

# City of Kenmore

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City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607, Kenmore, WA 98028  
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov)

**City of Kenmore**  
**City Council Special Meeting**  
**6:30 p.m., Monday, April 8, 2013**  
**City Council Regular Meeting**  
**7:00 p.m., Monday, April 8, 2013**  
Kenmore City Hall, Council Chambers  
18120 68th Ave. NE, Kenmore, WA 98028

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

- I. CALL SPECIAL MEETING TO ORDER - 6:30 p.m.**
- II. EXECUTIVE SESSION**  
Pursuant to RCW 32.40.110(1)(i), Potential Litigation
- III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION**
- IV. ADJOURN SPECIAL MEETING**
- V. CALL REGULAR MEETING TO ORDER - 7:00 p.m.**
- VI. ROLL CALL**
- VII. FLAG SALUTE**
- VIII. AGENDA APPROVAL**
- IX. PRESENTATION**
  - A. History of the Kenmore Flag - LeRoy Anenson and Les "Bud" Eaton, Kenmore Flag Co-Chairs, and Representatives of the Kenmore Heritage Society
- X. CITIZEN COMMENTS**

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

**XI. CONSENT AGENDA**

- A. Approve Minutes for March 18, 2013 and March 25, 2013 Regular City Council Meetings, and April 1, 2013 Special City Council Meeting
- B. Approve Check Nos. 27537 - 27633 in the Amount of \$471,275.99 and Electronically Transferred Payroll Funds Totaling \$63,082.50 and Payroll Check No. 21004 in the Amount of \$392.69 for the Period Ending March 29, 2013
- C. Approve January 2013 City Council Retreat Report, including City Council Goals - Rob Karlinsey, City Manager

**XII. BUSINESS AGENDA**

- A. Business Registration - Ordinance No. 13-0356 - Nancy Ousley, Assistant City Manager
- B. SR 522 West (57th to 65th Avenue NE) Project Update - Kris Overleese, City Engineer and Kent Vaughan, Senior Civil Engineer

**XIII. STAFF REPORT**

**XIV. COUNCILMEMBER COMMENTS/REPORTS**

**XV. ADJOURN REGULAR MEETING**

**Upcoming Meetings:**

|                         |                                                       |           |
|-------------------------|-------------------------------------------------------|-----------|
| Monday, April 15, 2013  | City Council Regular Meeting/Study Session            | 7:00 p.m. |
| Tuesday, April 16, 2013 | Joint Planning Commission/City Council Meeting        | 7:00 p.m. |
| Monday, April 22, 2013  | City Council Special & Regular Meeting                | 6:00 p.m. |
| Monday, April 22, 2013  | Kenmore Transportation Benefit District Board Meeting | 8:30 p.m. |

**City of Kenmore, Washington  
City Council Regular Meeting  
Minutes  
March 18, 2012**

**CALL TO ORDER** – Deputy Mayor Hensel called the regular meeting to order at 7:00 p.m.

**Councilmembers present:** Deputy Mayor Bob Hensel, and Councilmembers Brent Smith, Laurie Sperry, Allan Van Ness, Milton Curtis, and Glenn Rogers

**Councilmembers excused:** Mayor David Baker

**Staff present:** Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Joanne Gregory, Finance & Administration Director; Kris Overleese, Engineering & Environmental Services Director; Debbie Bent, Director of Community Development; Jennifer Gordon, Public Works Operations Manager; Leslie Harris, Management Analyst; Marc Connelly, Parks Project Manager; Cliff Sether, Police Chief; Rod Kaseguma, City Attorney; and Patty Safrin, City Clerk

**FLAG SALUTE**

Deputy Mayor Hensel led the flag salute.

**AGENDA APPROVAL**

**It was Council consensus to approve the agenda as submitted.**

**PRESENTATION**

**Slough Race Artwork & Proposal** – Amberly “Gaul” Culley was present to provide a brief report on the Sammamish Slough celebration event that she has planned for Sunday, April 7<sup>th</sup> from noon to 4:00 p.m. at City Hall and the Kenmore Village Park & Ride lot. She stated that her goal is to create a series of artworks and a yearly festival, inspired by the Slough Boat Races which took place in Kenmore from 1933-1976, to celebrate the value of the Sammamish River to the community. She stated that she would like to do two pieces of etched glass art, which would have a cost of \$5,000. She also requested \$1,000 in assistance from the City for the April 7<sup>th</sup> celebration to pay for banners, food, and other materials. She distributed a handout to the Council, and she was available to answer any questions.

**Councilmember Van Ness moved to direct the City Manager to support the slough event at the \$1,000 level. Councilmember Curtis seconded the motion. The motion passed unanimously.**

**CITIZEN COMMENTS**

The following citizens spoke in support of improving the Northshore Summit Park, including adding a play structure:

Gerry Suarez, 6361 NE 193<sup>rd</sup> Place, Kenmore.

Nicole Suarez, 19328 63<sup>rd</sup> Place NE, Kenmore, who also submitted a petition in favor of the improvements signed by 69 Northshore Summit residents and 56 close neighbors.  
 Chloe Tennison, 6233 NE 196<sup>th</sup> Street, Kenmore.  
 Alex Nguyen, 7812 NE 165<sup>th</sup> Street, Kenmore.  
 Robert Luke, 6365 NE 193<sup>rd</sup> Place, Kenmore.  
 Jessica Smith, 19145 66<sup>th</sup> Place NE, Kenmore.  
 David Hall and son, Nick Hall, 19511 65<sup>th</sup> Avenue NE, Kenmore.  
 Judy Keegan, 19337 63<sup>rd</sup> Place NE, who also suggested having a curfew for the park.  
 Peter Ottele, 18514 64<sup>th</sup> Avenue NE, Kenmore.  
 Mike Suarez, 19328 63<sup>rd</sup> Place NE, Kenmore, who also stated that he would like dogs to be on leash in the park.  
 Karyl Gelatt, 18527 73<sup>rd</sup> Avenue NE, who also suggested adding wetland education in the park.  
 Aileen Hammar, 6511 NE 152<sup>nd</sup> Place, Kenmore.  
 Stephanie Burrell, 6318 NE 192<sup>nd</sup> Court, Kenmore.  
 Stacey Denuski and son, Luke, 6513 NE 191<sup>st</sup> Street, Kenmore.  
 Teresa Luttrell, 19322 63<sup>rd</sup> Avenue NE, Kenmore.  
 Melissa van Meurs, 6212 NE 193<sup>rd</sup> Street, Kenmore, who also stated her concerns regarding implementation and a hasty schedule.  
 Dave Maehren, 6316 NE 196<sup>th</sup> Street, Kenmore, who also suggested improving the access from the north entrance to the park during Phase One.  
 Ian Ith, 19324 63<sup>rd</sup> Place NE, Kenmore.  
 Susmila Sharma and son, 6442 NE 192<sup>nd</sup> Place NE, Kenmore.

