

City of Kenmore



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

City Council Special Meetings Agenda

6 PM, January 4, 2021, via Zoom

LINK: <https://us02web.zoom.us/j/87499303806>

Or iPhone one-tap :

US: US: +12532158782,,87499303806# or +13462487799,,87499303806#

Or Telephone: Dial US:US: +1 253 215 8782

Webinar ID: 874 9930 3806

I. CALL SPECIAL MEETING TO ORDER - 6 PM

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. EXECUTIVE SESSION

Pursuant to RCW 42.30.110(h), The Council will enter an executive session to evaluate the qualifications of a candidate for appointment to elective office. Interviews of candidates and final appointment will be done in open session.

VI. CONSENT AGENDA

A. Minutes:

[December 07 2020 Special Meeting Minutes](#)

[December 14 2020 Special Meeting Minutes](#)

[December 15 2020 Special Meeting Minutes](#)

B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214.80 plus payroll check #10161 dated 12/18/20 totaling \$2,407.87. Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/18/2020 in the amount of \$167,898.96.

[Voucher Approval Report](#)

[Vendor Report](#)

C. October 2020 Financial Report

[Agenda Bill - Financial Report October 2020](#)

[October 2020 Monthly Report](#)

D. Cancellation of January 11 Regular Meeting

VII. BUSINESS AGENDA

- A. Interview Candidates for Vacant Council Position No. 3
- B. Appoint Candidate to Council Position No. 3
- C. Council Rules and Procedures, *for Discussion and/or Action*
[Council Policy and Procedures - \[Edited During 12.14.20 Meeting\]](#)

UPCOMING MEETINGS:

- A. January 8, 10 a.m., Council Retreat Day 1
January 9, 9 a.m., Council Retreat Day 2
January 19, Regular Meeting, 7 p.m.
January 25, Special Meeting, 6 p.m. [Executive Session]

IX. STAFF REPORT

X. COUNCILMEMBER REPORTS & COMMENTS

XI. ADJOURNMENT

**City of Kenmore
City Council Special Meeting
Minutes
December 07, 2020
5:30 PM**

CALL TO ORDER:

Mayor Baker called the Special meeting to order at 5:30 PM

EXECUTIVE SESSION:

Deputy Mayor Herbig announced that the Council will now enter an executive session for approximately 1.5 hours for the following purposes:

1. Pursuant to RCW 42.30.110(1)(i), the Council will enter an executive session to discuss pending or potential litigation
2. Pursuant to RCW 42.30.110(1)(h), the Council will stay in executive session to evaluate the qualifications of a candidate for appointment to elective office

Mayor Baker announced that the Council has concluded the executive session and will break until 7 pm.

CALL REGULAR MEETING TO ORDER

Mayor Baker called the 7 PM Meeting to order following the recess from the executive session.

PRESENT:

Councilmembers: Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Melanie O’Cain

Staff: City Manager Rob Karlinsey
Assistant City Manager Nancy Ousley
Finance & Administration Director Joanne Gregory
Development Services Director Bryan Hampson
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Public Works Permit and Admin Specialist Sammie Roeun
City Management Intern Adam Nebenzahl

Speaking Guests: Luke Lamon, Government and Community Relations Corridor Manager, Sound Transit
Paul Cornish, BRT Project Director, Sound Transit
Marilyn Hall, Kenmore Business Incubator Guest
Ken Star, Kenmore Business Incubator Guest
Mark Stair, Kenmore Business Incubator Guest
Angela Pietschmann with Cascadia Consulting Group

FLAG SALUTE

Mayor Baker led the flag salute.

PRESENTATION

Sound Transit Update - ST3 Bus Rapid Transit, presented by Luke Lamon, Government and Community Relations Corridor Manager and Paul Cornish, BRT Project Director, Sound Transit

Sound Transit's Luke Lamon and Paul Cornish offered a presentation to the Council.

RECOGNITION

The City Manager and City Council recognized the outgoing Finance & Administration Director Joanne Gregory and offered remarks on a long tenure of exceptional service.

Additionally, the Council and City Manager also recognized the long tenure and community impact of outgoing Councilmember Milton Curtis.

CONSENT AGENDA

MOTION: Deputy Mayor Herbig moved approve the Consent Agenda as presented. Councilmember Pfeil seconded the motion.

VOTE: 7 YES, 0 No, 0 Abstain. **MOTION CARRIED.**

The following items were approved as part of the consent calendar:

- A. Approve Minutes:
[November 16 2020 Regular Meeting Minutes](#)
[November 23 2020 Regular Meeting Minutes](#)
- B. Approve Check #s 46018 through 46116 in the amount of \$1,265,650.92. Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/06/2020 in the amount of \$159,345.74.
[Voucher Certification and Approval Report 1 of 2](#)
- C. Approve Check #s 46117 through 46222 in the amount of \$2,600,272.84. Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings

Account Electronic Deposits Dated 11/20/2020 in the amount of \$160,617.02, and an Electronic Funds Transfer dated 11/16/2020 in the amount of \$1,502,869.75.

[Voucher Certification and Approval Report 2 of 2](#)

- D. Authorize City Manager to execute 2021-2022 contract with Red Barn Engineering
[Agenda Bill - Red Barn Engineering](#)
- E. Authorize City Manager to execute 2021 - 2022 contract with PACE Engineering
[Agenda Bill - PACE Engineering Contract](#)
- F. Adopt Ordinance No. 20-0519, Authorizing an Interfund Loan
[Agenda Bill - 2020 Year- End Interfund Loan](#)
[Ordinance 20-0519 - Interfund Loan](#)
- G. Authorize City Manager to transfer ownership and maintenance of street lighting system along SR 522 to Puget Sound Energy (PSE)
[Agenda Bill- SR522 West A Street Light Transfer to PSE](#)
- H. Authorize City Manager to enter into ILA with Northshore Utility District to construct improvements as part of the 68th Pedestrian Bicycle Safety Improvement Project
[Agenda Bill - NUD Interlocal Agreement-68th Ave NE Ped-Bike Project](#)
- I. Authorize the City Manager to sign and execute a Jail Services Interlocal Agreement with King County that is a form substantially similar to the agreement attached hereto, and in a form acceptable to the City Attorney
[Agenda Bill - Jail Services Agreement with King County](#)
[Attachment A - JSA 2021-2022 \(003\)](#)
[2021 Rate Template Nearby Jurisdictions 2010-2030](#)

BUSINESS AGENDA

- A. **Business Incubator Update, presented by Assistant City Manager Nancy Ousley, *for Discussion***
[Agenda Bill - Business Incubator Update](#)

Assistant City Manager Nancy Ousley presented on the successful tenure of the Kenmore Business Incubator. The City is ending its funding and leadership of the Kenmore Business Incubator in 2021. Business participants and beneficiaries shared a testimony with the Council. The Council commended Ms. Ousley for her work with this unique program. Also, they thanked the participating businesses and encouraged them to keep contributing to a great Kenmore.

- B. **Planning Commission Applications - Select candidates to be interviewed on December 14, *for Action***

The Council agreed to interview the following candidates for the Planning Commission positions on December 14 at 6 pm:

- Carlos Gil
- Tracey Banaszynski
- Nathan Loutsis
- Dwight Thompson
- Mariel Torres Mehdipour
- Jon Culver
- Rose Hendrix
- Emilie Burnham

C. **City Council Position No. 3 Applications - Select candidates to be interviewed on January 4, *for Action***

MOTION: Deputy Mayor Herbig moved to nominate the following 3 candidates for interviews: Vicki Grayland, Angela Kugler, and Brent Smith. Mayor Baker seconded the motion.
VOTE: 6 Yes, 0 No, 1 Abstain. **MOTION CARRIED.**

D. Climate Action Plan Update, presented by Environmental Services Director Richard Sawyer, *for Discussion*
[Agenda Bill - Climate Action Plan](#)
[2019 Inventory GHG Emissions Governmental Operations Report](#)
[GHG Emissions Inventory Results Summary](#)

MOTION: Councilmember Pfeil moved to Authorize City Manager to execute an agreement with Cascadia Consulting Group to develop a Climate Action Plan in an amount not to exceed \$110,000. Councilmember O’Cain seconded the motion.
VOTE: 7 YES, 0 No, 0 Abstain. **MOTION CARRIED.**

STAFF REPORT

City Manager Rob Karlinsey invited the City Attorney to discuss the latest news and nuances of the plastic bag ban.

ADJOURNMENT

The meeting was adjourned at 10:12 pm.

Upcoming Meetings:

- December 14 - Special Meeting - 6 PM
- December 15 - Special Meeting/ Study Session- 6 PM
- January 4 - Special Meeting - 6 PM

ATTEST:

David Baker, Mayor

Anastasiya Warhol, City Clerk

DRAFT

**City of Kenmore
City Council Meeting
Minutes
December 14, 2020**

CALL SPECIAL MEETING TO ORDER:

Mayor Baker called the meeting to order at 6:00 p.m. via Zoom.

PRESENT:

Councilmembers: Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Melanie O’Cain
Councilmember Milton Curtis – Excused

Staff: City Manager Rob Karlinsey
Assistant City Manager Nancy Ousley
Finance & Administration Director Joanne Gregory
Incoming Finance & Administration Director Leticia Salcido
Community Development Director Debbie Bent
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan

Speaking Guests: Nathan Loutsis, Kenmore Resident
Rose Hendrix, Kenmore Resident
Mariel Torres Mehdipour, Kenmore Resident
Emilie Burnham, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Carlos B. Gil, Kenmore Resident
Dwight A Thompson, Kenmore Resident
Jon Culver, Kenmore Resident

FLAG SALUTE

Mayor Baker led the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

CONSENT AGENDA

- A. Approve Check #s 46223 through 46309 in the amount of \$942,289.86. Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/04/2020 in the amount of \$161,963.29, and an Electronic Funds Transfer dated 11/30/2020 in the amount of \$1,501,500.00.
[Voucher Certification and Approval Report](#)

MOTION: Councilmember Srebnik moved to approve the consent agenda as presented. Councilmember O’Cain seconded the motion.
VOTE: Motion passed unanimously.

INTRODUCTION

City Manager Rob Karlinsey introduced Kenmore’s incoming Finance & Administration Director.

BUSINESS AGENDA

A. **Planning Commissioner Interviews, for *Discussion and Action***

The Council interviewed the following individuals for the Planning Commissioner vacant positions:

- Nathan Loutsis
- Rose Hendrix
- Mariel Torres Mehdipour
- Emilie Burnham
- Tracy Banaszynski
- Carlos Gil
- Dwight A. Thompson
- Jon Culver

MOTION: Deputy Mayor Herbig made a motion to appoint the following individuals to the vacant Planning Commissioner positions: Tracy Banaszynski, Dwight Thompson, and Nathan Loutsis. Councilmember Srebnik seconded the motion.
VOTE: 6 yes, 0 no, 1 Abstain. MOTION CARRIES.

B. **Council Policies and Procedures, for *Discussion and/or Action***

The Council began editing the Council Rules and Procedures document.

STAFF REPORTS

ADJOURNMENT

Mayor Baker adjourned the special meeting at 10 p.m.

ATTEST:

David Baker, Mayor

Anastasiya Warhol, City Clerk

**City of Kenmore
City Council Council Special Meeting
Minutes
December 15, 2020**

CALL SPECIAL MEETING TO ORDER:

Mayor Baker called the meeting to order at 6:00 p.m. via Zoom.

PRESENT:

Councilmembers: Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Melanie O’Cain
Councilmember Milton Curtis – Excused

Staff: City Manager Rob Karlinsey
City Clerk Anastasiya Warhol

Speaking Guests: Fernell Miller, Kenmore Resident; CEO of The Root Of Us
Dr. Jen Self, The Root of Us
Fran Davidson, The Root of Us

FLAG SALUTE

Mayor Baker led the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

STUDY SESSION AGENDA

The Council engaged in a three-hour diversity, equity, and inclusion course facilitated by Kenmore’s The Root of Us.

ADJOURNMENT

Mayor Baker adjourned the special meeting at 9:03 p.m.

David Baker, Mayor

ATTEST:

Anastasiya Warhol, City Clerk



Voucher Certification and Approval

City of Kenmore
DATE RANGE:
12/12/2020-12/24/2020

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and the 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 46310 through 46446: \$2,613,241.80

Payroll Check #10161 dated 12/18/2020: \$ 2,407.87

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 12/18/2020: \$167,898.96

Rob Karlinsey

Rob Karlinsey (Dec 29, 2020 12:03 PST)

City Manager / Date

[Signature] 12/28/2020
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
AFLAC	46310	12/18/2020	Employee Medical/Disability Plans	359.99
AMERICAN GENERAL LIFE GPO/400S	46311	12/18/2020	Life Insurance	279.92
DEPARTMENT OF LABOR AND INDUSTRIES	46312	12/18/2020	City of Kenmore Workers Comp.	3,398.79
DEPARTMENT OF LABOR AND INDUSTRIES	46313	12/18/2020	Void	-
EMPLOYMENT SECURITY DEPARTMENT	46314	12/18/2020	Paid Family & Medical Leave	1,031.62
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	46315	12/18/2020	City of Kenmore 401a	14,316.92
ICMA RETIREMENT TRUST 457 / 304745	46316	12/18/2020	ICMA 457 Deferred Comp	6,192.75
LINCOLN NATIONAL LIFE INSURANCE	46317	12/18/2020	Life Ins/ADD & LTD	1,359.85
NATIONAL LIFE OF VERMONT	46318	12/18/2020	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	46319	12/18/2020	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	46320	12/18/2020	Employee Charitable Contribution	53.00
192 BREWING COMPANY	46321	12/24/2020	Small Business Grant	1,955.55
AGORA REFRESHMENTS	46322	12/24/2020	1st Floor City Hall Filtered Water System	50.55
AM TEST, INC	46323	12/24/2020	Swamp Creek Water Sample Testing	225.00
AMERICALL	46324	12/24/2020	Nov. 2020 After Hours Callout Phone Service	134.16
ARTS OF KENMORE	46325	12/24/2020	Community Organization Grant	5,000.00
BANNER BANK BAKER ✓	46326	12/24/2020	Conference Registration & Zoom Subscription	155.65
BANNER BANK NO	46327	12/24/2020	Website & Business Registration Subscriptions	181.50
BANNER BANK RK	46328	12/24/2020	Zoom Subscription	236.37

BASTYR UNIVERSITY	46329	12/24/2020	Community Organization Grant	25,000.00
BIKEPT	46330	12/24/2020	Small Business Grant	1,955.55
BOTHELL KENMORE CHAMBER OF COMMERCE	46331	12/24/2020	Oct. KBA Support	300.00
BOTHELL KENMORE CHAMBER OF COMMERCE	46332	12/24/2020	Nov. KBA Support	300.00
BOTHELL KENMORE CHAMBER OF COMMERCE	46333	12/24/2020	KBA Support for June	300.00
BOTHELL KENMORE CHAMBER OF COMMERCE	46334	12/24/2020	5K Event T-Shirts	250.00
BOTHELL KENMORE CHAMBER OF COMMERCE	46335	12/24/2020	Sept. KBA Support	300.00
BOTHELL KENMORE CHAMBER OF COMMERCE	46336	12/24/2020	Community Organization Grant	5,000.00
BOWWOW FUN TOWNE	46337	12/24/2020	Small Business Grant	1,955.55
BUILDERS EXCHANGE OF WASHINGTON INC	46338	12/24/2020	Nov. 2020 Online Project Publishings	32.15
CADMAN MATERIALS, INC.	46339	12/24/2020	Asphalt for Surface Water Project	255.80
CAIRN BREWING	46340	12/24/2020	Small Business Grant	1,955.55
CANON FINANCIAL SERVICES, INC.	46341	12/24/2020	Dec. 2020 2nd Floor Photocopier Lease	265.84
CAROL L. PIERCE	46342	12/24/2020	Small Business Grant	1,955.55
CASCADE PEST CONTROL	46343	12/24/2020	Rhododendron Park Monthly Pest Control	143.00
CASCADIA LAW GROUIP	46344	12/24/2020	Cadman PSCAA Attorney Services	6,601.50
CECCANTI, INC.	46345	12/24/2020	Nov. 2020 W. Sammamish Bridge Construction	1,557,537.95
CENTER FOR HUMAN SERVICES	46346	12/24/2020	Emergency Grant Funds	14,301.00
CHANSE DESIGNS LLC	46347	12/24/2020	Small Business Grant	1,955.55
CHASE WALKER	46348	12/24/2020	WSDA Pesticide License Fee Reimbursement	58.00
CITY OF BELLEVUE	46349	12/24/2020	ARCH Quarterly Billing	11,230.25
COLUMBIA RIDGE LANDFILL	46350	12/24/2020	Oct. Street Sweeper Debris Disposal	913.47
COMCAST	46351	12/24/2020	City Hall/Incubator/Hangar Internet	2,264.30
COMCAST	46352	12/24/2020	City Hall Phones - Nov.	378.49
COMCAST BUSINESS	46353	12/24/2020	12/19-/18 Hangar Bldg. Cable	55.40
COMCAST BUSINESS	46354	12/24/2020	12/10-1/9 Squire's Landing Internet	69.95
COMCAST BUSINESS	46355	12/24/2020	12/14-1/13 City Hall Cable/Internet	152.22
COZY INN TAVERN	46356	12/24/2020	Small Business Grant	1,955.55
DAVIDSON MACRI SWEEPING, INC.	46357	12/24/2020	20-C2141 11/20 Sweeping Services	1,038.40
DAVIDSON MACRI SWEEPING, INC.	46358	12/24/2020	20-C2141 11/18 Sweeping Services	1,038.40
DAVIDSON MACRI SWEEPING, INC.	46359	12/24/2020	12/7-12/9 Street Sweeping Svcs	3,115.20
DAVIDSON MACRI SWEEPING, INC.	46360	12/24/2020	12/02 Street Sweeping Svcs	1,038.40
DAVIDSON MACRI SWEEPING, INC.	46361	12/24/2020	20-C2141 11/19 Sweeping Services	1,038.40
DAVIDSON MACRI SWEEPING, INC.	46362	12/24/2020	20-C2141 11/30 Sweeping Services	1,038.40
DAVIDSON MACRI SWEEPING, INC.	46363	12/24/2020	12/01 Street Sweeping Svcs	1,038.40
DEPARTMENT OF ECOLOGY	46364	12/24/2020	Aquatic Pest Control 2021 Fees	682.00
ELECTRONIC BUSINESS MACHINES	46365	12/24/2020	2nd Floor Photocopier Copy Charges	69.89
EVERMARK, LLC	46366	12/24/2020	Kenmore By the Lake Door Decals	115.50
FRUHLING SAND & TOPSOIL	46367	12/24/2020	Rock Purchase for 5727 NE 180th	44.16

