

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 & Regular Meeting Agenda

December 13, 2021 - 6:20 PM

VIA ZOOM - LINK:<https://us02web.zoom.us/j/83589155296>

US: +12532158782,,83589155296# or +13462487799,,83589155296#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 835 8915 5296

I. CALL SPECIAL MEETING TO ORDER - 6:20 PM

II. EXECUTIVE SESSION

- A. Pursuant to RCW 42.30.110(1)(b), the City Council will now enter a closed executive session to consider real estate acquisition.

III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

IV. ADJOURN SPECIAL MEETING

V. CALL REGULAR MEETING TO ORDER - 7 PM

VI. ROLL CALL

VII. FLAG SALUTE

VIII. AGENDA APPROVAL

IX. PRESENTATION

- A. Recognition of Pastor Anja Helmon and Northlake Lutheran Church
- B. Beautify Bonney Lake with Chair Todd Dole
<https://www.beautifybonneylake.org/index.php>
[Presentation - BBL Celebration 2021](#)

X. PUBLIC COMMENTS

- A. We want to welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. All comments must be addressed to the Mayor and City Council. Please use the "raise hand" feature if you wish to speak. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we

confirm that we can hear you. Please state your name, city of residence for the record and keep your comments to the allotted time. Your time cannot be granted to another and your clock time will not be reset unless there are extenuating circumstances *and* the Presiding Officer has expressly allowed it. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make future decisions as those are quasi-judicial matters, and Councilmembers must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

XI. CONSENT AGENDA

- A. Approve Minutes:
[City Council November 22, 2021 Regular Meeting Minutes](#)
[City Council November 30, 2021 Special Meeting Minutes](#)
- B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/19/21 in the amount totaling \$177,658.54 and an ACH Payment to KBA INC. in the amount of \$78,124.13, and Payroll Check #10176 Dated 11/19/2021 in the amount of \$147.28.
[Voucher Approval Report Dated 11/24/21](#)
- C. Receive and File October 2021 Financial Report
[Agenda Bill - October, 2021 Financial Report](#)
- D. Authorize the City Manager to execute a contract with Parametrix to update the Transportation Element of the Comprehensive Plan in an amount not to exceed \$360,000.
[Agenda Bill - Parametrix Contract Approval - 2024 Transportation Element](#)

XII. PUBLIC HEARING

- A. Temporary Use Permit - Interim Public Works Shop, presented by Development Services Director Bryan Hampson
[Agenda Bill - Public Works Temporary Use Permit](#)
[Exhibit A Project Narrative Updated 10.30.20](#)
[Exhibit B Site Location Map](#)
- B. Temporary Use Permit - 15036 70th Avenue NE ("Station 54"), presented by Development Services Director Bryan Hampson
[Agenda Bill - Station 54](#)
[Exhibit A Approval Letter](#)
[Exhibit B Vicinity Map](#)

XIII. BUSINESS AGENDA

- A. Temporary Use Permit - Interim Public Works Shop, presented by Development Services Director Bryan Hampson, *for Approval*

[Agenda Bill - Public Works Temporary Use Permit](#)
[Exhibit A Project Narrative Updated 10.30.20](#)
[Exhibit B Site Location Map](#)

- B. Temporary Use Permit - 15036 70th Avenue NE ("Station 54"), presented by Development Services Director Bryan Hampson, *for Approval*
[Agenda Bill - Station 54 TUP](#)
[Exhibit A Approval Letter](#)
[Exhibit B Vicinity Map](#)
- C. American Rescue Plan Act Direct Cash Assistance Update and Recommendations, presented by Assistant City Manager/ ARPA Administrator Stephanie Lucash, *for Action*
[City Council Agenda Bill - ARPA Direct Cash Assistance Update and Recommendation](#)
[ARPA Direct Cash Assistance Presentation to Council](#)
- D. American Rescue Plan Act Community Engagement Plan and Project Ideas, presented by Assistant City Manager/ ARPA Administrator Stephanie Lucash, *for Discussion*
[City Council Agenda Bill - ARPA Community Engagement Menu of Project Ideas - December 2021](#)
[ARPA Memo to Council - 20210726](#)
[ARPA Presentation to Council](#)
- E. Farmer's Market Proposal, presented by Assistant City Manager Nancy Ousley, Events Planner Nicole Suarez, and Volunteer and Events Supervisor Stephanie Brown, *for Action*
[Agenda Bill - Farmers Market December 13](#)
[Council Presentation Farmers Market December 13, 2021](#)
[Historical Agenda Bill - Agenda Item November 8, 2021](#)

XIV. STAFF REPORT

XV. COUNCILMEMBER REPORTS & COMMENTS

XVI. ADJOURNMENT

UPCOMING MEETINGS:

- A. December 14, 2021 - Legislative Delegation Sendoff Event
December 20, 2021- Special and Regular Meeting
January 7-8, 2021 - Council Retreat



CELEBRATION INDOOR DRIVE IN 2021

Welcome to our Celebration Drive In!!

Thank you to Teeter for Hosting!!

RENEW BONNEY LAKE

**TOGETHER WE
BEAUTIFY**

THANK YOU!!

**Emily Dole
Lillian McGinnis
Board Members
Volunteers
Sponsors
TEETER**

BOARD OF DIRECTORS

Lillian McGinnis

Justin Evans

Todd Dole

Jim Bouchard

Tom Watson

Gary Leaf

Dawn Day

Ady Brower

Grant Sulham

Kerri Hubler

Randy McKibbin

Jessica Bennion

2021 BBL HIGHLIGHTS

LILLIAN MCGINNIS



SIFTERS PROJECT

TEAM LEADER
MICHAEL ROWLEY





MIDTOWN PARK

TEAM LEADERS

ETHAN IRISH & TIFFANIE BRASHEARS



FIT FOR YOU
FITNESS TRAIL
10 Stations/3 Fitness Levels

Low Impact	Break A Sweat	Push Yourself
Walk Trail & Perform Low Impact Exercise	Jog Trail & Perform Exercise	Run Trail & Perform Exercise

Made Possible By Beautify Bonney Volunteers And Eagle Project Lead By Ethan Irish and Troop 501

2 **FIT FOR YOU** FITNESS TRAIL
SQUATS
Low Impact
Toe Touches

3 **FIT FOR YOU** FITNESS TRAIL
HIGH KNEES
Low Impact
High Knees

5 **FIT FOR YOU** FITNESS TRAIL
JUMPING JACKS

6 **FIT FOR YOU** FITNESS TRAIL
ROCKET BLASTS

1 **FIT FOR YOU** FITNESS TRAIL
SIDE JUMPS
Low Impact
Side Steps

4 **FIT FOR YOU** FITNESS TRAIL
LUNGES
Low Impact
Calf Raises

7 **FIT FOR YOU** FITNESS TRAIL
SIDE LUNGES



RENEW BL PROJECT

TEAM LEADER

ADY BROWER & JESSICA BENNION





ARTS COMMISSION GARBAGE CAN PROJECT

TEAM LEADER GLORY CANCRO



DOG PARK

TEAM LEADER
GRANT SULHAM



PUBLIC SAFETY BUILDING

TEAM LEADER
TAPCO CREDIT UNION

ADDITIONAL 2021 SITES

ASCENT PARK

MAIN STREET

LIONS 4 KIDS HOUSE

POST OFFICE

ART PARK

KEN SIMMONS PARK

POST OFFICE

ALLAN YORKE PARK

SENIOR CENTER

CEDARVIEW PARK

COMMUNITY GARDEN

VICTOR FALLS



OUR SPONSORS

2021



REST IN PEACE FRIEND



HEAVY HITTER AWARD

2021



GRANT SULHAM

2021 RECIPIENT



LILLIAN MCGINNIS

SERVICE AWARD



GARY LEAF

2021 RECIPIENT



TOM WATSON
2021 RECIPIENT

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
November 22, 2021**

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

CALL MEETING TO ORDER:

Acting Mayor Nigel Herbig called the virtual meeting to order at 7 :00 p.m.

PRESENT:

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

Staff: City Manager Rob Karlinsey
Assistant City Manager Nancy Ousley
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Environmental Services Manager Richard Sawyer
Finance & Administration Director Leticia Salcido

Speaking Guests: Brittany Caldwell, Bothell/Kenmore Business Alliance
Steve Holmes, Bothell/Kenmore Business Alliance
John Adamski, Kenmore Resident
John Peebles, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Carl Michelman, Kenmore Business Owner
Vicki Grayland, Kenmore Resident
David Morton, Redmond Resident

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APPROVAL

The agenda was approved as presented.

PRESENTATION

Bothell Kenmore Chamber of Commerce CEO Brittany Caldwell introduction Steve Holmes, the new Chairperson of the Kenmore Business Alliance.

PUBLIC COMMENT

The Council took comments from the public from approximately 7:06 pm to 7:28 pm.
Timestamped link included here: <https://youtu.be/EDhZchsza9k?t=366>

CONSENT AGENDA

- A. Approve Total Check #s 48442 through 48523 totaling \$1,749,676.09 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/05/21 in the amount totaling \$174,317.36 and an ACH Payment to Thomco Construction in the amount of \$511,076.77, and ACH Payment to KBA INC. in the amount of \$82,261.79, and ACH Payment to Road Construction NW in the amount of \$91,152.59
[Voucher Approval Report Dated 11/12/21](#)
[Vendor Purchasing Report](#)
- B. Adopt Ordinance 21-0531 for the 2021 Road Standards and Amendment to Chapter 12.50 of the Kenmore Municipal Code
[Agenda Bill - Road Standards 2021](#)
[Exhibit A Ordinance 21-0531- Road Standards](#)
[Exhibit B KMC 12.50 Revisions](#)
[Exhibit C 2021 Road Standards](#)
[Exhibit D Traffic Calming Program Policy](#)

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

BUSINESS AGENDA

- A. Climate Action Plan Strategies and Action, presented by Environmental Services Manager Richard Sawyer, *for Adoption*
[Agenda Bill- Climate Action Plan Update](#)
[Phase 2 - Engagement Summary](#)
[Strategic Actions Memorandum](#)

Environmental Services Manager, along with his Angela Pietschmann and Mike Chang of Cascadia Consulting Project presented the revised Climate Action Plan strategies and actions. The Council offered several recommendations, and City staff agreed to bring back another draft for review and approval later.

PUBLIC HEARING

- A. Mid-Biennial Budget Amendments 2021-2022, presented by Finance and Administration Director Leticia Salcido
[Agenda Bill - Biennial Budget Amendments and Attachments](#)

Finance and Administration Director Leticia Salcido presented the Mid-Biennium Budget Amendments. Acting Mayor Nigel Herbig opened the Public Hearing at 7:39 PM. One person

testified; linked here: <https://youtu.be/EDhZchsza9k?t=5942>. Public Hearing was closed at 7:44 pm.

BUSINESS AGENDA CONTINUED

- A. Ordinance 21-0540, Amending the 2021-2022 Biennial Budget and Salary Plan for 2022, presented by Finance and Administration Director Leticia Salcido, *for Adoption*
[Agenda Bill- Biennial Budget Amendments and Attachments](#)

Ms. Salcido clarified that the budget amendments as presented do not include a proposed a 1% property tax levy; a levy would need to be adopted by Council first.

MOTION: Councilmember Srebnik moved to adopt Ordinance 21-0540 amending the 2021-2022 Biennial budget and approving a 6.3% wage increase and Salary Plan for 2022. Councilmember O’Cain seconded the motion.

VOTE: 6 For, 0 Against, 0 Abstain. MOTION CARRIED.

- B. Ordinance 21-0538, Approving a 1% Property Tax Levy, presented by Finance & Administration Director Leticia Salcido, *for Adoption*
[Agenda Bill - Property Tax Levy and Attachments](#)
[Version B - Ordinance 21- 0538 Approving a 0% Property Tax Levy](#)

MOTION: Councilmember O’Cain moved to adopt Ordinance 21-0538 adopting the 1% property tax. Councilmember Pfeil seconded the motion.

VOTE: 5 For, 1 Against, 0 Abstain. MOTION CARRIED.

- C. Ordinance 21-0539, Setting 2021 Excess Property Tax Levy for the Purpose of Paying Debt Service on the Walkways and Waterways Unlimited Tax General Obligation Bonds, presented by Finance and Administration Direct Leticia Salcido, *for Adoption*
[Agenda Bill - Excess Property Tax Levy and Attachment](#)

MOTION: Councilmember Srebnik moved to Adopt Ordinance No. 21-0539 Setting 2021 Excess Property Tax Levy for the Purpose of Paying Debt Service on the Walkways and Waterways Unlimited Tax General Obligation Bonds. Deputy Mayor Herbig seconded the motion.

VOTE: 6 For, 0 Against, 0 Abstain. MOTION CARRIED.

- D. Update to the 2021-2026 Capital Improvement Program for Park, Transportation, Surface Water Management, and City Facilities, presented by Finance and Administration Director Leticia Salcido, *for Discussion*
[Agenda Bill - 2021-2026 CIP Amendment](#)

Finance and Administration Director Leticia Salcido offered a summary of proposed amendments and explained that the final Capital Improvement Program Amendments are scheduled to go before the Council on December 6, 2021.

COUNCIL REPORTS

The Council requested to discuss meeting face to face. City Manager Rob Karlinsey agreed to add a discussion in returning to in-person meetings to a future agenda.

The Council requested that staff add upcoming Northshore School District Bond and Levies to a future council meeting.

ADJOURNMENT

Mayor Baker adjourned the meeting at 9:29 p.m.

Nigel Herbig, Acting Mayor

ATTEST:

Anastasiya Warhol, City Clerk

**City of Kenmore
City Council Meeting
Special Meeting Minutes
November 30, 2021**

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

CALL SPECIAL MEETING TO ORDER:

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

PRESENT:

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

Staff: City Manager Rob Karlinsey
Assistant City Manager Nancy Ousley
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Community Development Director Debbie Bent
Policy Analyst Intern Garrett Oppenheim

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Speaking Guests: Mariel Medhipour, Kenmore Resident
Craig Helmann, Kenmore Resident
Derek Wycoff, Kenmore Resident
Michael Vanderlinde, Kenmore Resident
Stephen Fesler, Kenmore Resident
Dennis Olson, Kenmore Resident
Saad Qadri, Kenmore Resident
Christiana Matthews, Kenmore Resident

A. Planning Commission Candidate Interviews and Appointment
[Agenda Bill - Planning Commission Interviews and Appointments](#)

The Council interviewed the following eight Planning Commission candidates:

1. Mariel Medhipour, Kenmore Resident
2. Craig Helmann, Kenmore Resident
3. Derek Wycoff, Kenmore Resident
4. Michael Vanderlinde, Kenmore Resident
5. Stephen Fesler, Kenmore Resident
6. Dennis Olson, Kenmore Resident
7. Saad Qadri, Kenmore Resident

8. Christiana Matthews, Kenmore Resident

Each councilmember nominated four candidates for the position. Based on majority votes, the following individuals were selected to serve on the Planning Commission:

1. Mariel Medhipour
2. Derek Wycoff
3. Michael Vanderlinde
4. Christiana Matthews

Additionally, the Council requested that the remaining (interested) interviewees be considered for vacancies on the Planning Commission.

B. City Council Salary Commission Appointment
[Agenda Bill - Salary Commission Nominations and Approval](#)

Mayor Baker nominated the following three persons to serve on the Salary Commission:

1. Darleen Ademba
2. Doug Levy
3. Stacey Denuski

MOTION: Confirming the following three persons to the Salary Commission: Darleen Ademba, Doug Levy, and Stacey Denuski.

VOTE: Confirmed by the Council via UNANIMOUS CONSENT.

The Mayor emphasized that the Council is to have no contact with the members of the Commission as they proceed with their task of making a Council salary recommendation.

ADJOURNMENT

Mayor Baker adjourned the meeting at 8:26 p.m.

David Baker, Mayor

ATTEST:

Anastasiya Warhol, City Clerk



Voucher Certification and Approval

City of Kenmore
DATE RANGE:
11/13/2021 - 11/24/2021

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

Total Check #s 48524 through 48599: \$427,995.31

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 11/19/2021: \$177,658.54

ACH Payment to: KBA INC.: \$78,124.13

Payroll Check #10176 Dated 11/19/2021 \$ 147.28

Rob Karlinsey Dec 4, 2021
Rob Karlinsey (Dec 4, 2021 20:48 PST)
City Manager / Date

Leticia Salcido Nov 30, 2021
Leticia Salcido (Nov 30, 2021 10:10 PST)
Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
KBA INC.	1038	11/24/2021	18-C1846 Oct. W. Sammamish Bridge Const. Mgt.	78,124.13
CHANIN KELLY-RAE CONSULTING LLC	48524	11/16/2021	September 2021 DEI Consultant	10,105.00
KING COUNTY FINANCE	48525	11/16/2021	Q3 2021 King County Alcohol Treatment Services	119.08
OFFICE DEPOT	48526	11/16/2021	Misc. Office Supplies	6.06
APPLEONE EMPLOYMENT SERVICES	48527	11/16/2021	9/3 Temporary Reception Svcs	236.21
AFLAC	48528	11/19/2021	Employee Medical/Disability Plans	216.19
AWC EMPLOYEE BENEFIT TRUST	48529	11/19/2021	Employee Health Insurance	72,708.12
AWC EMPLOYEE BENEFIT TRUST	48530	11/19/2021	Void	-
AWC EMPLOYEE BENEFIT TRUST	48531	11/19/2021	Void	-
DEPARTMENT OF LABOR AND INDUSTRIES	48532	11/19/2021	City of Kenmore	3,491.39
DEPARTMENT OF LABOR AND INDUSTRIES	48533	11/19/2021	Void	-
EMPLOYMENT SECURITY DEPARTMENT	48534	11/19/2021	Paid Family & Medical Leave	1,317.05
EMPLOYMENT SECURITY DEPARTMENT	48535	11/19/2021	Void	-
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	48536	11/19/2021	City of Kenmore 401a	18,498.53
ICMA RETIREMENT TRUST 457 / 304745	48537	11/19/2021	ICMA 457 Deferred Comp	8,164.72
LINCOLN NATIONAL LIFE INSURANCE	48538	11/19/2021	Life Ins/ADD & LTD	1,526.43
NATIONAL LIFE OF VERMONT	48539	11/19/2021	Life Insurance	123.17
STATE OF FLORIDA DISBURSEMENT UNIT	48540	11/19/2021	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	48541	11/19/2021	Employee Charitable Contribution	98.46
ACTION SERVICES CORPORATION	48542	11/24/2021	Emergency CCTV Svcs @ 16130 70th Ave NE	1,770.00
AMERICALL	48543	11/24/2021	Oct. After Hours Call Out Services	134.16

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

APPLEONE EMPLOYMENT SERVICES	48544	11/24/2021	Temporary Reception Svcs - 11/5/21	244.35
APPLEONE EMPLOYMENT SERVICES	48545	11/24/2021	Recruitment Services - New Hire from Temp. Agency	2,995.20
AQUALIS	48546	11/24/2021	20237 62nd Ave NE CCTV/Drainage Maint. Svcs	1,157.52
BCN TELECOM, INC.	48547	11/24/2021	City Hall Phone Lines 11/15-12/14/21	387.94
BROADCAST MUSIC, INC.	48548	11/24/2021	Annual Music License Fee	368.00
BUILDERS EXCHANGE OF WASHINGTON INC	48549	11/24/2021	Online Proj. Publishing - Squire's Waterfront	115.30
CANON FINANCIAL SERVICES, INC.	48550	11/24/2021	Nov. 2021 2nd Floor Copier Lease	266.08
CASCADE PEST CONTROL	48551	11/24/2021	Monthly Rhododendron Park Pest Control	154.58
CASCADIA CONSULTING GROUP, INC.	48552	11/24/2021	21-C2679 8/26-9/25 Climate Action Plan Svcs	16,083.75
CEDAR GROVE COMPOSTING, INC.	48553	11/24/2021	Yard Waste Disposal	71.56
CHICAGO TITLE	48554	11/24/2021	PRJ18-0143 Mailing Labels	3.86
CITY OF BELLEVUE	48555	11/24/2021	Qtr 4 2021 ARCH Contributions	11,230.25
COMCAST BUSINESS	48556	11/24/2021	11/10-12/09 Squire's Landing Internet	69.95
COMCAST BUSINESS	48557	11/24/2021	11/14-12/13 City Hall Internet & Cable	123.26
CONVERGINT TECHNOLOGIES	48558	11/24/2021	City Hall Fire Alarm Maintenance	710.15
DEPARTMENT OF ECOLOGY	48559	11/24/2021	7/1/21-6/30/22 Yrly Fee for Aquatic Weed Control	682.00
DEPARTMENT OF ECOLOGY	48560	11/24/2021	7/1/21-6/30/22 NPDES Permit	17,627.42
FIRE PROTECTION, INC	48561	11/24/2021	City Hall Fire Alarm Parts	32.75
GARDNER, TELA	48562	11/24/2021	WSAPT Conference Reimbursement	579.18
GRASS MASTER	48563	11/24/2021	Grass Installation for 61st Ave Drainage Proj.	715.65
HONEY BUCKET	48564	11/24/2021	9/4-10/1 Logboom Park Rentals	1,116.50
HONEY BUCKET	48565	11/24/2021	8/23-9/19 Public Works Yard Rental	156.75
HONEY BUCKET	48566	11/24/2021	7/27-9/3 Logboom Park Rentals	1,737.99
ISMAEL CIBRIAN	48567	11/24/2021	PLU21-0638 Duplicate Permit Refund	177.45
JOYCE ZIKER PARKINSON	48568	11/24/2021	Kenmore Plaza/Boyd's Cleaners Legal Svcs	450.00
KING COUNTY FINANCE	48569	11/24/2021	SWM Administration Fee 7/1-12/31/21	7,241.78
KING COUNTY FINANCE	48570	11/24/2021	2020 Voter Registration	72,265.32
KING COUNTY FINANCE	48571	11/24/2021	3rd Qtr 2021 Liquor Profits/Excise Tax	1,705.25
KING COUNTY FINANCE	48572	11/24/2021	Oct. Road Maint. - Signs, Signals	18,602.93
KING COUNTY FINANCE	48573	11/24/2021	Oct. Bridge Inspection Svcs	2,692.14
LAKESIDE INDUSTRIES	48574	11/24/2021	Asphalt for Potholes on NE 169th	395.58
MACDONALD MILLER FACILITY SOLUTIONS	48575	11/24/2021	City Hall Hot Water Supply Leak Repair	764.72
MOTT MACDONALD GROUP, INC.	48576	11/24/2021	17-C1656 Oct. Log Boom Park Waterfront Proj.	15,464.65
NORTHWEST ARBORICULTURE LLC	48577	11/24/2021	Emergency Tree Removal	1,215.83
OFFICE DEPOT	48578	11/24/2021	Facility Maint. Supplies/Dishsoap	59.27
OSTROMS	48579	11/24/2021	Flu Shot for Council Member	39.00

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PACE ENGINEERS, INC.	48580	11/24/2021	Oct. Engineering Consulting Svcs	712.50
PACIFIC OFFICE AUTOMATION	48581	11/24/2021	1st Floor Temperature Scanners/Monthly Fee	92.04
PAWS	48582	11/24/2021	Oct. Animal Sheltering Svcs	400.00
PRR, INC	48583	11/24/2021	21-C2678 Oct. Comp. Plan Update/Community Survey	13,043.05
PUGET SOUND ENERGY	48584	11/24/2021	Oct. St. Light Chgs/Traffic Signals/Gas/Electricity	34,380.91
QUALITY BUSINESS SYSTEMS / WELLS FARGO	48585	11/24/2021	City Hall 1st Floor Copier-11/5-12/4/21	676.14
RED BARN ENGINEERING, INC.	48586	11/24/2021	21-C2666 10/25-11/19 Engineering Svcs.	10,321.25
SHERWIN WILLIAMS CO. #8099	48587	11/24/2021	Paint for City Hall Touch Ups	60.38
SISKUN POWER EQUIPMENT	48588	11/24/2021	Oil for Street Equipment	101.39
STAPLES ADVANTAGE	48589	11/24/2021	City Hall & Hangar Maintenance Supplies	676.73
STEWART MACNICHOLS HARMELL, INC.	48590	11/24/2021	October Public Defense Svcs	5,000.00
SUPERION, LLC	48591	11/24/2021	Annual Trakit Permit Software Maint.	21,875.33
TOLL BROS. INC.	48592	11/24/2021	PRJ18-0035/ENG19-0910 Deposit Refund	7,500.00
TRC ENVIRONMENTAL CORPORATION	48593	11/24/2021	20-C2229 7/8-10/22/21 Cadman Air Issues	3,505.53
TRC ENVIRONMENTAL CORPORATION	48594	11/24/2021	20-C2229 5/22-6/25/21 Cadman Air Issues	514.11
UPS STORE KENMORE	48595	11/24/2021	Oct. PRR Request Large Format Scanning	74.25
UTILITIES UNDERGROUND LOCATION CTR	48596	11/24/2021	October Utility Locate Services	248.97
WA STATE DEPT OF TRANSPORTATION	48597	11/24/2021	Oct. 68th/181st & 68th/175th Traffic Signal Maint.	1,353.34
WM CORPORATE SVCS - COLUMBIA RIDGE LANDFIL	48598	11/24/2021	11/3-11/15 Street Sweeper Debris Disposal	5,507.38
AQUALIS	48599	11/24/2021	Contech Facility Maintenace	25,458.53
DRS 457	DFT0001148	11/19/2021	DRS 457 Deferred Comp	1,150.99
AVIDIA HEALTH	DFT0001149	11/19/2021	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001150-55	11/19/2021	Public Employees Retirement	29,516.07
NAVIA	DFT0001156	11/19/2021	Employee Flexible Spending Account	516.54
BANK OF AMERICA 941	DFT0001157	11/19/2021	Federal Taxes	22,409.12
CABATIT, CHRISTINE	10176	11/19/2021	Payroll Check	147.28
PAYROLL	Electronic Dep.	11/19/2021	Direct Deposit	123,965.82
TOTAL				<u><u>683,925.26</u></u>

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	1468
0022	ASSOCIATION OF WA CITIES	3200
0024	BAKER, DAVID	745
0037	BASTYR UNIVERSITY	50000
0054	BULGER SAFE & LOCK, INC.	164.63
0064	CASCADE PEST CONTROL	1631.42
0067	CENTER FOR HUMAN SERVICES	25650
0076	CITY OF BELLEVUE	165636.51
0081	CITY OF KENMORE	827.21
0083	CITY OF LAKE FOREST PARK	49950
0092	CODE PUBLISHING COMPANY	5032.71
0099	CONSOLIDATED PRESS	18185.64
0106	CROWN PRODUCTS LLC	514.2
0109	DAILY JOURNAL OF COMMERCE	3367.05
0111	DEPARTMENT OF ECOLOGY	29650.42
0121	REPUBLIC SERVICES	11327.78
0130	EMPLOYMENT SECURITY DEPARTMENT	15690.15
0137	FERGUSON ENTERPRISES INC #3011	2183.83
0145	FRUHLING SAND & TOPSOIL	1785.48
0151	CALPORTLAND COMPANY	3942.26
0169	HERRERA ENVIRONMENTAL CONSULTANTS	11235.89
0173	HOME DEPOT CREDIT SERVICES	4220.35
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	220961.99
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	2765.48
0191	INTERNATIONAL INST OF MUNI CLERKS	210
0197	JET CITY PRINTING	1192.04
0205	KENMORE HERITAGE SOCIETY	100
0206	KENMORE MIDDLE SCHOOL	10700
0212	KING COUNTY FINANCE W.L.R.D.	3765.86
0213	KING COUNTY ANIMAL SVCS	470
0217	KING COUNTY DISTRICT COURT	32134
0218	KING COUNTY FINANCE	5069.98
0219	KING COUNTY FINANCE	137813.43
0230	KING COUNTY RADIO COMM SERVICES	901.71
0233	KING COUNTY SHERIFF	2987868.17
0235	KING COUNTY TREASURY	41217.28
0251	LIGHTHOUSE CONSULTING INC	132945.65
0260	MEEHAN, NANCY	104.75
0261	PENDLETON CONSULTING LLC	4087.5
0267	MR. T'S TROPHIES & AWARDS LLC	381.31
0285	NORTHSHORE FIRE DEPT	2160
0286	NORTHSHORE SCHOOL DISTRICT	460333
0287	NORTHSHORE SENIOR CENTER	30650
0288	NORTHSHORE UTILITY DIST	151459.32
0292	HONEY BUCKET	11478.21
0299	EBIX, INC.	118.38
0300	OFFICE DEPOT	3512.45
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	36105.14
0310	PACIFIC TOPSOILS	9042.87
0327	PUGET SOUND CLEAN AIR AGENCY	19396
0328	PUGET SOUND ENERGY	296712.08
0331	PUGET SOUND REGIONAL COUNCIL	9018