The following citizens stated their concerns about the Northshore Park improvements:

Russ Roe, 19101 62<sup>nd</sup> Avenue NE, Kenmore, who stated that he is pro-park but does not want the play structure, just a play area.  
 Cindy Creager, 19210 Kenlake Place NE, Kenmore, who stated her concerns about the polarization of the process and stated that she truly values the space as a natural area.  
 Alison Thurman, 19204 Kenlake Place NE, Kenmore, who stated that she favors leaving the park in the most natural state possible.  
 Rick Verlinda, 19017 62<sup>nd</sup> Avenue NE, Kenmore, who stated that he sees little, if any, usable space for a play structure and would like to continue to use the space for his dogs.

John Hendrickson, 5919 NE 202<sup>nd</sup> Lane, Kenmore, was present to state his concerns about the budget, vehicle fees, and sewer & water franchise fees.

Dave Crawford, 7534 NE 175<sup>th</sup> Street, Kenmore, was present to state his concerns regarding the public records request process.

Deputy Mayor Hensel thanked the citizens for their comments.

## **CONSENT AGENDA**

**Councilmember Sperry moved to approve the consent agenda as submitted.**  
**Councilmember Van Ness seconded the motion to Approve the Minutes for the February 19, 2013 Regular & Joint City Council/Planning Commission Meeting and February 25, 2013 Special & Regular City Council Meeting; Approve Check Nos. 27409 - 27477 in the Amount of \$239,132.56 and Electronically Transferred Payroll Funds Totaling \$60,288.11 for the Period Ending March 4, 2013; Authorize the Washington Department of Fish &**

**Wildlife (WDFW) Restroom Capital Improvement Interlocal Agreement, Contract No. 13-C1117; and Approve Amendment No. 3 to Contract No. 12-C1036 with Rod Stevens dba Spinnaker Strategies. The motion passed unanimously.**

## **BUSINESS AGENDA**

**Northshore Summit Park Survey – Discussion and Direction** – Debbie Bent, Community Development Director, and Marc Connelly, Parks Project Manager, were present to give a brief PowerPoint presentation regarding the topographical survey and potential play structure location for the Northshore Summit Park Phase One Improvements. They were also available to answer any questions. They requested direction from Council as to whether to proceed with Phase One.

**Councilmember Smith moved to authorize staff to proceed with the Northshore Summit Park design, including staff's recommendation for the location of the play structure, and to use the allocated budget for implementation. Councilmember Rogers seconded the motion. The motion passed 6-0.**

**Annual Police Service Highlights & Data 2012** – Cliff Sether, Chief of Police, was present to give a brief staff report highlighting police activity and statistics for 2012. He was also available to answer any questions. He stated that the King County Sheriff's Office is responsible for enforcement for every road in the City of Kenmore, including SR 522, so when calling 911 regarding accidents in the City, specify the King County Sheriff's Office.

**Squire's Landing Restoration – Presentation and Status Report** – Debbie Bent, Community Development Director; Marc Connelly, Parks Project Manager; and Bill Evans, former Parks Project Manager, were present to give a brief PowerPoint presentation on the status of the Squire's Landing restoration project. They were also available to answer any questions. Mr. Evans stated that there is still grant funding available and the City should continue to apply for grants for this area. He stated that the City needs to make a commitment to ongoing maintenance of the park. A public involvement plan was part of the grant, but there has to be ongoing outreach to develop public stewardship for the park.

City Manager Karlinsey noted that we have a new volunteer coordinator, Cindy Shelton, who has a wealth of knowledge regarding how to motivate volunteers and mobilize them.

## **CITY COUNCILMEMBER COMMENTS/REPORTS**

Councilmember Sperry reported on the recent Bothell Chamber of Commerce luncheon.

Councilmember Van Ness reported on the National League of Cities Conference that he, Mayor Baker, and Councilmember Rogers attended last week in Washington, DC.

Councilmember Rogers reported on the classes and presentations he attended at the National League of Cities Conference and distributed his notes to the rest of the Council.

City Manager Karlinsey reported, on behalf of Mayor Baker, that he has been contacted regarding a possible joint Kenmore, Woodinville, Bothell & Northshore School Board meeting.

It was Council consensus that any of the possible dates sent to them for a joint Kenmore, Woodinville, Bothell & Northshore School Board meeting were acceptable.

## **EXECUTIVE SESSION**

Deputy Mayor Hensel recessed the regular meeting to an executive session at 9:55 p.m. to discuss Property Acquisition, pursuant to RCW 42.30.110(1)(b); Property Disposition, pursuant to RCW 42.30.110(1)(c); and Potential Litigation, pursuant to RCW 42.30.110(1)(i). He stated that the executive session will last for approximately 35 minutes and that no action is anticipated following the executive session.

Deputy Mayor Hensel extended the executive session for 30 minutes at 10:30 p.m.

## **ADJOURNMENT**

Deputy Mayor Hensel adjourned the regular meeting at 11:00 p.m.

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**David Baker, Mayor**

**ATTEST:**

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**Patty Safrin, City Clerk**

**City of Kenmore, Washington  
City Council Regular Meeting  
Minutes  
March 25, 2013**

**CALL TO ORDER** – Mayor Baker called the regular meeting to order at 7:00 p.m.

**Councilmembers present:** Mayor David Baker, Deputy Mayor Bob Hensel (at 7:30 p.m.), and Councilmembers Brent Smith, Laurie Sperry, and Allan Van Ness

**Councilmembers excused:** Councilmembers Milton Curtis and Glenn Rogers

**Staff present:** Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Joanne Gregory, Finance & Administration Director; Kris Overleese, Engineering & Environmental Services Director; Bryan Hampson, Development Services Director; Andrew Bauer, Associate Planner; Dawn Reitan, City Attorney; and Patty Safrin, City Clerk

**FLAG SALUTE**

Mayor Baker led the flag salute.

**AGENDA APPROVAL**

**It was Council consensus to approve the agenda as submitted.**

**PRESENTATIONS**

**King County District Court, West Division** – The Honorable Judge Marcine Anderson and the Honorable Judge Douglas Smith were present to give a brief PowerPoint presentation about the King County District Court and the services and programs they provide. They were also available to answer any questions.

City Manager Rob Karlinsey noted that justice services are at the core of the City's obligations to its citizens, so even though we contract court and police services out, we are responsible for them. He thanked the judges for coming and for all they do for Kenmore citizens.

**Supreme Court Standards for Indigent Defense** – Ken Harmell, Defense Attorney, Stewart Beall MacNichol & Harmell, Inc., was present to give a brief presentation about the new public defense standards that have recently been adopted by the State Supreme Court. Mr. Harmell spoke about how the new standards came about, what they are, and how they may apply to the City. He explained the process after someone is arrested. He stated that his office handles approximately 180 cases per year for the City. He was also available to answer any questions.

**Prosecutor's Office Overview** – Sarah Roberts, Municipal Prosecuting Attorney, was present to provide a brief presentation on what the prosecutor handles for the City, how she works with the police department and the domestic violence advocate, and what services she provides. She stated that in 2012 she prosecuted approximately 350 case for the City, with domestic violence

and DUI cases usually taking up the bulk of her time. She was also available to answer any questions.