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

GENCAP CONSTRUCTION CORP	46368	12/24/2020	19-C2112 Nov. Boathouse Construction	129,055.50
GRAINGER	46369	12/24/2020	Roadway Materials	106.71
HERRERA ENVIRONMENTAL CONSULTANTS	46370	12/24/2020	8/29-9/25 Kenmore IAVMP Update	1,677.86
HERRERA ENVIRONMENTAL CONSULTANTS	46371	12/24/2020	9/26-11/30 Kenmore IAVMP Update	10,710.15
HOPDGEPODGE CAFE	46372	12/24/2020	Small Business Grant	1,955.55
HOPELINK	46373	12/24/2020	Rental Assistance Grant	100,000.00
HOPELINK	46374	12/24/2020	Food Assistance Grant	2,500.00
HORIZON DISTRIBUTORS INC	46375	12/24/2020	City Hall & Hangar Irrigation Parts	156.03
INMOVE LLC	46376	12/24/2020	Small Business Grant	1,955.55
JACOBS ENGINEERING GROUP	46377	12/24/2020	Oct/Nov 2020 W Sammamish Bridge Consulting	40,895.78
JOE ESKRIDGE, MD	46378	12/24/2020	KBL Security Deposit Refund	300.00
KBA INC.	46379	12/24/2020	Nov. 2020 W. Sammamish Bridge Consulting	82,102.27
KENMORE COMMUNITY CLUB	46380	12/24/2020	Community Organization Grant	5,000.00
KENMORE HERITAGE SOCIETY	46381	12/24/2020	City Projects Pop-Up Museum/Diverse Programming	5,000.00
KENMORE HERITAGE SOCIETY	46382	12/24/2020	Community Organization Grant	5,000.00
KIMLEY-HORN AND ASSOCIATES, INC.	46383	12/24/2020	20-C2219 Nov. Professional Svcs	3,760.00
KING COUNTY FINANCE	46384	12/24/2020	2019 Voter Registration/Pamphlets	883.48
KING COUNTY FINANCE	46385	12/24/2020	Nov. Road Svcs - Signs/Signals	5,130.97
KING COUNTY FINANCE	46386	12/24/2020	Nov. Adult & Juvenile Detention Booking/Maint.	1,426.49
KING COUNTY FINANCE	46387	12/24/2020	2019 Voter Registration/Pamphlets	40,084.13
KPFF CONSULTING ENGINEERS	46388	12/24/2020	Nov. 2020 Engineering Consulting	2,599.94
KRAZAN & ASSOCIATES, INC.	46389	12/24/2020	Rhod. Park Boathouse Const. Testing/Inspection	75.00
LAKEVIEW SMILES FAMILY DENTISTRY	46390	12/24/2020	Small Business Grant	1,955.55
LUKASZ LISOWSKI	46391	12/24/2020	Safety Boot Reimbursement	235.34
M MEDINA REMODELING LLC	46392	12/24/2020	Small Business Grant	1,955.55
MARY'S PLACE	46393	12/24/2020	Human Svcs Pandemic Grant	5,000.00
MICHAEL E. BAILEY, CPA	46394	12/24/2020	Oct. Finance Director Recruitment Svcs	2,812.50
MOTT MACDONALD GROUP, INC.	46395	12/24/2020	Nov. Log Boom Park Waterfront Access Proj.	36,439.14
MOTT MACDONALD GROUP, INC.	46396	12/24/2020	Nov. Squire's Landing Design/Permitting	19,114.16
MOTT MACDONALD GROUP, INC.	46397	12/24/2020	Oct. Squire's Landing Park Design/Permitting	36,628.47
MR. T'S TROPHIES	46398	12/24/2020	Councilmember Curtis Plaque	83.17
NAMI EASTSIDE	46399	12/24/2020	Q3 2020 NAMI in the Schools Program	250.00
NATIONAL BARRICADE CO., LLC	46400	12/24/2020	Arrowboard Sign Rental	242.22
NINE YARDS BREWING, CORP.	46401	12/24/2020	Small Business Grant	1,955.55
NORTH AMERICAN SAFETY, INC.	46402	12/24/2020	Safety Gear/Vests	4,030.00
NORTHSHORE PUB	46403	12/24/2020	Small Business Grant	1,955.55
NORTHSHORE SCHOOL DISTRICT	46404	12/24/2020	Pandemic Emergency Grant	100,000.00
NORTHSHORE SCHOOLS FOUNDATION	46405	12/24/2020	Pandemic Emergency Grant	100,000.00

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

NORTHSHORE SENIOR CENTER	46406	12/24/2020	Pandemic Emergency Grant	66,000.00
NORTHWEST ARBORICULTURE LLC	46407	12/24/2020	Tree Assessment @ 16016 76th Pl NE	300.00
NORTHWEST ARBORICULTURE LLC	46408	12/24/2020	Retention Pond Tree Removal 14882 88th	3,291.75
NORTHWEST ARBORICULTURE LLC	46409	12/24/2020	Squire's Landing Tree Removal	11,394.90
NXLVLUP, LLC	46410	12/24/2020	Dec. 2020 Business Incubator Consulting	2,116.00
OFFICE DEPOT	46411	12/24/2020	Supplies/Keyboard	142.99
OSBORN CONSULTING INC.	46412	12/24/2020	19-C2012 Aug. Boathouse Construction Svcs	4,120.13
OSBORN CONSULTING INC.	46413	12/24/2020	12-C1081 Aug. Boatshed Design	1,280.88
OSBORN CONSULTING INC.	46414	12/24/2020	12-C1081 Nov. Boatshed Design	1,669.50
OSBORN CONSULTING INC.	46415	12/24/2020	19-C2012 Nov. Boathouse Construction Svcs	10,637.22
PACIFIC AIR CONTROL, INC.	46416	12/24/2020	City Hall HVAC Maintenance & Repair	1,731.40
PACIFIC OFFICE AUTOMATION	46417	12/24/2020	Facial Scanners Monthly Maintenance	83.60
PANTAC, LLC	46418	12/24/2020	Small Business Grant	1,955.55
PAWS	46419	12/24/2020	Nov. 2020 Animal Sheltering Services	197.00
PUGET SOUND ENERGY	46420	12/24/2020	10/31-12/02 Street Lights/Gas/Electricity/Receptacles	10,160.88
PUGET SOUND PLANTS	46421	12/24/2020	Replacement Tree for ROW	215.60
QUALITY BUSINESS SYSTEMS / WELLS FARGO	46422	12/24/2020	Dec. 2020 1st Floor Photocopier Lease	675.53
RAINBOW TOWING	46423	12/24/2020	Small Business Grant	1,955.55
RED BARN ENGINEERING, INC.	46424	12/24/2020	Development Services Consulting	9,714.52
SAM'S TOWING & RECOVERY LLC	46425	12/24/2020	Small Business Grant	1,955.55
SEATTLE TIMES	46426	12/24/2020	Legal Notice SEPA20-0076	265.37
SEATTLE TIMES	46427	12/24/2020	Legal Notice - Council Vacancy	40.14
SEATTLE TIMES	46428	12/24/2020	Legal Ads - Council Ordinances	110.08
SEATTLE TIMES	46429	12/24/2020	Legal Notice - Ped/Bike Bids	287.67
SHANNON & WILSON, INC.	46430	12/24/2020	Geotechnical Engineering Consulting	1,810.50
SIU SONG	46431	12/24/2020	Permit Refund - MEC20-0744	268.80
STAPLES	46432	12/24/2020	PW/Facilities Supplies	336.16
STAR NORTHWEST, INC. KENMORE LANES	46433	12/24/2020	Small Business Grant	1,955.55
STATE AUDITOR'S OFFICE	46434	12/24/2020	2019 Audit Services	6,050.85
STATE OF WA DEPARTMENT OF LICENSING	46435	12/24/2020	Stephanie Bond/Anastasiya Warhol Notary Fee	60.00
STEWART MACNICHOLS HARMELL, INC.	46436	12/24/2020	Nov. 2020 Public Defense Services	5,000.00
THE ORIGINAL POOP BAGS	46437	12/24/2020	Pet Waste Bags for Parks	451.73
TOTAL LANDSCAPE CORP	46438	12/24/2020	NS Summit/Squire's/Moorlands Landscape Maint.	3,382.50
TOTAL LANDSCAPE CORP	46439	12/24/2020	Monthly Parks & City Hall Landscape Maint.	5,025.45
TOWN CENTER HARDWARE	46440	12/24/2020	Public Works Tools & Equipment	54.98
WA STATE DEPT OF TRANSPORTATION	46441	12/24/2020	Nov. 2020 Sammamish River Bridge Engineering	304.97
WA STATE DEPT OF TRANSPORTATION	46442	12/24/2020	Nov. Traffic Signal Maint. 175th & 181st/68th	1,871.59
WAPRO	46443	12/24/2020	Membership Renewal for Teresa McAllister	25.00
WILLIAMS, KASTNER & GIBBS PLLC	46444	12/24/2020	Special Counsel for Ridout Case	15,832.69

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

ZAHOOMI LLC	46445	12/24/2020	Small Business Grant	1,955.55
RFI ENTERPRISES INC.	46446	12/24/2020	Prowatch - Access Control Server & Camera Upgrades	2,491.50
DRS 457	DFT0000873	12/18/2020	DRS 457 Deferred Comp	1,883.91
AVIDIA HEALTH	DFT0000874	12/18/2020	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0000875-880	12/18/2020	Public Employees Retirement	33,588.29
NAVIA	DFT0000881	12/18/2020	Employee Flexible Spending Account	416.15
BANK OF AMERICA 941	DFT0000882	12/18/2020	Federal Taxes	20,501.06
LUKASZ LISOWSKI	10161	12/18/2020	Payroll Check	2,407.87
PAYROLL	Electronic Dep.	12/18/2020	Direct Deposit	111,409.55
TOTAL				<u><u>\$ 2,783,548.63</u></u>

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2020 - 12/24/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	550.00
0014	AMERICAN PLANNING ASSOCIATION	2,136.00
0022	ASSOCIATION OF WA CITIES	3,290.00
0024	BAKER, DAVID	4,051.53
0037	BASTYR UNIVERSITY	75,351.45
0054	BULGER SAFE & LOCK, INC.	376.85
0064	CASCADE PEST CONTROL	1,716.00
0067	CENTER FOR HUMAN SERVICES	43,051.00
0076	CITY OF BELLEVUE	147,354.56
0081	CITY OF KENMORE	205.17
0083	CITY OF LAKE FOREST PARK	48,111.00
0086	CITY OF SHORELINE	3,351.00
0092	CODE PUBLISHING COMPANY	4,806.80
0099	CONSOLIDATED PRESS	4,349.92
0106	CROWN PRODUCTS LLC	1,998.14
0109	DAILY JOURNAL OF COMMERCE	2,221.80
0111	DEPARTMENT OF ECOLOGY	33,243.21
0121	REPUBLIC SERVICES	16,006.13
0130	EMPLOYMENT SECURITY DEPARTMENT	15,857.56
0134	EVERGREEN PRINT SOLUTIONS	335.36
0137	FERGUSON ENTERPRISES INC #3011	3,439.10
0145	FRUHLING SAND & TOPSOIL	2,333.83
0151	CALPORTLAND COMPANY	3,104.56
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0169	HERRERA ENVIRONMENTAL CONSULTANTS	26,648.84
0173	HOME DEPOT CREDIT SERVICES	3,410.36
0174	HOPELINK	112,500.00
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	225,007.97
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1,400.00
0197	JET CITY PRINTING	2,090.55
0201	KCDA PURCHASING COOP	4,010.70
0204	KENMORE COMMUNITY CLUB	5,000.00
0205	KENMORE HERITAGE SOCIETY	10,100.00
0206	KENMORE MIDDLE SCHOOL	8,250.00
0212	KING COUNTY FINANCE W.L.R.D.	22,528.28
0213	KING COUNTY ANIMAL SVCS	1,435.00
0216	KING COUNTY FINANCE	1,000.00
0217	KING COUNTY DISTRICT COURT	67,145.00
0218	KING COUNTY FINANCE	6,681.74
0219	KING COUNTY FINANCE	209,803.62
0224	SOUND PUBLISHING, INC.	395.00
0230	KING COUNTY RADIO COMM SERVICES	1,201.20
0233	KING COUNTY SHERIFF	3,544,797.88
0235	KING COUNTY TREASURY	39,839.98
0246	LAKE CITY PICTURE FRAMING	310.21
0251	LIGHTHOUSE CONSULTING INC	125,581.17
0261	PENDLETON CONSULTING LLC	5,650.70
0267	MR. T'S TROPHIES	1,620.46
0285	NORTHSHORE FIRE DEPT	4,124.00
0286	NORTHSHORE SCHOOL DISTRICT	490,033.00
0287	NORTHSHORE SENIOR CENTER	99,600.00
0288	NORTHSHORE UTILITY DIST	161,542.45

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

Vendor Purchasing Report

For Date Range 01/01/2020 - 12/24/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0290	NORTHSHORE YOUTH & FAMILY SERVICES	16,000.00
0292	HONEY BUCKET	10,387.20
0299	EBIX, INC.	118.27
0300	OFFICE DEPOT	5,252.98
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	35,622.96
0310	PACIFIC TOPSOILS	6,667.86
0314	PETTY CASH CUSTODIAN	400.31
0327	PUGET SOUND CLEAN AIR AGENCY	18,889.00
0328	PUGET SOUND ENERGY	181,132.92
0329	PUGET SOUND FINANCE OFFICERS ASSOC	130.00
0331	PUGET SOUND REGIONAL COUNCIL	9,044.00
0345	SEATTLE TIMES	9,022.67
0346	SECRETARY OF STATE	20.00
0350	SIGN UP, SIGN CO, INC	412.50
0355	STAPLES ADVANTAGE	14,644.06
0356	STATE AUDITOR'S OFFICE	24,373.05
0357	STEWART MACNICHOLS HARMELL, INC.	60,000.00
0359	SOUND CITIES ASSOC	15,539.29
0365	TOTAL LANDSCAPE CORP	104,959.90
0371	UNITED STATES POSTMASTER	1,817.64
0375	US POSTAL SERVICE (HASLER)	6,143.89
0385	WA ASSOC OF BUILDING OFFICIALS	120.00
0387	WA CITIES INSURANCE AUTHORITY	329,569.00
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	75.00
0401	WA STATE DEPT OF TRANSPORTATION	9,714.55
0405	WASHINGTON STATE OFFICE CASH MGMT	1,711.50
0412	COLUMBIA RIDGE LANDFILL	24,482.43
0419	WONDERLAND DEVELOPMENT	2,250.00
0424	ICMA RETIREMENT TRUST 457 / 304745	156,797.65
0425	DRS 457	49,801.38
0426	AFLAC	4,319.89
0428	BANK OF AMERICA 941	483,824.13
0429	AWC EMPLOYEE BENEFIT TRUST	692,051.27
0431	DEPARTMENT OF RETIREMENT SYSTEMS	827,849.16
0432	DEPARTMENT OF LABOR AND INDUSTRIES	45,755.53
0434	UNITED WAY OF KING COUNTY	1,378.00
0436	NATIONAL LIFE OF VERMONT	1,478.04
0448	UPS STORE KENMORE	1,195.86
0450	AURORA RENTS	7,719.94
0473	ARTS OF KENMORE	8,400.00
0515	NATIONAL LEAGUE OF CITIES	1,563.00
0550	KING COUNTY RECORDER'S OFFICE	643.00
0558	SNOHOMISH COUNTY	4,589.00
0586	QUADIANT LEASING USA, INC.	2,326.02
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0594	RANDALL, BRIAN	39.15
0610	WA STATE DEPT OF TRANSPORTATION	6,991.10
0617	KING COUNTY FINANCE	6,676.28
0641	TELESYSTEMS WEST	137.51
0685	PACE ENGINEERS, INC.	63,724.25
0690	BUILDERS EXCHANGE OF WASHINGTON INC	1,518.05
0692	HDR ENGINEERING, INC	621,584.38
0696	AMERICAN GENERAL LIFE GPO/400S	3,359.04
0699	BANNER BANK DB	1,198.82
0743	BANNER BANK NO	6,753.95
0764	OUSLEY, NANCY	86.08
0781	QUALITY BUSINESS SYSTEMS INC.	4,595.72
0791	NORTHSHORE ROTARY CLUB	487.00

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Vendor Purchasing Report

For Date Range 01/01/2020 - 12/24/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0807	CASCADE RECREATION, INC	551.25
0817	GRAINGER	8,400.74
0828	PUGET SOUND BUSINESS JOURNAL	125.00
0831	NORTHSHORE PARK & REC SERVICE AREA	2,567.00
0851	EVERMARK, LLC	725.23
0852	GREGORY, JOANNE	3,456.98
0858	A+ CONFERENCING	1,510.92
0864	COLUMBIA FORD	22,530.94
0868	JAYMARC AV	5,814.62
0869	BANNER BANK JGORDON	8,843.40
0892	JACOBS ENGINEERING GROUP	352,742.79
0899	SHRED IT USA LLC	814.36
0912	ALCALDE & FAY	30,398.20
0913	KENMORE ELEMENTARY	5,000.00
0937	ZUMAR	755.52
0981	COMCAST BUSINESS	3,876.78
0994	GORDON THOMAS HONEYWELL	43,161.76
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	1,898.22
1045	HORIZON DISTRIBUTORS INC	4,354.83
1047	SARAH ROBERTS	140,917.91
1052	FIRE PROTECTION, INC	6,787.65
1053	INTERNATIONAL CODE COUNCIL, INC	49.44
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.20
1114	PHSI PURE HEALTH SOLUTIONS INC.	606.54
1116	FRONTIER	4,922.99
1123	AM TEST, INC	2,525.00
1140	PAWS	3,142.00
1148	AGORA REFRESHMENTS	755.99
1168	SCHINDLER ELEVATOR CORPORATION	3,781.66
1177	WELLS FARGO FINANCIAL	81.67
1197	MILLER STEPHENS, MARY	15,000.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	7,150.00
1216	ADVANCE TESTING & SERVICE INC	1,566.00
1222	OLSON BROTHERS PRO VAC	51,922.62
1226	CONTECH ENGINEERED SOLUTIONS, INC	10,849.30
1248	KENMORE AIR	625.00
1259	PERTEET INC.	352.36
1267	AUTOMATED CONTROLS	1,551.00
1269	KAMINS CONSTRUCTION INC.	34,996.72
1293	THE WATERSHED COMPANY	9,287.50
1297	GOVERNMENT FINANCE RESEARCH GROUP	1,995.00
1299	VERIZON WIRELESS	3,899.21
1309	BANNER BANK BAKER	8,316.05
1311	WASHINGTON STATE PATROL	9,052.32
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	15,450.00
1322	AABCO BARRICADE COMPANY INC.	2,475.00
1326	JOYCE ZIKER PARKINSON	2,775.00
1328	ANCHOR QEA, LLC	520.00
1331	KBA INC.	1,016,589.27
1333	WELWEST CONSTRUCTION INC.	154,505.93
1339	STATE OF WA DEPARTMENT OF LICENSING	60.44
1342	PETERSON, JANET	300.00
1345	SHERWIN WILLIAMS CO. #8099	102.60
1356	KARLINSEY, ROB	150.08
1357	KENMORE COMMERCIAL LLC	40,404.48
1358	ALPHAGRAPHICS	958.43
1372	AAA PRINTING	1,127.40