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0345	SEATTLE TIMES	6249.27
0346	SECRETARY OF STATE	20
0355	STAPLES ADVANTAGE	11573.36
0356	STATE AUDITOR'S OFFICE	41137.66
0357	STEWART MACNICHOLS HARMELL, INC.	55000
0359	SOUND CITIES ASSOC	15539.29
0365	TOTAL LANDSCAPE CORP	92055.64
0371	UNITED STATES POSTMASTER	7413.81
0375	US POSTAL SERVICE (HASLER)	3688.02
0385	WA ASSOC OF BUILDING OFFICIALS	2095
0386	WA ASSOC OF CODE ENFORCEMENT	20
0387	WA CITIES INSURANCE AUTHORITY	382482
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	325
0390	WA FINANCE OFFICERS ASSOCIATION	75
0400	WASHINGTON STATE DEPT OF REVENUE	801.79
0401	WA STATE DEPT OF TRANSPORTATION	23899.06
0405	WASHINGTON STATE OFFICE CASH MGMT	1748
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	30510.35
0424	ICMA RETIREMENT TRUST 457 / 304745	182683.2
0425	DRS 457	25121.53
0426	AFLAC	2378.09
0428	BANK OF AMERICA 941	482567.18
0429	AWC EMPLOYEE BENEFIT TRUST	784737.26
0431	DEPARTMENT OF RETIREMENT SYSTEMS	725957.19
0432	DEPARTMENT OF LABOR AND INDUSTRIES	43470.66
0434	UNITED WAY OF KING COUNTY	1282.29
0436	NATIONAL LIFE OF VERMONT	1354.87
0441	DANSOUND INC	1761.6
0448	UPS STORE KENMORE	1296.78
0450	AURORA RENTS	16979.32
0484	CITY WIDE FENCE COMPANY, INC	825.75
0497	DAY WIRELESS SYSTEMS	680.76
0542	AMERICAN SOCIETY OF COMPOSERS	367
0558	SNOHOMISH COUNTY	8453
0564	AMERICAN PUBLIC WORKS ASSOCIATION	1680
0586	QUADIENT LEASING USA, INC.	2130.42
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	15517.22
0610	WA STATE DEPT OF TRANSPORTATION	35625.74
0617	KING COUNTY FINANCE	105083.55
0641	TELESYSTEMS WEST	415.85
0685	PACE ENGINEERS, INC.	11822
0689	DIGITAL REPROGRAPHICS SERVICES INC.	984.5
0690	BUILDERS EXCHANGE OF WASHINGTON INC	609.85
0692	HDR ENGINEERING, INC	674699.41
0696	AMERICAN GENERAL LIFE GPO/400S	3079.12
0743	BANNER BANK NO	1962.6
0781	QUALITY BUSINESS SYSTEMS INC.	2479.16
0791	NORTHSHORE ROTARY CLUB	480
0817	GRAINGER	1419.4
0831	NORTHSHORE PARK & REC SERVICE AREA	2720
0851	EVERMARK, LLC	817.41
0892	JACOBS ENGINEERING GROUP	132042.04
0898	ZONAR SYSTEMS	528.21
0899	SHRED IT, C/O STERICYCLE, INC>	1318.37
0913	KENMORE ELEMENTARY	5000
0981	COMCAST BUSINESS	2518.81
0994	GORDON THOMAS HONEYWELL	39008.8
1003	iWORQ SYSTEMS	2800

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1010	WESTLAKE HARDWARE WA-153	2204.2
1034	EMERALD FIRE LLC	2658.92
1045	HORIZON DISTRIBUTORS INC	3504.55
1052	FIRE PROTECTION, INC	17685.87
1068	WA STATE DEPT OF LABOR & INDUSTRIES	147.2
1123	AM TEST, INC	2350
1140	PAWS	1200
1148	AGORA REFRESHMENTS	365.58
1152	WASHINGTON ENERGY SERVICES CO. LLC	268.8
1168	SCHINDLER ELEVATOR CORPORATION	9513.58
1197	MILLER STEPHENS, MARY	12500
1215	STATE OF FLORIDA DISBURSEMENT UNIT	6325
1216	ADVANCE TESTING & SERVICE INC	1626
1222	OLSON BROTHERS PRO VAC	26247.17
1226	CONTECH ENGINEERED SOLUTIONS, INC	9270.43
1248	KENMORE AIR	625
1257	BROADCAST MUSIC, INC.	368
1267	ALBIREO ENERGY, LLC	838.96
1297	GOVERNMENT FINANCE RESEARCH GROUP	1995
1299	VERIZON WIRELESS	2601.53
1309	BANNER BANK BAKER	7203.88
1311	WASHINGTON STATE PATROL	1107.35
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	5400
1326	JOYCE ZIKER PARKINSON	2550
1331	KBA INC.	941935.82
1337	STATE OF WA DEPT. OF LICENSING	0.4
1339	STATE OF WA DEPARTMENT OF LICENSING	20
1342	PETERSON, JANET	700
1345	SHERWIN WILLIAMS CO. #8099	795.55
1356	KARLINSEY, ROB	124
1358	ALPHAGRAPHS	674.54
1359	EVERGREEN FIRE AND SAFETY, INC.	466.95
1372	AAA PRINTING	412.87
1383	CHICAGO TITLE	250030.88
1385	CITYWORKS/ AZTECA SYSTEMS INC.	33030
1387	ST OF WA DEPT OF FISH & WILDLIFE	40
1390	UTILITIES UNDERGROUND LOCATION CTR	2439.39
1403	OSBORN CONSULTING INC.	329740.05
1431	BRIEN, GAYLYNN	500
1452	CITY OF KENT	500
1456	HESTON VISUAL ARTS	358.15
1457	LANGUAGE LINE SERVICES, INC.	2.55
1459	FLEMINGS HOLIDAY LIGHTING LLC	7023.7
1464	ROAD CONSTRUCTION NW, INC.	528963.59
1482	HIGHWIRE	543.12
1492	MACDONALD MILLER FACILITY SOLUTIONS	14493.68
1500	MARINE FLOATS CORPORATION	6795.23
1504	SCORE	111463.57
1524	GRANICUS LLC	20140.46
1525	PACIFICA LAW GROUP LLP	36000
1544	METROPOLITAN TRANS. COMMISSION	1500
1550	THE EVP GROUP	17125.89
1555	LINCOLN NATIONAL LIFE INSURANCE	16448.31
1580	NORTHWEST TROPHY	165
1591	ULINE	594.34
1644	PASIFIKA ARTIST NETWORK LLC	1000
1661	GARDNER, TELA	579.18
1673	KPFF CONSULTING ENGINEERS	570734.38

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1689	MOTT MACDONALD GROUP, INC.	280671.09
1701	THE SEATTLE TIMES NIE	256.45
1704	BANNER BANK RK	489.46
1708	APPLIED CONCEPTS, INC.	3512.19
1711	SOFTWAREONE, INC.	13029.19
1712	SITEIMPROVE, INC.	3356.95
1721	GOOD TO GO	4.7
1731	NORTHWEST ARBORICULTURE LLC	2008.55
1739	FIX AUTO	1259.22
1754	RFI ENTERPRISES INC.	9056.17
1762	BAKER, BRIDGIT	333.77
1763	REID, JAMES FALCONER	6772.5
1782	SWANK MOTION PICTURES, INC.	435
1786	TYLER TECHNOLOGIES, INC.	19697.87
1789	BLUEBEAM, INC.	1240
1791	PROFFITT, QUINN	220.1
1800	NORTHWEST PRECISION BUILDERS	60004.22
1813	STANDARD & POORS FINANCIAL SERVICES	16750
1814	YSI INCORPORATED, A XYLEM BRAND	3060.22
1816	NAVIA	24880.42
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	7580.74
1829	SHI INTERNATIONAL CORP.	1400.87
1838	AVIDIA HEALTH	2300
1863	HAULAWAY STORAGE CONTAINERS, INC.	642.05
1874	LEGER, DEVON	25
1884	CADMAN MATERIALS, INC.	1203.91
1885	NATIONAL BARRICADE CO., LLC	5164.01
1889	WILLIAMS, KASTNER & GIBBS PLLC	45984.9
1900	ASPECT CONSULTING LLC	3656.25
1913	GRAND EVENT RENTALS	2687.75
1914	MCNAMARA SIGNS	5325.08
1927	GAMETIME	2614.88
1930	T MOBILE USA, INC.	9365.91
1932	U.S. BANK N.A. / CUSTODY	248
1936	SUPERION, LLC	21875.33
1939	ARCHIVESOCIAL, INC.	2689.2
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	220
1950	BERRY SIGN SYSTEMS	481.95
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	655.1
1964	EARTHWORKS	13360.72
1970	CROSSROAD SIGN	2538.91
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	4500
1980	HRA VEBA TRUST	39157.26
1991	WASHINGTON STATE TREASURER	2718.38
1993	HYAS GROUP, LLC	7500
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2250
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2001	PETERSEN BROTHERS, INC.	8300.78
2004	RED BARN ENGINEERING, INC.	118127.24
2007	HYDROPOINT DATA SYSTEMS, INC.	2072
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	4734.3
2024	DFR LAW GROUP, LLC	1500
2035	JURASSIC PARLIAMENT	1600
2047	PUGET SOUND PLANTS	2382.38
2048	SMS CLEANING, INC.	64950
2079	ZESBAUGH, INC.	638.58
2081	SHANNON & WILSON, INC.	8300.5
2095	TRANSPO GROUP USA INC.	13492.67

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2096	TUPLING, SANDRA	146.5
2097	ROBINSON AND NOBLE, INC.	2850
2109	SEATOWN DEVELOPMENT GROUP	7500
2110	WILLIAM GARZA CREATIVE	165.15
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	438153.61
2145	NORTHWEST ELECTRIC AND SOLAR	536.74
2149	CLIFTON, CURTIS	102
2157	SOUND SAFETY PRODUCTS CO.	1060.7
2159	TRAILER BOSS	9032.1
2175	ELECTRONIC BUSINESS MACHINES	2013.52
2176	CANON FINANCIAL SERVICES, INC.	2660.8
2183	SISKUN POWER EQUIPMENT	5984.14
2184	DIVERSIFICATION INC.	2855.55
2187	CORAL SALES CO.	8040
2209	MORUP SIGNS, INC.	5273.8
2211	PRECISION FUEL SOLUTIONS	1684.53
2215	INTERSECTION MEDIA, LLC	979.15
2221	O'REILLY/FIRST CALL	261.6
2224	BROWN, STEPHANIE	128.15
2226	QUANTUM HOMES	7500
2227	EARTHCORPS	2678.18
2236	COMCAST	24599.18
2242	MARY'S PLACE	29750
2249	KING COUNTY BAR ASSOCIATION	750
2250	NAMI EASTSIDE	2250
2252	TRUGREEN	3473.4
2254	U.S. BANK PURCHASE CARDS	126604.75
2256	FLYNN BEC LP	3479.16
2259	MINUTEMAN PRESS	15404.99
2262	DILIGENT CORPORATION	17220.25
2270	LAKESIDE INDUSTRIES	2255.44
2285	QUALITY WATER FINANCIAL	1810.49
2288	NORTHWEST PAVEMENT MANAGEMENT ASSOCIATIO	150
2298	WAPRO	145
2299	OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPF	150
2308	OSTROMS	39
2318	PIXEYES GRAPHICS & DESIGN	780
2327	PACIFIC AIR CONTROL, INC.	18230.39
2340	MOJO STRATEGIES	1562.5
2353	NORTHSHORE SCHOOLS FOUNDATION	283338
2362	CHASEWEST VENTURES, INC.	2175
2379	JENNIFER DIXON	43363.15
2382	FOCUS TOOLS & ENGINEERING, INC.	11723.4
2385	TACOMA SCREW PRODUCTS, INC.	47.75
2386	CECCANTI, INC.	14695211.3
2392	DEPARTMENT OF COMMERCE	21885.05
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHW	1304.69
2396	ZIPLY FIBER	8435.77
2402	PACIFIC OFFICE AUTOMATION	962.28
2403	AMERICALL	1520.64
2411	STELL ENVIRONMENTAL ENTERPRISES, INC	6824.1
2413	ICLEI	1200
2414	GENCAP CONSTRUCTION CORP	51672.44
2416	KIERA CONDON	1600
2419	MIKE FOLDEN PRODUCTIONS	8000
2421	SIGNARAMA	418.45
2425	THOMCO CONSTRUCTION, INC.	5097072.19

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2432	RICH MARKETING LLC	500
2434	PSR MECHANICAL	24665.15
2437	LOUDEDGE, INC.	5572.5
2459	NELSON ELECTRIC, INC.	19333.23
2464	D.P. NICOLI, INC.	3817.04
2468	DAVIDSON MACRI SWEEPING, INC.	19747.54
2473	THE ROOT OF US LLC	2000
2480	CRELATE, INC.	4609.89
2482	KIMLEY HORN AND ASSOCIATES, INC.	22410
2486	CASCADIA LAW GROUP	54114.75
2489	THE ORIGINAL POOP BAGS	2223.79
2508	SERENITY DILLAWAY	100
2511	SALCIDO, LETICIA	1016.68
2512	CARASOFT TECHNOLOGY CORPORATION	3630
2513	DGR DEVELOPMENT, INC.	7500
2514	STAN YAO	7804
2517	CLEARVIEW NURSERY, INC.	392.12
2518	CYSTIC FIBROSIS FOUNDATION	100
2519	HAMBELL	375
2520	KING COUNTY FINANCE	15
2521	UNITED PRINT SIGNS GRAPHICS	385.35
2522	TRC ENVIRONMENTAL CORPORATION	17164.88
2523	ALL AROUND FENCE COMPANY	990.9
2524	VARITECH INDUSTRIES INC.	3855.02
2525	SERVICE ELECTRIC CO. INC.	743.18
2526	CONVERGINT TECHNOLOGIES	5969.76
2527	SHOC NETWORKS	8222.78
2528	HIATT PARK LLC	16306.2
2529	FORCE AMERICA DISTRIBUTING LLC	440.4
2530	CASCADIA CONSULTING GROUP, INC.	77062.5
2531	BCN TELECOM, INC.	3770.77
2532	BIO CLEAN, INC.	1596.45
2533	JAMES R. WAGNER JR.	500
2535	BRASS MONKEY INVESTMENTS LLC	54.9
2536	JOHNSON ELECTRIC, INC.	7727.92
2537	HUNTINGTON TECHNOLOGY FINANCE	47388.75
2538	SHAWN PECKHAM	50.9
2539	C + C INC.	1000
2540	CHILD CARE RESOURCES	1125
2541	TOWN CENTER HARDWARE	115.26
2542	DEERE & COMPANY	9074.74
2543	FOSTER GARVEY PC	47142.5
2544	ACTION SERVICES CORPORATION	3226
2545	KLB CONSTRUCTION, INC.	5164799.8
2546	1901 WLD KENMORE 68TH LLC	39.49
2547	OSW EQUIPMENT & REPAIR, LLC	4980.85
2548	CAMP UNITY EASTSIDE	6400
2549	DAVID EVANS	192.33
2550	THOMAS & MARIANNE IVEY	7500
2551	MICHAEL O'LEARY	171.68
2552	WEINSTEIN AU LLC	10943.55
2553	TICOR TITLE	250000
2554	ECONOMY FENCE CENTER	9459.11
2555	VTO SCULPTURE	18786.5
2557	NOVA BUILD INC	7500
2558	FOREMOST PROMOTIONS	1171.9
2559	KING COUNTY DEPT OF ADULT & JUVENILE DETENTIO	736.53
2561	PRR, INC	95933.91

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

Vendor Purchasing Report

For Date Range 01/01/2021 - 11/24/2021

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2562	ABS VALUATION	11000
2563	BELMONT HOMES	7500
2564	DAVID CHAMBLISS	496.65
2565	KNOCKOUT PLUMBING & MECHANICAL LLC	235.2
2566	AMERICAN CITY BUSINESS JOURNALS, INC.	135
2569	FUN TIMES ICE CREAM	300
2570	H.D. FOWLER COMPANY	3144.54
2571	AJ LEE & BLUE SUMMIT	1000
2572	TIMBERLAND CONSTRUCTION	421.4
2573	WHISTLE WORKWEAR	610.47
2574	WANKER PRODUCTIONS	2500
2575	EPIC EVENTS AND PROMOTION, INC.	3192.9
2576	TRADE ROOT MUSIC GROUP LLC	2200
2577	APPLEONE EMPLOYMENT SERVICES	6456.83
2578	CENTRICITY GIS, LLC	1500
2579	CHANIN KELLY-RAE CONSULTING LLC	45420
2580	FURNITURE PROS	1596.46
2581	83RD KENMORE LLC	7500
2584	AQUALIS	35582.3
2585	CONFIDENTIAL DATA DISPOSAL	450
2586	C-N-I LOCATES LTD.	405
2587	EMILY BENNETT	12500
2589	ABRACADABRA PRINTING	830.18
2590	OAPA	150
2591	JASA PROPERTIES LLC	8200
2592	GWYNN RUCKER	1287
2593	JAFCO COMPANY LLC	194.25
2594	KANNAN PARAMESWARAN	131.25
2595	LACINDA GIBBS	298.2
2596	L W PRODUCTS CO.	8334.57
2597	THE UW IDL	100
2598	WAGNER ARCHITECTS	10320
2599	CEDAR GROVE COMPOSTING, INC.	71.56
2600	DONE RIGHT PLUMBING & SEWER REPAIR LLC	268.8
2601	MESSERAT WOLDE TATO	750
2604	ISMAEL CIBRIAN	177.45
2605	GRASS MASTER	715.65
2606	TOLL BROS. INC.	7500
Vendor Set Vendor Set 01 Total:		40072733.8

XI. B. Approve Total Check #s 48524 through 48599 totaling \$427,995.31 a...

11-24-2021

Final Audit Report

2021-12-05

Created:	2021-11-30
By:	Carla Schnee (cschnee@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2KaTfuTBAp8kri70IDWEAJFGO_3R9ILM

"11-24-2021" History

-  Document created by Carla Schnee (cschnee@kenmorewa.gov)
2021-11-30 - 6:05:25 PM GMT- IP address: 50.235.209.34
-  Document emailed to Leticia Salcido (lsalcido@kenmorewa.gov) for signature
2021-11-30 - 6:08:47 PM GMT
-  Email viewed by Leticia Salcido (lsalcido@kenmorewa.gov)
2021-11-30 - 6:10:04 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Leticia Salcido (lsalcido@kenmorewa.gov)
Signature Date: 2021-11-30 - 6:10:10 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2021-11-30 - 6:10:11 PM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2021-12-05 - 4:47:57 AM GMT- IP address: 24.22.167.111
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2021-12-05 - 4:48:13 AM GMT - Time Source: server- IP address: 24.22.167.111
-  Agreement completed.
2021-12-05 - 4:48:13 AM GMT



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Sales Tax revenue generated \$2,964,962 through October 31, 2021. This represents 56.1% of the amount budgeted for the biennium in the amount of \$5.3 million. Sales Tax revenues for the first ten months of 2021 are \$664,000 or 29% higher than the amount received in the ten months of 2020. The major increase came from the industries in construction, retail, and services. The following is the increase from first ten months of 2020 to first nine months of 2021:

Industry	Amount	% increase
Construction	\$307,510	62%
Retail	\$149,171	17%
Services	\$145,409	24%

A review of the top 506 sales tax remitters accounting for 89% of total remittances in the month of October indicates that 20% of the total was generated from internet-based companies. In the retail category approximately 51% of the revenue was from internet sales.

Utility Taxes totaled \$850,125 or 35% of the amount budgeted of \$2.4 million.

Development fees & permits revenue was \$967,145 or 56% of the amount budgeted for the biennium (\$1.7 million).

Expenditures:

Expenditures totaled \$9.1 million for the first ten months of the biennium. This is 34% of the budgeted amount of \$27.1 million.

Fund Balance:

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

Street Fund:

As of October 31, 2021, the year-to-date revenues totaled \$518,515. Adding 42% of the budgeted transfers-in from the General Fund and REET (normally transferred at the end of the year) increases revenues to \$1.2 million. Expenditures for the first ten months of the biennium totaled \$1.1 million. The ending cash balance in this fund as of October 31, 2021, was \$1 million.

Surface Water Management Fund:

As of October 31, 2021, biennium to date revenues totaled \$2.5 million or 49% of the budgeted amount (\$5.1 million). Expenditures during the same time-period, totaled \$1.1 million or 14% of the biennial budget amount of \$7.9 million. However, the expenditure total does not include budgeted transfers-out to Surface Water Management Capital Fund and General Fund (normally done at the end of the year). 42% of these transfers would increase the expenditure total to \$2.4 million or 34% of total budgeted expenditures.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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

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

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



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Leticia Salcido, Finance Director
DATE: November 18, 2021
RE: October 2021 Financial Reports for the City of Kenmore, Washington

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

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

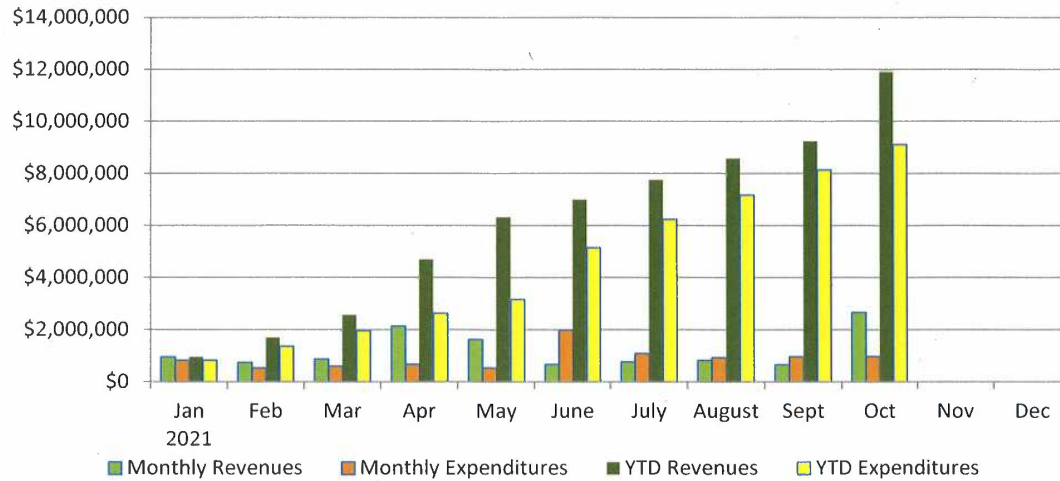
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, October is the tenth month (40%) of the 2021-2022 biennial budget period. For the month of October, revenues exceeded expenditures in the General Fund by \$1,690,566. Biennium to date, revenues exceed expenditures by \$2,795,328.

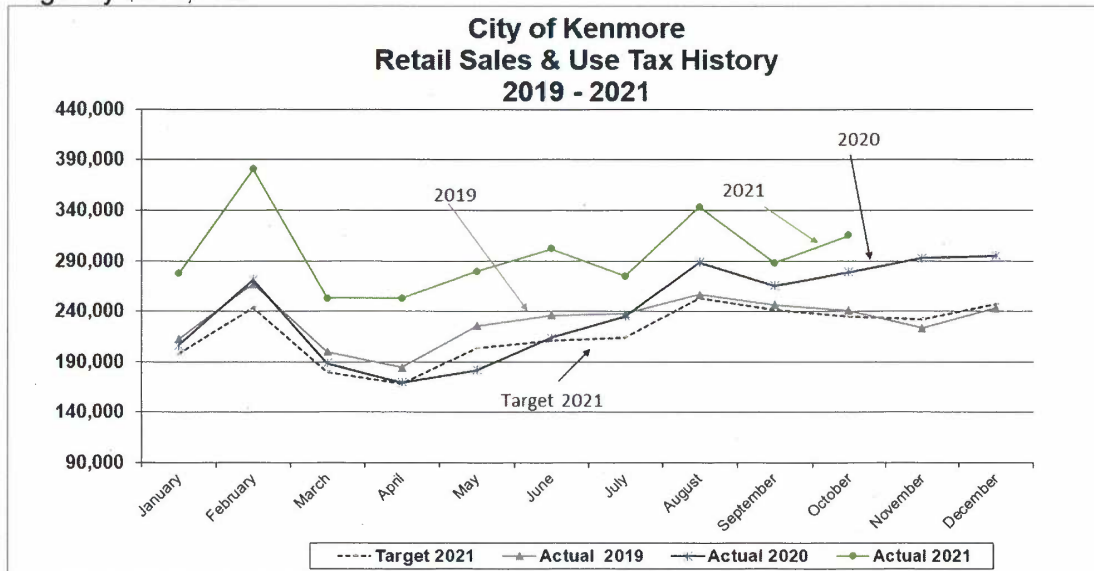
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through October 2021.

City of Kenmore, Washington
Monthly Financial Report
October 2021



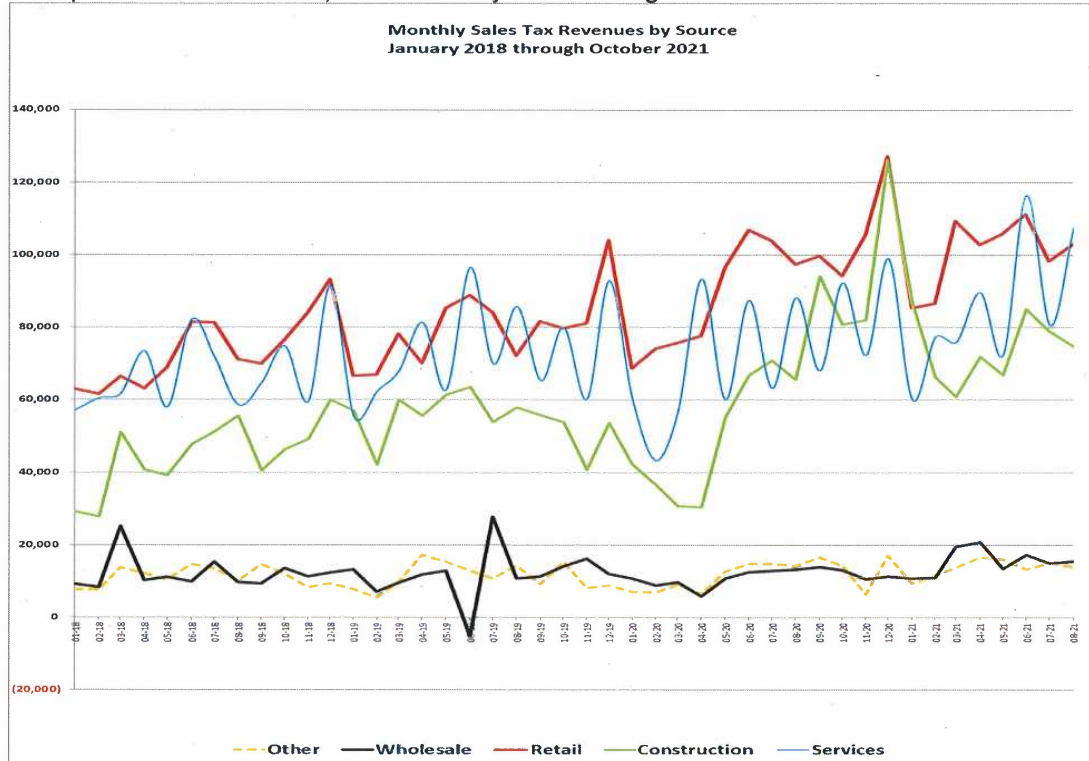
Total **revenues** for the month were **\$2,660,433**. Biennium to date revenues are \$11,901,972 which is 44% of the budgeted revenues of \$27,067,770. Primary sources of revenue for the month included property taxes in the amount of \$1,835,194, development fees & permits in the amount of \$88,480, retail sales and use taxes in the amount of \$314,852, intergovernment & grants in the amount of \$135,263, franchise fees in the amount of \$204,076, and utility taxes in the amount of \$65,186.

