / Date
 Accountant

Vendor Name	Check #	Date	Description	Amount
ICMA RETIREMENT TRUST 457 - 304745	41081	11/09/2018	ICMA 457 Deferred Comp	2,717.30
ICMA RETIREMENT TRUST 457 - 304745	41081	11/09/2018	ICMA 457 Deferred Comp	692.08
NATIONWIDE FINANCIAL 401a	41082	11/09/2018	City of Kenmore 401a Loan	240.68
NATIONWIDE FINANCIAL 401a	41082	11/09/2018	City of Kenmore 401a Loan	219.19
NATIONWIDE FINANCIAL 401a	41082	11/09/2018	City of Kenmore 401a	9,148.46
NATIONWIDE FINANCIAL 401a	41082	11/09/2018	City of Kenmore 401a	1,762.53
NATIONWIDE FINANCIAL 401a	41082	11/09/2018	City of Kenmore 401a	1,102.60
NATIONWIDE RETIREMENT SOLUTIONS 457	41083	11/09/2018	Nationwide 457 Deferred Comp	250.00
NATIONWIDE RETIREMENT SOLUTIONS 457	41083	11/09/2018	Nationwide 457 Deferred Comp	75.00
STATE OF FLORIDA DISBURSEMENT UNIT	41084	11/09/2018	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	41085	11/09/2018	Employee Charitable Contribution	74.61
Bud Clary Dodge/Chevrolet	41086	11/16/2018	2019 Dodge Grand Caravan	31,975.29
A+ CONFERENCING	41087	11/16/2018	10/25 Conference Call	10.28
A+ CONFERENCING	41087	11/16/2018	10/29 Puget Sound Business Journal Call	52.71
A+ CONFERENCING	41087	11/16/2018	11/7 Conference Call	33.76
ADOPT A STREAM FOUNDATION	41088	11/16/2018	Labor & Transportation Plantings @ Squire's	660.00
ALCALDE & FAY	41089	11/16/2018	October Government Affairs Consulting	5,198.07
ALPHAGRAPHS	41090	11/16/2018	Business Cards	66.63
ALPHAGRAPHS	41090	11/16/2018	Business Cards	16.65
ALPHAGRAPHS	41090	11/16/2018	Business Cards	23.32
ALPHAGRAPHS	41090	11/16/2018	Business Cards	26.65
BANNER BANK BH	41091	11/16/2018	Bluebeam/Amazon/Paypal	172.65
BANNER BANK BH	41091	11/16/2018	Bluebeam/Amazon/Paypal	151.30
BANNER BANK BH	41091	11/16/2018	Bluebeam/Amazon/Paypal	980.10
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	500.00
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	78.00
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	12.00
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	135.00
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	1,899.04
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	2,188.36
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	45.00
BANNER BANK JG	41092	11/16/2018	UPS Budget Books/Green Apple/White Fir Design	48.00

BANNER BANK	JGORDON	41093	11/16/2018	Amazon/WSU Pesticide/Peoples Storage/MSRC	155.00
BANNER BANK	JGORDON	41093	11/16/2018	Amazon/WSU Pesticide/Peoples Storage/MSRC	900.00
BANNER BANK	JGORDON	41093	11/16/2018	Amazon/WSU Pesticide/Peoples Storage/MSRC	285.92
BANNER BANK	SKROGH	41094	11/16/2018	WIX/Safeway/Diva/Target/Vcita/OTC Brands	67.14
BANNER BANK	SKROGH	41094	11/16/2018	WIX/Safeway/Diva/Target/Vcita/OTC Brands	37.00
BANNER BANK	SKROGH	41094	11/16/2018	WIX/Safeway/Diva/Target/Vcita/OTC Brands	9.00
BANNER BANK	SKROGH	41094	11/16/2018	WIX/Safeway/Diva/Target/Vcita/OTC Brands	127.47
BANNER BANK	SKROGH	41094	11/16/2018	WIX/Safeway/Diva/Target/Vcita/OTC Brands	34.99
BANNER BANK	SKROGH	41094	11/16/2018	WIX/Safeway/Diva/Target/Vcita/OTC Brands	237.90
BASTYR UNIVERSITY		41095	11/16/2018	Annual Athletic Field Rent	50,000.00
BRIEN, GAYLYNN		41096	11/16/2018	August Sales Taxa Data Conversion	50.00
BRUCE C ALLEN & ASSOC INC		41097	11/16/2018	Squire's Landing Appraisal Svcs	3,000.00
BULGER SAFE & LOCK, INC.		41098	11/16/2018	Squire's Landing Keys	84.69
CASCADE PEST CONTROL		41099	11/16/2018	Rhododendron Park Pest Control	143.00
CITY OF LAKE FOREST PARK		41100	11/16/2018	October Public Works Crew/Equipment	18,387.00
CITY OF LAKE FOREST PARK		41100	11/16/2018	October Public Works Crew/Equipment	19,122.48
CITY OF LAKE FOREST PARK		41100	11/16/2018	October Public Works Crew/Equipment	189.97
CITY OF LAKE FOREST PARK		41100	11/16/2018	October Public Works Crew/Equipment	36,038.52
CITY OF LAKE FOREST PARK		41100	11/16/2018	October Public Works Crew/Equipment	224.51
CITY OF LAKE FOREST PARK		41100	11/16/2018	October Public Works Crew/Equipment	86.35
COLUMBIA RIDGE LANDFILL		41101	11/16/2018	Oct. Sweeper Debris Disposal Chgs	1,122.66
COMCAST BUSINESS		41102	11/16/2018	Nov. City Hall Phone Svcs	369.81
COMCAST BUSINESS		41103	11/16/2018	Nov. City Hall/Incubator/Hangar Internet	1,075.13
COMCAST BUSINESS		41103	11/16/2018	Nov. City Hall/Incubator/Hangar Internet	545.17
COMCAST BUSINESS		41103	11/16/2018	Nov. City Hall/Incubator/Hangar Internet	563.41
COMCAST BUSINESS		41104	11/16/2018	City Hall Cable/Internet	152.11
COMCAST BUSINESS		41105	11/16/2018	Squire's Landing Internet	69.95
CONTRACT LAND STAFF LLC		41106	11/16/2018	17-C1795 Squires Landing Conversion 7/15-8/11	77.50
CONTRACT LAND STAFF LLC		41107	11/16/2018	17-C1795 Squires Landing Conversion 8/12-9/8	387.50
CROWN PRODUCTS LLC		41108	11/16/2018	Dog Waste Bags	902.35
EARTHWORKS		41109	11/16/2018	17-C17801 Monthly 155th/SR522 Landscaping	4,722.55
EVER-MARK, LLC		41110	11/16/2018	Kenmore Laminated Grocery Bags	1,314.06
EVER-MARK, LLC		41111	11/16/2018	Kenmore Reflective Bags	1,122.14
EVER-MARK, LLC		41112	11/16/2018	Hangar Bldg. Signage	146.30
FRONTIER		41113	11/16/2018	10/28-11/27 City Hall Phone Svc	614.08
FRONTIER		41114	11/16/2018	10/28-11/27 City Hall Phone Svc	447.38
FUELCARE		41115	11/16/2018	Generator Fuel Tank Cleaning	3,122.35
GLASS MASTERS LLC		41116	11/16/2018	Hangar Bldg. Window Cleaning	1,050.00
GORDON THOMAS HONEYWELL		41117	11/16/2018	October Government Relations Consulting	4,031.54
GUARDIAN SECURITY SYSTEMS, INC.		41118	11/16/2018	Senior Center Fire System Repairs	1,716.89
HANSEN, COREY		41119	11/16/2018	October Incubator Consulting Svcs	4,180.00
HDR ENGINEERING, INC		41120	11/16/2018	9/29-10/27 17-C1743 Safe Routes to School	4,785.05
HDR ENGINEERING, INC		41121	11/16/2018	9/29-10/27 16-C1625 Juanita Dr Ped/Bike Impr	1,486.04
HDR ENGINEERING, INC		41122	11/16/2018	8/5-9/29 17-C1743 Safe Routes to Schools	28,807.26
HDR ENGINEERING, INC		41123	11/16/2018	8/5-9/29 16-C1625 Juanita Drive Ped/Bike Impr.	11,237.18

VI. A. The following checks and electronic payments are approved for pay...

HOME DEPOT CREDIT SERVICES	41124	11/16/2018	Purchases of Public Works Supplies/Equip.	173.04
HOME DEPOT CREDIT SERVICES	41124	11/16/2018	Purchases of Public Works Supplies/Equip.	166.92
HONEY BUCKET	41125	11/16/2018	11/3-11/30/18 Squire's Landing Rental	215.05
HOPKINS, CRAIG	41126	11/16/2018	Oct. Police Volunteer Mileage Reimbursement	46.87
HORIZON DISTRIBUTORS INC	41127	11/16/2018	Right of Way Irrigation Parts	53.92
ICOMPASS TECHNOLOGIES, INC.	41128	11/16/2018	Video Module/Migration Council Chambers	6,599.00
ICOMPASS TECHNOLOGIES, INC.	41129	11/16/2018	Yearly Membership	10,705.00
JET CITY PRINTING	41130	11/16/2018	Tree Lighting Fliers & Posters	158.95
JOHNSTON GROUP, LLC	41131	11/16/2018	October Government Relations Consulting	2,915.00
KING COUNTY ANIMAL SVCS	41132	11/16/2018	New Pet Licenses & Renewals	485.00
KING COUNTY FINANCE	41133	11/16/2018	Sept. Road Svcs - Overlay	19,741.84
KING COUNTY FINANCE	41134	11/16/2018	Sept. Adult/Juv. Detention Community Work Prog.	6,816.25
KING COUNTY FINANCE	41135	11/16/2018	Dumping of Used Pallets	24.25
KING COUNTY FINANCE	41136	11/16/2018	Sept. Road Svcs - Signs/Signals/Maint.	(528.30)
KING COUNTY FINANCE	41136	11/16/2018	Sept. Road Svcs - Signs/Signals/Maint.	3,025.54
KING COUNTY FINANCE	41136	11/16/2018	Sept. Road Svcs - Signs/Signals/Maint.	62.56
KING COUNTY FINANCE	41136	11/16/2018	Sept. Road Svcs - Signs/Signals/Maint.	502.42
KING COUNTY RECORDER'S OFFICE	41137	11/16/2018	Real Estate Excise Tax Affidavit	10.00
KING COUNTY RECORDER'S OFFICE	41138	11/16/2018	Easements/Agreements W. Samm Bridge	404.00
KING COUNTY SHERIFF	41139	11/16/2018	Sept. Police School Dist. Overtime	6,343.88
KING COUNTY SHERIFF	41140	11/16/2018	Police Overtime - #WhyILoveKenmore Event	576.31
KING COUNTY SHERIFF	41141	11/16/2018	October Police Services	282,581.33
KONICA MINOLTA BUSINESS SOLUTIONS	41142	11/16/2018	Business Incubator Copy Charges	6.72
KONICA MINOLTA BUSINESS SOLUTIONS	41142	11/16/2018	11/3-12/2/18 Business Inubator Copier Lease	212.74
KPFF CONSULTING ENGINEERS	41143	11/16/2018	15-C1484 68th Ave Ped/Bike Prof. Svcs	18,149.66
LEE, JENNA	41144	11/16/2018	Rental Deposit Refund 4/20/18	250.00
LIGHTHOUSE CONSULTING INC	41145	11/16/2018	October IT Services	5,589.85
LIGHTHOUSE CONSULTING INC	41145	11/16/2018	Oct. Protection/Backup/Archiving/Web Hosting	2,556.13
MAIL FINANCE	41146	11/16/2018	10/27/18-1/26/19 Postage Meter Lease	709.50
MARINE FLOATS CORPORATION	41147	11/16/2018	Remove/Replace Squire's Landing Dock	27,830.00
MICHAEL PENDLETON	41148	11/16/2018	City Manager Evaluation Svcs	1,619.15
MILLER STEPHENS, MARY	41149	11/16/2018	Oct. Public Defense Svcs @ SCORE	1,250.00
MUNIMANAGE, LLC	41150	11/16/2018	17-C1668 Oct. Lakepointe Consulting	4,275.00
MUNIMANAGE, LLC	41151	11/16/2018	October Public Works Consulting Svcs	15,180.00
NICK MINZGHOR	41152	11/16/2018	Officer Durrant/Police Training/Active Shooter	175.00
NORTHSHORE FIRE DEPT	41153	11/16/2018	October Fire Marshal Plan Review	700.00
NORTHSHORE ROTARY CLUB	41154	11/16/2018	Quarterly Dues & Meals	198.00
NORTHSHORE ROTARY CLUB	41154	11/16/2018	Quarterly Dues & Meals	60.00
NORTHSHORE SENIOR CENTER	41155	11/16/2018	17-C1701 3rd Qtr Senior Ctr Transportation	1,650.00
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	89.43
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	125.27
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	430.72
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	216.28

VI. A. The following checks and electronic payments are approved for pay...

NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	1,325.78
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	14,136.12
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	1,506.77
NORTHSHORE UTILITY DIST	41156	11/16/2018	October Vehicle Maint. & Fuel	677.71
OFFICE DEPOT	41157	11/16/2018	Office Supplies	18.00
OFFICE DEPOT	41158	11/16/2018	Office Supplies	2.24
OFFICE DEPOT	41158	11/16/2018	Office Supplies	1.68
OFFICE DEPOT	41158	11/16/2018	Office Supplies	11.75
OFFICE DEPOT	41158	11/16/2018	Office Supplies	26.50
OFFICE DEPOT	41158	11/16/2018	Office Supplies	2.24
OFFICE DEPOT	41158	11/16/2018	Office Supplies	29.82
OFFICE DEPOT	41158	11/16/2018	Office Supplies	4.48
OFFICE DEPOT	41158	11/16/2018	Office Supplies	9.51
OFFICE DEPOT	41158	11/16/2018	Office Supplies	3.36
OFFICE DEPOT	41158	11/16/2018	Office Supplies	4.48
OFFICE DEPOT	41158	11/16/2018	Office Supplies	3.35
OFFICE DEPOT	41159	11/16/2018	City Hall & Hangar Maint. Supplies	315.65
OFFICE DEPOT	41159	11/16/2018	City Hall & Hangar Maint. Supplies	277.16
OFFICE TEAM	41160	11/16/2018	10/31/18 Temporary Reception Svcs	136.20
OLYMPIC ENVIRONMENTAL RESOURCES INC	41161	11/16/2018	Fall Recycling Event Services	11,906.86
OSBORN CONSULTING INC.	41162	11/16/2018	Sept. On-Call Consulting Svcs	2,213.63
PACIFIC TOPSOILS	41163	11/16/2018	Vegetation & Soil Disposal	131.25
PACIFIC TOPSOILS	41163	11/16/2018	Vegetation & Soil Disposal	32.50
PETERSON, JANET	41164	11/16/2018	Ergonomic Evaluations	280.00
PETERSON, JANET	41164	11/16/2018	Ergonomic Evaluations	280.00
PETERSON, JANET	41164	11/16/2018	Ergonomic Evaluations	140.00
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	19.48
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	50.16
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	10.30
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	50.80
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	28.13
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	55.30
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	15.38
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	6.00
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	25.51
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	55.03
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	43.99
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	3.00
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	2.66
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	20.00
PETTY CASH CUSTODIAN	41165	11/16/2018	Rec. #'s 02181-02203 Replenish Petty Cash	20.00
PRIDE ELECTRIC INC.	41166	11/16/2018	Electrical Outlet Repairs in Tree Squares	887.41
PUGET SOUND ENERGY	41167	11/16/2018	10/2-11/3/18 Street Lights	9,155.00
PUGET SOUND ENERGY	41168	11/16/2018	9/13-10/12/18 City Hall Electricity	2,474.37
QUALITY BUSINESS SYSTEMS INC.	41169	11/16/2018	10/2-11/1/18 2nd Floor Copier Chgs	515.43
QUALITY WATER FINANCIAL LLC	41170	11/16/2018	Nov. Incubator Bldg. Water System	65.95
REPUBLIC SERVICES	41171	11/16/2018	Oct. Rhododendron Park Solid Waste Svc	633.31
REPUBLIC SERVICES	41172	11/16/2018	Oct. City Hall Solid Waste Svc	329.98
REPUBLIC SERVICES	41173	11/16/2018	Oct. Hangar Bldg. Solid Waste	512.48
REY TRANSLATIONS	41174	11/16/2018	Webpage Translation for Planning Commission	552.89
SCORE	41175	11/16/2018	August Inmate Housing	33,480.00
SCORE	41176	11/16/2018	Oct. Inmate Housing	33,480.00
SEATTLE TIMES	41177	11/16/2018	11/03 Comp Plan Amendment Deadline Notice	179.80
SEATTLE TIMES	41178	11/16/2018	11/02 Public Hrg PW Temporary Workshop	258.05

VI. A. The following checks and electronic payments are approved for pay...

SEATTLE TIMES	41179	11/16/2018	10/24 Prop. Tax Levy Public Hrg Notice	60.21
SEATTLE TIMES	41180	11/16/2018	11/07 Council Budget Public Hrg Notice	133.80
SHANNON & WILSON, INC.	41181	11/16/2018	18-C1850 SMP & Critical Areas Update	16,109.40
STAPLES ADVANTAGE	41182	11/16/2018	Parks Hand Cleaner	124.28
STAPLES ADVANTAGE	41183	11/16/2018	Parks Trash Liners	117.17
T-MOBILE USA, INC.	41184	11/16/2018	9/21-10/20/18 Cell Phones	48.75
T-MOBILE USA, INC.	41184	11/16/2018	9/21-10/20/18 Cell Phones	8.50
T-MOBILE USA, INC.	41184	11/16/2018	9/21-10/20/18 Cell Phones	74.25
T-MOBILE USA, INC.	41184	11/16/2018	9/21-10/20/18 Cell Phones	134.82
T-MOBILE USA, INC.	41184	11/16/2018	9/21-10/20/18 Cell Phones	147.79
T-MOBILE USA, INC.	41184	11/16/2018	9/21-10/20/18 Cell Phones	248.06
TOTAL LANDSCAPE CORP	41185	11/16/2018	Oct. Northshore Summit/Squire's/Moorlands	4,510.00
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	21.99
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	395.96
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	14.94
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	43.53
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	6.59
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	60.06
TOWN CENTER HARDWARE	41186	11/16/2018	Oct. Public Works Supplies/Equipment	48.38
UPS STORE	41187	11/16/2018	Oct. Shipping & Copying Charges	9.63
UPS STORE	41187	11/16/2018	Oct. Shipping & Copying Charges	9.63
UPS STORE	41187	11/16/2018	Oct. Shipping & Copying Charges	9.01
VERIZON WIRELESS	41188	11/16/2018	10/27-11/26 Cell Phones	97.18
VERIZON WIRELESS	41188	11/16/2018	10/27-11/26 Cell Phones	58.58
VERIZON WIRELESS	41188	11/16/2018	10/27-11/26 Cell Phones	20.80
VERIZON WIRELESS	41188	11/16/2018	10/27-11/26 Cell Phones	(73.81)
VERIZON WIRELESS	41188	11/16/2018	10/27-11/26 Cell Phones	40.01
VERIZON WIRELESS	41188	11/16/2018	10/27-11/26 Cell Phones	73.64
WA ASSOC OF PUBLIC RECORDS OFFICERS	41189	11/16/2018	Records Officer Certification Training	100.00
WA STATE DEPT OF TRANSPORTATION	41190	11/16/2018	RRMP ESA BMP Training - Q. Proffitt	175.00
WELLS FARGO FINANCIAL	41191	11/16/2018	10/21-11/20 2nd Floor Copier Lease	619.73
WILCOX, ROBERTA	41192	11/16/2018	Police Training Lodging Reimbursement	228.98
DRS 457	DFT0000214	11/09/2018	DRS 457 Deferred Comp	111.10
DRS 457	DFT0000215	11/09/2018	DRS 457 Deferred Comp	755.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000216	11/09/2018	Public Employees Retirement	1,633.65
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000216	11/09/2018	Public Employees Retirement	65.05
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000216	11/09/2018	Public Employees Retirement	74.33
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000217	11/09/2018	Public Employees Retirement	16,153.66
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000217	11/09/2018	Public Employees Retirement	(3.86)
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000217	11/09/2018	Public Employees Retirement	2,316.09
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000217	11/09/2018	Public Employees Retirement	1,447.91
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000218	11/09/2018	Public Employees Retirement	651.48
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000218	11/09/2018	Public Employees Retirement	377.23
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000219	11/09/2018	Public Employees Retirement	178.80
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000220	11/09/2018	Public Employees Retirement	862.69
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000221	11/09/2018	Public Employees Retirement	1,821.94
NAVIA	DFT0000222	11/09/2018	Employee Flexible Spending Account	153.85
NAVIA	DFT0000222	11/09/2018	Employee Flexible Spending Account	173.50
NAVIA	DFT0000222	11/09/2018	Employee Flexible Spending Account	85.38
NAVIA	DFT0000222	11/09/2018	Employee Flexible Spending Account	96.15
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	518.34
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	9,859.31
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	3,006.80
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	448.34
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	1,493.08
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	614.71
BANK OF AMERICA 941	DFT0000223	11/09/2018	Federal Taxes	280.48
PAYROLL	ACH Transaction	11/9/2018	Direct Deposit	90,416.60
				\$ 960,087.81

VI. A. The following checks and electronic payments are approved for pay...



City of Kenmore

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	500.00
0014	AMERICAN PLANNING ASSOCIATION	1,778.00
0022	ASSOCIATION OF WA CITIES	17,772.40
0024	BAKER, DAVID	3,600.66
0025	BAKER, SHERI	16,307.24
0037	BASTYR UNIVERSITY	50,531.54
0047	BRAVO ENVIRONMENTAL , NW INC.	96.00
0050	BRUCE C ALLEN & ASSOC INC	7,500.00
0054	BULGER SAFE & LOCK, INC.	1,082.35
0064	CASCADE PEST CONTROL	1,430.00
0067	CENTER FOR HUMAN SERVICES	21,000.00
0076	CITY OF BELLEVUE	134,145.75
0083	CITY OF LAKE FOREST PARK	859,476.20
0086	CITY OF SHORELINE	8,796.90
0092	CODE PUBLISHING COMPANY	4,114.24
0099	CONSOLIDATED PRESS	15,802.86
0106	CROWN PRODUCTS LLC	3,008.47
0109	DAILY JOURNAL OF COMMERCE	165.60
0111	DEPARTMENT OF ECOLOGY	38,579.96
0121	REPUBLIC SERVICES	13,434.18
0137	FERGUSON ENTERPRISES INC #1539	1,946.93
0145	FRUHLING SAND & TOPSOIL	4,482.50
0151	CALPORTLAND COMPANY	1,351.09
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	2,666.29
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	174,982.16
0197	JET CITY PRINTING	3,755.41
0201	KCDA PURCHASING COOP	16,919.77
0205	KENMORE HERITAGE SOCIETY	4,933.15
0206	KENMORE MIDDLE SCHOOL	9,963.62
0212	KING COUNTY FINANCE W.L.R.D.	22,283.75
0213	KING COUNTY ANIMAL SVCS	3,655.00
0218	KING COUNTY FINANCE	3,019.71
0219	KING COUNTY FINANCE	575,323.31
0224	SOUND PUBLISHING, INC.	5,786.90
0229	KING COUNTY OFFICE OF FINANCE	3,719.02
0230	KING COUNTY RADIO COMM SERVICES	900.90
0233	KING COUNTY SHERIFF	2,919,953.94
0235	KING COUNTY TREASURY	24,269.72
0237	FEDEX OFFICE	88.84
0246	LAKE CITY PICTURE FRAMING	257.85
0251	LIGHTHOUSE CONSULTING INC	62,934.75
0261	MICHAEL PENDLETON	7,657.65
0265	MORGAN SOUND INC	3,733.95
0267	MR. T'S TROPHIES	324.96
0285	NORTHSHORE FIRE DEPT	8,194.96
0287	NORTHSHORE SENIOR CENTER	31,600.00
0288	NORTHSHORE UTILITY DIST	170,650.33
0289	NORTHSHORE YMCA	4,875.00
0290	NORTHSHORE YOUTH & FAMILY SERVICES	16,000.00
0292	HONEY BUCKET	4,425.55
0299	EBIX, INC./ TOPHEALTH	118.27

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0300	OFFICE DEPOT	8,808.64
0302	OFFICE TEAM	15,410.67
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	27,586.94
0310	PACIFIC TOPSOILS	3,617.21
0314	PETTY CASH CUSTODIAN	1,172.72
0327	PUGET SOUND CLEAN AIR AGENCY	18,341.00
0328	PUGET SOUND ENERGY	161,705.11
0329	PUGET SOUND FINANCE OFFICERS ASSOC	50.00
0331	PUGET SOUND REGIONAL COUNCIL	8,616.00
0345	SEATTLE TIMES	8,687.28
0346	SECRETARY OF STATE	5,115.40
0350	SIGN UP, SIGN CO, INC	979.00
0355	STAPLES ADVANTAGE	8,236.93
0356	STATE AUDITOR'S OFFICE	29,200.02
0357	STEWART MACNICHOLS HARMELL, INC.	50,000.00
0359	SOUND CITIES ASSOC	45.00
0365	TOTAL LANDSCAPE CORP	118,559.00
0370	UNITED RENTALS NW, INC	905.61
0371	UNITED STATES POSTMASTER	9,883.33
0374	URBAN LAND INSTITUTE	440.00
0375	US POSTAL SERVICE (HASLER)	10,299.47
0386	WA ASSOC OF CODE ENFORCEMENT	280.00
0387	WA CITIES INSURANCE AUTHORITY	274,303.00
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	630.00
0390	WA FINANCE OFFICERS ASSOCIATION	150.00
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	75.00
0401	WA STATE DEPT OF TRANSPORTATION	4,229.99
0412	COLUMBIA RIDGE LANDFILL	8,792.09
0416	WETLANDS & WOODLANDS INC	2,340.13
0419	WONDERLAND DEVELOPMENT	5,000.00
0422	NATIONWIDE FINANCIAL 401a	304,544.50
0423	NATIONWIDE RETIREMENT SOLUTIONS 457	7,475.00
0424	ICMA RETIREMENT TRUST 457 - 304745	93,088.41
0425	DRS 457	14,016.10
0426	AFLAC	3,271.00
0428	BANK OF AMERICA 941	366,793.32
0429	AWC EMPLOYEE BENEFITS	468,976.57
0431	DEPARTMENT OF RETIREMENT SYSTEMS	535,560.75
0432	DEPARTMENT OF LABOR AND INDUSTRIES	35,594.91
0434	UNITED WAY OF KING COUNTY	1,716.03
0436	NATIONAL LIFE OF VERMONT	1,231.70
0448	UPS STORE	228.23
0449	ACF WEST INC	1,396.73
0450	AURORA RENTS	335.32
0473	ARTS OF KENMORE	5,900.00
0480	WASHINGTON TREE SERVICE INC	1,540.00
0484	CITY WIDE FENCE COMPANY, INC	4,758.60
0494	SECRETARY OF STATE	3,818.83
0497	DAY WIRELESS SYSTEMS	76.79
0501	MACLEOD RECKORD	12,332.49
0542	AMERICAN SOCIETY OF COMPOSERS	352.38
0550	KING COUNTY RECORDER'S OFFICE	2,365.00
0558	SNOHOMISH COUNTY	4,179.00
0564	AMERICAN PUBLIC WORKS ASSOCIATION	120.00
0575	FUNRENT	1,532.30
0584	WASHINGTON STATE PATROL	620.09
0586	MAIL FINANCE	2,828.10
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0594	RANDALL, BRIAN	2,746.19
0610	WA STATE DEPT OF TRANSPORTATION	175.00
0617	KING COUNTY FINANCE	527.05
0639	KONICA MINOLTA BUSINESS SOLUTIONS	2,461.60
0641	TELESYSTEMS WEST	137.51
0675	BANNER BANK CS	612.44
0685	PACE ENGINEERS, INC.	319,799.91
0689	DIGITAL REPROGRAPHICS SERVICES INC.	396.45
0690	BUILDERS EXCHANGE OF WASHINGTON INC	90.00
0692	HDR ENGINEERING, INC	599,547.84
0696	AMERICAN GENERAL LIFE GPO-400S	3,264.34
0699	BANNER BANK DB	1,532.65
0743	BANNER BANK NO	12,131.13
0764	OUSLEY, NANCY	1,763.29
0766	ICOMPASS TECHNOLOGIES, INC.	17,304.00
0781	QUALITY BUSINESS SYSTEMS INC.	12,490.04
0785	FINANCIAL CONSULTANTS INT'L INC	196.02
0788	CURTIS, DR. MILTON	175.52
0791	NORTHSHORE ROTARY CLUB	974.00
0800	BANNER BANK JG	22,141.11
0817	GRAINGER	1,596.99
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0833	VAUGHAN, KENT	403.13
0834	BANNER BANK KENMORE	33,864.93
0851	EVER-MARK, LLC	8,318.44
0852	GREGORY, JOANNE	404.60
0858	A+ CONFERENCING	575.41
0868	JAYMARC - AV	11,485.16
0869	BANNER BANK JGORDON	13,856.93
0892	JACOBS ENGINEERING GROUP	850,967.79
0898	ZONAR SYSTEMS	527.73
0899	SHRED-IT USA LLC	1,012.75
0912	ALCALDE & FAY	50,668.23
0913	KENMORE ELEMENTARY PTA	3,750.00
0937	ZUMAR	508.99
0981	COMCAST BUSINESS	28,707.86
0983	PASSPORT TRAVEL AND TOURS	2,487.99
0994	GORDON THOMAS HONEYWELL	39,885.89
0996	ANDERSON, LAURI	184.73
1000	JRW ENTERPRISES	6,635.54
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	2,193.11
1032	SAWYER, RICHARD	614.30
1034	EMERALD FIRE LLC	393.80
1045	HORIZON DISTRIBUTORS INC	2,427.08
1047	SARAH ROBERTS	100,450.53
1052	FIRE PROTECTION, INC	13,188.33
1068	WA STATE DEPT OF LABOR & INDUSTRIES	141.60
1114	PHSI PURE HEALTH SOLUTIONS INC.	1,039.89
1116	FRONTIER	10,590.94
1118	FAZZARI MARKETING	898.56
1123	AM TEST, INC	2,225.00
1131	SUSSMAN/PREJZA & CO, INC	2,850.00
1140	PAWS	2,790.00
1148	QUALITY WATER FINANCIAL LLC	390.16
1152	WASHINGTON ENERGY SERVICES CO. LLC	36.75
1161	INDEPENDENT STATIONERS	166.01
1168	SCHINDLER ELEVATOR CORPORATION	3,715.82

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1177	WELLS FARGO FINANCIAL	6,324.54
1181	BANNER BANK BH	7,358.86
1186	NICK MINZGHOR	175.00
1192	HOPKINS, CRAIG	592.99
1193	DEVRIES, DENIS	226.20
1197	MILLER STEPHENS, MARY	13,750.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	6,325.00
1216	ADVANCE TESTING & SERVICE INC	1,188.00
1222	OLSON BROTHERS PRO-VAC	25,191.10
1226	CONTECH ENGINEERED SOLUTIONS, INC	990.00
1259	PERTEET INC.	74,075.81
1266	AAA FLAG & BANNER MFG. CO., INC.	3,022.34
1269	KAMINS CONSTRUCTION INC.	8,802.72
1291	SCHNEE, CARLA	661.96
1299	VERIZON WIRELESS	5,227.96
1309	BANNER BANK BAKER	11,128.05
1311	WASHINGTON STATE PATROL	2,514.99
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	4,100.00
1322	AABCO BARRICADE COMPANY INC.	1,848.00
1326	JOYCE ZIKER PARKINSON	692.50
1327	HWA GEOSCIENCES INC.	1,120.44
1328	ANCHOR QEA, LLC	607.50
1331	KBA INC.	20,422.32
1333	WELWEST CONSTRUCTION INC.	4,297.62
1337	STATE OF WA DEPT. OF LICENSING	7.72
1339	STATE OF WA DEPARTMENT OF LICENSING	30.00
1342	PETERSON, JANET	1,050.00
1356	KARLINSEY, ROB	868.64
1357	KENMORE COMMERCIAL LLC	32,995.01
1358	ALPHAGRAPHS	1,602.54
1360	GOODSELL POWER EQUIPMENT #2 INC.	1,656.82
1363	INNOVAC	117,493.77
1370	WINTERBOURNE LANDSCAPE	1,836.47
1377	D.R. HORTON	7,500.00
1383	CHICAGO TITLE	50,000.00
1385	CITYWORKS/ AZTECA SYSTEMS INC.	22,000.00
1389	SELECT AIR SVCS DBA GREENWOOD HEATING	396.90
1390	UTILITIES UNDERGROUND LOCATION CTR	2,024.01
1402	NORTHWEST MARINE TRADE ASSOCIATION	450.00
1403	OSBORN CONSULTING INC.	48,537.47
1411	INTERNATIONAL BUSINESS INNOVATION	525.00
1412	SKAGIT GARDENS	4,356.88
1416	MOBILE MINI, INC.	959.75
1420	SAUVE, GAYLEN	400.00
1431	BRIEN, GAYLYNN	550.00
1437	VOLGISTICS, INC	540.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	863.50
1457	LANGUAGE LINE SERVICES, INC.	22.61
1459	FLEMINGS HOLIDAY LIGHTING LLC	11,507.64
1465	WA TRUST FOR HISTORIC PRESERVATION	100.00
1478	HERBIG, NIGEL	491.63
1479	A V CAPTURE ALL	4,740.12
1480	VERTICAL VISUAL SOLUTIONS INC.	11,811.25
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	450.00
1500	MARINE FLOATS CORPORATION	34,574.96
1504	SCORE	340,340.11
1521	SPOT HOT DOG & BRATS	12.00

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1533	314 PIE	48.00
1540	A-1 LANDSCAPING AND CONSTRUCTION, INC	144,961.23
1541	HEWITT	2,255.00
1544	METROPOLITAN TRANS. COMMISSION	1,500.00
1550	HANSEN, COREY	49,500.00
1552	DENUSKI, STACEY	46.70
1555	LINCOLN NATIONAL LIFE INSURANCE	10,477.22
1577	MUMMA, RYAN	1,219.82
1580	NORTHWEST TROPHY	566.19
1581	STARDOM SERVICES, INC.	5,100.00
1584	STUDIO 3 SIGNS	1,178.07
1590	HERMANSON COMPANY, LLP	8,762.60
1591	ULINE	1,062.67
1596	NW ENVIRONMENTAL TRAINING CENTER	700.00
1598	HELMETS R US INC	208.97
1606	GALLATIN PUBLIC AFFAIRS	35,580.00
1607	SCHOCK, BRETT	829.47
1609	MARSHBANK CONSTRUCTION	31,952.47
1629	WESTERN DISPLAY FIREWORKS, LTD.	18,000.00
1634	SREBNIK, DEBRA	314.42
1655	CATHOUSE PIZZA	30.00
1657	STEWART TITLE COMPANY	17,095.10
1661	WHITEMAN, TELA	712.51
1667	PRINTWEST	545.60
1673	KPFF CONSULTING ENGINEERS	353,671.24
1678	VICENTE, JOHN	522.07
1689	MOTT MACDONALD GROUP, INC.	387,467.11
1690	SITTS & HILL ENGINEERS, INC.	5,756.47
1704	BANNER BANK RK	9,270.35
1711	SOFTWAREONE, INC.	8,925.18
1715	THE WIDE FORMAT COMPANY	770.00
1718	RESOURCE EXPLORATION, LLC	20,000.00
1719	SALTER, JON	1,202.40
1721	GOOD TO GO	50.80
1726	UNITED STATES TREASURY	30.30
1731	NORTHWEST ARBORICULTURE LLC	29,718.18
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	973.50
1733	BELMARK, LLC	7,832.80
1734	TOP TO BOTTOM JANITORIAL, INC.	21,447.00
1738	MUNIMANAGE, LLC	156,780.00
1739	FIX AUTO	2,875.38
1754	RFI ENTERPRISES INC.	9,603.00
1759	CORT PARTY RENTAL	541.87
1762	BAKER, BRIDGIT	149.16
1774	OWEN EQUIPMENT COMPANY	1,591.70
1782	SWANK MOTION PICTURES, INC.	1,128.60
1785	ECOSS	7,183.50
1786	TYLER TECHNOLOGIES, INC.	17,341.50
1789	BLUEBEAM, INC.	891.00
1791	PROFFITT, QUINN	150.00
1794	CLEARWATER LEAK DETECTION, INC.	825.00
1795	CABOT DOW ASSOCIATES, INC.	2,929.25
1796	EXPONENT, INC.	6,027.50
1798	OLBRECHTS & ASSOCIATES, PLLC	3,019.50
1806	RYCO EQUIPMENT, INC.	1,155.00
1810	ABBEEY PARTY RENTS OF WA, INC.	2,318.68
1814	YSI INCORPORATED, A XYLEM BRAND	1,417.82
1816	NAVIA	17,129.24

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1818	GORLIN, LARRY N.	907.50
1819	COSTTREE, LLC	3,000.00
1822	ECO-COUNTER	840.00
1824	URBAN FORESTRY SERVICES, INC.	842.47
1826	MCCLURE AND SONS, INC.	5,794.00
1827	LENTZ, FLORENCE K.	750.00
1828	QUALITY BUSINESS SYSTEMS - WELLS FARGO	5,588.97
1829	SHI INTERNATIONAL CORP.	351.81
1843	TUFF SHED, INC	6,046.70
1848	STANLEY PATRICK STRIPING COMPANY	23,417.50
1852	STANTON, ANN	57.77
1855	OFFICE DEPOT	2,015.05
1859	IRON CREEK CONSTRUCTION LLC	1,820.63
1863	HAULAWAY STORAGE CONTAINERS, INC.	1,241.26
1864	INTERNATIONAL SOC. OF ARBORICULTURE	185.00
1873	ENGINEERING/REMEDATION RES. GROUP	60,140.25
1879	HOLMBERG COMPANY	12,575.10
1884	CADMAN MATERIALS, INC.	2,405.74
1889	WILLIAMS, KASTNER & GIBBS PLLC	31,371.01
1892	DEVON LEGER	3,600.00
1893	YUNUSOV, SURIYA	36.00
1900	ASPECT CONSULTING LLC	3,619.57
1901	NORTH COAST ELECTRIC COMPANY	1,119.15
1907	CHRISTOPHER, MARINA	1,300.00
1908	VAUGHAN, KENT	700.00
1913	GRAND EVENT RENTALS	4,109.03
1914	MCNAMARA SIGNS	440.40
1920	BERGER PARTNERSHIP	12,270.82
1921	CITY OF MARYSVILLE PARKS, CULTURE & RECREATION	2,800.00
1926	GUARDIAN SECURITY SYSTEMS, INC.	2,056.80
1930	T-MOBILE USA, INC.	1,894.42
1932	U.S. BANK N.A. - CUSTODY	624.00
1935	YUMMY BOX FOOD TRUCK LLC	612.00
1936	SUPERION, LLC	21,437.95
1939	ARCHIVESOCIAL, INC.	2,388.00
1942	THE VET CHEF LLC	120.00
1944	OHNO CONSTRUCTION	73,775.10
1945	GLASS MASTERS LLC	1,050.00
1946	FALL PROZ INC	3,886.00
1953	CONNOR, DARLENE	250.00
1955	HUIZENG ENTERPRISES, LLC	115,904.13
1960	WALTER E. NELSON CO.	554.75
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	605.00
1962	BANNER BANK SKROGH	10,002.67
1963	COMBINED CONSTRUCTION, INC.	26,947.25
1964	EARTHWORKS	51,948.05
1969	CAPITOL ASSET & PAVEMENT SERVICES INC.	3,460.00
1970	CROSSROAD SIGN	4,769.60
1975	COMMUNITY ATTRIBUTES INC.	34,119.37
1979	MSPT VI, LLC	7,500.00
1980	HRA VEB TRUST	27,675.00
1982	CRAWFORD ELECTRIC	366.55
1985	CONTRACT LAND STAFF LLC	6,164.35
1987	KITSAP CONFERENCE CENTER	124.69
1989	WA TRAFFIC SAFETY COMMISSION	103.49
1990	GLOCK PROFESSIONAL, INC.	500.00
1991	WASHINGTON STATE TREASURER	6,570.28
1993	HYAS GROUP, LLC	7,500.00

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2,000.00
1995	REY TRANSLATIONS	5,775.69
1996	SEQUOYAH ELECTRIC LLC	7,477.80
1997	BARCLAY DEAN ARCHITECTURAL PRODUCTS, LLC	610.50
1998	JOHNSTON GROUP, LLC	27,377.50
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	20.00
2000	WILLIAMS MECHANICAL, INC.	2,931.50
2001	PETERSEN BROTHERS, INC.	1,994.16
2002	GHRBANI, FARIBA	472.00
2003	INNOVATIVE COMFORT SYSTEMS, INC.	255.15
2004	RED BARN ENGINEERING, INC.	291.77
2005	VAN DYK, JOE	850.00
2006	SOMOL HAMASAKI, KRIS	36.75
2007	HYDROPOINT DATA SYSTEMS, INC.	517.01
2008	MEAD GILMAN & ASSOCIATES	40.00
2009	O'CONNOR CONSULTING GROUP, LLC	25,000.00
2010	JUDHA OF LION LANDSCAPING	356,378.27
2011	PLAN TO PERMIT, LLC	4,235.00
2012	DDK DESIGNS, LLC	35.38
2013	THE POTTING SHED	1,787.50
2015	INGLEWOOD VILLAGE III CONDOMINIUMS	48,661.20
2017	DARRELL THOMSON	5,781.00
2018	LAKE HARRISON ESTATES	7,500.00
2019	EMERALD CITY STATEWIDE	2,046.00
2020	KELLY ATKINSON	1,180.00
2021	GEOTERRA, INC.	5,951.48
2022	JA BRENNAN ASSOCIATES, PLLC	2,274.00
2023	HR&A ADVISORS, INC	175,000.00
2024	DFR LAW GROUP, LLC	3,600.00
2025	LOCAL PROS PAINTING	8,789.00
2026	HEAT FLOW MECHANICAL LLC	113.40
2027	MERIT HOMES, INC.	7,747.90
2028	PRIDE ELECTRIC INC.	13,245.54
2029	HAWTHORNE GLEN 12, LLC	7,500.00
2030	ZEP SALES & SERVICE	869.44
2031	ANDREW POGUE PHOTOGRAPHY LLC	2,050.00
2032	DOOR PROS INC.	971.85
2033	DUGAN, GERALD & GAIL	3,000.00
2034	GEO GROUP NORTHWEST INC.	10.60
2035	JURASSIC PARLIAMENT	1,458.35
2037	PRO-LONG ROOF CARE & GUTTERS	1,097.80
2038	SKEFFINGTON, ELAINE	300.00
2039	ATTORNEY & NOTARY SUPPLY, INC.	80.30
2040	SEAPLANE LLC	96.25
2041	LAKE UNION SEA RAY	14,740.15
2042	CRITERION PICTURES USA	940.00
2043	LIGHTING GROUP NORTHWEST	2,431.19
2044	THE PART WORKS, INC.	67.12
2045	PERFORMANCE JOURNEYS, INC.	24,000.00
2047	PUGET SOUND PLANTS	34,832.05
2048	SMS CLEANING, INC.	34,200.00
2049	SUNBELT RENTALS	952.39
2050	NORCAN-OSINT	280.00
2051	PANTAC, LLC	128.57
2052	J. A. BRENNAN ASSOCIATES, PLLC	26,293.00
2053	WINDOW COVERINGS USA	1,463.00
2054	BLUE FLAME HEATING, AIR & ELECTRIC	255.15
2055	WESTERN CENTURIES	1,250.00

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2056	J3 ARCHITECTS LLC	850.00
2057	WIRTHLIN CONSULTING GROUP LLC	4,489.00
2058	FLAMENCO SEATTLE LLC	500.00
2059	JARRETT, WINSTON	1,300.00
2060	LEVA, VIVIAN	1,750.00
2061	SQUIRREL BUTTER LLC	250.00
2062	YOGOMAN	1,000.00
2063	French Touchup LLC	4,608.00
2064	Bud Clary Dodge/Chevrolet	31,975.29
2065	AMY'S ARTISTIC EXPRESSIONS	200.00
2066	COUSINEAU, NICK	131.63
2067	CRAWFORD, KRISTIN	121.21
2068	DITCH MAINTENANCE SERVICES	18,743.70
2069	EMERSON, DEVIN	76.99
2070	GREEN SOLUTIONS HEATING & COOLING	255.15
2071	GRETTE ASSOCIATES LLC	10,389.72
2072	GRAPPONE, RAYMOND	1,750.00
2073	HOOPSMILES	237.00
2074	KATO, CATHERINE	142.60
2075	LANDEZA, PATRICK	2,200.00
2076	THE CHEESE PIT	78.00
2077	THEO'S GYROS	216.00
2078	WA RECREATION & PARK ASSOC.	1,165.00
2079	ZESBAUGH, INC.	275.00
2080	PLAYOUT FOUNDATION	1,886.50
2081	SHANNON & WILSON, INC.	82,644.40
2082	FRELARD TAMALES	72.00
2083	THE 12TH DAWG MOBILE FOOD TRUCK	114.00
2084	Lakeland Restoration Services, LLC	51,892.50
2086	BOND, STEPHANIE	59.95
2087	BOYER, ANDREW	170.64
2088	DCI PLUMBING	1,736.70
2089	DRUMMOND, NICHOLAS D.	1,000.00
2090	SARA SOLUM HAYASHI	1,500.00
2091	MCDONALD, DON & BEVERLY	265.33
2092	PETERSON, DAVID A.	300.00
2093	THE WARREN G. HARDINGS	1,500.00
2094	THORSON BARNETT & MCDONALD, P.C.	3,675.00
2095	TRANPO GROUP USA INC.	3,220.00
2096	TUPLING, SANDRA	56.90
2097	ROBINSON NOBLE	19,081.78
2098	A & G PROPERTY, LLC	54,300.00
2099	INGLEWOOD GOLF CLUB	6,750.00
2100	HOPKINS, CRAIG R.	22,800.00
2101	PENINSULA FINANCIAL CONSULTING	5,664.24
2102	CHG SF LLC	10,128.90
2103	WILLIAMS, MARLA J.	40.00
2104	INGLEWOOD CONDOMINIUM ASSOCIATION	100.00
2105	LEGACY HOMES	7,500.00
2107	BOTHELL SKI & BIKE	94.54
2108	DAMAGE RECOVERY	124.50
2109	SEATOWN DEVELOPMENT GROUP	7,869.50
2110	WILLIAM GARZA CREATIVE	800.00
2111	TYE FOUR, LLC	5,000.00
2112	TRANSPORTATION SOLUTIONS, INC.	1,350.00
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2115	INGLEWOOD SQUARE PARTNERSHIP	5,700.00
2116	WHITE FIR DESIGN	500.00

VI. A. The following checks and electronic payments are approved for pay...

Vendor Purchasing Report

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

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2117	WILCOX, ROBERTA	335.48
2118	MERIDIAN TERRACE	43,066.02
2119	PIONEER TOWING COMPANY	403,000.00
2120	LAKEPOINTE, INC.	77,000.00
2121	W. DEAN WEIDNER	106,000.00
2122	W. DEAN WEIDNER	3,700.00
2123	GREATER SEATTLE PARTNERS	1,000.00
2124	ALEXANDER'S STONE ART INC.	330.00
2126	SCHWARZWALTER, MARK	272.16
2128	SUNDANCE ENERGY SERVICES	36.75
2129	CHELIN, KELLY	86.40
2131	ADOPT A STREAM FOUNDATION	660.00
2132	FUELCARE	3,122.35
2133	LEE, JENNA	250.00
Vendor Set Vendor Set 01 Total:		14,974,025.94

VI. A. The following checks and electronic payments are approved for pay...



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

Subject/Topic: Purchase and Sale Agreement (Contract 18-C1889) for parcel 0114100730, located at 7637 NE 192nd Street.