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Vendor Purchasing Report

For Date Range 01/01/2020 - 12/24/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1385	CITYWORKS/ AZTECA SYSTEMS INC.	37,100.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,953.06
1403	OSBORN CONSULTING INC.	301,442.23
1431	BRIEN, GAYLYNN	500.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	214.70
1457	LANGUAGE LINE SERVICES, INC.	35.37
1459	FLEMINGS HOLIDAY LIGHTING LLC	7,722.41
1482	HIGHWIRE	1,916.26
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25.00
1500	MARINE FLOATS CORPORATION	6,837.49
1504	SCORE	184,888.92
1524	GRANICUS LLC	15,720.00
1550	THE EVP GROUP	22,154.66
1555	LINCOLN NATIONAL LIFE INSURANCE	16,186.02
1581	STARDOM SERVICES, INC.	6,911.54
1605	ALL CITY FENCE CO.	4,977.50
1606	GALLATIN PUBLIC AFFAIRS	22,064.25
1629	WESTERN DISPLAY FIREWORKS, LTD.	4,750.00
1657	STEWART TITLE COMPANY	258,326.30
1661	GARDNER, TELA	26.34
1673	KPFF CONSULTING ENGINEERS	225,291.00
1689	MOTT MACDONALD GROUP, INC.	652,570.82
1704	BANNER BANK RK	10,018.67
1711	SOFTWAREONE, INC.	11,439.33
1712	SITEIMPROVE, INC.	3,353.90
1714	KRAZAN & ASSOCIATES, INC.	2,400.00
1715	THE WIDE FORMAT COMPANY	10,631.50
1718	RESOURCE EXPLORATION, LLC	20,000.00
1721	GOOD TO GO	2.75
1731	NORTHWEST ARBORICULTURE LLC	33,952.43
1738	MUNIMANAGE, LLC	5,280.00
1739	FIX AUTO	5,957.06
1754	RFI ENTERPRISES INC.	23,549.74
1762	BAKER, BRIDGIT	1,045.54
1763	REID, JAMES FALCONER	25,457.50
1774	OWEN EQUIPMENT COMPANY	1,112.43
1786	TYLER TECHNOLOGIES, INC.	18,951.58
1789	BLUEBEAM, INC.	980.10
1795	CABOT DOW ASSOCIATES	3,135.00
1798	OLBRECHTS & ASSOCIATES, PLLC	8,879.18
1806	RYCO EQUIPMENT, INC.	5,098.50
1814	YSI INCORPORATED, A XYLEM BRAND	1,789.98
1816	NAVIA	23,819.90
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	8,296.75
1829	SHI INTERNATIONAL CORP.	3,962.02
1838	AVIDIA HEALTH	2,600.00
1863	HAULAWAY STORAGE CONTAINERS, INC.	1,105.18
1884	CADMAN MATERIALS, INC.	1,495.93
1885	NATIONAL BARRICADE CO., LLC	4,106.47
1889	WILLIAMS, KASTNER & GIBBS PLLC	84,055.35
1892	HEARTH MUSIC	4,100.00
1900	ASPECT CONSULTING LLC	2,405.00
1901	NORTH COAST ELECTRIC COMPANY	3,083.23
1908	VAUGHAN, KENT	400.00
1914	MCNAMARA SIGNS	1,420.29
1918	CAIRN BREWING	1,955.55
1927	GAMETIME	2,429.19

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Vendor Purchasing Report

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Vendor	Name	Volume
1929	NINE YARDS BREWING, CORP.	1,955.55
1930	T MOBILE USA, INC.	10,665.43
1932	U.S. BANK N.A. / CUSTODY	360.00
1936	SUPERION, LLC	20,814.71
1939	ARCHIVESOCIAL, INC.	2,388.00
1945	GLASS MASTERS LLC	3,445.00
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	100.00
1960	WALTER E. NELSON CO.	408.87
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	1,515.25
1964	EARTHWORKS	61,551.57
1970	CROSSROAD SIGN	385.00
1978	GOVDELIVERY, LLC	6,440.00
1979	MSPT XXII, LLC C/O FLYWAY	3,000.00
1980	HRA VEBE TRUST	37,356.54
1985	CONTRACT LAND STAFF LLC	30,937.99
1991	WASHINGTON STATE TREASURER	6,290.28
1993	HYAS GROUP, LLC	7,500.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50.00
2004	RED BARN ENGINEERING, INC.	93,373.27
2007	HYDROPOINT DATA SYSTEMS, INC.	1,077.00
2009	O'CONNOR CONSULTING GROUP, LLC	21,000.00
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	1,932.80
2017	DARRELL THOMSON	1,667.58
2024	DFR LAW GROUP, LLC	600.00
2028	PRIDE ELECTRIC INC.	8,379.00
2047	PUGET SOUND PLANTS	1,777.33
2048	SMS CLEANING, INC.	71,445.00
2049	SUNBELT RENTALS	310.28
2051	PANTAC, LLC	1,955.55
2054	BLUE FLAME HEATING, AIR & ELECTRIC	264.60
2056	J3 ARCHITECTS LLC	750.00
2063	French Touchup LLC	5,400.00
2075	LANDEZA, PATRICK	1,000.00
2078	WA RECREATION & PARK ASSOC.	1,975.00
2079	ZESBAUGH, INC.	1,936.00
2081	SHANNON & WILSON, INC.	29,914.00
2095	TRANSCO GROUP USA INC.	26,889.64
2096	TUPLING, SANDRA	302.54
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180.00
2119	PIONEER TOWING COMPANY	138,000.00
2120	LAKEPOINTE, INC.	24,000.00
2126	SCHWARZWALTER, MARK	762.15
2135	AMERICAN SOLUTIONS FOR BUSINESS	1,511.42
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	439,865.62
2143	ERIK D PLUMBER LLC	165.00
2144	MODUS TECHNOLOGY, INC.	721.22
2147	SOD SPOT LLC	5,400.00
2156	ASSOCIATED PETROLEUM PRODUCTS INC.	1,536.49
2157	SOUND SAFETY PRODUCTS CO.	1,482.09
2161	BENNETT GOLD, TOBIN	4,134.47
2167	APWA/WA CHAPTER	1,500.00
2175	ELECTRONIC BUSINESS MACHINES	2,682.19
2176	CANON FINANCIAL SERVICES, INC.	3,190.08
2183	SISKUN POWER EQUIPMENT	1,763.44
2187	CORAL SALES CO.	8,261.00
2196	ENGAGED PUBLIC	6,500.00
2199	HALALILO, PAULA	40.00
2200	CHASE WALKER	58.00

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
2206	CHECK RIDE	3,450.00
2209	MORUP SIGNS, INC.	4,746.53
2211	PRECISION FUEL SOLUTIONS	1,237.50
2214	CAROLYN LAW	6,487.50
2215	INTERSECTION MEDIA, LLC	2,003.42
2221	O'REILLY/FIRST CALL	137.95
2222	GRADE, INC.	14,044.24
2227	EARTHCORPS	21,290.50
2231	A WORKSAFE SERVICE, INC	55.00
2236	COMCAST	31,220.90
2237	CREATIVE HOUSE BRANDING	942.93
2242	MARY'S PLACE	28,334.00
2247	EMERALD PAVING, INC	4,941.00
2248	INTERNATIONAL PUBLIC MGT ASSOC FOR HUMAN RESOU	156.00
2249	KING COUNTY BAR ASSOCIATION	1,250.00
2250	NAMI EASTSIDE	750.00
2252	TRUGREEN	4,174.23
2253	CHANCERY CIVIC LLC	11,208.60
2254	U.S. BANK PURCHASE CARDS	165,764.89
2259	MINUTEMAN PRESS	24,026.33
2262	DILIGENT CORPORATION	16,703.51
2264	SWOFFORD EXCAVATING	76,959.85
2268	IRIS WINDOW COVERINGS	8,635.00
2270	LAKESIDE INDUSTRIES	316,590.52
2283	VSS INTERNATIONAL INC.	92,776.06
2285	QUALITY WATER FINANCIAL	1,734.45
2295	ALL THINGS HR, LLC	525.00
2298	WAPRO	25.00
2300	MICROSOFT CORPORATION	7,288.51
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	11,232.00
2312	GOOD, MICHAEL J.	350.00
2313	MANAGEMENT PARTNERS	58,430.00
2318	PIXEYES GRAPHICS & DESIGN	3,000.00
2319	SITESCapes	2,670.00
2327	PACIFIC AIR CONTROL, INC.	11,250.54
2333	NORTHEND TRUCK EQUIPMENT CO., LLC	1,062.33
2334	NORTHSHORE YOUTH SOCCER ASSOC.	3,168.00
2335	DEBO, ALEXANDER	150.00
2336	CHRISTEN ESTATES, LLC	15,000.00
2337	HUANG, ANGELINA	7,500.00
2338	58 STARS TRAVEL	3,940.30
2340	MOJO STRATEGIES	47,750.00
2341	ALLIANCEONE RECEIVABLES MGMT INC	350.93
2342	RAINBOW TOWING	2,258.05
2343	KNOWBE4, INC.	735.92
2344	DZHENKOV, PETAR	275.00
2345	DEOL, GUR RAJ	275.00
2346	DILLON, MARGARET	550.00
2347	HOUSING AUTHORITY OF KING COUNTY WA	3,525.00
2348	ARROWHEAD PARK VISTA CONDOMINIUM ASSOCIATION	2,150.00
2349	SSI & MHA CORPORATION	9,755.00
2351	ENGINEER SUPPLY	709.00
2352	EARTHCAM	15,715.73
2353	NORTHSHORE SCHOOLS FOUNDATION	104,000.00
2354	ALLAN WEBB NISSAN	62,542.46
2355	BUREAU VERITAS	9,900.00
2356	KEIM, JEANNIE	150.00
2357	4IMPRINT	432.07

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Vendor	Name	Volume
2359	PRECISION PLUMBING AND HEATING	165.90
2360	O'CAIN, MELANIE	965.22
2361	BFI 4 LLC	26,351.99
2362	CHASEWEST VENTURES, INC.	25,406.25
2363	IDAHO ASSOC. OF BUILDING OFFICIALS, INC.	25.00
2364	JASON'S CREATIONS	350.00
2365	ADAM TIEGS	350.00
2366	CCI SOLUTIONS	858.00
2367	MARGARET FLYNN	650.00
2368	JEFF LUKE PHOTOGRAPHY LLC	4,525.11
2369	MARIA SZABLYA RIVAS	150.00
2370	PYRAMID CATERING & EVENTS	925.00
2371	RACHEL RISING	150.00
2372	ANDERSON ROOFING INC.	218.60
2373	BRAD OR KELLI CARSON	150.00
2374	DEPARTMENT OF NATURAL RESOURCES	1,261.17
2375	FONG, DAPHNE	150.00
2376	LISA TROUT	100.00
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1,000.00
2378	NXLVLUP, LLC	31,896.00
2379	JENNIFER DIXON	15,000.00
2380	JOHN BROWN	56.75
2381	NORTHLAKE LITTLE LEAGUE	2,296.00
2382	FOCUS TOOLS & ENGINEERING, INC.	25,050.00
2383	NORTH LAKE LITTLE LEAGUE	3,080.00
2384	NORTHWEST ENERGY EFFICIENCY COUNCIL	75.00
2386	CECCANTI, INC.	12,917,192.53
2387	HUI, IVANA	150.00
2388	3CMA CITY-COUNTY COMMUNICATIONS & MARKETING A	400.00
2389	JET CITY CLEANING	5,632.00
2392	DEPARTMENT OF COMMERCE	6,561.97
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHWEST	3,675.08
2394	GRIESEL, LEN	21,388.50
2395	PLASTIC SALES & SERVICE INC.	8,452.15
2396	ZIPLY FIBER	8,541.19
2399	COPIERS NORTHWEST	7,598.80
2400	MSR GLASS HOUSE, LLC	9,500.00
2401	SHIXIONG HU	7,500.00
2402	PACIFIC OFFICE AUTOMATION	6,661.60
2403	AMERICALL	2,957.70
2404	BAKER, W. COLE	13.39
2406	FISCHER, AUSTIN	13.39
2408	FISHER, AKSEL	13.39
2410	KENDALL FORD OF MARYSVILLE	51,263.40
2411	STELL ENVIRONMENTAL ENTERPRISES, INC	10,650.19
2412	OTTO ROSENAU & ASSOCIATES, INC	427.88
2413	ICLEI	600.00
2414	GENCAP CONSTRUCTION CORP	965,541.33
2416	KIERA CONDON	450.00
2417	SUMMIT LAW GROUP PLLC	9,492.50
2418	AMERICAN LEAK DETECTION	1,782.00
2419	MIKE FOLDEN PRODUCTIONS	4,000.00
2421	SIGNARAMA	280.76
2423	MAUREEN COLAIZZI	119.00
2424	BAUTISTA, REGINALD	269.48
2425	THOMCO CONSTRUCTION, INC.	1,477,498.45
2426	OASIS EIGHT, LLC	7,500.00
2427	LAKESIDE INDUSTRIES	591,838.02

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

Vendor Purchasing Report

For Date Range 01/01/2020 - 12/24/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2430	SANCHEZ, EUGENIO	108.55
2431	ALPINE PRODUCTS INC.	944.22
2432	RICH MARKETING LLC	1,200.00
2433	BEC LYNN LEWIS	11,073.80
2434	PSR MECHANICAL	17,218.90
2435	FERRER, EDDIE	258.26
2437	LOUDEDGE, INC.	95.00
2438	WASHINGTON TREE & LAWN CARE	1,606.00
2439	7 STAR TOWING LLC	3,000.00
2440	ALAA YASSIN, DDS PLLC	1,500.00
2441	APEX ELECTRIC INC.	5,000.00
2442	BECHTEL CONSULTING GROUP	4,500.00
2443	BROMEO, LLC	3,000.00
2444	ELEPHANT EMERGENCY ROADSIDE LLC	2,500.00
2445	IMBAYA ARTS	2,500.00
2446	L1 RESTORATIONS, INC.	1,500.00
2447	LAMASTERWORKS MASSAGE	1,000.00
2448	NORTH SOUND PLUMBING	1,500.00
2449	NORTHSHORE ENDODONTICS PLLC	2,000.00
2450	PK & JK CORPORATION	5,500.00
2451	PRETTY NAILS	6,000.00
2452	SHARI BOTH JEWELRY DESIGN	2,500.00
2453	SHIN'S TAEKWONDO ACADEMY	3,000.00
2454	EASTSIDE NATURAL MEDICINE, PLLC	2,500.00
2455	EUGENIA LEE, DMD PLLC	3,000.00
2457	KATHERINE MARTIN, ND LLC	3,000.00
2458	MKS PROPERTIES	18,276.80
2459	NELSON ELECTRIC, INC.	6,122.60
2460	SDP ENTERPRISES, INC.	3,000.00
2461	JESSICA DANKS	2,500.00
2462	RONALD L. HIGGS, JR.	400.00
2464	D.P. NICOLI, INC.	1,477.70
2465	PRECISION CONCRETE CUTTING	1,100.00
2466	XIN LONG, LLC	7,500.00
2467	ASSOCIATED UNDERWATER SERVICES INC.	7,260.00
2468	DAVIDSON MACRI SWEEPING, INC.	22,848.14
2470	PACIFIC PLANTS, INC.	861.85
2471	INTERMOUNTAIN SLURRY SEAL	470,980.26
2472	DELL	13,326.56
2473	THE ROOT OF US LLC	2,500.00
2474	BEN WARD	268.80
2475	ICE-AME INC.	3,000.00
2476	LITTLE IVY ACADEMY	3,000.00
2477	MALTBY CONTAINER	29,040.00
2479	RACE FORWARD	1,000.00
2480	CRELATE, INC.	5,705.71
2482	KIMLEY-HORN AND ASSOCIATES, INC.	13,660.00
2483	JOE ESKRIDGE, MD	300.00
2484	LUKASZ LISOWSKI	235.34
2485	192 BREWING COMPANY	1,955.55
2486	CASCADIA LAW GROUIP	6,601.50
2487	SIU SONG	268.80
2488	MICHAEL E. BAILEY, CPA	2,812.50
2489	THE ORIGINAL POOP BAGS	451.73
2490	NORTHSHORE PUB	1,955.55
2491	BIKEPT	1,955.55
2492	BOWWOW FUN TOWNE	1,955.55
2493	CAROL L. PIERCE	1,955.55

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

Vendor Purchasing Report

For Date Range 01/01/2020 - 12/24/2020

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2494	INMOVE LLC	1,955.55
2495	CHANSE DESIGNS LLC	1,955.55
2496	COZY INN TAVERN	1,955.55
2497	HOPDGEPODGE CAFE	1,955.55
2498	LAKEVIEW SMILES FAMILY DENTISTRY	1,955.55
2499	M MEDINA REMODELING LLC	1,955.55
2500	SAM'S TOWING & RECOVERY LLC	1,955.55
2501	STAR NORTHWEST, INC. KENMORE LANES	1,955.55
2502	ZAHOOMI LLC	1,955.55
2503	NORTH AMERICAN SAFETY, INC.	4,030.00
Vendor Set Vendor Set 01 Total:		33,012,850.59

VI. B. Approve Check #s 46310 through 46446 in the amount of \$2,613,214....

Subject/Topic: October 2020 Financial Report Proposed Council Action/Motion: Receive & file October 2020 Financial Report for the City of Kenmore Washington	For Council Meeting Agenda of: January 4, 2021 Department: Finance & Administration Prepared by: Leticia Salcido, Director of Finance & Administration <u>Initial & Date</u> Approved by City Attorney: N/A Approved by Finance Director: LS 12/23 Approved by City Manager: RK via email 12/23 Exhibits/Attachments: October 2020 Financial Report for the City of Kenmore, Washington
<u>INFORMATION/BACKGROUND:</u> The October 2020 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore’s biennium to date revenues and expenditures in comparison to the City’s 2019-2020 adopted biennial budget. The budget was adopted on November 19, 2018, and a mid-biennium review was conducted in November 2019. Due to expected negative economic impacts of the COVID19 pandemic, the expenditure budgets for the General and Street Funds were reduced by \$1.1M and the budget reductions are incorporated into this report.	
<u>FISCAL CONSIDERATION:</u> October is the 22nd month of the 2019-2020, 24-month biennium. It is the seventh month fully affected by the Governor’s Stay Home Stay Healthy order in March although restrictions have been modified since that time. As of October, biennium to date revenues exceeded expenditures by \$116,673. In October, General Fund revenues were \$2,679,838 and expenditures were 1,466,291 for a net increase of \$1,213,547. Sales tax has a two-month lag therefore revenues received in October were from sales in August. Sales tax revenues for the month of October 2020 were \$336,673. This is 11.55% over the amount received in October 2019 (\$301,802). Property taxes biennium to date total \$9,876,005 and this amount is above the amount received in the last biennium to date (2017-2018) in the amount of \$9,038,220.	

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Kenmore budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date. Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the monthly report.