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 2021 line is a monthly average of actual receipts during 2018, 2019, and 2020. The green line represents 2021 actual receipts, which are \$664,597 above 2020 and ahead of the 2021 target by \$816,112.



City of Kenmore, Washington
Monthly Financial Report
October 2021

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



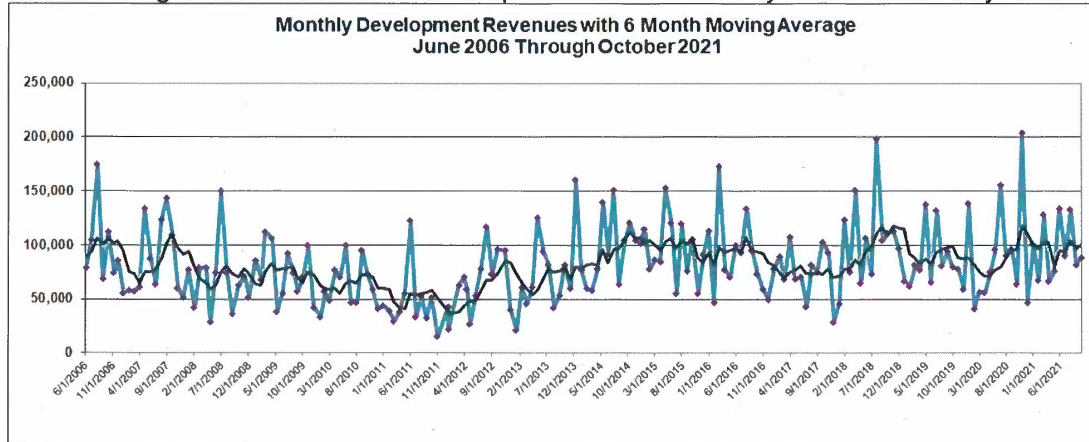
In October, the top 506 sales tax remitters, accounting for 89% or \$281,074 of total remittances, were reviewed for internet sales activity.

Of the \$281,074 of sales tax remitted by these companies in October, \$56,300 (20% 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	\$73,315	\$37,768	51%
Information	6,745	2,086	31%
Services	91,194	13,818	15%
Wholesale	11,984	2,628	9%
Other	97,836	0	0%
	\$281,074	\$56,300	

City of Kenmore, Washington
 Monthly Financial Report
 October 2021

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



October 2021 expenditures were **\$969,867**. Biennium to date expenditures are \$9,106,645, which is 34% of the biennial budget expenditures of \$27,067,770.

Total City cash (\$29,296,520) and long-term investments (\$6,068,350), at the end of October, totaled \$35,364,870. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were \$3,783,052 and total non-General Fund expenditures were \$6,740,545.

In the **Street Fund** revenue from gas tax distributions were \$41,342. \$70,289 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$2,765,289 on pedestrian safety projects & street maintenance. The fund received \$1,214 in project grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$2,492,822 in expenditures during the month. The fund received \$1,415,972 in bridge grant reimbursements during the month.

The **Park Impact Fee** fund received \$7,770 in revenues during the month.

There were \$20,229 in revenues for the **Transportation Impact Fee** fund during the month.

City of Kenmore, Washington
Monthly Financial Report
October 2021

The **Real Estate Excise Tax** Fund received \$708,450 of real estate excise taxes (REET) in October from sales activity that occurred in September. 52 transactions were reported during the month. The 2021 year to date revenue is higher than the 2020 revenue by \$1,166,797.

The **Park Capital** fund had \$373,439 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected \$267,867 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$701,323.

The **Transportation Benefit District** Fund received \$28,809 in vehicle license fees during the month.

SUMMARY

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

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



	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH <u>October 2021</u>	BIENNIUM TO DATE <u>2021-2022</u>	% of <u>BUDGET</u>	BIENNIUM BUDGET <u>2021-2022</u>	MONTH <u>October 2019</u>	BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2019-2020</u>
REVENUES								
Beginning Fund Balance		2,748,005		2,748,005		4,934,368		4,934,368
Property Taxes	1,835,194	4,843,216	44.6%	10,865,654	1,845,105	4,622,308	45.2%	10,224,205
Sales and Use Taxes	314,852	2,964,962	56.1%	5,282,280	301,802	2,899,148	46.7%	6,212,000
Utility Taxes	65,186	850,125	35.4%	2,399,290	63,332	870,381	35.3%	2,466,355
Other Taxes	14,734	83,558	45.9%	182,200	17,176	112,649	61.9%	181,868
Development Fees & Permits	88,480	967,145	56.2%	1,720,003	79,595	878,293	47.4%	1,854,042
Franchise Fees	204,076	845,637	48.4%	1,746,569	199,577	870,413	47.5%	1,831,835
Intergovernmental and Grants	135,263	1,213,730	49.5%	2,452,594	128,250	532,170	24.8%	2,142,292
Investment Interest	310	81,921	124.1%	66,000	11,692	88,345	92.7%	95,300
Fines and Forfeitures	0	2,341	0.0%	0	0	0	0.0%	0
Transfers and Other Revenues	2,338	49,339	2.1%	2,353,180	6,535	223,903	10.4%	2,155,352
Total Revenues	2,660,433	11,901,972	44.0%	27,067,770	2,653,063	11,097,610	40.9%	27,163,249

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

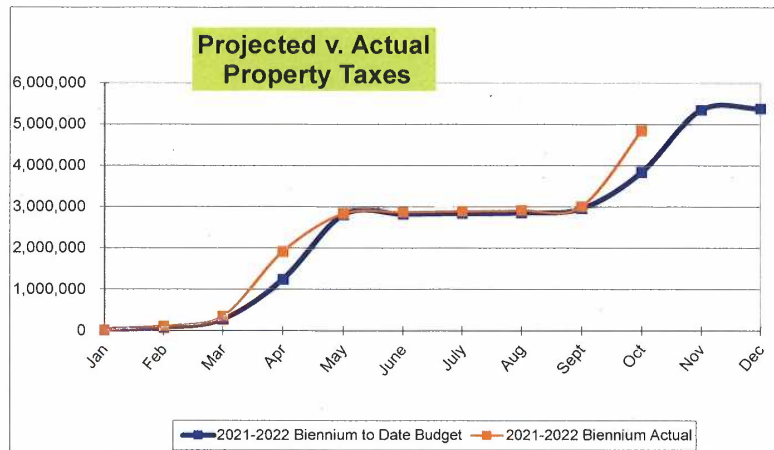


	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH	BIENNIUM	% of	BIENNIUM	MONTH	BIENNIUM	% of	AMENDED BIENNIUM
	October 2021	TO DATE	BUDGET	BUDGET	October 2019	TO DATE	BUDGET	BUDGET
		2021-2022		2021-2022		2019-2020		2019-2020
EXPENDITURES								
<u>Cost Center</u>								
City Council	16,790	123,925	37.2%	332,711	8,167	143,718	42.7%	336,208
City Manager	105,802	1,138,112	36.5%	3,121,846	103,724	1,360,357	42.9%	3,170,520
City Clerk	42,853	320,380	34.2%	937,052	22,091	284,087	30.9%	919,466
Finance	72,320	881,041	35.4%	2,490,440	45,014	781,727	40.6%	1,925,756
Human Resources	12,457	84,628	0.0%	0		0	0.0%	0
Legal	35,448	337,836	59.8%	565,000	15,470	235,051	35.9%	654,782
Coronavirus Relief Fund Expenditures	0	0	0.0%	0		0	0.0%	1,084,615
Interfund Transfers	0	0	0.0%	1,560,617	0	0	0.0%	3,226,484
Public Safety	340,669	2,889,493	31.6%	9,152,371	124,098	2,935,392	32.7%	8,967,044
Engineering & Environmental Services	45,836	533,395	31.6%	1,689,574	39,017	583,557	37.5%	1,555,790
Community Development	73,092	699,208	41.2%	1,695,828	56,241	674,614	42.7%	1,580,826
Developmental Services	96,553	1,046,392	36.8%	2,845,428	138,694	963,797	51.4%	1,874,061
Parks & Facility Maintenance	128,047	1,052,234	39.3%	2,676,904	237,582	1,533,230	47.2%	3,247,606
Total Expenditures	969,867	9,106,645	33.6%	27,067,770	790,098	9,495,530	33.3%	28,543,158
Revenues over Expenditures	1,690,566	2,795,328		0	1,862,965	1,602,080		(1,379,909)
Ending Fund Balance		5,543,333		2,748,005	1,862,965	6,536,448	0	3,554,460

**City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2021**

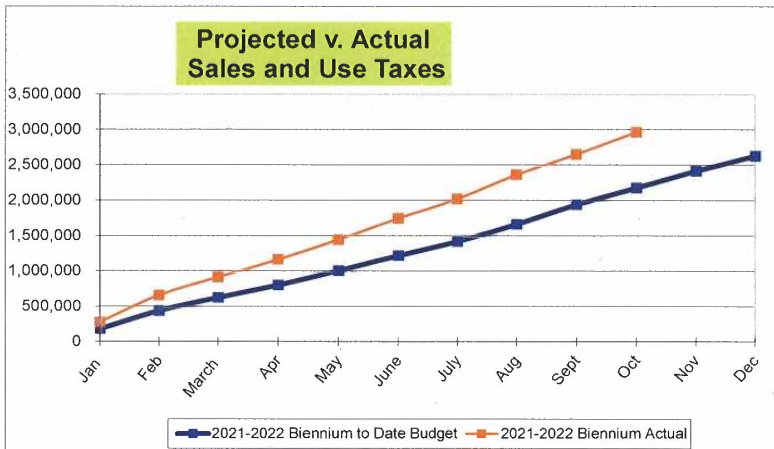
PROPERTY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	17,296	20,302
Feb	83,909	114,444
Mar	281,719	358,120
Apr	1,246,162	1,917,848
May	2,809,153	2,834,464
June	2,824,201	2,870,166
July	2,839,121	2,894,543
Aug	2,854,978	2,915,372
Sept	2,963,277	3,008,022
Oct	3,837,148	4,843,216
Nov	5,352,815	
Dec	5,383,410	
2021-22 Year To Date	10,865,654	
Actual v. Projected		126%



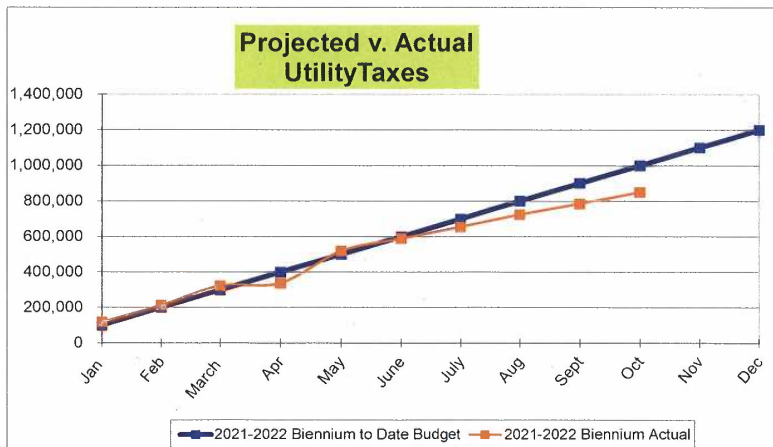
SALES & USE TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	179,696	276,941
Feb	438,515	657,631
March	622,724	910,595
Apr	800,553	1,163,287
May	1,005,035	1,442,784
June	1,218,052	1,744,526
July	1,416,425	2,019,083
Aug	1,662,043	2,362,264
Sept	1,939,335	2,650,110
Oct	2,175,980	2,964,962
Nov	2,415,377	
Dec	2,628,000	
2021-22 Year To Date	5,282,280	
Actual v. Projected		136%



UTILITY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	99,970	118,064
Feb	199,940	213,229
March	299,910	322,764
Apr	399,880	338,584
May	499,850	519,099
June	599,820	589,169
July	699,790	654,697
Aug	799,760	723,493
Sept	899,730	784,938
Oct	999,700	850,125
Nov	1,099,670	
Dec	1,199,640	
2021-22 Year To Date	2,399,290	
Actual v. Projected		85%

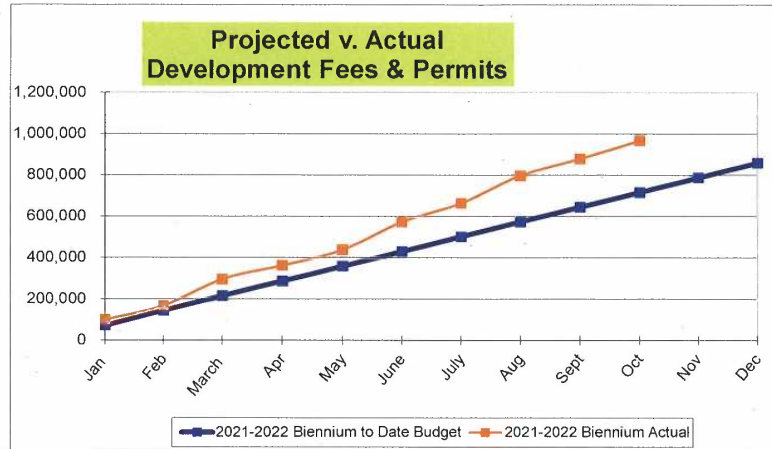


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**City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2021**

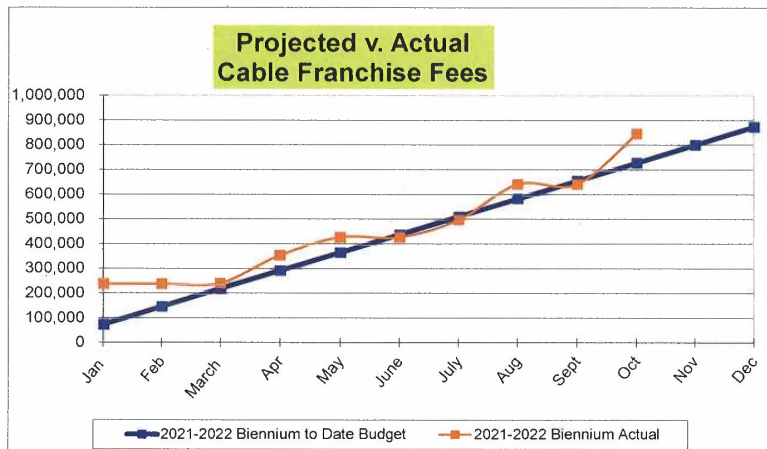
DEVELOPMENT FEES & PERMITS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	71,667	100,365
Feb	143,334	167,642
March	215,001	296,069
Apr	286,668	362,649
May	358,335	438,650
June	430,002	572,687
July	501,669	663,511
Aug	573,336	796,747
Sept	645,003	878,665
Oct	716,670	967,145
Nov	788,337	
Dec	860,004	
'2021-22	1,720,003	
Year To Date		
Actual v. Projected		135%



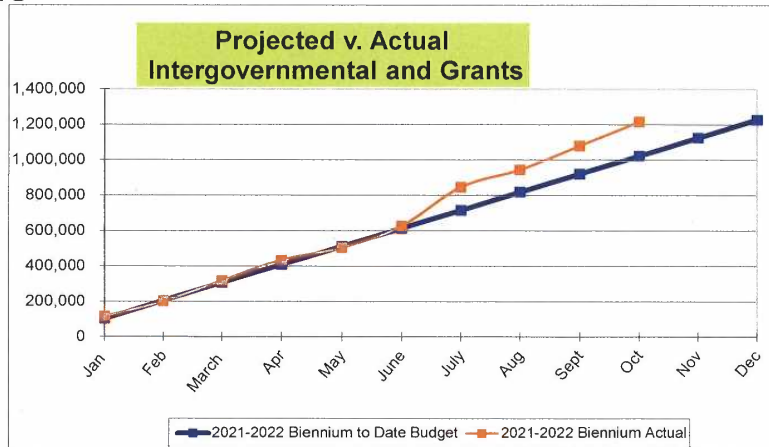
CABLE/WATER/SEWER FRANCHISE FEES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	72,774	237,631
Feb	145,548	237,631
March	218,322	240,707
Apr	291,096	353,538
May	363,870	426,574
June	436,644	426,574
July	509,418	496,605
Aug	582,192	641,561
Sept	654,966	641,561
Oct	727,740	845,637
Nov	800,514	
Dec	873,288	
'2021-22	1,746,569	
Year To Date		
Actual v. Projected		116%



INTERGOVERNMENTAL & GRANTS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	102,191	115,861
Feb	204,382	200,346
March	306,573	318,216
Apr	408,764	434,090
May	510,955	504,436
June	613,146	625,114
July	715,337	846,350
Aug	817,528	943,219
Sept	919,719	1,078,467
Oct	1,021,910	1,213,730
Nov	1,124,101	
Dec	1,226,292	
'2021-22	2,452,594	
Year To Date		
Actual v. Projected		119%



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**City of Kenmore, Washington
General Fund Revenue Graphs
October 31, 2021**

OTHER REVENUES AND TRANSFERS

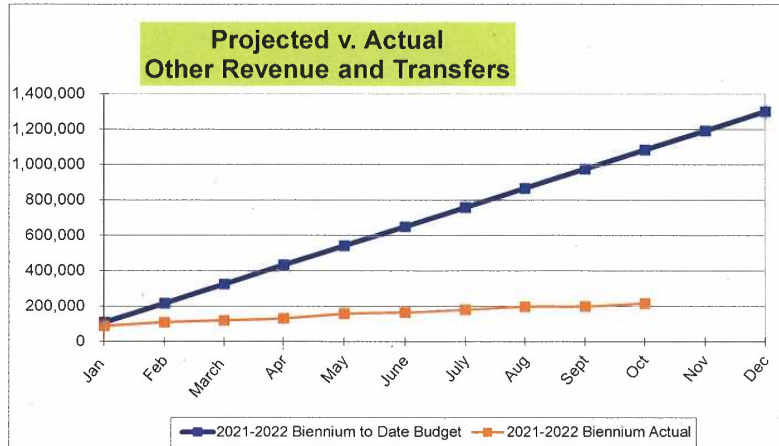
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
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Jan	108,391	88,547
Feb	216,782	109,548
March	325,173	120,893
Apr	433,564	131,319
May	541,955	157,500
June	650,346	166,014
July	758,737	180,512
Aug	867,128	198,243
Sept	975,519	199,776
Oct	1,083,910	217,158
Nov	1,192,301	
Dec	1,300,692	
'2021-22	2,601,380	

Year To Date

Actual v. Projected

20%



TOTAL GENERAL FUND REVENUE

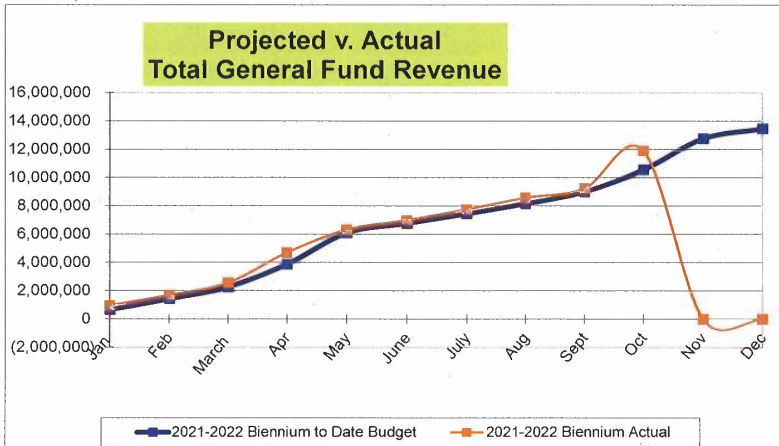
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
--	---	---------------------------------

Jan	651,985	957,711
Feb	1,432,410	1,700,470
March	2,269,422	2,567,363
Apr	3,866,688	4,701,314
May	6,089,153	6,323,506
June	6,772,211	6,994,249
July	7,440,498	7,755,301
Aug	8,156,965	8,580,897
Sept	8,997,549	9,241,539
Oct	10,563,059	11,901,972
Nov	12,773,116	0
Dec	13,471,326	0
'2021-22	27,067,770	

Year To Date

Actual v. Projected

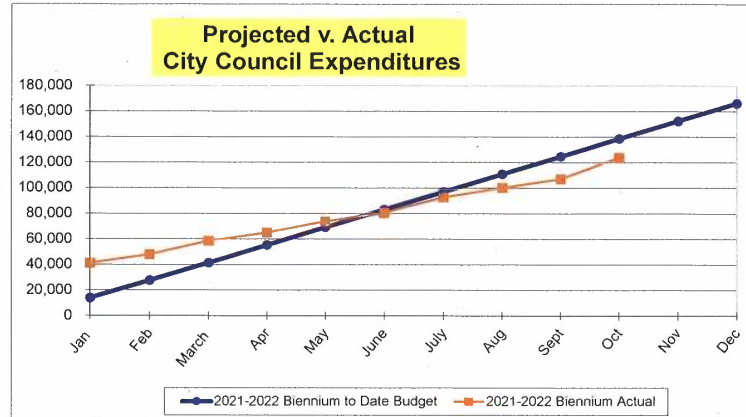
113%



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

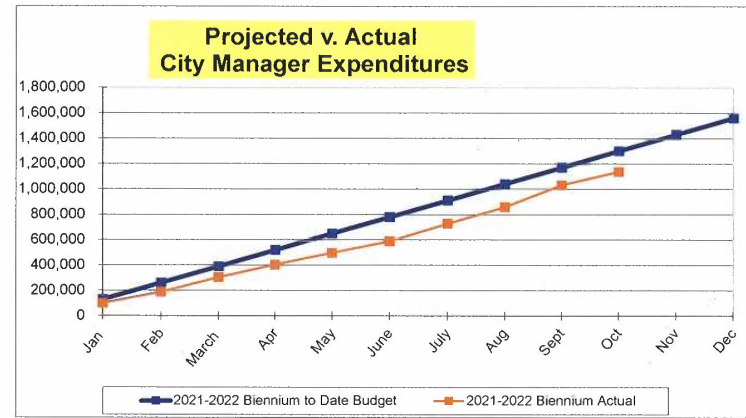
CITY COUNCIL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	13,863	41,298
Feb	27,726	48,025
March	41,589	58,526
Apr	55,452	65,250
May	69,315	73,889
June	83,178	80,701
July	97,041	92,716
Aug	110,904	100,305
Sept	124,767	107,136
Oct	138,630	123,925
Nov	152,493	
Dec	166,356	
2021-22 Year To Date	332,711	
Actual v. Projected		89%



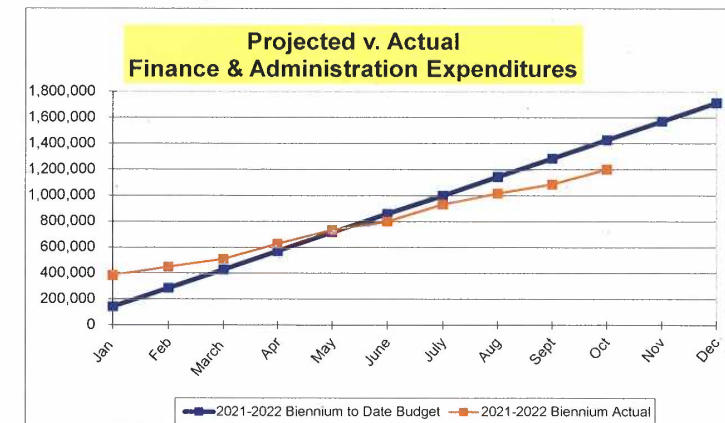
CITY MANAGER

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	130,077	100,082
Feb	260,154	189,398
March	390,231	305,038
Apr	520,308	404,553
May	650,385	497,277
June	780,462	587,726
July	910,539	727,494
Aug	1,040,616	858,815
Sept	1,170,693	1,032,310
Oct	1,300,770	1,138,112
Nov	1,430,847	
Dec	1,560,924	
2021-22 Year To Date	3,121,846	
Actual v. Projected		87%



FINANCE & ADMINISTRATION

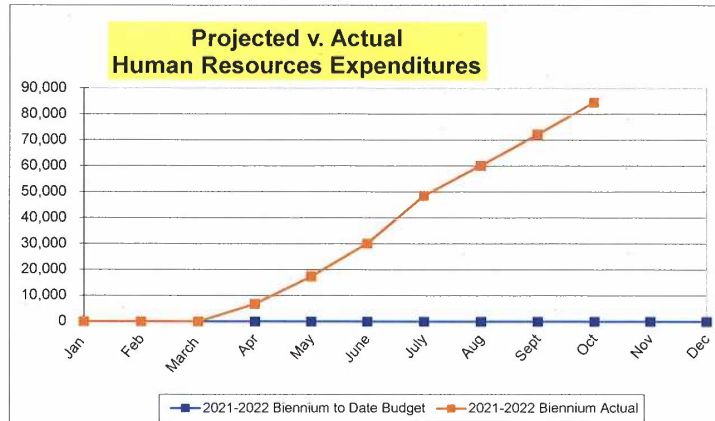
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	142,812	384,213
Feb	285,624	449,756
March	428,436	510,982
Apr	571,248	628,583
May	714,060	732,521
June	856,872	799,738
July	999,684	931,858
Aug	1,142,496	1,015,729
Sept	1,285,308	1,086,249
Oct	1,428,120	1,201,421
Nov	1,570,932	
Dec	1,713,744	
2021-22 Year To Date	3,427,491	
Actual v. Projected		84%



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

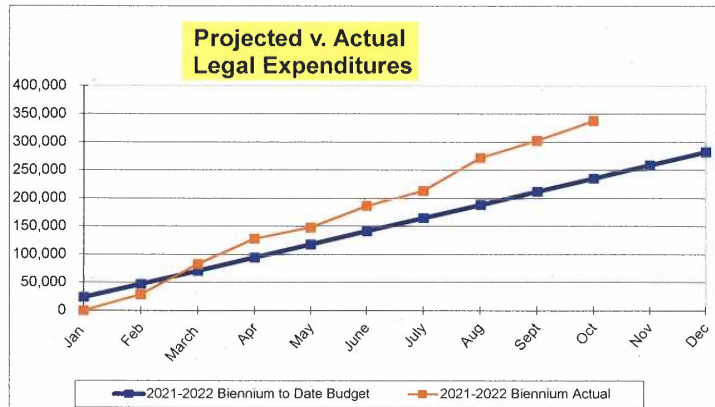
HUMAN RESOURCES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	0	0
Feb	0	0
March	0	0
Apr	0	6,773
May	0	17,390
June	0	30,167
July	0	48,460
Aug	0	60,213
Sept	0	72,171
Oct	0	84,628
Nov	0	
Dec	0	
2021-22	0	
Year To Date		
Actual v. Projected		0%