Proposed Council Action/Motion: Motion approving a Purchase and Sale Agreement, Contract 18-C1889, for parcel 0114100730 located at 7637 NE 192nd Street, and authorizing the City Manager to sign the Agreement.

For Council Meeting Agenda of: November 26, 2018

Department: Community Development

Prepared by: Maureen Colaizzi, Park Project Manager

	<u>Initial & Date</u>
Approved by Department Head:	DA 11/9/18
Approved by City Attorney:	byema: 11/9/18
Approved by Finance Director:	[Signature] 11/15/18
Approved by City Manager:	[Signature]

Exhibits/Attachments:

Attachment A: Conversion Area and Parcels

Attachment B: Replacement Parcel

Attachment C: Purchase and Sale Agreement,
7637 NE 192nd Street

INFORMATION/BACKGROUND: As part of the Squire's Landing Park Project, the City will be constructing active recreation facilities on a 1.5-acre portion of three parcels labeled as "Conversion Parcels, 7.25 Acres" and outlined in red on Attachment A. The 1.5-acre portion on which active recreation facilities will be constructed is outlined in black on Attachment A (Conversion Area).

The three parcels, totaling 7.25 acres, are subject to deed restrictions in a 1991 Grant Agreement with the Washington State Recreation and Conservation Office (RCO) that provided funding towards the property purchase. The deed restrictions of the Agreement prohibit active recreation and motorized recreation, such as off-road recreational vehicles, but allow passive recreation. The Agreement also prohibits the city from making or permitting any use of the property that is inconsistent with the Agreement.

The RCO has determined that construction of the active recreation facilities on the Conversion Area violates the deed restrictions. To allow construction of these facilities, the City is pursuing a "conversion process" with RCO to release the deed restrictions on the Conversion Area. The conversion process requires the City to replace the Conversion Area with land that is equal to or greater in value than the Conversion Area. The appraised value of the Conversion Area is \$685,000 (the appraised value of the entire three parcels is \$1,150,000).

The City has identified a 4.7-acre parcel at 7637 NE 192nd Street as a replacement for the Conversion Area (Replacement Parcel). See Attachment B. The appraised value of the Replacement Parcel is \$900,000, which is greater than the appraised value of the Conversion Area, and thus satisfies the value requirement for the Conversion Area (but not the full 7.25 acres).

The owner of the Replacement Parcel has signed a purchase and sale agreement for the Replacement Parcel, subject to certain conditions, one of which is approval by the City Council. See Attachment C.

According to the RCO, any replacement land must be of reasonable equivalent usefulness and location; must meet the funding requirements of the grant agreement; and must satisfy the needs of the City's Parks, Recreation and Open Space Plan. The Recreation and Conservation Funding Board (RCFB), not the RCO, will approve the City's acquisition of the Replacement Parcel. This final decision is expected in the spring of 2019.

According to the RCO, the purchase of the Replacement Parcel may not meet the RCO "usefulness" criteria, because only a corner of the Replacement Parcel touches City- owned open space. See Attachment B. If the RCFB determines that the Replacement Land does not meet this "usefulness" criterion, the City will need to acquire other parcels or portions of other parcels to connect the Replacement Parcel to the City-owned open space.

Due to these RCO requirements and this RCO comment, the purchase and sale agreement is contingent upon land conversion approval by the RCFB. The purchase and sale agreement further states that if the RCFB fails to approve the land conversion by April 25, 2019, the City may waive the RCFB approval or terminate the purchase and sale agreement.

Also, for information purposes only, the City is discussing with RCO the conversion of the entire three parcels (not just the Conversion Area). If those parcels are converted, the City will need to acquire more property so that the entire value of replacement land is equal to or greater the value of the \$1,150,000.

FISCAL CONSIDERATION: P-31 Squire's Landing Park Acquisition park capital improvement project has \$1.7 million allocated in 2019 for property acquisition to provide replacement land to comply with RCO land conversion requirements at Squires Landing Park. Funding includes \$850,000 grant funds and \$850,000 REET funds. The City has begun the Due Diligence phase. A Phase I environmental assessment is being conducted. \$20,000 Earnest money was deposited in Escrow. It will be returned if the City does not move forward with the purchase.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal 1: Implement the Walkways and Waterways Projects.

Goal 6: To continue to implement the Parks Improvement Plan.

Attachment A: Conversion Area and Parcels



— 1.5-acre Conversion Area

Attachment B: Preferred Replacement Property

1. Parcel 0114100730: 7637 NE 192nd Street, 4.7 Acres



Taken from NE 192nd looking south at NE corner



Taken in NW corner looking east



Taken at Wetland boundary



300' from the north property line looking north 2

Exhibit C Purchase and Sale Agreement

REAL ESTATE PURCHASE AND SALE AGREEMENT

This Real Estate Purchase and Sale Agreement (this "Agreement") is made and entered into as of the latter of the signature dates below (the "Effective Date") by and between the **City of Kenmore, Washington**, a municipal corporation (the "City") and **Kristin E. Johnson**, a married person as her separate estate ("Seller") with regard to the following:

RECITALS:

A. Seller owns that property located at 7637 NE 192nd St, Kenmore, King County, Washington, 98028 legally described on **Exhibit A**, attached hereto and incorporated by this reference (collectively, the "Property").

B. Seller desires to sell to the City, and the City desires to purchase from Seller, the Property, subject to the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

1. **Purchase and Sale Terms.** The City shall purchase the Property from Seller and Seller shall sell the Property to the City on the following terms and conditions:

1.1 **Purchase Price for Property.** The Purchase Price to be paid by the City to Seller for the Property shall be NINE HUNDRED THOUSAND AND NO/100 DOLLARS (\$900,000.00) (the "Purchase Price"). The Purchase Price shall be paid in cash at Closing.

1.2 **Earnest Money Deposit.** Within three (3) business days after the Effective Date, the City will deliver to the Escrow Agent (as identified in Paragraph 5.1 below), by check or wire transfer the sum of TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000.00) (the "Deposit"). Except as otherwise provided in this Agreement, the Deposit and all accrued interest will be credited to the City at Closing and applied to payment of the Purchase Price.

1.3 **Date of Closing.** The transaction of purchase and sale as set forth in this Agreement shall be closed on the earliest of (a) the date that is fifteen (15) days after City's satisfaction or waiver of all contingencies, as set forth in Section 2, below, (b) the date that is five (5) business days following the date, if any, of City's notice to Seller of its election to purchase the Property pursuant to Section 2.4(a), below, or (c) April 30, 2019 ("Date of Closing").

2. **City's Contingencies.** This Agreement and the City's obligations under this Agreement are conditioned upon the occurrence of each of the following to the City's reasonable satisfaction:

2.1. **Condition of Title.** City has received from Stewart Title, 981 Powell Ave SW Suite 100, Renton, WA 98057 (the "Title Company") a preliminary commitment for standard owner's policy of title insurance for the Property, together with full copies of any

exceptions set forth therein (the "Preliminary Commitment"). The City shall have fourteen (14) days from the Effective Date of this Agreement within which to notify Seller, in writing, of the City's disapproval of any exceptions shown on the Preliminary Commitment; provided, that all monetary encumbrances and liens, if any, shall be deemed automatically disapproved and shall be paid by Seller at Closing.

If the City disapproves any of the exceptions or defects set forth in the Preliminary Commitment, Seller shall have ten (10) days from delivery of the City's notice to eliminate any disapproved exceptions from the policy of title insurance to be issued in favor of the City; provided, that, if such exceptions or defects cannot be eliminated within such ten (10) day period, Seller may notify the City in writing of Seller's agreement to remove such exceptions or defects, in which case such exceptions or defects shall be removed from title prior to Closing.

If disapproved exceptions are not eliminated within said ten (10) day period, or if Seller fails to notify the City within ten (10) days of Seller's willingness to remove such exceptions prior to Closing, or if Seller notifies the City in writing that Seller will not eliminate the same, then this Agreement shall terminate, and neither the City nor Seller shall have any further rights, duties or obligations hereunder, unless within five (5) days after the earlier of (i) the expiration of said ten (10) day period, or (ii) the date that Seller notifies the City that Seller will not eliminate the disapproved exceptions, the City waives its prior disapproval and elects to proceed with Closing subject to the disapproved exceptions. The title exceptions approved as provided herein are referred to as the "Permitted Exceptions."

2.2 Due Diligence/Environmental Inspection. The City shall have sixty (60) days from the Effective Date of this Agreement within which to fully examine all aspects and conditions of the Property and to determine that the Property and the conditions thereof are fully acceptable for the City's intended purpose (the "Due Diligence Period").

(a) Access and Inspection. During the Due Diligence Period, the City and its agents, representatives, contractors and subcontractors may, upon twenty-four (24) hours prior notice to Seller, enter upon the Property to inspect the Property and to conduct such surveys, and to make such engineering and other inspections, tests and studies, as the City determines to be reasonably necessary, including, without limitation, environmental, water and soil studies, utilities availability and capacity, zoning, architectural and engineering studies, and the feasibility and costs of intended improvements and operation of the Property. The City shall indemnify, defend and hold harmless Seller against all actual injuries, damages, liabilities and claims, including, without limitation, Seller's attorney's fees and defense costs to the extent caused by the City, its agents, representatives, contractors or subcontractors in the exercise of the City's inspection rights hereunder. The City shall fully restore the Property to the extent reasonably feasible following any such testing to its condition immediately preceding such work. The City's obligations under this subsection shall survive termination of this Agreement, and the City's indemnity obligations shall also survive the Closing of the transaction contemplated hereby.

(b) Document Inspection. Seller agrees to deliver to the City on or before fifteen (15) days from the date of the Effective Date of this Agreement, copies of the following

information and documentation in Seller's possession or control, or otherwise readily acquirable by Seller, and relating to the Property: (i) any existing ALTA surveys; (ii) copies of soils, wetlands and related reports, documents, correspondence or records; (iii) copies of tax assessments, LID's, etc.; (v) all engineering and related studies in connection with the Property; and (v) any other relevant reports, studies or information in its possession or control. The documents and information required to be delivered by Seller as specified herein are referred to as the "Property Information." Seller shall have an ongoing obligation to supplement the Property Information initially provided to the City in the event additional Property Information becomes available to Seller subsequent to Seller's initial disclosure.

If the City does not notify Seller of its approval of the inspection set forth in this subsection 2.2 by the expiration of the Due Diligence Period, this contingency shall be deemed disapproved and the Agreement shall automatically terminate.

2.3 Approval by City Council. This Agreement is subject to the approval of the City Council no later than December 17, 2018. If the City fails to receive Council approval of the Agreement on or before December 18, 2018, this contingency shall be deemed disapproved and the Agreement shall automatically terminate.

2.4 Recreation and Conservation Funding Board Approval. This Agreement is subject to land conversion approval by the Recreation and Conservation Funding Board, as established pursuant to RCW 79A.25.110, on or before April 25, 2019. The City shall promptly notify Seller of receipt of such approval. If the City fails to receive the Recreation and Conservation Funding Board approval as required by City on or before April 25, 2019, City may elect, by written notice to Seller given no later than April 27, 2019, either (a) to waive this contingency, or (b) to terminate this Agreement. If City does not give written notice to Seller of waiver of this contingency on or before April 27, 2019, this Agreement shall automatically terminate.

(a) Notwithstanding the provisions of this Section 2.4, above, if, following the City's approval of the condition of title, as set forth in Section 2.1, satisfaction or waiver of the Due Diligence, Document, and Environmental Inspection set forth in Section 2.2, and approval of this Agreement by the City Council, but prior to City's receipt of land conversion approval by the Recreation and Conservation Funding Board, as set forth in Section 2.4, Seller receives a bona fide offer to purchase the Property for a purchase price of Nine Hundred Thousand Dollars (\$900,000.00) or more which Seller desires to accept, Seller shall provide written notice to City, including a copy of the offer, and City shall have the option, by written notice given to Seller within five (5) business days from receipt of the same, to elect to waive the contingency set forth in Section 2.4 and proceed to closing. In such event this Agreement shall close on the fifth (5th) business day following City's written notice to Seller of such waiver, as set forth in Section 1.3, above.

(b) If City does not waive the contingency within such 5-business day notice period, this Agreement shall automatically terminate.

2.5 Waiver of Contingencies. If the City notifies Seller in writing that the contingencies set forth herein have been waived, or if the contingencies otherwise are satisfied or expire on their own terms, the Closing of this transaction shall thereafter proceed in accordance with the terms hereof.

2.6 Failure of Contingency. The conditions contained in Subsections 2.2, 2.3, and 2.4 are intended solely for the benefit of the City. Except as otherwise expressly provided herein, if any of the foregoing conditions are not satisfied, and the City does not otherwise notify Seller in writing that the City has, in its sole discretion, elected to waive the condition in question and proceed with the transaction, then this Agreement shall automatically terminate and be of no further force or effect, whereupon, except as otherwise provided in this Agreement, neither party hereto will have any further rights, duties or obligations under this Agreement and the Deposit previously delivered by the City, and all interest accrued thereon, shall be immediately return to the City.

3. Conveyance of Title. On the Date of Closing, the title to the Property shall be conveyed to the City by statutory warranty deed subject only to the Permitted Exceptions. Prior to or concurrent with the delivery of the statutory warranty deed, Seller shall also deliver or cause to be delivered to the City, for the City's benefit, a final ALTA Standard Coverage Owner's Policy of Title Insurance for the Property in the City's name and in the amount of the Purchase Price, containing only those Permitted Exceptions. The City may, in its discretion, elect to obtain an extended coverage owner's policy; provided, that the City shall be responsible for the additional costs associated with such coverage.

4. Closing and Escrow

4.1 Escrow Agent. The Title Company shall act as the escrow agent for this transaction (the "Escrow Agent"). Upon the Effective Date of this Agreement, the City shall deposit an executed counterpart with the Escrow Agent for consummation of the purchase and sale contemplated hereby. Seller and the City shall execute such additional and supplementary escrow instructions as may be reasonable or appropriate to enable the Escrow Agent to comply with the terms of this Agreement. In the event of a conflict between the provisions of this Agreement and any escrow instructions, the terms of this Agreement shall govern.

4.2 Prorations. All taxes and assessments for the Property shall be prorated as of the Date of Closing.

4.3 Fees, Closing Costs, Taxes and Commissions. On Closing, the parties shall share equally: (i) all recording fees; and (ii) escrow fees charged by the Escrow Agent. Seller shall pay all real estate excise taxes associated with the sale of the Property. Seller shall pay the premium for the title insurance to be issued by the Title Company for the benefit of the City in the amount of the Purchase price; provided, that the City shall pay any additional costs associated with an extended coverage owner's policy, as applicable. Seller shall pay all commissions and brokerage fees associated with or arising from this transaction, if any, and Seller shall defend and indemnify the City from all liability to pay any commission or broker's fee or other compensation.

4.4 Closing Obligations of Purchaser. On or before Closing the City shall deliver to the Escrow Agent the following:

4.4.1 The Purchase Price, in all cash.

4.4.2 A Closing Statement in form and content reasonably satisfactory to the parties.

4.4.3 Any other documents necessary to effect the transaction contemplated in this Agreement.

4.5 Closing Obligations of Seller. At Closing, Seller shall deliver to the Escrow Agent the following duly executed and acknowledged documents (where appropriate):

4.5.1 A statutory warranty deed sufficient to convey fee simple title to the Property, subject only to the Permitted Exceptions.

4.5.2 A Closing Statement in form and content reasonably satisfactory to the parties.

4.5.3 A FIRPTA certification.

4.5.4 A Real Estate Excise Tax Affidavit executed by Seller in form required by law.

4.5.5 Any other documents necessary to effect the transaction contemplated in this Agreement.

4.6 Possession. The City shall be entitled to possession upon Closing. "Closing" means the date on which all documents are recorded and the sale proceeds are available for unconditional disbursement to Seller.

5. Default. In the event that Seller breaches this Agreement, the City shall, in its sole discretion, (i) have the right to pursue specific performance of this Agreement or (ii) receive the Deposit and terminate this Agreement; in either case, such remedy shall be the City's sole and exclusive remedy for Seller's breach hereof. If the City is the defaulting party, then Seller may retain the Deposit as liquidated damages (and not as a penalty) as the sole and exclusive remedy available to Seller for such failure.

Seller's Initials Rj

The City's Initials pk

6. Seller's Representations and Warranties. Seller represents and warrants to the City as follows:

6.1 Ownership: Non-Foreign Status. Seller owns the Property and has the right to sell the Property and is not a foreign person as defined by the Foreign Investment in Real Property Tax Act, IRS Section 1445(b)(2), as amended.

6.2 Property Information. To the best of Seller's knowledge, the information regarding the Property as provided by Seller is complete, accurate, true and correct and does not fail to state any fact without which such information would be misleading.

6.3 Hazardous Materials: To the best of Seller's knowledge, no hazardous or toxic waste or other hazardous materials have been deposited or spilled on or under the Property or exist on or under the Property. For purposes of this Agreement, "hazardous materials" shall mean any material which is defined as hazardous, toxic or radioactive in any federal, state or local statute, regulation, ordinance or law applicable to the Property, or which is otherwise publicly regulated for reasons of human health or the environment, including, without limitation, asbestos and petrochemicals.

6.4 Notices of Violation. To the best of Seller's knowledge, the Property is not in violation of any applicable covenant, condition or restriction or any applicable statute, ordinance, regulation, order, permit, rule or law, including without limitation, any building, zoning or environmental restriction or requirement concerning filing, use, construction, maintenance, repair, replacement, operation or occupancy, and Seller has not received from any governmental agency any notice of the existence of any such violations.

6.5 Pending Actions. To the best of Seller's knowledge, there is no action or proceeding pending or threatened against Seller or the Property, including but not limited to condemnation proceedings, which challenges or impairs Seller's ability to execute or perform its obligations under this Agreement.

6.3 Survival of Warranties. All of Seller's representations and warranties provided in this Agreement shall survive Closing.

7. Condition of Property. The City acknowledges that after the Due Diligence Period and at Closing, Seller is selling the Property "as is, where is and with all faults" without representation, warranty or covenant (express or implied) except as specifically set forth herein. Seller has not made and shall not be deemed to have made any representation, warranty or covenant (express or implied) and shall not have any liability whatsoever as to the title, value, habitability, use, design, operation or fitness for use of the Property, except as specifically set forth herein.

8. Miscellaneous.

8.1 City's Funds to Close. The City represents that it has sufficient funds to close this sale in accordance with this Agreement, and it is not relying on any contingent source of funds or gifts unless expressly set forth elsewhere in this Agreement.

8.2. Attorney's Fees. In the event of any dispute, including arbitration or litigation concerning this Agreement or if this Agreement is otherwise placed with an attorney for action, then the prevailing party shall be awarded all costs and expenses, and reasonable attorney's fees. In the event of trial, the amount of the attorney fees shall be fixed by the court. The venue of any such suit shall be King County, Washington.

8.3 Entire Agreement. This Agreement constitutes the full and entire understanding between Seller and the City. There are no verbal agreements that modify or affect this Agreement.

8.4 Binding Effect. This Agreement applies to, inures to the benefit of, and is binding on not only the parties hereto, but on their heirs, devisees, legatees, administrators, executors and assigns.

8.5 Computation of Time. Any time limit in or applicable to a notice shall commence on the day following receipt of the notice and shall expire at midnight of the last calendar day of the specified period of time, unless the last day is Saturday, Sunday or legal holiday as defined in RCW 1.16.050, in which event the time limit shall expire at midnight of the next business day. Any specified period of five (5) days or less shall include business days only. Time is of the essence on this Agreement.

8.7 Notices. All notices, demands, consents, approvals and other communications which are required or desired to be given by either party to the other hereunder shall be in writing and shall be personally delivered, delivered by nationally recognized overnight courier, mailed by first class mail, postage prepaid, or delivered or sent by fax or email to the parties as set forth below. Notices shall be deemed effective (i) if delivered by overnight courier or by personal delivery, then on the date of delivery; (ii) if mailed, on the earlier of actual delivery or on the third business day after posting in the United States mail, postage prepaid, or (iii) if given by fax or email, when sent; provided, that if a notice sent via fax or email is sent on a day other than a business day, the notice shall be deemed effective on the first business day after being sent. At the request of either party, or the Escrow Agent, the parties will confirm facsimile or email transmitted documents by signing an original document.

To Purchaser: City of Kenmore
Attn: City Manager
18120 – 68th Avenue NE
Kenmore, Washington 98028
Email: rKarlinsky@kenmorewa.gov
Phone: (425)398-8900

To Seller: Kristin E. Johnson
27126 – 55th Ave NE
Arlington, WA 98223
Email: kristin@propertyfinerz.com
Phone: (425) 750-4592

K. EOK
kristin@propertyfinerz.com

8.8 Assignment. Except as specifically permitted herein, this Agreement shall not be assigned without the express written consent of the other party, which consent shall not be unreasonably withheld. Such assignment shall be contingent upon the assignee assuming all responsibilities, obligations and liabilities hereunder. Said assignment shall not relieve the assignor from liability hereunder and assignor shall remain jointly and severally liable with assignee in the event of any breach of this Agreement by assignee or assignor.

This Agreement is accepted without further change or counteroffer this ____ day of, 2018, which shall be deemed the date of mutual acceptance and the Effective Date of this Agreement.

THE CITY:

The City of Kenmore,
a Washington municipal corporation

By Rob Karlinsey
Name Rob Karlinsey
Its City Manager
Date: 10-26-18

SELLER:

Kristin E. Johnson,
a married person as her separate estate

By Kristin E. Johnson
Name Kristin E. Johnson
Date 10/31/2018

EXHIBIT A
To
REAL ESTATE PURCHASE AND SALE AGREEMENT

Legal Description of Property

Lot 6, Block 13, Alderwood Manor No. 14, according to the plat thereof recorded in Volume 26, Page(s) 4, records of King County, Washington.

Situate in the County of King, State of Washington.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:	For Council Meeting Agenda of: 26 November 2018
Amendment #1 to Contract No.18-CI819 with Gordon Thomas Honeywell for State Government Relations Services	Department: Executive Prepared by: Nancy Ousley, Assistant City Manager
Proposed Council Action/Motion:	<u>Initial & Date</u> Approved by Department Head: <u>NKO 16 Nov 2018</u> Approved by City Attorney: <u>✓</u> Approved by Finance Director: <u>JG/MCO</u> Approved by City Manager: <u>RJK</u>
Approve Amendment #1 to Contract No.18- CI819 with Gordon Thomas Honeywell	Exhibits/Attachments: 1. Proposed Amendment #1 2. Contract No. 18-CI819 3. 2019 State Legislative Agenda
<u>INFORMATION/BACKGROUND:</u> Gordon Thomas Honeywell provides government relations consulting services to the City for issues related to State government, particularly with respect to working with the Legislature. The City has contracted with the firm since 2009 and maintains frequent contact with the consultant team throughout the year. The Council approved the State Legislative Agenda for 2019 in October, 2018. The proposed contract amendment extends the current contract through December, 2020.	
<u>FISCAL CONSIDERATION:</u> The annual contract amount of \$46,800 plus \$3000 maximum expense reimbursement is included in the 2019-2020 General Fund budget.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Effective advocacy at the State level supports all City goals for infrastructure investments and efficient government.	

ATTACHMENT
1

**CITY OF KENMORE CONTRACT NO. 18-C1819
AMENDMENT NO. 1**

The following section of the consulting services contract dated January 8, 2018, between the City of Kenmore and Gordon Thomas Honeywell is amended to read in its entirety as set forth (i.e. below or in attachment). All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on January 1, 2018 and ending December 31, 2020 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this ____ day of _____, 20__.

CONSULTANT: Gordon Thomas Honeywell

CITY OF KENMORE:

BY: _____

BY: _____

Briahna Murray

Rob Karlinsey

Title: Vice President _____

City Manager _____

Address: _____

Phone No.: _____

City of Kenmore Contract No. 18-C1819

CONTRACT FOR CONSULTANT SERVICES

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Gordon Thomas Honeywell, whose principal office is located at Tacoma, WA ("Consultant").

WHEREAS, the City desires to have certain services performed for its citizens;
and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.
1. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

X According to the rates set forth in Exhibit A

____ A sum not to exceed \$

____ Other: _____

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

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on January 1, 2018 and ending December 31, 2018 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

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

6. Indemnification.

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

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

7. Insurance.

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

A. Minimum Scope of Insurance.

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form

CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

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

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

B. Minimum Amounts of Insurance.

Consultant shall maintain the following insurance limits:

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

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

C. Other Insurance Provisions.

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

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

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

D. Verification of Coverage.

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

8. Record Keeping and Reporting.

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

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

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

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

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

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

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

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

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

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

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

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

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

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

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

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

1201 Pacific Avenue, Suite 2100
Tacoma, WA 98401

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

and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment

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

CITY OF KENMORE, WASHINGTON

By: Rob Karlinsey

Rob Karlinsey

Title: City Manager

Date: 1-8-18

CONSULTANT

By: Briahna Murray

Briahna Murray

Title: Vice President

Date: 1/18/18

ATTEST AS TO FORM:

✓

Rod Kaseguma, City Attorney

EXHIBITS A/B

Kenmore 2018 Scope of Work For State Legislative Services:

1. Work with the City of Kenmore to develop and refine a legislative agenda, including but not limited to pursuing transportation funding, incentives to advance economic development opportunities within the city, increased regulatory authority around certain local businesses, and pursuing capital funding.
2. Develop policy papers and other informational materials on priority legislative agenda items.
3. Identify and track all relevant legislation introduced to the Washington State Legislature.
4. Continually meet with legislators on behalf of the City of Kenmore, including the legislative delegation, committee and party leadership, and others. Identify opportunities for the Mayor to engage in the legislative process, and travel to Olympia.
5. Provide the City with weekly reports and tracking lists during the legislative session and provide the City with monthly reports during the legislative interim.
6. Participate in the Association of Washington Cities on behalf of the City of Kenmore.
7. Participate in the Washington Highway Users Federation on behalf of the City of Kenmore.
8. Attend all relevant legislative hearings, meetings, and stakeholder groups.
9. Coordinate City officials to testify at relevant legislative hearings and to meet with the City's legislative delegation in Olympia and during the interim.
10. Lobby to amend, defeat, or pass legislation or budgets that affect the City of Kenmore's interests.
11. Coordinate with the City's federal lobbyists to provide reasonable levels of assistance with the Washington State Congressional delegation as requested.

Manager Arrangement:

Briahna Murray, Vice President of Gordon Thomas Honeywell Governmental Affairs, will serve as both the contract and project manager for the City of Kenmore. She will be assisted by additional governmental affairs consultants as needed.

Fees:

Gordon Thomas Honeywell Governmental Affairs will provide the above scope of work for a monthly fee of \$3,900 for an annual amount of \$46,800.

Expenses

In addition to the fee above, Gordon Thomas Honeywell Governmental Affairs will expense for communication expenses not to exceed \$3,000.

Term:

The duration of the contract between the City of Kenmore and Gordon Thomas Honeywell Governmental Affairs will be from January 1, 2018 through December 31, 2018.

EXHIBIT C
City of Kenmore
Billing Invoice

To: City of Kenmore
6700NE 181st
PO Box 82607
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Attached itemized description of services provided.

Specific Program: _____

Authorized Signature

For Department Use Only

BUDGET SUMMARY

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

Approved for Payment by:

Date: _____

EXHIBIT D
CITY OF KENMORE
6700 NE 181st
Street
P.O. Box 82607
Kenmore, WA 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

TAX IDENTIFICATION NUMBER

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

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

Please check the appropriate category:

_____ Corporation _____ Partnership _____ Government Consultant
_____ Individual/Proprietor _____ Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date: _____ Authorized Signature _____

Subject/Topic:	For Council Meeting Agenda of: 15 October 2018
City of Kenmore 2019-2021 State Legislative Agenda	Department: Executive Prepared by: Nancy Ousley, Assistant City Manager
Proposed Council Action/Motion:	<u>Initial & Date</u> Approved by Department Head: <u>NKO 11 Oct 2019</u> Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: <u>[Signature]</u>
Motion to Approve the City of Kenmore 2019-2021 State Legislative Agenda	Exhibits/Attachments: 1. Proposed 2019-2021 Legislative Agenda and Policy Statements (revised following October 8 Council discussion) 2. October 8, 2018 Council Agenda Item
<u>INFORMATION/BACKGROUND:</u>	
The 2019 Session of the Washington State Legislature will be a 105 day regular ("long") session that will include approving a biennial budget. The Kenmore City Council approves a Legislative Agenda prior to each session that outlines priority actions the City and its government relations consultants will promote during the session. The proposed list of Legislative Priorities continues to focus on State participation in supporting the redevelopment of the Lakepointe property, in recognition of the State's reliance on this property in major State transportation projects such as Interstate 5 and the SR 520 Bridge. The agenda also features requests for funding infrastructure (sidewalk improvements) and parks projects. The packet includes Policy Statements that guide the consultants in expressing City support for proposals and issues that are not on the priorities list. The proposed Legislative Agenda and Policy Statements were discussed with the Council on October 8, 2018 and the attached documents reflect the changes requested by the Council at that meeting. Gordon Thomas Honeywell represents the City in State Legislative matters.	
<u>FISCAL CONSIDERATION:</u>	
The City has a strong record of legislative successes for infrastructure funding and support for key projects, including the Saint Edward Seminary rehabilitation in Saint Edward State Park and transportation projects.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u>	
Effective advocacy at the State Legislature supports all 2018-2019 Council goals.	

VI. C. Authorize the City Manager to Execute Amendment #1 to Contract 18...



City of Kenmore, Washington

City of Kenmore 2019-2021 State Legislative Agenda

Propel Lakepointe Development

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

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

68th Avenue NE Pedestrian & Bicycle Safety

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

Twin Springs Park

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

Washington Wildlife & Recreation Program (WWRP)

The City of Kenmore supports ongoing funding for the WWRP grant program. If WWRP is funded at the \$120 million level, the City could receive \$849,832 for Squire's Landing Waterfront and Natural Area Access.

Reconnecting Kenmore's Downtown to Lake Washington

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

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

VIII. D. Approve the City of Kenmore 2019-2021 State Legislative Agenda

VI. C. Authorize the City Manager to Execute Amendment #1 to Contract 18...

**City of Kenmore
2019 Policy Statements**

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

Local Control on Asphalt Plant Regulations

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

Affordable Housing

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

Support for WWRP & ALEA Grant Programs

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

Product Stewardship

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

Prevent Human Trafficking

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

Local Infrastructure Funding

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

Small Cell Infrastructure

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

Funding for Indigent Defense

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

Mobile Homes

The City supports legislation that recognizes that mobile homes represent an important affordable housing option throughout the state. Topics such as: ensuring individuals considering purchasing a mobile home are informed about laws and regulations limiting the transport of mobile homes; lease increase notice and other guidelines; and requiring that

VIII. D. Approve the City of Kenmore 2019-2021 State Legislative Agenda

VI. C. Authorize the City Manager to Execute Amendment #1 to Contract 18...

sellers notify purchasers if a home cannot be moved, are examples of potential legislation that could help protect mobile home owners' investments and provide greater predictability.

Passenger Only Ferry

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

Saint Edward State Park Ballfields

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

VIII. D. Approve the City of Kenmore 2019-2021 State Legislative Agenda

VI. C. Authorize the City Manager to Execute Amendment #1 to Contract 18...



PO Box 82607
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Joanne Gregory, Finance Director
DATE: November 15, 2018
RE: October 2018 Financial Reports for the City of Kenmore, Washington

October 2018 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution
- Real Estate Excise Tax Report
- Monthly Report for Kenmore Village
- Report for Transportation Benefit District

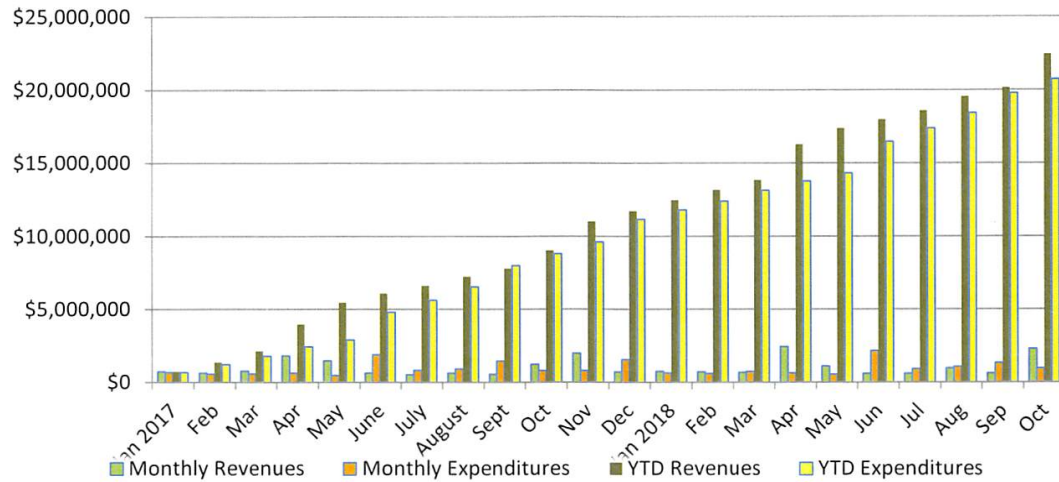
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, October is the twenty-second month (92%) of the 2017-2018 biennial budget period. For the month of October, revenues exceeded expenditures in the General Fund by \$1,328,324.

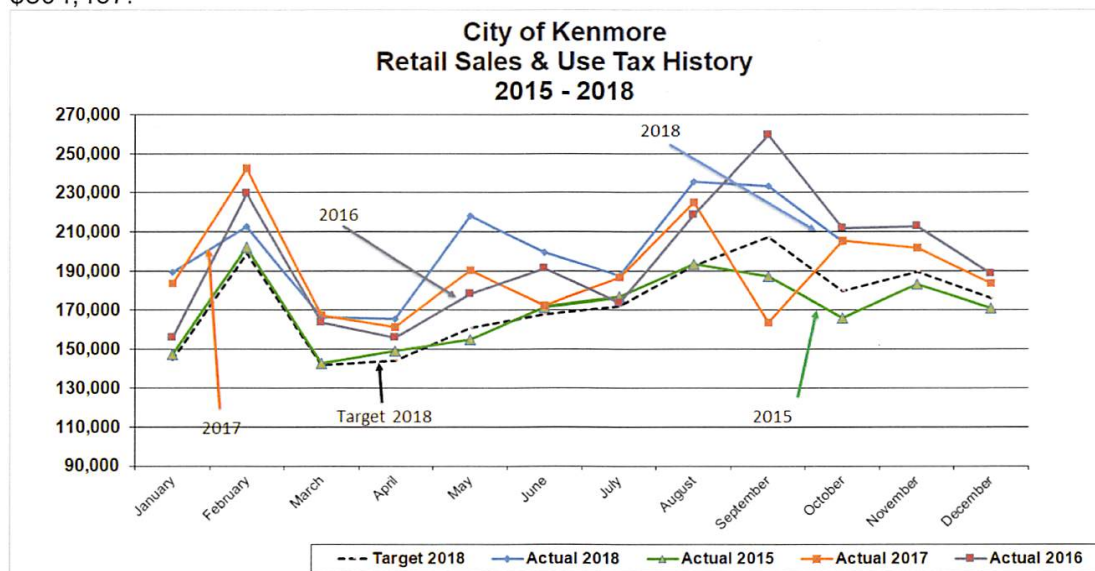
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through October 2018.

City of Kenmore, Washington
Monthly Financial Report
October 2018



Total **revenues** for the month were **\$2,277,105**. Biennium to date revenues are \$22,429,141, which is 95% of the budgeted revenues of \$23,533,174. Primary sources of revenue for the month included property taxes in the amount of \$1,753,193, development fees & permits in the amount of \$111,224, retail sales and use taxes in the amount of \$205,300, and utility taxes in the amount of \$73,086.

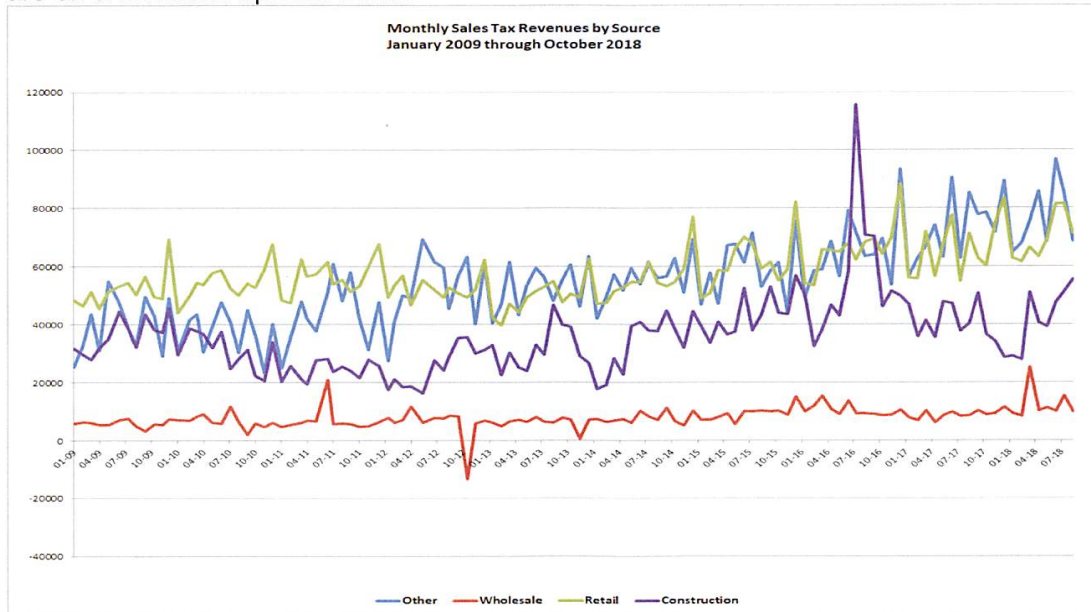
A summary of sales tax revenues received in October is attached. These receipts are based on August sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2018 line is a monthly average of actual receipts during 2015, 2016, and 2017. The blue line represents 2018 actual receipts, which are \$115,646 above 2017 and ahead of the 2018 target by \$304,467.



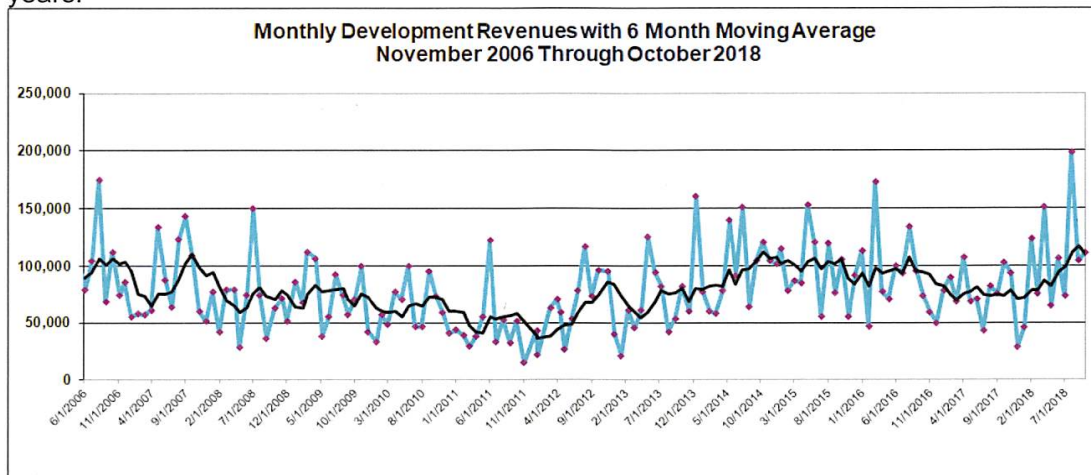
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City of Kenmore, Washington
Monthly Financial Report
October 2018

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 2009 through October 2018. Retail and Other are on a favorable upward trend.



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



October 2018 expenditures were **\$948,781**. Biennium to date expenditures are \$20,718,264, which is 88% of the amended biennial budget expenditures of \$23,535,546.

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City of Kenmore, Washington
Monthly Financial Report
October 2018

Total City cash (\$17,211,930) and long-term investments (\$10,985,981), at the end of October, totaled \$28,197,911. Proposition 1 levy funds of \$8M are included in this cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2017-2018 biennial budget.

Total non-General Fund revenues were \$1,693,923 and total non-General Fund expenditures were \$1,422,881.

In the **Street Fund** revenue from gas tax distributions was \$43,041. \$101,648 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$285,199 for street overlays and \$83,664 on pedestrian & bike safety projects. The fund received \$32,149 in project grant reimbursements.