#### **CITIZEN COMMENTS**

Rick Verlinda, 19017 62<sup>nd</sup> Avenue NE, Kenmore, was present state his concerns regarding enforcement of the leash law at Northshore Summit Park.

Dave Crawford, 7534 NE 175<sup>th</sup> Street, Kenmore, was present to state his concerns about the public records request process and City spending on public works projects.

Mayor Baker thanked the citizens for their comments.

#### **CONSENT AGENDA**

**Councilmember Sperry moved to approve the consent agenda as submitted. Deputy Mayor Hensel seconded the motion to Approve Check Nos. 27478 - 27536 in the Amount of \$529,133.99 and Electronically Transferred Payroll Funds Totaling \$60,400.95 and Payroll Check Nos. 209984 – 209985 Which Total \$2,970.33 for the Period Ending March 14, 2013; Receive and File the January 2013 Financial Report; and Approve Resolution No. 13-214 , West Creek Village Final Plat Approval. The motion passed unanimously.**

#### **PUBLIC HEARING**

**Public Hearing to Receive Public Testimony Regarding Ordinance No. 13-0355 Amending the 2013-2014 Biennial Budget** – Joanne Gregory, Finance & Administration Director, was present to give a brief PowerPoint presentation. She explained why the budget amendment is needed and detailed the proposed changes by budget fund. She stated that \$744,000 of the adjustments are interfund transfers. She was also available to answer any questions.

**Mayor Baker opened the public hearing to receive public testimony on this issue at 8:09 p.m.**

**As there were no citizens wishing to speak, Mayor Baker closed the public hearing at 8:09 p.m.**

#### **BUSINESS AGENDA**

**Ordinance No. 13-0355 Amending the 2013-2014 Biennial Budget** – Joanne Gregory, Finance & Administration Director, was present to answer any further questions.

**Councilmember Van Ness moved to Adopt Ordinance No. 13-0355 Amending the 2013-2014 Biennial Budget. Deputy Mayor Hensel seconded the motion. The motion passed 5-0.**

**2012 Year-End Building & Permit Activity Report** – Bryan Hampson was present to give a brief staff report regarding the activities of the building and permitting staff in 2012 and their goals for 2013-2014. He stated that there was a 40% increase in land use activity, including some substantial shoreline improvements, which increased land use revenues by 96%, and a 54% increase in new single-family residence permits over 2011. He was also available to answer any questions.



**It was Council consensus that in the future they would like to have a map attached to any plat approvals so that they can easily see where the plat in question is located.**

#### **STAFF REPORT**

City Manager Karlinsey announced the upcoming Parks Appreciation Day on Saturday, April 20<sup>th</sup> and the Volunteer Appreciation Celebration on Tuesday, April 23<sup>rd</sup>. He noted that Assistant City Manager Ousley has a couple of business events coming up. He asked for Council guidance on the impact fee deferral bill in the State legislature. He recommends the City oppose the bill because it takes away local control and the cost of administration and tracking is too high.

**It was Council consensus that we have our lobbyist represent the City as being opposed to the proposed impact fee deferral legislation.**

#### **CITY COUNCILMEMBER COMMENTS/REPORTS**

Councilmember Van Ness urged people to attend the April 7<sup>th</sup> slough celebration event.

Deputy Mayor Hensel, in reference to a citizen comment, verified that the City would only contact Animal Control services if we received a complaint.

Mayor Baker stated that he received a letter from a family who recently lost their son and wanted to have a memorial in City Hall. City staff went out of their way to make it happen on short notice and also presented a red rose to the mother. He stated that he received a card today from Representative DelBene thanking the City for bringing her a piece of art work of Kenmore, which is hanging prominently in the front office. He stated that there is a lot going on with the State budget, and it is not good news for cities. He has signed a letter, along with other Association of Washington Cities (AWC) board members, which was sent to the governor and members of the budget committee to express cities' concerns. He noted that the more people who call or send e-mails to Olympia to express concerns, the better. He stated that last Saturday morning he joined Representative Gerry Pollett for "office hours" at Jay's Café, and three or four Kenmore residents and a few other people joined them to discuss issues of concern. He announced the Monday, April 1<sup>st</sup> Coffee with Council and the Fallen Heroes Project coming up Wednesday, April 10<sup>th</sup> at 7:00 p.m. at Third Place Commons in Lake Forest Park.

City Manager Karlinsey stated that Councilmember Smith and Mayor Baker are scheduled to go to Coffee with Council on Monday, April 1<sup>st</sup>.

Councilmember Sperry requested that Council receive a copy of the Coffee with Council schedule.

#### **EXECUTIVE SESSION**

Mayor Baker recessed the regular meeting to an executive session at 8:45 p.m. to discuss Property Disposition, pursuant to RCW 42.30.110(1)(c), and Litigation, pursuant to RCW 42.30.110(1)(i). He stated that the executive session will last for approximately 45 minutes and that no action is anticipated following the executive session.

Mayor Baker extended the executive session for 30 minutes at 9:30 p.m.

**ADJOURNMENT**

Mayor Baker adjourned the regular meeting at 9:55 p.m.

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**David Baker, Mayor**

**ATTEST:**

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**Patty Safrin, City Clerk**

DRAFT

**City of Kenmore, Washington  
City Council Special Meeting  
Minutes  
April 1, 2013**

**CALL TO ORDER** – The special meeting of the Kenmore City Council was called to order by Mayor David Baker at 7:00 p.m.

**Councilmembers present:** Mayor David Baker, Deputy Mayor Bob Hensel, and Councilmembers Brent Smith, Laurie Sperry (joined the meeting by telephone during the executive session), Allan Van Ness, Milton Curtis, and Glenn Rogers

**Staff present:** Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; and Patty Safrin, City Clerk

**BUSINESS AGENDA**

**Authorize Amendment No. 5 to Contract No. 12-C1037 Purchase and Sale Agreement with James and Martha Donovan** – Nancy Ousley, Assistant City Manager, was present to give a brief summary of the amendment. She was also available to answer any questions. Bill Linton, Attorney, Inslee Best Doezie & Ryder, was also available to answer any questions.

**Councilmember Curtis moved to Approve Amendment No. 5 to Contract No. 12-C1037 Purchase and Sale Agreement. Mayor Baker seconded the motion. The motion passed 6-0.**

Mayor Baker noted that he is planning to be in Olympia on Wednesday, April 3<sup>rd</sup> to talk about transportation issues, which he detailed. He stated that he signed a budget letter, as an Association of Washington Cities (AWC) Board Member, that was sent to the governor and the legislature regarding the budget. He detailed the budget issues which are of concern. He announced that on May 9<sup>th</sup> the cities of Kenmore, Bothell and Woodinville, and the Northshore School District Board, will conduct a joint meeting at Kenmore City Hall at 7:00 p.m. He also announced that King County Councilmember Rod Dembowski will hold a town meeting at Kenmore City Hall on June 5<sup>th</sup> from 7:00 to 9:00 p.m., and he has asked Mayor Baker to participate.