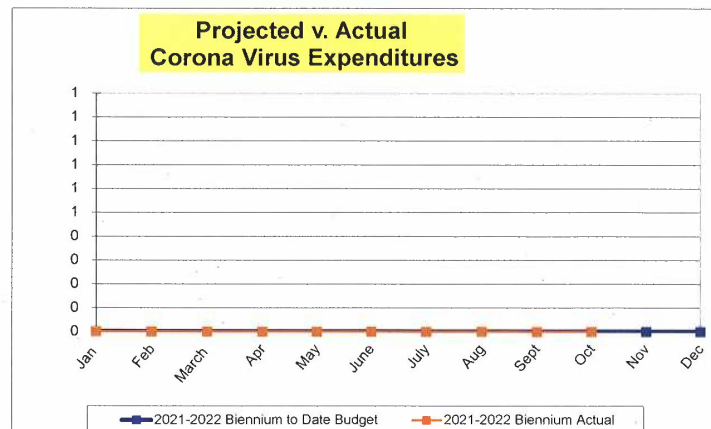
LEGAL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	23,542	0
Feb	47,084	28,346
March	70,626	82,657
Apr	94,168	127,665
May	117,710	147,726
June	141,252	186,239
July	164,794	213,320
Aug	188,336	272,358
Sept	211,878	302,388
Oct	235,420	337,836
Nov	258,962	
Dec	282,504	
2021-22	565,000	
Year To Date		
Actual v. Projected		144%



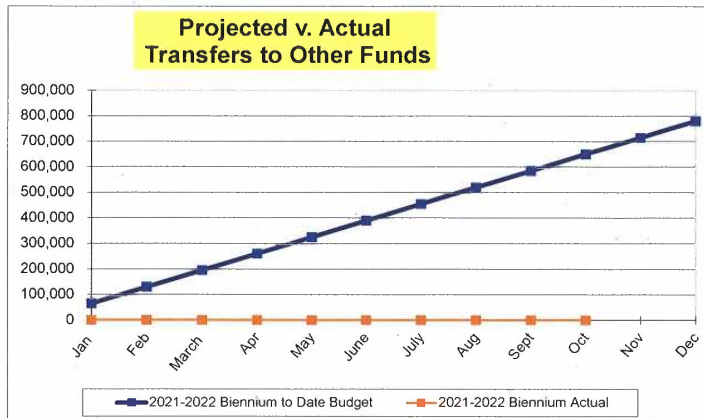
Coronavirus Relief

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



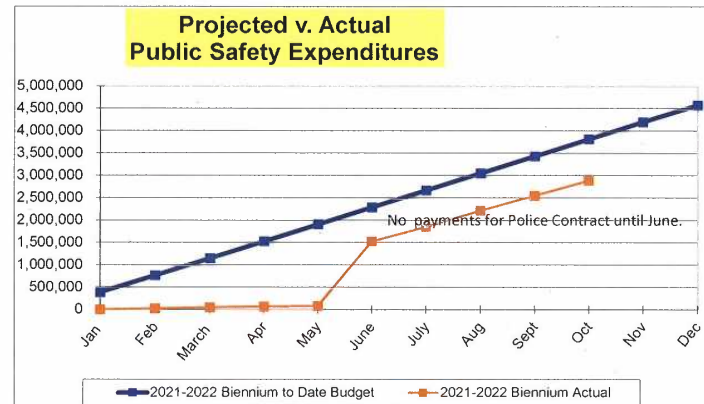
**City of Kenmore, Washington
General Fund Expenditure Graphs*
October 31, 2021
TRANSFERS TO OTHER FUNDS**

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



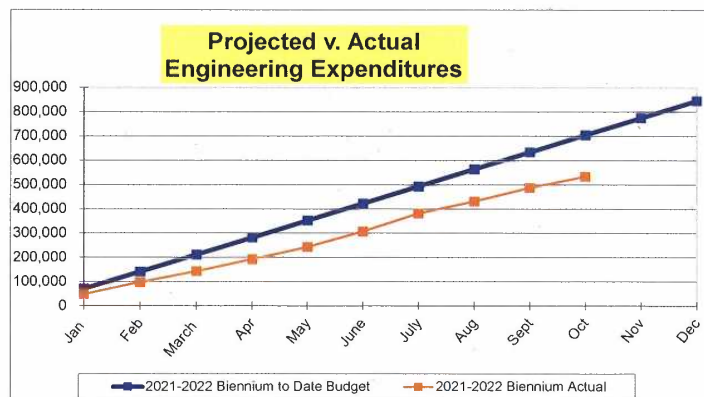
PUBLIC SAFETY

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	381,349	230
Feb	762,698	22,715
March	1,144,047	47,733
Apr	1,525,396	66,345
May	1,906,745	77,519
June	2,288,094	1,526,194
July	2,669,443	1,850,494
Aug	3,050,792	2,218,082
Sept	3,432,141	2,548,824
Oct	3,813,490	2,889,493
Nov	4,194,839	
Dec	4,576,188	
2021-22	9,152,371	
Year To Date		
Actual v. Projected		76%



ENGINEERING

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,399	47,917
Feb	140,798	97,475
March	211,197	143,101
Apr	281,596	192,196
May	351,995	243,045
June	422,394	306,820
July	492,793	381,802
Aug	563,192	430,933
Sept	633,591	487,559
Oct	703,990	533,395
Nov	774,389	
Dec	844,788	
2021-22	1,689,574	
Year To Date		
Actual v. Projected		76%

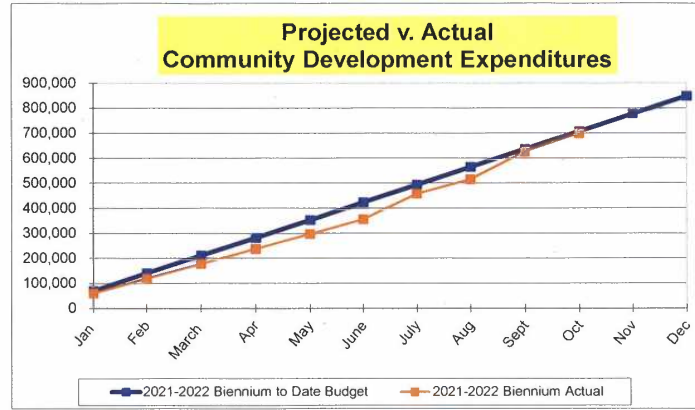


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City of Kenmore, Washington
General Fund Expenditure Graphs*
October 31, 2021

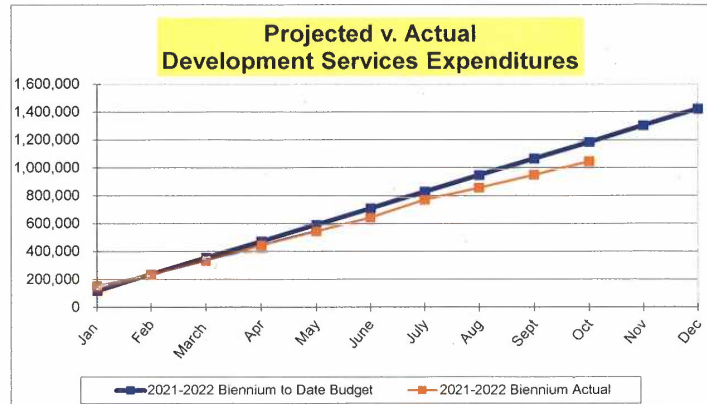
COMMUNITY DEVELOPMENT

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,659	60,865
Feb	141,318	119,485
March	211,977	178,637
Apr	282,636	238,199
May	353,295	298,056
June	423,954	356,556
July	494,613	458,501
Aug	565,272	515,689
Sept	635,931	626,116
Oct	706,590	699,208
Nov	777,249	
Dec	847,908	
2021-22	1,695,828	
Year To Date		
Actual v. Projected		99%



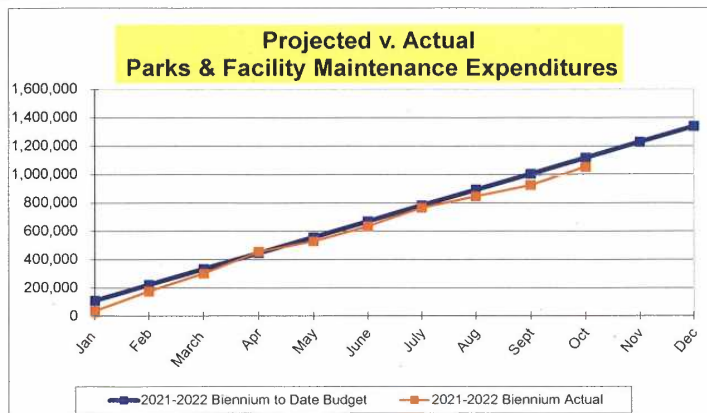
DEVELOPMENT SERVICES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	118,559	153,789
Feb	237,118	233,352
March	355,677	333,970
Apr	474,236	446,157
May	592,795	546,960
June	711,354	644,804
July	829,913	771,326
Aug	948,472	858,281
Sept	1,067,031	949,839
Oct	1,185,590	1,046,392
Nov	1,304,149	
Dec	1,422,708	
2021-22	2,845,428	
Year To Date		
Actual v. Projected		88%



PARKS & FACILITY MAINTENANCE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	111,538	39,100
Feb	223,076	176,065
March	334,614	302,828
Apr	446,152	456,508
May	557,690	529,731
June	669,228	633,857
July	780,766	764,409
Aug	892,304	845,912
Sept	1,003,842	924,187
Oct	1,115,380	1,052,234
Nov	1,226,918	
Dec	1,338,456	
2021-22	2,676,904	
Year To Date		
Actual v. Projected		94%

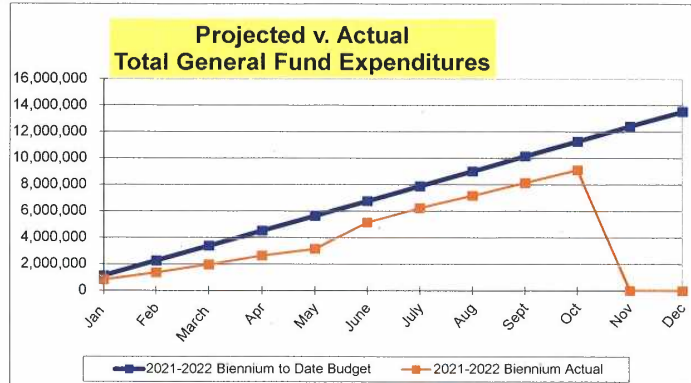


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City of Kenmore, Washington
General Fund Expenditure Graphs*
October 31, 2021

TOTAL GENERAL FUND EXPENDITURES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	1,127,824	827,494
Feb	2,255,648	1,364,616
March	3,383,472	1,963,470
Apr	4,511,296	2,632,229
May	5,639,120	3,164,115
June	6,766,944	5,152,802
July	7,894,768	6,240,379
Aug	9,022,592	7,176,318
Sept	10,150,416	8,136,778
Oct	11,278,240	9,106,645
Nov	12,406,064	0
Dec	13,533,888	0
2021-22 Year To Date	27,067,770	
Actual v. Projected		81%



**City of Kenmore, Washington
Street Fund Summary Report
October 31, 2021**



2021 - 2022				
	<u>MONTH</u>	<u>BIENNIUM TO DATE</u>	<u>% of</u>	<u>BUDGET</u>
	<u>October 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
REVENUES				
Beginning Fund Balance		1,605,323		1,311,996
Fuel Tax	41,342	353,164	37.6%	938,058
Investment Interest	60	1,671	53.9%	3,100
Miscellaneous	0	8,127	114.0%	7,131
ROW Permit Fees/Inspections	0	118,182	40.3%	293,460
Multimodal Transportation	0	23,602	37.4%	63,160
MVA Transpo City	0	13,770	0.0%	0
Transfer from General Fund	0	0	0.0%	1,560,617
Transfer from REET	0	0	0.0%	200,000
Total Revenues	41,402	518,515	16.9%	3,065,526

2021 - 2022				
	<u>MONTH</u>	<u>BIENNIUM TO DATE</u>	<u>% of</u>	<u>BUDGET</u>
	<u>October 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
EXPENDITURES				
Salary and Benefits	52,035	526,567	38.9%	1,355,214
Maintenance & Operations	70,289	569,333	30.4%	1,872,953
Capital	1,710	23,307	23.3%	100,000
Total Expenditures	124,034	1,119,207	33.6%	3,328,167
Revenues over Expenditures	(82,632)	(600,692)		(262,641)
Ending Fund Balance		1,004,631		1,049,355

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



Fund	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$3,391,142	\$2,660,433	\$969,867	5,081,708
Street	1,088,738	41,402	124,034	1,006,106
Transportation Capital	-2,987,536	1,214	2,765,289	(5,751,611)
Public Art	154,244	10	0	154,254
Park Impact Fee	499,025	7,801	0	506,826
Transportation Impact Fee	3,023,517	20,417	0	3,043,934
Swamp Creek Basin	1,093,682	67	0	1,093,750
Transportation Benefit District	410,157	28,835	0	438,991
ARPA Fiscal Recovery Fund	3,149,838	0	270,400	2,879,438
Sammamish Bridge Replacement	2,902,454	1,415,972	2,492,822	1,825,604
Walkways & Waterways Debt Service	504,840	267,867	0	772,707
Real Estate Excise Tax	3,760,471	708,688	0	4,469,158
Park Capital	991,458	403,982	373,439	1,022,002
Walkways & Waterways Bond	13,411,840	577	439,982	12,972,435
Surface Water Management	3,139,989	833,240	124,957	3,848,273
Surface Water Capital	404,827	7,000	70,734	341,093
Public Works Shop Fund	-3,544,719	0	70	(3,544,789)
Strategic Reserve	1,347,146	83	0	1,347,229
Strategic Opportunities	2,494,225	154	604	2,493,775
Equipment Replacement	466,112	28	7,709	458,431
Trust & Agency	930,348	45,715	70,505	905,558
Totals	\$36,631,799	\$6,443,485	\$7,710,412	\$35,364,871

Fund	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	\$4,148,358	\$933,350	5,081,708
Street	156,107	850,000	1,006,107
Transportation Capital	-5,751,611	0	(5,751,611)
Public Art	139,253	15,000	154,253
Park Impact Fee	-423,172	930,000	506,828
Transportation Impact Fee	3,013,937	30,000	3,043,937
Swamp Creek Basin	-306,249	1,400,000	1,093,751
Transportation Benefit District	438,991	0	438,991
ARPA Fiscal Recovery Fund	2,879,438	0	2,879,438
Sammamish Bridge Replacement	1,825,604	0	1,825,604
Walkways & Waterways Debt Service	772,707	0	772,707
Real Estate Excise Tax	4,469,156	0	4,469,156
Park Capital	1,022,002	0	1,022,002
Walkways & Waterways Bond	12,972,435	0	12,972,435
Surface Water Management	3,338,273	510,000	3,848,273
Surface Water Capital	341,092	0	341,092
Public Works Shop Fund	-3,544,789	0	(3,544,789)
Strategic Reserve	497,230	850,000	1,347,230
Strategic Opportunities	2,493,776	0	2,493,776
Equipment Replacement	8,431	450,000	458,431
Trust & Agency	805,554	100,000	905,554
Totals	\$29,296,520	\$6,068,350	\$35,364,871

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, 2021



Average Yield to Maturity-Securities								Overall	0.23%
								Average Yield	0.10%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield			Principal or Balance	Yield Equivalents
Time Value Investments									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%			1,501,588.50	3,003.18
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%			1,501,500.00	4,504.50
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%			1,000,000.00	1,900.00
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%			1,065,261.38	1,917.47
Total TVI Purchases								5,068,349.88	11,325.15

Pacific Premier CD's									
11495975	CD	8/10/2021	8/10/2022	0.25%	0.25%			1,000,000.00	2,500.00
Total Pacific Premier CD's								1,000,000.00	2,500.00

TOTAL ALL SECURITIES

\$ 6,068,349.88 \$ 13,825.15

Banner Checking and Savings	0.02%	5,110,293.77	1,022.06
Pacific Premier Savings	0.09%	3,156,574.16	2,774.63
LGIP - Primary Account	0.08%	10,400,316.18	8,226.65
LGIP - Bond Proceeds Account	0.08%	10,629,336.37	8,407.81

Total Accounts \$ 35,364,870.36 34,256.29

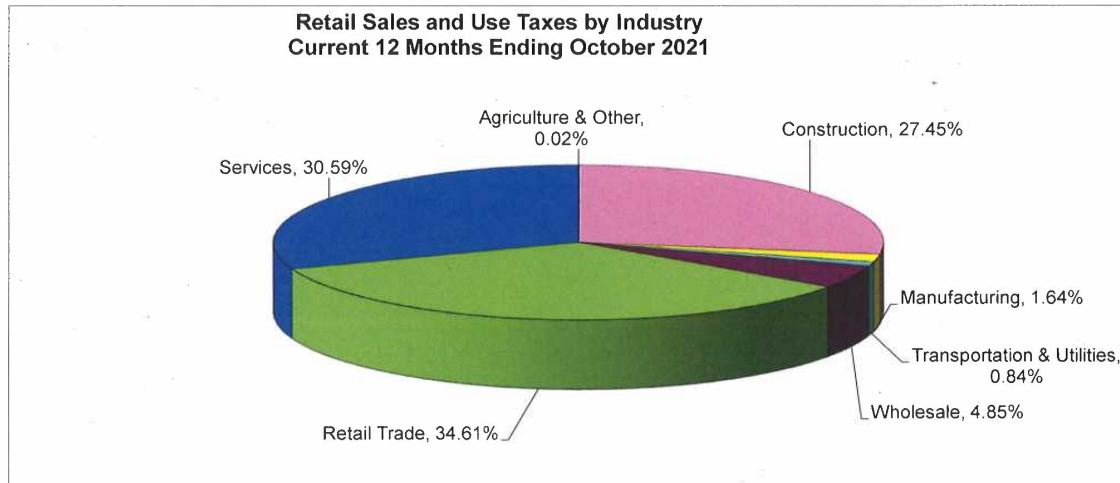
City of Kenmore, Washington
SALES TAX RECEIPTS BY BUSINESS TYPE
 October 2021

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	30.92	0.00	30.92	0.0%
CONSTRUCTION	73,209.14	1,574.89	74,784.03	23.8%
MANUFACTURING	4,305.76	0.06	4,305.82	1.4%
TRANSPORTATION & UTILITIES	1,253.61	1,216.15	2,469.76	0.8%
WHOLESALE	14,490.48	947.43	15,437.92	4.9%
RETAIL TRADE	102,893.82	130.46	103,024.28	32.7%
SERVICES	98,947.40	390.63	99,338.03	31.6%
INFORMATION	8,248.57	67.74	8,316.31	2.6%
PUBLIC SERVICES	9.42	7,135.45	7,144.87	2.3%
	<u>303,389.14</u>	<u>11,462.80</u>	<u>314,851.94</u>	<u>100.0%</u>

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

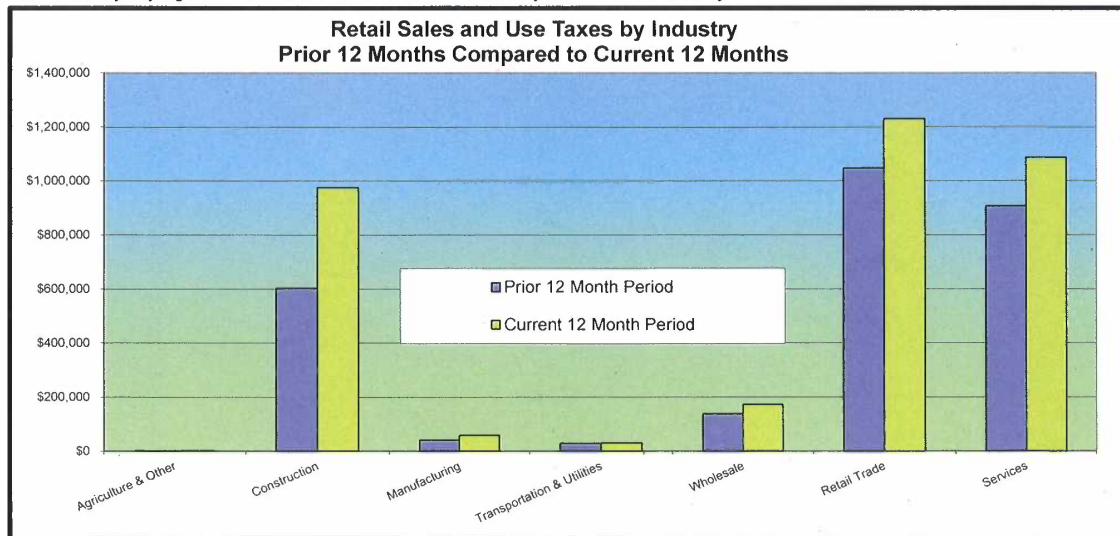


Industry	Prior 12 Months ending October 2020	Current 12 Months ending October 2021	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$701	\$804	14.69%	0.02%
Construction	602,251	975,043	61.90%	27.45%
Manufacturing (Printing, Publishing, Other Manuf.)	41,193	58,247	41.40%	1.64%
Transp/Comm/Utilities (Telecomm., Air Transport.)	29,598	29,882	0.96%	0.84%
Wholesale (Lumber, Other Wholesale)	138,217	172,219	24.60%	4.85%
Retail Trade (Eating, Merchandise, Food Stores)	1,047,823	1,229,567	17.34%	34.61%
Services (Auction, Recreation, Auto Repair, Financial)	907,130	1,086,591	19.78%	30.59%
Totals	\$2,766,913	\$3,552,352	28.39%	100%
Increase/(Decrease)		\$785,439	28.39%	



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



Signature: Rob Karlinsey
Rob Karlinsey (Dec 1, 2021 14:07 PST)
Email: rkarkinsey@kenmorewa.gov

AB-monthly financial report-October 2021

Final Audit Report

2021-12-01

Created:	2021-12-01
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAvozgKEhQxdzOWcyRy_yqmigGTKfLZBhm

"AB-monthly financial report-October 2021" History



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Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)

2021-12-01 - 10:06:58 PM GMT- IP address: 24.22.167.111



Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)

Signature Date: 2021-12-01 - 10:07:49 PM GMT - Time Source: server- IP address: 24.22.167.111



Agreement completed.

2021-12-01 - 10:07:49 PM GMT

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

Subject/Topic: 2024 Transportation Element Update Contract Approval Proposed Council Action/Motion: Authorize the City Manager to execute a contract with Parametrix in an amount not to exceed \$360,000 to update the Transportation Element of the Comprehensive Plan.	For Council Meeting Agenda of: 12/13/2021 Department: <u>PW Engineering</u> Prepared by: <u>John Vicente, City Engineer</u> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">JFV 12/2/2021</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK 12/2/2021</td></tr> </table> Exhibits/Attachments: NA		<u>Initial & Date</u>	Approved by Department Head:	JFV 12/2/2021	Approved by City Attorney:	NA	Approved by Finance Director:	NA	Approved by City Manager:	RGK 12/2/2021
	<u>Initial & Date</u>										
Approved by Department Head:	JFV 12/2/2021										
Approved by City Attorney:	NA										
Approved by Finance Director:	NA										
Approved by City Manager:	RGK 12/2/2021										
<u>INFORMATION/BACKGROUND:</u> On December 15, 2014, City Council approved the Transportation Element of the Comprehensive Plan. The comprehensive plan requires update every 10 years. As part of this update, the Transportation Element is also reviewed and updated to reflect changes in growth, regional planning, local codes, and policies. The Transportation Element sets the goals and priorities for transportation development over the next 20 years. To assist in the update, The City advertised in both the Seattle Times and Daily Journal of Commerce for Statements of Qualifications (SOQ) from potential transportation engineering/planning firms. Staff reviewed the SOQs and conducted interviews with 2 candidate firms. After conducting interviews, staff selected Parametrix to provide planning and engineering services to update the Transportation Element. Parametrix's scope will be to collect data and update the models to assist in predicting the transportation needs within the City during the next 20 years. Also included in the scope is a review and update on the capital facilities plan and the integrated transportation program. The capital facilities plan includes an update in the project list for 6 year and 20 year and includes planning level cost estimates. The integrated transportation program includes level of service standards for signalized intersections, concurrency (tracks transportation needs versus capital investments in the right of way), transportation impact fees, and safe site access requirements. Parametrix will also be assisting the city with public outreach. Public outreach will be conducted per the Public Participation Plan (Plan) being created for the Comprehensive Plan update. PRR, the consultant drafting the Plan for the city, is also on Parametrix's team to provide outreach for the transportation element update. The Plan has been reviewed by the Planning Commission and it is anticipated that it will be completed in the first quarter of 2022. Work on the update will begin in January 2022 and is expected to be completed by the end of 2022. Staff anticipate seeking Council approval on the transportation element in the 4th quarter of 2023.											
<u>FISCAL CONSIDERATION:</u> The cost for updating the transportation element is budgeted with \$280,000 in the Engineering Cost Center of the General Fund approved for the 2021/2022 budget. The remainder of the cost will be covered by Transportation Benefit District funds.											
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Goal #6: To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.											



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

Subject/Topic: Public hearing, Discussion, and Action to allow “Construction and Trade” as a temporary use for Interim Public Works Shop for a one-year period for a property located at 6532 NE Bothell Way which is owned by City of Kenmore and zoned Downtown Commercial, subject to conditions. Proposed Council Action/Motion: Motion to allow “Construction and Trade” as a temporary use for Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by City of Kenmore and zoned Downtown commercial, subject to conditions.	For Council Meeting Agenda of: <u>December 13, 2021</u> Department: <u>Development Services</u> Prepared by: <u>Tela Gardner, Permit Coordinator</u> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>BH 11/23/21</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>NA</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 11/23/21</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RGK</u></td></tr> </table> Exhibits/Attachments: Exhibit A: Project Narrative and Justification. Exhibit B: Site location map		<u>Initial & Date</u>	Approved by Department Head:	<u>BH 11/23/21</u>	Approved by City Attorney:	<u>NA</u>	Approved by Finance Director:	<u>LS 11/23/21</u>	Approved by City Manager:	<u>RGK</u>
	<u>Initial & Date</u>										
Approved by Department Head:	<u>BH 11/23/21</u>										
Approved by City Attorney:	<u>NA</u>										
Approved by Finance Director:	<u>LS 11/23/21</u>										
Approved by City Manager:	<u>RGK</u>										
<u>INFORMATION/BACKGROUND:</u> Starting on January 1, 2019, the City of Kenmore has been providing in-house public works services. A Public Works Shop, is considered a “Construction and Trade” use, per the zoning code (KMC 18.20.590). While the City continues to acquire property and construct a Public Works Shop, a temporary location is needed. A city-owned property located at 6532 NE Bothell Way (“subject property”) was identified as a temporary location for the Public Works shop and was approved as a temporary use by Council on November 13, 2018 for one year from January 1, 2019 to January 2, 2020 and subsequently approved for two additional one-year increments on December 9, 2019 and November 23, 2020. The subject property is zoned Downtown Commercial (DC) and does not contain any environmentally critical areas or buffers. Per KMC 18.25.020, “Construction and Trade” uses are prohibited use in the DC zone. However, the use is allowed on a temporary basis through a Temporary Use Permit (KMC 18.100.100). Temporary Use Permits are a mechanism by which the City may permit a use otherwise not permitted in the zone. Temporary Use Permits that exceed 90-days require a public hearing and City Council approval for up to one year; a temporary use permit may be renewed for additional periods up to one year at Council’s discretion, following a public hearing.											

The Public Works Operation Division has requested a one-year renewal of the temporary use permit while the City continues to evaluate potential sites to locate the permanent public works shop. Development Services recommends the following conditions for the temporary use permit:

- The existing black chain link fence with privacy screening must remain for the duration of the use;
- The landscaping installed along the perimeter of the property fronting Bothell Way and 67th Ave NE must remain in good condition for the duration of the use;
- The one-year renewal will be valid for January 1, 2022 to January 1, 2023.