The **Park Impact Fee** fund received \$26,949 in revenues during the month.

There was \$95,451 in revenues for the **Transportation Impact Fee** fund during the month.

The **Real Estate Excise Tax** Fund received \$97,998 of real estate excise taxes (REET) in October from sales activity that occurred in September. 34 transactions were reported during the month. The 2018 year to date revenue is lower than the 2017 revenue by \$334,525 and the 2018 target by \$131,748.

The **Park Capital** fund had expenditures in the amount of \$24,276 on park improvement projects.

The **Kenmore Village** Fund had \$9,099 in maintenance and operations expenditures and \$576 on events during the month.

The **Walkways & Waterways Debt Service** Fund collected \$454,241 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$2,432,111.

The **Transportation Benefit District** Fund received \$28,043 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **October 31, 2018**. 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
October 31, 2018



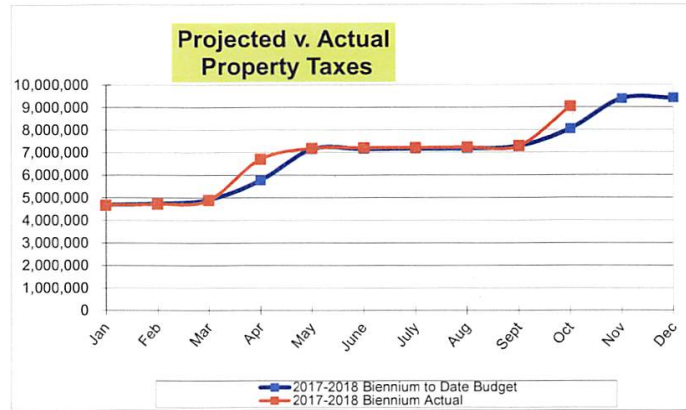
	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2016			
	MONTH October 2018	BIENNIUM TO DATE 2017-2018	% of BUDGET	BIENNIUM BUDGET 2017-2018	MONTH October 2016	BIENNIUM TO DATE 2015-2016	% of BUDGET	BIENNIUM BUDGET 2015-2016
REVENUES								
Beginning Fund Balance		2,981,035		3,131,687				
Property Taxes	1,753,193	9,038,220	96.1%	9,408,704	740,368	7,761,984	85.5%	9,075,766
Sales and Use Taxes	263,534	5,475,097	101.8%	5,376,291	263,834	5,018,057	100.4%	5,000,532
Utility Taxes	73,086	2,210,962	81.4%	2,717,485	80,985	2,198,512	79.6%	2,763,390
Other Taxes	5,516	161,316	74.0%	218,113	333	156,422	138.8%	112,720
Development Fees & Permits	111,224	1,961,955	111.2%	1,764,518	73,477	2,166,830	100.7%	2,151,432
Franchise Fees	0	1,527,389	91.5%	1,668,476	76,002	1,520,403	93.7%	1,622,160
Intergovernmental and Grants	39,951	874,183	103.9%	841,615	59,936	780,781	110.4%	707,370
Investment Interest	7,577	193,187	371.5%	52,000	10,341	132,151	260.7%	50,700
Fines and Forfeitures	0	12,771	0.0%	0	-197	-6,684	n/a	0
Transfers and Other Revenues	23,024	974,061	65.6%	1,485,972	7,761	118,307	21.9%	541,200
Total Revenues	2,277,105	22,429,141	95.3%	23,533,174	1,312,841	19,846,763	90.1%	22,025,270
Total Revenues & Beginning Fund Balance		25,410,176		26,664,861				22,025,270

	CURRENT PERIOD 2017-2018				PRIOR PERIOD 2015-2014			
	MONTH October	BIENNIUM TO DATE 2017-2018	% of BUDGET	BIENNIUM BUDGET 2017-2018	MONTH October 2016	BIENNIUM TO DATE 2015-2016	% of BUDGET	BIENNIUM BUDGET 2015-2016
EXPENDITURES								
Cost Center								
City Council	7,034	307,727	93.4%	329,426	8,011	284,929	86.8%	328,435
City Manager	114,660	2,965,301	89.1%	3,328,297	121,371	2,663,011	82.4%	3,233,222
City Clerk	10,970	434,931	102.2%	425,368	10,952	310,368	111.8%	277,683
Finance	53,140	1,655,273	99.0%	1,672,775	79,371	1,440,931	96.7%	1,490,155
Legal	43,716	473,997	94.8%	500,000	53,519	577,379	82.5%	700,000
Interfund Transfers	0	1,075,725	81.0%	1,328,228	0	1,666,216	46.9%	3,552,671
Public Safety	373,769	7,153,494	81.2%	8,806,304	460,517	7,213,686	88.4%	8,160,115
Engineering & Environmental Services	53,149	1,290,778	91.2%	1,415,011	62,794	1,667,155	95.6%	1,743,950
Community Development	71,448	1,254,859	73.1%	1,715,510	38,764	816,018	98.3%	830,030
Developmental Services	94,377	2,215,324	107.0%	2,071,288	159,572	1,742,620	99.3%	1,755,050
Parks & Facility Maintenance	126,516	1,890,856	97.3%	1,943,339	91,704	1,517,608	74.8%	2,029,409
Total Expenditures	948,781	20,718,264	88.0%	23,535,546	1,086,577	19,899,920	82.6%	24,100,720
Ending Fund Balance		4,691,913		3,129,315			0.0%	-2,075,450
Total Expenditures and Ending Fund Balance		25,410,176		26,664,861				22,025,270

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

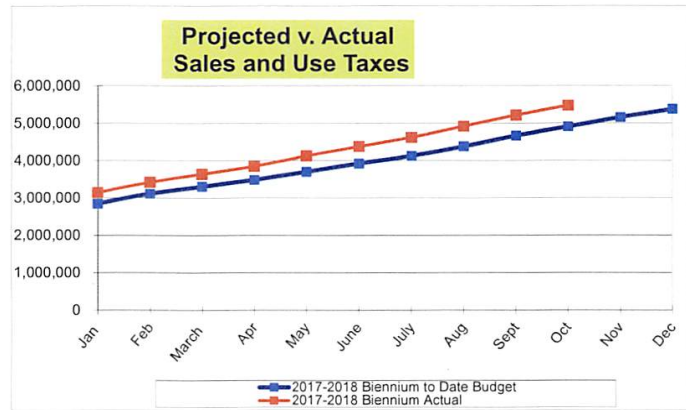
City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2018
PROPERTY TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	4,668,509	4,656,328
Jan	4,683,738	4,673,846
Feb	4,742,392	4,720,413
Mar	4,916,568	4,888,629
Apr	5,765,778	6,698,458
May	7,142,021	7,182,523
June	7,155,271	7,210,439
July	7,168,409	7,219,136
Aug	7,182,371	7,234,550
Sept	7,277,730	7,285,027
Oct	8,047,191	9,038,220
Nov	9,381,763	
Dec	9,408,704	
2017-18	9,408,704	
Year To Date		
Actual v. Projected		112%



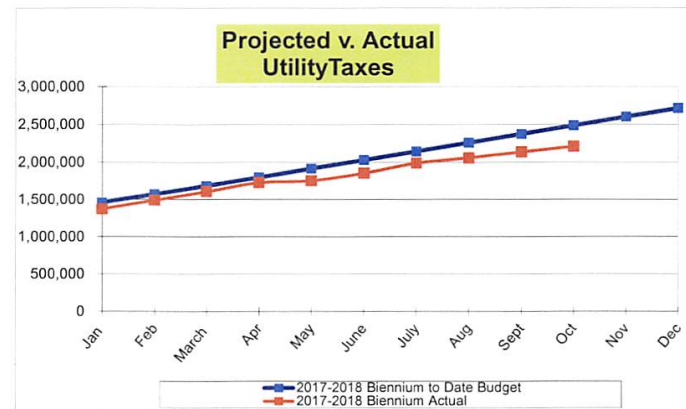
SALES, USE, CRIM JUSTICE TAXES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	2,661,530	2,903,337
Jan	2,847,158	3,143,844
Feb	3,114,522	3,422,078
March	3,304,812	3,637,316
Apr	3,488,513	3,849,131
May	3,699,746	4,125,405
June	3,919,794	4,376,790
July	4,124,717	4,620,811
Aug	4,378,444	4,919,598
Sept	4,664,890	5,211,563
Oct	4,909,348	5,475,097
Nov	5,156,649	
Dec	5,376,291	
2017-18	5,376,291	
Year To Date		
Actual v. Projected		112%



UTILITY TAXES

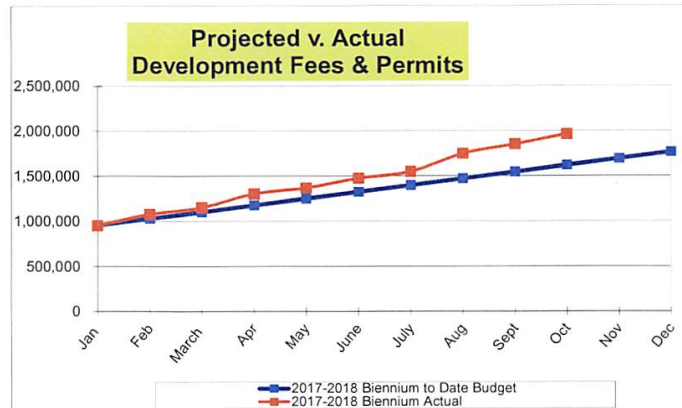
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,345,290	1,242,051
Jan	1,459,640	1,370,760
Feb	1,573,989	1,490,618
March	1,688,339	1,610,638
Apr	1,802,688	1,731,071
May	1,917,038	1,757,374
June	2,031,388	1,858,304
July	2,145,737	1,990,889
Aug	2,260,087	2,059,904
Sept	2,374,436	2,137,876
Oct	2,488,786	2,210,962
Nov	2,603,135	
Dec	2,717,485	
2017-18	2,717,485	
Year To Date		
Actual v. Projected		89%



**City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2018**

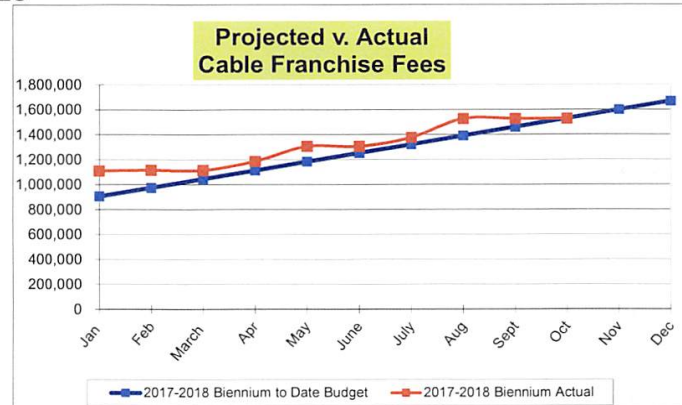
DEVELOPMENT FEES & PERMITS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	882,259	907,838
Jan	955,781	953,639
Feb	1,029,302	1,077,107
March	1,102,824	1,151,836
Apr	1,176,345	1,303,338
May	1,249,867	1,367,787
June	1,323,389	1,474,421
July	1,396,910	1,547,606
Aug	1,470,432	1,746,193
Sept	1,543,953	1,850,731
Oct	1,617,475	1,961,955
Nov	1,690,996	
Dec	1,764,518	
'2017-18	1,764,518	
Year To Date		
Actual v. Projected		121%



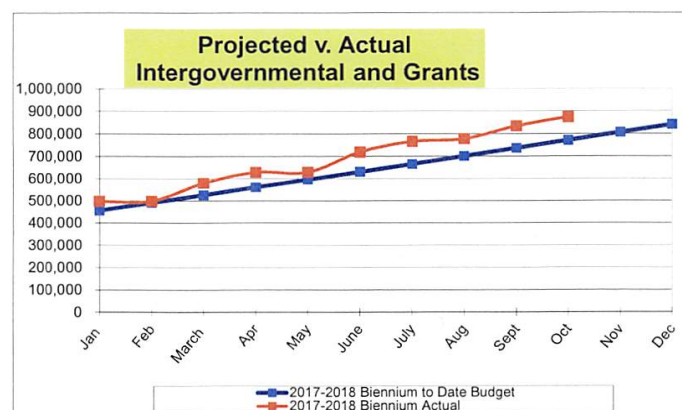
CABLE/WATER/SEWER FRANCHISE FEES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	837,494	861,559
Jan	906,743	1,109,316
Feb	975,991	1,115,749
March	1,045,240	1,115,749
Apr	1,114,488	1,187,700
May	1,183,737	1,306,033
June	1,252,985	1,306,033
July	1,322,234	1,377,664
Aug	1,391,482	1,527,389
Sept	1,460,731	1,527,389
Oct	1,529,979	1,527,389
Nov	1,599,228	
Dec	1,668,476	
'2017-18	1,668,476	
Year To Date		
Actual v. Projected		100%



INTERGOVERNMENTAL & GRANTS

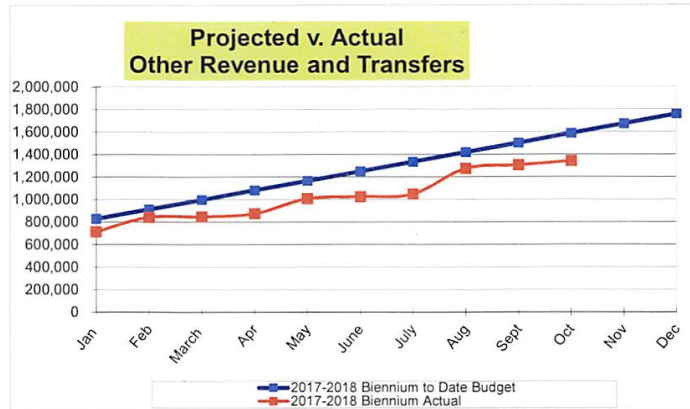
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	420,808	448,132
Jan	455,875	497,763
Feb	490,943	498,463
March	526,010	579,878
Apr	561,077	629,627
May	596,145	629,627
June	631,212	719,491
July	666,279	766,915
Aug	701,347	778,282
Sept	736,414	834,232
Oct	771,481	874,183
Nov	806,549	
Dec	841,615	
'2017-18	841,615	
Year To Date		
Actual v. Projected		113%



**City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2018**

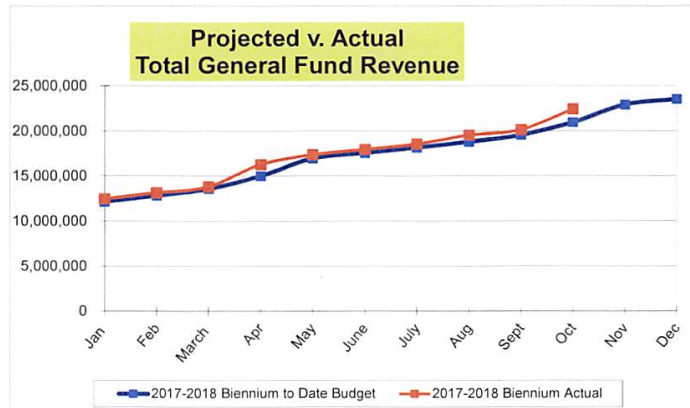
OTHER REVENUES AND TRANSFERS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	742,986	701,874
Jan	827,411	712,400
Feb	911,836	840,519
March	996,261	847,291
Apr	1,080,686	873,291
May	1,165,111	1,006,588
June	1,249,536	1,024,068
July	1,333,960	1,046,985
Aug	1,418,385	1,273,687
Sept	1,502,810	1,305,217
Oct	1,587,235	1,341,335
Nov	1,671,660	
Dec	1,756,085	
2017-18	1,756,085	
Year To Date		
Actual v. Projected		85%



TOTAL GENERAL FUND REVENUE

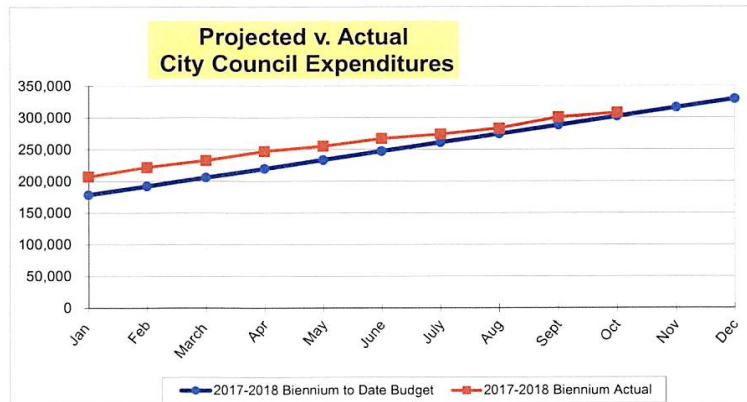
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	12,136,345	12,461,569
Feb	12,838,975	13,164,947
March	13,580,053	13,831,338
Apr	14,989,576	16,272,617
May	16,953,663	17,375,336
June	17,563,574	17,969,546
July	18,158,246	18,570,006
Aug	18,802,547	19,539,603
Sept	19,560,964	20,152,036
Oct	20,951,495	22,429,141
Nov	22,909,980	
Dec	23,533,174	
Year To Date		
Actual v. Projected		107%



**City of Kenmore, Washington
General Fund Expenditure Graphs
October 31, 2018**

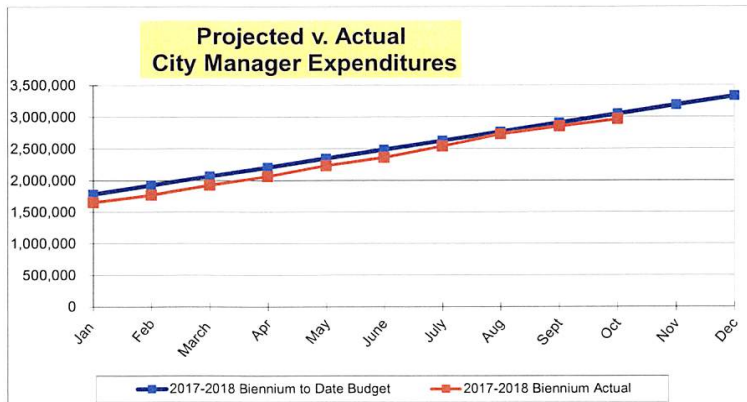
CITY COUNCIL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	164,713	167,354
Jan	178,439	207,017
Feb	192,165	221,839
March	205,891	232,673
Apr	219,617	247,095
May	233,343	255,093
June	247,070	266,851
July	260,796	274,040
Aug	274,522	283,298
Sept	288,248	300,693
Oct	301,974	307,727
Nov	315,700	
Dec	329,426	
2017-18	329,426	
Year To Date		
Actual v. Projected		102%



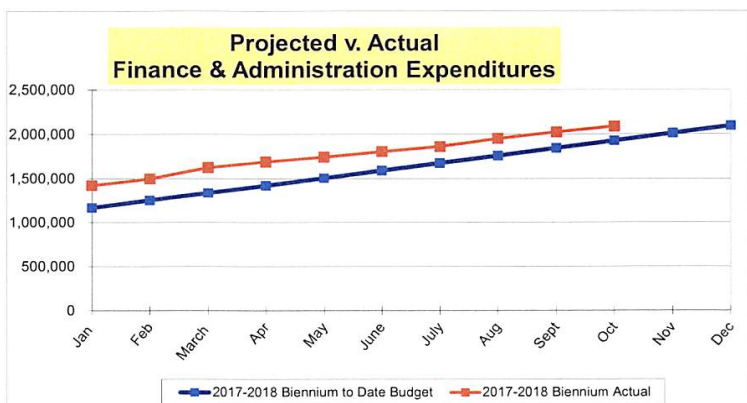
CITY MANAGER

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,643,289	1,563,222
Jan	1,783,706	1,654,331
Feb	1,924,124	1,770,648
March	2,064,541	1,924,823
Apr	2,204,958	2,064,887
May	2,345,376	2,232,051
June	2,485,793	2,361,311
July	2,626,210	2,539,657
Aug	2,766,628	2,729,406
Sept	2,907,045	2,850,641
Oct	3,047,462	2,965,301
Nov	3,187,880	
Dec	3,328,297	
2017-18	3,328,297	
Year To Date		
Actual v. Projected		97%



FINANCE & ADMINISTRATION

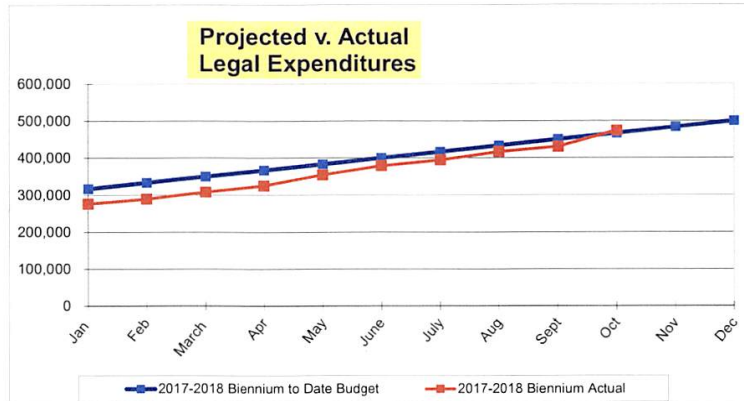
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,083,885	1,129,357
Jan	1,168,407	1,424,099
Feb	1,252,928	1,501,280
March	1,337,450	1,627,809
Apr	1,421,971	1,691,362
May	1,506,493	1,744,026
June	1,591,014	1,805,177
July	1,675,536	1,861,814
Aug	1,760,057	1,951,496
Sept	1,844,579	2,026,093
Oct	1,929,100	2,090,203
Nov	2,013,622	
Dec	2,098,143	
2017-18	2,098,143	
Year To Date		
Actual v. Projected		108%



**City of Kenmore, Washington
General Fund Expenditure Graphs
October 31, 2018**

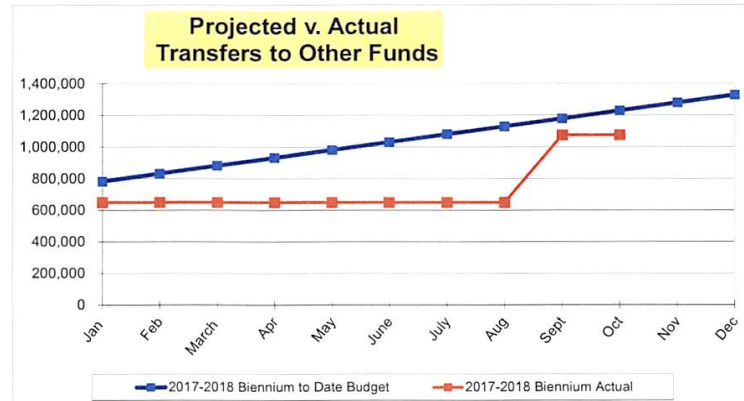
LEGAL

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	300,000	274,954
Jan	316,667	275,802
Feb	333,333	289,096
March	350,000	307,549
Apr	366,667	324,964
May	383,333	354,313
June	400,000	378,906
July	416,667	394,224
Aug	433,333	416,320
Sept	450,000	430,280
Oct	466,667	473,997
Nov	483,333	
Dec	500,000	
2017-18	500,000	
Year To Date		
Actual v. Projected		102%



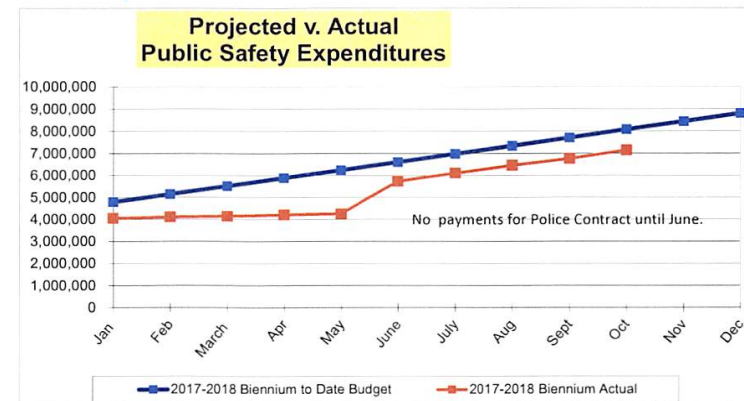
TRANSFERS TO OTHER FUNDS

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	733,151	650,220
Jan	782,741	650,220
Feb	832,331	650,220
March	881,920	650,220
Apr	931,510	650,220
May	981,100	650,220
June	1,030,690	650,220
July	1,080,279	650,220
Aug	1,129,869	650,220
Sept	1,179,459	1,075,725
Oct	1,229,049	1,075,725
Nov	1,278,638	
Dec	1,328,228	
2017-18	1,328,228	
Year To Date		
Actual v. Projected		88%



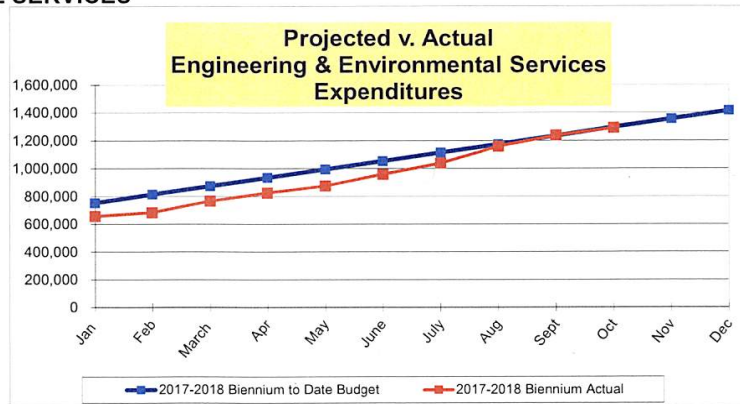
PUBLIC SAFETY

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	4,428,152	4,055,650
Jan	4,792,998	4,062,008
Feb	5,157,844	4,126,878
March	5,522,690	4,151,656
Apr	5,887,536	4,217,160
May	6,252,382	4,269,134
June	6,617,228	5,749,318
July	6,982,074	6,115,238
Aug	7,346,920	6,475,212
Sept	7,711,766	6,779,725
Oct	8,076,612	7,153,494
Nov	8,441,458	
Dec	8,806,304	
2017-18	8,806,304	
Year To Date		
Actual v. Projected		89%



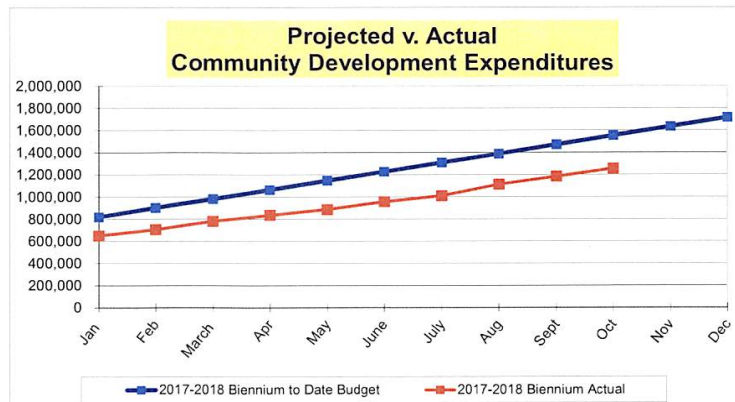
City of Kenmore, Washington
General Fund Expenditure Graphs
October 31, 2018
ENGINEERING & ENVIRONMENTAL SERVICES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	694,010	629,990
Jan	754,093	657,935
Feb	814,177	684,399
March	874,260	765,832
Apr	934,344	825,992
May	994,427	875,015
June	1,054,511	958,652
July	1,114,594	1,037,893
Aug	1,174,677	1,159,449
Sept	1,234,761	1,237,628
Oct	1,294,844	1,290,778
Nov	1,354,928	
Dec	1,415,011	
2017-18	1,415,011	
Year To Date		
Actual v. Projected		100%



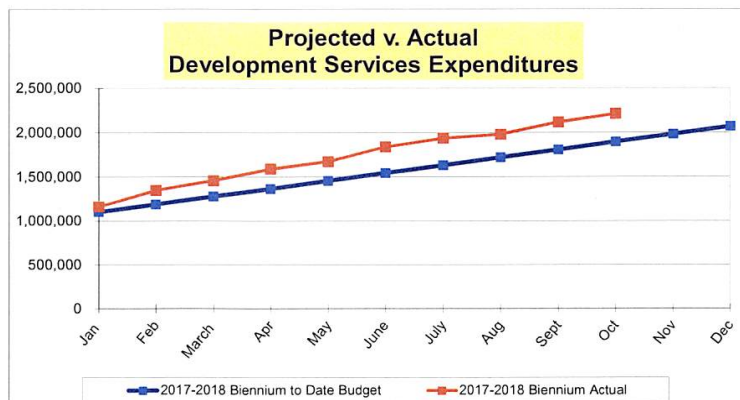
COMMUNITY DEVELOPMENT

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	737,951	599,620
Jan	819,414	650,702
Feb	900,878	705,878
March	982,341	780,880
Apr	1,063,804	837,168
May	1,145,267	887,496
June	1,226,731	957,178
July	1,308,194	1,010,494
Aug	1,389,657	1,112,102
Sept	1,471,120	1,183,411
Oct	1,552,584	1,254,859
Nov	1,634,047	
Dec	1,715,510	
2017-18	1,715,510	
Year To Date		
Actual v. Projected		81%



DEVELOPMENT SERVICES

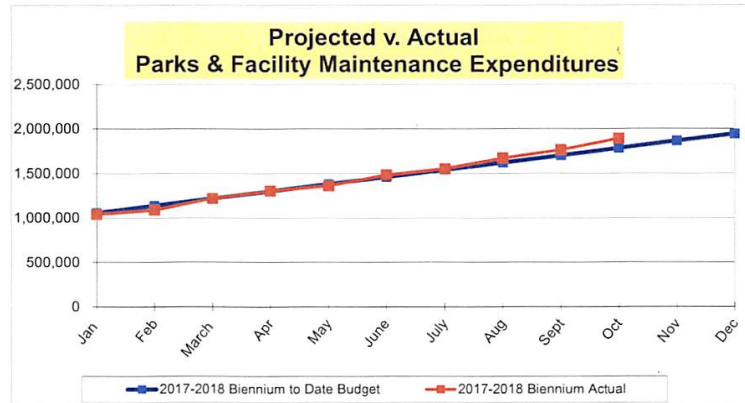
	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	1,017,664	1,087,784
Jan	1,105,466	1,165,099
Feb	1,193,268	1,351,077
March	1,281,070	1,458,554
Apr	1,368,872	1,592,825
May	1,456,674	1,672,844
June	1,544,476	1,839,707
July	1,632,278	1,937,642
Aug	1,720,080	1,982,712
Sept	1,807,882	2,120,947
Oct	1,895,684	2,215,324
Nov	1,983,486	
Dec	2,071,288	
2017-18	2,071,288	
Year To Date		
Actual v. Projected		117%



City of Kenmore, Washington
General Fund Expenditure Graphs
October 31, 2018

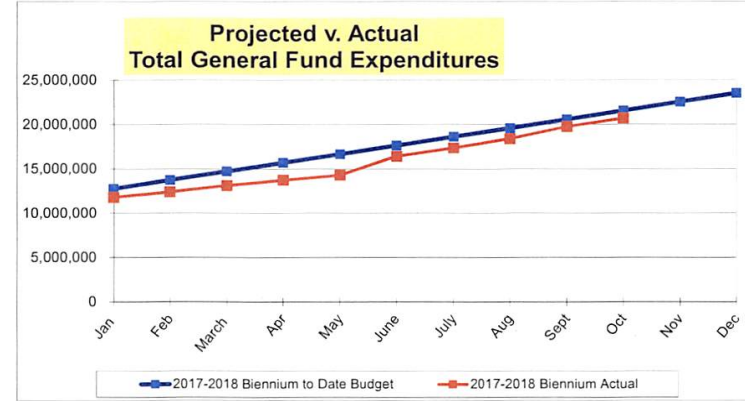
PARKS & FACILITY MAINTENANCE

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
2017	978,706	1,002,290
Jan	1,059,092	1,040,692
Feb	1,139,478	1,090,051
March	1,219,864	1,219,391
Apr	1,300,250	1,303,719
May	1,380,636	1,362,490
June	1,461,023	1,482,943
July	1,541,409	1,552,661
Aug	1,621,795	1,671,776
Sept	1,702,181	1,764,340
Oct	1,782,567	1,890,856
Nov	1,862,953	
Dec	1,943,339	
2017-18	1,943,339	
Year To Date		
Actual v. Projected		106%



TOTAL GENERAL FUND EXPENDITURES

	2017-2018 Biennium to Date Budget	2017-2018 Biennium Actual
Jan	12,761,023	11,787,903
Feb	13,740,525	12,391,367
March	14,720,027	13,119,388
Apr	15,699,529	13,755,393
May	16,679,031	14,302,681
June	17,658,534	16,450,263
July	18,638,036	17,373,883
Aug	19,617,538	18,431,991
Sept	20,597,040	19,769,483
Oct	21,576,542	20,718,264
Nov	22,556,044	
Dec	23,535,546	
Year To Date		
Actual v. Projected		96%



**City of Kenmore, Washington
Street Fund Summary Report
October 31, 2018**



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>October 2018</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
<u>REVENUES</u>				
Beginning Fund Balance		790,989		861,602
Fuel Tax	43,041	892,687	92.1%	969,604
Investment Interest	1,416	6,945	-	6,000
Miscellaneous	44	11,157	-	1,500
ROW Permit Fees/Inspections	29,714	236,544	107.5%	220,000
Multimodal Transportation	0	47,297	102.4%	46,200
Transfer from General Fund	0	952,640	95.3%	1,000,000
Transfer from TBD	0	613,887	91.8%	669,000
Total Revenues	74,215	2,761,158	94.8%	2,912,304
Total Revenues & Beginning Fund Balance		3,552,147		3,773,906

	BIENNIUM TO DATE	% of	BUDGET
	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
<u>EXPENDITURES</u>			
Salary and Benefits	35,445	802,025	85.5%
Maintenance & Operations	101,648	1,779,758	92.2%
Capital	0	132,250	330.6%
Total Expenditures	137,093	2,714,033	93.3%
Ending Fund Balance		838,113	864,897
Total Expenditures and Ending Fund Balance		3,552,147	3,773,906

City of Kenmore, Washington
Cash and Investment Report
October 31, 2018



<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$3,531,838	\$2,277,105	\$948,781	4,860,163
Street	901,023	74,215	137,093	838,144
Transportation Capital	276,940	50,648	369,446	(41,858)
Public Art	68,767	118	0	68,886
Park Impact Fee	569,320	27,976	0	597,296
Transportation Impact Fee	2,011,529	99,080	0	2,110,609
Swamp Creek Basin	1,439,635	2,479	0	1,442,114
Transportation Benefit District	85,687	28,223	0	113,910
Sammamish Bridge Replacement	-55,838	211,179	654,674	(499,333)
Walkways & Waterways Debt Service	695,493	454,241	0	1,149,735
Real Estate Excise Tax	3,507,188	104,207	0	3,611,395
Kenmore Village	214,315	810	12,856	202,269
Park Capital	-465,102	0	24,276	(489,377)
Walkways & Waterways Bond	7,951,368	15,234	0	7,966,602
Surface Water Management	1,385,038	562,130	173,843	1,773,326
Surface Water Capital	-160,043	0	0	(160,043)
Strategic Reserve	1,295,696	2,231	0	1,297,928
Strategic Opportunities	2,149,283	6,545	6,302	2,149,526
Equipment Replacement	524,546	902	1,010	524,438
Trust & Agency	670,704	53,705	43,381	681,027
Totals	\$26,597,387	\$3,971,029	\$2,371,661	\$28,196,755

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	-\$539,540	\$5,400,981	4,861,442
Street	-11,856	850,000	838,144
Transportation Capital	-41,976	0	(41,976)
Public Art	53,885	15,000	68,885
Park Impact Fee	-332,702	930,000	597,298
Transportation Impact Fee	2,080,611	30,000	2,110,611
Swamp Creek Basin	42,115	1,400,000	1,442,115
Transportation Benefit District	113,910	0	113,910
Sammamish Bridge Replacement	-499,333	0	(499,333)
Walkways & Waterways Debt Service	1,149,734	0	1,149,734
Real Estate Excise Tax	3,611,393	0	3,611,393
Kenmore Village	-247,734	450,000	202,266
Park Capital	-489,378	0	(489,378)
Walkways & Waterways Bond	7,966,602	0	7,966,602
Surface Water Management	1,263,326	510,000	1,773,326
Surface Water Capital	-160,044	0	(160,044)
Strategic Reserve	447,929	850,000	1,297,929
Strategic Opportunities	2,149,527	0	2,149,527
Equipment Replacement	74,437	450,000	524,437
Trust & Agency	581,023	100,000	681,023
Totals	\$17,211,930	\$10,985,981	\$28,197,911

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City of Kenmore, Washington
Investment Schedule
October 31, 2018



Average Yield to Maturity-Securities							Overall Average Yield	1.82%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
Morgan Stanley								
	3134G9GR2	FHLMC	8/18/2020	8/7/2017	1.60%	1.62%	999,500.00	16,191.90
	3130ACTL8	FHLB	11/25/2020	12/22/2017	1.95%	1.95%	997,650.00	19,454.18
	3134GSEU5	FHLB	2/24/2021	5/23/2018	2.62%	2.62%	996,714.35	26,153.78
	3133EHXL2	FHLB	3/5/2020	9/19/2017	1.54%	1.54%	999,000.00	15,384.60
	3130AB3N4	FHLB	10/29/2019	4/28/2017	1.55%	1.55%	1,000,750.00	15,511.63
Total Morgan Stanley Purchases							4,993,614.35	92,696.08
Time Value Investments								
	31771EAQ4	FHLB	11/2/2018	11/23/2016	1.08%	1.08%	999,868.36	10,798.58
	3130A7RL1	FHLB	4/19/2021	1/26/2017	1.80%	1.80%	992,893.00	17,872.07
	3133EJSU4	FFCB	12/26/2019	7/11/2018	2.53%	2.53%	1,001,561.00	25,339.49
	76116FAG2	RFCSP	1/15/2021	5/31/2018	2.50%	2.50%	999,718.18	24,992.95
	3135G0G23	FNMA	4/29/2019	11/24/2015	1.35%	1.35%	998,326.00	13,477.40
Total TVI Purchases							4,992,366.54	92,480.50
Sound Community Bank CD's								
Total Sound Community Bank CD's							0.00	0.00
Opus Bank CD's								
	11495975	CD	8/10/2019	8/10/2018	2.37%	2.40%	1,000,000.00	24,000.00
Total Cascade Bank CD's							1,000,000.00	24,000.00
TOTAL ALL SECURITIES							\$ 10,985,980.89	\$ 209,176.59
Banner Checking and Savings						0.07% Banner	3,810,530.93	2,667.37
Opus Savings						2.30% Opus	3,046,658.15	70,073.14
Cash								-
LGIP - Primary Account						2.23% LGIP	2,302,011.39	51,334.85
LGIP - Bond Proceeds Account						2.23% LGIP	8,052,729.53	179,575.87
Total Accounts							\$ 28,197,910.89	512,827.82

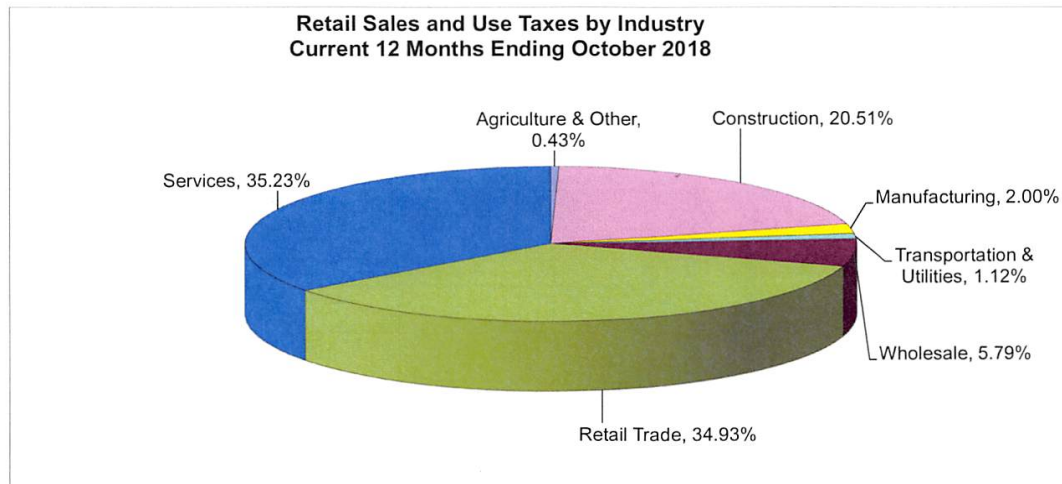
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 October 2018

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	24.40	0.00	24.40	0.0%
CONSTRUCTION	55,203.47	439.45	55,642.92	27.1%
MANUFACTURING	3,747.88	-0.24	3,747.64	1.8%
TRANSPORTATION & UTILITIES	986.86	1,864.10	2,850.96	1.4%
WHOLESALE	9,701.58	69.97	9,771.55	4.8%
RETAIL TRADE	71,159.83	94.69	71,254.52	34.7%
SERVICES	49,637.44	448.73	50,086.17	24.4%
INFORMATION	8,447.48	20.30	8,467.78	4.1%
PUBLIC SERVICES	12.29	3,441.52	3,453.81	1.7%
	<u>198,921.24</u>	<u>6,378.52</u>	<u>205,299.76</u>	<u>100.0%</u>

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
October 31, 2018

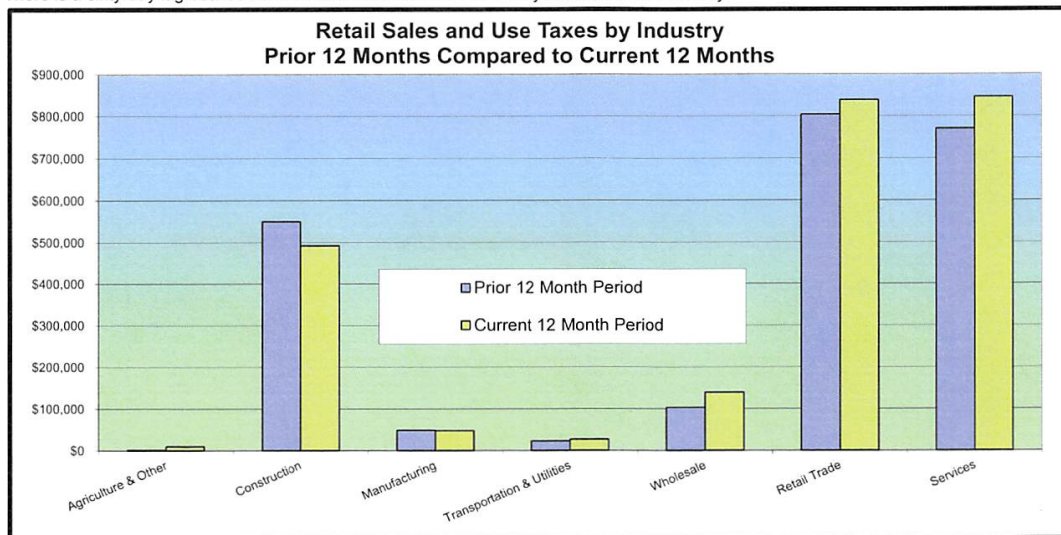


Industry	Prior 12 Months ending October 2017	Current 12 Months ending October 2018	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,602	\$10,209	537.39%	0.43%
Construction	550,104	492,361 *	-10.50%	20.51%
Manufacturing (Printing, Publishing, Other Manuf.)	48,798	48,070	-1.49%	2.00%
Transp/Comm/Utilities (Telecomm., Air Transport.)	22,961	26,764	16.57%	1.12%
Wholesale (Lumber, Other Wholesale)	103,199	138,982	34.67%	5.79%
Retail Trade (Eating, Merchandise, Food Stores)	803,996	838,281	4.26%	34.93%
Services (Auction, Recreation, Auto Repair, Financial)	769,867	845,459	9.82%	35.23%
Totals	\$2,300,527	\$2,400,126	4.33%	100%
Increase/(Decrease)		\$99,600	4.33%	



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
Real Estate Excise Tax Report
October 31, 2018



Real Estate Excise Taxes (REET)
2015 - 2018 Monthly Receipts

	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Target 2018
January	74,259	122,819	176,657	99,205	124,578
February	61,070	70,146	94,134	82,263	75,117
March	111,337	110,066	170,086	89,698	130,496
April	104,280	133,161	126,245	148,514	121,228
May	112,927	129,599	139,422	144,906	127,316
June	156,338	167,575	211,430	181,182	178,448
July	173,095	177,426	163,138	181,974	171,219
August	166,651	165,397	114,754	115,421	148,934
September	147,668	136,176	221,719	128,704	168,521
October	129,678	150,786	186,805	97,998	155,756
November	120,907	124,437	150,187		131,844
December	96,566	131,651	146,159		124,792
	\$1,454,776	\$1,619,239	\$1,900,736	\$1,269,865	\$1,658,250

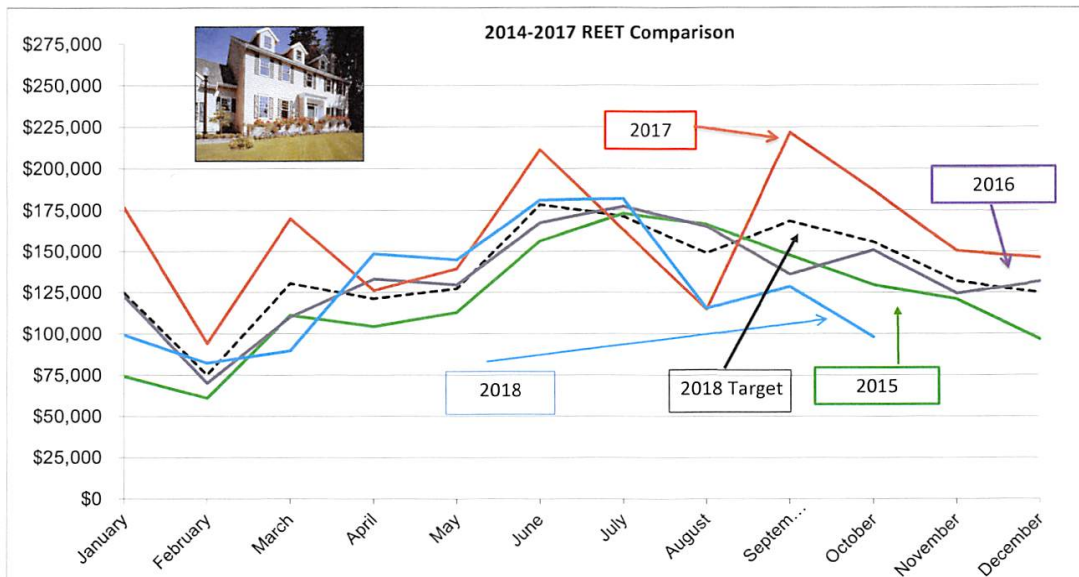
For 2018, REET is \$153,370
less than the same period
last year and less than the 2018
target by \$660

* NOTE THE 2018 target
is computed on a 3 year average
(2015-2017) of actual receipts

Real Estate Excise Taxes (REET)
2015 - 2018 Property Sales > \$500,000

(The sales actually occur in the prior month; there is a 30 day lag between sales and when the City receives the revenue)

	2015	2016	2017	2018	2014	2015	2016	2017
January	7,418,000	18,590,517	27,548,430	17,379,581	23,264	36,719	92,023	136,365
February	6,607,900	9,701,034	19,017,050	15,277,640	19,458	32,709	48,020	94,134
March	7,874,934	15,147,174	29,692,641	13,818,387	10,768	38,981	74,979	146,979
April	14,291,370	21,160,913	19,953,544	23,896,450	21,120	70,742	104,747	98,770
May	14,068,904	19,813,122	24,277,456	25,710,632	61,121	69,641	98,075	120,173
June	20,361,466	26,065,161	36,414,050	31,816,871	36,402	100,789	129,023	180,250
July	25,571,387	24,020,546	28,779,145	32,800,185	74,604	126,578	118,902	142,457
August	22,614,538	21,648,781	18,859,991	19,693,600	29,117	111,942	107,161	93,357
September	18,821,380	16,950,242	38,431,272	22,172,221	41,767	93,166	83,904	190,235
October	16,519,240	21,157,409	31,278,148	14,697,849	220,060	81,770	104,729	154,827
November	14,736,156	16,916,011	no report		44,164	72,944	83,734	#VALUE!
December	13,187,535	20,607,695	25,603,889		35,357	65,278	102,008	126,739
	\$182,072,810	\$231,778,605	\$299,855,616	\$217,263,416	617,202	901,259	1,147,305	#VALUE!