It was Council consensus to approve Mayor Baker going to Olympia to talk about the issues he detailed.

**EXECUTIVE SESSION**

Mayor Baker recessed the special meeting at 7:05 p.m. to an executive session to discuss Personnel, pursuant to RCW 42.30.110(1)(g). He stated that the executive session will last for approximately one hour and action may be taken after the executive session. The executive session was extended for 10 minutes at 8:05 p.m.

**ADJOURNMENT** – Mayor Baker adjourned the special meeting at 9:05 p.m.

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**David Baker, Mayor**

**ATTEST:**

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**Patty Safrin, City Clerk**

## City of Kenmore Voucher Certification and Approval

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 and that the following claims, paid by checks 27537-27633 which total \$471,275.99, and electronically transferred payroll funds which total \$63,082.50 and payroll check #210024 in the amount of \$392.69, are just, due and unpaid obligations against the City of Kenmore/King County/Washington, and that I am authorized to authenticate and certify to said claims.


3/29/17  
 City Manager Date


3/29/2013  
 Finance Director Date

| Check # | Vendor Name                         | Description                               | Check Amount |
|---------|-------------------------------------|-------------------------------------------|--------------|
| 27537   | DEPARTMENT OF LICENSING             | Addtl. For Driver's Abstract Fee Increase | 6.00         |
| 27538   | CHICAGO TITLE                       | Escrow Acct. #1354128                     | 10,000.00    |
| 27539   | CITY OF LAKE FOREST PARK            | January & February Billing                | 140,693.98   |
| 27540   | NATIONWIDE FINANCIAL 401a           | Social Security Replacement Plan          | 10,268.94    |
| 27541   | NATIONWIDE RETIREMENT SOLUTIONS 457 | Deferred Comp Payroll Deduction           | 200.00       |
| 27542   | ICMA RETIREMENT TRUST 457 - 304745  | Deferred Comp Payroll Deduction           | 2,578.19     |
| 27543   | DRS 457                             | Deferred Comp Payroll Deduction           | 1,783.33     |
| 27544   | AFLAC                               | Private Medical/ Disability Plans         | 458.90       |
| 27545   | CITY OF KENMORE FS                  | Flexible Spending Medical Plans           | 253.08       |
| 27546   | BANK OF AMERICA 941                 | Payroll Taxes                             | 13,793.68    |
| 27547   | WA GUARANTEED EDUCATION TUITION     | WA Pre-Tax Education Plan                 | 415.00       |
| 27548   | DEPARTMENT OF RETIREMENT SYSTEMS    | WA State Retirement                       | 10,089.01    |
| 27549   | DEPARTMENT OF LABOR AND INDUSTRIES  | Worker's Compensation                     | 2,671.80     |
| 27550   | UNITED WAY OF KING COUNTY           | Employee Charitable Contribution          | 274.00       |
| 27551   | NATIONAL LIFE OF VERMONT            | Life Insurance                            | 234.89       |
| 27552   | AMERICAN GENERAL                    | Life Insurance                            | 530.79       |
| 27553   | STATE OF FLORIDA DISBURSEMENT UNIT  | Payroll Deduction                         | 275.00       |
| 27554   | AWC EMPLOYEE BENEFITS               | Employee Health Insurance                 | 38,176.06    |
| 27555   | BULGER SAFE & LOCK, INC.            | Logboom Park Restroom Lock                | 57.48        |
| 27556   | CARLSON, THOMAS G.                  | Sales Tax Audit                           | 100.00       |
| 27557   | CASCADE PEST CONTROL                | Monthly Rhododendron Park Svc.            | 142.35       |
| 27558   | CITY OF BELLEVUE                    | eGov Alliance Annual Partner Fee          | 22,191.00    |
| 27559   | DEPARTMENT OF LICENSING             | Driver's Abstract - Miller                | 13.00        |
| 27560   | DURRANT, JEFF                       | Lodging Reimburse/ Police Training        | 195.58       |
| 27561   | FERGUSON ENTERPRISES INC #1539      | Supply Restocking                         | 167.74       |
| 27562   | GOVERNMENT FINANCE OFFICERS ASSOC   | GFOA Annual Membership thru 4/30/14       | 190.00       |
| 27563   | GRAY & OSBORNE, INC                 | 1/6-2/2 On Call Svcs - Trib. 0057         | 10,464.99    |
| 27564   | H.W. LOCHNER, INC.                  | 1/5-1/31/13 SR 522 West Design            | 21,529.10    |
| 27565   | HOME DEPOT CREDIT SERVICES          | Public Works Crew Supplies                | 288.12       |

XIB. Approve Check Nos. 27537 - 27633 in the Amount of \$471,275.99 and Electronically Transferred Payroll Funds Totaling