Staff recommends approval as the requested temporary use permit meets the decision criteria of KMC 18.100.125.A-C, as the temporary use i) will not be materially detrimental to the public welfare; ii) is compatible with existing land uses in the immediate vicinity in terms of noise and house of operation; and iii) provides adequate parking. City Council can take action on the temporary use following a public hearing.

FISCAL CONSIDERATION:

Having the Public Works shop at this location allows staff adequate time to locate and negotiate a permanent location.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Continue to implement the Economic Development Strategy.

Exhibit A

PROJECT NARRATIVE AND JUSTIFICATION

Kenmore contracts most public works and parks maintenance services to various private and public contractors. The largest contract, existing since our incorporation, is with the City of Lake Forest Park. This contract has worked well for our city for almost 20 years. As the needs of each city has evolved and the infrastructure maintenance demands have increased, both cities decided that each would be better served by having its own Public Works and Parks Maintenance Operation division. We have received notice from Lake Forest Park terminating the Public Works and Park Maintenance services to Kenmore effective December 31, 2018.

The City hired Munimanager consultants to develop an in-house Public Works and Park Maintenance Division operation and implementation plan. We have shared the plan's implementation schedule, and the associated costs with the Council during the August 13, 2018 Council meeting. The Council subsequently approved the plan and authorized us to proceed with the required financial expenditures at the September 10, 2018 Council meeting. Since then, we have developed job descriptions, advertised positions to hire maintenance workers, and hired an architect to remodel the back side of the post office building for an office space for the new division.

Providing excellent service and meeting our community public works needs is a top priority for City leadership and City staff. Moving services in-house gives us more local control over work order prioritization. In-house staff can be more flexible and responsive to community needs. After careful study, we believe we can provide these services over the long term for the same or less cost compared to our costs while we were in contract with Lake Forest Park.

This transition will require hiring six new public works employees who will start in late November or early December. We will also need to purchase equipment and find a permanent 1.5 to 2-acre site for a permanent Public Works/Parks shop.

The City has been working to find an appropriate location for a permanent Public Works / Parks shop. We worked with a real estate agent, checked real estate web sites (Zillow, Redfin, etc), and checked the King County Parcel map to identify a 1.5 to 2 Acre property to be used for this purpose within the City of Kenmore.

Most of the parcels identified on the King County Parcel map within our parameters were either not for sale or were located in the middle of a residential neighborhood. We pursued one property which was for sale and greater than 4 acres. We thought this property would give us the needed buffer and screening from the surrounding residents. We entered into a purchase and sale agreement to do a feasibility study for this property. Unfortunately, the property was constrained with many environmental issues. We also received very strong opposition from the neighborhood. Consequently, we terminated our purchase and sale agreement.

We also toured a property owned by the Local fire district on the west side of the City. This was an old fire station. It is not being used for that purpose now. The District wants to keep this property for potential future use. The Fire Chief was very kind and supportive of the idea that we could perhaps lease it from them, contingent upon his board's approval. We reviewed the property and the structure on it. The yard outside the building is very small and would not allow us to store even half of the equipment we need. It is also very close to a number of residential homes without the means to provide proper screening. Further evaluation revealed many structural problems with the standing structure which would require significant funds to repair. It was thus decided not to proceed with this interim option.

2020 SITE SEARCH UPDATE

After the first purchase and sale agreement was terminated, the search for another property continued. Staff created site selection criteria in early 2019, entered into contract with Contract Land Staff to assist in property acquisition, and selected an architect in preparation for either the remodeling of an existing building or designing a brand-new facility. Based on the site selection criteria we were able to narrow it down to a single property, however the property was not actively for sale. With the help of consultants, the City attempted to work with the property owner to acquire the property through condemnation. Staff presented the final recommendations to the City Council in July of 2020. Once again, the City received strong opposition from the property owner as well as other community members, as a result the pursuit of this property ended.

A council committee was formed to create all new site selection criteria and we have put a pause on actively looking for a new site until the beginning of 2021.

TEMPORARY USE PERMIT

The City owns the Shell property at the northwest corner of SR-522 and 67th Ave NE which is approximately ½ acre in size. It is the only viable option at present identified for use as an interim public works and parks maintenance and operation site. The entire property would be needed to accommodate the interim use for the City. This property was purchased by the City in 2013. Espresso Works drive-through is currently occupying part of this property under a 1-year temporary lease. City Council approved a 1-year temporary lease starting in November 2014. Espresso Works moved to the location and applied for a building permit in June 2015. The Espresso Works 1-year temporary use lease was extended for an additional year in November 2016 and again in November 2017. Their current lease expires in November 2018 and we have mutually agreed to extend it again until December 31, 2018, at which time Espresso Works will no longer reside on the property.

Both drive-through and Public Works / Parks operation and Maintenance uses are prohibited on this property by the Zoning code. To accommodate Espresso Works, the Council has approved several one-year temporary use exceptions since 2014. We need a temporary location while we search for and purchase a permanent Public Works / Parks shop. We

anticipate needing to use this site on an interim basis for two to three years until we find a permanent location.

FENCING

The City proposes to install a 6-foot high black chain link fence with privacy screening. The proposed fencing is appropriate for the proposed temporary use and will meet the interim needs of the city by providing a secure site for city vehicles, equipment and staff.

LANDSCAPING

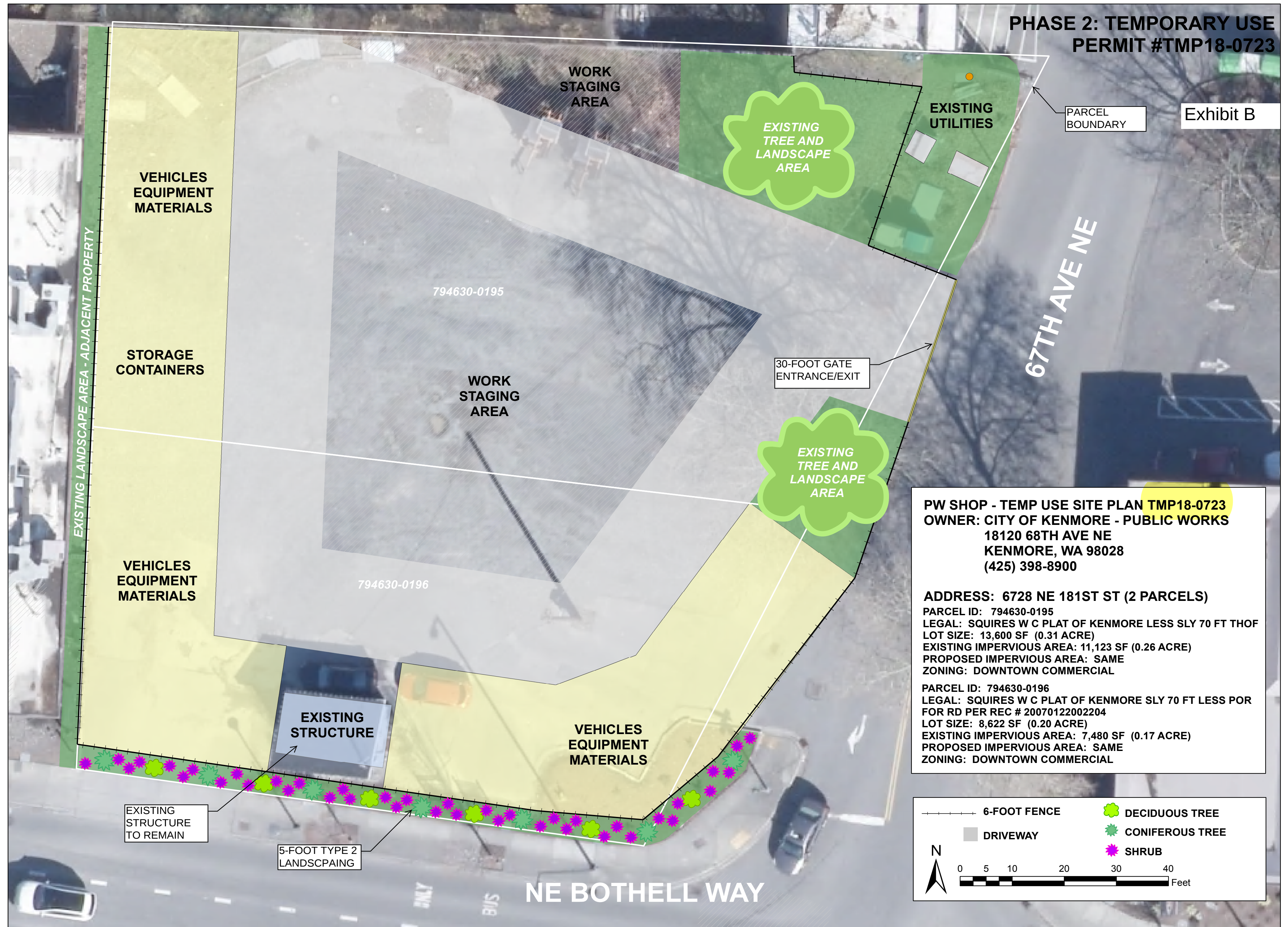
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Quantity	Botanical Name	Common Name
7 (20' O.C.)	<i>Thuja occidentalis</i> 'Smaragd'	Emerald Green Cedar
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40 (mixture of shrubs)	<i>Ribes sanguinum</i>	Red Current
	<i>Viburnum tinus</i> 'Spring Bouquet'	Laurustinus
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	<i>Magnolia stellata</i>	Star Magnolia
	<i>Euonymus alatus</i> 'Compacta'	Compact Burning Bush

NOISE/PARKING AND LAND USE

The proposed temporary use will not be materially detrimental to the public welfare. As mentioned, it may be beneficial to the public to move these services in-house. The noise associated with the shop will be minimal and compatible with how the property has been used over the past 5 years. The property has been frequently used to stage road and infrastructure projects in Kenmore. During these staging periods the City did not receive any complaints. The employees will either be parking at the Post Office or City Hall where there is adequate parking.

In addition to the property on SR 522, we will also be using the back side of the Post Office building at 6700 NE 181st St (another city-owned building) for indoor storage and office space for maintenance workers.





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

Subject/Topic: Public hearing, Discussion, and Action to allow indoor storage as a temporary use for a property located at 15036 70th Avenue NE which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions. Proposed Council Action/Motion: Motion to allow indoor storage as a temporary use for a one-year period at real property located at 15036 70th Avenue NE, Kenmore, Washington, which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions.	For Council Meeting Agenda of: <u>December 13, 2021</u> Department: <u>Development Services</u> Prepared by: <u>Tela Gardner, Permit Coordinator</u> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>BH 11/23/21</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>N.A.</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 11/23/21</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RGK</u></td></tr> </table> Exhibits/Attachments: Exhibit A: 2015 Approval letter with attachments; and Exhibit B: Vicinity Map.		<u>Initial & Date</u>	Approved by Department Head:	<u>BH 11/23/21</u>	Approved by City Attorney:	<u>N.A.</u>	Approved by Finance Director:	<u>LS 11/23/21</u>	Approved by City Manager:	<u>RGK</u>
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<u>INFORMATION/BACKGROUND:</u> The property located at 15036 70th Avenue NE Kenmore, WA 98028; King County parcel number 364910-0122 ("subject property") is zoned Public/Semi-Public ("PSP") and owned by the King County Fire District #16 ("Northshore Fire Department" or the "District"). The property contains an existing 1,842 square foot building and is often referred to as "the old fire station," because 27 years ago it was an operational fire station (Fire Station #54), staffed mostly by District volunteers. In 1994, the old fire station was vacated and thereafter the space was leased by nonprofits like the YMCA, for youth programs. When the YMCA terminated its lease with the District, the building sat vacant until May 2015 when the space was leased by Michael Klebeck for storage (prior to moving to the old fire station, Mr. Klebeck leased storage space from the city at Kenmore Village). Kenmore City Council ("Council") approved a temporary use permit to allow indoor storage from May 15, 2015 to May 14, 2016. From then to Council approval in 2019, the use continued without renewal. Since November 2019, Council has approved the use in one-year increments; the last approval was November 23, 2020, which was valid from November 15, 2020 to January 01, 2022. The last renewal request was for a period of approximately 14 months to ensure consistency with other temporary use permits. The Kenmore Municipal Code (KMC) does not identify the indoor storage use as permitted, conditionally permitted or prohibited in the PSP zone (KMC 18.27.020). Since the code is silent on indoor storage use in the PSP zone, a temporary use permit is a mechanism by which the city may allow it, provided that the use can be made compatible for periods of limited duration. Per KMC 18.100.120, temporary use permits shall not exceed 90 days unless approved by City Council. A temporary use permit may be renewed for additional periods up to one year at Council's discretion, following a public hearing. The District continues to evaluate future use of the property and is committed to using the building in a way that is compatible with the surrounding residential area. The temporary use of the space ensures that property holding costs to the District are offset by revenue generated by the lease. In addition, the temporary use will											

ensure that the property grounds are well maintained. There have been no service requests submitted at this address since 2016.

Development Services recommends the following conditions for the temporary use permit:

- Storage is only permitted inside the structure;
- No alcohol or other hazardous materials shall be stored in the facility;
- The building shall be equipped with a monitored alarm system;
- The grounds shall be maintained at the current level of care; and
- Visits to the site for pick up and drop shall be infrequent (approximately once per week) and limited to daytime hours.
- The renewal will be valid for January 01, 2022 to January 01, 2023.

Staff recommends approval as the requested temporary use permit meets the decision criteria of KMC 18.100.125.A-C, as the temporary use i) will not be materially detrimental to the public welfare; ii) is compatible with existing land uses in the immediate vicinity in terms of noise and house of operation; and iii) provides adequate parking.

FISCAL CONSIDERATION:

There is no cost to the City for this action. Having the building temporarily leased by a reliable tenant provides the revenue to the Fire District while future use of the property is evaluated.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Continue to implement the Economic Development Strategy.

Exhibit A



City Of Kenmore, Washington

June 5, 2015

Jim Torpin
North Shore Fire
7220 NE 181st St
Kenmore, WA 98028

RE: Temporary Use permit – Station 54 Storage
15036 70th Ave NE

Dear Jim,

Thank you for your Temporary Use permit application # TUP2015-053 submitted June 5, 2015 for temporary indoor storage at Station 54 located at 15036 70th Ave NE. Your application has been reviewed and **approved** by the City of Kenmore; please see the attached conditions of approval. If you have any questions do not hesitate to contact me. Thank you.

Sincerely,

Rebecca Coleman, Permit Specialist
Development Services
425-398-8900
rcoleman@kenmorewa.gov

Cc: File

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

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



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

Subject/Topic: Motion to allow indoor storage as a temporary use for up to a one year period in property located at 15036 70th Avenue NE which is owned by the Northshore Fire District and zoned Public/Semi- Public, subject to conditions Proposed Council Action/Motion: Approve Motion to allow indoor storage as a temporary use for up to a one year period in property located at 15036 70th Avenue NE which is owned by the Northshore Fire District and zoned Public/Semi- Public, subject to conditions	For Council Meeting Agenda of: 11 May 2015 Department: Development Services/Executive Prepared by: Bryan Hampson/ Nancy Ousley Initial & Date Approved by Department Head: <u>MLD 28 APR 2015</u> Approved by City Attorney: _____ Approved by Finance Director: <u>ONE 4/30/15</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: Correspondence from Chief Jim Torpin, Northshore Fire District			
<table border="1"> <tr> <td>Expenditure Required \$0</td> <td>Amount Budgeted \$n/a</td> <td>Appropriation Required \$n/a</td> </tr> </table>		Expenditure Required \$0	Amount Budgeted \$n/a	Appropriation Required \$n/a
Expenditure Required \$0	Amount Budgeted \$n/a	Appropriation Required \$n/a		
<u>INFORMATION/BACKGROUND:</u> Indoor storage is not a specifically permitted use in the Public/Semi Public zone. Per Kenmore Municipal Code 18.100.120, a temporary use permit is a mechanism by which the city may permit a use otherwise not permitted in the zone that can be made compatible for periods of limited duration. A temporary use permit cannot exceed a total of 90 days unless extended by the City Council to one year. The Northshore Fire District requests City Council approval of a temporary use permit to allow indoor storage in its former Fire Station 54 property in the Moorlands area from May 15, 2015 to May 14, 2016. The 1842 square foot facility has not been used as a fire station since 1994 and was subsequently leased to non profits that operated youth programs. The YMCA terminated its lease with the District and the facility is now vacant. While the District evaluates future uses of the property, it would like to offset the property holding costs through leasing it, which will also deter vandalism at the site. The District has received several offers to lease the former station for indoor storage. The District has conditionally accepted a proposal from Michael Klebeck pending City approval of a temporary use permit for the indoor storage use. Mr. Klebeck has leased space in Kenmore Village for indoor storage from the City since 2013, which will no longer be available because of the property sale and redevelopment. The City Council approved temporary use permits for this use in 2013 and 2014. The District is committed to using this building in a way that is compatible with the surrounding residential area, and will proactively communicate with the community about the proposed use. The City and District agree on the following conditions for the temporary use permit:				

- Storage is only permitted inside the structure
- No alcohol or other hazardous materials will be stored in the facility
- The building will be equipped with a monitored alarm system
- The grounds will be maintained at the current level of care
- Visits to the site for pick up and drop off will be infrequent (approximately once per week) and limited to daytime hours

The proposed tenant is a successful and well regarded business owner and has been a reliable tenant in the City owned property.

FISCAL CONSIDERATION:

There is no cost to the City for this action and the Fire District can realize some income while having its property occupied and maintained while it evaluates future use of the property.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Continue to implement the Economic Development Strategy



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street Kenmore, WA 98028

Business: 425-354-1780

Fax: 425-354-1781

February 25, 2015

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

RE: Request for Temporary Use Permit

Dear Mr. Karlinsey,

I am writing to you for assistance in obtaining a temporary use permit for property owned by King County Fire Protection District No. 16 (District). The District is requesting approval to allow indoor storage, subject to conditions, as a temporary use at the former fire station which is zoned public/semi-public for a one year period from May 15, 2015, to May 14, 2016. The property is located at 15036 70th Avenue NE.

Indoor storage is not addressed in the table of uses for areas with R-6 or Public/Semi Public Zones. Per Kenmore Municipal Code 18.100.120, temporary use permit is a mechanism by which the city may permit a use otherwise not permitted in a specific zoning area for periods of limited duration. A temporary use permit cannot exceed a total of 90 days unless extended by the City Council to one year.

The District has owned a facility in the Moorlands area of Kenmore which was previously used as a fire station. The District has not used the facility for that purpose since 1994 when the volunteer firefighter program ended. The building was subsequently leased to the Boys and Girls Clubs of King County and more recently the YMCA for use with their children's after school and summer camp programs. The YMCA has terminated its lease with the District and the building is now vacant.

The District has maintained ownership of the parcel due to its potential value as a site for future fire suppression and/or emergency medical response station. The District is currently evaluating its options and would like to lease the facility in an effort to offset its holding costs related to this property while the future use of the facility is determined.

The District has received several offers to lease the 1842 square foot former fire station. All of the parties expressing interest in the facility would use it for low hazard indoor storage. The District has conditionally accepted a proposal from Michel Klebeck pending approval of a temporary use permit from the City of Kenmore. Mr. Klebeck current leases a space from the City of Kenmore in the Kenmore Village complex.

Understanding the facility is surrounded by a residential area that must not be negatively impacted; the use of the facility for indoor storage will be subject to the following conditions:

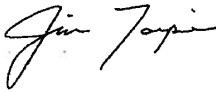
- Storage is only permitted inside the structure

- Storage is limited to low hazard commodities, no alcohol or other hazardous materials will be allowed
- The building will be equipped with a monitored alarm system
- The grounds will be maintained at the current level of care
- Visits to the site for pick up and drop off will be infrequent (approximately once per week) and limited to daytime hours.

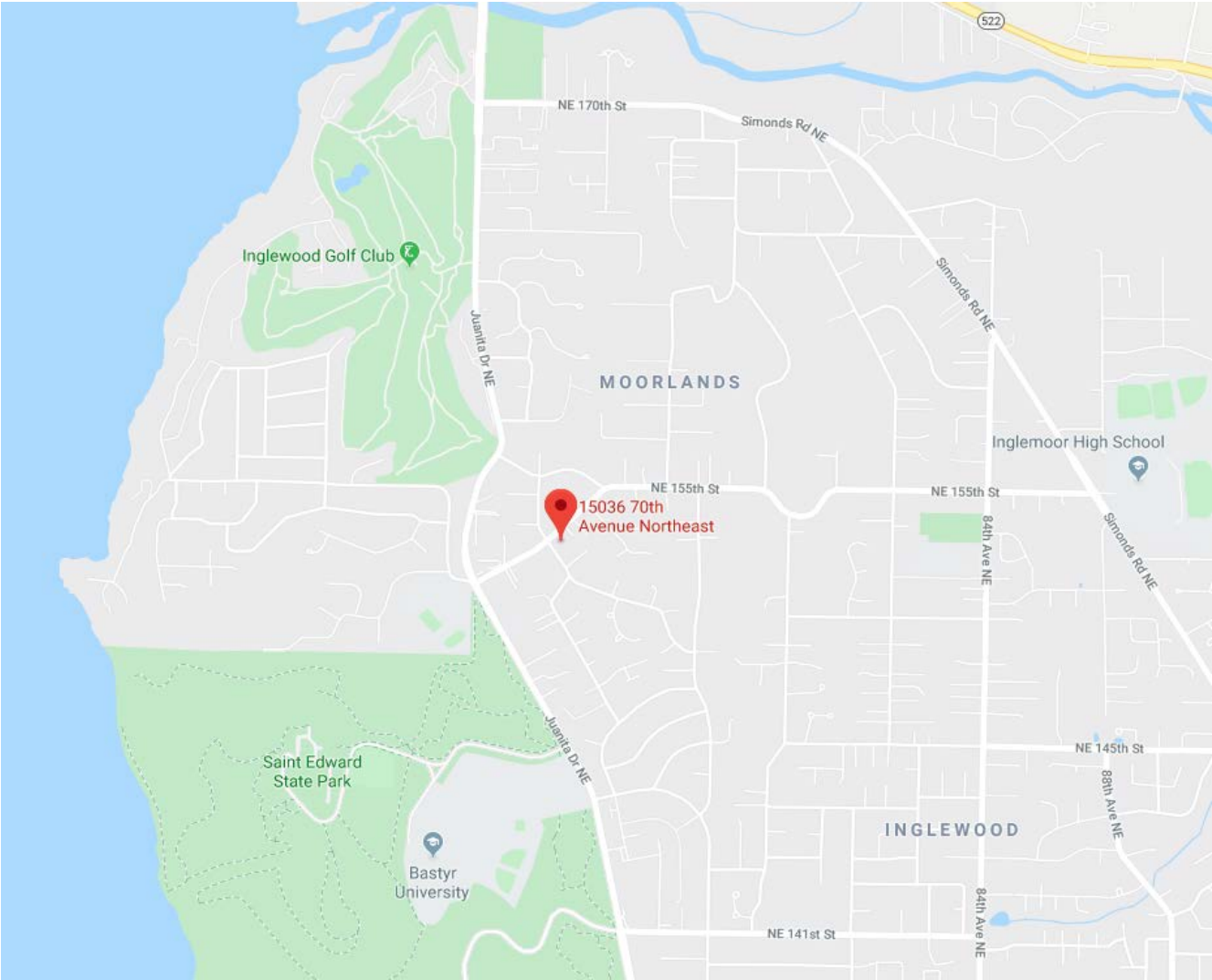
The use of the District's facility for indoor storage will have little to no impact on the surrounding neighborhood. The presence of a tenant will reduce the chance of vandalism and vagrants illegally gaining entry or hanging around the site. Moneys collected for rent will benefit the District's taxpayers by offsetting the holding costs of this property. Mr. Klebeck understands that the lease would be terminated if the condition of no tangible impact to the neighborhood is not maintained.

I appreciate your attention and assistance with this matter. If you have any further questions regarding this request please feel free to contact me.

Sincerely



Jim Torpin
Fire Chief





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

Subject/Topic: Public hearing, Discussion, and Action to allow “Construction and Trade” as a temporary use for Interim Public Works Shop for a one-year period for a property located at 6532 NE Bothell Way which is owned by City of Kenmore and zoned Downtown Commercial, subject to conditions. Proposed Council Action/Motion: Motion to allow “Construction and Trade” as a temporary use for Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by City of Kenmore and zoned Downtown commercial, subject to conditions.	For Council Meeting Agenda of: <u>December 13, 2021</u> Department: <u>Development Services</u> Prepared by: <u>Tela Gardner, Permit Coordinator</u> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"></th><th style="text-align: right;"><u>Initial & Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>BH 11/23/21</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>NA</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 11/23/21</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RGK</u></td></tr> </tbody> </table> Exhibits/Attachments: Exhibit A: Project Narrative and Justification. Exhibit B: Site location map		<u>Initial & Date</u>	Approved by Department Head:	<u>BH 11/23/21</u>	Approved by City Attorney:	<u>NA</u>	Approved by Finance Director:	<u>LS 11/23/21</u>	Approved by City Manager:	<u>RGK</u>
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<u>INFORMATION/BACKGROUND:</u> Starting on January 1, 2019, the City of Kenmore has been providing in-house public works services. A Public Works Shop, is considered a “Construction and Trade” use, per the zoning code (KMC 18.20.590). While the City continues to acquire property and construct a Public Works Shop, a temporary location is needed. A city-owned property located at 6532 NE Bothell Way (“subject property”) was identified as a temporary location for the Public Works shop and was approved as a temporary use by Council on November 13, 2018 for one year from January 1, 2019 to January 2, 2020 and subsequently approved for two additional one-year increments on December 9, 2019 and November 23, 2020. The subject property is zoned Downtown Commercial (DC) and does not contain any environmentally critical areas or buffers. Per KMC 18.25.020, “Construction and Trade” uses are prohibited use in the DC zone. However, the use is allowed on a temporary basis through a Temporary Use Permit (KMC 18.100.100). Temporary Use Permits are a mechanism by which the City may permit a use otherwise not permitted in the zone. Temporary Use Permits that exceed 90-days require a public hearing and City Council approval for up to one year; a temporary use permit may be renewed for additional periods up to one year at Council’s discretion, following a public hearing.											

The Public Works Operation Division has requested a one-year renewal of the temporary use permit while the City continues to evaluate potential sites to locate the permanent public works shop. Development Services recommends the following conditions for the temporary use permit:

- The existing black chain link fence with privacy screening must remain for the duration of the use;
- The landscaping installed along the perimeter of the property fronting Bothell Way and 67th Ave NE must remain in good condition for the duration of the use;
- The one-year renewal will be valid for January 1, 2022 to January 1, 2023.

Staff recommends approval as the requested temporary use permit meets the decision criteria of KMC 18.100.125.A-C, as the temporary use i) will not be materially detrimental to the public welfare; ii) is compatible with existing land uses in the immediate vicinity in terms of noise and house of operation; and iii) provides adequate parking. City Council can take action on the temporary use following a public hearing.

FISCAL CONSIDERATION:

Having the Public Works shop at this location allows staff adequate time to locate and negotiate a permanent location.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Continue to implement the Economic Development Strategy.

Exhibit A

PROJECT NARRATIVE AND JUSTIFICATION

Kenmore contracts most public works and parks maintenance services to various private and public contractors. The largest contract, existing since our incorporation, is with the City of Lake Forest Park. This contract has worked well for our city for almost 20 years. As the needs of each city has evolved and the infrastructure maintenance demands have increased, both cities decided that each would be better served by having its own Public Works and Parks Maintenance Operation division. We have received notice from Lake Forest Park terminating the Public Works and Park Maintenance services to Kenmore effective December 31, 2018.

The City hired Munimanager consultants to develop an in-house Public Works and Park Maintenance Division operation and implementation plan. We have shared the plan's implementation schedule, and the associated costs with the Council during the August 13, 2018 Council meeting. The Council subsequently approved the plan and authorized us to proceed with the required financial expenditures at the September 10, 2018 Council meeting. Since then, we have developed job descriptions, advertised positions to hire maintenance workers, and hired an architect to remodel the back side of the post office building for an office space for the new division.