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City of Kenmore, Washington
Monthly Report for Kenmore Village Fund
October 31, 2018



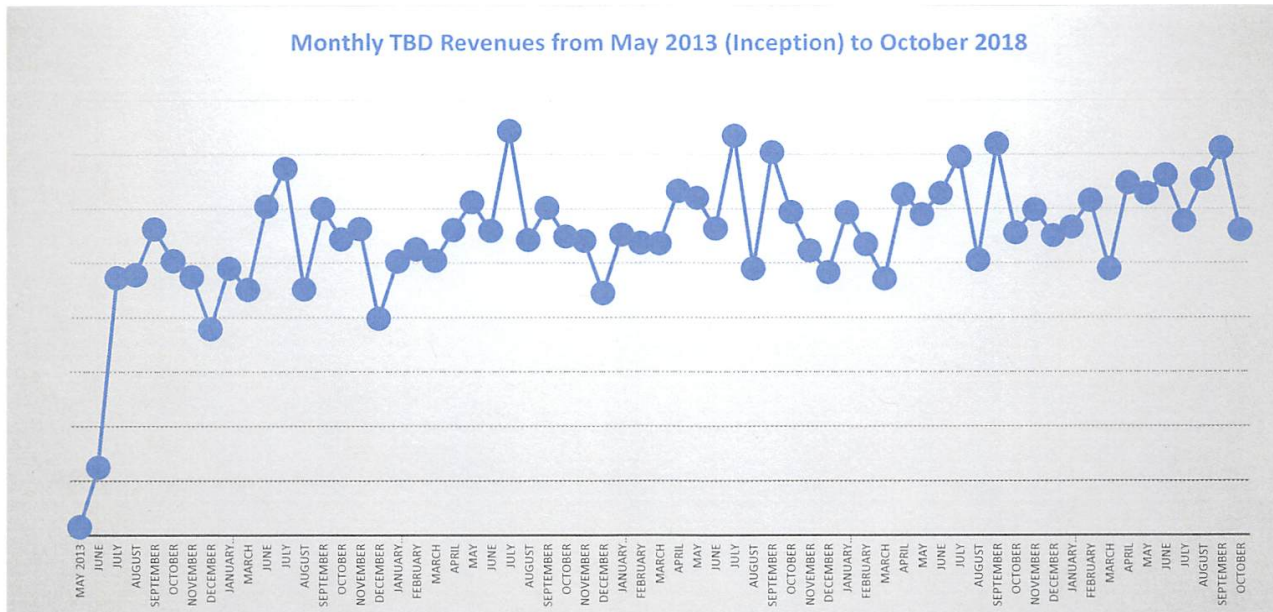
<u>Revenues</u>	<u>October 2018</u>	<u>Biennium-to- Date</u>	<u>Biennium Budget</u>
Lease Income (USPS & Kenmore Village)	0	20,120	89,000
Investment Interest	347	5,097	5,000
Transfer From General Fund	0	123,085	328,228
Misc. Revenues	0	170,282	0
Leasehold Excise Returned	462	1,550	2,400
Total Revenues	810	320,134	424,628
<u>Expenditures</u>			
Salaries/Wages/Benefits	0	761	60,000
Downtown Plan Services	0	8,382	0
Events & Misc.	576	55,158	44,000
Utilities and Insurance - Kenmore Village	3,111	60,441	64,200
Repairs, Maintenance, Other Services	9,099	96,862	84,600
Surface Water and Fire Benefit Fees	0	8,942	0
Computer Software	70	699	20,000
Improvements	0	0	8,000
Kenmore Village Public Square	0	357,321	0
Total Expenditures	12,856	588,568	292,228
Net Income (Loss)	-12,046	-268,434	132,400

NOTE: This schedule only reflects activity occurring on the City books and does not include the lease revenue and expenditures accounted for by the property management firm.

**Kenmore Transportation Benefit District
Monthly Report
October 31, 2018**



Revenues	October 2018	Biennium-to-Date	Percent of Budget	Biennium Budget
Vehicle Fees	28,043	659,385	96.97%	680,000
Investment Interest	180	5,710	713.70%	800
Total Revenues	\$28,223	\$665,095	97.69%	\$680,800
Expenditures				
Reimbursement to Street Fund	0	613,887	91.76%	669,000
Total Expenditures	0	613,887	91.76%	669,000
Net Income (Loss)	\$28,223	\$51,208		\$11,800



**City of Kenmore
City Council Regular Meeting
Minutes
October 22, 2018**

CALL TO ORDER - Mayor David Baker called the meeting to order at 6:30 p.m.

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

RECESS TO EXECUTIVE SESSION

The meeting was recessed to executive session at 6:30 p.m. to discuss Property Acquisition per RCW 42.30.110(1)(b).

RECONVENE TO REGULAR SESSION

The meeting reconvened to regular session at 7:00 p.m.

ROLL CALL

FLAG SALUTE

AGENDA APPROVAL

The agenda was approved as presented.

CITIZEN COMMENTS

Vicki Grayland
20308 73rd Avenue NE
Kenmore, Washington 98028

Ms. Grayland thanked the Council for joining the K4C in the next year. She also spoke to her concerns with the fuel for the outdoor heating at the new Seaplane Restaurant.

Elizabeth Mooney
5936 NE 201st Street
Kenmore, Washington 98028

City of Kenmore - City Council Meeting Minutes
October 22, 2018

Ms. Mooney spoke about Lakepointe. She does not want money spent on artificial turf. She is concerned about the environmental impacts on the site.

CONSENT AGENDA

MOTION: Councilmember Denuski made a motion to approve the consent agenda, Mayor Baker seconded the motion. The motion passed 6-1-0 with Councilmember Marshall opposed.

The consent agenda included the following:

The Following Checks and Electronic Payments are Approved for Payment:

Total Check #s 40881 through 40988 in the amount of \$1,164,963.60.

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated: 9/28/18 in the amount of \$129,585.11.

Authorize the City Manager to Execute Amendment #1 to Contract 00-C68 Memorandum for the Swamp Creek Basin Projects

City Council Meeting Minutes of September 11, 2018

Lease Agreement for Seaplane Restaurant Patio Area on the Town Square

BUSINESS AGENDA

DRAFT Lakepointe Parameter Agreement - Bryan Hampson, Development Services Director

- Staff Presentation
- Opportunity for Public Comment
- Council Discussion & Direction

Council and staff reviewed the parameter by section.

Mayor Baker opened the discussion for public comment.

Todd Banks
15803 163rd Avenue NE
Kenmore, Washington 98028

Mr. Banks introduced himself from Kenmore Air. He stated that he is not against any development however he believes the parameter agreement is still missing some items. He believes this project is not compatible with an airport next to it.

City of Kenmore - City Council Meeting Minutes
October 22, 2018

Art Valla
14932 73rd Avenue NE
Kenmore, Washington 98028

Mr. Valla thanked the Council for the opportunity for public comment. He asked the Council a few questions and asked for clarifications on the project.

Laura Hodge
6626 NE 182nd Apt 209
Kenmore, Washington 98028

Ms. Hodge spoke about the proposed water taxi. She also urged the Council to proceed with caution on the Lakepointe project given the big price tag.

Kari Graydon
8133 NE 158th Street
Kenmore, Washington 98028

Ms. Graydon asked about the 1000 to 2000 proposed multi-family units in Lakepointe. She stated that that was going to be an impact on the schools. She is also concerned with the traffic congestion that the project could cause.

Bill Scott
5711 NE 204th Street
Kenmore, Washington 98028

Mr. Scott asked if the citizens will be able to vote on the Lakepointe project.

Elizabeth Mooney
(Address on file)
Kenmore, Washington 98028

Ms. Mooney said she is disappointed with the breaks that the developer is getting on the project. She believes that the Council is giving away too much.

Dennis Mendrey
6410 NE 182nd Street
Kenmore, Washington 98028

Mr. Mendrey thanked the Council for their work on Lakepointe. He explained his concerns with the project.

City of Kenmore - City Council Meeting Minutes
October 22, 2018

Karen Prince
15122 65th Avenue NE
Kenmore, Washington 98028

Ms. Prince spoke about Arrowhead School. She asked if staff can put together a walking tour of interested people.

Pat O'Brien
6330 NE 181st Street
Kenmore, Washington 98028

Mr. O'Brien stated that he is in favor of the Lakepointe project. He did state his concerns over the asphalt plant and he's getting headaches from the fumes.

William Leak
15102 64th Court NE
Kenmore, Washington 98028

Mr. Leak stated that the Lakepointe project is interesting. He urged the Council to keep going and get it right.

Rosie Schaffer
7010 NE 165th Street
Kenmore, Washington 98028

Ms. Schaffer told the Council that she is excited about the project. She is concerned with the traffic and hopes that there will be a traffic study.

Mayor Baker closed the public hearing.

Council reviewed the parameter agreement and made edits and changes that were noted by staff.

The parameter agreement will come back to the Council with edits and further review.

Presentation of 2019-2020 Proposed Biennial Budgets for the Following Departments and Funds: City Clerk, Finance and Administration, Legal, Non-Department, Public Safety, Public Works Engineering, Community Development, Development Services, Impact Fee Funds, Transportation Benefit District and Real Estate Excise Tax Funds - Finance and Administration Director Joanne Gregory; Community Development Director Debbie Bent; City Engineer John Vicente; Police Chief Pete Horvath and Development Services Director Bryan Hampson

City of Kenmore - City Council Meeting Minutes
October 22, 2018

Councilmember Curtis left the meeting at 9:50 p.m.

Staff reviewed their budgets with the Council.

ADJOURNMENT

The meeting adjourned at 10:07 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
October 29, 2018**

5:30 p.m. JOINT MEETING WITH CITIES OF SHORELINE AND LAKE FOREST PARK

Joint Meeting at the City of Shoreline located at 17500 Midvale Avenue North, Shoreline, Washington 98133

(City Clerk note: Once the joint meeting minutes are received from the City of Shoreline, they will be attached to these minutes for the file)

MEETING RETURNED TO KENMORE CITY HALL

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

ROLL CALL

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis (Absent – ill)
Councilmember Debra Srebnik
Councilmember Stacey Denuski (Absent – ill)
Councilmember Brent Smith

FLAG SALUTE

AGENDA APPROVAL

The agenda was approved as presented.

CITIZEN COMMENTS

Peter Lance
6501 NE 151st Street
Kenmore, Washington 98028

Mr. Lance spoke to the Council about Lakepointe. He urged the Council to put citizens first before such an expensive project. He stated he believes it doesn't pencil out.

City of Kenmore - City Council Meeting Minutes
October 29, 2018

CONSENT AGENDA

MOTION: Councilmember Srebnik made a motion to approve the consent agenda, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

The consent agenda included the following:

Receive and File August 2018 Financial Report for the City of Kenmore, Washington

City Council Meeting Minutes of September 17, 2018

BUSINESS AGENDA

Presentation of 2019-2020 Proposed Biennial Budgets for the Following Departments and Funds: PW Engineering, Development Services, Community Development, City Clerk, Finance and Administration, Non-Department, Public Works Maintenance, Street Fund, Kenmore Village Fund, Strategic Reserve Fund, Strategic Opportunities Fund, Public Art Fund, Transportation Benefit District, 2016 Bond Fund, Real Estate Excise Tax, and Walkways and Waterways Fund and Impact Fee Funds - Finance and Administration Director Joanne Gregory and Jennifer Gordon, Public Works Operations Manager Jennifer Gordon

Staff continued with budget presentations to the Council.

MOTION: Councilmember Srebnik made a motion to incorporate the half-time Recreation Coordinator position in this next round of budgeting for the reasons that were discussed this evening, Deputy Mayor Herbig seconded the motion. The motion passed 3-2-0 with Mayor Baker and Councilmember Smith voting no.

ADJOURNMENT

The meeting adjourned at 10:11 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk

**City of Kenmore
City Council Regular Meeting
Minutes
October 30, 2018**

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

ROLL CALL

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

FLAG SALUTE

AGENDA APPROVAL

CITIZEN COMMENTS

There were no public comments.

BUSINESS AGENDA

Surface Water Management Service Charge Analysis - Surface Water Manager Richard Sawyer

Manager Sawyer explained that the City is responsible for managing surface water, including both constructed and natural systems, within the city's rights-of-way, city-owned properties and within easements/tracts dedicated to the City for this purpose.

In order to change rates for any kind of utility or service, there must be measurable metrics that quantify a customer's usage of that service.

Manager Sawyer, along with the City's consultant, reviewed the staff report and charts. The recommendations will maintain long-term fiscal viability and fund solvency for the surface water management fund, maintain an operating reserve and appropriately managing debt.

Staff will incorporate any fee increases in the City's 2019 Fee Schedule that will be presented for Council adoption on November 19.

City of Kenmore - City Council Meeting Minutes
October 30, 2018

MOTION: Councilmember Smith made a motion to increase the stormwater fees by 15% in 2019 and 2020 and 4% thereafter, Councilmember Densuki seconded the motion. The motion passed unanimously.

Presentation of 2019-2020 Proposed Biennial Budgets for the Following Funds: Surface Water Management Fund, Swamp Creek Basin Fund, Public Works Shop Fund and Equipment Replacement Fund and Other Department Budgets and Funds if needed - Finance and Administration Director Joanne Gregory and Surface Water Program Manager Richard Sawyer

The staff continued their review of the budgets and funds.

ADJOURNMENT

The meeting adjourned at 9:27 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Consideration and potential adoption of the 2018 Comprehensive Plan Amendments, Ordinance 18-0476. Proposed Council Action/Motion: Adopt Ordinance 18-0476, amending the Comprehensive Plan.	For Council Meeting Agenda of: November 26, 2018 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner</u> Initial & Date Approved by Department Head: <u>[Signature] 11/21/18</u> Approved by City Attorney: <u>[Signature] 11/21/18</u> Approved by Finance Director: <u>[Signature] 11/15/18</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: 1. Draft Ordinance 18-0476
<u>INFORMATION/BACKGROUND:</u> The attached ordinance would adopt Comprehensive Plan amendments related to two 2018 projects: preservation of existing affordable housing (mobile home parks) and the update of the City's critical area rules. As you know, the Comprehensive Plan may be amended only once per year and all amendments are considered together so that any cumulative effects of the proposals can be determined. (No cumulative effects have been identified.) Council will review the Planning Commission's recommendations on the amendments on November 19, 2018. If changes are requested, the revised ordinance will be uploaded prior to November 26.	
<u>FISCAL CONSIDERATION:</u> None at this time.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> - Comprehensive Plan Objective H-3.1: "Encourage retention of the existing housing stock in Kenmore as a source of affordable housing." - Comprehensive Plan Policy H-2.1.3 "Support housing options and services that enable seniors to stay in their homes or neighborhoods." - City Council Goal 8: "To protect and enhance the water, air and forest environment."	

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0476**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, RELATING TO THE COMPREHENSIVE
PLAN; AMENDING THE LAND USE ELEMENT,
INCLUDING THE LAND USE PLAN MAP; AMENDING
THE DOWNTOWN SUB-ELEMENT; AMENDING THE
HOUSING ELEMENT; AND AMENDING THE NATURAL
ENVIRONMENT SUB-ELEMENT OF THE
COMPREHENSIVE PLAN; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, over the past year, the City's Planning Commission has reviewed and recommended options related to the preservation of existing mobile home parks, consistent with the the City's Housing Strategy Plan and RCW 36.70A.070(2)(c) which requires that sufficient land be available for all types of housing including manufactured housing; and

WHEREAS, on July 9, 2018, the Planning Commission presented recommended options to the City Council related to preservation of the existing mobile home parks; and

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

WHEREAS, on September 17, 2018, the City Council requested that amendments be prepared for consideration that would preserve two of the existing mobile home parks for the long term and preserve the four other existing mobile home parks for 10 years, followed by an upzoning with affordability requirements; and

WHEREAS, on October 16, the Planning Commission reviewed Comprehensive Plan amendments to the Land Use Element, including the Land Use Plan Map, the Downtown Sub-Element, and the Housing Element to support preservation of existing mobile home parks; and

WHEREAS, on October 16, the Planning Commission also considered amendments to the Natural Environment Sub-Element related to the critical areas regulations update that has been underway since last spring; and

WHEREAS, throughout the mobile home park and critical area update projects, a concerted effort has been made to generate public involvement, including holding public open houses; advertising public meetings; and creating comprehensive and regularly-updated web pages; and

WHEREAS, the Planning Commission held a public hearing on the Land Use Element, Downtown Sub-Element, Housing Element and Natural Environment Sub-Element amendments on November 6, 2018; and

WHEREAS, on November 19, 2018, the Planning Commission's recommendations for the proposed Comprehensive Plan amendments were presented to the City Council, and

WHEREAS, the City's Responsible Official under the State Environmental Policy Act has issued a determination of non-significance for the proposals; and

WHEREAS, the Washington State Department of Commerce was notified of the proposed amendments pursuant to RCW 36.70A.106; and

WHEREAS, the City Council finds that the proposed amendments meet the criteria found in KMC Section 19.20.090; and

WHEREAS, the City Council desires to adopt an updated Land Use Element, Downtown Sub-Element and Housing Element of the City of Kenmore Comprehensive Plan to address preservation of existing mobile home parks; and

WHEREAS, the City Council desires to adopt an updated Natural Environment Sub-Element of the City of Kenmore Comprehensive Plan to support the update of the City's critical area regulations;

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

Section 1. Findings Adopted. The City Council adopts the foregoing recitals as findings, which are incorporated herein as if set forth in full.

Section 2. Amendments to the Land Use Element of the City of Kenmore Comprehensive Plan. The City Council amends certain sections of the Land Use Element of the City of Kenmore Comprehensive Plan, including the Land Use Plan Map, as set forth in Exhibit A, attached hereto and incorporated by reference.

Section 3. Amendments to the Downtown Sub-Element of the City of Kenmore Comprehensive Plan. The City Council amends certain sections of the Downtown Sub-Element of the City of Kenmore Comprehensive Plan as set forth in Exhibit B, attached hereto and incorporated by reference.

Section 4. Amendments to the Housing Element of the City of Kenmore Comprehensive Plan. The City Council amends certain sections of the Housing Element of the City of Kenmore Comprehensive Plan as set forth in Exhibit C, attached hereto and incorporated by reference.

Section 5. Amendments to the Natural Environment Sub-Element of the City of Kenmore Comprehensive Plan. The City Council amends certain sections of the Natural

Environment Sub-Element of the City of Kenmore Comprehensive Plan as set forth in Exhibit D attached hereto and incorporated by reference.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
__TH DAY OF ____, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod P. Kaseguma, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.:
Date of Publication:
Effective Date:

EXHIBIT A

AMEND THE FOLLOWING SECTIONS OF THE COMPREHENSIVE PLAN LAND USE ELEMENT:

Amend Policy LU-2.1.2:

Policy LU-2.1.2 Implement a range of residential, commercial, and public land use classifications:

- a. Table of Districts and Densities. Utilize the following table to establish land use districts and basic and maximum densities allowed in the City.

LAND USE/ZONE DISTRICT	BASE DENSITY/ MAXIMUM DENSITY WITH BONUS ¹²
Residential 1 Dwelling Unit Per Acre (R-1)	1 (4) ¹²
Residential 4 Dwelling Units Per Acre (R-4)	4 (6)
Residential 6 Dwelling Units Per Acre (R-6)	6 (9)
Residential 8 Dwelling Units Per Acre (R-8)	8 (12)
Residential 12 Dwelling Units Per Acre (R-12)	12 (18)
Residential 18 Dwelling Units Per Acre (R-18)	18 (27)
Residential 24 Dwelling Units Per Acre (R-24)	24 (36)
Manufactured Housing Community (MHC)	12 to 20
Downtown Residential	48 to 72 (72)
Neighborhood Business (NB)	8 (24)
Community Business (CB)	24 (36)
Waterfront Commercial (WC)	48 (72)
Urban Corridor (UC)	48 (72)
Regional Business (RB)	48 (72)
Downtown Commercial	48 to 72 (72)
Public and Private Facilities (PPF)	n/a
Special Study Area	Special District

- b. District Descriptions. Utilize the following purpose statements to distinguish the land use districts.

¹²Maximum density may be exceeded when a significant public benefit is provided. Examples include transit-oriented development, MHC preservation, or an approved development agreement.

¹² In the R-1 zone, the base density of 1 unit per acre may be transferred onsite to less constrained property. The bonus indicated in parentheses may only be transferred off-site to a density receiving area such as the Downtown. Bonus criteria are subject to requirements of the Kenmore Municipal Code.

EXHIBIT A

- Residential: The purposes of the Residential Districts are to implement Comprehensive Plan policies for housing quality, diversity, and affordability, and to efficiently use land, public services, and energy. In the R-1 district, the primary uses are single detached dwellings clustered as appropriate in relation to environmental constraints. In the R-4 through R-8 districts, Residential District purposes are accomplished by providing for predominantly single detached dwelling units on lot sizes that vary according to district. In the R-12 through R-24 districts, Residential District purposes are accomplished by allowing for a mix of predominantly apartment and townhouse dwelling units with a variety of densities according to district. In the Residential Districts, accessory uses and complementary nonresidential uses that are compatible with residential communities may be allowed.
- Manufactured Housing Community: The Manufactured Housing Community District is intended to ensure consistency with RCW 36.70A.070(2)(c) which requires that sufficient land be available for all types of housing including manufactured housing. The Manufactured Housing Community District promotes residential development that is higher density than single-family, but single-family in character. The land use designation is assigned to existing manufactured housing communities.
- Downtown Residential: The Downtown Residential District provides higher density residential development in support of the Downtown Commercial District. Limited retail and office uses are also allowed as part of mixed-use developments. The District represents an opportunity to provide a range of housing types in the community with attention to appearance and scale. The Downtown Residential land use plan classification is implemented by the Downtown Residential zone.

Some limited existing uses requiring vehicle storage that continue to contribute to the economic vitality of downtown are permitted to continue their business on existing properties, but are encouraged to transition the use of their properties to those more in keeping with the first paragraph of this intent statement.

- Neighborhood Business: The purposes of the Neighborhood Business District are to provide convenient daily retail and personal services for a limited service area, to minimize the impacts of commercial activities on nearby properties, and to provide for limited residential development.
- Community Business: The purpose of the Community Business District is to provide pedestrian-friendly, mixed-use development that both supports larger mixed-use and commercial areas with its residential development, and provides small-scale retail, educational, and personal service uses, and offices, for the local community. Allowable uses include office uses and mixed-use (housing and retail/service) developments. Commercial uses with extensive outdoor storage and industrial uses would be discouraged in the Community Business District.
- Waterfront Commercial: The purpose of the Waterfront Commercial District is to focus on existing water-dependent uses, but also to allow eating and drinking places, temporary lodging and other uses to support marina and airport development. Compatible light manufacturing would be appropriate. Office and mixed use multifamily development are desirable for the future.
- Urban Corridor: The Urban Corridor District is located along SR-522. The overall vision is to convert the area on the south side of the highway from a commercial strip corridor to an area of primarily office and multifamily development, taking advantage of lake views and proximity to transit.

On the north side of the highway, west of downtown, the area would continue to be a mix of restaurant, retail and service uses, with additional opportunities for office and mixed use multifamily development.

EXHIBIT A

East of downtown, portions of the district (nearest the transit center) would be an enterprise zone, allowing for a wide range of commercial uses, including bulk retail, as well as standalone multifamily development. Farther to the east, near the city limits, office and multifamily uses are envisioned.

New auto-oriented businesses would be prohibited throughout the district.

- **Regional Business:** The purposes of the Regional Business District include to provide for the broadest mix of retail, office, wholesale, and service uses, with compatible storage and light manufacturing uses, serving regional market areas and offering significant employment opportunities. These purposes are accomplished by supporting existing businesses, while encouraging compact and mixed-use development that is supportive of transit and pedestrian travel for the future. Industrial and heavy manufacturing uses are no longer appropriate in this district.
- **Downtown Commercial:** The Downtown Commercial District features a mix of private and public uses designed to create a small-town feel, and pedestrian-friendly environment. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, and high quality design and signage are key features. Permitted uses emphasize mixed or multiple use developments, and include high-density housing, civic and governmental, offices, small-scale commercial and retail, and locally oriented professional and personal services.

Uses not compatible with the Downtown Commercial intent such as those which require vehicle or materials storage, service bays, wide curb cuts, expanses of exterior product display or storage, or produce little customer or visitor activity are discouraged. Park-and-Ride/Transit Centers are promoted along SR-522, particularly in the Northwest Quadrant of the 68th Avenue NE/SR-522 intersection.

Some limited existing uses that require vehicle storage and continue to contribute to the economic vitality of downtown Kenmore are permitted as existing uses on existing properties, though the use is encouraged to transition use of the property to those more in keeping with the first paragraph of this purpose statement. The Downtown Commercial land use plan classification is implemented by the Downtown Commercial zone.

- **Public and Private Facilities:** The purpose of the Public and Private Facilities District is to identify and retain public and private lands primarily utilized for parks, recreation, schools, medical facilities (e.g. hospitals, clinics, medical districts etc.), non-profit service uses and organizations, utilities, government buildings, and other administrative or institutional uses. Master plans would be encouraged to determine the type and extent of these primary uses as well as compatible accessory uses. Development regulations include a process to reclassify smaller properties to the zone most prevalent immediately surrounding the site subject to the provision of information by the institution about the need to convert to a different use.
- **Special Study Area – Bastyr University:** The City has designated the St. Thomas Seminary property, owned by Bastyr University as a Special Study Area recognizing the Bastyr University Master Plan approved in December 2009 that will guide the development of the property. The land use designation for the Campus is Public and Private Facilities and development activities on the Campus will be limited to activities and levels of use as specified in the approved Master Plan and implementing zone of Public and Semi-Public.

The Bastyr University Campus Master Plan is adopted for the approximately 50-acre property in the City and is illustrated in **Figure LU-3A**. The Bastyr University Master Plan and the applied zoning provide for a coordinated multi-use higher education center meeting the vision of the University and

EXHIBIT A

the City to support diverse and continuing education opportunities, strengthen the City's economic base, and protect natural features. **Figure LU-3A** is considered a conceptual graphic, and minor modifications (KMC 19.23.050.A) to site development consistent with City master plan and zoning regulations are considered consistent with the Comprehensive Plan. The City's long term interest in the property is to have continued use of the site by Bastyr University or a similar institution with public access/use maintained through the use of a purchase of development rights, out-right purchase of portions of the property, off-site density transfers or joint use agreements.

- **Special Study Area – Plywood Supply:** The City has designated the Plywood Supply property south of NE 175th Street as a Special Study Area while the City works with property owners to complete a master plan that will guide the development of the property. In order to allow the master planning process to proceed, the property will retain its underlying RB designation for comprehensive planning purposes while development of that master plan is proceeding.
- **Lakepointe Mixed Use Master Plan:** A site development permit and Master Plan are approved for the Lakepointe site specifying permitted uses and development consistent with the Property-Specific (P-suffix) Development Standards. Northshore Comprehensive Plan Policies K-11 and K-12, adopted in Exhibit "C" to Ordinance 98-0027 that was reaffirmed in Ordinance 03-0177, continue to be in effect for this property.

Amend Figure LU-3:

Figure LU-3 Kenmore Land Use Plan **(REPLACE WITH MAP ON THE FOLLOWING PAGE)**

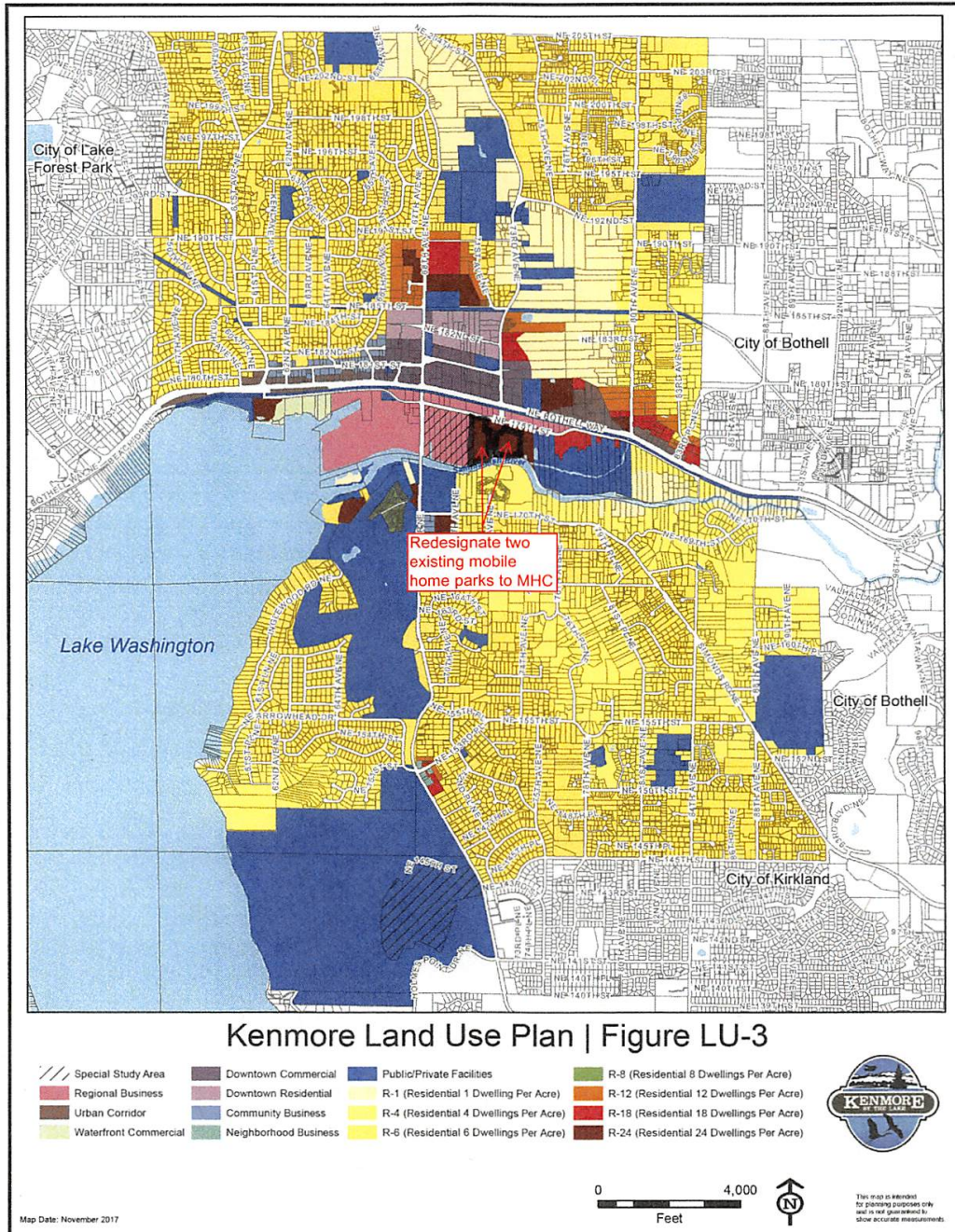


EXHIBIT B

**AMEND THE FOLLOWING SECTIONS OF THE COMPREHENSIVE
PLAN DOWNTOWN SUB-ELEMENT:**

**Amend the “Current Development Conditions and Trends” subsection of the
“Existing Conditions” section:**

Current Development Conditions and Trends

Most of Kenmore’s existing commercial development is concentrated along SR-522, including the Kenmore Square and Safeway complexes. Recent construction of City Hall and the Kenmore Library, and the proposed construction of the Kenmore Village mixed use project, the Town Green and the Community Building, are the first steps to creating a walkable Downtown core, surrounding the intersection of 68th Avenue NE and NE 181st Street.

There is recent residential development on the periphery of the core, with redevelopment of single-family sites east of 68th Avenue NE on NE 182nd Street and redevelopment of a former park-and-ride lot into the Spencer 68 apartment project on the west side of 68th Avenue NE near NE 182nd Street.

Existing manufactured housing communities in the Downtown provide higher density, more affordable, single-family housing.

The future Lakepointe development on Lake Washington at the southwest corner of SR-522 and 68th Avenue NE could have a dramatic impact on the City from both a physical and economic point of view. With a current permit for over 650,000 square feet of commercial/office/hotel development and 1,200 housing units in a waterfront setting, the development could represent one of only four or five waterfront mixed-use developments on Lake Washington.

**Amend the “Demand by Development Type” subsection of the “Opportunities
for Development” subsection of the “Current Development Conditions and
Trends” subsection of the “Existing Conditions” section:**

Demand by Development Type

The types of development likely to be supported within the area are described in a summary fashion below.

- Multi-family residential. Such development is already occurring in the area and reflects the need for increasing density throughout the urbanized area. The area to the east is particularly well suited for such development, located between the commercial core and the public service concentration on 73rd Avenue NE to the east.
- Manufactured housing communities. The existing manufactured housing communities provide affordable, unsubsidized single-family homeownership for seniors and lower-income households.
- Neighborhood commercial development. Additional grocery, drugstore, eating/drinking, miscellaneous retail, personal and business services will be required as the local area and larger market area grow over time. These uses should be increasingly accessible to pedestrians as well as automobiles.

EXHIBIT B

- Mixed-use development (residential with office and retail). Horizontal mixed-use, with residential next to commercial is favorable in the area, and conditions allowing for vertical mixed use developments are likely favorable in the near future.
- Corridor commercial. Such development along SR-522 will continue to be viable given the volume of traffic on SR-522. However, the overall vision is to convert the area from a commercial strip corridor to a mix of non-auto-oriented uses, taking advantage of lake views and proximity to transit.
- Light manufacturing. Small-scale advanced or artisanal manufacturing could offer significant new employment opportunities.

Amend the “Land Use Districts” subsection of the “Downtown Plans” section:

Land Use Districts

Recognizing the different character of the quadrants around the 68th Avenue NE and SR-522 intersection, the City has applied ~~three~~four districts in the Downtown.

- Downtown – Commercial: To promote a community-serving mixed use area, north of SR-522, the Downtown Commercial District features a mix of private and public uses designed to create a small-town feel, and pedestrian-friendly environment. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, and high quality design and signage are key features. Permitted uses emphasize mixed or multiple use developments, and include high-density housing, civic and governmental, offices, small-scale commercial and retail, and locally oriented professional and personal services. Uses not compatible with the Downtown Commercial intent such as those which require vehicle or materials storage, service bays, wide curb cuts, expanses of exterior product display or storage, or produce little customer or visitor activity are discouraged. Park-and-Ride/Transit Centers are promoted along SR-522.
- Downtown – Residential: The Downtown Residential District in the northeast and northwest quadrants provides higher density residential development in support of the Downtown Commercial Zone. Limited retail and office uses are also allowed as part of mixed-use developments. The District represents an opportunity to provide a range of housing types in the community with attention to appearance and scale.
- Manufactured Housing Community: The existing manufactured housing communities in the Downtown provide higher density single-family housing that is more affordable for seniors and lower-income residents. Some of the communities may be appropriate for long-term preservation; others may not be compatible with the future Downtown vision, particularly as high capacity transit comes to the City.
- Regional Business with Mixed-Use Master Plan Requirements: The Regional Business District encompasses the southwest and southeast quadrants of the 68th Avenue NE/SR-522 intersection and includes areas commonly referred to as the Lakepointe (Kenmore Pre-Mix) and the Plywood Supply areas. Property conditions and overlay districts, and in some locations, design standards, not only recognize Kenmore’s position as a regional transportation center for larger scale commercial, office, and multi-family developments, but also promote a mixed-use, compact development with coordinated internal circulation, shared or structured parking, compatible design and signage, and direct access to public transportation. Emphasis is placed on public access to the waterfront, protection of environmentally sensitive areas, building modulation and façade treatments that help create a human scale, and land use/design transitions and linkages to neighboring districts.

EXHIBIT B

Amend Policy LU-4.1.1:

- Policy LU-4.1.1 Consistent with the districts identified in Policy LU-2.1.2, encourage a mix of uses in Downtown including several or all of the following:
- a. Government, educational, health, human service, and public safety facilities;
 - b. Retail stores and services;
 - c. Professional offices;
 - d. Business/office parks;
 - e. Multi-family housing, manufactured housing communities and mixed-use developments;
 - f. Underground, under-building, structured, and/or shared parking; and,
 - g. Parks and open space.

Amend Policy LU-4.4.2:

- Policy LU-4.4.2 Identify Downtown as a receiving area for density transfers from properties with environmentally sensitive areas or to preserve existing affordable housing.

Amend Policy LU-5.5.1:

- Policy LU-5.5.1 Designate appropriate locations for multi-family land use and zoning districts accommodating a variety of housing types such as townhomes ~~and,~~ apartments and manufactured housing communities.

EXHIBIT C

AMEND THE FOLLOWING SECTIONS OF THE COMPREHENSIVE PLAN HOUSING ELEMENT:**Amend the “Number and Types of Housing Units” subsection of the “Existing Conditions” section:****Number and Types of Housing Units**

Kenmore added 12 percent more housing units during the 2000s—somewhat slower than the growth of the 1990s, but in line with projections in the 2005 Comprehensive Plan. Kenmore also grew a bit more slowly than King County and the rest of the Eastside. (See Exhibits A and L-1 of the East King County Housing Analysis.) The city’s mix of housing types changed very little during that time (Table H-B, below).

**TABLE H-B
NUMBER AND TYPE OF HOUSING UNITS, KENMORE**

TYPE OF HOUSING	2000		2014	
	UNITS	% OF TOTAL	UNITS	% OF TOTAL
Single-family Detached	5,235	70%	6,276	71%
Multi-family	1,892	25%	2,268	26%
Mobile Homes	361	5%	291	3%
Total Units	7,488	100%	8,835	100%

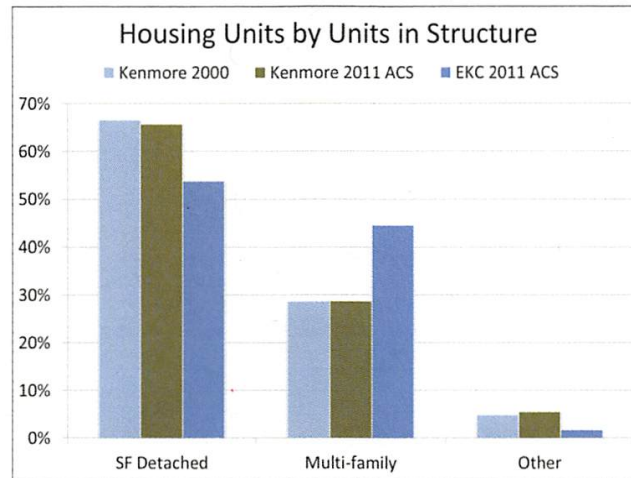
Source: U.S. Census Bureau, 2000 Census, and
Washington State Office of Financial Management (OFM), 2014.

Compared to King County and most of east King County, Kenmore has a relatively low percentage of multi-family housing. Less than 30 percent of Kenmore’s housing is multi-family (Figure H-7, below; Housing Analysis, Exhibit L-1). Approximately 25 percent of the multi-family units are condominiums.

Approximately 350 multi-family units have been built or begun construction since 2006, about 25 percent of overall housing growth in this period (2014 Buildable Lands Report; not all reflected in Figure H-7). About 40 percent of these newer units are condominiums.

EXHIBIT C

FIGURE H-7



Source: 2000 Census and 2011 American Community Survey, 5-Year Estimates (U.S. Census Bureau).