|       |                                      |                                         |           |
|-------|--------------------------------------|-----------------------------------------|-----------|
| 27566 | JET CITY PRINTING                    | 2,000 City Logo Envelopes               | 192.72    |
| 27567 | KING COUNTY ANIMAL SVCS              | Pet License #317191-317194 March        | 355.00    |
| 27568 | KING COUNTY FINANCE                  | Feb. Road Services/ Solid Waste Chgs    | 9,372.78  |
| 27569 | KING COUNTY FINANCE                  | Adult/ Juvenile Detention - Feb.        | 138.83    |
| 27570 | KING COUNTY OFFICE OF FINANCE        | Feb. Indigency Screening                | 1,836.43  |
| 27571 | KING COUNTY SHERIFF                  | Kenmore Schools O.T. Chgs Jan-Feb       | 6,307.11  |
| 27572 | NORTHSHORE FIRE DEPT                 | Feb. Fire Marshal Plan Review           | 180.00    |
| 27573 | NORTHSHORE UTILITY DIST              | 1/15-3/15 Multiple Utility Bills        | 1,068.21  |
| 27574 | NORTHSHORE UTILITY DIST              | Temporary Hydrant Use for Vactor        | 2,025.00  |
| 27575 | NORTHSHORE UTILITY DIST              | Feb. Vehicle Maintenance & Fuel         | 2,012.11  |
| 27576 | PERSONAL BEST/ OAKSTONE              | Top Health Subscription Renewal         | 197.77    |
| 27577 | OFFICE MAX                           | Office & Incubator Space Supplies       | 872.01    |
| 27578 | PUGET SOUND ENERGY                   | 2/14-3/14 Electric/ Traffic/ Street Lts | 10,326.29 |
| 27579 | CEMEX                                | Roadway & Bridge Repair Materials       | 498.25    |
| 27580 | TOTAL LANDSCAPE CORP                 | City Hall & Parks - March Landscaping   | 5,002.61  |
| 27581 | WASHINGTON STATE DEPT OF INFO SERV   | Feb. ListServ                           | 175.00    |
| 27582 | WA STATE DEPT OF TRANSPORTATION      | 61st/181st Feb. Project Costs           | 1,146.04  |
| 27583 | HANDY ANDY RENT-A-TOOL INC           | 61st Sidewalk Panel Repair              | 134.40    |
| 27584 | VAN NESS, ALLAN                      | Mileage/Transp. Reimbursement           | 62.01     |
| 27585 | SNOHOMISH COUNTY                     | Feb. Vactor Disposal                    | 2,030.00  |
| 27586 | MAIL FINANCE                         | 4/14-5/13/13 Postage Machine Lease      | 250.76    |
| 27587 | WA STATE DEPT OF TRANSPORTATION      | 61st/ 181st Signal - Feb. Svcs          | 1,044.23  |
| 27588 | SAFRIN, PATTY                        | Expense Reimbursement                   | 347.89    |
| 27589 | KONICA MINOLTA BUSINESS SOLUTIONS    | Incubator Space Copier Setup            | 29.91     |
| 27590 | TELESYSTEMS WEST                     | New Employee Phone Setup                | 301.13    |
| 27591 | SOUND LAW CENTER                     | Appeals                                 | 210.00    |
| 27592 | BANNER BANK CS                       | Airfare, Printer, Camera, Supplies      | 1,814.78  |
| 27593 | BANNER BANK DB                       | Training Registration                   | 85.00     |
| 27594 | BANNER BANK NO                       | Registration, Mtg. Exp., Incubator      | 490.64    |
| 27595 | WEINSTEIN AU                         | ADA Reconfiguration - Front Counter     | 1,057.50  |
| 27596 | CURTIS, DR. MILTON                   | Mileage/ Toll Reimbursement             | 72.24     |
| 27597 | BANNER BANK JG                       | Airfare, Planning Commission Ipads      | 3,568.86  |
| 27598 | BANNER BANK KENMORE                  | Supplies, IPads, Postage, Incubator     | 2,117.89  |
| 27599 | BANNER BANK KENMORE                  | Supplies, SMS Server, Mtg Expenses      | 836.70    |
| 27600 | BANNER BANK JGORDON                  | 522 ROW Plants/Training/Bridge Exp.     | 2,839.10  |
| 27601 | SHRED-IT                             | Shredding Svc 3/5/13                    | 49.50     |
| 27602 | ALCALDE & FAY                        | 12/15-1/15 Govt. Affairs Consulting     | 15,054.23 |
| 27603 | COMCAST                              | 3/14-4/13 City Hall Internet            | 117.57    |
| 27604 | JRW ENTERPRISES                      | Keypad- Incubator Space Entry           | 1,642.50  |
| 27605 | TOWNE CENTRE HARDWARE                | Public Works & Incubator Supplies       | 248.50    |
| 27606 | WA STATE DEPT OF LABOR & INDUSTRIES  | Annual Operating Cert. 5/13-5/14        | 125.30    |
| 27607 | INTEGRA TELECOM                      | 3/8-4/7/13 City Hall Phone Service      | 769.91    |
| 27608 | FRONTIER                             | 2/28-3/27 City Hall & Elevator Phone    | 757.92    |
| 27609 | FRONTIER                             | Salon Zeka Relocate Entrance Cable      | 5,169.75  |
| 27610 | PURE WATER TECHNOLOGY OF PUGET SOUND | Incubator Water Filter Installation     | 136.88    |
| 27611 | PURE WATER TECHNOLOGY OF PUGET SOUND | City Hall Water Service                 | 51.47     |
| 27612 | INDEPENDENT STATIONERS               | Office Supplies                         | 76.18     |
| 27613 | WASHINGTON ENERGY SERVICES           | 80% Refund for Duplicate Permit         | 28.14     |
| 27614 | BANNER BANK BH                       | Training Registration, Supplies         | 1,188.28  |

XIB. Approve Check Nos. 27537 - 27633 in the Amount of  
\$471,275.99 and Electronically Transferred Payroll Funds Totaling

|         |                                  |                                      |                      |
|---------|----------------------------------|--------------------------------------|----------------------|
| 27615   | PERTEET INC.                     | 1/28-3/3/13 N. Shore Summit Survey   | 1,884.86             |
| 27616   | CHIEF LAW ENFORCEMENT SUPPLY     | Supplies                             | 89.49                |
| 27617   | CANTEEN REFRESHMENT SERVICES     | Coffee & Tea Supplies                | 186.29               |
| 27618   | VERIZON WIRELESS                 | 1/27-2/26 Cell Phones                | 692.21               |
| 27619   | BANNER BANK      BAKER           | Meals, Bus. Expenses/Transportation  | 153.79               |
| 27620   | BANNER BANK      ROGERS          | Transportation, Registration, Meal   | 835.01               |
| 27621   | JOYCE ZIKER PARKINSON            | K.V. & Lk WA Sediments Legal Svcs    | 4,081.50             |
| 27622   | KBA INC.                         | Inspection/ Office Support 61/181st  | 31,288.52            |
| 27623   | BANNER BANK      PS              | Conference Registration & Lodging    | 1,375.00             |
| 27624   | RAZZ CONSTRUCTION                | 2/16-3/15/13 Progress Pymt #5        | 19,116.30            |
| 27625   | WAGE WORKS                       | Feb. Administration Fee              | 50.00                |
| 27626   | KENMORE COMMERCIAL LLC           | Incubator Rent - April, 2013         | 2,856.00             |
| 27627   | ALPHAGRAPHICS US718              | Business Cards - 5 Employees         | 212.53               |
| 27628   | INNOVAC                          | Vactor Truck & CCTV Services         | 951.55               |
| 27629   | FRONTIER                         | 61st/181st Signal Utility Relocation | 24,425.60            |
| 27630   | CITYWORKS/ AZTECA SYSTEMS INC.   | SMS Software Purchase                | 9,995.00             |
| 27631   | LOWE SABRA                       | Security Deposit Refund 3/16 Rental  | 250.00               |
| 27632   | ST OF WA DEPT OF FISH & WILDLIFE | HPA Fee for 68th Bridge Cleaning     | 150.00               |
| 27633   | URBAN LAND INSTITUTE             | 2013 Membership Dues Asst. City Mgr  | 225.00               |
| 210024  | CINDY SHELTON                    | PAYROLL 3/22/13                      | 392.69               |
| 3/22/13 | PAYROLL                          | Direct Deposit                       | 63,082.50            |
|         |                                  |                                      | <u>\$ 534,751.18</u> |

XIB. Approve Check Nos. 27537 - 27633 in the Amount of  
\$471,275.99 and Electronically Transferred Payroll Funds Totaling