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



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Leticia Salcido, Finance Director
DATE: December 17, 2020
RE: October 2020 Financial Reports for the City of Kenmore, Washington

October 2020 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

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

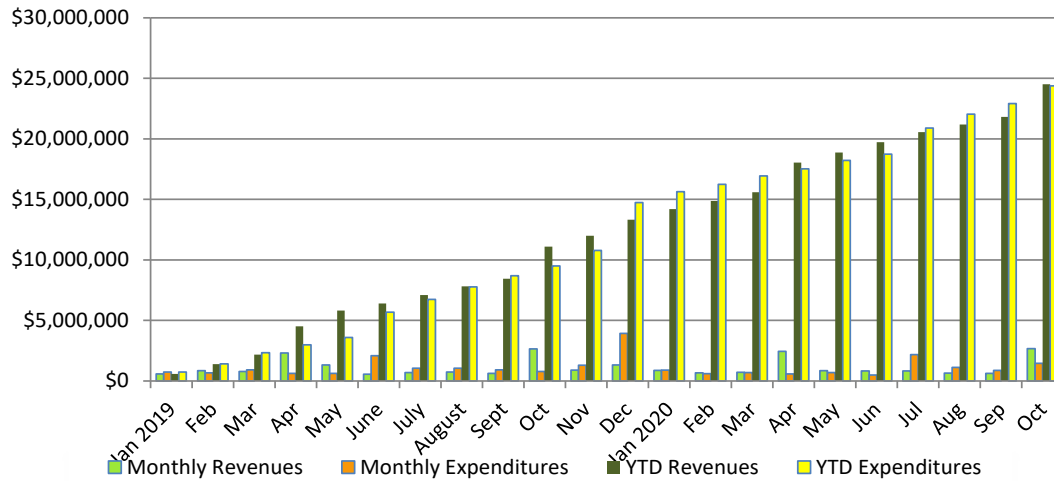
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, October is the twenty-second (92%) of the 2019-2020 biennial budget period. For the month of October, revenues exceeded expenditures in the General Fund by \$1,213,547. Biennium to date, revenues exceed expenditures by \$116,673.

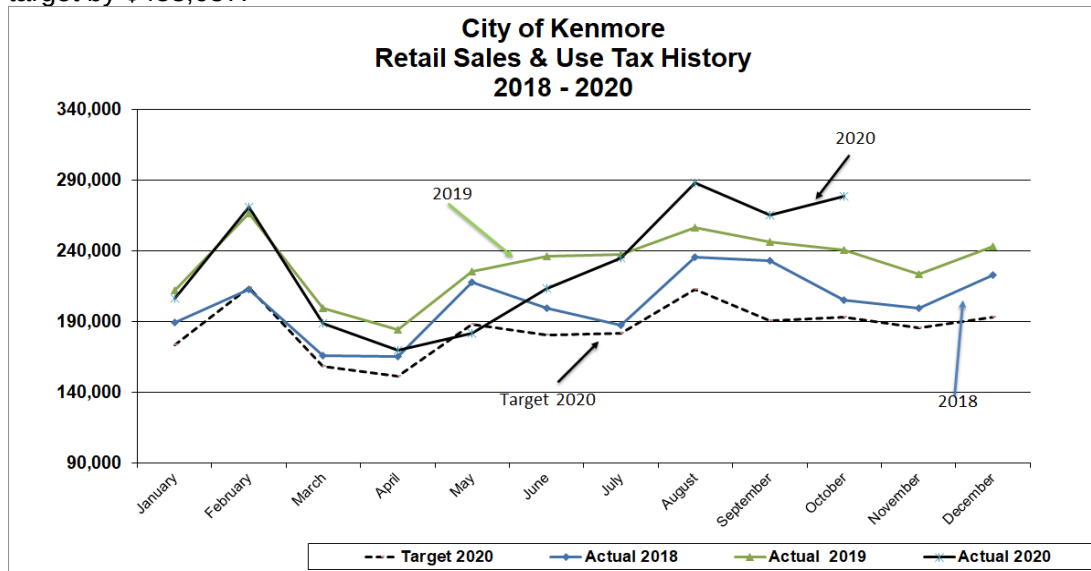
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through October 2020.

City of Kenmore, Washington
Monthly Financial Report
October 2020



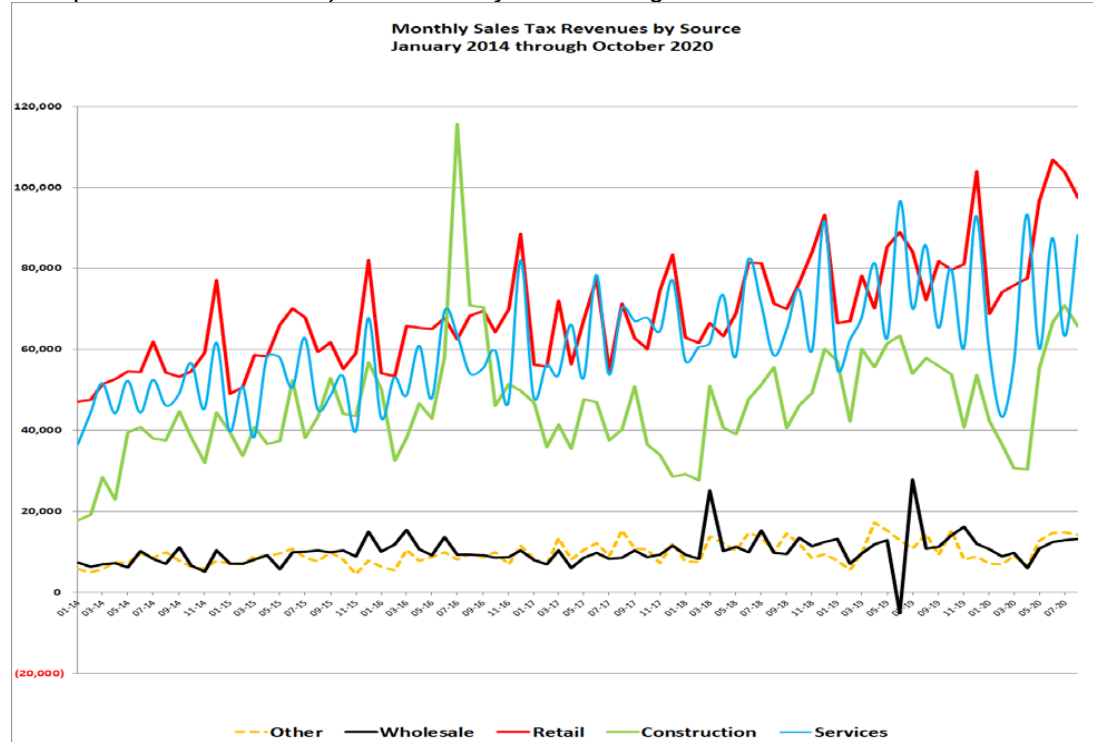
Total **revenues** for the month were **\$2,679,838**. Biennium to date revenues are \$24,503,016 which is 92% of the amended budgeted revenues of \$26,477,872. Primary sources of revenue for the month included property taxes in the amount of \$1,909,260, development fees & permits in the amount of \$64,248, retail sales and use taxes in the amount of \$278,793, Franchise Fees in the amount of \$190,751, and utility taxes in the amount of \$63,544.

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 2020 line is a monthly average of actual receipts during 2017, 2018, and 2019. The purple line represents 2020 actual receipts, which are \$7,179 below 2019 and ahead of the 2020 target by \$453,057.



City of Kenmore, Washington
Monthly Financial Report
October 2020

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2014 through October 2020.



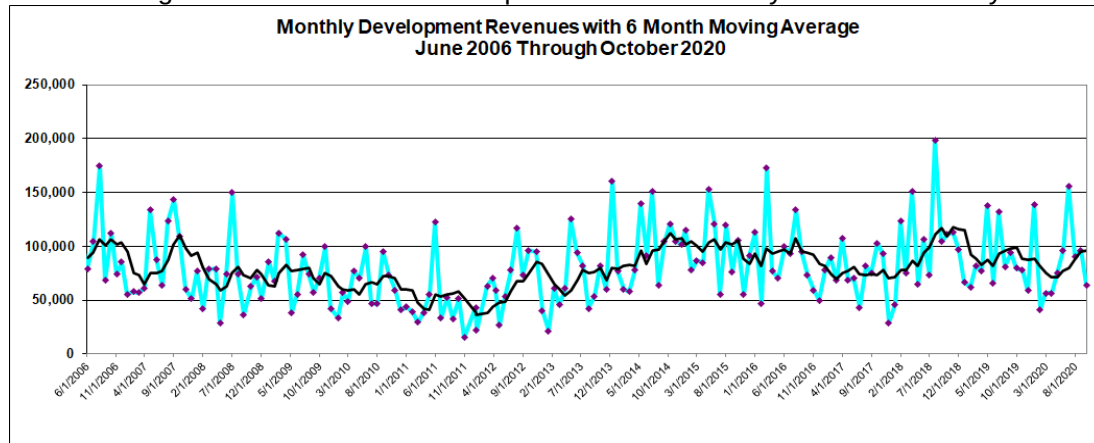
In October, the top 513 sales tax remitters, accounting for 90% or \$251,402 of total remittances, were reviewed for internet sales activity.

Of the \$251,402 of sales tax remitted by these companies in October, \$54,316 (22% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sale tax in the major segments that include it:

	Total Sales Tax Remitted in October	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$74,737	\$37,165	50%
Information	7,549	2,290	30%
Services	73,490	13,379	18%
Wholesale	10,442	1,482	14%
		\$54,316	

City of Kenmore, Washington
 Monthly Financial Report
 October 2020

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



October 2020 expenditures were **\$1,466,291**. Biennium to date expenditures are \$24,386,343, which is 87% of the amended biennial budget expenditures of \$27,857,781.

Total City cash (\$20,362,00) and long-term investments (\$5,510,927), at the end of October, totaled \$25,872,927. Proposition 1 levy funds are included in this cash balance. The Other Funds Monthly Activity graphs compare biennium to date revenues and expenditures to the 2019-2020 biennial budget.

Total non-General Fund revenues were \$4,362,205 and total non-General Fund expenditures were \$2,797,102.

In the **Street Fund** revenue from gas tax distributions were \$47,149. This revenue is from gas sales in September and is 43% higher than the previous month. \$54,760 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$803,435 on pedestrian safety projects & street maintenance. The fund received \$367,966 in grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$1,430,942 in expenditures during the month. The fund received \$1,936,754 in bridge grant reimbursements during the month.

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

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

City of Kenmore, Washington
Monthly Financial Report
October 2020

The **Real Estate Excise Tax** Fund received \$191,229 of real estate excise taxes (REET) in October from sales activity that occurred in September. 59 transactions were reported during the month. The 2020 year to date revenue is higher than the 2019 revenue by \$58,826 and \$70,299 lower than the 2020 target.

The **Park Capital** fund had \$237,149 in Park improvement expenditures during the current month. The fund received \$611,100 in park capital grant reimbursements during the month

The **Walkways & Waterways Debt Service** Fund collected \$189,859 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,743,938.

The **Transportation Benefit District** Fund received \$32,729 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **October 31, 2020**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
October 31, 2020



	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	<u>October 2020</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>	<u>October 2018</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
REVENUES								
Beginning Fund Balance		4,934,368		4,934,368		3,138,914		3,131,687
Property Taxes	1,909,260	9,876,005	96.6%	10,224,205	1,753,193	9,038,220	95.2%	9,491,704
Sales and Use Taxes	336,673	6,348,515	102.2%	6,212,000	263,534	5,475,097	92.7%	5,906,291
Utility Taxes	63,544	1,883,569	76.4%	2,466,355	73,086	2,210,962	81.4%	2,717,485
Other Taxes	2,533	207,372	114.0%	181,868	5,516	161,316	74.0%	218,113
Development Fees & Permits	64,248	1,886,465	101.7%	1,854,042	111,224	1,961,955	95.7%	2,050,518
Franchise Fees	190,751	1,716,579	93.7%	1,831,835	0	1,527,389	87.6%	1,743,476
Intergovernmental and Grants	108,653	1,145,546	108.3%	1,057,677	39,951	874,183	103.9%	841,615
Investment Interest	437	165,882	174.1%	95,300	7,577	193,187	371.5%	52,000
Fines and Forfeitures	930	5,102	n/a	0	0	12,771	0.0%	0
Transfers and Other Revenues	2,809	1,267,980	49.6%	2,554,590	23,024	974,061	60.8%	1,600,972
Total Revenues	2,679,838	24,503,016	92.5%	26,477,872	2,277,105	22,429,141	91.1%	24,622,174

Total Revenues & Beginning Fund Balance		29,437,384		31,412,240		25,568,055		27,753,861
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	CURRENT PERIOD 2019-2020				PREVIOUS PERIOD 2017-2018			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET
	<u>October 2020</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>	<u>October</u>	<u>2017-2018</u>	<u>BUDGET</u>	<u>2017-2018</u>
EXPENDITURES								
Cost Center								
City Council	16,123	313,681	93.3%	336,208	7,034	307,727	93.4%	329,426
City Manager	225,910	3,144,076	99.2%	3,170,520	114,160	2,964,801	89.1%	3,328,297
City Clerk	40,100	651,198	70.8%	919,466	10,970	434,931	102.2%	425,368
Finance	60,886	1,806,033	93.8%	1,925,756	53,140	1,655,273	99.0%	1,672,775
Legal	29,707	576,630	88.1%	654,782	43,716	473,997	94.8%	500,000
Interfund Transfers	0	2,606,529	80.8%	3,226,484	0	1,075,725	76.7%	1,403,228
Public Safety	702,007	7,628,344	85.1%	8,967,044	373,769	7,153,494	81.2%	8,806,304
Engineering & Environmental Services	45,892	1,165,614	74.9%	1,555,790	53,149	1,290,778	91.2%	1,415,011
Community Development	54,766	1,398,448	88.5%	1,580,826	71,448	1,254,859	73.1%	1,715,510
Developmental Services	120,331	2,262,339	99.5%	2,273,299	93,486	2,214,433	103.9%	2,131,288
Parks & Facility Maintenance	170,567	2,833,452	87.2%	3,247,606	126,516	1,890,856	66.2%	2,854,489
Total Expenditures	1,466,291	24,386,343	87.5%	27,857,781	947,390	20,716,873	84.3%	24,581,696

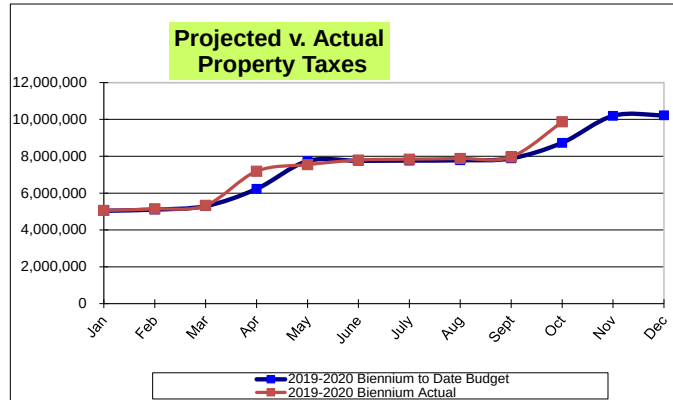
Ending Fund Balance	1,213,547	5,051,040	0	3,554,459		4,851,182		3,172,165
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Total Expenditures and Ending Fund Balance		29,437,384		31,412,240		25,568,055		27,753,861
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*Non-Departmental expenditures have been moved to other General Fund Cost Centers

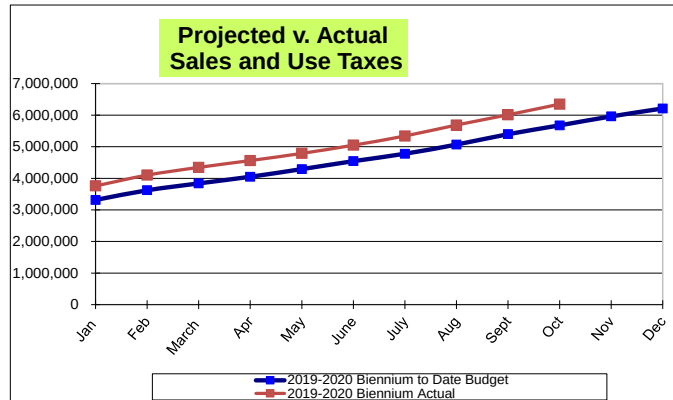
City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2020
PROPERTY TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	5,024,414	5,050,864
Jan	5,041,120	5,061,216
Feb	5,105,461	5,142,142
Mar	5,296,524	5,334,145
Apr	6,228,071	7,185,633
May	7,737,751	7,545,693
June	7,752,286	7,795,717
July	7,766,698	7,843,737
Aug	7,782,013	7,880,564
Sept	7,886,618	7,966,745
Oct	8,730,684	9,876,005
Nov	10,194,653	
Dec	10,224,205	
2019-20	10,224,205	
Year To Date		
Actual v. Projected		113%



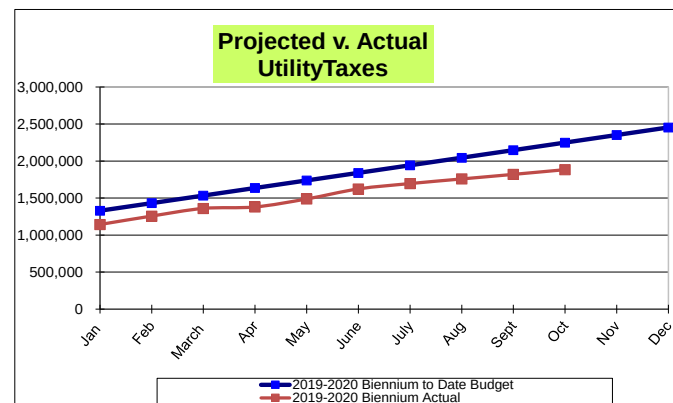
SALES, USE, CRIM JUSTICE TAXES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	3,102,000	3,493,551
Jan	3,314,653	3,759,238
Feb	3,620,942	4,101,432
March	3,838,937	4,346,349
Apr	4,049,383	4,562,020
May	4,291,368	4,789,674
June	4,543,454	5,049,140
July	4,778,211	5,340,419
Aug	5,068,877	5,687,486
Sept	5,397,027	6,011,842
Oct	5,677,075	6,348,515
Nov	5,960,380	
Dec	6,212,000	
2019-20	6,212,000	
Year To Date		
Actual v. Projected		112%



UTILITY TAXES

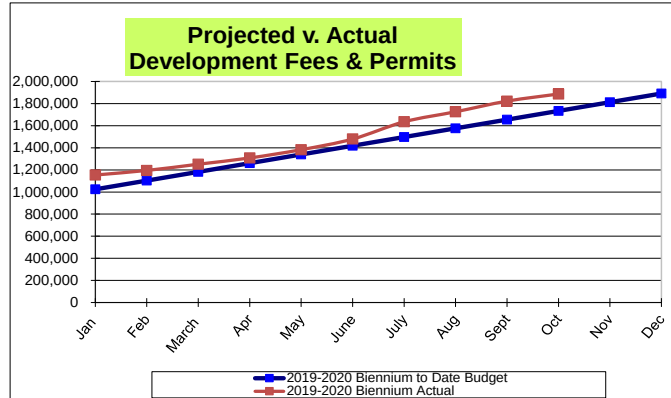
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,227,000	1,029,975
Jan	1,329,250	1,143,328
Feb	1,431,500	1,257,030
March	1,533,750	1,360,425
Apr	1,636,000	1,380,122
May	1,738,250	1,488,191
June	1,840,500	1,623,719
July	1,942,750	1,695,949
Aug	2,045,000	1,758,328
Sept	2,147,250	1,820,025
Oct	2,249,500	1,883,569
Nov	2,351,750	
Dec	2,454,000	
2019-20	2,466,355	
Year To Date		
Actual v. Projected		84%