Kenmore is one of the few communities in east King County with any significant number of manufactured homes (close to 300; Washington State OFM). Most of Kenmore's manufactured homes are located in six parks with a small number located on individual lots. Units are a mixture of primarily owner occupied, and rental units sited on rental pads. The manufactured housing communities are an important housing resource for many Kenmore residents. More than half of the households living in manufactured homes are low-income. Two of the manufactured housing communities are reserved for seniors. In many cases, manufactured housing communities provide the opportunity of unsubsidized home ownership to households that cannot afford to purchase other types of housing. Homes are in a wide range of physical condition, including some units that are getting past their useful life. Other concerns include long-term park maintenance and replacement of aging infrastructure. Overall availability of manufactured housing has been decreasing in King County as parks are redeveloped with other uses. One of concern is that manufactured housing has offered a relatively affordable form of housing and is being when parks are closed and replaced with more expensive housing, homeowners lose most of their investment. Future redevelopment of the mobile home parks to higher densities could provide additional housing units with affordability requirements.

Several multi-family housing projects are in the planning or construction stages. The largest proposed multi-family development is Lakepointe, which would provide 1,200 new housing units; the exact mix of owner-occupied and rental units in the project is yet to be determined.

Another project, which has been approved, is the first major residential redevelopment project in the Downtown district. Located on a former Metro park-and-ride site, the property will have up to 325 apartments within walking distance of shopping and transit. Pursuant to local zoning requirements, twenty-five (25) percent of the units will be affordable to moderate-income households. The first phase of 138 apartments started construction in 2014.

Kenmore has permitted 31 accessory dwelling units as of 2011, or about one for every 167 detached single-family homes—almost exactly the same as the average for all of east King County (Housing Analysis, Exhibit Q-1). (This compares to a rate of one for every 32 detached homes in Mercer Island, the city with the highest ratio of ADUs.)

EXHIBIT C

Amend the “Summary of Local Housing Strategies” section:

SUMMARY OF LOCAL HOUSING STRATEGIES

Since incorporation, the city has taken action in several areas to address local housing needs. These include:

- Updates to the Downtown area plan have increased opportunities for creating new housing in the Downtown. This has allowed the city to have sufficient capacity to meet its 2006–2013 housing growth targets.
- The city rezoned the old Park and Ride site to allow housing development, with a requirement that 25 percent address local affordable housing needs. The first phase of development of this property began in 2014. To help enhance affordability on the property, the city approved a twelve-year property tax exemption on residential improvements.
- The city adopted regulations to allow Accessory Dwelling Units, with over 30 ADUs permitted to date.
- The city has waived a portion of impact fees for a project that incorporated housing affordable to low-income households.
- The city has been an ongoing member of ARCH. Through the ARCH Trust Fund process, the city has regularly committed local funds for affordable housing projects in Kenmore and throughout the region, assisting over 170 units affordable to lower-income households.
- Through participation in the countywide CDBG Consortium, 25 local homeowners have received Housing Repair loans since 2005.
- The city, in 2017, approved a Housing Strategy Plan identifying potential strategies to address affordable housing needs and prioritizing them for future consideration.

Amend Policy H-1.3.2:

Policy H-1.3.2 Ensure zoning regulations accommodate a range of housing styles and types in appropriate locations, such as single-family detached dwellings, townhouses, apartments, accessory dwellings, ~~designated~~ manufactured homes, and other types. Consider neighborhood character as well as housing needs when applying zones, land use, and development standards.

Amend Policy H-3.1.2:

Policy H-3.1.2 Consider measures to preserve and maintain existing manufactured housing communities.

Policy H-3.1.3 When displacement is unavoidable, encourage relocation assistance and replacement housing to be developed, where feasible, to help very low- and low-income households when displacement is unavoidable. For mobile home parks in particular, consider a funding pool to assist low and moderate income residents in deteriorating and obsolete mobile homes to find alternative housing in the community, or help to establish preferences in nearby housing for persons giving up their ~~obsolete~~ homes.

EXHIBIT C

Amend the “Implementation Strategies” section:

IMPLEMENTATION STRATEGIES

To organize and carry out these goals, objectives and policies, as well as to prepare the City for the next Comprehensive Plan update, the City will undertake the following:

- Work with neighborhoods when new policies, plans or programs are proposed to ensure that their unique issues are considered.
- ~~Adopt a~~Continue to review the action steps and priorities from the Housing Strategy Plan ~~that outlines action steps and priorities.~~
- Implement the Strategy Plan in coordination with ARCH.
- Maintain communications with, or participation in, regional agencies and projects.
- Monitor housing needs and supply over time, especially data that indicate progress toward meeting a proportionate share of the countywide needs for affordable housing.
- Evaluate and report results of the Strategy Plan and how the goals, objectives, and policies of this Housing Element have been achieved.
- Revise the Strategy Plan as needed to achieve more of the Housing Element’s goals, objectives, and policies.

EXHIBIT D***City of Kenmore*****Comprehensive Plan****NATURAL ENVIRONMENT SUB-ELEMENT****INTRODUCTION**

Natural systems play an important part in defining the character of the City of Kenmore. The different waterways provide recreational opportunities as well as visual amenities for the community. Some of the smaller, unnamed creeks perform an important role in surface water management by channeling runoff from impervious surfaces to the Sammamish River and/or Lake Washington. Streams and wetlands provide habitat for fish and wildlife and the tree-covered hillsides protect the slopes from erosional processes while also providing habitat. Future development will impact the natural systems and should be carefully reviewed to prevent undue adverse impacts that would lead to degradation of critical areas and to property damage.

Purpose

The purpose of the Natural Environment Sub-Element is to clarify the relationship between the natural environment and the built environment and to secure a balanced approach to future development. Sensitive areas such as wetlands, open spaces, **and** fish and wildlife habitat contain much of the natural wealth valued by City residents. Other sensitive areas, such as land prone to flooding and geologically hazardous areas are important because of the risk to lives and property posed by developing them.

Growth Management Act Federal and State Requirements

Under the Growth Management Act (GMA) all jurisdictions are required to protect and enhance the natural ecosystems through comprehensive plans and policies, and to develop regulations that reflect natural constraints and protect sensitive features. Land use and development is to be regulated in a manner that respects fish and wildlife habitat in conjunction with natural features and functions, including air and water quality. Natural resources and the built environment are to be managed to protect, improve and sustain environmental quality.

Additionally, under the federal Clean Water Act, administered by the Washington Department of Ecology, local waterways are to be managed for multiple beneficial uses, including flood and erosion hazard reduction, fish and wildlife habitat, agriculture, open space, water supply, and hydropower. Use of water resources for one purpose should, to the fullest extent possible, preserve and promote opportunities for other uses.

Countywide Planning Policies

The King County Countywide Planning Policies (CPP) seek to restore the quality of the natural environment and to protect it for future generations. The policies require all jurisdictions to manage natural drainage systems to improve water quality and habitat functions, minimize erosion and sedimentation, protect public health, reduce flood risks, and moderate peak storm water runoff rates. Jurisdictions in shared basins are to coordinate approaches and standards. Jurisdictions also are directed to encourage low impact development approaches and to plan for land use patterns and transportation systems that minimize air pollution and greenhouse gas emissions.

All jurisdictions are to collaborate with the Puget Sound Partnership to implement the Puget Sound Action Agenda for the benefit of Puget Sound and its watersheds.

EXHIBIT D***City of Kenmore*****Comprehensive Plan****EXISTING CONDITIONS****Geology**

Much of the City of Kenmore is comprised of undulating uplands formed as a result of different glacial depositional processes. Stream erosion, subsequent to glaciation, carved gullies and ravines in the uplands. Drift plains and alternating valleys create a north-south trending “ridge and valley” regional topography, with one major east-west lowland bisecting Kenmore – the Sammamish River Valley where the river empties into Lake Washington. The general topography of Kenmore is varied, ranging from hills up to 500 feet in elevation to the Lake Washington shoreline at 20 feet above sea level.

The Vashon glaciation left a layer of till and recessional sand and gravel deposits that mantle the upland plateaus north and east of Lake Washington. The till and recessional deposits overlie Vashon outwash sand and gravel, and older glacial and nonglacial deposits that overlie bedrock at great depths.

The Vashon and older deposits in the Kenmore area form a sequence of sand and gravel layers separated by finer grained layers of clay and silt or tight, well-graded soils, which are exposed in places along the steep slopes that lie between the upland plateaus and the lowland drainages. The Vashon and older deposits comprise several aquifers and aquitards within the subsurface, which control subsurface water movement from the upland to the lowland as well as to the locations of streams and creeks that occupy former outwash channels.

Lodgment till from the Vashon glaciation mantles much of the upland area but is generally absent from the steeper slopes at the edge of uplands and in the lowland. Lodgment till is an unsorted mixture of sand, gravel, silt, and clay deposited at the base of a glacier that has been compacted to a very dense state by the great weight of the overriding ice. This type of till has very low permeability and typically acts as an aquitard, restricting the downward flow of groundwater and reducing recharge of deeper aquifers. Till occurs at or very near the ground surface in the higher elevations of the watershed where north-south ridges and swales left by the passage of glacial ice cross the upland surface.

The ground surface along the upland margins and within former large outwash channels is underlain by a veneer of recessional outwash and ice contact deposits. Ice contact deposits were deposited during stagnation and melting of the ice sheet. These deposits consist of sand and gravel, similar to recessional outwash, but are more variable and often contain lenses of very silty material, till, and lacustrine silt and clay, which impede infiltration and groundwater flow.

Recent, unconsolidated deposits of alluvium, organic-rich deposits, and fill overlie the Vashon glacial soils. Recent alluvium, consisting of sand and gravel with interbeds of organic silt, peat and silty clay, exists within the floodplains of the Sammamish River and Swamp Creek. In general, the recent alluvium is poorly drained and associated with hydric soil conditions.

Geologic Hazards

Geologic hazard areas in Kenmore include lands with erosion, landslide, and seismic hazards. Erosion hazard areas, identified on the City’s Geologic Hazard Areas map, occur along the northwest City limits, along 61st Avenue NE, land south of NE 170th Street, and along the shoreline in the Inglewood neighborhood and St. Edward State Park.

The identification of areas susceptible to landsliding is necessary in the assessment of grading, building, foundation design, housing density, and other land development regulations. Steeply sloping

EXHIBIT D***City of Kenmore*****Comprehensive Plan**

unconsolidated glacial deposits are highly susceptible to landslides. Landslide hazard areas are found along 61st Avenue NE, the area south of NE 170th Street, and the Inglewood/St. Edward State Park area along Lake Washington.

Seismic hazard areas are those areas subject to severe risk of earthquake damage as a result of seismically induced settlement or soil liquefaction. The City's Geologic Hazard Areas map identifies the region of Swamp Creek, the Sammamish River basin and the northern end of Lake Washington north of NE 166th Place as a seismic hazard area primarily due to the potential of soil liquefaction during times of seismic activity. Refer to **Figure LU-11 NEW MAP TO BE INSERTED** for the map indicating geologic hazard areas in Kenmore.

Air Quality

Air quality is generally assessed in terms of concentrations of air-borne pollutants being higher or lower than ambient air quality standards set to protect human health and welfare. To measure existing air quality, the Washington State Department of Ecology and the Puget Sound Clean Air Agency (PSCAA) maintain a network of monitoring stations throughout the Puget Sound region. Based on monitoring information collected over time, state (Ecology) and federal (**EPA U.S. Environmental Protection Agency**) agencies designate regions as being "attainment" or "nonattainment" areas for particulate air pollutants. Attainment is a measure of whether National Ambient Air Quality Standards (NAAQS) are being met.

King County was designated as a nonattainment area in 1989. This designation brought about maintenance measures to bring the area back into attainment. The county now meets air quality standards and has a long-term plan for continuing to meet and maintain these standards and other requirements of the Clean Air Act. The county presently is designated as a "maintenance area."

Future Conditions

Air quality in Kenmore is predicted to remain much as it is today or to improve slightly. This is based on continuation of the State vehicle emissions inspection and monitoring program and decreased dependence on wood as a primary heating source as newer houses replace older ones.

Additionally, implementation of zoning responsive to air quality concerns can result in air pollution benefits Countywide and regionally. Decreased air pollution can be expected from zoning and development patterns that result in a reduction in vehicle miles traveled. Concentrated development and higher density development allows transit to serve people more efficiently and generally reduces the number of cars on the road. Although regional or Countywide emissions can be reduced with efficient land use patterns, air pollutant emissions would still occur in more populated areas and may affect more people.

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Figure 11. Geologic Hazards

Figure LU-11
Interim Geological Hazard Areas

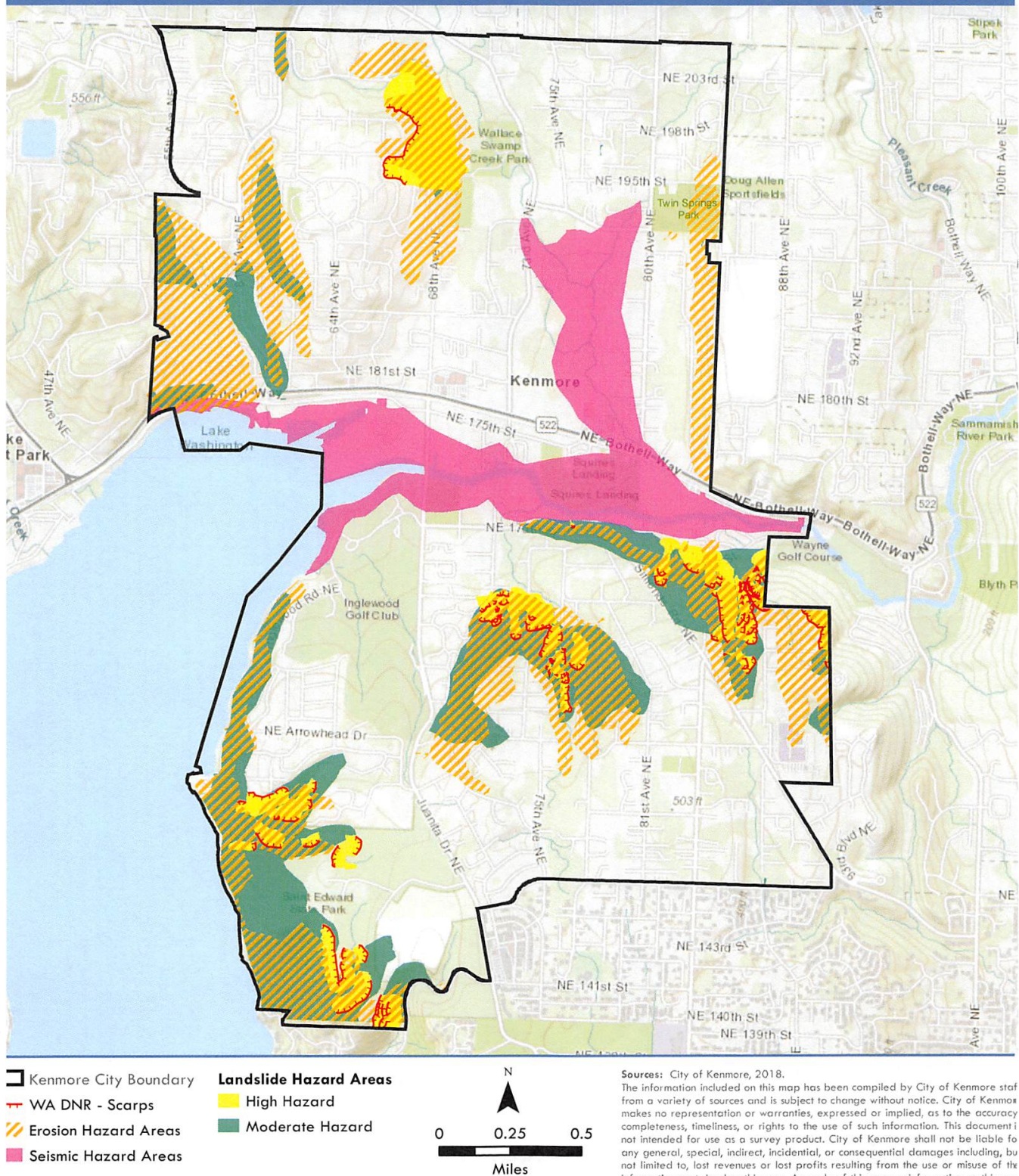


EXHIBIT D***City of Kenmore*****Comprehensive Plan****Water and Wetlands**

Predominant water features in the City include Swamp Creek as well as its tributaries and associated wetlands, the Sammamish River, and Lake Washington. In addition to these major water bodies, numerous small unnamed streams drain to these features.

Numerous wetlands also are located in the City—many within public open spaces such as Wallace Swamp Creek Park, Squire’s Landing Park, and ~~Inglemoor~~**Inglewood** Wetlands. Wetlands are transitional areas between aquatic and upland habitats and are identified based upon three parameters: hydrology, soils and vegetation. Wetlands are formally identified and delineated in accordance with the approved federal wetland delineation manual and applicable regional supplements. Under normal circumstances, wetlands include the following three components:

- Presence of water (hydrology) or an indication of at least the seasonal presence of water **on the surface or in the soils**;
- Unique soils (hydric soils) that differ from upland soils due to anaerobic conditions resulting from prolonged or frequent saturation or flooding; and
- A dominance of plants adapted to growing in wet conditions (hydrophytic vegetation).

Wetlands provide habitat for a variety of aquatic and terrestrial plant and animal species. The extent to which a wetland will provide wildlife habitat will depend upon several features including the condition of the site, its size, presence of habitat features (e.g. open water, ~~dead~~snags, islands or perches), the variety and complexity of the different habitat types within the wetland, and the surrounding habitat in the immediate vicinity. The ability of a wetland to provide habitat can also be linked to the degree it has been fragmented by urbanization and the level of disruption of the hydrology and vegetative continuity with other wetland systems. See **Figure LU-11a NEW MAP TO BE INSERTED** for a map of streams and wetlands in Kenmore.

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Figure 11a. Streams and Wetlands ~~(with Typing)~~

Figure LU-11a
Streams and Wetlands

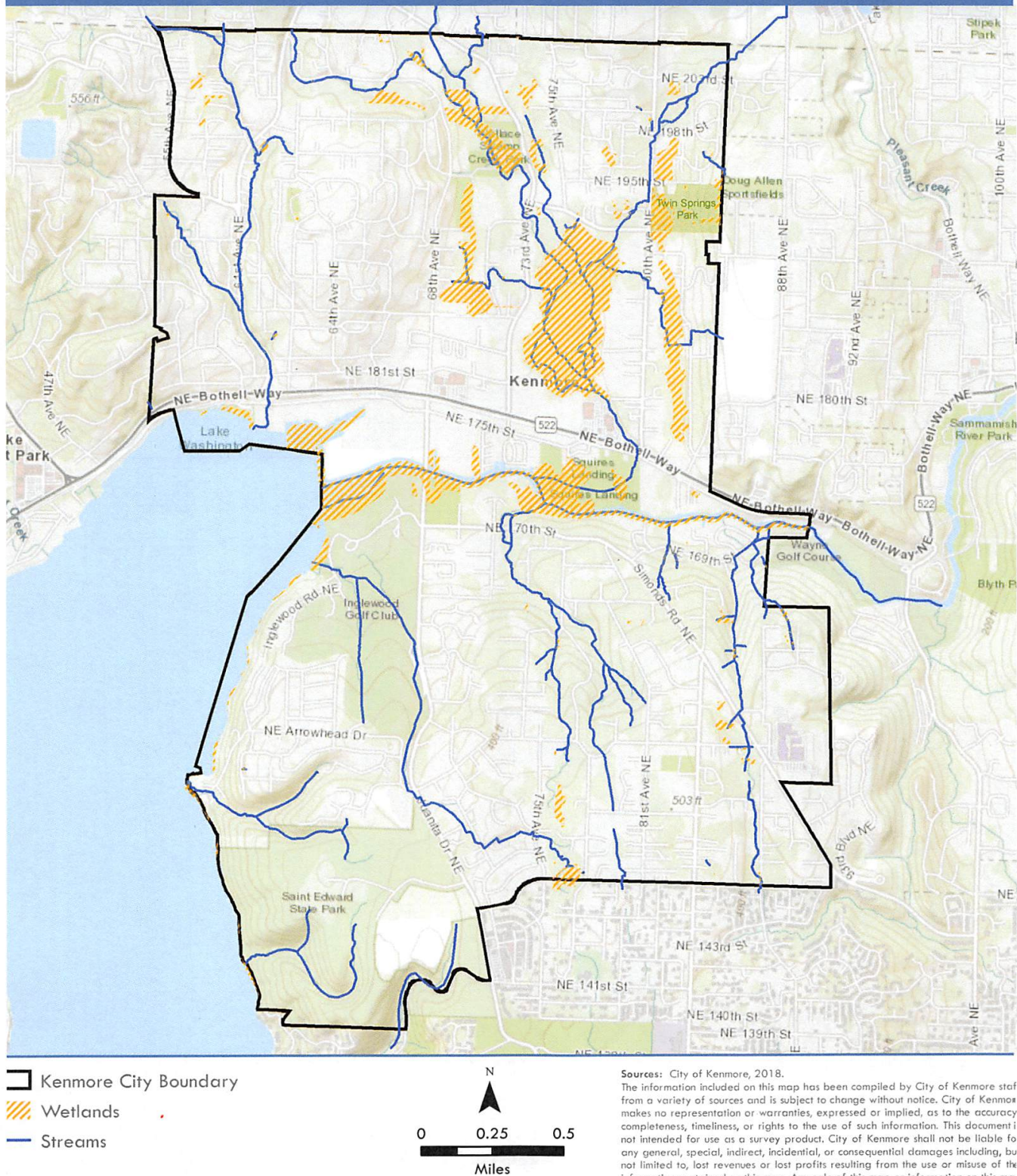


EXHIBIT D***City of Kenmore*****Comprehensive Plan***Swamp Creek*

The main stem of Swamp Creek is approximately 14.6 miles long, extending from headwaters wetlands in south Everett, through portions of Everett, Lynnwood, Brier, Mountlake Terrace, Bothell, unincorporated Snohomish County, and Kenmore to the Sammamish River. Within the city of Kenmore, there are 2.5 miles of shoreline along the stream.

Swamp Creek is typical of Puget Sound lowland streams. It originates in upland areas with gently sloping hillsides and eventually flows through a broad valley to the mouth. Topography along the stream course varies from 450 feet above sea level at the headwaters to 20 feet above sea level at the mouth of the creek. The stream has a low to moderate gradient of 1 to 6 percent. Site and vegetation clearing and grading, increased impervious surfaces, inadequate storm detention and other factors, particularly with development in the watershed upstream from Kenmore, have increased flood frequencies and severity. Despite these changes, the Swamp Creek floodplain contains some of the largest and highest quality wetlands and wildlife habitat in the City. Swamp Creek has actively migrated within its floodplain.

Little Swamp Creek and Muck Creek join with Swamp Creek in Kenmore, along with a third, unnamed tributary.

Water quality issues include sedimentation and pollutants associated with stormwater runoff. Temperature and dissolved oxygen exceed the water quality standards for most of the summer and early fall. There also are frequent exceedances of the fecal coliform bacteria standard. Swamp Creek at the mouth has consistently scored low on the King County Water Quality Index—rating it as a “high concern.” has been rated over time as either “moderate concern” or “high concern” since King County began monitoring water quality parameters in 2000.

To capture gravels and sediments, an in-stream sediment pond was created and is maintained in Wallace Swamp Creek Park.

Fish Habitat

Swamp Creek supports several salmonid fish species including coho salmon (federal species of concern), Chinook salmon (federally listed, threatened), coastal cutthroat trout (sea-run and resident), sockeye salmon, and steelhead trout (federally listed, threatened). Resident cutthroat trout are the dominant salmon species that spawn in the Swamp Creek basin. Swamp Creek also supports coho spawning and Little Swamp Creek is documented to support coho rearing. There is no designated critical habitat for any salmonid species in Swamp Creek or its tributaries.

Wildlife Habitat

Wildlife species are concentrated in small forested and wetland areas of the Swamp Creek watershed. The Swamp Creek Wetland #3 (Listed in the King County Sensitive Areas Map Folio; see Figure LU-11a) complex provides excellent forage and nesting habitat for birds and good forage and shelter habitat for amphibians, reptiles and small mammals. Ponded areas in the wetland provide resting sites for waterfowl. Of particular interest in Wetland #3 is the Great Blue Heron rookery, described further below.

Purple martin nest boxes (state priority species) are mapped at the Swamp Creek confluence.

EXHIBIT D***City of Kenmore*****Comprehensive Plan***Sammamish River*

The Sammamish River begins at the outlet of Lake Sammamish and ends at its confluence with Lake Washington. The total length of the river mainstem is approximately 14 miles. Within the City limits, the shoreline extends approximately 1.8 miles. The river has a low gradient (approximately 0.02%), dropping only 14' in elevation over its length. The volume and rate of surface water discharge from Lake Sammamish is moderated by a weir at Marymoor Park.

The River has been altered over time to control flooding. The natural Sammamish River floodplain historically covered a very large area as the river meandered extensively across the valley floor. Prior to channelization, land use in the valley was predominately agricultural and spring flooding regularly caused extensive damage to seed crops. To reduce this damage and to help regulate the level of Lake Sammamish, the U.S. Army Corps of Engineers, with King County as a local sponsor, dredged a deeper and straighter channel in the 1960s, filling in the former meanders. Levees were typically placed on the riverbanks to maximize the flood protection area. Miles of streambank were lined with rip-rap and are devoid of vegetation. In the 1980s and 1990s, dredging at the mouth of the river was undertaken for navigational purposes.

Consequences of the flood control projects include reduced frequency of overbank flooding, reduced riparian habitat, and elimination of extensive wetland areas. In Kenmore, approximately 35.3 acres of wetlands are mapped on the Sammamish River shoreline. The City has undertaken community restoration efforts to control invasive plants and replant native species in portions of the Rhododendron Park wetlands, portions of Squire's Landing Park wetlands, and in wetlands near the Wildcliffe Shores community.

The water quality of the Sammamish River is largely influenced by the slow-moving nature of this lowland system and by the backwater effect from Lake Washington. The slow movement, while enhancing sediment deposition, also allows for development of dense stands of aquatic plants and higher algal productivity. The backwater affect means that warmer lake water with lower dissolved oxygen concentrations is significantly influencing the conditions in the lower reach of the river, especially during summer months; both of these conditions—Temperatures are limiting for salmon. A 2015 study prepared for King County reported that “Elevated water temperatures may also adversely affect the fitness of adult Chinook salmon, delay their arrival at spawning grounds, or increase their susceptibility to disease/parasites,” and have even resulted in mortality prior to spawning. Swamp Creek’s cooler temperatures create an important thermal refuge for fish where the creek joins the river. Fecal coliform bacteria and various pollutants are additional water quality issues. Temperature, dissolved oxygen, and fecal coliform are water quality parameters that currently are listed by the Washington Department of Ecology as Category 5, a level of impairment that requires development of a Total Maximum Daily Load (TMDL) or water quality improvement plan. Ecology has been conducting studies in support of temperature and dissolved oxygen TMDL development since 2014.

The King County Water Quality Index rates the River at the Kenmore monitoring station as either of high or moderate concern with respect to water quality between 2000 and 2008.

Fish Habitat

The Sammamish River remains a major migratory pathway for salmon. The mouth of the River provides salmon rearing habitat and it is believed that outmigrating juvenile salmon may hold in the shallow beach area near the river mouth before moving into the lake. The basin supports rainbow trout, coho salmon

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(federal species of concern), Chinook salmon (federally listed, threatened), coastal cutthroat trout, kokanee salmon, sockeye salmon, and steelhead trout (federally listed, threatened).

Wildlife Habitat

Historically, the Sammamish River with its broad, shallow channels and numerous backwater sloughs and meanders provided prime habitat for a wide variety of animal species. This diversity of wildlife has been reduced and birds are the most visible form of wildlife along the river. Bald eagles, other raptors and cormorants have been observed flying along the River and great blue herons feed there.

Lake Washington

Lake Washington has a surface area of approximately 35 square miles. Kenmore's shoreline along the north end of Lake Washington is approximately 3.5 miles in length. The shoreline has little natural vegetation or habitat left due to urbanization. An exception is the waterfront along St. Edward State Park, which is roughly 3,000 feet in length and the longest undeveloped stretch of Lake Washington shoreline.

Construction of the Ship Canal in 1916 created the connection between Lake Washington and Puget Sound, causing the lake water surface elevation to drop approximately 9 feet. Currently the U.S. Army Corps of Engineers maintains the water level in the Lake within a 2-foot range between 20 and 22 feet. The minimum water elevation is maintained during winter to allow for annual maintenance of docks and other structures, minimize damage during winter storms, and provide flood storage volume.

Water quality in Lake Washington is ahas improved tremendously improvement from justin the last 50 years ago. However, a continued concern is localized areas of eutrophication, wherein nutrients (particularly phosphorus) and bacteria from the watershed are transported to the lake, resulting in excessive plant growth including floating and attached algae and nuisance plants. Water quality concerns around increased water temperature, fecal coliform bacteria and chemical contaminants also are present.

Fish Habitat

Lake Washington supports over 30 fish species of which 12 are non-native and introduced to the lake. Native species of salmonids use the lake for migratory passage, rearing of juveniles, and foraging. No salmonid spawning typically occurs in Lake Washington. Salmonid species include Chinook (federally listed, threatened), coho (federal species of concern), sockeye salmon, steelhead trout (federally listed, threatened), resident rainbow trout, cutthroat trout, Dolly Varden/bull trout (federally listed, threatened) and kokanee salmon.

Wildlife Habitat

Mapped bald eagle nest sites are located on the east shore of Lake Washington and documented perch trees, including large black cottonwoods, are located along the lakeshore. Pileated woodpecker breeding (state candidate species) occurs in the forests of St. Edward State Park and extending onto forested portions of adjacent private and public properties. Other priority habitats associated with the lake include wetlands and riparianbiodiversity areas and corridors.

Endangered, Threatened, Sensitive Species***Federally Listed Species***

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Several federally listed species are known to occur or could potentially occur within the City's shorelines. Federally listed species that have been documented include Chinook salmon, designated by National Oceanic and Atmospheric Administration National Marine Fisheries Division (NOAA Fisheries) as Threatened in 1999 and re-confirmed in 2005; bull trout, designated by U.S. Fish and Wildlife Service as Threatened in 1999; and steelhead trout, designated by NOAA Fisheries as Threatened in 2007 and re-confirmed in 2014.

As defined in the Endangered Species Act, critical habitat is "specific geographic areas that contain features essential to the conservation of an endangered or threatened species and that may require special management and protection." In 2005, the National Oceanic and Atmospheric Administration National Marine Fisheries Division designated "critical habitat" for Chinook salmon in the region, which is protected as essential to the conservation of listed salmon. Critical habitat for Puget Sound Chinook salmon includes the entire Kenmore's Lake Washington shoreline, including shoreline in Kenmore, and the lower portion of the Sammamish River.

In 2004, the U.S. Fish and Wildlife Service designated "critical habitat" for the Puget Sound Distinct Population Segment (DPS) of bull trout. The entire length of the, including Kenmore's Lake Washington shoreline, including areas within Kenmore, was designated as critical habitat for bull trout.

In 2007/2016, NOAA Fisheries designated "critical habitat" for the listed Puget Sound DPS steelhead as "threatened." Designation of potential critical habitat is underway which excludes all waters in the Lake Washington watershed, including in Kenmore.

State Priority Habitat and Species Program

The State of Washington Department of Fish and Wildlife has a Priority Habitat and Species (PHS) Program which includes a catalog of habitats and species considered to be priorities for both conservation and management. Priority habitats are "habitat types or elements with unique or significant value to a diverse assemblage of species." In Kenmore priority habitats include wetlands, biodiversity areas and corridors, and freshwater ponds.

The State lists designate *State-Endangered, Threatened, Sensitive, and Candidate Species*. Priority species include those designations, as well as "animal aggregations (e.g., heron colonies, bat colonies) considered vulnerable; and species of recreational, commercial, or tribal importance that are vulnerable." Priority species documented in Kenmore include Chinook salmon, bull trout, coho salmon, sockeye salmon, kokanee salmon, steelhead trout, coastal cutthroat trout, bald eagle, pileated woodpecker, purple martin, and great blue heron. Recent information indicates that the purple martin is no longer nesting in Kenmore.

The bald eagle's population status has improved to levels that resulted in the removal of the eagle from both federal and state listing. However, the eagle is still protected by the federal Golden and Bald Eagle Protection Act.

Due to the importance and size of the Kenmore's great blue heron colony, the great blue heron species is addressed below.

Great Blue Heron

Great blue herons are a permanent resident in all of Washington except the higher Cascade and Olympic ranges. They are highly vulnerable to human disturbance, predation, and competition for nesting habitat.

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More productive colonies tend to form near large areas of high quality foraging habitat. Most colonies are within 1.9 miles of key foraging grounds, although herons can nest anywhere within 6.2 miles of where they are foraging.

Ideal nesting habitat consists of mature forest. Although most colonies are found in forests free of human disturbance, some nesting occurs in areas of persistent human activity. The birds are less tolerant of disturbance in the pre-courtship and courtship periods between mid-February and mid-April.

Bald eagles are the heron's primary predator (Azerrad, 2012).

A heron rookery has been established near the north end of the Kenmore Park and Ride, within Swamp Creek wetlands. It housed approximately 40 nesting pairs in 2009.

The colony established itself after the Kenmore Park and Ride lot was developed. There is a water barrier between the lot and the colony which may create a sense of safety. Other than encroaching development, factors which may cause the birds to move in the future include bald eagle intrusion, damage to nesting trees (trees can be damaged by the nesting as well as by flooding), reduction in foraging areas, and other factors (Norman 1999).

The birds are colonial during the breeding season but are noncolonial in the winter when they stay in the immediate area but separate into smaller groups. The winter roosting areas have not been identified. In winter, the birds will switch from foraging in wetland areas to upland areas where they will feed, for example, on rodents (Norman 1999).

Colonies usually exist at the same location for many years, and productivity (the number of fledglings/nesting herons) may be positively related to the number of years colonies have been in use. The herons may relocate their colonies in response to increased predation on eggs and young by mammals and birds such as eagles, declines in food availability, or human disturbance (State of Washington Department of Fish and Wildlife 1999).

The City of Kenmore's Critical Area Regulations should require a year-round buffer of 900 feet radius around an active rookery, where unusually loud activities should be prohibited (Azerrad, 2012). Between January/February 1 and July/August 31, no clearing or grading or land disturbing activity is should be allowed within 900 feet of the rookery/the buffer unless approved by the Washington State Department of Fish and Wildlife (the SR-522 right of way is exempt from the buffer). Permits for activities within the heron rookery buffer require approval of a habitat management plan by the State and City.

EXHIBIT D***City of Kenmore*****Comprehensive Plan****Shoreline Master Program**

The Shoreline Master Program applies to “shorelines of the State.” In Kenmore, these include Lake Washington, the Sammamish River, and the main stem of Swamp Creek. In addition, wetlands considered “associated” with State Shorelines, such as Swamp Creek No. 3, also are regulated by the Shoreline Master Program. The Shoreline Master Program regulations include Environment designations of Downtown Waterfront, Shoreline Residential, Urban Conservancy, ~~and Natural, and Aquatic~~. The Downtown Waterfront environment is more permissive in terms of uses and development standards than the other designations. The most restrictive ~~Environment~~ designation is the Natural ~~Environment~~. The Shoreline Sub-Element of the Land Use Element addresses shoreline goals, objectives and policies.

GOALS, OBJECTIVES, AND POLICIES

Following are the natural environment goals, objectives and policies. In some cases, policies are cross-referenced in more than one Element or Sub-Element, and this is noted by a policy reference in italics (e.g., *Policy SW-42.3.1*).

GOAL 13. *PRACTICE ENVIRONMENTAL STEWARDSHIP BY PROTECTING, ENHANCING, AND PROMOTING THE NATURAL ENVIRONMENT IN AND AROUND THE CITY OF KENMORE.*

OBJECTIVE 13.1 *Cooperate regionally and strive locally to improve air quality.*

- Policy LU-13.1.1 Protect air quality from adverse impacts through the following measures:
- a. Encourage alternative modes of transportation to reduce reliance on the automobile as the primary method of transportation.
 - b. Promote mixed-use and compact development forms, particularly in the Downtown, to help reduce the need for automobile use.
 - c. Require air quality impact analysis for major new developments, which could adversely impact the air quality levels in the vicinity.
 - d. Work with other agencies to educate the public about air quality impacts due to vehicular travel and due to improper use of woodstoves and fireplaces.
 - e. Work with other agencies to monitor air quality within the planning area.

- Policy LU-13.1.2 Through development standards, reduce air pollution emissions from construction and land clearing activities.

OBJECTIVE 13.2 *Encourage a reduction in overall noise levels throughout the community.*

- Policy LU-13.2.1 Require new developments which could generate substantial levels of noise or could expose people to substantial levels of noise from existing noise generators to submit an analysis of potential noise impacts and propose mitigation.

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- Policy LU-13.2.2 Implement noise and nuisance ordinances to address various noise sources and require cessation or mitigation of noise.
- Policy LU-13.2.3 Encourage residential or other noise-sensitive development proposed for location in noise-impacted areas to be oriented away from noise source, or to be constructed with materials that will maximize noise reductions, or to incorporate fencing, landscaping, or other noise-reducing features, appropriate to the situation. Noise impacted areas may include the vicinity of SR-522, or the vicinity of the Air Harbor, or other areas that may be determined through environmental review.
- OBJECTIVE 13.3 Encourage a reduction in light and glare impacts throughout the community.**
- Policy LU-13.3.1 Through design standards or educational opportunities, discourage the use of building materials or signage materials that cause glare impacts to substantial numbers of motorists or surrounding neighborhoods.
- Policy LU-13.3.2 Require appropriate illumination levels and light shields, ~~and direction~~ for lighting standards along streets, and in public open spaces and parks.
- Policy LU-13.3.3 Encourage residents to provide exterior lighting for security purposes which does not unduly impact their neighbors.
- Policy LU-13.3.4 Restrict lights pointing up, affecting the view of the night sky.
- OBJECTIVE 13.4 Cooperate regionally and strive locally to protect surface and ground water quality and quantity from degradation.**
- Policy LU-13.4.1 Actively work with communities upstream from Kenmore to develop and implement appropriate surface water regulations to adequately retain and detain surface water so as to minimize the adverse effects upon the environment in Kenmore.
- Policy LU-13.4.2 Use incentives, regulations and programs to manage Kenmore's water resources (rivers, streams, lakes, wetlands and ground water) and to protect and enhance their multiple beneficial uses including fish and wildlife habitat, flood and erosion control, water supply, energy production, transportation, recreational opportunities and scenic beauty. Use of water resources for one purpose should, to the fullest extent practicable, preserve opportunities for other uses.
- Policy LU-13.4.3 Allow development that supports continued ecological and hydrologic functioning of water resources. Development should not have a significant adverse impact on water quality or water quantity.
- Policy LU-13.4.4 Participate in the development of watershed plans integrating surface water, ground water, drinking water and wastewater planning to provide efficient water resource management.

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Policy LU-13.4.5 Actively encourage the use of environmentally safe methods of vegetation control.

OBJECTIVE 13.5 Adopt an urban forestry strategy to encourage the preservation and planting of trees on public and private property.

Policy LU-13.5.1 Adopt an urban forestry strategy which encourages the preservation and protection of trees on public and private properties.

Policy LU-13.5.2 Through urban forestry, street design standards and parks programs, encourage the planting of street trees throughout the City.

OBJECTIVE 13.6 Protect the natural, environmental, ecological, public access, aesthetic, and economic aspects of Lake Washington, the Sammamish River, and Swamp Creek.

Policy LU-13.6.1 In the City's Shoreline Sub-Element and Shoreline Master Program, balance the need to provide for shoreline protection, and public access, with the need to allow for water-oriented uses and economic development.

Policy LU-13.6.2 Allow development within designated Shoreline Environmentsthe shoreline jurisdiction that preserves the resources and ecology of the water and shorelines; avoids natural hazards; promotes visual and physical access to the water; and preserves archeological resources, traditional cultural resources, and navigation rights. Protection of critical areas should be balanced with visual values and physical access as long as there is no net adverse impact to regulated shoreline ecological processes and functions.

Policy LU-13.6.3 Balance private property rights with the need for public physical and visual access to shorelines.

GOAL 14. PROTECT LIFE AND PROPERTY IN AREAS OF NATURAL HAZARDS.

OBJECTIVE 14.1 Strive to protect lives and public and private property from flooding.

Policy LU-14.1.1 Implement the Surface Water Element goals, objectives and policies and the Kenmore Surface Water Management Plan to minimize flood hazards in the community.

Policy LU-14.1.2 Recognize the Swamp Creek basin as an environmentally sensitive area that has sustained repeated flooding impacts. Densities and services should reflect the environmental sensitivity of the Swamp Creek basin.

OBJECTIVE 14.2 Strive to protect slopes from erosion and sliding.

Policy LU-14.2.1 Require land uses permitted in mapped Erosion Hazard Areas to minimize soil disturbance and maximize retention and replacement of native vegetative cover.

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- Policy LU-14.2.2 Require new development to protect natural vegetation coverage at levels sufficient to moderate surface water runoff and erosion and to protect the integrity of stream channels. When revegetation is required, appropriate native vegetation should be used.
- Policy LU-14.2.3 Require grading and construction activities to be conducted with erosion control Best Management Practices and other development controls as necessary to ~~reduce~~~~minimize~~ sediment discharge from construction sites ~~to minimal levels~~.
- Policy LU-14.2.4 Require increased surface water ~~requirements~~~~management~~ in areas draining over steep and erosive slopes.
- Policy LU-14.2.5 Limit development on slopes with a grade of 40 percent or more ~~to be developed~~ unless the risks and adverse impacts associated with such development can be reduced to a non-significant level.
- Policy LU-14.2.6 Limit development in Landslide Hazard Areas unless the risks and adverse impacts associated with such development can be reduced to a non-significant level.
- OBJECTIVE 14.3 Minimize the potential for damage due to liquefaction and seismic hazards.**
- Policy LU-14.3.1 In areas with severe seismic hazards, apply Uniform Building Code, and any other necessary special building design and construction measures to minimize the risk of structural damage, fire and injury to occupants and to prevent post-seismic collapse.
- GOAL 15. PROTECT AND ENHANCE UNIQUE, VALUABLE, AND CRITICAL PLANTS AND WILDLIFE.**
- OBJECTIVE 15.1 Protect wetlands from encroachment and degradation, and encourage wetland restoration.**
- Policy LU-15.1.1 Determine wetland boundaries in accordance with the approved federal wetland delineation manual and applicable regional supplements.
- Policy LU-15.1.2 ~~Provide~~~~Utilize~~ a wetland classification system ~~for wetlands that is based on best available science~~~~allows for the designation of both regionally and locally unique wetlands.~~
- Policy LU-15.1.3 Strive to achieve no-net-loss of wetland functions or values within each drainage basin. Acquisition, enhancement, regulations, and incentive programs may be used independently or in combination with one another to protect and enhance wetlands functions.
- Policy LU-15.1.4 Require development adjacent to wetlands to be sited such that wetland functions are protected, an adequate buffer around the wetlands is provided, and significant adverse impacts to wetlands are prevented.

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- Policy LU-15.1.5 Protect areas of native vegetation that connect wetland systems. Whenever effective, incentive programs such as buffer averaging, density credit transfers, or appropriate non-regulatory mechanisms should be used.
- Policy LU-15.1.6 Protect the unique hydrologic cycles, soil and water chemistries, and vegetation communities of bogs, fens and other legislatively designated unique wetland ecosystems through the use of Best Management Practices to control and/or treat stormwater within the wetland watershedbasin.
- Policy LU-15.1.7 Allow public access to wetlands for scientific, recreational use, and traditional cultural use where public access trails are carefully sited, sensitive habitats and species are protected, and hydrologic continuity is maintained.
- Policy LU-15.1.8 Allow enhancement or restoration of degraded wetlands to maintain or improve wetland functions, provided that all wetland functions are evaluated in a wetland management plan, and adequate monitoring, code enforcement and evaluation is provided and assured by responsible parties. Restoration or enhancement must result in a net improvement to the functions of the wetland system. Technical assistance to small property owners should be considered.
- Policy LU-15.1.9 Alterations to wetlands may be allowed, only after all wetland functions are evaluated, the least harmful and reasonable alternatives are identified, and affected significant functions are appropriately mitigated, in order to:
- Accomplish a public agency or utility development;
 - Provide necessary utility and road crossings;
 - Maintain and improve a wetlandEnhance an ecological function; or,
 - Avoid a denial of all reasonable use of the property.
- Policy LU-15.1.10 Approve wetland mitigation proposals if they would result in improved overall wetland functions within a drainage basin. All wetland functions should be considered. Ensure mitigation sites replace or augment the functions that would be lost as a result of the project proposal. Further, mitigation sites should be located strategically to alleviate habitat fragmentation.
- Policy LU-15.1.11 Promote mitigation projects that contribute to an existing wetland system or restore an area that was historically a wetland. The goal for these mitigation projects is no net loss of wetland functions per drainage basin.
- Policy LU-15.1.12 Preserve land used for wetland mitigation in perpetuity. Monitoring and maintenance should be provided until the success of the site is established.
- Policy LU-15.1.13 Support a cooperative multi-jurisdictional effort to develop a plan for the establishment and utilization of a wetland mitigation banking program or in lieu fee program.