City Council Business Agenda Item  
City of Kenmore, WA

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                           |                                   |       |                                      |       |                                  |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------|-----------------------------------|-------|--------------------------------------|-------|----------------------------------|------------|
| <b>Subject/Topic:</b><br><br>January 25-26, 2013 City Council Retreat Report, including City Council Goals                                                                                                                                                        | <b>For Council Meeting Agenda of:</b> April 8, 2013<br><br><b>Department:</b> City Manager's Office<br><br><b>Prepared by:</b> Rob Karlinsey<br><br><b>To Be Presented By:</b> Rob Karlinsey                                                                                                                                                                                                                                                      |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b>Move to:</b><br><br>Approve January 25-26, 2013 City Council Retreat Report, including City Council Goals                                                                                                                                                      | <table border="0"><tr><td><b>Approved by Department Head:</b></td><td><u>Initial &amp; Date</u></td></tr><tr><td><b>Approved by City Attorney:</b></td><td>_____</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>_____</td></tr><tr><td><b>Approved by City Manager:</b></td><td><u>RJK</u></td></tr></table><br><b>Exhibits/Attachments:</b><br><br>January 25-26, 2013 City Council Retreat Report, including City Council Goals. | <b>Approved by Department Head:</b> | <u>Initial &amp; Date</u> | <b>Approved by City Attorney:</b> | _____ | <b>Approved by Finance Director:</b> | _____ | <b>Approved by City Manager:</b> | <u>RJK</u> |
| <b>Approved by Department Head:</b>                                                                                                                                                                                                                               | <u>Initial &amp; Date</u>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b>Approved by City Attorney:</b>                                                                                                                                                                                                                                 | _____                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b>Approved by Finance Director:</b>                                                                                                                                                                                                                              | _____                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b>Approved by City Manager:</b>                                                                                                                                                                                                                                  | <u>RJK</u>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b>Expenditure Required</b> N/A                                                                                                                                                                                                                                   | <b>Amount Budgeted</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b>Appropriation Required</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                           |                                   |       |                                      |       |                                  |            |
| <b><u>INFORMATION/BACKGROUND:</u></b><br><br>The Kenmore City Council held its annual retreat on January 25 and 26, 2013. At the retreat, the City Council discussed updates to its Goals for 2013-2014. These goals are found on page 10 of the attached report. |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                           |                                   |       |                                      |       |                                  |            |

**PENDLETON CONSULTING, L.L.C.**

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# **THE KENMORE CITY COUNCIL ANNUAL RETREAT**

**January 25th and 26th  
2013**

**Summary Report**



## **Introduction**

The Kenmore City Council annual retreat was held on January 25<sup>th</sup> and 26<sup>th</sup>, 2013 at the Harbor History Museum in Gig Harbor, Washington. The retreat is located and structured to provide an uninterrupted forum for in depth discussion of selected issues. The purpose of this retreat was to discuss, in depth, key projects and policy issues identified by the participants during a pre-retreat interview to establish the agenda. In addition this retreat focused upon establishing goals and objectives for 2013 and 2014. The following agenda guided the discussions during this council retreat:

1. 2012 Accomplishments
2. Financing the Future
3. Waterfront Issues
4. Council Rules and Procedures
5. General City Issues
6. Transportation Topics
7. Economic Development
8. Brainstorming the Future
9. Goals for 2013 and 2014

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials):

## **2012 Accomplishments**

The first discussion module focused upon reviewing 2012 and identifying the City accomplishments during that period. Thirty eight major accomplishments were identified and are listed in Appendix Two in this report.

## **Financing the Future**

**The Columbus Ohio Story.** The first topic focused upon a brief presentation of a project in Columbus Ohio that involved business leaders in a review and assessment of the city's financial status and related practices. This review led to a variety of activities that are credited with creating much of the fiscal health currently enjoyed by the City of Columbus. The participants discussed several aspects of this approach. It was noted that while it is important to look to other cities for new ideas and processes, there are very clear differences between a city the size of Columbus and the City of Kenmore. After a long discussion the participants identified several principles of the Columbus approach that might be useful:

1. It is important to understand how to effectively communicate with the community about the city budget.
2. The involvement of citizens in understanding and directing the future financial plan of a city is important and valuable.
3. It is important that the business community see how their future financial success is linked to the financial success of their city.
4. A long term (six year) financial vision is valuable.
5. The long term financial vision should be clearly linked to the long term leadership vision for the city.

**Park Development Funding.** The participants next discussed the importance of Kenmore's park system and the clear public interest in parks. It was noted that in the 2006 citizen survey the community expressed a real willingness to pay for park improvements. It was noted that it would be important to ask similar questions in

the up-coming citizen survey to see if that interest still exists. It was noted that citizens expressed a clear desire to have access to the waterfront and this should be a top priority of the city. After a long and interesting discussion the participants agreed that this issue should be considered for the city goal roster to be developed at the end of the retreat.

**City Health Care Costs and Benefits Package.** The participants next discussed the city's health care costs. It was quickly noted that health care costs are going up rapidly creating increasing pressure on fiscal resources. Subsequently there is a real need to look a more ways to create a more sustainable benefits package. It was noted that the current package includes both an option for merit based salary raises and a cost of living adjustment. Other systems were discussed and it was noted that this issue is common among many organizations. In addition, and importantly, new ways to address this problem are emerging as organizations seek to control costs while providing reasonable benefits. One approach that is useful is the simple "comparables with other cities" approach. It is recognized that this approach may not take into account the real fiscal limits facing cities.

The participants discussed the importance of not making this an "us vs. them" discussion with city employees. It will be important to address the challenge together as an organizational community. Rather than being about simply cutting benefits, the discussion should be about controlling health care costs and innovative ways to maximize value for the health care dollar. It was quickly noted that the employees recognize the challenges and recently agreed to take less as a way to help the city meet its many fiscal demands. After a long discussion the participants agreed to the following:

**Agreement One: Impanel a joint employee and council work group to study the compensation-healthcare cost issues.**

**Agreement Two: The study should include both a comparable to other cities assessment AND a search for more innovative ways to address the challenges.**

**Agreement Three: This assessment should take a holistic approach that links both benefits (costs) with the projected budget/revenues.**

**Can we afford the excitement of our vision?** The next discussion focused upon importance of maintaining the city vision but being constrained in funding the vision. It was noted that it is easy to become very excited about the future and the implementation of key elements of the city vision. Yet the future also includes fewer revenues requiring a constrained approach to new programs and initiatives. It was noted that it will be important to be ever vigilant about fiscal issues and the key to reasonable implementation of the vision is communication between staff and the Council. While it is important to take advantage of opportunities for advancing the vision it will be important to be flexible and perhaps forgoing some activities to make the most of opportunities. Again, communication between city leaders is critical.

#### **Waterfront Issues: Brainstorming Session**

**Lakepointe.** The participants next discussed the waterfront area known as Lakepointe. The importance of a strategy to develop the area while providing access to citizens to a range of park and water front activities were discussed. There have been on-going discussions with the property owners and communication has been open and useful. Many aspects of a potential development strategy were reviewed. Linkage to a wide range of issues affecting this area were noted, such as the tolling impact issue, the involvement of the University of Washington, including this topic in the upcoming citizen survey and linkage of the bike trail to the area.