City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2020

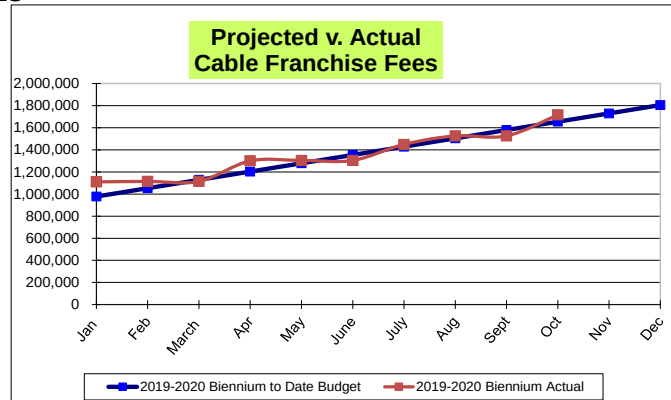
DEVELOPMENT FEES & PERMITS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	945,576	1,014,896
Jan	1,024,374	1,153,770
Feb	1,103,172	1,195,109
March	1,181,970	1,251,405
Apr	1,260,768	1,307,950
May	1,339,566	1,382,812
June	1,418,364	1,479,076
July	1,497,162	1,635,134
Aug	1,575,960	1,725,933
Sept	1,654,758	1,822,217
Oct	1,733,556	1,886,465
Nov	1,812,354	
Dec	1,891,152	
2019-20	1,854,042	
Year To Date		
Actual v. Projected		109%



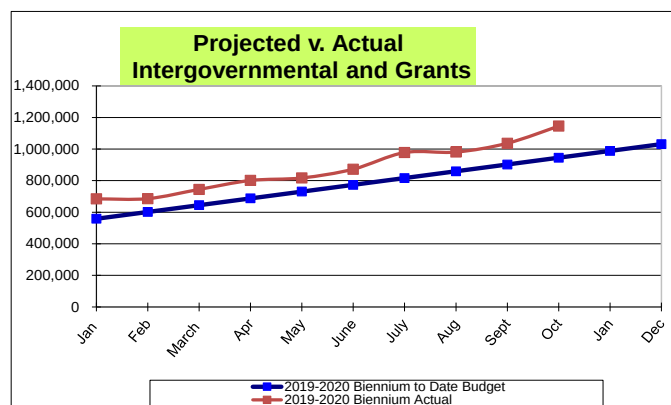
CABLE/WATER/SEWER FRANCHISE FEES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	902,382	874,872
Jan	977,581	1,110,153
Feb	1,052,779	1,114,341
March	1,127,978	1,114,341
Apr	1,203,176	1,300,350
May	1,278,375	1,304,237
June	1,353,573	1,304,237
July	1,428,772	1,449,163
Aug	1,503,970	1,525,829
Sept	1,579,169	1,525,829
Oct	1,654,367	1,716,579
Nov	1,729,566	
Dec	1,804,764	
2019-20	1,831,835	
Year To Date		
Actual v. Projected		104%



INTERGOVERNMENTAL & GRANTS

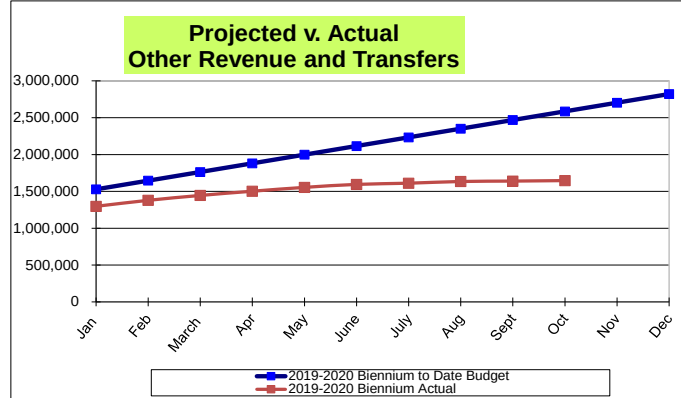
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	515,651	627,769
Jan	558,622	684,503
Feb	601,593	686,213
March	644,564	744,611
Apr	687,535	801,143
May	730,506	817,203
June	773,477	872,583
July	816,447	978,007
Aug	859,418	981,020
Sept	902,389	1,036,893
Oct	945,360	1,145,546
Jan	988,331	
Dec	1,031,302	
2019-20	1,057,677	
Year To Date		
Actual v. Projected		121%



City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2020

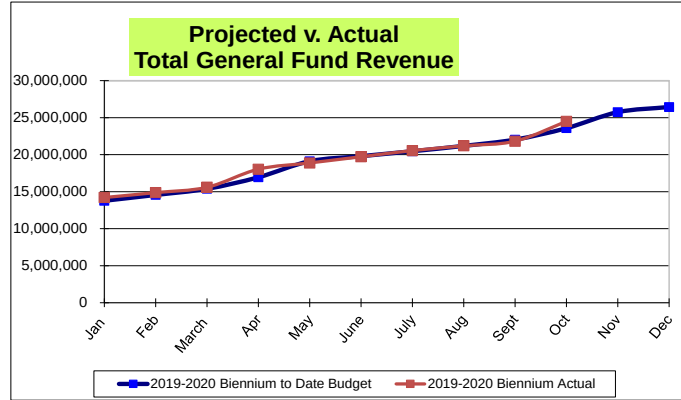
OTHER REVENUES AND TRANSFERS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,410,444	1,234,739
Jan	1,527,981	1,297,287
Feb	1,645,518	1,378,460
March	1,763,055	1,444,730
Apr	1,880,592	1,502,044
May	1,998,129	1,554,138
June	2,115,666	1,594,506
July	2,233,203	1,610,810
Aug	2,350,740	1,634,103
Sept	2,468,277	1,639,627
Oct	2,585,814	1,646,336
Nov	2,703,351	
Dec	2,820,888	
2019-20	2,831,758	
Year To Date		
Actual v. Projected		64%



TOTAL GENERAL FUND REVENUE

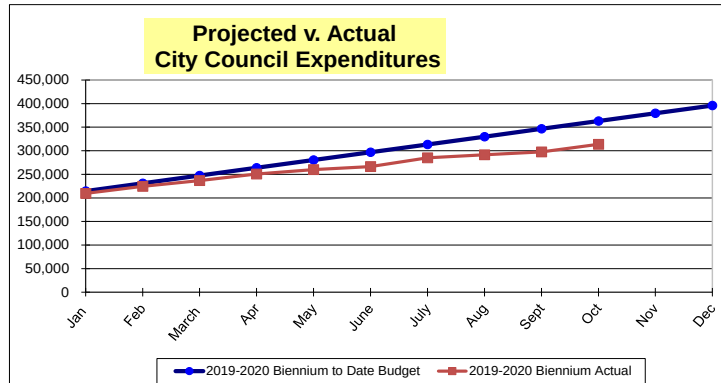
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	13,773,581	14,209,494
Feb	14,560,965	14,874,728
March	15,386,777	15,596,006
Apr	16,945,525	18,039,262
May	19,113,945	18,881,949
June	19,797,319	19,718,978
July	20,463,243	20,553,219
Aug	21,185,979	21,193,262
Sept	22,035,488	21,823,177
Oct	23,576,356	24,503,016
Nov	25,740,386	
Dec	26,438,311	
2019-20	26,477,872	
Year To Date		
Actual v. Projected		104%



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

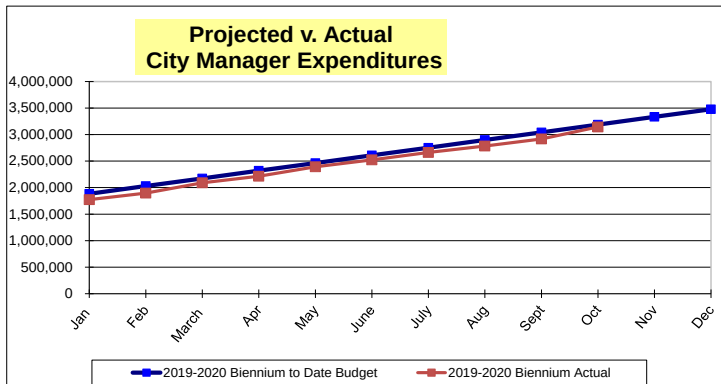
CITY COUNCIL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	197,953	166,557
Jan	214,449	209,570
Feb	230,945	224,551
March	247,441	236,851
Apr	263,937	250,761
May	280,433	259,920
June	296,930	266,298
July	313,426	285,096
Aug	329,922	291,361
Sept	346,418	297,557
Oct	362,914	313,681
Nov	379,410	
Dec	395,906	
2019-20	400,337	
Year To Date		
Actual v. Projected		86%



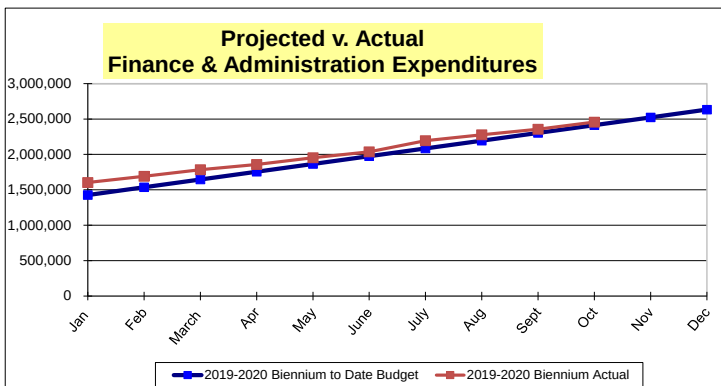
CITY MANAGER

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,738,841	1,651,429
Jan	1,883,744	1,773,645
Feb	2,028,648	1,897,149
March	2,173,551	2,091,116
Apr	2,318,455	2,213,470
May	2,463,358	2,393,013
June	2,608,262	2,521,658
July	2,753,165	2,664,260
Aug	2,898,068	2,784,467
Sept	3,042,972	2,918,166
Oct	3,187,875	3,144,076
Nov	3,332,779	
Dec	3,477,682	
2019-20	3,471,467	
Year To Date		
Actual v. Projected		99%



FINANCE & ADMINISTRATION

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,316,827	1,248,548
Jan	1,426,563	1,603,856
Feb	1,536,298	1,691,479
March	1,646,034	1,785,191
Apr	1,755,769	1,859,291
May	1,865,505	1,953,314
June	1,975,241	2,036,998
July	2,084,976	2,194,391
Aug	2,194,712	2,277,831
Sept	2,304,447	2,356,245
Oct	2,414,183	2,457,231
Nov	2,523,918	
Dec	2,633,654	
2019-20	2,708,853	
Year To Date		
Actual v. Projected		102%

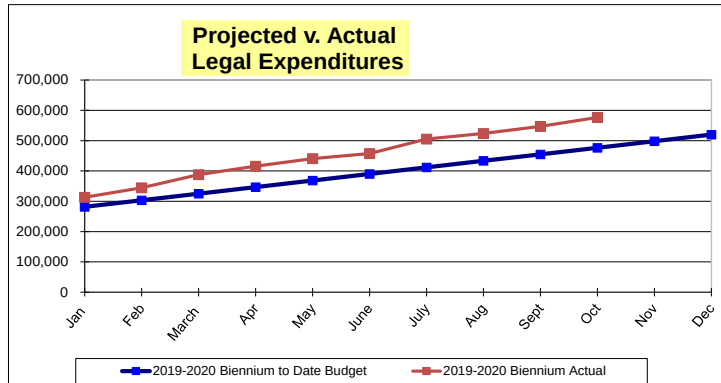


* The Blue Budget lines do not reflect the COVID19 reductions taken in April

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

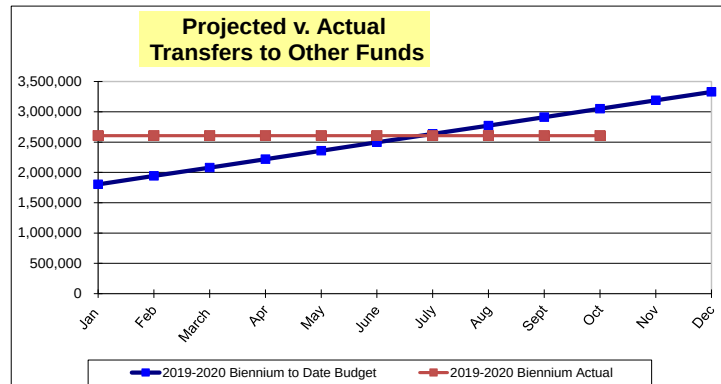
LEGAL

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	260,000	312,722
Jan	281,667	313,184
Feb	303,333	344,327
March	325,000	387,838
Apr	346,667	415,988
May	368,333	440,916
June	390,000	457,584
July	411,667	505,287
Aug	433,333	523,982
Sept	455,000	546,923
Oct	476,667	576,630
Nov	498,333	
Dec	520,000	
2019-20 Year To Date	530,000	
Actual v. Projected		121%



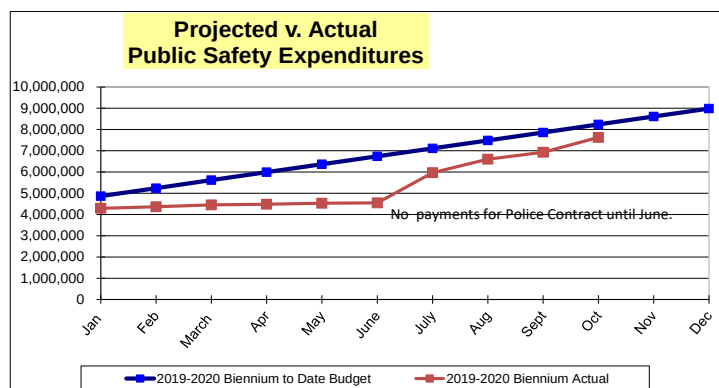
TRANSFERS TO OTHER FUNDS

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,663,897	2,606,529
Jan	1,802,555	2,606,529
Feb	1,941,213	2,606,529
March	2,079,871	2,606,529
Apr	2,218,529	2,606,529
May	2,357,187	2,606,529
June	2,495,846	2,606,529
July	2,634,504	2,606,529
Aug	2,773,162	2,606,529
Sept	2,911,820	2,606,529
Oct	3,050,478	2,606,529
Nov	3,189,136	
Dec	3,327,794	
2019-20 Year To Date	3,226,484	
Actual v. Projected		85%



PUBLIC SAFETY

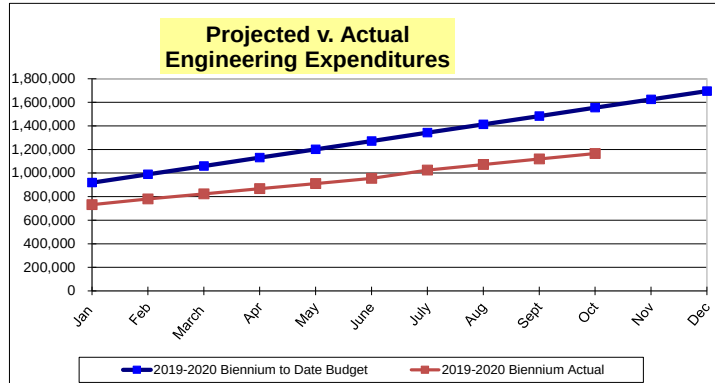
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	4,492,575	4,282,065
Jan	4,866,956	4,291,016
Feb	5,241,338	4,362,349
March	5,615,719	4,448,594
Apr	5,990,100	4,485,997
May	6,364,481	4,531,349
June	6,738,863	4,544,392
July	7,113,244	5,968,981
Aug	7,487,625	6,604,199
Sept	7,862,006	6,926,337
Oct	8,236,388	7,628,344
Nov	8,610,769	
Dec	8,985,150	
2019-20 Year To Date	9,133,991	
Actual v. Projected		93%



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

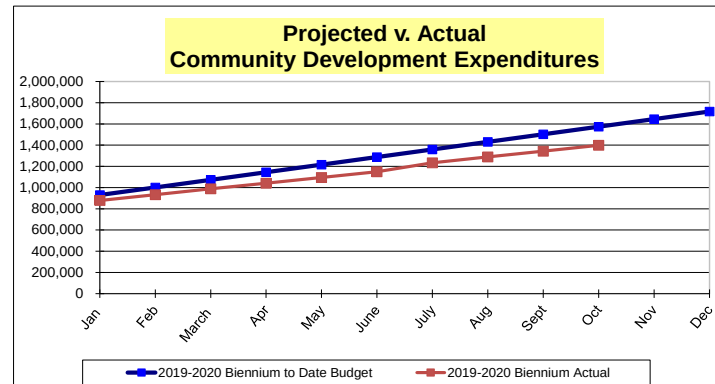
ENGINEERING

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	847,685	674,259
Jan	918,325	731,841
Feb	988,966	780,295
March	1,059,606	823,596
Apr	1,130,247	867,066
May	1,200,887	910,748
June	1,271,528	954,142
July	1,342,168	1,025,202
Aug	1,412,808	1,071,507
Sept	1,483,449	1,119,723
Oct	1,554,089	1,165,614
Nov	1,624,730	
Dec	1,695,370	
2019-20	1,658,620	
Year To Date		
Actual v. Projected		75%



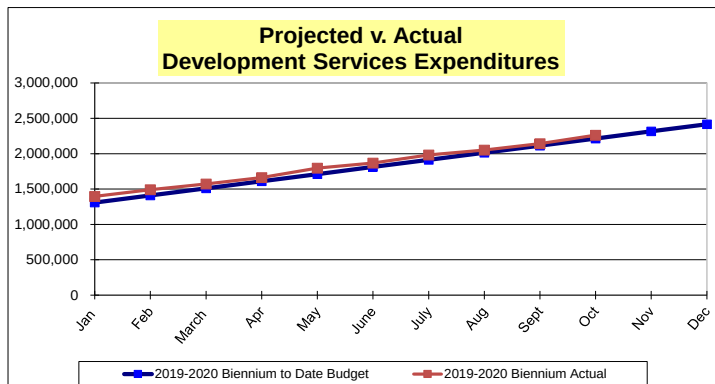
COMMUNITY DEVELOPMENT

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	858,610	798,613
Jan	930,161	878,279
Feb	1,001,712	933,626
March	1,073,263	988,218
Apr	1,144,813	1,041,906
May	1,216,364	1,095,708
June	1,287,915	1,149,550
July	1,359,466	1,233,806
Aug	1,431,017	1,288,892
Sept	1,502,568	1,343,682
Oct	1,574,118	1,398,448
Nov	1,645,669	
Dec	1,717,220	
2019-20	1,698,893	
Year To Date		
Actual v. Projected		89%