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Policy LU-15.1.14 Apply appropriate penalties for current as well as previous wetland alteration violations, such as requiring wetland restoration, through code enforcement and stricter standards for development on sites where wetlands have been illegally filled.

OBJECTIVE 15.2 Protect streams from encroachment and degradation, and encourage stream restoration.

Policy LU-15.2.1 River and stream channels should be preserved, protected and enhanced for their hydraulic, ecological and aesthetic functions.

Policy LU-15.2.2 In partnership with other jurisdictions and interested parties, continue restoring stream and river channels and surrounding riparian areas to enhance water quality and fish and wildlife habitat and to mitigate flooding and erosion. **Of particular interest is retention of forest communities along stream and river channels that provide shade and a source of woody debris to the aquatic habitat.**

OBJECTIVE 15.3 Maintain and promote a diversity of native species and habitat within the City.

Policy LU-15.3.1 Protect native plant communities by encouraging management and control of non-native invasive plants, including aquatic plants. Environmentally sound methods of vegetation control, **including appropriate use of approved herbicides,** should be used to control noxious weeds.

~~Policy LU-15.3.2 Actively encourage the use of environmentally safe methods of vegetation control. Herbicide use should be minimized.~~

Policy LU-15.3.³² Recognize that aquatic weeds and toxic algae are a regional issue. Lobby King County to take the lead on a solution to control aquatic weeds and algae on the Sammamish River, Swamp Creek and Lake Washington. At the same time, facilitate the use of local resources, including volunteers, to reduce aquatic weeds.

Policy LU-15.3.⁴³ Encourage the use of native plants in landscaping requirements, erosion control projects, and in the restoration of stream banks, lakes, shorelines, and wetlands. Provide incentives for using native plants, mature plantings, and higher densities of biomass.

Policy LU-15.3.⁵⁴ Maintain fish and wildlife through conservation and enhancement of terrestrial, air, and aquatic habitats.

Policy LU-15.3.⁶⁵ Preserve habitats for species which have been identified as endangered, threatened, or sensitive by the state or federal government.

Policy LU-15.3.⁷⁶ Designate and protect **the following** Fish and Wildlife Habitats **of Importance,** **including Conservation Areas found in Kenmore:**

- a. Habitat for federal or state listed ~~E~~ndangered, or ~~T~~hreatened species;

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- b. Habitat for ~~S~~state ~~S~~sensitive, and ~~C~~candidate species; animal aggregations considered vulnerable; and those species of recreational, commercial, or tribal importance that are vulnerable as identified and mapped by the State Priority Habitats and Species Listprogram.
 - c. Habitat for ~~Herons of Local Importance~~; great blue herons;
 - d. Habitat for bald eagles;
 - e. ~~Urban natural open spaces~~Biodiversity areas and corridors designated and mapped in the Priority Habitats and Species Projectprogram by the State Department of Fish and Wildlife; and,
 - ef. Riparian corridors.
- Policy LU-15.3.8 ~~Conduct a local process to determine fish, wildlife, and plant species of local importance, and address these in Policy LU-15.3.7~~Provide a mechanism for nomination and consideration of additional Fish and Wildlife Habitats of Importance.
- Policy LU-15.3.9 Identify species which need protection during the development review process.
- Policy LU-15.3.10 Stream and wetland buffer requirements may be increased to protect Endangered, Threatened, and Priority wildlife speciesFish and Wildlife Habitats of Importance. Whenever possible, density transfers and/or buffer averaging should be allowed.
- Policy LU-15.3.11 Protect salmonid habitats by ensuring that land use and facility plans (transportation, water, sewer, electricity, gas) include riparian and stream habitat conservation measures developed by the County, cities, tribes, service providers, and/or state and federal agencies. Development within basins that contain fish enhancement facilities should consider significant adverse impacts to those facilities.
- Policy LU-15.3.12 Work with adjacent jurisdictions, state and federal governments and tribes during land use plan development and site development review to identify and protect habitat networks at jurisdictional boundaries.
- ~~Policy LU-15.3.13 Encourage incorporating native plant communities into development proposals.~~
- Policy LU-15.3.~~14~~13 Integrate fish and wildlife habitats into capital improvement projects whenever feasible.
- Policy LU-15.3.~~15~~14 Promote voluntary fish and wildlife habitat enhancement projects by private individuals and businesses through educational and incentive programs.
- Policy LU-15.3.~~16~~15 Actively participate in the Watershed Resource Inventory Area (WRIA) 8 Council to ensure that the City's planning, implementation, and enforcement efforts regarding surface and groundwater, environmentally sensitive areas, and development regulations are consistent with regional efforts. A central purpose of the watershed planning and implementation should be the recovery of

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endangered, threatened, or sensitive species such as ~~the~~ Chinook salmon, steelhead trout and bull trout.

Policy LU-15.3.4716 Regularly review the City's capital projects, and planning and regulatory efforts to ensure consistency with the Federal 4(d) rule.

IMPLEMENTATION STRATEGIES

The Natural Environment Sub-Element policies would require new, continuing or increased commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, or coordinate with adjacent jurisdictions.

New programs, rules, or regulations would be needed to address:

- Air quality and noise analyses for major new developments
- Urban forestry strategies
- Habitat enhancement educational, volunteer and incentive programs
- Aquatic weed and algae control.

A review of existing programs, rules and regulations would be needed to ensure they meet the policies, including:

- Control of air emissions from construction and land clearing activities
- Erosion control Best Management Practices
- Increased surface water management requirements on steep and erosive slopes
- Sufficiency of wetland, stream, fish and wildlife habitat, flood hazard, steep slopes seismic hazard, landslide hazard, and erosion hazard regulations
- Sufficiency of design standards for building materials, critical area signage and lighting
- Sufficiency of noise standards
- Sufficiency of native vegetation requirements and tree management and protection requirements
- Sufficiency of aquatic weed prevention and invasive plant prevention
- Sufficiency of protection against pollutants, including fertilizer, entering streams, the River and the Lake.

Additional or continuing efforts would need to be made to coordinate with adjacent jurisdictions or participate in regional programs, including:

- Working with adjacent, upstream communities on water quality and flooding issues
- Participating in the development of watershed plans
- Working with King County and the Sammamish River cities to control aquatic weeds and algae on the Sammamish River and Lake Washington
- Establishing a wetland mitigation banking program or in lieu fee program

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Comprehensive Plan

- Restoring stream channels.

REFERENCES

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ESA Adolfson (2009). Kenmore Shoreline Master Program Update: Inventory and Analysis. Seattle, WA.

~~King County (December 1990). Sensitive Areas Map Folio. Seattle, WA.~~

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King County Growth Management Planning Council (December 2012). Countywide Planning Policies. Seattle, WA.

Norman, Don (November 23, 1999). Personal Communication, phone call from Don Norman, consulting biologist to Lisa Grueter, Bucher, Willis & Ratliff Corporation.

State of Washington, Department of Fish and Wildlife (1999). "Great Blue Herons" in the Management Recommendations for Washington's Priority Species, Volume IV: Birds. Authors Timothy Quinn and Ruth Milner. Olympia, WA.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Drug & Alcohol Testing Policy City Employees with Commercial Vehicle Licenses (CDL) Proposed Council Action/Motion: Authorize the city manager to execute a Drug & Alcohol Testing Policy, substantially similar to the attached draft policy.	For Council Meeting Agenda of: November 26, 2018 Department: City Manager's Office Prepared by: Rob Karlinsey <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: <u>AWC Legal Review</u> Approved by Finance Director: <u>✓</u> Approved by City Manager: <u>RJK</u> Attachment(s): Drug & Alcohol Testing Policy
When the City begins its new in-house public works operation in 2019, the workers will be required to have commercial drivers licenses (CDLs) so that they can operating the necessary vehicles and equipment. Federal law requires that CDL drivers are tested for alcohol and controlled substances in the following ways: Pre-employment Post-accident Reasonable Suspicion Random To comply with these testing requirements, the City of Kenmore will join the Association of Washington Cities Drug & Alcohol Testing Consortium to administer testing. The City, along with other cities in the state, will be part of a larger pool from which CDL drivers will be randomly tested for alcohol and/or controlled substances. The attached policy provides more details on the procedures, definitions, prohibited conduct, consequences of positive test results, and other elements of complying with the Federal regulations. The effective date of the policy will be December 10, 2018.	
<u>FISCAL CONSIDERATION:</u> The AWC Drug & Alcohol Consortium fee is \$175 per year plus \$52/year per CDL. Assuming five CDLs, the annual cost will be a minimum of \$435 per year. Random tests are covered in this cost. Other tests (pre-employment, post-accident, and reasonable suspicion) are in addition and cost \$35/test for breath alcohol and \$55/test for drug tests.	

**CITY OF KENMORE
DRUG AND ALCOHOL POLICY
FOR USE WITH DOT REGULATED EMPLOYEES**

Federal regulations require that employers conduct alcohol and controlled substances testing of drivers who operate commercial motor vehicles, mechanics, and supervisors with a commercial driver's license who fill in. For the purpose of this policy, the employee will be referred to as "driver" and the employer will be referred to as "Employer." This policy provides guidelines for circumstances under which the Federal Motor Carrier Safety Administration (FMCSA) and the United States Department of Transportation (DOT) mandated testing must be conducted. Of course, all the details of every possible situation cannot be anticipated, so the Employer reserves the right to determine the appropriate application of this policy and general employment policies to any particular case.

Employees covered by this policy have been provided a copy of these FMCSA/DOT provisions and by signature verify that they have read and understand the policy. **Drivers should note that in addition to the required DOT regulations, they are also subject to the Employer's drug and alcohol policy and all other policies and procedures applicable to all employees.** Throughout this policy, any provisions that are based on Employer's sole authority (vs. mandated by federal regulations) will be underlined.

The Employer expects all drivers to work drug- and alcohol-free at all times. If you have any questions about this policy, contact Administration & Finance Director or the Public Works Operations Manager at 425-398-8900.

The following conditions and activities are expressly prohibited:

The manufacture, or sale, or use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on Employer premises or property, or during work time, or while representing the Employer in any work-related fashion.

Reporting for work having consumed alcohol or used illegal drugs or controlled substances at a time, or in such quantities, or in a manner that may impair work performance. For purposes of this policy, having any detectable level of an illegal or controlled drug, or alcohol with an alcohol concentration of .02 or greater, in one's system while covered by this policy will be considered to be a violation.

Alcohol and Drug Problems

In some cases, alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Drivers who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. It is the *driver's* responsibility to seek help when needed, and to do so *before* substance abuse causes problems on the job, results in a positive drug or alcohol test or results in disciplinary action.

Drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 382 and 40, provided that:

- 1) The admission is in accordance with the Employer's written established voluntary self-identification policy;
- 2) The driver does not self-identify in order to avoid testing;
- 3) The driver makes the admission of alcohol misuse or controlled substances use before performing a safety-sensitive function;
- 4) The driver does not perform a safety-sensitive function until the Employer is satisfied that the driver has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Normally, the Employer will:

- 1) Not take adverse action against a driver making a voluntary admission of alcohol misuse or controlled substances use provided that the admission occurs before the employee has been subject to disciplinary action or the use/misuse has affected job performance;
- 2) Allow the driver sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem;
- 3) Permit the employee to return to safety sensitive duties **only** upon successful completion of an educational or treatment program, as determined by a substance abuse professional.

The following Substance Abuse Professional can provide help and referrals:

(CITY MANAGER TO DESIGNATE AND PROVIDE THIS INFORMATION PRIOR TO THE EFFECTIVE DATE OF THIS POLICY)

Definitions

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol concentration (or content), BAC" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382.

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"Commercial motor-vehicle" (or "CMV") means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

"Controlled substances" mean those substances identified in 49 CFR Part 40.85, as amended: marijuana, cocaine, opiates, amphetamines, and phencyclidine.

"DOT Agency" means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, and 655), in accordance with 49 CFR Part 40.

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly-employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

"Drug" has the meaning of any controlled substances, prescription, or over-the-counter medication.

"EBT (or evidential breath testing device)" means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

"Employer" means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with 49 CFR Part 382. The term refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, as well as those individuals employed by the entity who take personnel actions resulting from violations of 49 CFR Part 382 and any applicable DOT agency regulations. Service agents are not employers.

"Licensed medical practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of

osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

"Performing (a safety-sensitive function)" means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Refuse to submit (to an alcohol or controlled substances test)" means that a covered employee:

- Fails to show up for any test (except a pre-employment test) within a reasonable time after being directed to do so by the Employer. This includes the failure of an employee to appear for a test when called by a Consortium/Third Party Administrator);
- Fails to remain at the testing site until the testing process is complete; provided, that an applicant who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused a test. The testing process commences once the applicant has been provided the specimen collection cup;
- Fails to provide a urine specimen for any drug test or breath or saliva sample for an alcohol test required by 49 CFR Part 382, if the employee leaves after the testing process has commenced;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of urine, breath or saliva when directed, unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure to provide;
- Fails or declines to take a second test the employer or collector has directed following a negative dilute result as required by 40.197(b);
- Fails to undergo an additional medical examination, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) concerning the evaluation as part of the "shy bladder" procedures in 49 CFR Part 40, subpart I; or fails to undergo a medical examination or evaluation as directed by the employer as part of the insufficient breath procedures outlined in 40.265(c);
- Fails to cooperate (e.g. refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector) or otherwise interferes with any part of the testing process;
- Fails to sign the certification at Step 2 of the alcohol testing form (ATF);
- Is reported by the MRO as having a verified adulterated or substituted test result;

- For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process;
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
- Admits to the collector or MRO to having adulterated or substituted the specimen.

"Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- 1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- 2) All time inspecting equipment as required by FMCSA regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- 3) All time spent at the driving controls of a commercial motor vehicle in operation;
- 4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);
- 5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- 6) All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct

The following is considered prohibited conduct under this policy:

- 1) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- 2) No driver shall use alcohol while performing safety-sensitive functions.
- 3) No driver shall perform safety-sensitive functions within four hours after using alcohol.

- 4) No driver required to take a post-accident alcohol test under 49 CFR 382.303 shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- 5) No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test required by 49 CFR Part 382.
- 6) No driver shall report for duty, remain on duty or perform a safety-sensitive function when there is a quantifiable level of a controlled substance in the driver's body above the minimum thresholds established in 49 CFR Part 40. Although the personal use of marijuana is permitted under Washington law, federal law still prohibits the use and possession of marijuana. Employees must be aware that having a detectable level of marijuana in their body, regardless of whether their use was for recreational or medical purposes, constitutes prohibited conduct.
- 7) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. Notwithstanding the above, the medical use of marijuana that causes drug or drug metabolites to be present in the body above minimum thresholds established in 49 CFR Part 40 constitutes prohibited conduct regardless of whether the marijuana was used under the guidance of a medical practitioner and regardless of whether the medical practitioner advised that such use will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- 8) The Employer shall not permit a driver to continue to perform safety sensitive functions if the Employer has actual knowledge of a driver violating any of the aforementioned prohibitions. Actual knowledge may be based on the Employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substances use, except as discussed in the Employer's voluntary self-identification program.

Prescription and Other Medications

No driver may possess any prescription medication or report to work while using any prescription medication, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect his/her ability to safely operate a commercial motor vehicle. The use of any medication, whether prescription or over-the-counter, that could affect a driver's safe job performance is prohibited while working. The driver shall report to Finance & Administration Director or the Public Works Operations Manager (425-398-8900) the use of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair the ability to safely perform his/her duties. If, as a result of testing under this policy, the driver is found to have the presence of controlled substances in the body which is a result of the use of his/her legally prescribed medication that has

not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair his/her ability to safely perform assigned duties. Notwithstanding the above, a driver may not possess or report to work while using marijuana under any circumstances, even if the marijuana was prescribed by a doctor.

Other Related Alcohol Conduct

A driver tested under the requirements of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed immediately from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the test administration.

Depending on the circumstances, an employee who is removed from service due to an alcohol concentration of 0.02 or greater but less than 0.04 may be subject to discipline.

Controlled Substances and Alcohol Testing

Submission to the controlled substance and alcohol testing described in this policy is a condition of employment with the Employer for those drivers covered by DOT and FMCSA regulations. A refusal to submit (as described above) will constitute a violation of this policy and be grounds for termination of employment. A driver may be tested for controlled substances at any time during his/her work day, except pre-employment, and alcohol testing will be conducted just before, during or after performing safety sensitive functions.

Drivers will be subject to testing as follows:

Pre-Employment: Drivers will be tested for controlled substances unless:

- 1) the driver participated in a DOT testing program within the past 30 days and;
- 2) While participating in that program, either:
 - a. Was tested for controlled substances within the past 6 months (from the date of application with the Employer), or
 - b. Participated in the random controlled substances testing program for the previous 12 months (from the date of application with the Employer); and
- 3) No prior employer of the driver of whom the employer has knowledge has records of a violation of DOT controlled substances regulations within the previous 6 months.

A driver/applicant who tests positive on a pre-employment test will not be hired, but may be eligible to reapply for employment with the Employer after six months from the date of the positive test. In addition, an applicant who tested positive on any DOT mandated pre-employment drug test after August 1, 2001, must provide documentation of his/her successful completion of DOT return-to-duty requirements (i.e., an evaluation by a substance abuse professional, education and/or treatment, and a negative DOT pre-employment test, all of which meet the requirements of 49 CFR Part 40).

In the event a driver does reapply following a positive test, the driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment, and the subsequent pre-employment test.

Post-Accident: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol if:

- 1) the driver was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life (fatality); or
- 2) the driver received a citation for a moving violation and the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
- 3) the driver received a citation for a moving violation and the accident involved one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver may not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test. The alcohol test must be completed within two (2) hours of the accident; if not, the supervisor must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the accident. After eight (8) hours the attempt to test will be ceased, and the supervisor must again provide the reasons for the test not being administered.

A controlled substances test shall be administered as soon as practicable up to 32 hours following the accident. After 32 hours the attempt to test will be ceased, and the supervisor must provide the reasons for the test not being administered promptly. A driver must remain readily available for testing, or may be deemed by the Employer to have refused to submit to testing.

Nothing in this policy should be construed to require the delay of necessary medical attention for the injured.

In addition, any driver involved in any commercial motor vehicle accident involving an injury requiring immediate medical attention or any vehicle towed away because of disabling damage, will be required to submit to testing, even if the driver is not issued a citation. Testing will be to determine the presence, use, or any involvement with alcohol or drugs unless the Employer determines, in its discretion, that the accident could not have been caused by alcohol or drug use.

The driver will submit to an alcohol test within eight (8) hours and a controlled substances test within 32 hours of the accident. The Employer/driver must advise the collection site and alcohol testing personnel that the test being required is an Employer-required test, and not a mandated DOT test.

Random: The Employer is using a consortium/third party administrator to facilitate the random selection of drivers and notification to the employer of the driver(s) selected for testing. The consortium/third party administrator is:

A WorkSAFE Service, Inc.
1696 Capitol St NE
Salem OR 97301
(503) 391-9363

Drivers will be subject to random alcohol and controlled substance testing under the following program:

- 1) Random selection of drivers will be made by a scientifically valid method using a computer-based random number generator that is matched with drivers' social security numbers.
- 2) Each driver shall have an equal chance of being drawn each time selections are made.
- 3) Selections for testing are unannounced and reasonably spread throughout the calendar year.
- 4) Random selections are made to ensure testing for controlled substances is conducted at not less than the minimum annual 25% rate and alcohol is conducted at not less than the minimum annual 10% rate, or the rates as established by the FMCSA.
- 5) A driver shall only be tested for alcohol just before, during, or after performing safety-sensitive functions; however, he/she may be tested for controlled substances any time while performing work for the Employer.
- 6) Once a driver is notified of selection for random alcohol and/or controlled substances testing, he/she shall proceed to the test site immediately.

Reasonable Suspicion: Drivers will be tested for alcohol and/or controlled substances whenever the employer has reasonable suspicion that the individual is under the influence of alcohol or a controlled substance. Reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the behavior, speech, appearance or body odors of the driver, including any indicators of the chronic and withdrawal effects of controlled substances. Drivers required to be tested under reasonable suspicion testing will be removed from performing safety-sensitive functions pending the outcome of the test result(s) and be transported to the testing facility by the Employer.

Reasonable suspicion drug testing is authorized when the supervisor's observation of the driver's behavior occurs any time during the workday. Reasonable suspicion alcohol testing is authorized only if the supervisor's observation of the driver's behavior has been made during, just preceding, or just after performing any safety-sensitive function.

The alcohol test must be completed within two (2) hours of the observation; if not, the Employer must document the reasons for the delay, and shall continue to have the test conducted up to

eight (8) hours following the observation. After eight (8) hours, the attempt to test will cease. If an alcohol test is not completed within the two (2) or eight (8) hour time periods, the employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames.

The Employer shall not permit a driver to report for duty, remain on duty, perform, or continue to perform any safety-sensitive functions while the driver is impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, until:

- 1) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02 percent; or
- 2) The start of the driver's next regularly-scheduled duty period, but not less than twenty four (24) hours following the supervisor's determination that reasonable suspicion exists.

Supervisors and any Employer representative that may be expected to serve in a supervisory capacity, and who may be required to make a reasonable suspicion determination, must have received at least 60 minutes of training on the indications of probable drug use and an additional 60 minutes training on the indicators of probable alcohol misuse. Only those individuals who have received this training are qualified to make these decisions.

Return-to-Duty: No driver found to be in violation of the Employer drug and alcohol policy will be permitted to return to duty involving safety-sensitive functions until the driver undergone an assessment with a Substance Abuse Professional as required by 49 CFR Part 40 and has a verified negative controlled substances test and/or an alcohol test with a result less than 0.02 alcohol concentration. All controlled substances return-to-duty tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

Follow-Up: Any driver in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances use as identified through the evaluation by the Substance Abuse Professional will, if still employed, be required to enter into a Last Chance Agreement as a condition of continued employment and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional. The Employer may perform follow-up testing for five years. All controlled substances return-to-duty tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

Failure to Cooperate

Employees who are subject to this policy are expected to comply fully with any required testing. Failure to do so (including, for example, refusing to sign consent or refusing to test, obstructing the testing process, failing to make themselves available for a required test, failing to provide an adequate sample for testing, attempting to adulterate or substitute a specimen, or in any way tampering with a required test, failure to empty pockets or wash hands as requested by collection site personnel, refusing to permit an observed collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process) will cause the driver to be

immediately relieved from performing safety-sensitive functions, and will also be considered a violation of Employer policy that will subject the employee to discipline, up to and including termination of employment. The Employer also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

Testing Procedures

Urine Specimen Collection: Specimen collections will be conducted in accordance with the procedures of 49 CFR Part 40, as amended. The collection procedures are designed to ensure the security and integrity of the specimen provided by each covered employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to preserve the individual's privacy as much as possible consistent with ensuring an accurate result. Covered employees will be required to empty their pockets before providing the drug test specimen.

Under normal circumstances, the applicant or covered employee will be afforded complete privacy in the restroom for providing the urine sample. Certain situations do require the urine sample be provided under same-gender direct observation. Those situations include:

- The temperature on the original specimen was out of range; or
- The original specimen appeared to have been tampered with (i.e. unusual color, odor, foam, etc.); or
- The collector observes materials brought to the collection site or the individual's conduct clearly indicates an attempt to tamper with a specimen; or
- The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to the Employer there was not an adequate medical explanation for the result; or The MRO reported to the Employer that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
- The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5mg/dL, and the MRO reported the specimen to the Employer as negative-dilute and a second collection must take place under direct observation; or
- All return-to-duty or follow-up drug tests.

When that occurs, the individual subjected to testing will be required to follow the observer's instructions to raise their clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.

Refusing to permit an observed collection, or possessing or wearing a prosthetic or other device that could be used to interfere with the collection process, are considered a refusal to test and will constitute a verified positive drug test result.

Laboratory Analysis: As required by 49 CFR Part 40, only a laboratory certified by the Department of Health and Human Services (DHHS) will be retained by the Employer to perform the analysis of the urine specimen for controlled substances. The initial screening test will be

performed by immunoassay and will test for substances and at cutoff levels required by 49 CFR Part 40, as amended. All specimens identified as positive on the initial screening test will be confirmed using gas chromatography/mass spectrometry techniques at cutoff levels required by 49 CFR Part 40, as amended.

Negative Dilute Specimens: All negative dilute specimen test results will require the applicant or employee to submit to an immediate retest with minimum advance notice. The retest results shall become the test result of record. If the retest results are also negative and dilute, the test will be deemed a negative result, unless the MRO has directed a recollection under direct observation.

Breath Alcohol: Testing will be conducted by a qualified technician according to 49 CFR Part 40 procedures using a DOT-approved device. If an initial test indicates an alcohol concentration of less than 0.02, no further testing will be conducted. If the initial test result is 0.02 or greater, a confirmation test will be conducted by a Breath Alcohol Technician using an Evidential Breath Testing (EBT) device. Testing will be conducted in a manner that protects the confidentiality of the employee's testing information as well as the integrity of the testing process.

Medical Review

All controlled substances test results will be reviewed by a Medical Review Officer (MRO) before results are reported to the Employer. The MRO will attempt to contact the driver to discuss the test results before reporting positive results to the Employer.

The Employer Medical Review Officer is:

Dee J. McGonigle, M.D.
18912 North Creek Parkway
Suite 202
Bothell, WA 98011
(425) 488-9755

Notification of Results

The Employer will notify the affected driver of any controlled substances test that is reported as positive by the MRO. The Employer will notify driver-applicants of the results of pre-employment controlled substances testing if the applicant requests that information in writing within 60 days after the Employer notifies the applicant that he/she has or has not been hired.

Analysis of Split Sample

A urine sample will be split at the time of collection. Within 72 hours of the MRO notifying the driver of a verified positive controlled substances test, or an adulterated or substituted specimen, the driver may request the split sample to be tested. Only the MRO may authorize such testing, which may take place only at laboratories certified by the Department of Health and Human Services (DHHS). If the split sample test fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test or take such steps as are directed by DOT regulations.

All applicants/drivers have a right to request testing of the split sample. Employer will be responsible for the cost of testing the split sample.

Confidentiality

Records required under this policy, including test results, will be maintained in a secure location with controlled access. Each driver shall, upon written request, be entitled to receive copies of his/her own records, and to have copies of his/her records made available to any subsequent employer. Information may also be disclosed to the relevant state or federal agencies, or in connection with judicial, administrative or related proceedings (e.g., grievances and arbitration) initiated by or on behalf of the driver, or where otherwise required by law.

Evaluation and Referral

DOT regulations require that any driver who violates the alcohol and controlled substances rules of 49 CFR Part 382 be advised of available evaluation resources and be evaluated by a Substance Abuse Professional. The driver must complete an appropriate education and/or treatment program before being eligible to return to safety sensitive duty.

Before returning to performing safety-sensitive functions for **any** DOT employer, a driver must be tested for controlled substances with a verified negative controlled substances test result and/or alcohol with a test result less than 0.02 alcohol concentration. The driver will be subject to follow-up testing of at least six tests in the first 12 months of returning to duty, and follow-up testing may continue for five years.

Information on Effects and Signs of Alcohol and Controlled Substance Use

DOT regulations require employers to furnish information regarding the effects of alcohol and controlled substance use, as well as the signs and symptoms of such use. Included in an appendix to this policy are fact sheets regarding alcohol and various controlled substances. Any employee who suspects a co-worker has an alcohol or drug problem may refer the co-worker to contact information for the Substance Abuse Professional identified in this policy, the City's Employee Assistance Program, or to management.

Personnel responsible for supervising and managing employees subject to testing under this policy must attend at least two hours of training on alcohol and drug misuse symptoms and indicator used in making determinations for reasonable suspicion testing.

Consequences

Under normal circumstances, employees violating this policy or federal regulations will be suspended from performing any safety-sensitive functions with a commercial motor vehicle and will be subject to disciplinary action up to and including termination of employment. Under some circumstances, however, the Employer may agree to return an employee to performing these functions following treatment and rehabilitation. When that occurs, the employee must pay the cost

of any treatment. The Employer medical plan, if available to the employee, may cover a portion of the costs associated with the pre-treatment evaluation and treatment. Uncovered costs of treatment are the employee's responsibility to pay.

When, at the Employer's discretion, an employee is returned to work, the driver will be required to enter into a Last Chance Agreement and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional in order to continue to perform safety-sensitive functions and operate a commercial motor vehicle requiring a CDL.

The Employer reserves the right to take disciplinary action up to and including termination for violation of the Employer drug and alcohol policy where and when deemed appropriate.

CERTIFICATE OF RECEIPT

I hereby certify that on the date shown below, I received and read a copy of the City of Kenmore Drug and Alcohol Policy for Use With FMCSA/DOT-Regulated Employees, consisting of fifteen (15) pages including this Certificate of Receipt, and a copy of drug and alcohol awareness training materials. I understand and agree to comply with this policy, including any required alcohol or controlled substance testing.

EMPLOYEE - PRINT NAME

EMPLOYEE - SIGNATURE

DATED: _____



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Update and Options for Re-Allocation of King County Grant Funds for the St. Edward Ballfield Project to an Alternative Park Project

Proposed Council Action/Motion: Motion providing direction to staff on whether to pursue re-allocation of King County Youth and Amateur Sports grant funding

For Council Meeting Agenda of: 11/26/18
Department: Community Development and City Manager

Prepared by: Debbie Bent, Community Development Director and Ann Stanton, Park Projects Manager

	<u>Initial & Date</u>
Approved by Department Head:	DS 11/16/18
Approved by City Attorney:	_____
Approved by Finance Director:	_____
Approved by City Manager:	DOK

Exhibits/Attachments:

1. Park Capital Improvement Program 2019-2024
2. 10/15/18 Agenda Item for the Rhododendron Park Boathouse Project Update.

INFORMATION/BACKGROUND: King County Councilmember Dembowski identified \$611,000 of grant funding in the 2017-2018 King County budget under the Youth and Amateur Sports Grant Program for construction of the St. Edward ballfield project. The funding was connected to the sale of a King County bond in August 2018. Projects connected to the bond funds were reviewed for compliance with application criteria by bond counsel and also by the King County Council. A condition of the funding award is project completion in 2021.

As construction of the ballfield will not be completed until after 2021, the City would lose the grant funds. If the City wants to use the grant funds for an alternative project that could be completed by 2021 it would require approval by King County Council (and possibly King County bond counsel). The alternative project must be an identified capital improvement project or an identified sports and recreation program with a focus on serving youth and increasing access to physical activity programs. If the Council wants to pursue an alternative project, the first step is a conversation with Councilmember Dembowski to provide an update on the ballfield project and identifying an alternative project for consideration.

Potential Alternative Project: The only project in the City's adopted Park Capital Improvement Program (other than the St. Edward Ballfield Project) that would be constructed by 2021 and meet the criteria (particularly serving youth) is the Rhododendron Boathouse project which will serve both the adult and high school rowing programs. The Squire's Landing Waterfront Project and Log Boom Park Waterfront Project while providing opportunities for physical activity through access to the water through programming offered by others, such as KWAC, will likely be constructed after 2021. The Twin Springs first phase project in 2019 is a drainage improvement project, so would not meet the criteria of serving youth. The Moorlands Park project in 2019 is to complete storm drain repair, crosswalk improvements and netting for the athletic field, so again this would not meet the criteria of serving youth. The three ongoing mitigation projects at Rhododendron and Squire's Landing and also the Squire's Landing acquisition project would not meet any of the criteria.

Other alternative project ideas that some Councilmembers have mentioned include: Improving drainage at the Bastyr Ballfields, Phase II City Hall Park, or roof over the skate park. There may be other project ideas too. However, none of these projects are included in the adopted Park CIP, and if selected would need to be added. None of these projects have any design, permits, or associated cost estimates. Staff would need to develop at a minimum, a concept plan(s), preliminary cost estimate, a schedule for obtaining permit requirements, construction schedule, and assessment of compliance with grant criteria to provide support of an alternative project that could be completed by 2021.

Rhododendron Boathouse Project: On October 15, Council direction (5-2 motion) on the boathouse project was to pursue design, permitting and construction of a 20'x70' building on a 40' x 70' pile supported foundation. The proposed \$505,000 budget is not sufficient to construct the additional expense to construct the larger foundation although permit and bid documents currently under preparation include it as directed.

If Council direction is to pursue reallocating the \$611,000 in grant funds to the boathouse project, then a corollary decision remains to determine how to apply this funding. If approved, the King County grant would provide for the currently unfunded larger foundation. King County funds could replace the as-yet unsecured \$255,000 participation by Northshore School District. District participation includes an expectation that priority use times will be reserved for student use. In contrast, facility management would be simplified for the city to execute the contract without district participation, with the city in the role of owner and the District as a lessee. The balance of King County finding could increase the scope of work for 2019 construction for the larger building footprint. However, for boathouse construction documents to be amended in time to acquire permits and advertise for bids by April 2019, this direction needs to occur without delay. This entails some risk for the City assuming the county reallocation process can be completed and NSD funds secured. Council could also direct the current 20' x 70' project design be put on hold until a decision is made on the grant funds and/or Northshore School District (NSD) funds are secured. This would mean that construction would be delayed from 2019 to 2020.

Total funding available under each funding scenario is shown in the following table.

Funding Source	Current 2019-2024 Budget	No School District Funds	All Potential Funds
Washington St.	242,500	242,500	242,500
King County	0	611,000	611,000
Kenmore	7,500	7,500	7,500
Northshore	255,000	0	255,000
TOTAL	\$505,000	\$861,000	\$1,116,000

Figure 1. Funding Source Alternatives

Project cost estimates for three alternative 2019 scopes of work are shown below. Actual project cost can be further controlled at the bid award stage through use of strategic bid alternates.

Project Scope Alternatives	Project Estimate 9/5/2018*	Including 50% "Experience Factor"
20'-wide bldg on 40' foundation	\$550,000	\$825,000
40'-wide bldg, no add-ons	\$710,000	\$1,065,000
40'-wide bldg, with all add-ons	\$850,000	\$1,275,000

*Includes \$5,000 increase in site work from 9/5 estimate to add conduit under driveway.

Figure 2. Project Cost Estimates for Scope of Work Alternatives

Boathouse Project Options:

1. Continue Council-directed design/permitting construction for a 20'x70' building with 40'x70' concrete pad. (\$542,000 current project estimate).
2. Construct 40x70 building. Allocate the \$611k funding to supplant the Northshore School District funds (\$255k), pay for the \$50k foundation, account for the Rob's "50% Experience Factor" and include project add-on items as funding permits.
3. Construct 40x70 building. Allocate the \$611k funding but retain district funding. Include project add-ons as funding permits.

St. Edward Ballfield Project: Council direction May 2018 was to pursue an Environmental Impact Statement (EIS) for the ballfield project. The City is still waiting to receive a draft SEPA lead agency agreement identifying State Parks as the SEPA lead. The SEPA process would continue in 2019 after execution of the SEPA lead agency agreement. A long-term lease agreement with the Washington State Parks is also required providing terms for the City's improvement and ongoing maintenance of the ballfield lease area. The Parks Capital Improvement Program allocates \$300,000 in 2019 for EIS completion. \$500,000 is allocated in 2024 as a placeholder for permit completion (engineering and building permits), assuming the SEPA process and land use permit process are complete and a long-term lease is obtained. Construction is

therefore not anticipated until 2024 at the earliest. If the King County funds are reallocated then the City could reapply at a later date.

If FISCAL CONSIDERATION: See discussion above.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Council Goal #6: Continue to implement a parks improvement plan. Goal #5 to advance public access to the water.



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Rhododendron Park Boathouse Project Update	For Council Meeting Agenda of: October 15, 2018 Department: Community Development Prepared by: Ann Stanton Approved by Department Head: <u>Initial & Date</u> <u>AS 10/3/18</u> Approved by City Attorney: <u>N/A</u> Approved by Finance Director: <u>[Signature]</u> Approved by City Manager: <u>[Signature]</u>
Proposed Council Action/Motion: Motion on funding and timing for boathouse option	Exhibits/Attachments: 1. Rhododendron Boathouse September 14 Progress Report
<u>INFORMATION/BACKGROUND:</u> On 10/15/18, staff will provide a progress report and seek Council direction on options for constructing a 20'x70' or 40'x70' boathouse to support crew programs for students and adults. Rhododendron Park is a popular community park with 600 feet of shoreline along the Sammamish River. Improvements completed in 2017 (\$1.2 M) connected the developed park to the waterfront area with an accessible path, parking near the waterfront and a new boarding float for launching hand-powered watercraft. A cost estimate was prepared on September 10, 2018 for two boathouse options. One option is a 40'x70' 2-bay structure concept as envisioned in earlier planning stages (\$701,454.). The higher estimate is due to the cost of constructing a pile-supported foundation which is necessary due to poor soil conditions at the building site. This structure would house 19 shells; these shells would accommodate 95-171 rowers and serve both the Kenmore Rowing Club and Northshore School District program needs. The second option is a 20'x70' single-bay structure (\$479,959) that can be constructed under currently-budgeted funding provided that the Northshore School District commits \$255,000 in funding. The smaller building can store six shells, accommodating 30-54 rowers at a time. As noted in the attached report, the Kenmore Rowing Club anticipates growth from 28 to 100 participants in five years and Northshore School District from 91 to 400 participants. A design advisory board of individuals with experience in rowing programs and facilities participated in the development of two boathouse options. The Kenmore Rowing Club, Northshore School District and Pocock Foundation participated. While the immediacy of the need supports building a smaller building now, an appreciation for (1) the space needed for a growing program and (2) the cost efficiencies of constructing in a single phase, leads to support by the committee for funding the larger building. City Council direction is requested on whether to construct the smaller boathouse within the current budget in 2019, or should additional funding be secured in order to construct a 40'x70' boathouse. To construct the basic 40'x70' structure, an additional \$200,000 would be required. Including all the add-on	

elements for the 40'x70' option described on page 5 of the attached report, an additional \$337,000 is required, requiring a revised project budget of \$842,000.

FISCAL CONSIDERATION:

\$505,000 is currently budgeted for the project. This is sufficient funding to construct the smaller, 20'x70' building (without the add-on items). Sources of this revenue are:

- \$242,500 Washington State Capital Budget - Project S1889
- \$255,000 Northshore School District (Pending, no current commitment)
- \$7,500 City of Kenmore (Required match for state funding)

Potential sources of the estimated \$200,000 to \$337,000 funding shortfall to construct the larger building include the Pocock Foundation (estimated \$25,000); King County Youth Amateur Sports grant program (estimated \$100,000); private donors, or other sources (\$75,000-\$225,000).

Because these revenue sources would take time to secure, staff also requests Council direction on next steps. Options include:

- (1) Complete the design, permitting and construction of a 20'x70' building in 2019 with identified funding (Requires Northshore School District funding commitment). Design and build a 20'x70' addition when funding is secured.
- (2) Proceed with design and permitting and construction for the 40'x70' building in 2019 before full funding is secured (this could require the city to fund the \$200,000 shortfall if grant or other funds are not secured.)
- (3) Delay design, permitting and construction of the 40'x70' building until sufficient funding is secured. Earliest construction would be in 2020.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

5. a. Advance public access to water.
6. To continue to implement a Parks Improvement Plan.

Rhododendron Park Boathouse Project

Progress Report

Contents

- A. Project Summary**
- B. Funding, Project Budget and Construction Estimate**
- C. Program Capacity**
- D. Site Plan**
- E. Option 4B - 20'x70' Building**
- F. Option 2B - 40'x70' Building**

October 4, 2018

*Rhododendron Park Boathouse Project***A. Project Summary**

Better access to the water is a top priority for Kenmore residents. City voters passed the Walkways and Waterways bond issue in 2016, providing funding for three water access projects. A boardwalk, dock and parking upgrades at Rhododendron Park completed in 2017 provide necessary infrastructure to support the proposed boathouse. This work was completed by the city for \$1.25 million. The park's existing restrooms and parking lot will also support rowing programs. Together, these completed improvements can support a rowing facility to serve the Northshore community. The remaining element is construction of a boathouse in which to operate programs and store rowing equipment. A progress report on the boathouse design is provided below.

Design concepts were developed this year by the city and its consultants in coordination with an advisory committee of citizens familiar with rowing programs. This work has resulted in one concept, identified as Option 4B, which fits within the current proposed budget of \$505,000. A second concept, Option 2B, costs out a structure as envisioned during early design development but which exceeds the available budget. Both options provide for a future second floor mezzanine that meets program needs for rowing machines, storage, team meetings and coach areas.

Option 4B is a 20'x70' steel building to be constructed in 2019. This structure is half the width of the originally-proposed building. It will provide a single bay of boat storage racks instead of the originally-envisioned two bays. The reduced footprint is the result of the need for a pile-supported foundation, required due to poor soils at the project site. Without the pile-supported foundation, uneven settlement and cracking would be expected, requiring ongoing fixes to the structure. This option provides for future construction of the second bay of the original design when funds become available. A higher total cost for a phased approach, compared to completing both halves under one contract, is likely, resulting from (a) construction escalation costs over time, and (b) loss of cost efficiencies by separating similar items of work into two construction contracts.

Option 2B is a 40'x70' steel building based upon early concept development work in 2013. An additional \$196,000 in funding is currently required in order to construct this larger building in 2019. This design is preferred by the advisory committee for its ability to better support the necessary activities of the school rowing program through its anticipated growth. Advisory committee members are actively seeking additional funding sources to fill this shortfall, including such possible sources as King County's Youth and Amateur Sports grant program, Pocock Foundation and private donors.

*Rhododendron Park Boathouse Project***B. Project Budget, Funding and Construction Estimates**

The following project budget includes construction costs calculated as of 9/10/18 plus associated expenses.

Proposed Project Budget for Option 4B (Funded) and alternative Option 2B:

Total Expenditures:	479,959.20	701,453.60	
	Option 4B (Funded)	Option 2B	
Task	Amount	Amount	
Building & foundation	192,000.00	312,000.00	
Site work	54,580.00	105,140.00	
10% WSST	24,658.00	41,714.00	
1% for Art	2,465.80	4,171.40	
10% CN contingency	24,658.00	41,714.00	
Consultant	95,000.00	95,000.00	
Constr Management 3% CN	7,397.40	12,514.20	
Permits	10,000.00	20,000.00	
Printing and bidding	3,200.00	3,200.00	
Project contingency	10,000.00	10,000.00	
Staff time	40,000.00	40,000.00	
Mit planting maint years 2-5	16,000.00	16,000.00	
Total Expenditures:	479,959	701,454	
Amount over \$505,000:	0	196,454	\$200,000

Funding: Current revenue sources for Option 4B.

Source	State Funding	Project Revenues
State Capital Budget S1889	250,000.00	
Management Fee to State	-7,500.00	
Available State Funding	242,500.00	242,500
Northshore School District		255,000
City of Kenmore		7,500
Proposed Total Revenues		505,000.00

Potential Other Funding Sources for Option 2B:

Youth and Amateur Sports Grants-King County	100,000
George Pocock Rowing Foundation	25,000
Individual and Corporate Donors, Private Funds	<u>75,000</u>
Total Identified Other Funding Sources:	200,000

Rhododendron Park Boathouse Project

***NOTE:** These cost estimates do not include Add-On Elements described on page 5. These costs also do not include boat racks or other interior finishes.

Add-On Project Elements:

This chart estimates the budget impact of including all add-on elements of the construction estimate (see next page).