Providing excellent service and meeting our community public works needs is a top priority for City leadership and City staff. Moving services in-house gives us more local control over work order prioritization. In-house staff can be more flexible and responsive to community needs. After careful study, we believe we can provide these services over the long term for the same or less cost compared to our costs while we were in contract with Lake Forest Park.

This transition will require hiring six new public works employees who will start in late November or early December. We will also need to purchase equipment and find a permanent 1.5 to 2-acre site for a permanent Public Works/Parks shop.

The City has been working to find an appropriate location for a permanent Public Works / Parks shop. We worked with a real estate agent, checked real estate web sites (Zillow, Redfin, etc), and checked the King County Parcel map to identify a 1.5 to 2 Acre property to be used for this purpose within the City of Kenmore.

Most of the parcels identified on the King County Parcel map within our parameters were either not for sale or were located in the middle of a residential neighborhood. We pursued one property which was for sale and greater than 4 acres. We thought this property would give us the needed buffer and screening from the surrounding residents. We entered into a purchase and sale agreement to do a feasibility study for this property. Unfortunately, the property was constrained with many environmental issues. We also received very strong opposition from the neighborhood. Consequently, we terminated our purchase and sale agreement.

We also toured a property owned by the Local fire district on the west side of the City. This was an old fire station. It is not being used for that purpose now. The District wants to keep this property for potential future use. The Fire Chief was very kind and supportive of the idea that we could perhaps lease it from them, contingent upon his board's approval. We reviewed the property and the structure on it. The yard outside the building is very small and would not allow us to store even half of the equipment we need. It is also very close to a number of residential homes without the means to provide proper screening. Further evaluation revealed many structural problems with the standing structure which would require significant funds to repair. It was thus decided not to proceed with this interim option.

2020 SITE SEARCH UPDATE

After the first purchase and sale agreement was terminated, the search for another property continued. Staff created site selection criteria in early 2019, entered into contract with Contract Land Staff to assist in property acquisition, and selected an architect in preparation for either the remodeling of an existing building or designing a brand-new facility. Based on the site selection criteria we were able to narrow it down to a single property, however the property was not actively for sale. With the help of consultants, the City attempted to work with the property owner to acquire the property through condemnation. Staff presented the final recommendations to the City Council in July of 2020. Once again, the City received strong opposition from the property owner as well as other community members, as a result the pursuit of this property ended.

A council committee was formed to create all new site selection criteria and we have put a pause on actively looking for a new site until the beginning of 2021.

TEMPORARY USE PERMIT

The City owns the Shell property at the northwest corner of SR-522 and 67th Ave NE which is approximately ½ acre in size. It is the only viable option at present identified for use as an interim public works and parks maintenance and operation site. The entire property would be needed to accommodate the interim use for the City. This property was purchased by the City in 2013. Espresso Works drive-through is currently occupying part of this property under a 1-year temporary lease. City Council approved a 1-year temporary lease starting in November 2014. Espresso Works moved to the location and applied for a building permit in June 2015. The Espresso Works 1-year temporary use lease was extended for an additional year in November 2016 and again in November 2017. Their current lease expires in November 2018 and we have mutually agreed to extend it again until December 31, 2018, at which time Espresso Works will no longer reside on the property.

Both drive-through and Public Works / Parks operation and Maintenance uses are prohibited on this property by the Zoning code. To accommodate Espresso Works, the Council has approved several one-year temporary use exceptions since 2014. We need a temporary location while we search for and purchase a permanent Public Works / Parks shop. We

anticipate needing to use this site on an interim basis for two to three years until we find a permanent location.

FENCING

The City proposes to install a 6-foot high black chain link fence with privacy screening. The proposed fencing is appropriate for the proposed temporary use and will meet the interim needs of the city by providing a secure site for city vehicles, equipment and staff.

LANDSCAPING

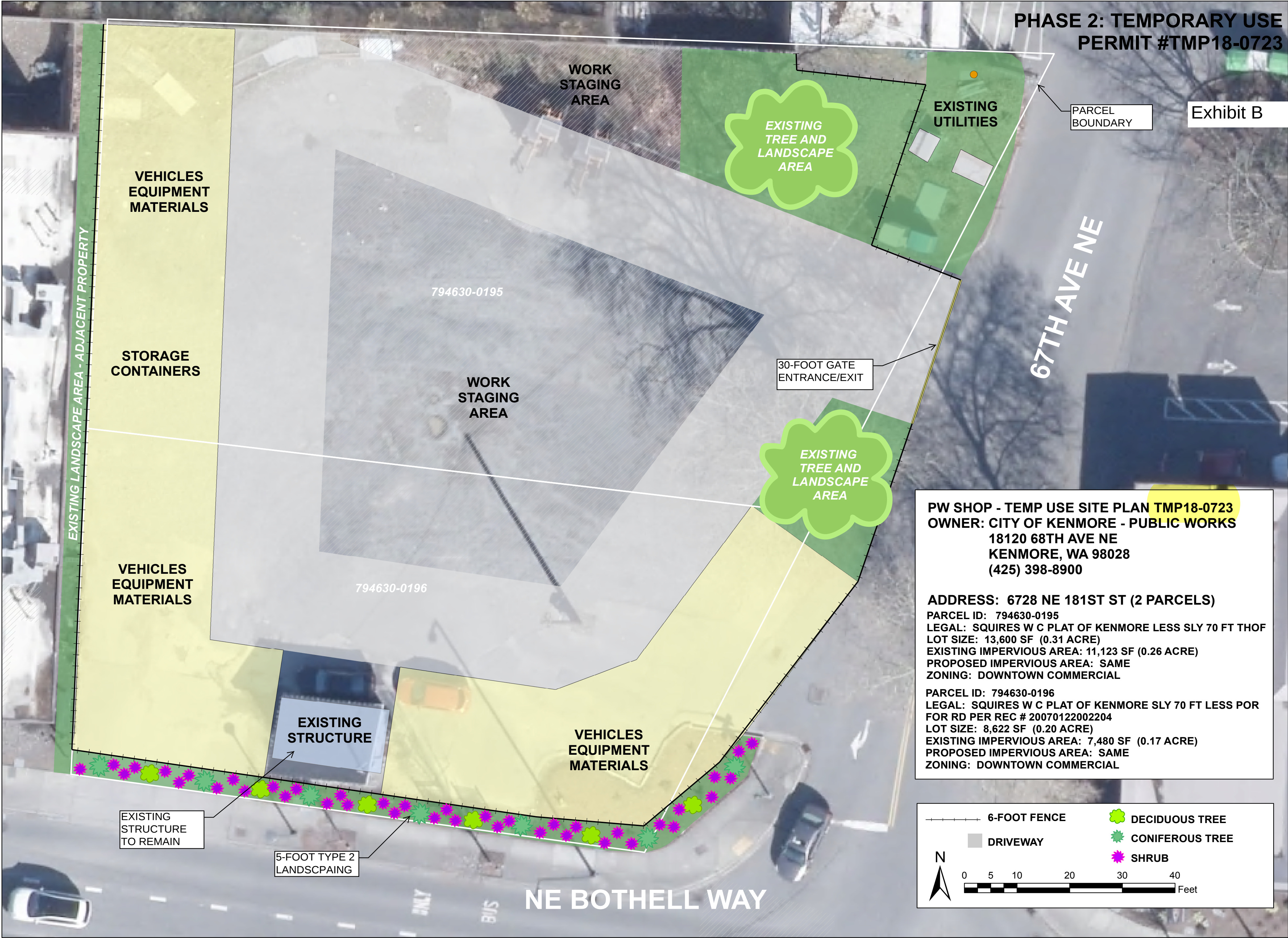
The City proposes to install a 5-foot wide strip of Type II landscaping along the SR 522 frontage, which will act as a visual separator between the property and traveling public. The Type II landscaping shall consist of a mix of evergreen and deciduous trees and shrubs generally interspersed throughout the landscape strip. Trees will be provided approximately every 20 linear feet and spaced no more than 30 feet apart on center and shrubs will be provided approximately every 4 linear feet and spaced no more than eight feet apart on center. The proposed plant list and quantities are as follows:

Quantity	Botanical Name	Common Name
7 (20' O.C.)	<i>Thuja occidentalis</i> 'Smaragd'	Emerald Green Cedar
6 (20' O.C.)	<i>Quercus garryana</i>	Garry Oak
40 (mixture of shrubs)	<i>Ribes sanguinum</i>	Red Current
	<i>Viburnum tinus</i> 'Spring Bouquet'	Laurustinus
	<i>Physocarpus opulifolius</i> 'Nana'	Ninebark
	<i>Nandina domestica</i>	Heavenly Bamboo
	<i>Magnolia stellata</i>	Star Magnolia
	<i>Euonymus alatus</i> 'Compacta'	Compact Burning Bush

NOISE/PARKING AND LAND USE

The proposed temporary use will not be materially detrimental to the public welfare. As mentioned, it may be beneficial to the public to move these services in-house. The noise associated with the shop will be minimal and compatible with how the property has been used over the past 5 years. The property has been frequently used to stage road and infrastructure projects in Kenmore. During these staging periods the City did not receive any complaints. The employees will either be parking at the Post Office or City Hall where there is adequate parking.

In addition to the property on SR 522, we will also be using the back side of the Post Office building at 6700 NE 181st St (another city-owned building) for indoor storage and office space for maintenance workers.





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

Subject/Topic: Public hearing, Discussion, and Action to allow indoor storage as a temporary use for a property located at 15036 70th Avenue NE which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions. Proposed Council Action/Motion: Motion to allow indoor storage as a temporary use for a one-year period at real property located at 15036 70th Avenue NE, Kenmore, Washington, which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions.	For Council Meeting Agenda of: <u>December 13, 2021</u> Department: <u>Development Services</u> Prepared by: <u>Tela Gardner, Permit Coordinator</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th><th style="text-align: right;"><u>Initial & Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>BH 11/23/21</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>N.A.</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 11/23/21</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RGK</u></td></tr> </tbody> </table> Exhibits/Attachments: Exhibit A: 2015 Approval letter with attachments; and Exhibit B: Vicinity Map.		<u>Initial & Date</u>	Approved by Department Head:	<u>BH 11/23/21</u>	Approved by City Attorney:	<u>N.A.</u>	Approved by Finance Director:	<u>LS 11/23/21</u>	Approved by City Manager:	<u>RGK</u>
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Approved by City Manager:	<u>RGK</u>										
<u>INFORMATION/BACKGROUND:</u> The property located at 15036 70th Avenue NE Kenmore, WA 98028; King County parcel number 364910-0122 ("subject property") is zoned Public/Semi-Public ("PSP") and owned by the King County Fire District #16 ("Northshore Fire Department" or the "District"). The property contains an existing 1,842 square foot building and is often referred to as "the old fire station," because 27 years ago it was an operational fire station (Fire Station #54), staffed mostly by District volunteers. In 1994, the old fire station was vacated and thereafter the space was leased by nonprofits like the YMCA, for youth programs. When the YMCA terminated its lease with the District, the building sat vacant until May 2015 when the space was leased by Michael Klebeck for storage (prior to moving to the old fire station, Mr. Klebeck leased storage space from the city at Kenmore Village). Kenmore City Council ("Council") approved a temporary use permit to allow indoor storage from May 15, 2015 to May 14, 2016. From then to Council approval in 2019, the use continued without renewal. Since November 2019, Council has approved the use in one-year increments; the last approval was November 23, 2020, which was valid from November 15, 2020 to January 01, 2022. The last renewal request was for a period of approximately 14 months to ensure consistency with other temporary use permits. The Kenmore Municipal Code (KMC) does not identify the indoor storage use as permitted, conditionally permitted or prohibited in the PSP zone (KMC 18.27.020). Since the code is silent on indoor storage use in the PSP zone, a temporary use permit is a mechanism by which the city may allow it, provided that the use can be made compatible for periods of limited duration. Per KMC 18.100.120, temporary use permits shall not exceed 90 days unless approved by City Council. A temporary use permit may be renewed for additional periods up to one year at Council's discretion, following a public hearing. The District continues to evaluate future use of the property and is committed to using the building in a way that is compatible with the surrounding residential area. The temporary use of the space ensures that property holding costs to the District are offset by revenue generated by the lease. In addition, the temporary use will											

ensure that the property grounds are well maintained. There have been no service requests submitted at this address since 2016.

Development Services recommends the following conditions for the temporary use permit:

- Storage is only permitted inside the structure;
- No alcohol or other hazardous materials shall be stored in the facility;
- The building shall be equipped with a monitored alarm system;
- The grounds shall be maintained at the current level of care; and
- Visits to the site for pick up and drop shall be infrequent (approximately once per week) and limited to daytime hours.
- The renewal will be valid for January 01, 2022 to January 01, 2023.

Staff recommends approval as the requested temporary use permit meets the decision criteria of KMC 18.100.125.A-C, as the temporary use i) will not be materially detrimental to the public welfare; ii) is compatible with existing land uses in the immediate vicinity in terms of noise and house of operation; and iii) provides adequate parking.

FISCAL CONSIDERATION:

There is no cost to the City for this action. Having the building temporarily leased by a reliable tenant provides the revenue to the Fire District while future use of the property is evaluated.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Continue to implement the Economic Development Strategy.

Exhibit A



City Of Kenmore, Washington

June 5, 2015

Jim Torpin
North Shore Fire
7220 NE 181st St
Kenmore, WA 98028

RE: Temporary Use permit – Station 54 Storage
15036 70th Ave NE

Dear Jim,

Thank you for your Temporary Use permit application # TUP2015-053 submitted June 5, 2015 for temporary indoor storage at Station 54 located at 15036 70th Ave NE. Your application has been reviewed and **approved** by the City of Kenmore; please see the attached conditions of approval. If you have any questions do not hesitate to contact me. Thank you.

Sincerely,

Rebecca Coleman, Permit Specialist
Development Services
425-398-8900
rcoleman@kenmorewa.gov

Cc: File

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

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



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

Subject/Topic: Motion to allow indoor storage as a temporary use for up to a one year period in property located at 15036 70th Avenue NE which is owned by the Northshore Fire District and zoned Public/Semi- Public, subject to conditions Proposed Council Action/Motion: Approve Motion to allow indoor storage as a temporary use for up to a one year period in property located at 15036 70th Avenue NE which is owned by the Northshore Fire District and zoned Public/Semi- Public, subject to conditions	For Council Meeting Agenda of: 11 May 2015 Department: Development Services/Executive Prepared by: Bryan Hampson/ Nancy Ousley Initial & Date Approved by Department Head: <u>MLD 28 APR 2015</u> Approved by City Attorney: _____ Approved by Finance Director: <u>ONE 4/30/15</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: Correspondence from Chief Jim Torpin, Northshore Fire District			
<table border="1"> <tr> <td>Expenditure Required \$0</td> <td>Amount Budgeted \$n/a</td> <td>Appropriation Required \$n/a</td> </tr> </table>		Expenditure Required \$0	Amount Budgeted \$n/a	Appropriation Required \$n/a
Expenditure Required \$0	Amount Budgeted \$n/a	Appropriation Required \$n/a		
<u>INFORMATION/BACKGROUND:</u> Indoor storage is not a specifically permitted use in the Public/Semi Public zone. Per Kenmore Municipal Code 18.100.120, a temporary use permit is a mechanism by which the city may permit a use otherwise not permitted in the zone that can be made compatible for periods of limited duration. A temporary use permit cannot exceed a total of 90 days unless extended by the City Council to one year. The Northshore Fire District requests City Council approval of a temporary use permit to allow indoor storage in its former Fire Station 54 property in the Moorlands area from May 15, 2015 to May 14, 2016. The 1842 square foot facility has not been used as a fire station since 1994 and was subsequently leased to non profits that operated youth programs. The YMCA terminated its lease with the District and the facility is now vacant. While the District evaluates future uses of the property, it would like to offset the property holding costs through leasing it, which will also deter vandalism at the site. The District has received several offers to lease the former station for indoor storage. The District has conditionally accepted a proposal from Michael Klebeck pending City approval of a temporary use permit for the indoor storage use. Mr. Klebeck has leased space in Kenmore Village for indoor storage from the City since 2013, which will no longer be available because of the property sale and redevelopment. The City Council approved temporary use permits for this use in 2013 and 2014. The District is committed to using this building in a way that is compatible with the surrounding residential area, and will proactively communicate with the community about the proposed use. The City and District agree on the following conditions for the temporary use permit:				

- Storage is only permitted inside the structure
- No alcohol or other hazardous materials will be stored in the facility
- The building will be equipped with a monitored alarm system
- The grounds will be maintained at the current level of care
- Visits to the site for pick up and drop off will be infrequent (approximately once per week) and limited to daytime hours

The proposed tenant is a successful and well regarded business owner and has been a reliable tenant in the City owned property.

FISCAL CONSIDERATION:

There is no cost to the City for this action and the Fire District can realize some income while having its property occupied and maintained while it evaluates future use of the property.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Continue to implement the Economic Development Strategy



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street Kenmore, WA 98028

Business: 425-354-1780

Fax: 425-354-1781

February 25, 2015

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

RE: Request for Temporary Use Permit

Dear Mr. Karlinsey,

I am writing to you for assistance in obtaining a temporary use permit for property owned by King County Fire Protection District No. 16 (District). The District is requesting approval to allow indoor storage, subject to conditions, as a temporary use at the former fire station which is zoned public/semi-public for a one year period from May 15, 2015, to May 14, 2016. The property is located at 15036 70th Avenue NE.

Indoor storage is not addressed in the table of uses for areas with R-6 or Public/Semi Public Zones. Per Kenmore Municipal Code 18.100.120, temporary use permit is a mechanism by which the city may permit a use otherwise not permitted in a specific zoning area for periods of limited duration. A temporary use permit cannot exceed a total of 90 days unless extended by the City Council to one year.

The District has owned a facility in the Moorlands area of Kenmore which was previously used as a fire station. The District has not used the facility for that purpose since 1994 when the volunteer firefighter program ended. The building was subsequently leased to the Boys and Girls Clubs of King County and more recently the YMCA for use with their children's after school and summer camp programs. The YMCA has terminated its lease with the District and the building is now vacant.

The District has maintained ownership of the parcel due to its potential value as a site for future fire suppression and/or emergency medical response station. The District is currently evaluating its options and would like to lease the facility in an effort to offset its holding costs related to this property while the future use of the facility is determined.

The District has received several offers to lease the 1842 square foot former fire station. All of the parties expressing interest in the facility would use it for low hazard indoor storage. The District has conditionally accepted a proposal from Michel Klebeck pending approval of a temporary use permit from the City of Kenmore. Mr. Klebeck current leases a space from the City of Kenmore in the Kenmore Village complex.

Understanding the facility is surrounded by a residential area that must not be negatively impacted; the use of the facility for indoor storage will be subject to the following conditions:

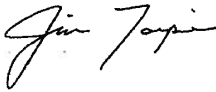
- Storage is only permitted inside the structure

- Storage is limited to low hazard commodities, no alcohol or other hazardous materials will be allowed
- The building will be equipped with a monitored alarm system
- The grounds will be maintained at the current level of care
- Visits to the site for pick up and drop off will be infrequent (approximately once per week) and limited to daytime hours.

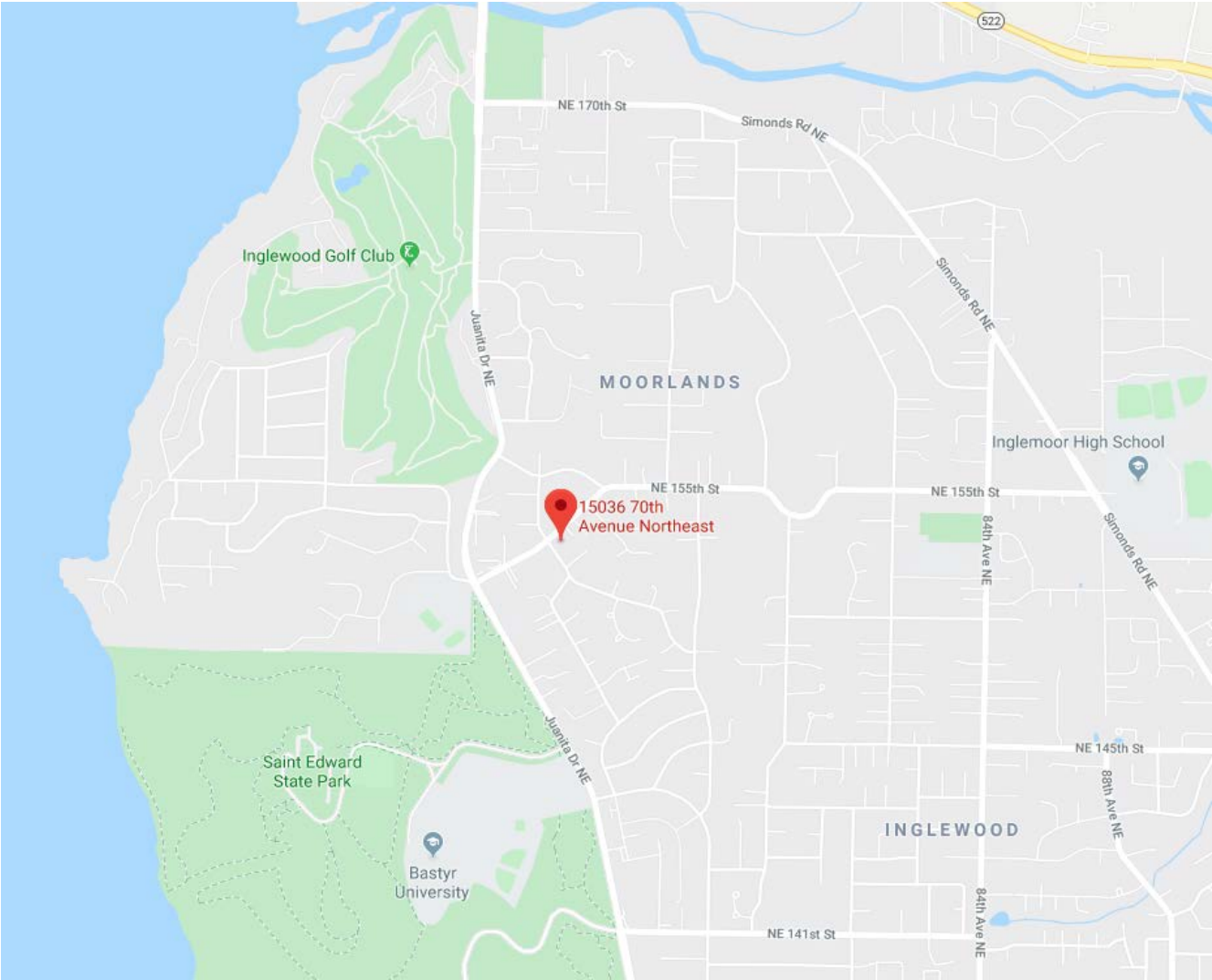
The use of the District's facility for indoor storage will have little to no impact on the surrounding neighborhood. The presence of a tenant will reduce the chance of vandalism and vagrants illegally gaining entry or hanging around the site. Moneys collected for rent will benefit the District's taxpayers by offsetting the holding costs of this property. Mr. Klebeck understands that the lease would be terminated if the condition of no tangible impact to the neighborhood is not maintained.

I appreciate your attention and assistance with this matter. If you have any further questions regarding this request please feel free to contact me.

Sincerely



Jim Torpin
Fire Chief





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: American Rescue Plan Act Direct Cash Assistance Update and Recommendation Proposed Council Action/Motion: Approve the proposal to expand eligibility and increase distributions under the American Rescue Plan Act direct cash assistance contract to allow the City to serve more Kenmore residents in need.	For Council Meeting Agenda of: December 13, 2021 Department: City Manager Prepared by: Stephanie Lucash, Assistant City Manager/ARPA Administrator <table border="0"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">SL, 11/29/21</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">n/a</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">LS, 11/30/21</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK 11/30/21</td></tr> </table> Exhibits/Attachments: None		<u>Initial & Date</u>	Approved by Department Head:	SL, 11/29/21	Approved by City Attorney:	n/a	Approved by Finance Director:	LS, 11/30/21	Approved by City Manager:	RGK 11/30/21
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Approved by City Attorney:	n/a										
Approved by Finance Director:	LS, 11/30/21										
Approved by City Manager:	RGK 11/30/21										
<u>SUMMARY:</u> The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021. The purpose of ARPA is to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. The City of Kenmore will receive \$6.4 million in ARPA funds; half was received in mid-2021 with the rest to come in mid-2022. All funds need to be allocated by the end of 2024 and spent by the end of 2026. At its September 13, 2021 meeting, the Kenmore City Council approved a \$1 million contract with the Northshore Schools Foundation (NSF) to provide direct cash assistance to Kenmore residents in need, targeting eligibility for those at or below 30% of our Area Median Income (AMI). Our program, launched in September, estimated 2,600 Kenmore residents would be eligible for the program, and allocated \$500 in assistance for each primary applicant and \$250 for each additional household member. Since that time, NSF staff have conducted significant outreach efforts and have disbursed over \$70,000 in ARPA funds to 90 families and 190 individual household members, well below our projected numbers. NSF will provide Council with an update on their efforts, including their many intake meetings with Kenmore residents in need whose incomes were slightly above 30% AMI, making them ineligible for these funds. This proposal is to expand eligibility to 50% AMI to allow more Kenmore residents to be served and to increase the amount distributed to each household so that the primary applicant would receive \$1,000; the amount for each additional household member would remain at \$250. These changes would all be implemented within the existing \$1 million direct cash assistance contract. <u>FISCAL CONSIDERATION:</u> On June 28, 2021, the City Council established by ordinance a special revenue fund known as the "ARPA Fiscal Recovery Fund." One million dollars in ARPA funds were designated for direct cash assistance at the May 24, 2021 City Council meeting; that work is underway, via a partnership with the Northshore Schools Foundation.											

This proposed motion would expand program eligibility and assistance amounts, within the existing \$1 million contract.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal #4: Respond to the Pandemic. The purpose of Kenmore's ARPA funds are to help the City respond to and recover from the COVID-19 pandemic.

ARPA Direct Cash Assistance

Presentation to Kenmore City Council – December 13, 2021

KENMORE
Cares 

Our Service Vision

Propelling Kenmore Upward:
We create a thriving
community where all people
love where
they live.



NORTHSHORE
SCHOOLS FOUNDATION





Thank you so much for sending me
a check for Kenmore Cares. I am
so greatful for the money. Bless
you for distributing the money, I
am so grateful.

My next note will be to the
City of Kenmore, Bless them for
taking part in the "American
Rescure Act."

What is ARPA? (Steph)

American Rescue Plan Act (ARPA)

- Passed in March; provides \$1.9 trillion for pandemic response and recovery
- \$350 million for governments
- \$6.4 million for Kenmore
- Council decided in May to designate \$1 million in direct cash assistance; we are one of two cities in Washington taking this approach



MISSOURI
St. Louis shares eligibility requirements for \$500 direct COVID relief payments

Navajo Nation looks to use portion of ARPA funds on infrastructure, hardship assistance

Noel Lyn Smith Farmington Daily Times
Published 3:00 p.m. MT Nov. 30, 2021 | Updated 3:16 p.m. MT Nov. 30, 2021

Direct Cash Assistance (Steph)

Kenmore Cares

- Council directed staff to allocate \$1 million for direct cash assistance to Kenmore residents at or below 30% of our Area Median Income (AMI), which ranges from \$24,300 to \$45,850 for family size of 1-8 persons
- Through a competitive process, selected the Northshore Schools Foundation
- Signed contract and work kicked off in September
- Online presence for this work is under domain name 
- Have partnered with NUD, Police Chief, Senior Center and others on outreach
- NSDF has been an incredible partner in this work



Kenmore Cares Update (Carmin)

Outreach Update

- Kenmore Cares Web site www.KenmoreCares.org
- Increased office hours/locations - City Hall, Library, Senior Center food bank
- Partnerships with several local churches, nonprofits and businesses to share information
- Hyper-local outreach to low-income communities identified by Chief Moen
- IHS student volunteers passing out fliers in identified communities
- December 4th over 500 Kenmore residents reached at Safeway, St. Vincent de Paul and Grocery Outlet



Kenmore Cares Update Carmin

Distribution Update

Kenmore Cares distribution as of 12.9.2021				
Served Recipients				
	Households	Residents Served	Mean Household Size	Median Household Size
Count	102	211	2.07	1
Average Check Amounts				
	Mean	Mode		
Check Sizes	\$767	\$500		



Community Truths

Single household member....