DEVELOPMENT SERVICES

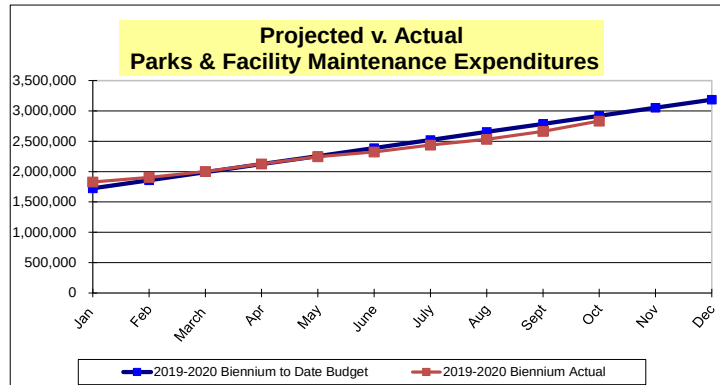
	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,208,200	1,227,207
Jan	1,308,883	1,396,571
Feb	1,409,567	1,491,445
March	1,510,250	1,571,648
Apr	1,610,933	1,663,786
May	1,711,617	1,795,904
June	1,812,300	1,868,299
July	1,912,983	1,981,782
Aug	2,013,667	2,051,915
Sept	2,114,350	2,142,007
Oct	2,215,033	2,262,339
Nov	2,315,717	
Dec	2,416,400	
2019-20	2,461,502	
Year To Date		
Actual v. Projected		102%



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

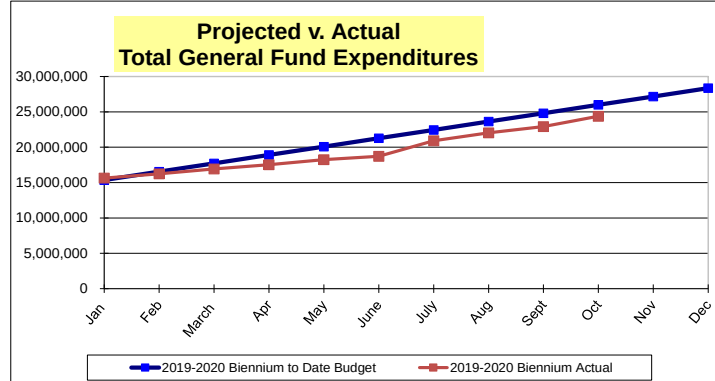
PARKS & FACILITY MAINTENANCE

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
2019	1,592,380	1,760,364
Jan	1,725,078	1,828,695
Feb	1,857,777	1,905,398
March	1,990,475	2,002,841
Apr	2,123,173	2,127,339
May	2,255,872	2,245,201
June	2,388,570	2,324,861
July	2,521,268	2,438,579
Aug	2,653,967	2,533,177
Sept	2,786,665	2,662,885
Oct	2,919,363	2,833,452
Nov	3,052,062	
Dec	3,184,760	
2019-20	3,236,725	
Year To Date		
Actual v. Projected		97%



TOTAL GENERAL FUND EXPENDITURES

	2019-2020 Biennium to Date Budget	2019-2020 Biennium Actual
Jan	15,358,382	15,633,185
Feb	16,539,796	16,237,147
March	17,721,210	16,942,423
Apr	18,902,624	17,532,133
May	20,084,038	18,232,604
June	21,265,452	18,730,311
July	22,446,866	20,903,912
Aug	23,628,280	22,033,860
Sept	24,809,694	22,920,052
Oct	25,991,108	24,386,343
Nov	27,172,522	
Dec	28,353,936	
2019-20	28,526,872	
Year To Date		
Actual v. Projected		94%



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



	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>October 2020</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<u>REVENUES</u>				
Beginning Fund Balance		926,962		926,962
Fuel Tax	47,149	831,709	82.6%	1,006,385
Investment Interest	59	21,734	434.7%	5,000
Miscellaneous	0	15,867	793.3%	2,000
ROW Permit Fees/Inspections	5,136	250,987	104.6%	240,000
Multimodal Transportation	0	55,572	88.3%	62,910
Transfer from General Fund	0	1,982,529	76.2%	2,602,484
Transfer from TBD	0	358,000	50.0%	716,000
Total Revenues	52,344	3,516,398	75.9%	4,634,779

Total Revenues & Beginning Fund Balance	4,443,360	5,561,741
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	BIENNIUM TO DATE	% of	BUDGET
	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<u>EXPENDITURES</u>			
Salary and Benefits	50,260	1,223,717	92.6%
Maintenance & Operations	54,760	1,779,283	62.7%
Capital	205	155,517	342.1%
Total Expenditures	105,225	3,158,517	75.1%

Ending Fund Balance	1,284,843	1,356,992
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Total Expenditures and Ending Fund Balance	4,443,360	5,561,741
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City of Kenmore, Washington
Cash and Investment Report
October 31, 2020



<u>Fund</u>	<u>Beg. Cash & Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash & Inv.</u> <u>Current Month</u>
General	\$3,837,493	\$2,679,838	\$1,466,291	5,051,040
Street	1,336,722	52,344	105,225	1,283,842
Transportation Capital	-1,502,647	367,966	803,435	(1,938,115)
Public Art	69,201	3	53	69,151
Park Impact Fee	780,852	15,577	0	796,429
Transportation Impact Fee	3,492,522	40,702	0	3,533,224
Swamp Creek Basin	1,088,423	50	0	1,088,473
Transportation Benefit District	388,997	32,749	0	421,746
Sammamish Bridge Replacement	-2,529,909	1,936,754	1,430,942	(2,024,097)
Walkways & Waterways Debt Service	362,164	189,859	0	552,023
Real Estate Excise Tax	3,055,032	191,379	0	3,246,411
Kenmore Village	3	0	0	3
Park Capital	-1,763,399	611,100	237,149	(1,389,448)
Walkways & Waterways Bond	6,431,466	1,318	0	6,432,784
Surface Water Management	2,330,472	802,651	114,319	3,018,804
Surface Water Capital	-34,636	52,091	28,614	(11,159)
Public Works Shop Fund	0	0	3,818	(3,818)
Strategic Reserve	1,340,668	62	0	1,340,730
Strategic Opportunities	3,051,326	141	0	3,051,467
Equipment Replacement	500,178	23	5,202	494,999
Trust & Agency	855,504	67,434	68,346	854,592
Totals	\$23,090,432	\$7,042,043	\$4,263,393	\$25,869,082

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(> One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	\$4,679,210	\$375,927	5,055,138
Street	433,842	850,000	1,283,842
Transportation Capital	-1,938,115	0	(1,938,115)
Public Art	54,151	15,000	69,151
Park Impact Fee	-133,569	930,000	796,431
Transportation Impact Fee	3,503,227	30,000	3,533,227
Swamp Creek Basin	-311,526	1,400,000	1,088,474
Transportation Benefit District	421,746	0	421,746
Sammamish Bridge Replacement	-2,024,097	0	(2,024,097)
Walkways & Waterways Debt Service	552,023	0	552,023
Real Estate Excise Tax	3,246,409	0	3,246,409
Kenmore Village	0	0	0
Park Capital	-1,389,448	0	(1,389,448)
Walkways & Waterways Bond	6,432,784	0	6,432,784
Surface Water Management	2,508,805	510,000	3,018,805
Surface Water Capital	-11,159	0	(11,159)
Public Works Shop Fund	-3,818	0	(3,818)
Strategic Reserve	490,731	850,000	1,340,731
Strategic Opportunities	3,051,468	0	3,051,468
Equipment Replacement	44,999	450,000	494,999
Trust & Agency	754,587	100,000	854,587
Totals	\$20,362,250	\$5,510,927	\$25,873,177

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

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City of Kenmore, Washington
Investment Schedule
October 31, 2020



		Average Yield to Maturity-Securities					Overall Average Yield	0.56%
Report by Security	Investment #	Type	Maturity Date	Purchase Date	Rate	Yield	Principal or Balance	Yield Equivalents
Morgan Stanley								
	3130AHFA6	FHLB	11/4/2022	11/4/2019	1.80%	1.80%	1,000,000.00	18,000.00
Total Morgan Stanley Purchases							1,000,000.00	18,000.00
Time Value Investments								
	3130AHV83	FHLB	1/22/2024	1/22/2020	1.78%	1.78%	1,001,154.00	17,820.54
	3133ELAU8	FFCB	11/25/2022	3/25/2020	1.71%	1.71%	1,510,054.50	25,821.93
	76116FAG2	RFCSP	1/15/2021	5/31/2018	2.50%	2.50%	999,718.18	24,992.95
Total TVI Purchases							3,510,926.68	68,635.43
Pacific Premier CD's								
	11495975	CD	8/10/2020	8/10/2019	2.50%	2.50%	1,000,000.00	24,970.00
Total Cascade Bank CD's							1,000,000.00	24,970.00
TOTAL ALL SECURITIES							\$ 5,510,926.68	\$ 111,605.43
					Banner Checking and Savings	0.03% Banner	5,444,732.13	1,633.42
					Pacific Premier Savings	0.28% Pacific Premier	3,152,288.39	8,826.41
					LGIP - Primary Account	0.19% LGIP	3,441,888.63	6,415.68
					LGIP - Bond Proceeds Account	0.19% LGIP	8,323,091.63	15,514.24
					Total Accounts		\$ 25,872,927.46	143,995.18

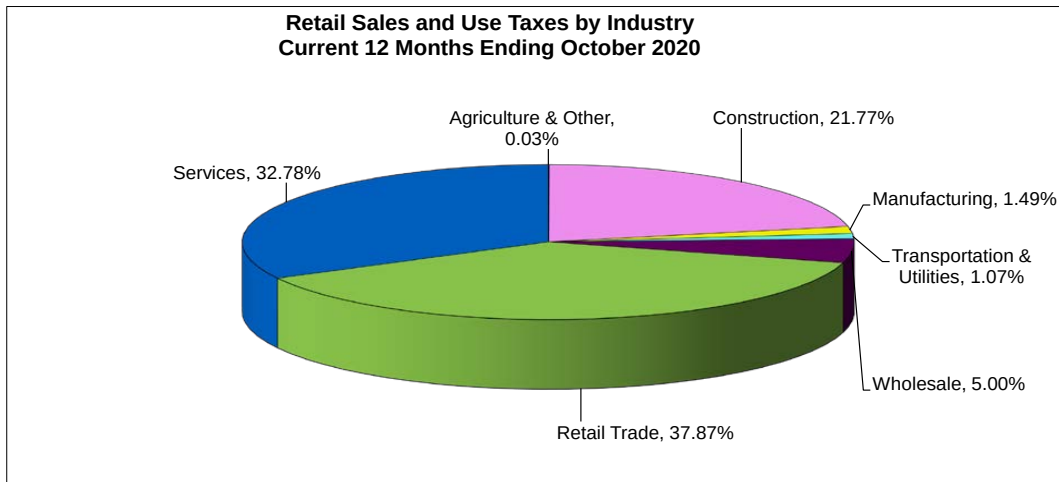
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 October 2020

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	23.15	0.00	23.15	0.0%
CONSTRUCTION	62,010.66	3,604.46	65,615.12	23.5%
MANUFACTURING	3,720.79	0.67	3,721.47	1.3%
TRANSPORTATION & UTILITIES	672.23	556.37	1,228.59	0.4%
WHOLESALE	13,070.21	137.91	13,208.11	4.7%
RETAIL TRADE	97,334.75	133.61	97,468.36	35.0%
SERVICES	79,230.71	293.66	79,524.37	28.5%
INFORMATION	8,679.39	49.55	8,728.94	3.1%
PUBLIC SERVICES	10.10	9,264.42	9,274.53	3.3%
	<u>264,751.99</u>	<u>14,040.64</u>	<u>278,792.63</u>	<u>100.0%</u>

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

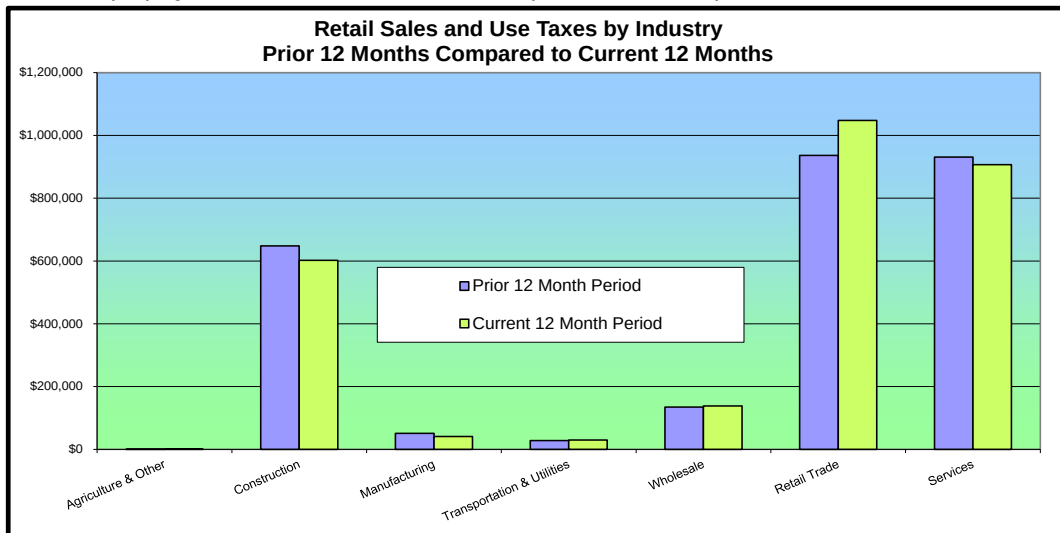


Industry	Prior 12 Months ending October 2019	Current 12 Months ending October 2020	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$624	\$701	12.35%	0.03%
Construction	647,822	602,251	-7.03%	21.77%
Manufacturing (Printing, Publishing, Other Manuf.)	51,228	41,193	-19.59%	1.49%
Transp/Comm/Utilities (Telecomm., Air Transport.)	28,023	29,598	5.62%	1.07%
Wholesale (Lumber, Other Wholesale)	134,903	138,217	2.46%	5.00%
Retail Trade (Eating, Merchandise, Food Stores)	936,450	1,047,823	11.89%	37.87%
Services (Auction, Recreation, Auto Repair, Financial)	931,209	907,130	-2.59%	32.78%
Totals	\$2,730,259	\$2,766,913	1.34%	100%
Increase/(Decrease)		\$36,654	1.34%	



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, 2020



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

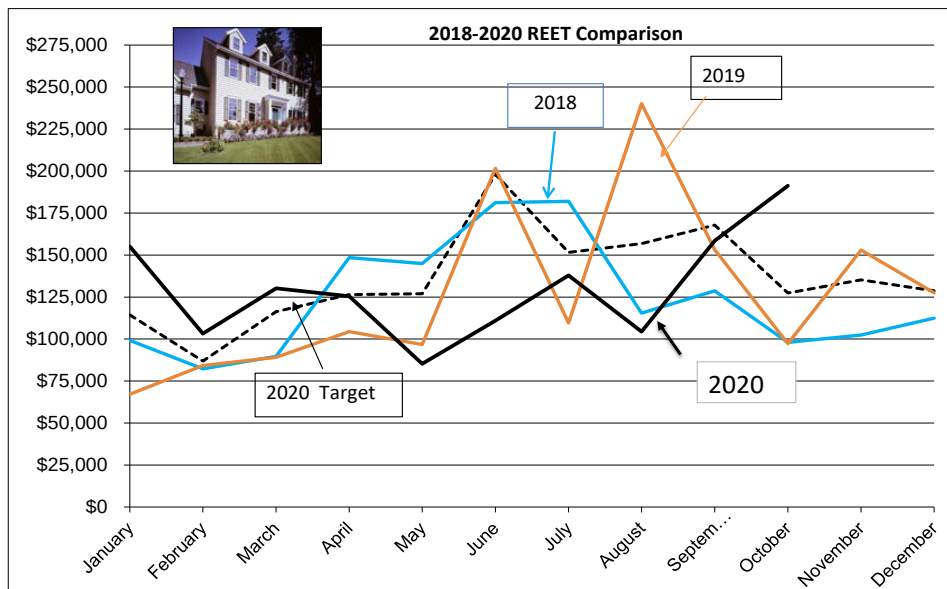
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Target 2020
January	176,657	99,205	67,141	155,141	114,335
February	94,134	82,263	84,215	103,270	86,871
March	170,086	89,698	89,106	130,207	116,297
April	126,245	148,514	104,430	125,508	126,396
May	139,422	144,906	96,756	85,257	127,028
June	211,430	181,182	201,666	110,913	198,093
July	163,138	181,974	109,538	137,879	151,550
August	114,754	115,421	240,124	104,386	156,766
September	221,719	128,704	153,174	158,479	167,866
October	186,805	97,998	97,291	191,229	127,365
November	150,187	102,373	152,965		135,175
December	146,159	112,490	127,473		128,707
	\$1,900,736	\$1,484,728	\$1,523,880	\$1,302,268	\$1,636,448

For 2020, REET is \$58,826 more than the same period last year and less than the 2020 target by \$70,299

* NOTE THE 2020 target is computed on a 3 year average (2017-2019) of actual receipts

Real Estate Excise Taxes (REET)
2017 - 2019 Property Sales > \$500,000
(30 Day Lag)

	2017	2018	2019	2020	2017	2018	2019
January	27,548,430	17,379,581	12,424,500	26,365,900	136,365	86,029	61,501
February	19,017,050	15,277,640	14,286,900	17,193,650	94,134	75,624	70,720
March	29,692,641	13,818,387	15,106,888	23,534,795	146,979	68,401	74,779
April	19,953,544	23,896,450	19,671,000	24,286,927	98,770	118,287	97,371
May	24,277,456	25,710,632	16,722,738	15,764,089	120,173	127,268	82,778
June	36,414,050	31,816,871	36,281,428	20,531,013	180,250	157,494	179,593
July	28,779,145	32,800,185	20,426,900	25,632,898	142,457	162,361	101,113
August	18,859,991	19,693,600	44,530,295	17,483,023	93,357	97,483	220,425
September	38,431,272	22,172,221	23,545,383	29,252,400	190,235	109,752	116,550
October	31,278,148	14,697,849	15,876,738	32,945,080	154,827	72,754	78,590
November		16,347,581	28,040,050		0	80,921	138,798
December	25,603,889	19,908,284	20,693,490		126,739	98,546	102,433
	\$299,855,616	\$253,519,281	\$267,606,310	\$232,989,775	\$1,484,286	\$1,254,920	\$1,324,651