	Option 4B	Option 2B
Task	Amount	Amount
Building & foundation	192,000.00	312,000.00
Site work	54,580.00	105,140.00
Add-ons shown below	101,100.00	105,350.00
10% WSST	34,768.00	52,249.00
1% for Art	3,476.80	5,224.90
10% CN contingency	34,768.00	52,249.00
Consultant	95,000.00	95,000.00
Construction Management 3% CN	10,430.40	15,674.70
Permits	20,000.00	30,000.00
Printing and bidding	3,200.00	3,200.00
Project contingency	10,000.00	10,000.00
Staff time	40,000.00	40,000.00
Mitigation planting maintenance years 2-5	16,000.00	16,000.00

Note: Add-ons are included on line after site work above

Add-on power service	5,000.00	5,000.00
Add-on lighting in shed	7,500.00	3,750.00
Add-on metal siding	0.00	18,000.00
Add-on gravel trailer parking	6,000.00	6,000.00
Add-on restroom	15,000.00	15,000.00
Add-on elevator/lift	15,000.00	15,000.00
Add-on Windows if retrofit	500.00	500.00
Add-on heating and insul 1800 upper, elect	30,000.00	20,000.00
Add-on future mezzanine level	22,100.00	22,100.00
Total Expenditures:	615,323	842,088
Amount over \$505,000 budget:	110,323	337,088

Rhododendron Park Boathouse Project

Rhododendron Park Boat House

Options Analysis - Opinion of Cost



Options Analysis - Design Team Opinion of Construction Cost

Project Name: Rhododendron Park Boat House Final Design and Engineering Bid Support

Owner: City of Kenmore

		OPTION 2B - 40'x70' (Metal Siding)				OPTION 4B - 20'x70' (Fenced Sides)			
									
NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	QTY	UNIT	UNIT PRICE	TOTAL COST
SITE ELEMENTS									
1	UNEXPECTED SITE CHANGES	5,000	F A	\$1.00	\$5,000.00	5,000	F A	\$1.00	\$5,000.00
2	SPCC PLAN	1	L S	\$2,000.00	\$2,000.00	1	L S	\$2,000.00	\$2,000.00
3	MOBILIZATION & CONTINGENCY	1	L S	\$50,000.00	\$50,000.00	1	L S	\$25,000.00	\$25,000.00
4	PROJECT TEMPORARY TRAFFIC CONTROL	1	L S	\$10,000.00	\$10,000.00	1	L S	\$3,000.00	\$3,000.00
5	ROADWAY EXCAVATION INCL. HAUL	160	C Y	\$50.00	\$8,000.00	100	C Y	\$50.00	\$5,000.00
6	CRUSHED SURFACING TOP COURSE	70	TON	\$100.00	\$7,000.00	0	TON	\$100.00	\$0.00
7	WATERLINE EXTENSION TO BUILDING	1	L S	\$6,000.00	\$6,000.00	0	L S	\$6,000.00	\$0.00
8	INLET PROTECTION	1	EACH	\$110.00	\$110.00	1	EACH	\$110.00	\$110.00
9	SILT FENCE	360	L F	\$6.00	\$2,160.00	250	L F	\$6.00	\$1,500.00
10	COATED CHAIN LINK FENCE (12' HIGH)	0	L F	\$90.00	\$0.00	206	L F	\$45.00	\$9,270.00
11	DOUBLE COATED 14 FT. CHAIN LINK GATE	0	EACH	\$2,500.00	\$0.00	1	EACH	\$2,500.00	\$2,500.00
12	HIGH VISIBILITY FENCE	600	L F	\$4.00	\$2,400.00	300	L F	\$4.00	\$1,200.00
13	WATTLE	40	L F	\$8.00	\$320.00	0	L F	\$8.00	\$0.00
14	TREE PROTECTION FENCE	20	L F	\$10.00	\$200.00	0	L F	\$10.00	\$0.00
15	WOOD CHIP MULCH	350	S Y	\$5.00	\$1,950.00	0	S Y	\$5.00	\$0.00
16	PERMANENT SIGNING	1	L S	\$10,000.00	\$10,000.00	0	L S	\$10,000.00	\$0.00
TOTAL COST OF SITE ELEMENTS					\$105,140.00	\$54,580.00			
BUILDING AND FOUNDATION									
17	BUILDING ¹	1	L S	\$112,000.00	\$112,000.00	1	L S	\$42,000.00	\$42,000.00
18	BASELINE FOUNDATION ²	1	L S	\$200,000.00	\$200,000.00	1	L S	\$150,000.00	\$150,000.00
TOTAL BUILDING + FOUNDATION COST					\$312,000.00	\$192,000.00			
Subtotal Option Construction Cost					\$417,140.00	\$246,580.00			
10% Sales Tax					\$41,714.00	\$24,658.00			
10% Contingency					\$41,714.00	\$24,658.00			
TOTAL OPTION CONSTRUCTION COST					\$500,568	\$295,896			
ADD-ON ELEMENTS (NOT INCLUDED IN TOTAL OPTION CONSTRUCTION COST)									
1	POWER SERVICE CONNECTION TO BUILDING	1	L S	\$5,000.00	\$5,000.00	1	L S	\$5,000.00	\$5,000.00
2	LIGHTING IN SHED	1	L S	\$7,500.00	\$7,500.00	1	L S	\$3,750.00	\$3,750.00
3	METAL SIDING ON BUILDING	N/A - INCLUDED IN OPTION COST				1	L S	\$20,000.00	\$20,000.00
4	GRAVEL TRAILER PARKING NEAR BASKETBALL COURT	1	L S	\$6,000	\$6,000.00	1	L S	\$6,000	\$6,000.00
5	RESTROOMS IN BUILDING ³	1	EACH	\$15,000.00	\$15,000.00	1	EACH	\$15,000.00	\$15,000.00
6	ELEVATOR/LIFT	1	EACH	\$15,000.00	\$15,000.00	1	EACH	\$15,000.00	\$15,000.00
7	WINDOWS IF RETROFIT	1	EACH	\$500.00	\$500.00	1	EACH	\$500.00	\$500.00
8	HEATING SYSTEM AND INSUL. 1600 UPPER, ELECT	1	L S	\$30,000.00	\$30,000.00	1	L S	\$20,000.00	\$20,000.00
9	FUTURE MEZZANINE LEVEL	1	L S	\$22,100.00	\$22,100.00	1	L S	\$22,100.00	\$22,100.00

¹Building costs include a standing seam roof and energy compliant insulation. Cost of future mezzanine level is not included in the building costs, but is listed separately as an add-on element.

²Baseline foundation is a pile supported slab due to poor underlying soils.

³Cost does not include side sewer connection, assumed to be provided by NUD during sewer line improvement project.

⁴Metal siding on Option 2B includes siding from ground to roof level. Fenced siding reflected in Option 4B includes a 6' high fence around the building perimeter.

⁵Option 4B assumes wood chip mulch currently at site can be re-salvaged for restoration. This option does not include a waterline extension from the path area, path extensions, or staging areas in front of the building. Fencing is not coated in this option and is only 6' high. Assumes minor grading needed across building footprint. Other site element quantities have been reduced to reflect a smaller site footprint and assumes disturbed area will be further limited than the 40'x70' building footprint options.

*Rhododendron Park Boathouse Project***C. Program Capacity**

Participation: The public program offered by the Kenmore Rowing Club served 28 adults in 2018. The Northshore School District began its first rowing program in the 2017-2018 school year with 91 students, primarily from Inglemoor High School. The program is open to students at all four school district high schools in 2018-2019 school year.

Projected Program Growth: The Kenmore Rowing Club anticipates serving 100 participants a year within five years. The school program seeks to expand rowing and eventually offer programs to middle school students. Northshore School District anticipates serving 400 students with the goal of representation at the Olympics within five years. The Summer Olympics will be held in Paris, France in 2024 and Los Angeles in 2028.

Rowing Schedules: Rowing practice times for Kenmore Rowing Club can be accommodated weekdays at 5 am, 10 am and 6:30 pm weekdays. Northshore School District rowing program practices are concentrated on school weekdays from 4:00 to 6:00 pm and priority for this time block at Rhododendron Park's boat house would be reserved for the student program. Competitive rowers generally seek to train five days per week. A rowing session is typically two hours long and can incorporate some time utilizing land-based rowing machines ("ergs").

Launching Requirements: The Rhododendron Park float can accommodate one shell at a time, typically requiring approximately three minutes per shell to launch or take out. To launch ten shells, for example, can therefore be expected to take thirty minutes. These launching time requirements serve to limit the maximum number of boats which can be used during a practice time.

Boat Storage Needs: Boat storage to serve the Kenmore Rowing Club adult rowing program can be accommodated by either building option (4B or 2B) as a result of its smaller anticipated program size and the ability to schedule up to three blocks of rowing time each day. Typical rowing shells accommodate either four or eight rowers plus a coxswain ("4s" and "8s") therefore serving either 5 or 9 participants per boat.

Boat storage needs for the Northshore School District student rowing program described below are derived from general calculations for planning purposes; actual storage solutions for future program participation may vary.

2017 student program needs (98 participants) can be met by Option 2B. It can also be met by Option 4B by using at least seven of the larger shells ("8s").

A program size of 400 participants rowing concurrently would require outside storage of between 31 and 67 shells, depending on the boat size ("4s" or "8s"). A program of this size

Rhododendron Park Boathouse Project

would also require shortened rowing times to accommodate the time required to launch all shells. For these reasons, concurrent rowing times for 400 participants cannot physically be supported at Rhododendron Park. Alternative strategies are described below which could accommodate the school district goal of 400 participants.

Boathouse Option 4B, the 20'x70' structure, can store 14 shells. If all shells were the larger 8-plus-one size, 126 rowers could be accommodated at a single time. Seventy participants can be accommodated if all boats are "4s". Additional shells could be stored outside the building. To serve a program of 400 students rowing concurrently, outside storage would be needed for between 30 and 66 boats. The site would not accommodate this number of boats. To support a program of 400 participants, an alternate-day schedule and outdoor storage of between 20 and 26 boats, depending on their size, would be needed. Outside storage space would be available on site for some (perhaps ten) but probably not all of these additional boats.

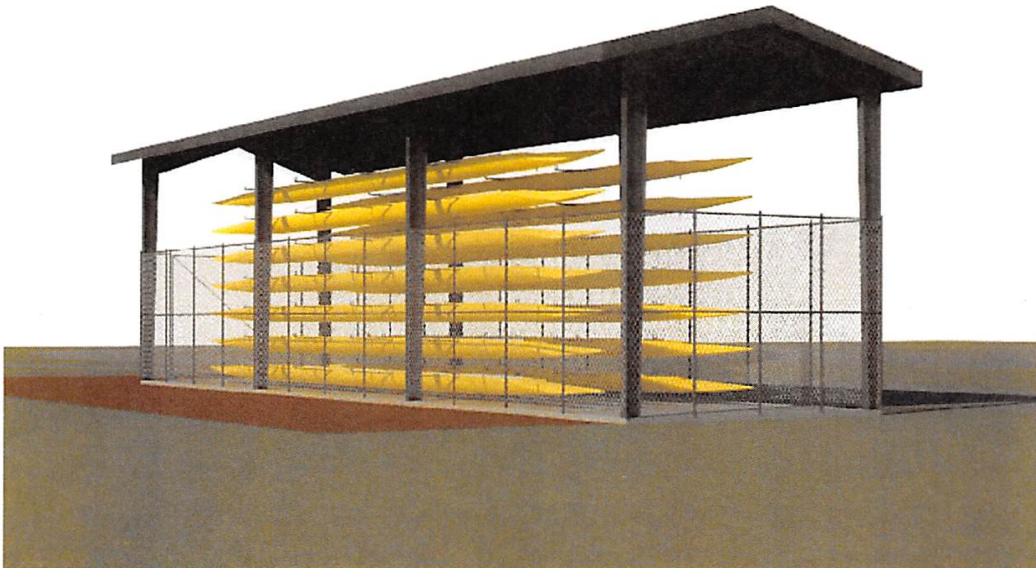
Boathouse Option 2B, the 40'x70' structure, can accommodate 20 shells, serving between 100 and 180 participants concurrently, depending on boat size. Additional outside storage would be needed for 25 to 60 boats to serve 400 participants rowing concurrently, depending on their size (Eights versus Fours). This amount of storage is probably not feasible. For 400 participants rowing only 2.5 times a week, additional outside storage would be needed for between 3 and 20 boats depending on boat size. Enough shells to serve an alternate-day schedule can be accommodated on the site if more "8s" than "5s" are utilized.

Coaching launches, at a ratio of one launch per two shells for student programs, indicates the need for ten launches for every twenty shells. It would be difficult to accommodate more than four launches at the site. There may be offsite locations available to accommodate additional launches.

Perspective, plan and section views of both building options are attached.

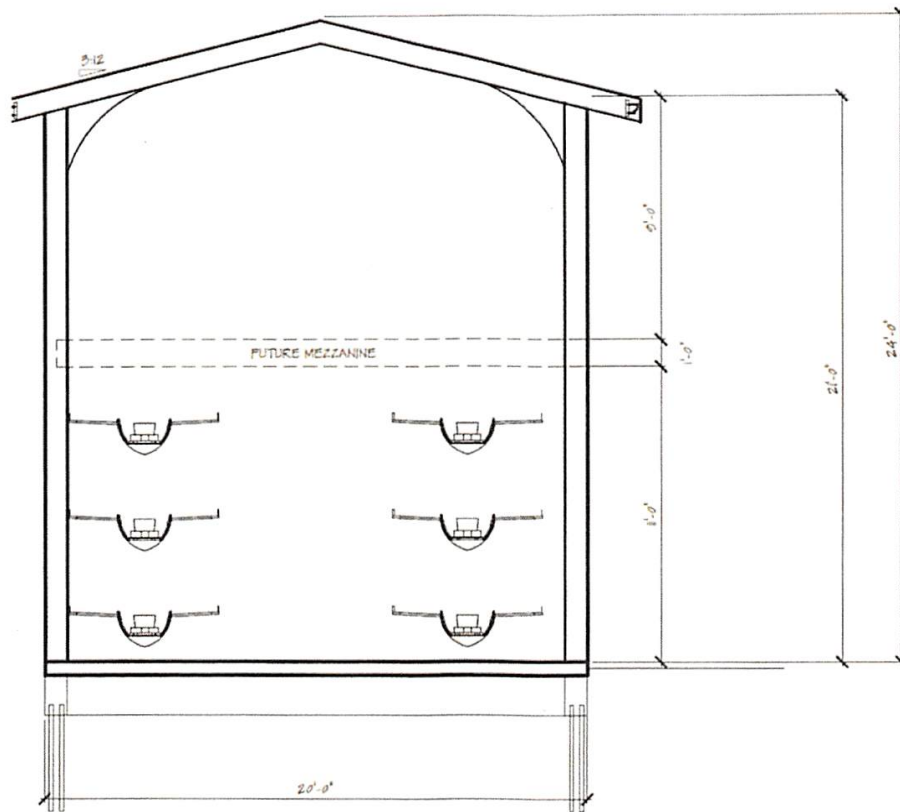
Rhododendron Park Boathouse Project

E. Option 4B - 20'x70' Boathouse (Funded)

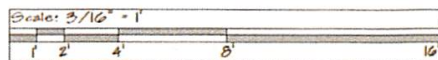


OPTION 4B PERSPECTIVE VIEW

Rhododendron Park Boathouse Project



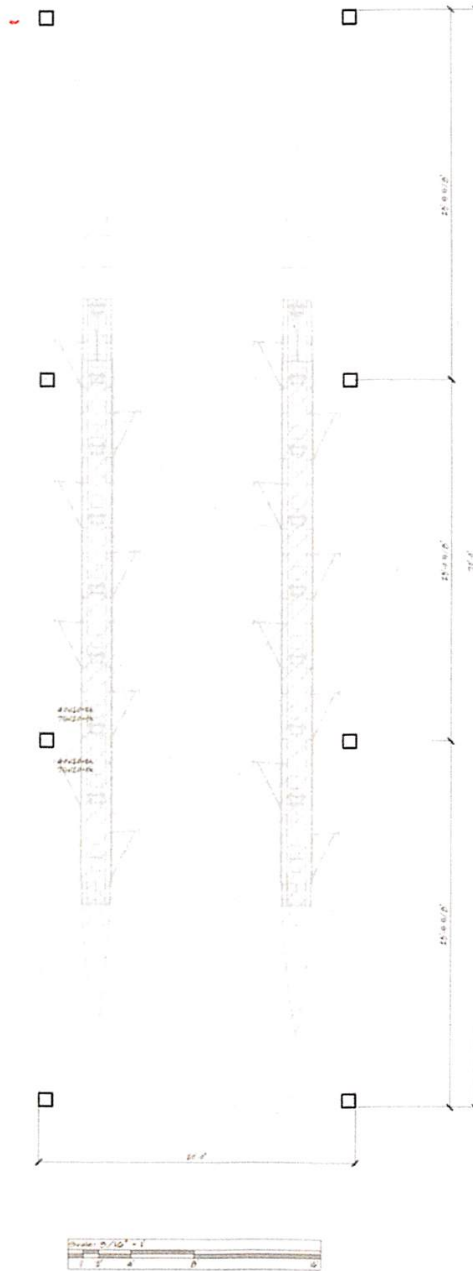
OPTION 4B SECTION VIEW



Note: It is anticipated that 14 shells can be accommodated within this building.

Rhododendron Park Boathouse Project

OPTION 4B - PLAN VIEW



Rhododendron Park Boathouse Project

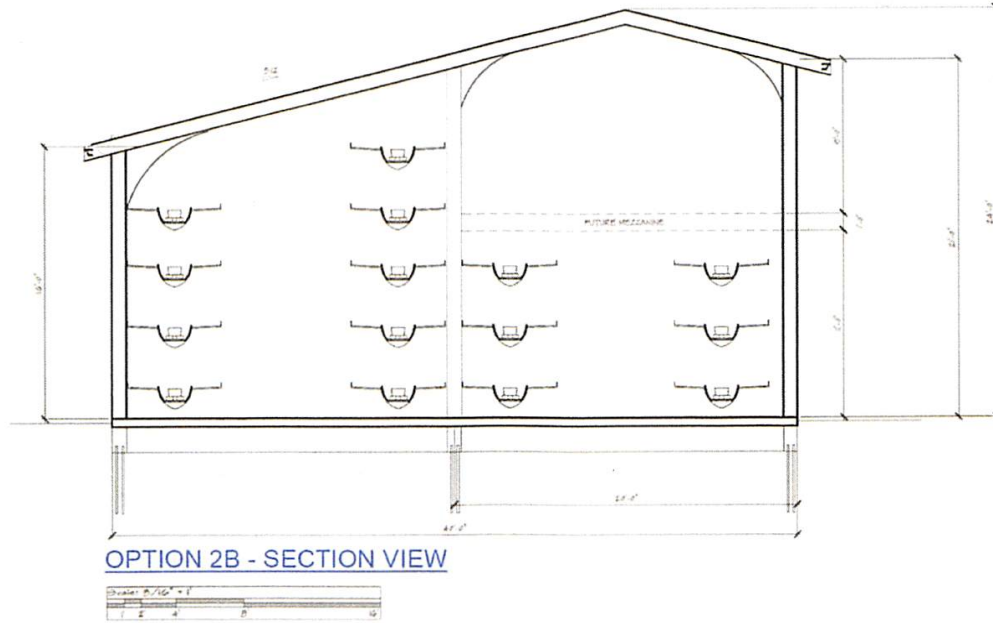
F. Option 2B - 40'x70' Boathouse



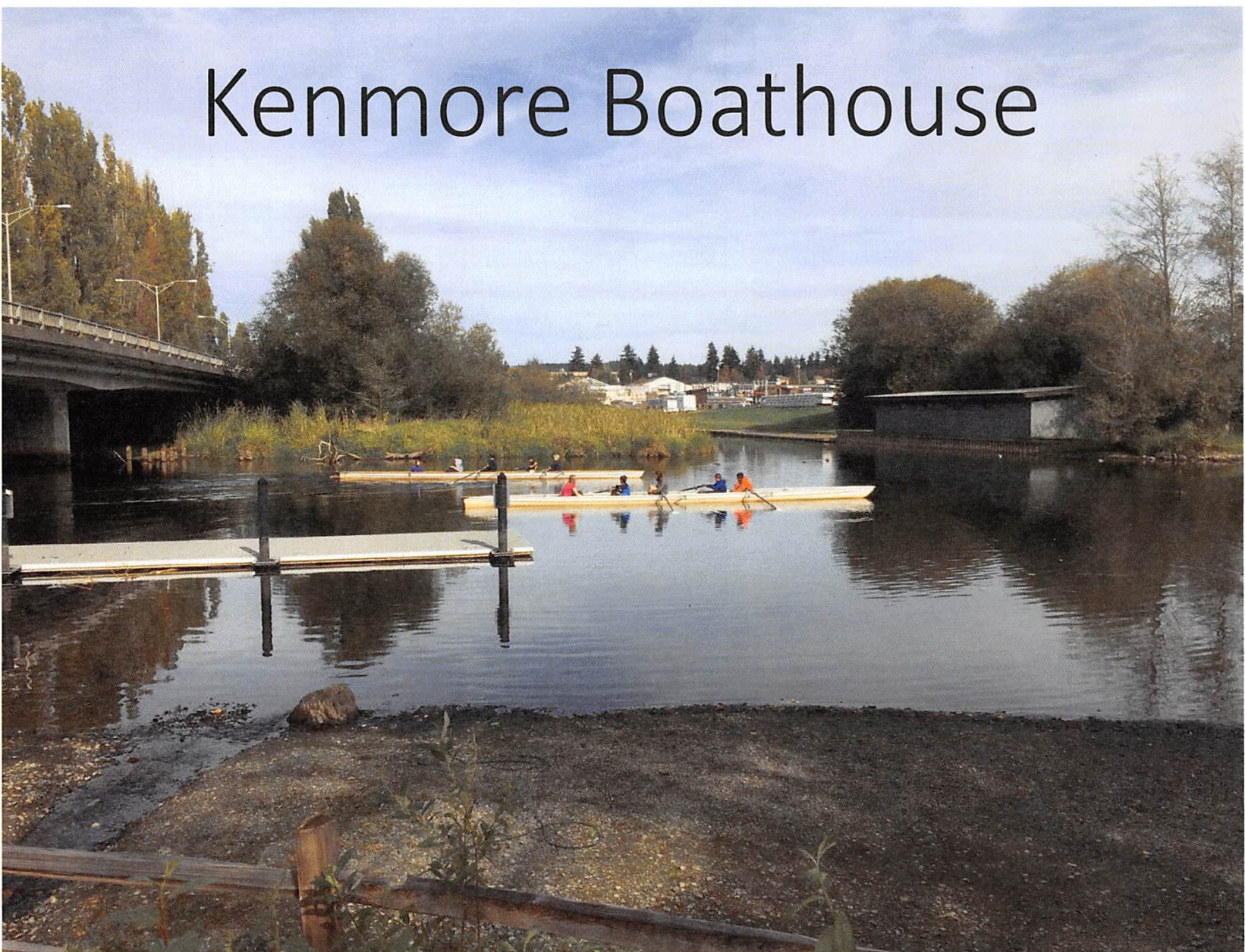
OPTION 2B PERSPECTIVE VIEW

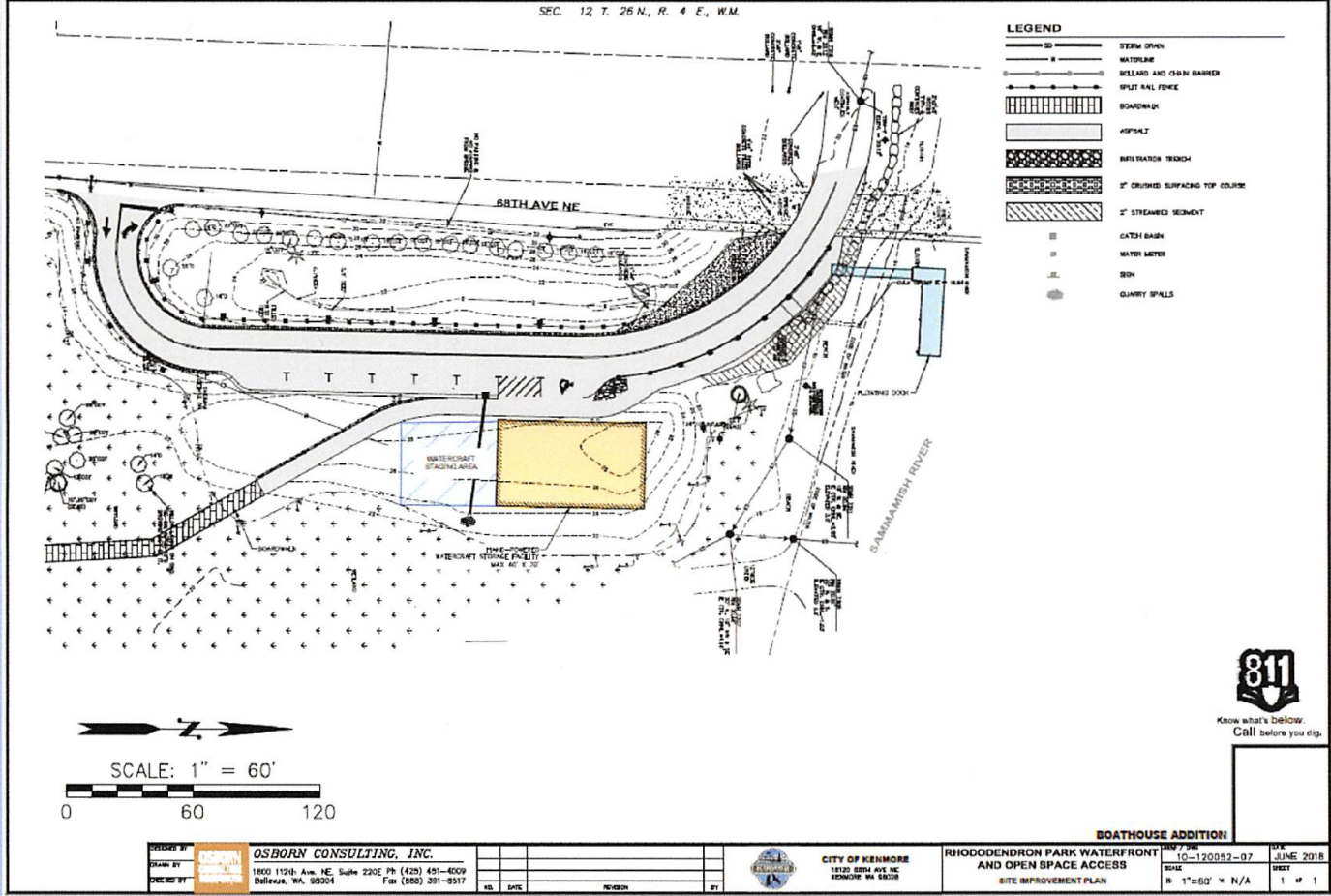
- Items that were rendered but are not included in the base cost estimate are: wood plank siding, fiber cement siding, canopy, mezzanine, balcony and railing, and windows.
- An elevator shaft/staircase is not included in the rendering; this may be required for the mezzanine level.

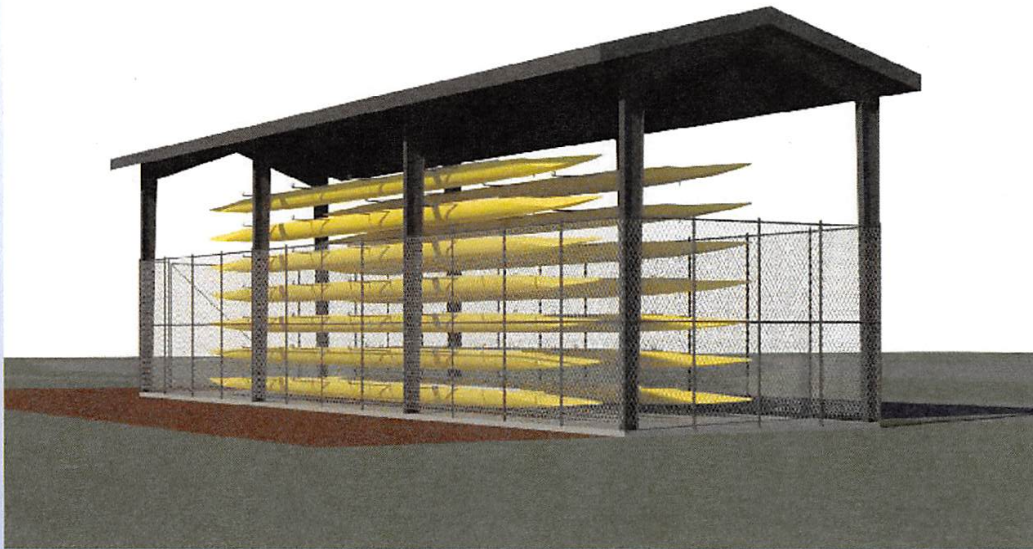
Rhododendron Park Boathouse Project



Note: It is anticipated that up to 20 shells can be accommodated within this building.







Option 4B
20'x70'
14 shells



Option 2B
40'x70'
20 shells



Option 4B



Option 2B

\$479,959	Project Budget - Base Amount	\$701,454
<u>+\$239,979</u>	(Rob's 50% "Experience Factor")	<u>+\$350,727</u>
\$720,000	Base Amount including 50% EF	\$1,052,181
<u>+\$165,484</u>	All Add-ons including 50% EF	<u>+\$505,632</u>
\$885,484	TOTAL With 50% EF	\$1,557,813

Add-ons:

Power
Lighting
Heating
Metal siding
Restroom
Elevator/lift
Windows
Add/insulate upper floor
Gravel trailer parking

Funding:

Current:

- State Capital Budget
- Northshore School District
- City of Kenmore

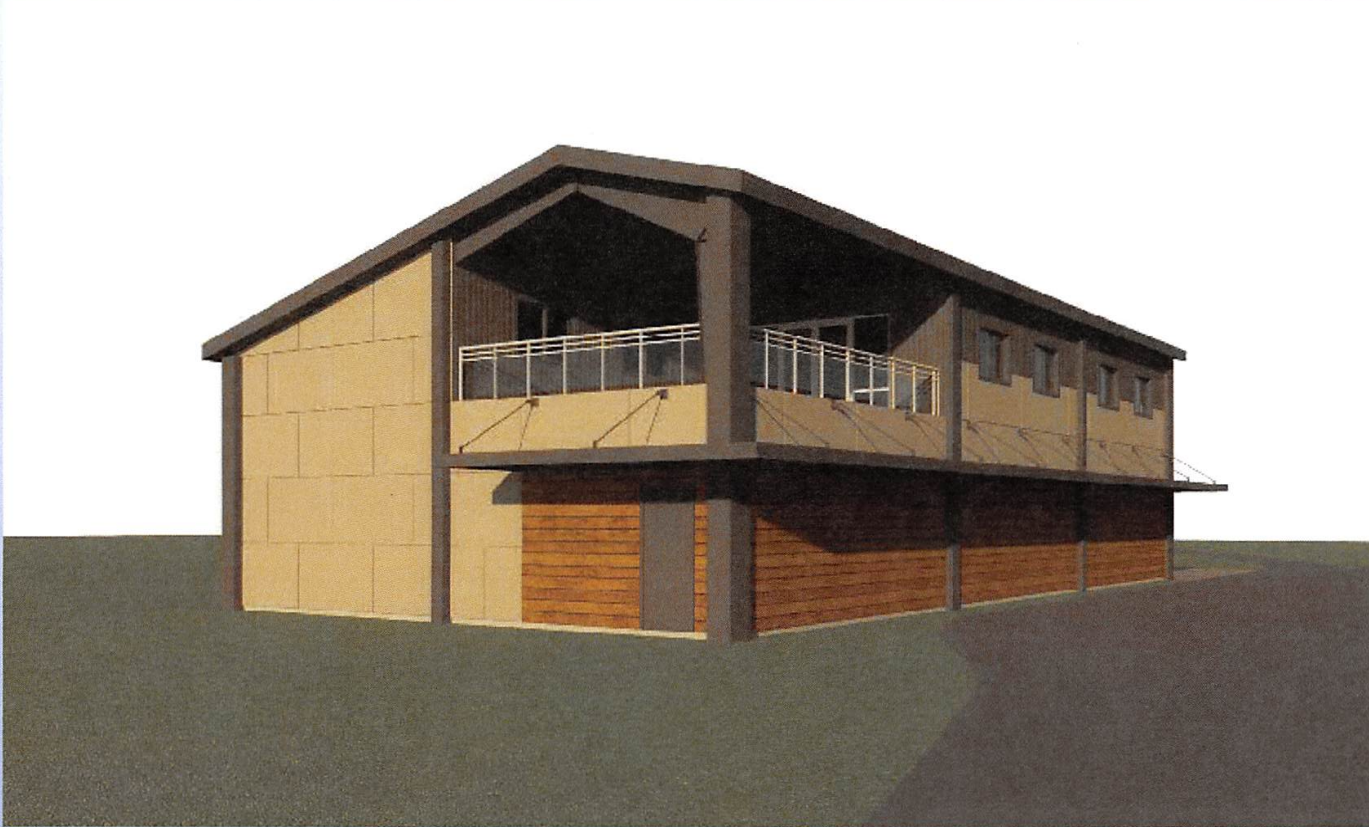
Potential:

- Youth Sports Grants - Open January Award April/May
- George Pocock Rowing Foundation
- Private Funds

Council Direction:

Shoreline Permit requires construction in 2019 or 2020

1. Select Option - not funded for designing both.
2. Proceed with design and permits now, with alternates for flexibility; OR, Wait one year to secure funding before continuing design?



Note: Rendering as shown includes siding, awning and railings not in Option 4B budget. These items require \$84,000 in additional construction, tax and contingency expenses and will increase Option 4B total project budget by approximately \$100,000.

King County Youth and Amateur Sports Grant Program

Saint Edward Ballfield
Grant Reallocation Opportunity

Reallocation Process

- Meet youth/amateur sports criteria
- Approval by King County bond counsel
- Approval by King County Council
- Design, permit, and construct by 2021

Project Ideas

Facility	Youth Sport	Meet Deadline 2021	City Control	In CIP
St. Edward Field	YES	NO	NO	YES
Skate Park Roof	YES	?	YES	NO
City Hall Park	?	?	YES	NO
Boathouse	YES	YES	YES	YES
Bastyr Field Drainage	YES	NO	NO	NO
Other?				

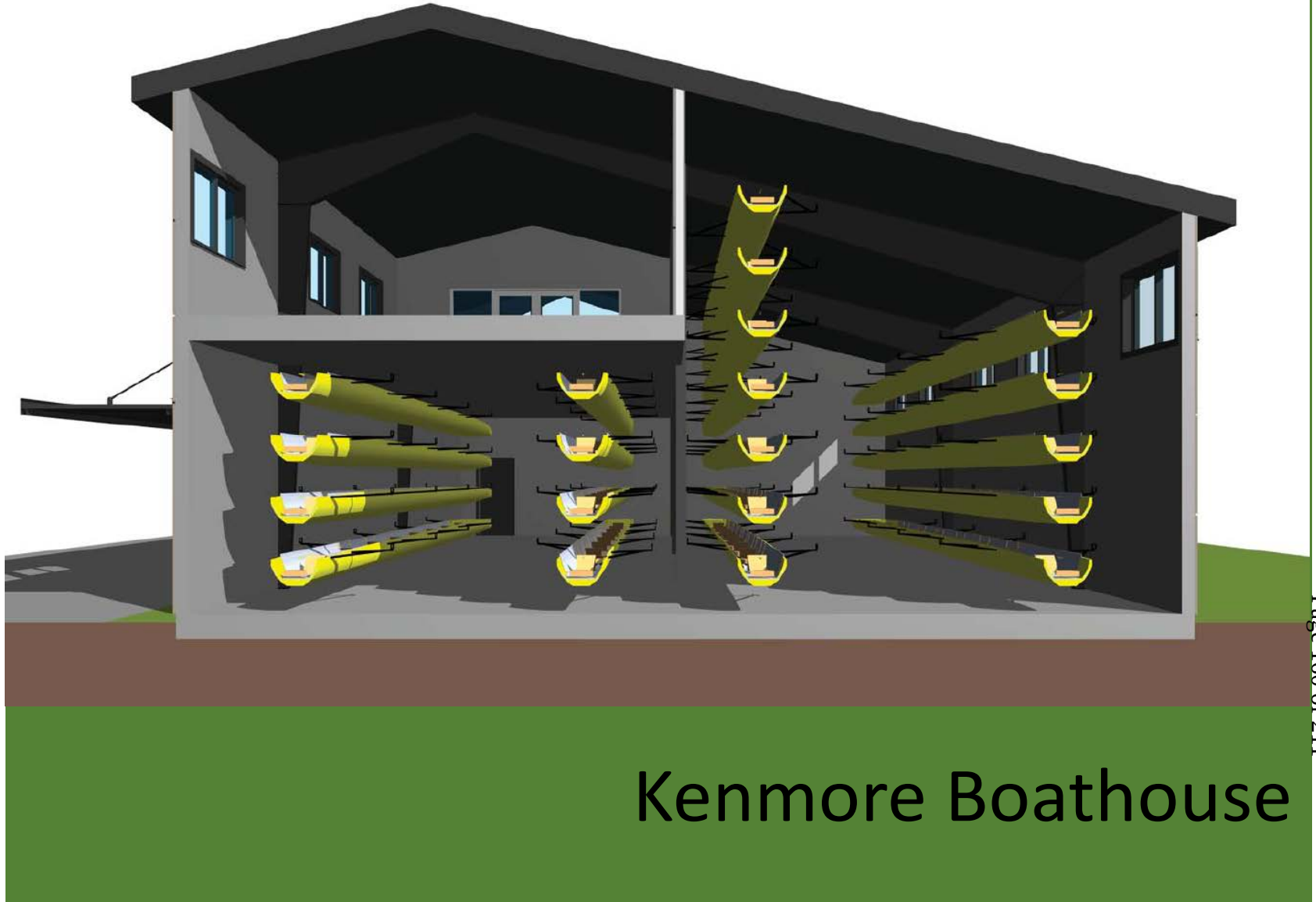


City Hall Park



Rowing Facilities

- Rhododendron Park
- Lakeside School Facility
- Other Rowing Clubs



Subject/Topic: City of Kenmore Surface Water Management service charge.	For Council Meeting Agenda of: November 26, 2018 Department: Public Works Prepared by: Richard Sawyer
Proposed Council Action/Motion: Adopt Resolution No. 18-315, which establishes Surface Water Management service charge rates for 2019 through 2024.	<u>Initial & Date</u>  <u>OK VIA EMAIL</u> <u>RJK</u> Approved by Department Head: Approved by City Attorney: Approved by Finance Director: Approved by City Manager: Exhibits/Attachments: Resolution No. 18-315
<u>INFORMATION/BACKGROUND:</u> On October 30, 2018, staff presented results of the Surface Water Management (SWM) service charge analysis to Council and recommended that Council consider increasing rates to support increased staffing needs, workloads and costs associated with programs and projects required to comply with regulatory “unfunded” mandates established under the Clean Water Act and Endangered Species Act. After considering staff’s recommendations, Council directed staff to implement the rates provided in Resolution No. 18-315 (attached). A public hearing was held on the proposed rates on November 19, 2018 and no additional comment was received.	
<u>FISCAL CONSIDERATION:</u> The rate increase will maintain long-term fiscal viability and fund solvency for the surface water management fund, maintain an operating reserve and appropriately manage debt. Additionally, applicable surface water components of current transportation and parks capital projects would be appropriately funded by the surface water fund.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> To implement the Walkways and Waterways Projects. To continue to implement a Parks Improvement Plan. To protect and enhance the water, air and forest environment. Priority Based Budgeting Result: A sustainable, Healthy Environment and the Preservation of Natural Resources.	

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



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic:
2019 Fee Schedule;
Resolution No. 18-314

For Council Meeting Agenda of: November 26, 2018

Department: Development Services

Prepared by: Tela Whiteman, Permit Specialist

Initial & Date

Approved by Department Head: BA 11/15/18

Approved by City Attorney: K.D.E.

Approved by Finance Director: mg 11/15/18

Approved by City Manager: PK

Proposed Council Action/Motion:
Approve Resolution No. 18-314 the City of
Kenmore, Washington, Adopting the City of
Kenmore's 2019 Fee Schedule

Exhibits/Attachments:

Exhibit A: Resolution No. 18-314 with the 2019 Fee
Schedule

Exhibit B: April 23, 2018 State Building Code Council
Building Permit Fee Increase memo

Exhibit C: 2018 Copy Fees, Ordinance 18-0460

INFORMATION/BACKGROUND:

Annually the City of Kenmore's fee schedule is reviewed and updated as provided for in Ordinance 02-0139. City staff is proposing the following revisions and additions to the 2019 Fee Schedule:

1. To increase the Development Services fees (Section 4) by the Consumer Price Index (CPI), 3.6% including transportation and park impact fees, not including appeal fees, school impact fees, annual use right of way, SR-522 connection permits, special events permits, and memorial signs;
2. Page 2 – General Fees, added a new line item for renewals where the cost of the original permit was less than the cost of a renewal;
3. Page 3 – Zoning and Land use, added "over 2" to landscape and tree management plan review >2 site acres;
4. Page 4 – Public notice mailing fee, added a minimum cost of \$200;
5. Page 4 – Added "and equal to" to shoreline substantial development permits and shoreline variance;
6. Page 6 – Added a title to grading permits for small projects;
7. Page 8 – Labeled Building permit table as "Valuation Table";
8. Page 9 – Removed language regarding basic plan review;
9. Page 9 – Commercial and multi-family re-roof permits, based on Valuation Table;
10. Page 9 – Per State Building Code Council, all surcharges were increased effective July 1st, 2018, see attached Exhibit C;
11. Page 10 – Consolidated commercial and multi-family plumbing permit language as "Valuation Table";
12. Page 10 – Consolidated commercial and multi-family mechanical permit language as "Valuation Table";
13. Page 11 – Added School Impact fees per Ordinance No. 18-0463, effective May 22, 2018;
14. Page 12 – Increased Type B ROW permit application fee;
15. Page 12 – Renamed Utility Franchise Right-of-Way Permits and included a definition;

16. Page 13 – Special Event Permit, added a line item for actual and indirect costs to the City per KMC 8.40.105;
17. Page 14 – Adoption Service Fees, moved note from fee to description;
18. Page 15 – Updated fees for Rhododendron Park Shelter Rental fees per Northshore Senior Center;
19. Page 15 – Added a line item for Moorlands Park Athletic Fields Rental Fees, pending Council discussion on November 19th;
20. Page 15 – Added line items for Franchise Agreement Negotiations;
21. Page 15 – Created a new section for Public Records Requests fees and updated with 2018 fees per Ordinance No. 18-0460;
22. Page 16 – Created a new section for Surface Water Fees with the Surface Water Management Service Charge, pending Council discussion on November 19th;
23. Various formatting changes, including changing the document type from Word to Excel.

FISCAL CONSIDERATION:

The proposed annual review and adjustments to the City's fee schedule are needed to ensure the City is recovering costs necessary with performing associated services.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Economic development and to continue to improve City services and processes.

**CITY OF KENMORE
WASHINGTON**

RESOLUTION NO. 18-314

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE
AND ADOPTING THE 2019 FEE SCHEDULE.**

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution; and

WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

WHEREAS, the City Council desires to adopt a revised fee schedule as set forth in this resolution;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE to adopt the "City of Kenmore, Washington 2019 Fee Schedule", attached as "Exhibit A" to this resolution and incorporated by reference, which shall be effective on January 1, 2019.