**Hand powered watercraft strategies.** The participants next considered some emerging strategies for creating access to the lake waterfront for the public. The City Manager presented these strategies for the participants to discuss. The first strategy was to create a kayak and canoe float and ramp at Rhododendron Park. The second strategy was to create a pier at Log Boom Park. The participants discussed, indepth

the nature of each strategy. After a long and exciting discussion the participants agreed that next steps should be within the context of the upcoming goal setting session later in the retreat.

### **Council Rules and Procedures**

The participants briefly reviewed the latest draft version of the Council Rules and Procedures. The Council has been in the process of updating this document and this discussion was an extension of this ongoing process. After a brief discussion of selected elements of the document, the participants agreed to the following:

**Agreement Four: The Council Members will submit their final edits to the committee chair for final revision with an anticipated adoption sometime in February.**

### **General City Issues**

**Library Advisory Board.** The participants next discussed the nature and need for continuing the Library Advisory Board. It was noted that the board was originally developed to assist in the creation of the library. It was further noted that everyone including members of the current board are questioning the need for the advisory board. After a discussion the participants agreed to the following:

**Agreement Five: Staff should bring to Council and ordinance that will dissolve the current Library Advisory Board.**

**Christmas Lights.** The participants next discussed the installation of Christmas Lights around the city during the Christmas season. All agreed the lights were wonderful and hopefully more could be installed next year. The participants agreed to the following:

**Agreement Six: If there are funds in the current budget and power available more lights will be installed for the next Christmas season.**

**Town hall meetings.** The participants next discussed the value of continuing with quarterly town hall meetings. It was noted that there are other ways to engage the citizens in the community such as the monthly coffee meetings with the Mayor. It was noted, however, that there is great value in going into the various areas in the city to engage citizens. The participants next discussed ways to make the meetings more effective. Having clear topics to guide the discussion and managing the mic were noted as useful tools to create productive meetings.

**Agreement Seven: To continue Town Hall meetings.**

**Maintenance and repair of water service lines.** The participants next reviewed and discussed a new insurance program that covers the water lines for customers that connect from private property to city water lines. It was noted that if these lines break they are the responsibility of the citizens and they can be very expensive to repair. This insurance program for about \$4.00 a month can be purchased by the public to cover these costs.

**Farmers Market.** Participants next discussed the Farmers Market. It was noted that there is no funds in the budget to pay for the market. It was noted that the Kenmore Village sale is anticipated which might affect the location and nature of a Farmers Market.

**Agreement Eight: Hold any decision on a Farmers Market until more is known about the Kenmore Village sale and development.**

**"In God We Trust" signage.** The participants next reviewed and discussed a proposal to place a city seal in the Council Chamber that included the words "In God We Trust". The participants had a heartfelt discussion of the pros and cons of this topic. After a long discussion and differing views the participants agreed to the following:

**Agreement Nine: Not to place a seal in Council Chambers with "In God We Trust" signage.**

**Planning Commission feedback and review:** The participants briefly discussed the outcome of a citizen review and comments concerning the planning commission.

**Agreement Ten: Forward the findings of the survey to the Planning Commission.**

**Marijuana Legalization.** The participants next discussed the implications and possible policy actions that might be required as a result of passage of the marijuana legislation. It was noted that a full policy discussion is set for February or March. Several aspects of the issue were discussed. It was finally noted that it is just too early to know the full ramifications of the legislation that that it is best to wait until more is known before taking up the issue.

**Citizen Survey.** The participants next discussed the upcoming citizen survey. The nature of the survey was presented and discussed. Several research topics concerning surveys were noted and discussed. It was noted that it would be important to include some of the questions from the last survey to provide a view of possible changes and/or similarities. A staff report this next Monday night will include more information on the survey.

**15 years of Cityhood.** The participants noted and discussed that the 15<sup>th</sup> year anniversary of the city is approaching. It was noted that it would be good time to take stock of the value of becoming a city. Further development of ways to honor the anniversary will be forthcoming.

#### **Transportation Topics**

The participants began the second day of the retreat with discussions of several transportation issues facing the City of Kenmore.

**Tolling of Lake Washington Bridges.** Participants reviewed and discussed the State's plans to toll the Lake Washington bridges and the impacts that tolls will create on the north end of the lake. Historically the focus for impacts on the north end was on state hwy 522. It was noted however that the impacts also include surface streets and in particular the north-south corridors. The importance of impact data was discussed to include trip counts. It was noted that various state meetings are scheduled on this topic and the city needs to be represented at these meeting.

Participants noted that the impacts of tolling and increased traffic should not be limited to simply more trips but also include air quality, noise and the wear and tear on city roads and bridges. Clearly the city is being impacted and state mitigations of these impacts seem reasonable. After a long discussion the participants agreed to the following:

**Agreement Eleven: To adopt and develop a much more holistic view of impacts and mitigation of state tolling on the City of Kenmore.**

**Sammamish River Bridge.** Participants next discussed the need to develop a plan for the aging Sammamish River Bridge. It was noted that there have been sudden cracking on parts of the bridge that is new and suggests the need to address the repairs of the bridge. It was noted that there is a bridge update this coming Monday evening. It was noted that this issue is likely related to increased traffic due to state tolling.

**SR 522 West B.** The participants next discussed features of the 522 project known as West B. A wide range of issues were discussed by the participants such as the location of 522 on the city's legislative agenda, the states interest in West B, the impacts on left turn pockets, and the need to conduct a value engineering assessment. After a long discussion it was noted that this topic will be presented and discussed indepth at a study session in February.



### **Economic Development**

**Kenmore Village.** The City Manager provided an update of the process to obtain proposals for the sale and development of Kenmore Village. Several potential developers have responded to the Request For Offers (RFO's). A preliminary process for reviewing the RFO's is in place. The participants discussed several aspects of this project, including evaluation criteria for the RFO's and the process for selecting the final developer.

**Transit Oriented Development (TOD).** The participants next discussed the current state of the city's TOD efforts. It was noted that current TOD plans allow for growth along 522 to take advantage of transportation in that corridor. It was noted that the downtown citizen task force has worked on this issue and developed a plan. It was noted that it would be important to link TOD to the regional business zone efforts. Finally it was noted that it would be important to link the Downtown Citizen Task Force to the Planning Commission when they take up this issue.

### **Brainstorming Ideas for the Future**

**Website.** The participants briefly discussed the development of the city website and its relationship to a city news letter. Several aspects of how and who accessed websites were discussed. The difference between passive information and marketing information was considered. Finally it was noted that it is important to continue to develop the city's website.

### **City Council Goals**

The participants next reviewed and discussed the "long list" of City Council goals established at last years retreat. The participants eliminated goals that had been accomplished and decided that a few new goals were needed for this coming

year. Using a combination of "Consensus Discussion" and the Paired Comparison Methodology the 2013-14 goals were established (see below).

The top five goals will comprise a portion of the City Manager's annual performance review. Goals will be addressed to generally reflect their priority; however, opportunity and/or necessity may require an emphasis on selected goals outside the priority listed in this report.