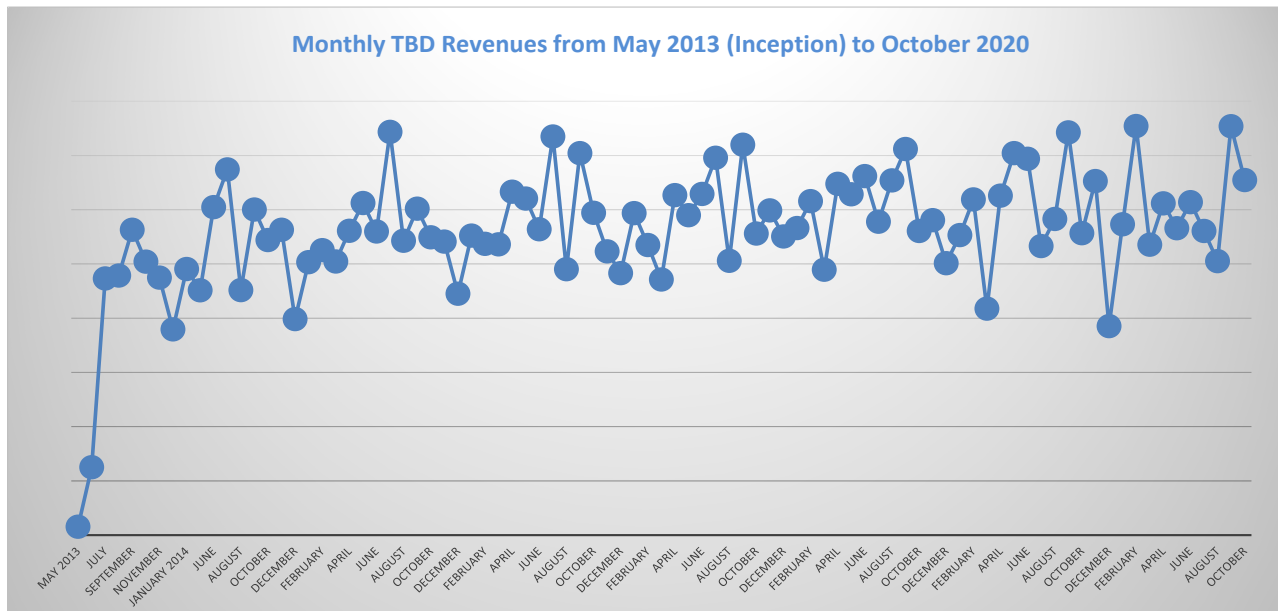


M:\Kenmore (I Drive)\Admin & Finance\Monthly Reports\2020\Oct 2020 REET

Kenmore Transportation Benefit District
Monthly Report
October 31, 2020



Revenues	October 2020	Biennium-to-Date	Percent of Budget	Biennium Budget
Vehicle Fees	32,729	659,839	92.94%	710,000
Investment Interest	20	5,547	69.33%	8,000
Total Revenues	\$32,749	\$665,386	92.67%	\$718,000
Expenditures				
Reimbursement to Street Fund	0	358,000	50.00%	716,000
Total Expenditures	0	358,000	50.00%	716,000
Net Income (Loss)	\$32,749	\$307,386		\$2,000



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CITY OF KENMORE

Council Rules and Procedures

Preamble Principles

4. The Council acts as a collective council body of the whole, to aid in and set policy direction. While individual councilmembers may wish to stand out and distinguish themselves, they must remember first and foremost that Direction and initiatives come from the collective body.
 - a. Individual credit and recognition for ideas and service is not sought out; rather, credit is directed to the collective organization.
 - b.
2. The Council direction comes from the Council dais. Policy discussion, requests for new things, etc. should not happen outside of the Council meeting.
3. The Council decides the policy direction (the "What"), while the City Manager determines the operational enactment of policies (the "How").
4. The Council should be frugal when contacting (emailing, texting, phoning) the City Manager directly. As noted in the Council rules, while the City Manager is accessible for thinking through policy issues, contact should be limited to regularly scheduled meetings with the City Manager and to Council meetings unless the question or policy issue relates to an immediately upcoming published agenda item.
5. Recognize that, Two times a year during the budget adoption and at the Council retreat the Council will give direction on workload and priorities is established two times per year: At budget adoption and at the retreat. While Acknowledging things do unexpectedly come up during the year, the majority of the work is set forth through this process. these set processes, plus daily City operations, is always ambitious and more than fills the time of staff. To support organizational health and morale, if a new initiative the following should be is to be considered when adopting a new item:
 - a. An corresponding item workload item will need to be shifted or deleted; and/or
 - b. A new resource will need to be added; and
 - c. The new item must be approval by a majority council consensus or vote.

Commented [CP1]: Councilmembers if wanting to serve on a committee or body, at times do seek options and opportunities and apply. Recognition for service is lead through the council, city, serving body, regional, state, or national body

Commented [CP2]: Recommended edits

Commented [CP3]: Policy discussion often occurs in 1-1's, example: clarification, past decisions; or in lobbying – all allowable under the law

Commented [CP4]: *This direction is in conflict with Council Rules indicate – City manager should be cc'd if contact with staff or department
*Example: Booking and approval for attendance at a conference with a fee,

Commented [CP5]: Recommended Edit
Reads Cleaner & Is More concise

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long-range planning (e.g. vision, zoning, development, and land use), federal and state mandates, to discuss and set policy direction for the City.

B. Structure of Meetings

1. All meetings shall be open to the public. Exception(s): Executive sessions as authorized by law (and noted in Council Rules and Procedures, Section 7, Executive Sessions); collective bargaining sessions; and related proceedings as described in RCW 42.30.140. Final action resulting from executive session, will be taken during an open public meeting as required by law.
2. Meetings will be orderly. They will allow respectful consideration for all viewpoints to be heard and considered. Meetings include councilmembers, city staff, consultants and residents; with the exception for executive session (Council Rules and Procedures Section 7, Executive Session).
3. Call to Order: Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
4. Meeting Types:
 - a. There will be 3 regular meetings per month on the 2nd, 3rd and 4th Monday evenings. If a regular meeting falls on a holiday, it will be held the next day, Tuesday, unless canceled by the City Council. There will be no regular meetings on the 1st and 5th Monday evenings.
 - b. Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed.
 - c. Executive sessions will be scheduled as needed.
 - d. Town Hall meetings will occur periodically as determined by the City Council.
 - e. Coffee-With-The-Council is an open forum for the public to discuss issues with Councilmembers. It is not intended to task the City Manager or City staff with new initiative or operational tasks. It occurs on the first Monday and the third Saturday of the month.
 - i. If no Councilmembers can attend, notification of the cancellation will be made.
 - ii. No more than 3 Councilmembers may attend. Coffee with the Council is not a legal public meeting.
 - iii. Service Requests: If specific operational issues are brought up by the public, they should be asked to fill out an online service request to property track, record, and manage the issue.

Council Rules and Procedures page 2

- f. Council direction on workload and priorities is set at the annual retreat in January. Budget retreats are scheduled in even years. Under special circumstances, an additional extended meeting may be necessary to adjust priorities and make long term plans for the City.
- 5. g. The Council has the prerogative to form an ad hoc committee(s) or workgroups of not more than 3 councilmembers to work on tasked or assigned issues that will be brought forward to the Council for consideration.
- 6. All public meetings are scheduled and noticed. Agendas will be prepared and made available in advance as required by State law (the Open Public Meetings Act). Meetings may be added or canceled as discussed and approved by the City Council.
- 7. Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or at special meetings with proper notification.
- 8. Meeting agendas with topics and corresponding relevant information will be available 10 days in advance whenever possible.
- 9. Regular, and special meetings will be recorded by the City Clerk or designee and posted within 72 hours.
- 10. Remote attendance and voting will be allowed as noted in Section 6.
- 11. Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Public Comments, shall be provided to the City Clerk and distributed as necessary.

C. Rules for Meetings

- 1. These rules constitute the official rules and procedures and code of conduct for the City Council.
- 2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
- 3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and State and federal laws, the State and federal laws shall govern.

Council Rules and Procedures page 3

4. In general, the City Council will follow Robert's Rules for "Formal Debate," including requiring a second for all motions and disallowing the Presiding Officer from making motions.
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Section 2. Order of Business Meetings

A. Call to Order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers. The Clerk will record the names of Councilmembers present and absent. The Clerk will also note the time of any late arrivals and early leave takings for the record.

B. Agenda Approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

C. Public Comments

1. Members of the public may only speak during the designated Public Comment period, or during a scheduled public hearing or a quasi-judicial hearing (as discussed in Section 8 below).
2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Public Comment period. This may include items such as:
 - a. Members of the public must sign the log prior to the Public Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.
 - b. They must state their name and city of residence.

Council Rules and Procedures page 4

- c. There is a 3-minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.
 - g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
 - h. Members of the public should refrain from booing, hissing, clapping, or making personal attacks during public comments, and throughout the meeting.
- 4. Each member of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
 - 5. No person may use the designated Public Comment period to support or oppose any candidate for public office or ballot measure in a manner that violates RCW 42.17A.555.
 - 6. The Presiding Officer will allow members of the public to return to their seats in the audience before responding to their presentations.
 - 7. There will be no two-way conversations between Councilmembers and members of the public.
 - 8. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council. However, if a public comment is about operational issues then the Presiding Officer should refer the resident to the main page on the City's web site where they can report a concern. Operational requests raised during Public Comment should not get special priority or attention.

D. Council Business Meeting

- 1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.
- 2. Council will discuss the issues and take action on them as appropriate.

12.

E. Councilmember Reports, Comments and Initiatives

1. Councilmembers may give reports, make comments and/or raise new topics or issues during "Councilmember Reports, Comments and Initiatives." No final action or direction to staff can be taken on comments or topics raised. **Exception: Position statement letters that otherwise support the city and council interest as they align with council retreat priorities, legislation and other.*
2. Each Councilmember will have 5 minutes for reports, comments and new topics/issues. Extra comments can be submitted in writing.
3. ~~In raising a~~ **To Raise a New Topic or Issue**, ~~the~~ a Councilmember must first present ~~it~~ the topic/issue as a concept, ~~that~~ includes a statement of how the topic or issue relates to existing City and Council goals and priorities; ~~or to~~ other important related Council discussions. *Then seek a second to discuss the topic.*
4. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
5. The Presiding Officer will direct discussion of the new topic/~~or~~ issue to determine ~~whether there if a~~ is majority is in support ~~or if a consensus has been achieved~~ to move it to a future agenda.
6. ~~After Discussion Vote: discussing the new topic or issue,~~ the City Council will vote or come to consensus on whether to move the topic or issue forward as a future agenda item.
7. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

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Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long-range planning, budgeting, federal and State mandates, City Manager recruitment, hiring, evaluation and termination, and approval of employee positions.

Council Rules and Procedures page 6

2. The City Council will not focus on administrative or operational issues and matters. If a Councilmember has an operational request (e.g., pothole, right-of-way vegetation, etc.), the Councilmember will be directed to use the Citizen Action Request (CAR) process, and such requests will be treated like any other request from a resident.
 - a. ~~The~~ City Manager and city staff do not accept vicarious operational requests from residents via Councilmembers, unless it is a safety or environmental hazard.
3. Comply with the laws, regulations and policies affecting operation of City government.
4. Use public office for public good, not personal gain.
5. Be independent, impartial and fair in judgments and actions.
6. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
7. Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.
8. Represent the City at local, State and ~~national forums~~.
9. Represent the City to its citizens.
10. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
11. Contact the City Manager only for questions and thinking through policy issues that are in immediately upcoming published agenda items. ~~Note that direction to perform any work cannot arise from these discussions, but rather needs to come from the collective body of the City Council.~~ (Questions and issues not pertinent to the immediately upcoming agenda should be raised at regularly scheduled 1-on1 meetings with the City Manager as indicated in Section 3.B.6).
12. ~~Interaction~~ with City staff and Consultants Through the City Manager, who is responsible for their duties and use of time. ~~*See the with the following-allowed exceptions:~~
 - a. **The Executive Assistant to the City Manager provides administrative support to the Council.** Councilmembers may contact the Executive Assistant directly for clerical and incidental administrative tasks such as processing reimbursements, making

Commented [CP9]: Format Edit Recommended – indented
Proper layout for secondary rule

Commented [CP10]: The City made Budget Changes through 2022
Adopted by council And will not cover travel.
Effectively- making this more difficult to attend
NCL Meetings, training and represent our city with federal officials.

Commented [CP11]: Grammatically correct - clearer

copies, calendaring, travel arrangements, and conference registrations.

- b. **The City Clerk** - Councilmembers may contact the City Clerk directly (cc: City Manager if by email) for incidental things relating to Council meetings, such as getting the right zoom link, getting a copy of a packet item, making sure they have the right chair, getting the battery changed out in their microphone, etc.

- c. **Department Heads** - Councilmembers may ask make routine questions inquires of city departments that otherwise are can be answerableed within a few minutes. *Examples may include: questions about items on upcoming Council meeting agendas; the city's existing development regulations and other city codes; the city's adopted budget; and administrative issues; and procedures. In these cases,

- i. Councilmembers can will direct their questions through to the head of department heads and cc' provided they include the City Manager in the communications.

- ii. If the department head determines that the Councilmember's question will take more than a few minutes to answer, they will seek guidance from the City Manager.

- iii. Councilmembers are not to contact department heads or other staff directly to direct work. *See the following prohibited examples: request research, policy analysis, changes in operations, priorities, or similar issues.

- d. Councilmembers may contact the City Attorney directly if needed for legal questions or concerns related to councilmember responsibilities or interactions that can arise when serving on committees, or interacting with the public - provided that the City Attorney may contact the City Manager for direction on workload priorities.

- e. Mayor/Deputy Mayor (or Presiding Councilmember) may can work directly with the City Clerk for obtaining signatures on Council-approved documents and other incidental matters pertaining to Council meetings.

- 13. Be attentive to/and interact with the public as indicated during Coffee with Council (1.B.4.e.), Public Comments (2.C.), Public Testimony (Section 8) and at other times when in the community. Residents often raise Policy or program ideas that may can be addressed in the following ways:

- a. New Policy Request/Interest - moves forward with a two councilmember sponsorship to the council collective body, If a

Commented [CP12]: By cc'ing the City Manager
Minor Recommended Edits

Commented [CP13]: Recommended Edits –
Cleaner concise & easier to read

Commented [CP14]: Recommended addition

Commented [CP15]: Recommended addition and edit

Commented [CP16]: Recommended prompt

- policy issue is raised is worth exploring, Councilmembers should bring ideas forward to the collective City Council with two councilmember sponsorship (see 2.B.), rather than to the city manager, (while also Attempting to best respecting acknowledge retreat-established priorities, and existing budget and work plans).
- b. **Proposal of Event or Love Note Project(s):** If a resident has an idea for a specific event or “love note”, the Councilmember should ask the resident if they are willing to plan and produce it, and then give them the contact information of the City’s recreation coordinator who may support it in the following two ways:
- Promotion of the event/love note through City’s normal communication channels (City will not design or produce flyers or other materials) and
 - Provision of City-owned physical location.
14. Councilmembers do not vicariously request operational city services or report operational concerns on behalf of residents, unless the issue or concern is an immediate safety or environmental hazard. Requesters should be directed to go through the Citizen Action Request process. If a requester says they tried the CAR process and did not get a response or received an unsatisfactory response, the Councilmember can bring it to the City Manager’s attention, and the City Manager will work through the department heads to resolve the matter.
15. **Use of Electronics, Hardware and Cell Phones:** Access City computers at the appropriate access level. A City computer/ such-as laptop, cell phone and key cards will be provided for City business, and it may is not be used for personal business.
- Cell Phone:** If a Councilmember wishes to have a City-provided cell phone for City use, one will be provided. Upon end of term, the cell phone is required to be returned to the city at the end of term.
 - Key Cards: Are provided to councilmembers for accessing the city council building and designated areas: including the main building, council chambers and executive chambers.**
 - All The** City devices (computer, laptops, cell phone, accessories and key cards) are the property of the City of Kenmore. City property and devices, will be returned to the City at the end of the term of office.

Commented [CP17]: Recommended edit, ie: cleaner and concise

Commented [CP18]: Recommended prompt

Commented [CP19]: Recommended edit, includes formatting edit

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Commented [CP21]: Missing element – recommended for inclusion

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Moved item down –
Cleans up the direction, and provides clarity.

B. City Manager Role

1. Serve as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.
3. Spend City funds per the City's adopted purchasing policies, which align with State and City laws.
4. Prepare agendas for meetings and retreats with input from the Mayor and/or Deputy Mayor.
5. Provide timely, useful information evenly and equally to all Councilmembers.
6. Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember. The main purposes for these meetings with 3 or less Councilmembers are for the City Manager to give updates and for Councilmembers to bring up questions. It is not a time for tasking the City Manager or ~~nor is it a time to direct the City Manager to implement new programs or policy initiatives or otherwise add any new work to the City Manager. That~~ Council direction comes from the council majority decision or consensus of the Council.
7. Prepare adequately for City Council meetings.
8. Meet with citizens as needed to solve problems and answer questions.
9. Interact with other public agencies to accomplish City Council goals and policies.
10. Respond to Councilmember questions and concerns equitably. Other than questions, Individual requests by Councilmembers should be directed through the collective body of the City Council; *Exception: Equitable access request to participate and attend continuing education or events otherwise requiring city manager approval.
- 13.
- 14.

C. Mayor and Deputy Mayor Role

1. Primary Role(s): Conduct and facilitate meetings; represent the City at local, State and national forums; and represent the City in a ceremonial capacity.

Commented [NH23]: I changed this back to require Mayor's approval of agendas. I know that hasn't been our normal practice, but I think we must recognize that these are Council meetings, and the Council (through the Mayor) should have final say on published agendas.

Commented [CP24]: This allows for balance in a published agenda, and the possibility of *acting mayoral role

Commented [CP25]: Recommended edit – cleaner and concise

Commented [CP26]: Problematic –
Example: *Equitable access to participate in and attend continuing education or events due to economic barriers otherwise require equitable city manager approval (this is an example of allowable individual request – as it directly address's reducing equitable access to reduce opportunity gaps in participation for the good of the council)

Commented [CP27]: Recommended Edit.

- a) Mayor or Deputy Mayor can delegate and/or assign a duty /or service to be carried out by task to an assigned councilmember (See council rules Section 3. C, part 5).

Commented [CP28]: Recommended for inclusion
Schedules get complicated – delegating tasks, serves the greater good.
Clean and clear.

2. Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.
3. Announce in advance public presentations, ceremonies and events that the Mayor is invited to attend.
4. Bring new issues to the City Council during Council Initiatives.
5. Request other Councilmembers to attend meetings in place of the Mayor when they cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. In the event that a City Manager resigns or leaves, the Mayor will work with the City Council to find a replacement using a recruitment agency.

Section 4. Vacancy and Leave of Absence

A. Purpose

This section provides guidance to the City Council on filling vacancies and appointing Pro Tempore when a Councilmember requests an extended leave of absence.

B. References

1. Chap. 42.12 RCW - Vacancies
2. RCW 35A.13.020 (and RCW sections cited therein) - Vacancies – Filling Councilmember Vacancies
3. RCW 35A.13.035 - Pro Tempore appointments
4. RCW 42.30.110(1)(h) – Executive Session Allowed to Evaluate Qualifications of a Candidate for Appointment to Elective Office
5. RCW 42.30.060 - Prohibition on Secret Ballots

C. Definitions

1. A "vacancy" occurs on the happening of any event identified in RCW 42.12.010, as amended, which includes resignation, removal, forfeiture, permanent incapacity or death of a Councilmember.