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

CITY OF KENMORE

Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney

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

1. Business Registration and Licence

Business Registration	2019 Fee
General Business - New Application for a new business	\$10
General Business - Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation - Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$19 for new application and \$11 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 or permit	\$25

2. Code Enforcement

Code Enforcement	2019 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour

City of Kenmore, WA - 2019 Fee Schedule
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Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a Stop Work Order	\$500

Housing Code Enforcement	2019 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$125 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of 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

3. Comprehensive Plan and Development Regulation Amendments

Type	2019 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	2019 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	\$110
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate.	Hourly
Hourly fees throughout this section may be billed in 1/2 hour intervals	
+ Where the original permit costs 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%

Development Agreement	2019 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

City of Kenmore, WA - 2019 Fee Schedule

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Development Agreement requested by the City	No fee
Pre-application	2019 Fee
Pre-application review fee	No fee
Zoning and Land-use	2019 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$854
\$100,001 - \$1,000,000 project value	\$2,724
> \$1,000,000 project value	\$2,724 + \$934 for each \$1M or portion thereof
Construction permit site plan review	\$106
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$476
> 1 – 2 site acres	\$862
> 2 site acres	\$862 + \$167 for each acre or portion over 2 thereof
Each plan revision review	\$333
Request for modification requiring public notice	\$124
Landscape and tree management inspections	
Landscape installation inspection	\$243
Landscape maintenance bond release inspection	\$193
Request for site specific rezone	\$2,524
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$1,852
SUP with public hearing	\$2,381
Daycare with 24 children or less	\$1,365
Request for time extension	\$86
Variances (including variances from KMC 18.55)	
Application review	\$1,354
Request for time extension	\$86
Boundary line adjustment	\$609
Communications facility application fee	\$1,451
Conditional Use permit (CUP)	\$4,012
Minor Adjustment	\$2,618
Major Adjustment	\$9,112
Accessory dwelling unit	\$426
Change of use (zoning only)	\$1,021
Land use inspections	Hourly
Reasonable use exception	\$1,321
Public agency and utility exception	\$1,321
Zoning letter inquiry/request	\$177
Design review	Hourly

+

City of Kenmore, WA - 2019 Fee Schedule

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	Temporary Use Permit	\$709
+	Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$200, whichever is greater

Subdivision - Preliminary Application Review		2019 Fee
Preliminary short subdivisions (9 lots or less)		
	Base fee	\$452
	Plus per lot	\$917
	Revision to approved preliminary	Hourly
	Short subdivision alteration	Hourly
	Request for time extension	\$86
Preliminary subdivisions (10 lots or more)		
	Base fee	\$1,358
	Plus per lot	\$1,111
	Major revision requiring new public hearing	\$2,515
	Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$752
	Request for time extension	\$86
	Subdivision alterations or subdivision vacations	
	With public hearing	\$3,164
	Without public hearing	\$1,536
Binding site plan		
	Building permit, as-built or site plan review-based plan	\$2,422
	Conceptual plan	\$2,337
	Revision to a preliminary approved plan	\$1,089
	Revision to a final binding site plan	\$1,210

Shoreline Management Permit		2019 Fee
+	Substantial development permit	
	Total cost of proposed development:	
	Up to and equal to \$100,000	\$1,753
	Over \$100,000	Hourly
	Single-family joint use Dock	\$1,749
	Shoreline conditional use permit	\$2,231
+	Shoreline variance	
	Up to and equal to \$100,000 project value	\$2,231
	>\$100,000 project value	Hourly
	Shoreline re-designation	\$15,122
	Shoreline review of other permits or approvals for conditions	\$333
	Shoreline exemption	\$846
	Supplemental fees	
	Request for a time extension	\$86
	Shoreline permit revision	Hourly
	Surcharge when public hearing required	\$698

City of Kenmore, WA - 2019 Fee Schedule
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Permit compliance inspections	Hourly
Special Reviews	2019 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,546
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	\$1,337
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	\$1,337
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$397
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	\$126
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	Hourly
Engineering: General Permitting & Inspections	2019 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

City of Kenmore, WA - 2019 Fee Schedule

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	Next 76-150		\$19/each space
	Anything above 150		\$12/each space
	Minimum fee		\$319
	Tree removal		\$79
	Single-family drainage review		
	Base Fee		\$257
	Addition/rebuild drainage		\$316
	New non-plat SFR drainage		\$728
	Commercial/Multi-family drainage plan review		
	Base Fee		\$614
	Total distributed area		
	0 – .50 site acre		\$1,207
	.51 – 1 site acre		\$1,665
	1.1 – 2 site acres		\$3,042
	2.1 – 5 site acres		\$6,677
	5.1 – 10 site acres		\$8,044
	More than 10 acres		\$8,954
	Traffic Impact Analysis review		
	Level 1 (10 P.M. peak hour trips or less)		\$364
	Level 2 (11-75 P.M. peak hour trips)		\$863
	Level 3 (Over 75 P.M. peak hour trips)		\$1,727
	Road standards/drainage standards variance		\$215
	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		\$323
	Large Project Grading permits		
	Disturbed Area	Base fee	Per acre
	Up to 1 acre	\$190	+\$848.90
	>1 acre	\$411	+\$636.41
	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	+\$105.88
	>3,000 to 10,000 cubic yards	\$2,751	+\$17.82
	>10,000 to 20,000 cubic yards	\$4,056	+\$5.28
	>20,000 to 40,000 cubic yards	\$4,617	+\$2.59
	>40,001 cubic yards	\$5,048	+\$1.24
	Reclamation bond release inspection		\$276
	Re-inspection of non-bonded actions		\$242
	Construction inspections (when associated to a Bond Quantity Worksheet)		

City of Kenmore, WA - 2019 Fee Schedule
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Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$229 + \$123 / \$1,000 bond
>\$30,000 – 120,000	\$2,430+ \$53 / \$1,000 bond
>\$120,000	\$7,221 + \$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	\$497 + \$15.85 / \$1,000 bond
>\$30,000 – 120,000	\$830 + \$5.18 / \$1,000 bond
>\$120,000	\$1,258 + \$1.76 / \$1,000 bond

Engineering: Subdivision Plan Review and Inspections	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,251
Plus per lot	\$225
Short subdivision 5 to 9 lots	
Base fee	\$4,476
Plus per lot	\$225
Additional review in excess of initial fees	Hourly
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$6,698
Plus per lot	\$36
Subdivision 31 lots or more	
Base fee	\$7,240
Plus per lot	\$18
Revisions and re-submittals	
Each occurrence	\$128
Additional review in excess of initial fees	Hourly
Planned unit development engineering plan review	
30 units or less	
Base fee	\$6,698
Plus per lot	\$49
31 units or more	
Base fee	\$7,456
Plus per lot	\$25
Revisions and re-submittals	
Each occurrence	\$128
Additional review in excess of initial fees	Hourly
Conceptual binding site plan (including conceptual commercial binding site plan)	
Plan and profile base fee	\$4,457
Revisions and re-submittals	
Each occurrence	\$128
Additional review in excess of initial fees	Hourly

City of Kenmore, WA - 2019 Fee Schedule
8 of 16

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	\$229 + \$123 / \$1,000 bond
\$30,001 – 120,000	\$2,430 + \$53 / \$1,000 bond
\$120,000 or more	\$7,221 + \$15 / \$1,000 bond
Additional inspection after 1 year	Hourly
Subdivision final approval	
Final short subdivision 4 lots or less	\$2,073
Final short subdivision 5 to 9 lots	\$4,178
Final short subdivision alteration	\$771
Final subdivision 30 lots or less	
Base Fee	\$6,284
Plus per lot	\$75
Final subdivision 31 lots or more	
Base Fee	\$6,980
Plus per lot	\$51
Subdivision alteration	\$1,162
Modification of a recorded building envelope	\$583
Request for name change	\$207
Final planned unit development	\$4,887
Request for time extension	\$156
Request for name change	\$207
Final building site plan	\$3,323
Subdivision – post final fees	
Maintenance bond inspections	
Bond quantities worksheet amount	Initial fee + additional fee based on bond
\$0 – \$30,000	\$497 + \$15.85 / \$1,000 bond
>\$30,000 – 120,000	\$830 + \$5.18 / \$1,000 bond
>\$120,000	\$1,258 + \$1.76 / \$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 \$3.21 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$75 for the first \$2,000 plus \$15 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$423 for the first \$25,000 plus \$10.57 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$695 for the first \$50,000 plus \$7.36 for each additional \$1,000 or fraction thereof, to and including \$100,000.

City of Kenmore, WA - 2019 Fee Schedule

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>\$100,000 – \$500,000	\$1,072 for the first \$100,000 plus \$6.22 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$3,478 for the first \$500,000 plus \$5.18 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$6,050 for the first \$1,000,000 plus \$4.14 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	\$893
Temporary mobile home permit	\$831
Temporary mobile home permit for hardship	\$893
Non-insignia mobile home inspection	\$713
Re-roof permits	
Single-family residential	\$199
+ Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	\$1,758
31 to 99 units	\$1,987
100 or more units	\$2,695
Plus per unit	\$299
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	\$392
Minimum housing or other code compliance	\$392
Relocation of structure	\$322
Demolition inspection	\$322
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	\$114
All other permits	\$114
+ 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

City of Kenmore, WA - 2019 Fee Schedule

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Plumbing Permits		
	New single-family (one and two dwellings) and townhouses	\$762/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	\$112
	Plus	
	For each plumbing fixture on one trap or set of fixtures on one trap	\$11/each
	Roof drain	\$11/each
	Electric water heater	\$34/each
	Water piping or water treating equipment	\$70/each
	Back flow devices (other than atmospheric vacuum breakers)	\$70/each
	Other	\$11/each

Mechanical Permits		
	New single-family (one and two dwellings) and townhouses	\$356/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	\$112
	Plus	
	For the installation or relocation of each floor furnace, including vent	\$140
	For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$70
	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	\$209
	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)	\$70
	Gas pipe (outlets over 5)	\$11/outlet
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$140
	Gas water heater	\$140

City of Kenmore, WA - 2019 Fee Schedule
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Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$6,110.33
Single-Family	1.45 per dwelling unit	\$9,945.64 per dwelling unit
Apartment	1.02 per dwelling unit	\$7,369.79 per dwelling unit
Condominium	0.85 per dwelling unit	\$6,181.12 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$6,647.28 per dwelling unit
Hotel	0.87 per room	\$6,843.33 per room
Motel	0.68 per room	\$5,360.62 per room
Light Industrial	1.06 per 1,000 sq ft	\$1.57 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$7.95 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$2.83 per sq ft
Marina	0.23 per boat berth	\$1,412.21 per boat berth
Golf Course	0.37 per acre	\$2,298.79 per acre
Movie Theater	0.09 per seat	\$396.56 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$26.24 per sq ft
High School	1.18 per 1,000 sq ft	\$4.61 per sq ft
Church	0.67 per 1,000 sq ft	\$4.85 per sq ft
Hospital	1.13 per 1,000 sq ft	\$11.12 per sq ft
Nursing Home	0.27 per bed	\$1,467.24 per bed
General Office	1.75 per 1,000 sq ft	\$17.55 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$39.67 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$7.50 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$30.22 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$78.73 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$24.16 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$24.16 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$65.55 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$85.16 per sq ft
Gas Station	9.80 per pump	\$34,271.19 per pump
Gas Station w/Convenience	7.24 per pump	\$25,916.05 per pump

Parks Impact Fee*	
Single-family residence	\$2,737.11/unit
Multi-family	\$1,789.17/unit
Mobile Home	\$850.56/unit

+ Schools Impact Fee*	
Single-family residence (and townhouse)	\$10,573/unit
Multi-family	\$0

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	
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City of Kenmore, WA - 2019 Fee Schedule
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+	Type A Permit	
	Application Fee (review and 1 hour inspection)	\$215
	Inspections in excess of 1 hour	Hourly
	Type B Permit	
	Application fee (includes review and inspection)	\$163*
	Type C Permit	
	Application Fee (review and 1 hour inspection)	\$163*
	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)	\$215*
	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)	\$215
	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 work hours	\$518

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

City of Kenmore, WA - 2019 Fee Schedule

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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
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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*
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+	Actual and indirect cost for City personnel 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
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Memorial Sign

Application fee and sign	\$300*
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5. Animal Care and Control**Animal License and Registration**

Pet license - dog or cat	
Unaltered	\$60
Altered	\$30

City of Kenmore, WA - 2019 Fee Schedule

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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

City of Kenmore, WA - 2019 Fee Schedule

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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	\$30/day
Craft Vendor	\$30/day
Non-Profit Booth or Vendor	\$10/day
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
+ Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$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*
*Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

City of Kenmore, WA - 2019 Fee Schedule

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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	2019 Rate
Residential	N/A	\$192.51 per parcel
Very Light	0 to ≤ 10%	\$192.51 per parcel
Light	> 10% to ≤ 20%	\$513.38 per acre
Moderate	> 20% to ≤ 45%	\$1,090.95 per acre
Moderately Heavy	> 45% to ≤ 65%	\$1,957.28 per acre
Heavy	> 65% to ≤ 85%	\$2,582.95 per acre
Very Heavy	> 85% to ≤ 100%	\$3,272.82 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A



STATE OF WASHINGTON

STATE BUILDING CODE COUNCIL

1500 Jefferson Street SE • P.O. Box 41449 • Olympia, Washington 98504
(360) 407-9277 • fax (360) 586-9088 • e-mail sbcc@des.wa.gov • www.sbcc.wa.gov

RECEIVED
CITY OF KENMORE

Exhibit B

MAY 07 2018

April 23, 2018

43

BRYAN HAMPSON
Development Services Director
CITY OF KENMORE
PO BOX 82607
KENMORE WA 98028-0607

RE: State Building Code Council Building Permit Fee Increase

In response to feedback I received on a letter I sent you on April 12, 2018, I am providing amended guidance relating to the requirement of E2SHB 1622 which modified the fees for the State Building Code Council (SBCC) for building permits. Please note that these fees apply only to building permits and residential units. Please disregard my April 12, 2018 letter.

Prior to July 1, 2018 the SBCC fees are as follows:

- \$4.50 fee to the SBCC for each building permit plus an additional surcharge of \$2.00 for each residential unit after the first unit.

Effective July 1, 2018 the SBCC fees will be as follows:

- Residential building permits: \$6.50 fee to the SBCC for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.
- Commercial building permits: \$25.00 fee to the SBCC for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.

E2SHB 1622 provides the following definitions:

- Residential building permit – means a building permit issued by a city or a county to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building containing only dwelling units used for independent living of one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation, and structures accessory to dwelling units such as detached garages and storage buildings.
- Commercial building permit – means a building permit issued by a city or a county to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building not covered by a residential building permit.

If you have any questions please give me a call or drop me an e-mail. Please accept my apology for any confusion my April 12, 2018 letter caused.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Brown".

Richard Brown, PhD, Managing Director
State Building Code Council
richard.brown@DES.WA.GOV

Exhibit C

2018 Copy Fees

Adopted on February 26, 2018 by Ordinance No. 18-0460,
Amending Kenmore Municipal Code Chapter 1.10 Relating to Public Records.

Type	2018 Fee
<u>Public Records Requests</u>	
Review of requested records	No charge
Standard size black-and-white photocopies (Standard sizes include 8-1/2" x 11", 8-1/2" x 14" and 11" x 17")	15 cents per page for 7 pages or more (charge includes first 6 pages); for example: 7 pages = \$1.05 Fee waived for 6 pages or less.
Scanned copies (converting a record from paper copy to an electronic format)	10 cents per page for 11 pages or more (charge includes first 10 pages); for example: 11 pages = \$1.10 Fee waived for 10 pages or less.
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based data storage or service, or emails (CD, DVD, thumb drive, email, or cloud service). If number of files is 80 or less, fee is waived. For example, 84 files will cost \$1.05.	5 cents for each 4 electronic files or attachments
Transmission of public records in an electronic format	10 cents per gigabyte
• Oversized documents such as building plans, maps, blueprints • Large copy jobs. Outside vendors can be used for unusual formats or large quantities.	Actual cost charge by outside vendor.
Records copied to CD or DVD	\$1.00 per CD or DVD
Records copied to thumb/flash drive	Actual cost of supplies
Mailing envelopes or packaging and postage	Actual cost supplies and postage

↑ Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.

Subject/Topic: Ordinance No. 18-0475 Amending the 2017-2018 Biennial Budget Proposed Council Action/Motion: Adopt Ordinance No. 18-0475 Amending the 2017-2018 Biennial Budget	For Council Meeting Agenda of: November 26, 2018 Department: Finance and Administration Prepared by: Joanne M. Gregory, Finance and Administration Director <table border="0"><tr><td>Approved by Department Head:</td><td><u>Initial & Date</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>JMG 11-20-18</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>JMG 11-20-18</u></td></tr><tr><td>Approved by City Manager:</td><td><u>PK</u></td></tr></table> Exhibits/Attachments: Ordinance No. 18-0475 November 19, 2018 Agenda Bill with Year End Recommended Budget Adjustments	Approved by Department Head:	<u>Initial & Date</u>	Approved by City Attorney:	<u>JMG 11-20-18</u>	Approved by Finance Director:	<u>JMG 11-20-18</u>	Approved by City Manager:	<u>PK</u>
Approved by Department Head:	<u>Initial & Date</u>								
Approved by City Attorney:	<u>JMG 11-20-18</u>								
Approved by Finance Director:	<u>JMG 11-20-18</u>								
Approved by City Manager:	<u>PK</u>								
<u>INFORMATION/BACKGROUND:</u> On December 12, 2016, the City of Kenmore adopted the 2017-2018 biennial budget. The city-wide budget was amended on July 24, 2017 and again on November 27 during the Mid Biennium Review. The amended budget includes revenue (\$71,875,400) and expenditure (\$71,166,405) projections for both years which support the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates. Prior to the close of 2018, which will be the end of the 2017-2018 biennial budget period, it is important to review all funds' budgets, consider actions taken by the City Council since the last budget amendment, consider any significant unappropriated expenditures, and adjust fund budgets accordingly so as not to exceed approved legal fund budgets. Recommended amendments were reviewed with the City Council on November 19, 2018 (see attached). Amendments to the General Fund, Street Fund, Park Capital Fund, Sammamish River Bridge Fund, and the Real Estate Excise Tax Fund are recommended and details are provided on the attachment. In the General Fund, the most significant item is the anticipated start up and transition cost for the in house public works operation. These planned expenditures were reviewed with the City Council earlier this year. This adjustment and other underbudgeted expenditures are more than offset by better than expected revenues from taxes and development.									

The Street Fund includes a number of unanticipated expenditures which should be recognized in the budget so as not to exceed the Fund's total appropriation. Additional revenues from the General Fund's water/sewer franchise fees are also recognized.

The Sammamish River Bridge Fund expenditures for this biennium may exceed the total fund budget if estimates of design and permitting expenditures for 2018 are accurate. This does not impact the overall Bridge budget. Therefore, it is recommended to increase the expenditure budget accordingly. Also, the fund is likely to have a negative cash balance at the end of 2018 due to the lag in receiving grant reimbursements. A temporary transfer from the Real Estate Excise Tax (REET) Fund is recommended to cover this cash shortfall. The actual transfer entry would not exceed \$2,000,000 and would be reversed in January. The REET Fund is projected to have a year-end balance of approximately \$2.6M.

The Park Capital Fund includes Project P31 Squires Landing Land Conversion/Acquisition with a budget established for 2019 but not 2018. Expenses in the current year include appraisal, staff time, and escrow deposit. A \$50,000 budget is recommended.

FISCAL CONSIDERATION:

Details of proposed revenue and expenditure adjustments accompany the agenda bill presented to the City Council on November 19, 2018 which is attached.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Per RCW 35A the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by ordinance.

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**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0475**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE 2017-2018 BUDGET; AMENDING THE 2017-2018 BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR THE GENERAL FUND AND THE SURFACE WATER MANAGEMENT FUND; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council (the “Council”) of the City of Kenmore, Washington, (the “City”), is required by applicable State law to finalize its biennial budget prior to the commencement of the first fiscal year of the biennium; and

WHEREAS, the amount of revenue and expenditures can only be estimated at the time of finalization of the budget; and

WHEREAS, by Ordinance No. 16-0429, the City Council adopted the 2017-2018 Biennial Budget on December 12, 2016; and

WHEREAS, by Ordinance No. 17-0443 and Ordinance No. 17-0448, the City Council amended the 2017-2018 Biennial Budget; and

WHEREAS, the City Council finds it in the best interest of the City to adjust revenues and expenditures in the General Fund, the Street Fund, the Sammamish River Bridge Fund, the Real Estate Excise Tax Fund, and the Park Capital Fund;

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

Section 1. Funds Appropriated. The 2017-2018 Biennial Budget, as amended, is further amended by fund to reflect the adjustments to revenues and appropriations as shown below:

	2017-2018	2018	2017-2018
	Amended Revenue	Budget	Amended Revenue
<u>FUND</u>	<u>Budget</u>	<u>Amendment</u>	<u>Budget</u>
General Fund	\$ 23,605,174	\$ 1,089,000	\$ 24,694,174
Street Fund	2,912,304	75,000	2,987,304
Public Art Fund	150	0	150
Park Impact Fee Fund	412,000	0	412,000
Transportation Impact Fee Fund	905,500	0	905,500
Transportation Benefit District	680,800	0	680,800
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	280,000	0	280,000
Sammamish River Bridge Fund	3,009,961	2,000,000	5,009,961
Real Estate Excise Tax Fund	2,203,000	2,309,743	4,512,743
Kenmore Village Fund	424,628	0	424,628
UTGO 2016 Bond Fund	2,500,000	0	2,500,000
Walkways & Waterways Bonds	9,915,641	0	9,915,641
Park Capital Fund	8,190,896	0	8,190,896
Transportation Capital Fund	9,316,326	0	9,316,326
Surface Water Management Fund	3,543,400	0	3,543,400
Surface Water Capital Fund	3,750,634	0	3,750,634
Swamp Creek Basin Fund	14,000	0	14,000
Equipment Replacement Fund	210,986	0	210,986
Total Budget	\$71,875,400	\$5,473,743	\$77,349,143

	2017-2018	2018	2017-2018
	Amended Expenditure	Budget	Amended Expenditure
<u>FUND</u>	<u>Budget</u>	<u>Amendment</u>	<u>Budget</u>
General Fund	\$ 23,691,246	\$ 1,046,150	\$ 24,737,396
Street Fund	2,909,009	345,200	3,254,209
Public Art Fund	11,000	0	11,000
Park Impact Fee Fund	1,271,876	0	1,271,876
Transportation Impact Fee Fund	533,783	0	533,783
Transportation Benefit District	669,000	0	669,000
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	368,700	0	368,700
Sammamish River Bridge Fund	3,009,961	500,000	3,509,961
Real Estate Excise Tax Fund	3,622,825	2,000,000	5,622,825
Kenmore Village Fund	576,794	0	576,794
UTGO 2016 Bonds	2,358,253	0	2,358,253
Walkways & Waterways Bonds	5,575,000	0	5,575,000
Park Capital Fund	8,446,832	50,000	8,496,832
Transportation Capital Fund	9,529,005	0	9,529,005
Surface Water Management Fund	4,890,487	0	4,890,487
Surface Water Capital Fund	3,583,634	0	3,583,634
Swamp Creek Basin Fund	0	0	0
Equipment Replacement Fund	119,000	0	119,000
Total Budget	\$71,166,405	\$3,941,350	\$75,107,755

The City Manager is hereby authorized and instructed to effectuate the necessary changes to the 2017-2018 Biennial Budget and to make any necessary and appropriate line item entries and adjustments in order to reflect the amendments of this ordinance.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of the publication.

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

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod Kaseguma, City Attorney



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Amendments to the 2017-2018 Biennial Budget	For Council Meeting Agenda of: November 19, 2018 Department: Finance and Administration Prepared by: Joanne M. Gregory, Finance and Administration Director Initial & Date Approved by Department Head: <u>[Signature] 11-13-18</u> Approved by City Attorney: <u>[Signature]</u> Approved by Finance Director: <u>[Signature] 11-13-18</u> Approved by City Manager: <u>[Signature]</u>
Proposed Council Action/Motion: Review Amendments to the 2017-2018 Biennial Budget	Exhibits/Attachments: 2017-2018 Year End Recommended Budget Adjustments

INFORMATION/BACKGROUND:

On December 12, 2016, the City of Kenmore adopted the 2017-2018 biennial budget. The city-wide budget was amended on July 24, 2017 and again on November 27 during the Mid Biennium Review. The amended budget includes revenue (\$71,875,400) and expenditure (\$71,166,405) projections for both years which support the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates.

Prior to the close of 2018, which will be the end of the 2017-2018 biennial budget period, it is important to review all funds' budgets, consider actions taken by the City Council since the last budget amendment, consider any significant unappropriated expenditures, and adjust fund budgets accordingly so as not to exceed approved legal fund budgets.

Amendments to the General Fund, Street Fund, Park Capital Fund, Sammamish River Bridge Fund, and the Real Estate Excise Tax Fund are recommended and details are provided on the attachment.

In the General Fund, the most significant item is the anticipated start up and transition cost for the in house public works operation. These planned expenditures were reviewed with the City Council earlier this year. This adjustment and other underbudgeted expenditures are more than offset by better than expected revenues from taxes and development.

The Street Fund includes a number of unanticipated expenditures which should be recognized in the budget so as not to exceed the Fund's total appropriation. Additional revenues from the General Fund's water/sewer franchise fees are also recognized.

The Sammamish River Bridge Fund expenditures for this biennium may exceed the total fund budget if estimates of design and permitting expenditures for 2018 are accurate. This does not impact the overall Bridge budget. Therefore, it is recommended to increase the expenditure budget accordingly. Also, the fund is likely to have a negative cash balance at the end of 2018 due to the lag in receiving grant reimbursements. A temporary transfer from the Real Estate Excise Tax (REET) Fund is recommended to cover this cash shortfall. The actual transfer entry would not exceed \$2,000,000 and would be reversed in January. The REET Fund is projected to have a year-end balance of approximately \$2.6M.

The Park Capital Fund includes Project P31 Squires Landing Land Conversion/Acquisition with a budget established for 2019 but not 2018. Expenses in the current year include appraisal, staff time, and escrow deposit. A \$50,000 budget is recommended.

Following Council's direction on the proposed budget amendments, an Ordinance to formally amend the budget will be presented for approval on November 26, 2018.

FISCAL CONSIDERATION:

Details of proposed revenue and expenditure adjustments are attached.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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2017-2018 Year End Recommended Budget Adjustments		2017-2018 Total Adopted Budget	Recommended Budget Amendments	Recommended 2017-2018 Amended Budget
Fund: 001 - General Fund				
Revenue		(revenues)	(revenue increases)	
001.000.31110000	General Property Taxes	(9,408,704)	(83,000)	(9,491,704)
	Higher property taxes due to more new construction added to tax roll in 2018			
001.000.31311000	Local Sales & Use Tax	(4,192,256)	(450,000)	(4,642,256)
	Sales taxes exceeding budget			
001.000.31371000	Criminal Justice Funding	(1,184,035)	(80,000)	(1,264,035)
	Taxes exceeding budget			
001.000.32191002	Water/Sewer Franchise Fee	(1,000,000)	(75,000)	(1,075,000)
	Higher revenues than budgeted; also increase transfer to Street Fund			
001.000.36940000	Judgements and Settlements	0	(30,000)	(30,000)
	Unbudgeted revenue Frontier			
001.000.36940001	Judgements and Settlements	0	(85,000)	(85,000)
	Unbudgeted revenue Code Enforcement			
001.059.32210000	Building Permits	(592,195)	(20,000)	(612,195)
001.059.32210002	Grading Permits	(1,500)	(23,000)	(24,500)
001.059.32210003	Mechanical Permits	(53,150)	(95,000)	(148,150)
001.059.32210004	Plumbing Permits	(38,823)	(18,000)	(56,823)
001.059.34581000	Land Use - Comm/Multi-Fam Fees	(252,451)	(65,000)	(317,451)
001.059.34583005	Plan Review Fees- Building Permit	(334,211)	(65,000)	(399,211)
	Higher permit revenues (of all types) than budgeted; includes St Edward Lodge permits			
Expenditures		expenditures	expenditure increases	
001.019.59700.9001	Transfer to Street Fund	1,000,000	75,000	1,075,000
	Transfer from General Fund; revenues higher than budget			
001.059.55850.4300	General Consulting Services	40,000	60,000	100,000
	Intermin Professional services from Pace for development review			
001.076.57680.4616	Log Boom Pier Guardrail Repair Project	0	35,000	35,000
	Establish budget for this project; complete in 2018			
001.076.57680.4617	Log Boom Pier Buoy Marker Install Project	0	22,000	22,000
	Establish budget for this project, to be completed in 2019			
001.076.57680.6026	Public Works Shop	0	854,150	854,150
	Establish budget for public works shop start up costs; reviewed and approved by City Council in 2018			
Fund: 001 - General Fund	NET (REVENUES)		(42,850)	
	BUDGETED FUND BALANCE BEFORE AMENDMENT		(3,040,515)	
	FUND BALANCE AFTER AMENDMENT		(3,083,365)	

2017-2018 Year End Recommended Budget Adjustments		2017-2018 Total Adopted Budget	Recommended Budget Amendments	Recommended 2017-2018 Amended Budget
Fund: 101 - Street Fund				
Revenue				
101.000.39700.001	Transfer from General Fund	(1,000,000)	(75,000)	(1,075,000)
	Water sewer revenues higher than budgeted			
Expenditures				
101.000.54230.4705	Services - Roadway Unbudgeted crack sealing project in 2018	70,000	48,000	118,000
101.000.54230.4701	Street Maint Services Unbudgeted pressure washing at McDonald Highlands	170,000	33,000	203,000
101.000.54230.4710	Services - ROW Landscaping	45,000	45,000	90,000
	Change in landscaping contractor resulted in \$3K per month more for same service area			
101.000.54270.3111	Materials - Right of Way \$30K unbudgeted crack sealing 2017	60,000	25,000	85,000
101.000.54270.4704	Services - Right of Way Sidewalk pressure washing \$18K, hazardous tree removal city wide \$54K, and geo testing \$8.4	60,000	80,000	140,000
101.000.54330.4009	Temporary Staffing (in 2017) Needed spring/summer labor to keep up with landscaping, to support the opening of the Hangar; contracted with temp agency	0	22,000	22,000
101.000.59569.6012	Street Improvements Unbudgeted projects and tasks for Neighborhood Traffic projects \$28K; jersey barriers on Juanita \$28K, curbing along 182nd \$16K	0	78,000	78,000
101.000.59442.6001	Furniture and Equipment 2 Snowplows to be used on NUD trucks in accordance with interlocal agreement for snow and ice removal	0	14,200	14,200
Fund: 101 - Street Fund				
	NET EXPENDITURES		270,200	
	BUDGETED FUND BALANCE BEFORE AMENDMENT		(768,531)	
	FUND BALANCE AFTER AMENDMENT		(498,331)	

Fund: 301 - Real Estate Excise Tax Fund				
Revenue				
301.000.30810000	Beginning Fund Balance	(1,638,334)	(859,743)	(2,498,077)
	Fund Balance at beginning of biennium was greater than projected in the budget			
301.000.31834000	Real Estate Excise Taxes	(2,200,000)	(1,450,000)	(3,650,000)
	Revenues exceeded conservative budget projections			
Expenditures				
301.000.59700.0306	Transfer to W SAMM Bridge	0	2,000,000	2,000,000
	Temporary transfer to the Bridge Project to avoid negative cash balance at year end due to lag in grant reimbursements. Transfer would be reversed January 2019. Actual transfer will be only what is required and not to exceed \$2M.			
Fund: 301 - Real Estate Excise Tax				
	NET REVENUES		(309,743)	
	BUDGETED FUND BALANCE BEFORE AMENDMENT		(218,509)	
	FUND BALANCE AFTER AMENDMENT		(528,252)	

11/14/2018&[Path]2018 Proj Budget Worksheet (v1)BA

2017-2018 Year End Recommended Budget Adjustments		2017-2018 Total Adopted Budget	Recommended Budget Amendments	Recommended 2017-2018 Amended Budget
Fund: 303 - Park Capital Fund				
Expenditures				
303.000.59476.6116	P31 Squire's Landing Land Conversion Acquisition Establish 2018 budget for up front expenditures related to potential land acquisition (appraisal, staff costs)	0	50,000	50,000
Fund: 303 - Park Capital Fund			50,000	
			(85,588)	
			(35,588)	

Fund: 306 - Sammamish River Bridge Replacement				
Revenue				
306.000.39700301	Transfer from REET Temporary transfer to avoid negative cash balance at year end due to lag in grant reimbursements. Transfer would be reversed January 2019.	0	(2,000,000)	(2,000,000)
Expenditures				
306.000.59550.6711	ROW	1,022,247	200,000	1,222,247
306.000.59550.6712	Design Increase budget to reconcile with Engineering expenditure projections as of 12/31/2018	1,987,714	300,000	2,287,714
Fund: 306 - Sammamish River Bridge			(1,500,000)	
			0	
			(1,500,000)	

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

1. Business Registration and Licence

Business Registration	2019 Fee
General Business - New Application for a new business	\$10
General Business - Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation - Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$19 for new application and \$11 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	2019 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour

City of Kenmore, WA - 2019 Fee Schedule
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Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a Stop Work Order	\$500

Housing Code Enforcement	2019 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$125 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of 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

3. Comprehensive Plan and Development Regulation Amendments

Type	2019 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	2019 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	\$110
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate.	Hourly
Hourly fees throughout this section may be billed in 1/2 hour intervals	
+ Where the original permit costs 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%

Development Agreement	2019 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

City of Kenmore, WA - 2019 Fee Schedule
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Development Agreement requested by the City	No fee
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Pre-application	2019 Fee
Pre-application review fee	No fee

Zoning and Land-use	2019 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$854
\$100,001 - \$1,000,000 project value	\$2,724
> \$1,000,000 project value	\$2,724 + \$934 for each \$1M or portion thereof
Construction permit site plan review	\$106
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$476
> 1 – 2 site acres	\$862
> 2 site acres	\$862 + \$167 for each acre or portion over 2 thereof
Each plan revision review	\$333
Request for modification requiring public notice	\$124
Landscape and tree management inspections	
Landscape installation inspection	\$243
Landscape maintenance bond release inspection	\$193
Request for site specific rezone	\$2,524
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$1,852
SUP with public hearing	\$2,381
Daycare with 24 children or less	\$1,365
Request for time extension	\$86
Variances (including variances from KMC 18.55)	
Application review	\$1,354
Request for time extension	\$86
Boundary line adjustment	\$609
Communications facility application fee	\$1,451
Conditional Use permit (CUP)	\$4,012
Minor Adjustment	\$2,618
Major Adjustment	\$9,112
Accessory dwelling unit	\$426
Change of use (zoning only)	\$1,021
Land use inspections	Hourly
Reasonable use exception	\$1,321
Public agency and utility exception	\$1,321
Zoning letter inquiry/request	\$177
Design review	Hourly

City of Kenmore, WA - 2019 Fee Schedule

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Temporary Use Permit		\$709
+	Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$200, whichever is greater

Subdivision - Preliminary Application Review		2019 Fee
Preliminary short subdivisions (9 lots or less)		
	Base fee	\$452
	Plus per lot	\$917
	Revision to approved preliminary	Hourly
	Short subdivision alteration	Hourly
	Request for time extension	\$86
Preliminary subdivisions (10 lots or more)		
	Base fee	\$1,358
	Plus per lot	\$1,111
	Major revision requiring new public hearing	\$2,515
	Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$752
	Request for time extension	\$86
	Subdivision alterations or subdivision vacations	
	With public hearing	\$3,164
	Without public hearing	\$1,536
Binding site plan		
	Building permit, as-built or site plan review-based plan	\$2,422
	Conceptual plan	\$2,337
	Revision to a preliminary approved plan	\$1,089
	Revision to a final binding site plan	\$1,210

Shoreline Management Permit		2019 Fee
+	Substantial development permit	
	Total cost of proposed development:	
	Up to and equal to \$100,000	\$1,753
	Over \$100,000	Hourly
	Single-family joint use Dock	\$1,749
	Shoreline conditional use permit	\$2,231
+	Shoreline variance	
	Up to and equal to \$100,000 project value	\$2,231
	>\$100,000 project value	Hourly
	Shoreline re-designation	\$15,122
	Shoreline review of other permits or approvals for conditions	\$333
	Shoreline exemption	\$846
	Supplemental fees	
	Request for a time extension	\$86
	Shoreline permit revision	Hourly
	Surcharge when public hearing required	\$698

City of Kenmore, WA - 2019 Fee Schedule
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Permit compliance inspections	Hourly
Special Reviews	
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,546
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	\$1,337
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	\$1,337
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$397
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	\$126
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	Hourly
Engineering: General Permitting & Inspections	
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

City of Kenmore, WA - 2019 Fee Schedule

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Next 76-150	\$19/each space
Anything above 150	\$12/each space
Minimum fee	\$319
Tree removal	\$79
Single-family drainage review	
Base Fee	\$257
Addition/rebuild drainage	\$316
New non-plat SFR drainage	\$728
Commercial/Multi-family drainage plan review	
Base Fee	\$614
Total distributed area	
0 – .50 site acre	\$1,207
.51 – 1 site acre	\$1,665
1.1 – 2 site acres	\$3,042
2.1 – 5 site acres	\$6,677
5.1 – 10 site acres	\$8,044
More than 10 acres	\$8,954
Traffic Impact Analysis review	
Level 1 (10 P.M. peak hour trips or less)	\$364
Level 2 (11-75 P.M. peak hour trips)	\$863
Level 3 (Over 75 P.M. peak hour trips)	\$1,727
Road standards/drainage standards variance	\$215
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	\$323
Large Project Grading permits	
Disturbed Area	Base fee
Up to 1 acre	\$190 + \$848.90
>1 acre	\$411 + \$636.41
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
0 to 3,000 cubic yards	\$0 + \$105.88
>3,000 to 10,000 cubic yards	\$2,751 + \$17.82
>10,000 to 20,000 cubic yards	\$4,056 + \$5.28
>20,000 to 40,000 cubic yards	\$4,617 + \$2.59
>40,001 cubic yards	\$5,048 + \$1.24
Reclamation bond release inspection	\$276
Re-inspection of non-bonded actions	\$242
Construction inspections (when associated to a Bond Quantity Worksheet)	

City of Kenmore, WA - 2019 Fee Schedule
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Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$229 + \$123 / \$1,000 bond
>\$30,000 – 120,000	\$2,430 + \$53 / \$1,000 bond
>\$120,000	\$7,221 + \$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	\$497 + \$15.85 / \$1,000 bond
>\$30,000 – 120,000	\$830 + \$5.18 / \$1,000 bond
>\$120,000	\$1,258 + \$1.76 / \$1,000 bond

Engineering: Subdivision Plan Review and Inspections	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,251
Plus per lot	\$225
Short subdivision 5 to 9 lots	
Base fee	\$4,476
Plus per lot	\$225
Additional review in excess of initial fees	Hourly
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$6,698
Plus per lot	\$36
Subdivision 31 lots or more	
Base fee	\$7,240
Plus per lot	\$18
Revisions and re-submittals	
Each occurrence	\$128
Additional review in excess of initial fees	Hourly
Planned unit development engineering plan review	
30 units or less	
Base fee	\$6,698
Plus per lot	\$49
31 units or more	
Base fee	\$7,456
Plus per lot	\$25
Revisions and re-submittals	
Each occurrence	\$128
Additional review in excess of initial fees	Hourly
Conceptual binding site plan (including conceptual commercial binding site plan)	
Plan and profile base fee	\$4,457
Revisions and re-submittals	
Each occurrence	\$128
Additional review in excess of initial fees	Hourly

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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	\$229 + \$123 / \$1,000 bond
\$30,001 – 120,000	\$2,430 + \$53 / \$1,000 bond
\$120,000 or more	\$7,221 + \$15 / \$1,000 bond
Additional inspection after 1 year	Hourly
Subdivision final approval	
Final short subdivision 4 lots or less	\$2,073
Final short subdivision 5 to 9 lots	\$4,178
Final short subdivision alteration	\$771
Final subdivision 30 lots or less	
Base Fee	\$6,284
Plus per lot	\$75
Final subdivision 31 lots or more	
Base Fee	\$6,980
Plus per lot	\$51
Subdivision alteration	\$1,162
Modification of a recorded building envelope	\$583
Request for name change	\$207
Final planned unit development	\$4,887
Request for time extension	\$156
Request for name change	\$207
Final building site plan	\$3,323
Subdivision – post final fees	
Maintenance bond inspections	
Bond quantities worksheet amount	Initial fee + additional fee based on bond
\$0 – \$30,000	\$497 + \$15.85 / \$1,000 bond
>\$30,000 – 120,000	\$830 + \$5.18 / \$1,000 bond
>\$120,000	\$1,258 + \$1.76 / \$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 \$3.21 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$75 for the first \$2,000 plus \$15 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$423 for the first \$25,000 plus \$10.57 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$695 for the first \$50,000 plus \$7.36 for each additional \$1,000 or fraction thereof, to and including \$100,000.

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>\$100,000 – \$500,000	\$1,072 for the first \$100,000 plus \$6.22 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$3,478 for the first \$500,000 plus \$5.18 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$6,050 for the first \$1,000,000 plus \$4.14 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	\$893
Temporary mobile home permit	\$831
Temporary mobile home permit for hardship	\$893
Non-insignia mobile home inspection	\$713
Re-roof permits	
Single-family residential	\$199
+ Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	\$1,758
31 to 99 units	\$1,987
100 or more units	\$2,695
Plus per unit	\$299
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	\$392
Minimum housing or other code compliance	\$392
Relocation of structure	\$322
Demolition inspection	\$322
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	\$114
All other permits	\$114
+ 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

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Plumbing Permits		
	New single-family (one and two dwellings) and townhouses	\$762/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	\$112
	Plus	
	For each plumbing fixture on one trap or set of fixtures on one trap	\$11/each
	Roof drain	\$11/each
	Electric water heater	\$34/each
	Water piping or water treating equipment	\$70/each
	Back flow devices (other than atmospheric vacuum breakers)	\$70/each
	Other	\$11/each

Mechanical Permits		
	New single-family (one and two dwellings) and townhouses	\$356/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	\$112
	Plus	
	For the installation or relocation of each floor furnace, including vent	\$140
	For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$70
	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	\$209
	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)	\$70
	Gas pipe (outlets over 5)	\$11/outlet
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$140
	Gas water heater	\$140

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Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$6,110.33
Single-Family	1.45 per dwelling unit	\$9,945.64 per dwelling unit
Apartment	1.02 per dwelling unit	\$7,369.79 per dwelling unit
Condominium	0.85 per dwelling unit	\$6,181.12 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$6,647.28 per dwelling unit
Hotel	0.87 per room	\$6,843.33 per room
Motel	0.68 per room	\$5,360.62 per room
Light Industrial	1.06 per 1,000 sq ft	\$1.57 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$7.95 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$2.83 per sq ft
Marina	0.23 per boat berth	\$1,412.21 per boat berth
Golf Course	0.37 per acre	\$2,298.79 per acre
Movie Theater	0.09 per seat	\$396.56 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$26.24 per sq ft
High School	1.18 per 1,000 sq ft	\$4.61 per sq ft
Church	0.67 per 1,000 sq ft	\$4.85 per sq ft
Hospital	1.13 per 1,000 sq ft	\$11.12 per sq ft
Nursing Home	0.27 per bed	\$1,467.24 per bed
General Office	1.75 per 1,000 sq ft	\$17.55 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$39.67 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$7.50 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$30.22 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$78.73 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$24.16 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$24.16 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$65.55 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$85.16 per sq ft
Gas Station	9.80 per pump	\$34,271.19 per pump
Gas Station w/Convenience	7.24 per pump	\$25,916.05 per pump

Parks Impact Fee*	
Single-family residence	\$2,737.11/unit
Multi-family	\$1,789.17/unit
Mobile Home	\$850.56/unit

+ Schools Impact Fee*	
Single-family residence (and townhouse)	\$10,573/unit
Multi-family	\$0

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	
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+	Type A Permit	
	Application Fee (review and 1 hour inspection)	\$215
	Inspections in excess of 1 hour	Hourly
	Type B Permit	
	Application fee (includes review and inspection)	\$163*
	Type C Permit	
	Application Fee (review and 1 hour inspection)	\$163*
	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)	\$215*
	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)	\$215
	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 work hours	\$518

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

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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

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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
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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	\$30/day
Craft Vendor	\$30/day
Non-Profit Booth or Vendor	\$10/day
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
+ Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$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*
*Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

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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	2019 Rate
Residential	N/A	\$192.51 per parcel
Very Light	0 to ≤ 10%	\$192.51 per parcel
Light	> 10% to ≤ 20%	\$513.38 per acre
Moderate	> 20% to ≤ 45%	\$1,090.95 per acre
Moderately Heavy	> 45% to ≤ 65%	\$1,957.28 per acre
Heavy	> 65% to ≤ 85%	\$2,582.95 per acre
Very Heavy	> 85% to ≤ 100%	\$3,272.82 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A