"Thank you!

*I truly appreciate my very helpful reception of the
\$500. I used it for groceries."*



Community Truths

Single mother of 2...

"I truly believe that I am qualified for the program as my income is currently at 0 dollars per month, which it has been since September 4th. "



Community Truths

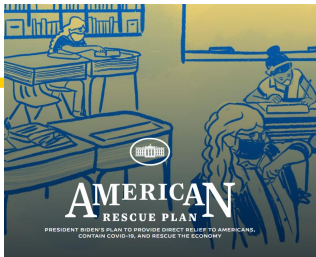
Distribution Update

Kenmore Cares distribution as of 12.9.2021				
Served Recipients				
	Households	HHM Served	Mean HH Size	Median HH Size
Count	102	211	2.07	1
Total above 30% AMI				
	Total above	<10k over	>10k over	Above: Eligible
Number above 30% AMI	52	32	25	52:102
Percentages	33.77%	20.78%	16.23%	50.98%



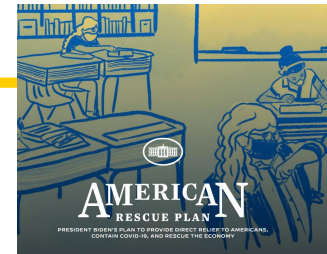
AMI Percentages

Household size	1	2	3	4	5	6	7	8
30% of AMI	\$24,300	\$27,800	\$31,250	\$34,700	\$37,500	\$40,300	\$43,050	\$45,850
50% of AMI	\$40,500	\$46,300	\$52,100	\$57,850	\$62,500	\$67,150	\$71,750	\$76,400



Our Recommendation (Janet)

- 1) Increase eligibility to include all Kenmore residents at or below 50% Area Median Income
- 2) Increase assistance to primary applicant from \$500 to \$1,000 (keep assistance level at \$250 for each additional household member)
- 3) Advertise end date of program as January 31, 2022 to create sense of urgency
- 4) Continue and expand outreach efforts



Community Impact (Carmin)

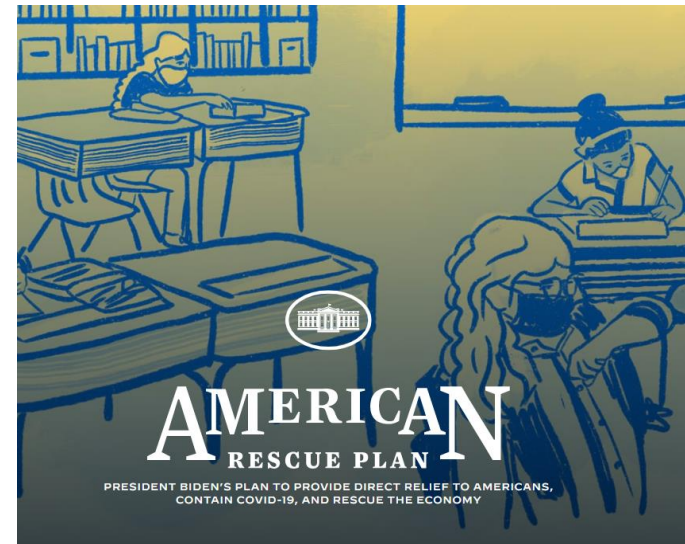
AMI	Additional Households	Additional Residents Served	Total Households Served	Total Residents Served	Original Disbursement Amount	+ \$500 per HH	Total Proposed Disbursement
30%	0	0	102	211	\$78,250	\$51,000	\$129,250
50%	45	123	147	334	\$120,000	\$73,500	\$193,500



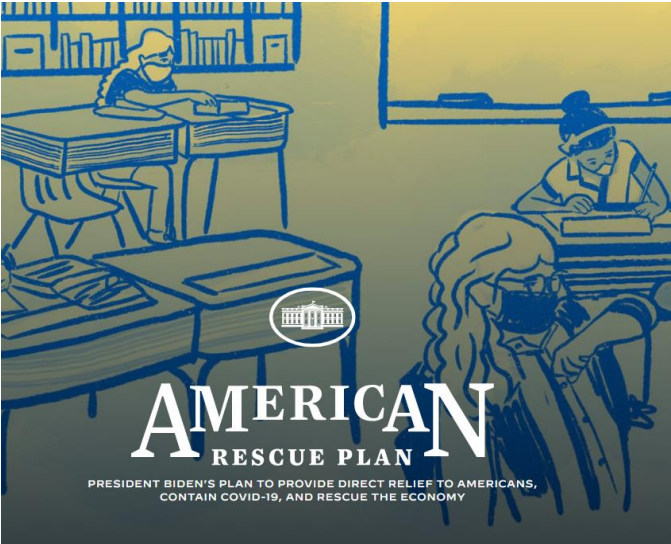
Proposed Council Motion (Steph)

Proposed Council Action/Motion:

Approve the proposal to expand eligibility and increase distribution amounts under the American Rescue Plan Act direct cash assistance contract to allow the City to serve more Kenmore residents in need.



Thank You and Questions





City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: American Rescue Plan Act Community Engagement Plan and Project Ideas Proposed Council Action/Motion: No motion. For discussion only.	For Council Meeting Agenda of: December 13, 2021 Department: City Manager Prepared by: Stephanie Lucash, Assistant City Manager/ARPA Administrator Initial & Date Approved by Department Head: SL, 11/29/21 Approved by City Attorney: n/a Approved by Finance Director: LS, 11/29/21 Approved by City Manager: RGK 11/29/21 Exhibits/Attachments: July 26, 2021 ARPA Memo to Council
SUMMARY: The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021. The purpose of ARPA is to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. The City of Kenmore will receive \$6.4 million in ARPA funds; half was received in mid-2021 with the rest to come in mid-2022. All funds need to be allocated by the end of 2024 and spent by the end of 2026. The City of Kenmore can use ARPA funds in a variety of ways to meet the needs of our community, as long as each use falls within one of the following categories called out in the federal legislation: 1. To respond to the COVID-19 public health emergency or its negative economic impacts; 2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work; 3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and 4. To make necessary investments in water, sewer, or broadband infrastructure. At the July 26, 2021 City Council meeting, staff approved guiding principles and a high-level strategy for this work (see attached memo) and discussed upcoming ARPA community engagement efforts. We are now about to kick off the community engagement work. We wanted to present to Council the proposed menu of ARPA project ideas and the community engagement tool. This discussion is to make sure the proposed approach and project menu are aligned with Council philosophy before we solicit input from the community using the Balancing Act tool. FISCAL CONSIDERATION:	

On June 28, 2021, the City Council established by ordinance a special revenue fund known as the “ARPA Fiscal Recovery Fund.” One million dollars in ARPA funds were designated for direct cash assistance at the May 24, 2021 City Council meeting. Decisions about uses for the remainder of the City’s ARPA funds will be discussed and approved at future City Council meetings following this community engagement effort.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal #4: Respond to the Pandemic. The purpose of Kenmore’s ARPA funds are to help the City respond to and recover from the COVID-19 pandemic.



City of Kenmore, Washington

Date: July 26, 2021

To: City Council
Via: Rob Karlinsey, City Manager
From: Stephanie Lucash, Assistant City Manager/American Rescue Plan Act Administrator
Re: American Rescue Plan Act (ARPA)

It's the question everyone seems to be asking: *"How will the City of Kenmore spend its American Rescue Plan Act (ARPA) funds?"*

Punch line of this memo: Provide direction on guiding principles and a big picture strategy that will guide our ARPA funding decisions and project selection process. Build understanding of the pandemic's impacts on Kenmore. Begin a discussion about community engagement around this work.

Background and Overview

The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021. The purpose of ARPA is to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. These funds include \$350 billion in formula grants to be given to state, local, tribal and territory governments in what are known as the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). These local funds will provide an infusion of resources to address economic fallout from the pandemic, support individuals, businesses, and essential workers, replace lost government revenues and make investments to ensure a strong and equitable response to - and recovery from - the pandemic.

ARPA funds are allocated by a formula calculation based on population. The City of Kenmore will receive \$6.4 million in funds in two payments: half to be received in mid-2021 and the remainder to be received in mid-2022. All funds have to be allocated by the end of 2024 and spent by the end of 2026.

Allowable Uses of the Funds

There are significant requirements, guidance and limitations on uses of ARPA funds. Kenmore has discretion to use the award funds in ways that best suit the needs of our community, as long as each use fits into one of the following four statutory categories:

- 1) To respond to the COVID-19 public health emergency or its negative economic impacts;
- 2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
- 3) For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
- 4) To make necessary investments in water, sewer, or broadband infrastructure.

18120 68th Ave NE, Kenmore, WA 98028

Office: (425) 398-8900

Fax: (425) 481-3236

cityhall@kenmorewa.gov

www.kenmorewa.gov

Letter Heading: American Rescue Plan Act
Date: July 26, 2021

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Deciding How To Spend Our ARPA Funds

Proposed Guiding Principles

It will be important to formalize guiding principles for use of our ARPA funds. Proposed guiding principles, for consideration by Council, are as follows:

- 1) *Center Equity.* Equity concerns should be front and center as we consider how the pandemic has affected people differently and disproportionately. Multiple times throughout the Rule, Treasury “encourages recipients to provide assistance to those households, businesses, and non-profits in communities most disproportionately impacted by the pandemic,” including “low-income workers and communities and people of color.” (page 11 of the Rule)
- 2) *Provide Immediate Relief and Fund Legacy Work.* The pandemic has affected Kenmore in a myriad of ways. It will be important to consider a broad range of community needs and to ensure some of the funds are used for immediate relief while reserving some of the funds for project(s) that will have long-term, lasting impacts in our community.
- 3) *Tie Funding Decisions to Pandemic Impacts.* Articulate, using data where possible, how our city has been impacted by the pandemic, and tie funding decisions to those impacts.
- 4) *Consider Early Wins and Something for Everyone.* Consider including some project(s) that can be implemented quickly and will be visible to the community (early wins) as well as some project(s) that will be more complex and implemented over longer time period(s). Consider project(s) that will serve different segments of Kenmore’s population.
- 5) *Assess Long-Term Sustainability.* Use caution when considering use of these funds to create new ongoing programs that may become unsustainable expenses once ARPA funds run out.
- 6) *Factor in Community Feedback.* When making final project decisions, factor in the results of a community survey or other feedback method.
- 7) *Leverage Other Funding Sources.* Research whether we can apply for funding through another ARPA program; in addition to direct funding for cities, there are hundreds of millions of ARPA funds allocated for housing, behavioral health, economic development, infrastructure, and more. It behooves us to do our best to try to access these ARPA funds while they are available.
- 8) *Maximize Partnerships.* Explore opportunities to partner with other government agencies and nonprofits. Be cognizant of what other entities, such as King County, are doing with their ARPA funds. Before allocating our direct ARPA funding to a specific purpose, find out whether a state, county, or other federal program is already meeting this need. Consider opportunities to combine ARPA resources with other agencies including neighboring cities, the school district, and housing agencies.

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Letter Heading: American Rescue Plan Act
Date: July 26, 2021

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Proposed Big Picture ARPA Strategy

In addition to guiding principles, we recommend agreement on a big-picture ARPA strategy. Our proposed strategy, for consideration by Council, is to meet immediate needs and move to legacy opportunities in the following order:

- 1) Provide immediate relief to residents in need.
- 2) Provide immediate relief to businesses in need.
- 3) Backfill some or all of the costs the City has incurred for pandemic response.
- 4) Position the City, community, and businesses to transition into a post-COVID era (i.e., long-term recovery).
- 5) Consider enduring, legacy project(s) that will be bold investments in Kenmore's future. Priority Based Budgeting founder Chris Fabian calls these projects "Big Swings" or "bold investments" in the Council's priorities. A big swing would be transformational or catalytic in nature.

\$1 Million for Direct Cash Assistance

At the May 24, 2021 Kenmore City Council meeting, the Council made the decision to spend \$1 million of the City's \$6.4 million allocation on direct cash assistance to Kenmore residents whose income is at or below 30% of our City's Area Median Income (AMI). For 2020, the Office of Financial Management estimated that 2,600 (11%) of Kenmore's 23,500 residents have a household income that is at or below 30% AMI of King County households. The Council's decision will result in one-time payments of approximately \$350 to those 2,600 residents. Low-income residents and households have particularly felt the negative economic impacts from COVID-19. Financial assistance to these residents and households could go a long way in helping pay for essential expenses such as rent, utility bills, or groceries.

The \$1 million in direct cash assistance will be disseminated through a contract with a local nonprofit or other organization. The City is currently working on an Request for Proposals to select an organization to perform this work with the goal to disburse the funds to eligible residents as quickly as possible.

The Remaining \$5.4 Million

The City will be deliberate, thoughtful, equitable and inclusive in its approach to deciding how to spend the remaining \$5.4 million in ARPA funds. Approximately \$500,000 will be charged to staff time, including existing staff and up to two new staff positions to support this work over the next few years. The City Council will set guiding principles and a high level strategy for use of the remaining funds and will recommend ARPA projects that align with their priorities. A community engagement effort will be launched later this year to provide ample opportunities for residents, business owners, elected officials, city employees, community partners, and other stakeholders to weigh in on ARPA funding decisions.

The Impacts of the Pandemic on Kenmore

A critical part of this work will be telling the story of how Kenmore has been impacted by the COVID-19 pandemic. We recommend that all decisions to spend ARPA funds align with the allowable uses above and also specifically address and remedy the community's pandemic-related struggles and challenges.

The following are some key ways the pandemic has affected Kenmore.

- Overall Approach

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- o Responding to the pandemic was a major workload item that fully consumed us for many weeks starting in late February 2020. We had to quickly respond to the needs of the public while reinventing how to perform our work. We worked to protect City employees from the possibility of infection and did our part to help slow the spread in our community. We ascended a steep learning curve, and our organization was nimble as we changed the way we worked and interacted.
 - As the pandemic was unfolding, we created a plan of action with a purpose statement to “Lead and support employees and the community through the social, mental, health and economic impacts of the pandemic.”
 - Objectives of that plan included the following:
 - Help slow the spread of the virus in our community
 - Maintain essential city services
 - Keep City employees safe
 - Communicate like crazy
 - Respond to budget impacts
 - Look after each other
 - Develop a recovery plan
- COVID Cases, COVID Testing, and COVID-Related Deaths
 - o The first documented case of COVID-19 in the United States occurred in our neighbor city of Kirkland. The City of Kenmore also experienced COVID cases; as of July 7, 2021, there have been 778 documented positive tests for COVID-19 in Kenmore, with 59 hospitalizations and 13 COVID-related deaths. [Here is a link to the dashboard.](#)
- Masks and Vaccine Distribution
 - o Kenmore provided approximately 10,000 free masks to members of the community.
 - o As of July 12, 2021, Public Health Seattle & King County’s web site shows that 84.5% of people ages 12 and up in zip code 98028 have received at least one dose of the COVID-19 vaccine. [Here is a link to the dashboard.](#)
- City Services and City Business
 - o City Hall was officially closed to the public in March 2020. City staff were mandated to work from home, unless they were needed in person to provide essential city services.
 - o The pandemic created significant challenges as the City was forced to move many services online. Costs were incurred to purchase new computers and mobile equipment, to upgrade the City’s phone system to accommodate off-site working and to purchase software to accommodate contract execution via electronic signatures. Much time and effort were spent figuring out how to work remotely and how best to serve our customers with social distancing requirements. Many emergency proclamations and policy directives were issued to document and authorize these adjustments.
 - o In addition, meetings were transitioned to be held virtually. This included holding city council, planning commission, coffees with council and other meetings virtually. The City incurred costs and considerable staff time was needed to transition all meetings online via the Zoom and Teams platforms.
 - o A silver lining of the pandemic was that the move to virtual city council meetings resulted in an increase in community participation in city council meetings and in other aspects of the city’s business.

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- Economic Development/Impact on Businesses
 - o In 2018, there were a total of 3,172 jobs in Kenmore.
 - o In 2020, there were nearly 4,000 jobs in Kenmore. Certain sectors, such as construction, engineering and home improvement-related businesses likely saw increases in work during the pandemic.
 - o The pandemic led to an overwhelming demand for limited business grants, mostly for small businesses in Kenmore.
 - Working Washington Round 1: 25 Kenmore businesses applied for the State's Working Washington Round 1 grants, and two were awarded grants from the Washington State Department of Commerce. Our grants were awarded to the 23 who were not successful and ranged from \$1500-\$3000.
 - Working Washington Round 2: This round was run totally by the Greater Seattle Chamber in September. 18 Kenmore businesses applied but none received funding. The applicant list was confidential but the Chamber agreed to notify the businesses to contact us if they were interested in future funding. The City awarded grants of \$3,000 each in Working Washington Round 2 funds to six local companies – two were new awardees and four companies had received funds in Working Washington Round 1.
 - King County CARES: King County allocated \$35,000 to Kenmore, which was used for business grants. We sent a broadcast email to registered businesses to complete a short application via email and we received 89 applications. 18 were selected for grants of \$1,955 each.
 - o Two iconic Kenmore businesses, Kenmore Lanes and Kenmore Air, have endured significant curtailment of their business activity because of pandemic-related operating restrictions.
 - Kenmore Lanes' operations were essentially curtailed for several months, reopened on a limited basis, then shut down a second time. When the business reopened on a limited basis in fall 2020, the number of staff positions were reduced from 49 at the same time in 2019 to 35 in October 2020. Even more telling was the fact that the remaining employees worked far fewer hours than the same pay period previous year (1355 hours in 2020 vs. 3011 hours in 2019 for the same two week pay period).
 - The skies over Kenmore Air Harbor were noticeably less active in 2020, with scheduled flights restricted. Though US scheduled and charter flights have resumed, flights to Canada continue to be restricted with the border closure. In March 2020 prior to Pandemic restrictions, Kenmore Air had 132 active employees on its payroll; in April 2020 the low point of staffing was 31 active employees—a decrease of 76.5 percent. As of July 2021, the employee count for Kenmore Air is 107.
 - o Salons and personal care practices (physical therapy, audiology, massage therapists, etc.) endured closure and capacity restrictions once they reopened. Pet services suffered because people were working from home and curtailing travel. Restaurants did their best to pivot to take out and delivery (and City staff made sure that Kenmore restaurants were listed in the Seattle Times Friday editions' roster of restaurants offering take out/delivery), but that didn't prevent closure of at least two food locations in Kenmore.
 - o Kenmore provided assistance to businesses during the pandemic in the following ways:
 - We partnered with the Bothell Kenmore Chamber (they handled scheduling and volunteer recruitment) to distribute a total of 150 business supply kits in three separate events in 2020 (August, October, November). Each kit included two

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- gallons of hand sanitizer, floor decals for distancing, hand held temperature readers, and masks.
 - Kenmore2021 Business Acceleration Program was a 4-session series of virtual trainings to help Kenmore businesses survive and thrive in 2021 and beyond. The free program was held in June 2021 and was sponsored by the City of Kenmore and the Port of Seattle.
 - Kenmore also offered business consultation services to Kenmore businesses. A small number of businesses took advantage of the opportunity.
- Unemployment among Kenmore residents
 - o The City's unemployment rate went up significantly due to the pandemic. The peak unemployment rate in Kenmore was 13.4% in May 2020 due to the pandemic. As of July 2021, the City's unemployment rate is 5.4%.
- Impacts to Nonprofit Organizations in or Operating in Kenmore
 - o For the 2019-2020 biennium, the City partnered with 14 human services organizations.
 - o In 2020, the City reached out to human service organizations serving Kenmore, local schools, and local arts and cultural organizations to ask if they had financial needs caused by the pandemic. The needs and financial requests exceeded the amount of available City financial resources. Many of these organizations had significant program changes due to the pandemic, including the closing of after school programs. For example, local public schools had to close down additional mentoring and after school programs due to gathering restrictions. Other agencies had to use previously allocated funds for different and unique purposes. For example, senior-care organizations that relied on bus-ride access to seniors had to provide individual transportation.
 - o The City distributed \$95,301 to human service agencies (Mary's Place \$10,000, Center for Human Services \$16,801, Northshore Senior Center \$66,000 and Hopelink \$2,500).
 - o The City distributed \$203,000 to schools (Northshore School District \$100,000 and \$103,000 to the Northshore Schools Foundation).
 - o \$45,000 was distributed to Kenmore arts and cultural organizations (\$5,000 Kenmore Community Club, \$5,000 Arts of Kenmore, \$5,000 Kenmore Historical Society, \$5,000 Bothell/Kenmore Chamber, and \$25,000 to Bastyr University).
- 911 Calls, Community Needs, and Police Response
 - o The pandemic put a strain on all aspects of life. Many families and individuals faced illness, mental stress and other pandemic-related issues. In 2019, Kenmore's police department responded to 3,964 911 calls. By contrast, in 2020, the City responded to 3,394 911 calls, a 15% decrease. The types of 911 calls changed during the pandemic. Despite the decrease in calls for service during the pandemic, there were considerable increases in specific crime categories. For example, instances of vandalism went up over 100% and thefts increased by nearly 30%.
 - o One of the largest direct criminal impacts of the pandemic upon Kenmore residents revolved around instances of fraud, specifically unemployment fraud. In 2020, fraud cases were up 486% from 2019. These cases originated from pandemic-related unemployment fraud and was wide-spread in Washington.
 - o The City's police department saw other pandemic-related impacts to our community. Kenmore experienced a notable increase in property crimes, which they attribute directly to the economic fallout of the pandemic. These include property crimes such as mail

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theft, shoplifting, burglaries, and vehicle prowls. These type of property crimes have a direct impact upon the safety and security of the community, and are contrary to our goal of decreasing crime and the fear of crime.

- Residents Needing Assistance with Housing, Rent, Utilities, and Other Household Expenses
 - o Kenmore was a leader in extending a temporary moratorium on residential tenant evictions due to the COVID-19 pandemic. [Here is a link to the press release on the moratorium.](#)
 - o There was also an increase in homelessness and/or housing insecurity in Kenmore due to the pandemic. According to the King County Bar Association (KCBA), in 2019 there were 4,471 eviction court filings in King County of which Kenmore had 15 filings. Most evictions are based on non-payment of rent (87.5%). Court records do not include racial demographics of defendants but the KCBA estimates that there is significant racial disparity especially amongst Black or African American tenants. KCBA believes this is likely a low estimate since 2019 eviction is based on court filings not unfiled cases or rent demands. KCBA estimates that 48,000 King County households are behind on rent and are at risk of eviction once the moratorium is lifted.
 - o The pandemic led to an increase in residents needing assistance with rent, utilities and other household expenses. According to our human services partners Hopelink, Mary's Place, Center for Human Services, Northshore Senior Center, Northshore Schools Foundation and the Northshore School District all experienced unprecedented community needs. We are working with these partners on specific data regarding increased requests for services and will share that information when we receive it.
 - o Qualified Census Tracts are defined for ARPA as "any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income less than 60 percent of the Area Median Gross Income." The City does not have any census tracts that meet the ARPA definition however we are investigating whether census block groups could be used in this work. HUD Data indicates that within census Tract 217 there are two Census Block Groups (Block 1 and Block 4) that exceed 50% of low-moderate income, but this includes all households <80% (not 60%). Staff has reached out to King County and to the Washington State Housing Finance Commission to determine eligible block groups, however the two definitions are different, so additional research and discussion will be required.
 - o The City provided \$100,000 to Hopelink to provide rental assistance for Kenmore residents.
- Building Permit Services
 - o The pandemic forced the City's building permit services to transition to online services.
 - o Building permits in 2020 came in 10.7% higher than in 2019.
 - o As City Hall reopens, in person building permit services will be available by appointment only.
- Climate Action/Climate Change
 - o The City's Climate Action Plan, presented to Council on June 28, articulated the City's priorities and goals for climate action, including a vulnerability assessment. That assessment identified groups of Kenmore residents who are more sensitive to climate change including children under 5, seniors, those who identify as Black, Indigenous or a

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Person of Color (BIPOC), those from households that speak a language other than English at home, those from low income households, and those with disabilities.

- o During the pandemic, due to the stay at home orders, air quality improved in many urban areas, likely due to the slowing of commercial activity and reduced commuting. It is unlikely these improvements will have long lasting impacts as everything returns to normal, however it shows that it is possible to influence climate depending on how we conduct business. Working remotely, in particular, can be a viable strategy in reducing greenhouse gas emissions.
- Infrastructure Impacts
 - o The pandemic affected infrastructure projects work underway at the Kenmore.
 - The West Sammamish River Bridge Project experienced delays in manufacture of critical bridge components. This delay required the City to either alter the project implementation plan or to delay the project one year. City Council opted to change the project implementation which resulted in an increase in traffic congestion, however, with reduced traffic volumes, the congestion was not as significant as it would have been if not for the stay-at-home order in place.
 - o Operationally speaking, the pandemic had minor impact to surface water management. Inspections, maintenance and compliance with regulatory requirements continued with adjustments to some workflow processes.
 - o The City has scheduled a meeting with the Northshore Utility District to better understand the pandemic's impact on Kenmore's sewer system and infrastructure. We will share that information when we receive it.
- Transportation
 - o The pandemic, and subsequent stay-at-home order, dramatically decreased transportation volumes across Kenmore. Early on in the pandemic, we experienced a steep decline in traffic volume on city streets, and in response we set up a pandemic traffic volume monitoring program to track changes in traffic volumes over the course of the pandemic by scheduling repeated studies at the exact same locations at regular intervals. Our first study for monitoring pandemic traffic volumes was set up in mid-April 2019, and monthly studies are ongoing to this date. Some of our monitoring locations (Simonds Rd and Juanita Dr) are heavily influenced by construction activity that was also ongoing during the pandemic, but our northern Kenmore monitoring locations are reasonably isolated from other factors which would have a substantial influence on traffic volumes and so are a good indicator of how the pandemic has affected travel through Kenmore. Initially (not long after the stay-at-home order), we observed as much as a 50% reduction in travel volumes at our 61st Avenue and 73rd Avenue locations.
 - o The early dip in traffic recovered over the space of a few months to hover around 75% of typical traffic volumes, where it remained for the rest of 2020.
 - o In early spring 2021, we saw traffic volumes begin to rise again, increasing to the point where many streets are within 80%+ of normal traffic volumes, with some streets operating at close to normal volumes. Southern Kenmore continues to see severely reduced traffic volumes, though this is likely due more to construction activities than impacts of the pandemic, though the effects of the pandemic are certainly still contribute to the lower travel volumes citywide. See the graph below for summarization of data collected.