2. "Leave of absence" means a temporary interval when a Councilmember is unable to serve due to extended excused absence or incapacity, but expects to return to full service prior to the end of his or her term of office.
3. "Permanent incapacity" means a physical or mental incapacity that is reasonably expected to prevent the Councilmember from returning to full service (including but not limited to attending consecutive regular meetings of the council) prior to the end of his or her term of office.

D. Leave of Absence

The remaining Councilmembers, by a simple majority vote, may grant a leave of absence to a Councilmember upon receipt and approval of a written request.

E. Filling of Vacancy or Appointment of Councilmember Pro Tempore

1. Upon receiving notice of an upcoming vacancy or the occurrence of a vacancy, the remaining Councilmembers, by a simple majority vote, shall fill the vacant position using one of the following procedural options:
 - a. Appoint a candidate to fill the vacant position without the process described in Section F below;
 - b. Appoint a candidate to fill the vacant position according to the process described in Section F below; or
 - c. Appoint a candidate to fill the vacant position using another process based on the circumstances at the time of the vacancy and the needs of the City Council.
2. After a leave of absence is approved, the remaining Councilmembers, by a simple majority vote, shall select one of the following options:
 - a. Leave the position unfilled during the leave of absence;
 - b. Appoint a Councilmember Pro Tempore by a simple majority vote, without the process described in Section F below;

- c. Appoint a Councilmember Pro Tempore according to the process described in Section F below; or
- d. Appoint a Councilmember Pro Tempore using another process based on the circumstances at the time of the leave of absence and the needs of the City Council.

The Councilmember who is vacating his or her position, or seeking temporary leave of absence, shall not participate in the appointment process.

F. Application Process

1. If one of the following events occur: a) the City Council receives notice of an upcoming vacancy, b) a vacancy occurs, or c) City Council determines to appoint a Councilmember Pro Tempore, the City Council shall direct staff to begin the Councilmember application process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.
2. The City Clerk's Office shall prepare and submit an advertisement to the newspaper of record, with courtesy copies to all local newspapers, which announces the vacancy consistent with the requirements necessary to hold public office. This advertisement shall contain such information that the City Council deems appropriate.
3. The applicant must be a registered voter of the City of Kenmore, have a one-year ~~two-year~~ continuous period of residency in the City of Kenmore, and hold no other public office or employment under the City of Kenmore government.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form must include the question: "Is there anything in your background that would bring discredit to this city if appointed?" The application form must also require the applicant to complete and file a Washington State PDC Form F-1. The City Clerk's Office shall make the applications available at Kenmore City Hall and such other locations that the City Council directs, if any.
5. The City Clerk's Office shall distribute to all Councilmembers the applications received by the deadline. The applications shall be

Commented [CP29]: Recommended edit –
Matches King County Elections & WA State Elections
guideline

Council Rules and Procedures page 13

accompanied by any additional information submitted by the applicant and obtained by the City Clerk's Office, such as endorsements, letters of reference and other pertinent materials.

G. Interview Process

1. The City Council will determine which applicants will be interviewed according to qualifications submitted.
2. The City Clerk's Office shall notify the selected applicants of the location, date and time of City Council interviews.
3. Prior to the date and time of the interview, the Mayor shall accept one interview question from each Councilmember.
4. Prior to the interview, the City Clerk shall obtain and provide to the Councilmembers a Criminal Check for the applicant.
5. The applicant's order of appearance shall be determined by a random lot drawing performed by the City Clerk.
6. Each interview of an applicant shall be no more than 30 minutes in length. At the interview:
 - a. The applicant shall present his or her credentials to the City Council.
 - b. The City Council shall ask the predetermined set of questions.
 - c. If agreed to by the City Council, Councilmembers may ask and receive answers to miscellaneous questions.

H. Voting Process

1. Upon completion of the interviews, Councilmembers may convene into Executive Session to evaluate the qualifications of the applicants; however, all interviews, nominations and votes taken by the Councilmembers shall be in open public session.
2. In voting on the applicants, the City Council shall follow *Robert's Rules of Order Newly Revised*.

3. The position shall be filled by the applicant receiving a majority vote of the remaining members of the City Council. Thus, balloting will continue until an applicant receives a majority of four votes.
4. At any time during the balloting process, the City Council may postpone balloting until a special or regular meeting if no applicant has received a majority of four votes.
5. The Mayor shall declare the applicant receiving a majority of four votes as the new Councilmember or Councilmember Pro Tempore, and they shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

I. Deadline for Filling Permanent Vacancies

Permanent vacancies must be filled within ninety (90) days following the occurrence of the vacancy.

J. Term of Office

1. The new Councilmember shall serve the portion of the unexpired term until his or her successor takes office, pursuant to State law.
2. A Councilmember Pro Tempore appointed to serve during a leave of absence of a Councilmember shall serve only until such time as the Councilmember resumes his or her duties.

Section 5. Council Conduct

A. Purpose

This section sets forth a Code of Conduct for Councilmembers regarding ethics and conflicts of interest, and the Councilmembers' treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. Code of Ethics and Conflicts of Interest

1. Upon election or appointment, Councilmembers should review Chapter 42.20 RCW, Misconduct of public officers; Chapter 42.23 RCW, Code of Ethics for Municipal Officers – Contract Interests; Chapter 42.30 RCW, Open Public Meetings Act; and Chapter 42.36 RCW, Appearance of Fairness Doctrine.

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2. No Councilmember may use his or her position to secure special privileges or exemptions for himself, herself, or others. See RCW 42.23.070. In addition, except for incidental electronic and telephone communication, Councilmembers shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for other than a City purpose.
3. No Councilmember may accept employment or engage in business or professional activity that the Councilmember might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position. See RCW 42.23.070(3)
4. Councilmembers owe a fiduciary duty to the public and are required by law to maintain confidentiality with regard to certain information gained through their official positions. Therefore, no Councilmember may disclose confidential information gained by reason of the Councilmember's position, nor may a Councilmember otherwise use such information for his or her personal gain or benefit. See RCW 42.23.070(4).
5. If a Councilmember participates in litigation contrary to an official City position or action as adopted or ratified by a majority of the City Council, the Councilmember shall recuse himself or herself and not participate in any vote, deliberation or executive session, or receive confidential information regarding further consideration or action in that matter, once litigation regarding the matter has been served or filed. The fact that a Councilmember voted in opposition or expressed in his or her official duties an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or nonparticipation.

Once litigation has been served or filed, communication regarding the case with anyone other than City staff, the City Attorney or outside legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation. Councilmembers shall not in their official capacity make any comment, provide any information or otherwise involve themselves in the matter without the assistance and advice of the City attorney or outside legal counsel.

6. It shall be an appearance of conflict, which must be disclosed, (1) for any Councilmember to acquire or seek to acquire an interest in property that the City is actively seeking to acquire or has stated its intent to acquire, (2) for any Councilmember to acquire or seek to acquire an interest in

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property that is immediately adjacent to such property, or (3) for any Councilmember to benefit personally by the City's acquisition or non-acquisition of such property.

7. No Councilmember shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of the Councilmember, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. See RCW 42.23.030. This section shall not apply in the following cases (See RCW 42.23.030):
 - a. The furnishing of utility services by the City at the same rates and on the same terms as are available to the public generally;
 - b. The designation of public depositaries for City funds;
 - c. The publication of legal notices required by law to be published by the City, upon competitive bidding or at rates not higher than prescribed by law for members of the general public; or
 - d. Any other exception provided for by law.
8. A Councilmember may not vote in the authorization, approval, or ratification of a contract in which they are beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. See RCW 42.23.030. The interest of the Councilmember must be disclosed to the Council and noted in the official meeting minutes before the formation of the contract. See RCW 42.23.030.
9. A Councilmember is not interested in a contract, within the meaning of subsections 7 and 8 above, if the Councilmember has only a remote interest in the contract. A "remote interest" means:
 - a. That of a non-salaried officer of a nonprofit corporation.
 - b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
 - c. That of a landlord or tenant of a contracting party; or
 - 10.d. That of holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.
11. If a Councilmember has a remote interest in a contract, the City Council may authorize, approve or ratify the contract, despite such remote interest, provided that the following conditions are satisfied:

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- a. The Councilmember with the remote interest fully discloses the nature and extent of the interest, and the disclosure is noted in the official meeting minutes before the contract is made.
 - b. The City Council authorizes, approves, or ratifies the contract after that disclosure and notation.
 - c. The City Council's authorization, approval, or ratification is in good faith.
 - d. Where the votes of a certain number of Councilmembers are required to authorize, approve or ratify the contract, the vote requirement is met without counting the vote of the Councilmember who has the remote interest.
 - e. The Councilmember having the remote interest does not influence or attempt to influence any other Councilmember to enter into the contract.
12. Any contract made in violation of the restrictions and requirements of subsections 7 through 10 above is void and the performance thereof, in full or in part, by a contracting party shall not be the basis of any claim against the City. See RCW 42.23.050.
13. Any Councilmember violating the provisions of subsections 7 through 10 above, subsection 13 below, or RCW 42.23.070 shall be liable to the City for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the Councilmember by law. See RCW 42.23.050. In addition, a violation by a Councilmember of subsections 7 through 10 above or RCW 42.23.070 may be grounds for forfeiture of his or her office. See RCW 42.23.050.
14. Councilmembers shall not receive from or give to any person or entity anything of monetary value (hereafter referred to as "gifts") where the gifts have been received or given, or to a reasonable person would appear to have been received or given, with intent to give or obtain special consideration or influence as to any action by the Councilmember in his or her official capacity ("prohibited gifts"); provided, that nothing shall prohibit campaign contributions which are solicited or received and reported in accordance with applicable law.
15. The gifts listed below are presumed not to be prohibited gifts. However, this presumption is rebuttable and may be overcome based on the circumstances surrounding the receipt or giving of the gift.

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- a. Unsolicited flowers, plants and floral arrangements;
- b. Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
- c. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- d. Unsolicited items received by a Councilmember for the purpose of evaluation or review, if the Councilmember has no personal beneficial interest in the eventual use or acquisition of the item;
- e. Informational materials and publications related to the Councilmember's performance of official duties;
- f. Food and beverages consumed at hosted receptions where attendance is related to the Councilmember's duties for the City;
- g. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental or community organization, where attendance by the Councilmember is related to the Councilmember's duties for the City;
- h. Unsolicited gifts from dignitaries from another city, state or foreign country, as long as the Councilmember gives the gift to the City;
- i. Food and beverages on infrequent occasions in the ordinary course of meals where attendance by the Councilmember is related to the Councilmember's duties for the City;
- j. Any gift which would have been offered or given to the Councilmember if they were not a Councilmember; and
- k. Payments by a governmental or nongovernmental entity of reasonable expenses incurred by the Councilmember in connection with a speech, presentation, appearance, or trade mission made in an official capacity.

C. General Courtesy Expectations

- 16. 1. Be courteous, respectful, kind and professional at all times with everyone.
- 2. Be honest and truthful.
- 3. Act with integrity and in good faith.
- 4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.

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5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
7. Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order. ~~Exception if the full round has been completed and added clarification or input needed/requested by a councilmember prior to a vote. by consent of a majority of the Councilmembers present at the time the motion is before the City Council.~~
8. Comments will be limited to 3 minutes at a time.
- ~~9. Refrain from asking staff to advertise individual achievements (e.g., classes, awards, being the first of a class of people) through City events or communications (newsletters, press releases).~~
10. Refrain from using social media to discuss Council deliberations or other Council business, as this 'dialogue' creates an un-trackable set of public records. Social media may be used to provide unidirectional information about upcoming agenda items and to encourage public engagement.
- 15.11. Refrain from emailing the Council as a body (i.e., ci_council@...) with anything that might prompt a group response or requests new action as this may create a dialogue subject to the Open Public Meetings Act. Councilmembers may email the Council as a body if the email simply provides information.
12. Council Discussion: Is a Time For Sharing Of Information and Inquiries Not Debate. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order."
 - a) Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff and City consultants.
- ~~16.~~ 14. If any Councilmember has a complaint against a fellow Councilmember, the City Manager, or a staff member, they will follow city procedures to resolve the issue. They will not broadcast the issue on social media ~~or to the~~ public news media, before an evaluation has been done and a conclusion has been reached.
15. Treat City staff in a polite and professional manner.

Commented [CP30]: This is unnecessary. We celebrate awards and recognitions as it highlights the quality good work our members achieve. This brings positive attention to our community and greater awareness of our community and serves a greater good.

Achievements and awards are celebrated by the organizations given and bring attention to our council for doing good work within the state and region. Bringing pride to our city.

Commented [CP31]: Recommended edit.

16. Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

17.

D. Respect in Regard to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers must not seek out members of the media to express thoughts about a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.
4. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
5. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the Councilmember's personal viewpoint or opinion.
6. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

E. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech, as stated in the U.S. Constitution and as interpreted by the courts, and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes, but is not limited to, the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.

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- b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
- c. Modifying, revising, altering, or editing any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
- d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:
 - (i) Contacting City staff, other than as authorized by these rules or by final action of the City Council or by the City Manager, which contact materially limits a City staff member's ability to complete work assigned by the City Manager or by final action of the City Council; or
 - (ii) Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts the efficient operations of the City.
- e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager.
- f. Representing to citizens, other public agencies, or other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but that will be acted upon by the City Council.
- g. Discussing or disseminating information from an executive session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.

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- i. Making verbal or written contact with State, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in this policy and in Chapter 42.23 RCW. Recusal must be used when there is a conflict of interest. (See Section 5, B: Code of Ethics and Conflicts of Interest)
- k. Councilmembers are discouraged from engaging in acts of intimidation, discrimination, bullying, bias or hate acts towards another fellow councilmember; while acting in the role of a councilmember; when representing the city or when engaging the public; or when performing other public service duties designated or assigned to their council role.

Commented [CP32]: Recommended for inclusion
Anti-discrimination/ Anti bias direction

F. Sanctions

1. The Council has power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.
2. The Council may punish a member for violation of these rules by: a verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.
3. The Presiding Officer may give a verbal admonition.
4. Other punishments not mentioned in Section 5.F.-2. require the affirmative vote of 5 members of the City Council.
5. A censure is a statement by 5 members of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 6. Remote Attendance and Voting

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone or video is contained

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in this section. In the event of a declared state of emergency, several or all of the Councilmembers may attend the meeting remotely.

B. Frequency

With the exception of a declared State of Emergency, Councilmember attendance via speakerphone or video is limited to 3 times in a calendar year, but the City Council, by majority vote, may allow additional attendance by speakerphone or video.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone or video to allow time for preparation of the speakerphone or video components and of the agenda items to be attended via speakerphone or video.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The video and audio components of videoconferencing should be visible and audible to all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
 - a. "Councilmember _____ is attending via speakerphone/ video for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you (see and) hear me?" (There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk (see and) hear Councilmember _____?"
4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
5. Each agenda item being attended via speakerphone or video shall be introduced and acknowledged in the same manner as set forth above. In the event that the Councilmember or Councilmembers are attending the entire meeting remotely, the introduction and acknowledgement only needs to be done once for the entire meeting, instead of for each

Commented [CP33]: Q – Are there any options to this rule?
Consideration for medical emergencies,
Or a car breaking down?

Would a councilmember be able to attend by remote location via video, virtually or via phone for the entire meeting?

individual agenda item. The City Clerk's roll call at the beginning of the meeting will suffice as indication that the person can be heard and seen.

6. After all agenda items being attended via speakerphone or video have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember, _____ thank you for your attendance via speakerphone/video. The remote connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone/video has been terminated."

Section 7. Executive Sessions

A. Topics for Executive Session Discussions

The topics that may be discussed in executive sessions are set forth in RCW 42.30.110. Executive session topics include, but are not limited to, the following:

1. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
2. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.
3. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.
4. Receipt and evaluation of complaints or charges against a public officer or employee.
5. Evaluation of qualifications of an applicant for public employment.
6. Review of the performance of a public employee.
7. Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).
8. Discussion of collective bargaining sessions with employee organizations.
9. Consideration of matters affecting national security.

B. Confidentiality of Executive Session Discussions

Topics discussed in executive session must not be discussed outside of the executive session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or

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matter, designated legal counsel, and others attending the executive session at the invitation of the City Council). Councilmembers shall keep all executive session information and discussions confidential to ensure that the City's interests are not compromised.

C. Procedure

1. **Announcement of Executive Session:** The Presiding Officer must announce the executive session by stating: "The City Council is recessing into an executive session pursuant to RCW_____(e.g. "RCW 42.30.110(1)(a)) regarding_____. (e.g., review of the performance of a city employee). The executive session is expected to last for ____ minutes (hours)."
2. **Action or No Action via Executive Session:** If the executive session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action or take no action when the meeting reconvenes.
3. **Extending Executive Session:** If, during the executive session, the Presiding Officer believes that the executive session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the number of minutes that the executive session will be extended, **then return to the executive session.**
4. **Concluding Executive Session:** The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is **now concluded completed.**"
5. At the close of the executive session or the meeting at which the executive session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the executive session, including extensions.

Commented [CP34]: Clean Clear and Designated – easy to read prompt

Commented [CP35]: Clean clear and designated – easy to read prompt

Commented [CP36]: Recommended amendment
Clean ,clear, designated.

Commented [CP37]: Recommended amendment
Clean, clear, designated

D. Written Material

1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
2. Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City Manager is not in attendance), prior to the end of the executive session. No paper or document will be removed by a Councilmember from the executive session, unless the City Manager, or the Presiding Officer (if the

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City Manager is not in attendance), determines that the paper or document may be removed from the executive session.

3. Written notes taken by any attendee of an executive session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the executive session.
4. Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.
- 17.

Section 8. Public Testimony

A. Public Comment Rules in Regular and Special non-Executive-Session Business Meetings are delineated in Section 2.B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments about the specific topic of the hearing, in contrast to general Public Comment (Section 2.C) which may be about any topic pertaining to City business.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Public Comments.
4. A person who testifies shall state his or her name, city of residence and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public wishing to speak have had an adequate opportunity to speak, and the Councilmembers have had an opportunity to ask City staff questions regarding the staff presentation and/or the public comments, the Presiding Officer shall declare the public hearing closed. The City Council may by, majority vote, continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

C. Quasi-Judicial Matters

1. Council will follow Chapter 42.36 RCW for application of the "Appearance of Fairness Doctrine," which holds that quasi-judicial matters must not only be fair in practice but must also have the appearance of fairness.

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2. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising comprehensive, community or neighborhood plans, land use planning documents, area-wide zoning ordinances and are-wise zoning amendments.
3. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
4. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
5. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 9. Waiver / Effect of Waiver of Rules

- A. These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive any of these rules, unless otherwise inconsistent with applicable law.
- B. In case of conflict between current law, and these Rules and Council Procedures, current law shall prevail.

Commented [CP38]: *This statement is partially correct.

Commented [CP39]: Recommended correction and suggested edit

Commented [NH40]: Is this necessary? Seems already covered under Section 1.C.3?