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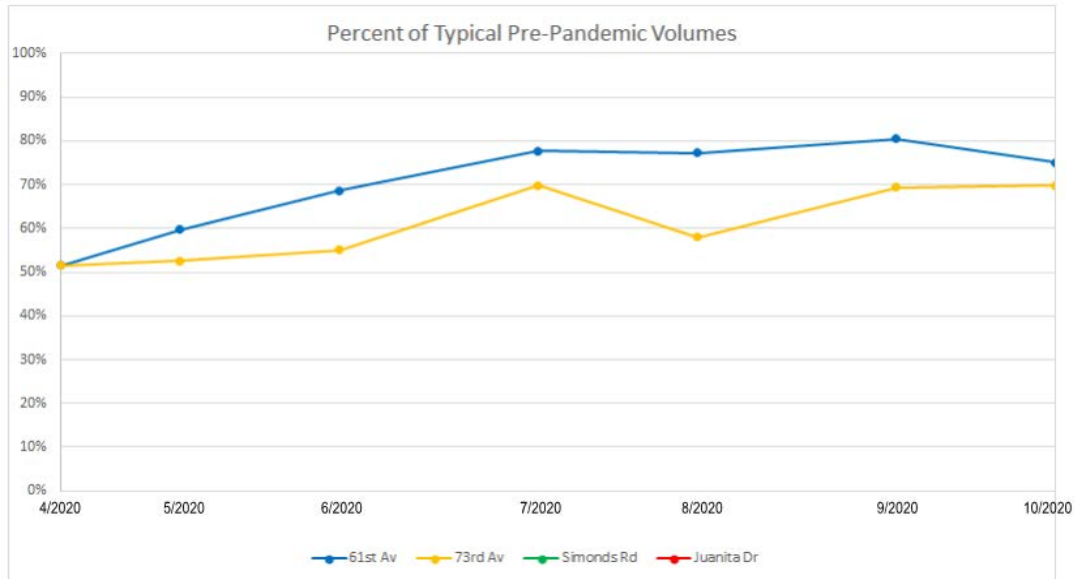
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- Pedestrian and Bicycle Safety
 - The pandemic did not have any noticeable effect on pedestrian and bicycle safety in Kenmore.
- Facility, Parks and Maintenance Impacts
 - There were significant pandemic impacts to operations across the board. Our Operations staff are our front-line workers – we couldn't just stop all operations when the pandemic hit. We had to immediately develop plans and protocols to keep our staff and the public safe while keeping up with day-to-day operations. The staff time spent on developing and revising protocols, plans and practices while keeping up to date on the everchanging direction from multiple State/County officials was immense...it literally became our new full-time job to ensure the safety of our staff and the community.
 - Procuring Personal Protective Equipment (PPE) was extremely difficult with increased demand for supplies around the world; keeping supplies in stock was a constant battle. A lot of our time was spent following the new procedures and protocols.
 - Much of our time spent at the beginning of the pandemic focused on trying to keep the public out of the parks and facilities – putting up/maintaining barricades and barriers to playgrounds was a daily task because many members of the public did not follow instructions. We spent considerable time installing signage throughout parks and facilities, again with messaging consistently changing based on the best available public health/science information. Once the regulations started to plateau and we gave up on trying to keep the public out of parks and facilities this work got a little more manageable.
 - Our new normal was consumed by constantly cleaning and disinfecting public areas – park restrooms, the Hangar facility and restrooms as well as our own work spaces in City vehicles (now mobile offices), City Hall, the Public Works Office and the Hangar.
 - Meanwhile, while setting up our Operations staff to work within the City we were doing the same for all the employees who were working from home – ordering furniture,

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equipment and supplies while developing in-office protocols. All cleaning practices were increased and consumed much of our time.

- o The procurement of some maintenance materials and the ability to physically get work completed have both been impacted by the pandemic. In addition to the difficulty procuring PPE, disinfectant, and hand sanitizers, we continue to have an issue with the supply of traffic paint. We typically do striping maintenance in the summer, with some high traffic arterial streets getting striped twice.
 - o We have also faced difficulty in getting different trades work completed either because of the increased demand or the lack of workforce to perform the work (including concrete/asphalt work, welding, guardrails, and fencing type work).
- City Revenue
 - o As a bedroom community, Kenmore's finances have been relatively stable during the pandemic, especially compared to cities with malls and dependence on other retail. Kenmore actually saw a modest increase in sales tax for 2020, in part due to an increase in online shopping, and 2021 sales tax does not appear to be weakening.
 - o We did, however, see a noticeable drop in fuel tax in 2021. The combined reduction in fuel tax for 2020-2021 is estimated at \$140,000.
 - o We also reduced rent for the tenant at the Hangar in the amount of about \$45,000 for 2020-2021.
 - Coronavirus Act Relief and Economic Security (CARES) Funds
 - o Kenmore received \$1,049,400 in CARES funds in 2020 and spent those funds as follows:
 - \$413,801 - Human Service grants (Rental assistance, food assistance, emergency assistance)
 - \$45,000 - Community Organization grants
 - \$104,699 - Small Business Grants
 - \$485,900 - City COVID-19 expenditures (safety supplies, equipment, software, hardware, telecommunication equipment, legal, consulting, and training)
 - Digital Divide
 - o Broadband service is not uniform in Kenmore; there is a need to expand access to high-speed, affordable, reliable broadband coverage for all City residents. This is an area we will be exploring in the months ahead.

Community Engagement

Our early ideas about community engagement in this work include the following. We welcome City Council input as we build out these ideas and develop a community engagement plan in the weeks ahead.

- 1) *Create an ARPA Web Page.* The City will need a central place where all interested parties, including community members, business owners, nonprofit organizations, partner cities and other stakeholders can find information about our ARPA efforts. We have launched a City of Kenmore ARPA web page to serve this purpose.
- 2) *Educate the public.* ARPA is a new program with the potential to have a tremendous impact in our community. A comprehensive, multi-pronged campaign to educate the public about this program, including basic information about the program and high-level information our approach

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should begin immediately. It will be particularly important to start sharing information about the \$1 million in direct cash assistance that will be disseminated later this year. We anticipate using social media platforms, monthly E-newsletters and quarterly newsletters as vehicles for educating the public.

- 3) *Hold Town Halls/Open Houses.* As our work progresses and the City opens up post-pandemic, there will be an opportunity to hold town halls and/or open houses to share high level information about ARPA with our community. We are considering whether to potentially use the Online Balancing Act Tool as part of our community engagement efforts.
- 4) *Conduct a Community Survey.* In tandem with town halls and/or open houses, and once the Council has identified a list of projects for consideration, we recommend conducting a community survey to solicit input from residents, business owners, and other stakeholders. This survey effort will be supplemented by the following elements:
 - a. Find creative ways to engage with underrepresented groups, community members needing assistance, and local non-profit organizations.
 - b. Glean information from other recent community surveys: CAP, ADA Transition Plan, and Comprehensive Plan

We welcome discussion and Council input as we consider how to engage our community in this work.

Thank you for the opportunity to provide this information about ARPA. We look forward to moving forward with this important work; next steps will include creating a charter, timeline, community engagement plan and proposed scoring rubric for this work. We may also want to talk about the creation of an ARPA Committee comprised of City staff and community members to help guide this work in the months ahead.

American Rescue Plan Act

Community Engagement Presentation – December 13, 2021

REPORT

The American Rescue Plan opportunity is knocking for local governments. Will they answer?

Brad Whitehead, Isaac Velez, and Eli Byerly-Duke - Tuesday, November 30, 2021

\$1.9 trillion for pandemic response and recovery; Kenmore to receive \$6.4 million

Our Service Vision

Propelling Kenmore Upward:
We create a thriving
community where all people
love where
they live.



Goals for Tonight

Discuss and receive feedback on ARPA community engagement timeline and menu

- Looking for feedback on any menu item(s) *that should not be included*
- Looking for feedback on the \$1 million total available in the tool
- Will go live upon Council approval



Council ARPA Guidance

High Level Strategy

- Provide immediate relief to residents in need
- Provide immediate relief to businesses in need
- Position the City, community, and businesses to transition into a post-COVID era (i.e., long-term recovery)
- Consider enduring, legacy project(s) that will be bold investments in Kenmore's future

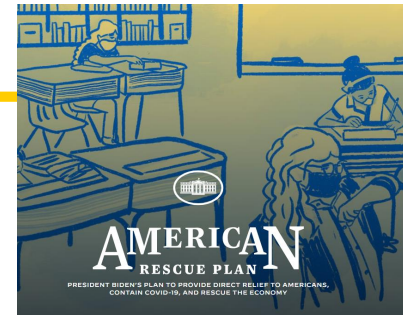


Guiding Principles

- 1) Center Equity
- 2) Provide Immediate Relief and Fund Legacy Work
- 3) Tie Funding Decisions to Pandemic Impacts
- 4) Consider Early Wins and Something for Everyone
- 5) Assess Long-Term Sustainability
- 6) Factor in Community Feedback
- 7) Leverage Other Funding Sources
- 8) Maximize Partnerships

Allowable Uses of Funds

- 1) To **respond to the COVID-19 public health emergency or its negative economic impacts**;
- 2) To **respond to workers performing essential work** during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
- 3) For the **provision of government services**, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
- 4) To make **necessary investments in water, sewer, or broadband infrastructure**.



Confirming Project Eligibility

ARPA Interim Final Rule and Treasury FAQ

- Lays out types of projects eligible
- Some uses specifically called out (water, sewer, broadband)
- Other areas of eligibility are more broad; the rule has built-in flexibility
 - *"While the pandemic affected communities across the country, it disproportionately impacted some demographic groups and exacerbated health inequities along racial, ethnic and socioeconomic lines."* (p. 15)
- Most (but not all) uses of funds must be tied to impacts of the pandemic
- Specific examples of eligible uses include direct cash assistance (p. 33), business assistance (p. 34), affordable housing (p. 39), support to schools (p. 40), and green infrastructure investments (p. 68)
- An FAQ example: *"...investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19. (FAQ question 2.18)*



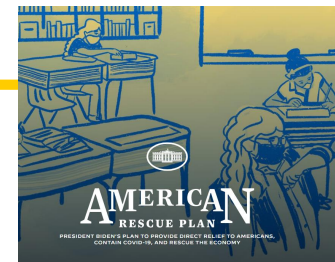
Outreach Items and Timeline

Outreach Completed:

- ARPA Listening Session
- ARPA Business Recovery Survey
- Discussions with City team and Community Partners
- Selected Balancing Act tool

Next Up:

- Community Engagement Tool launch
- Community voting continues into 2022
- Staff bring results back to Council for consideration in 2022



Items on Menu for Consideration

- 1) Business Assistance
- 2) Free Training for Residents
- 3) Landlord and Rent Assistance
- 4) Mobile Home Improvements Grant Program
- 5) Grants for Local Artists
- 6) Human Services Funding
- 7) Kenmore Senior Center HVAC Improvements
- 8) Septic-to-Sewer Conversion Program
- 9) Catch-Up Learning Support for Students
- 10) Utility Assistance
- 11) Broadband/Wifi Project
- 12) City Hall Playground and Sport Courts
- 13) Farmer's Market
- 14) Fish Barrier Removal Project
- 15) Homelessness Response Pilot Program
- 16) Native American Art Project
- 17) Pathways to Parks
- 18) Subsidized Pool Program for Kenmore Youth

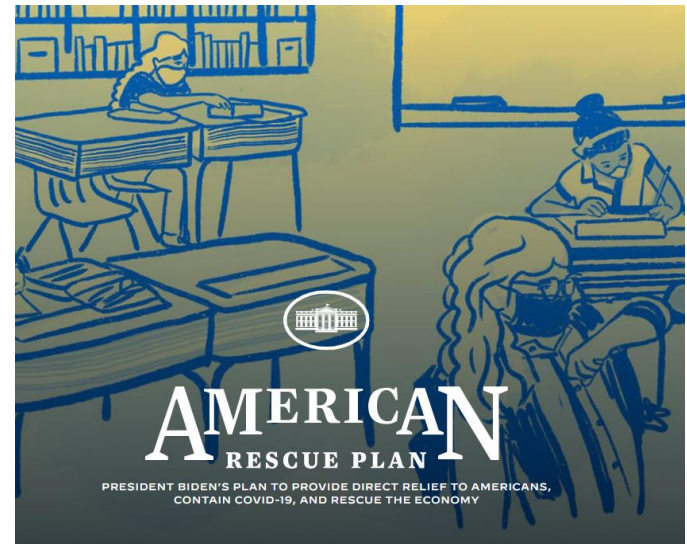
Prioritization Tool Demo

Selected: \$0

Available: \$1.0m

Subsidized Pool Program for Kenmore Youth \$50,000 Select	City Hall Playground and Sport Courts \$680,000 Select	Utility Assistance \$160,000 Select
Business Assistance at \$250,000 \$250,000 Select	Business Assistance at \$450,000 \$450,000 Select	Mobile Home Improvements Grant Program \$50,000 Select
Homelessness Response Pilot Program \$50,000	Human Services Funding at \$500,000 \$500,000	Human Services Funding at \$250,000 \$250,000

Thank You and Questions





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

Subject/Topic: Weekly Seasonal Farmers Market Proposed Council Action/Motion: Move to approve a trial one-year pilot Farmers Market.	For Council Meeting Agenda of: 12/13/2021 Department: City Manager's Office Prepared by: Nicole Suarez, Events Assistant & Stephanie Brown, Volunteer & Events Supervisor <u>Initial & Date</u> Approved by Department Head: NKO 12/3/21 Approved by City Attorney: _____ Approved by Finance Director: LS 12/3/21 Approved by City Manager: RK 12/3/21 Exhibits/Attachments: Power Point Presentation Farmers Market Agenda Bill from November 8th Council meeting
<u>Staff Recommendation:</u> To further Council priorities, including addressing climate change, advancing diversity, equity, and inclusion, promoting a vibrant, walkable downtown, and responding to the effects of the pandemic, city staff recommend producing, for a temporary one-year trial period, a weekly farmers market on Wednesdays from 3 pm to 7 pm from June through August in 2022. During the trial period, the proposed location of the market will be at the Town Square and Hangar, including along NE 181st St. in front of the Town Square. <u>What is being asked of the City Council:</u> Provide approval to move forward on a temporary one-year trial weekly Farmers Market for 2022. <u>INFORMATION/BACKGROUND:</u> A Farmers Market in Kenmore would be a community asset and would help to: • engage community • activate our downtown in the wake of the pandemic • provide access to locally-grown food and support local farmers and vendors • promote multimodal transportation options such as walking and biking • take advantage of improved downtown infrastructure • offer options for all residents including low income and seniors to purchase fresh produce We seek approval for a one-year trial Wednesday farmers market from 3-7pm in the downtown core along NE 181st St. between 67th Ave NE and 68th Ave NE, and in the Town Square as needed. Neighboring cities of Lake Forest Park, Bothell and Kirkland do not compete with this day. LFP operates on Sundays, the City of Kirkland operates a large market on Fridays, and Bothell is currently not running a market. A Wednesday market allows us to still support our summer concert series on Thursdays, and not compete with other neighboring or larger markets on other days of the week or weekend.	

The market would be evaluated for success during the trial period. Market evaluations will be factored in during a review period in the fall of 2022. Market evaluations for success will include:

- Number of vendors present at market each week
- Vendor sales in comparison to other markets of similar size
- Number of market shoppers each week
- Number of volunteers helping to run a smooth market
- Feedback from the community
- Engagement with the community
- Number of BIPOC vendors
- Number of low income shoppers and benefits distributed
- Money generated from market sponsors

Tracking of the above mentioned evaluation include:

- Sign in sheet via iPad
- Vendors submit sales; compare to similar sized markets in area
- Count shoppers with clicker
- Vetted prior to market start; part of our volunteer coalition; sign in each week
- Social media comments/likes/shares, public comments in person, number of repeat customers – keep on spreadsheet for each week
- Number of non-profit groups represented in total
- Tracked through Food Nutrition Program
- Sponsorship targets and agreements complete in April

Planning & execution milestone timeline:

- January – Announce event to community. Engage community through graphic design contest. Vendor recruitment.
- February – Form volunteer coalition. WSFMA “Boot Camp”
- March – Secure vendors and permits
- April – Secure sponsorships
- May – Promote and advertise to community
- June 1 – Opening Day!

FISCAL CONSIDERATION:

The cost to the City for this one-year temporary trial is **\$79,853**. Factoring in projected revenues, the out of pocket City expense is **\$65,153**.

Additional considerations:

The increase in expenditures may need an adjustment to the current 2021-2022 biennium budget and would be on a trial period for 2022. **The budget adjustment can be made in 2022 after we know whether ARPA funding may be used and after the farmers market budget is further refined.**

Given that the proposal for this new program is outside of the biennium budget process, the trial or pilot nature of this program, as well as the unique circumstances of the pandemic (including the possible use of ARPA funds), should be considered.

The question of whether this new program continues beyond the first year should receive rigorous scrutiny along with other budget requests during the 2023-2024 biennium budget process.

Downtown Farmers Market Proposed Budget			
	Year 1	Year 2	Year 3
Proposed Sources			
Vendor booth fees	11,200	14,000	14,000
Sponsorships	3,500	5,000	5,000
General Fund/Strategic Opps			
Fund/ARPA*	65,153	56,924	59,420
Other	0	0	0
Total Sources	79,853	75,924	78,420
Proposed Uses			
Increase event staff from 0.5 Fte to 1.0 FTE	60,000	62,400	64,896
Seasonal Farmers Market Intern	5,400	5,400	5,400
Public Works Support	3,612	3,612	3,612
Police (6 hrs at opening day)	480	480	480
King County Permitting Fees	1,282	1,282	1,282
Advertising/Promotion	4,000	2,000	2,000
Farmers Market Association Dues	150	500	500
Supplies/furnishings/equipment	250	250	250
Startup Costs			
Farmers Market Consultant	3,500	0	0
King County New Market Fee	429	0	0
Supplies/furnishings/equipment	750	0	0
Total Uses	79,853	75,924	78,420
* Some of the costs may qualify for ARPA funding (still yet to be determined) Also, the Council may choose to pay for startup costs or the first year with Strategic Opportunities Funds			
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u>			
Priority #2: Kenmore Climate Plan Priority #3: Diversity, Equity, and Inclusion Priority #4: Respond to the Pandemic Priority #10: Foster and Create Fun Priority #11: Engage and educate the community on growth and development in Kenmore (City booth will have a rotating Council or City department table for education and engagement)			

Farmers Market

June 1 – August 31 2022

Wednesdays 3pm – 7pm

Kenmore Town Square & NE 181st St.

Overview:

- ▶ Food Based Market with 20 or more vendors
 - ▶ Focus on fruits, vegetables, flowers, food processors
- ▶ One-year trial period
- ▶ Asset for the community
 - ▶ Provide access to fresh produce for all residents
 - ▶ Activate the downtown core
- ▶ City table to include rotating City department for education and engagement
- ▶ Rotating free non-profit community group booth for community education, representation, and engagement
- ▶ Seeking approval for farmers market to include increase in staffing and all operational expenses

Budget Review – Proposed Sources:

	Year 1	Year 2	Year 3
Vendor booth fees	11,200	14,000	14,000
Sponsorships	3,500	5,000	5,000
General Fund/Strategic Opps Fund/ARPA*	65,153	56,924	59,420
Other	0	0	0
Total Sources	79,853	75,924	78,420

Budget Review – Propose Uses:

	Year 1	Year 2	Year 3
Increase event staff from 0.5 FTE to 1.0 FTE	60,000	62,400	64,896
Seasonal Farmers Market Intern	5,400	5,400	5,400
Public Works Support	3,612	3,612	3,612
Police	480	480	480
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Farmers Market Association dues	150	500	500
Supplies/furnishings/equipment*	250	250	250
Startup Costs:			
Farmers Market Consultant	3,500	0	0
King County New Market Fee	429	0	0
Supplies/furnishings/equipment	750	0	0
Total uses	79,853	75,924	78,420

Metrics for measuring success during trial period:

Unit of Measure:	How it's measured:
Number of vendors each week	Sign in sheet on iPad
Weekly vendor sales	Vendors submit sales; compare to similar sized markets in area
Number of market shoppers each week	Count shoppers with clicker
Numbers of regular volunteers	Vetted prior to market start; sign in each week
Feedback from the community	Record on spreadsheet # and type of comments
Engagement with the community	Number of non-profit groups represented
Number of BIPOC vendors	Vendor application
Number of low income shoppers and benefits distributed	Tracked through Food Nutrition Program
Money generated from market sponsors	Sponsorship targets and agreements complete in April

Biennium Budget Considerations

- ▶ The increase in expenditures may need an adjustment to the current 2021-2022 biennium budget and would be on a trial period for 2022.
- ▶ The budget adjustment can be made in 2022 after we know whether ARPA funding may be used and after the farmers market budget is further refined.
- ▶ The question of whether this new program continues beyond the first year should receive rigorous scrutiny along with other budget requests during the 2023-2024 biennium budget process.

Planning Milestones:

- ▶ January - Announce event to community. Engage community through graphic design contest. Vendor recruitment.
- ▶ February - Form volunteer coalition. WSFMA “Boot Camp”
- ▶ March - Secure vendors & permits
- ▶ April - Secure sponsorships
- ▶ May - Promote and advertise market to community
- ▶ June 1 - Opening Day



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

Subject/Topic: Weekly Seasonal Farmers Market Proposed Council Action/Motion: No action at this time. Review the proposal, provide feedback, and give guidance on what additional questions need to be answered.	For Council Meeting Agenda of: 11/8/2021 Department: Executive Prepared by: Nicole Suarez, Events Assistant & Stephanie Brown, Volunteer & Events Supervisor <u>Initial & Date</u> Approved by Department Head: _____ Approved by City Attorney: _____ Approved by Finance Director: _____ Approved by City Manager: _____ Exhibits/Attachments: Power Point Presentation
<u>Staff Recommendation:</u> To further Council priorities, including addressing climate change, advancing diversity, equity, and inclusion, promoting a vibrant, walkable downtown, and responding to the effects of the pandemic, city staff recommend producing, for a one-year trial period, a weekly farmers market on Wednesdays from 3 pm to 7 pm from June through August in 2022. During the trial period, the proposed location of the market will be at the Town Square and Hangar, including along 181st in front of the Town Square. <u>What is being asked of the City Council:</u> No formal action is being requested at the November 8 City Council meeting. Please consider the proposal, provide feedback, and give staff guidance on what additional questions need to be answered and what additional information needs to be provided. Staff will report back at a Council meeting no later than mid-December and seek Council direction on whether to move forward at that time. <u>INFORMATION/BACKGROUND:</u> As the City of Kenmore grows, it is important that we offer amenities for our residents and community. As we have seen in neighboring cities, a Farmers Market in Kenmore would be a community asset and would help to: • engage community • activate our downtown in the wake of the pandemic • provide access to locally-grown food and support local farmers and vendors • promote multimodal transportation options such as walking and biking • take advantage of improved downtown infrastructure • offer options for all residents including low income and seniors to purchase fresh produce We'd like to propose a Wednesday market from 3-7pm in the downtown core along NE 181st between 67th Ave NE and 68th Ave NE, and in the Town Square as needed. Neighboring cities of Lake Forest Park, Bothell and Kirkland do not compete with this proposed day. LFP operates on Sundays, the City of Kirkland operates a large market on Fridays, and Bothell is currently not running a market. A Wednesday market allows us to still support our summer	

concert series on Thursdays, and not compete with other neighboring or larger markets on other days of the week or weekend.

FISCAL CONSIDERATION:

If the City Council is inclined to offer the city a farmers market, we need to increase event staffing by 0.5 FTE to run and manage the market; to coordinate and assist with other special events; and to maintain and manage the sponsorship program. The event team would also request an increase in staffing to bring in a part time seasonal intern to assist with events. Staffing for special events has been consistent for the last several years. Increasing staff by 0.5 FTE and adding in a part time intern would help the team to improve our events and engagement within the community. In order to launch the farmers market successfully in our first year, we've proposed to add funding to contract with a consultant to help with our initial startup, provide checkpoints along the way, and to provide day of market help if needed.

Potential funding sources to pay for the added net costs of a farmers market can come from the city's General Fund. We are also exploring whether ARPA funding may qualify as a source, at least for the first one or two years. Another funding source could be the Strategic Opportunities Fund to help pay for the first year or at least the startup costs.

The increase in expenditures would need an adjustment to the current 2021-2022 biennium budget and would be on a trial period for 2022. The budget adjustment can be made in 2022 after we know whether ARPA funding may be used and after the farmers market budget is further refined. There would be a review period in the fall of 2022 to assess and advise on a proposal to add to the 2023-2024 biennium budget as a more permanent line item.

The increase in staffing would bring in revenue from both the farmers market and sponsorship. Vendors would pay a **\$40 booth fee each week**. Sponsors would pay a **\$250 booth fee each week**; sponsors would be limited to one sponsor/market day.

Farmers market revenue from **20 booth fees could start at \$11,200** and increase from there depending on market size.

Sponsorship revenue pre-pandemic has traditionally brought in over \$30K per year for all events. We anticipate this will increase with sponsor booth sales at each market day. Sponsorship revenue goes into the General Fund. Sponsorship revenue was drastically reduced in 2020 and 2021 due to the COVID impact on businesses. In 2020, total sponsorship revenue was \$9,600 and in 2021 current revenue is down to \$4,900.

We plan to bolster up the sponsorship program to increase the revenue for 2022 to bring it back to traditional levels. The sponsorship revenue has the potential to exceed pre-pandemic levels with the addition of booth sales at the Farmers Market. Revenue from sponsors at the market could start out at **\$3,500** and increase from there, based on a fee of \$250/sponsor each week.

On market days (14), we would also need to increase or allocate staffing time for one public works staff member. We would recruit volunteers to help with vendors, event details, set-up and take-down. Volunteers would be a strong asset to a smooth operation of the market. Total event staffing on market days would consist of: 1 lead, 1 intern, 1 public works staff for before and after hours, and 4-6 volunteers.

Farmers Market financial costs:

0.5 FTE increase of event staff plus benefits– \$28,938 (salary) + \$39,827 (benefits) = **\$68,755**

One public works maintenance worker on 3 hours of regular pay and 3 hours of overtime pay – \$3,612

Intern total: \$5,400

Police (6 hours at opening day): \$480

Consultant fee – \$3,500 (70 hrs. @ \$50/hr.)

Initial startup fees:

\$1,282 –King County Permitting fees based on 20 vendors (recurring fee each year)

\$429 – King County New Market Fee (only pay the first year)

\$150 – WA State Farmers Market Association Fee for new markets (recurring fee and will increase with larger market)

Estimated initial revenue: **\$14,700** (vendor fees and sponsor sales)

Estimated startup & operating costs for first year: **\$88,608** (PW staff, police, intern, consultant, all fees, 0.5 FTE staff increase plus benefits)

Downtown Farmers Market Proposed Budget

	Year 1	Year 2	Year 3
Proposed Sources			
Vendor booth fees	11,200	14,000	14,000
Sponsorships	3,500	5,000	5,000
General Fund/Strategic Opps			
Fund/ARPA*	73,908	66,029	68,889
Other	0	0	0
Total Sources	88,608	85,029	87,889

Proposed Uses			
Increase event staff from 0.5 Fte to 1.0 FTE	68,755	71,505	74,365
Seasonal Farmers Market Intern	5,400	5,400	5,400
Public Works Support	3,612	3,612	3,612
Police (6 hrs at opening day)	480	480	480
King County Permitting Fees	1,282	1,282	1,282
Advertising/Promotion	4,000	2,000	2,000
Farmers Market Association Dues	150	500	500
Supplies/furnishings/equipment	250	250	250
Startup Costs			
Farmers Market Consultant	3,500	0	0
King County New Market Fee	429	0	0
Supplies/furnishings/equipment	750	0	0
Total Uses	88,608	85,029	87,889

* Some of the costs may qualify for ARPA funding (still yet to be determined)

Also, the Council may choose to pay for startup costs or the first year with Strategic Opportunities Funds

This would be a team effort to make this farmers market a reality. Planning work for the FM would start in January recruiting vendors and obtaining permits. The planning and preparation work would continue through market opening date of June 1, 2022.

Note: Normally a new program like this would be discussed at the City Council's annual retreat. However, if the Council desires to see a farmers market in summer of 2022, the City Council will need to provide direction on whether to move forward by mid-December of this year.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Priority #2: Kenmore Climate Plan

Priority #3: Diversity, Equity, and Inclusion

Priority #4: Respond to the Pandemic

Priority #10: Foster and Create Fun

Priority #11: Engage and educate the community on growth and development in Kenmore (City booth will have a rotating Council or City department table for education and engagement)