**Long List  
Of  
2013-2014 Council Goals**

- 1. To continue to implement the Economic Development Plan.**
- 2. To continue to seek transportation funding and mitigation for State impacts on the city's transportation system, air-water quality, and noise to include but not limited to SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.**
- 3. To continue to establish a contemporary Information Technology Program.**
- 4. To continue to pursue downtown development, with an emphasis on Kenmore Viillage.**
- 5. To advance the public's access and connection to the waterfront.**
6. To continue to seek opportunities to complete a successful Lake Pointe development
7. To establish a 20 to 30 year sidewalk plan
8. To implement a Parks Improvement and Financial Plan
9. To establish a long term financial plan for the future.
10. To conduct a comprehensive review of the Regional Business Zone
11. To move the City Council's inter-connectivity Vision forward toward a parks improvement and financing plan implementation (parks, trails, open space, etc.)
12. Address watershed issues affecting the City.

**Appendix One**  
**Retreat Participants**

Mayor  
David Baker

Deputy Mayor  
Bob Hensel

Council Member  
Milton Curtis

Council Member  
Glenn Rogers

Council Member  
Brent Smith

Council  
Member Laurie Sperry

Council Member  
Alan Van Ness

City Manager  
Rob Karlinsey

Assistant City Manger  
Nancy Ousley

Community Development Director  
Debbie Bent

Public Works Operations Manager  
Jennifer Gordon

Engineering and Environmental Services Director  
Kris Overleese

Development Services Director  
Bryan Hampson

Finance and Administration Director  
Joanne Gregory

Facilitator: Michael Pendleton

**Appendix Two**  
**Accomplishments 2012**

1. Recruited and hired a new City Manager
2. Established a Transportation Benefit District
3. Started Business Incubator Program
4. Implemented paperless packets for City Council Meetings
5. Initiated movement toward contemporary high technical practices and equipment.
6. Programmed T.V. monitor at City Hall
7. Launched blackberry eradication program
8. Developed a social media policy and started city Facebook page
9. Conducted Lake Washington sediment testing
10. Installed street banners
11. Installed Christmas lights
12. Led extensive community outreach effort to re-affirm goals for downtown, create position statement for Kenmore Village and develop a strategy to take properties to market.
13. Recruited and hired new City Engineer
14. Completed police contract review
15. Purchased new street sweeper
16. Received a \$180,000 grant for sidewalks
17. Installed traffic light at 145<sup>th</sup> near Bastyr University
18. 181<sup>st</sup> and 61<sup>st</sup> intersection and culvert replacement
19. Moved Police into City Hall
20. Established volunteer policy and program
21. Activated North Shore Summit Park development process
22. Received the most Playful City Award
23. Received the First Lady Michelle Obama "Lets Move" recognition

24. Purchased flood plain properties
25. Held the first Staff-Council joint picnic
26. Held the "business plan" Business Seminar and Business After Hours networking event.
27. Joined the Chamber of Commerce
28. Updated Compensation Plan
29. Resolution on Brier surface water issues
30. Wrapped up Harbor Village negotiations
31. Started the Kenmore Air space negotiations
32. Adopted the 2 year budget with no tax increases
33. Revamped city job descriptions
34. Adopted the 6 year Capital Improvement Plan
35. Completed street overlays
36. Joint dinner with North Shore Utility District board
37. Started Lakepointe strategy
38. Installed a new play structure at Rhododendron Parking using the Community Build approach.
39. Embarked on new era of great staff-council working relationship and positive atmosphere at City Hall

**PENDLETON CONSULTING, L.L.C.**

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**MICHAEL R. PENDLETON Ph.D.**

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annual business registration fee.

Certain regulatory business licenses that are now in place will continue, and those businesses that are required to obtain those licenses will also be required to get the annual general business registration. Staff will propose revisions to the regulatory business license requirements later this year.

The following would be exempt from the general Business Registration requirement: businesses with gross income under \$10,000 per year; schools; churches; minors with babysitting or newspaper delivery jobs; and deliveries from businesses outside Kenmore where delivery was the only activity occurring in the City. Businesses located outside the City who do business in Kenmore would be required to obtain the general Business Registration. Local non-profit organizations would be required to register at no cost.

The proposed Ordinance includes enforcement provisions for businesses that present a nuisance or allow illegal activity.

The benefits of instituting this Business Registration program, as noted above, include:

- provide a conduit for communication between the City and local businesses—this is particularly valuable in connecting with home based businesses
- enhance emergency preparedness
- provide the foundational data for producing a Kenmore Business Directory, which would be available on line and in hard copy
- inform and guide the City's Economic Development and Economic Gardening efforts by identifying business clusters, providing market data, and connecting complimentary businesses

Staff recommends holding a public hearing on the Ordinance and consideration for adoption on April 22.

Staff will continue work with DOR on the start-up and operational details of the program, including notices to local businesses. We also plan to produce a business directory.

**FISCAL CONSIDERATION:**

There are currently approximately 2000 Kenmore businesses registered with the State DOR. Revenue from Business Registrations will help support producing a directory of local businesses, marketing and other business support activities. Expected revenue from the program is unknown at this time. Preliminary estimate of net annual revenue to the City is \$24,000 in the initial years of program.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

Economic Development



CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 13-0356

AN ORDINANCE OF THE CITY OF KENMORE,  
WASHINGTON, ADOPTING A NEW CHAPTER 5.105 OF  
THE KENMORE MUNICIPAL CODE TO ESTABLISH A  
BUSINESS REGISTRATION PROGRAM FOR THE CITY,  
AND FIXING AN EFFECTIVE DATE.

WHEREAS, the City Council approved the Economic Development Strategy in 2009 which calls for establishing a Business Registration program required for Kenmore businesses as a means of maintaining a closer connection with the business community and identifying business clusters and opportunities; and

WHEREAS, Kenmore is one of relatively few cities in the Puget Sound area that do not have a general business license or registration program; and

WHEREAS, this proposal was first initiated by the Advisory Group for the Economic Development Strategy, and has been informally discussed with business owners since 2009; and

WHEREAS, the City has the opportunity to join numerous other cities in a partnership with the Department of Revenue for the Master Business License program that will make applying and renewing the business registration convenient for businesses and efficient for the City to administer;

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

Section 1. Adoption. The City Council hereby adopts a new Chapter 5.105 of the Kenmore Municipal Code, entitled "Business Registration" as set forth in Exhibit 1 to this ordinance, attached hereto and incorporated by reference as if set forth in full.

Section 2. Effective Date. This ordinance shall take effect on July 1, 2013.

APPROVED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
David Baker, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Patty Safrin, City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_  
Rod Kaseguma, City Attorney

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO. \_\_\_\_\_

## **EXHIBIT 1 TO ORDINANCE NO. 13-0356**

### **CHAPTER 5.105 BUSINESS REGISTRATION**

#### **Sections:**

- 5.105.010 Chapter and purpose.
- 5.105.020 Definitions – General.
- 5.105.030 Business registration required – Posting.
- 5.105.040 Exceptions – Applicability of provisions.
- 5.105.050 Non-profit businesses and organizations
- 5.105.060 Application and renewal.
- 5.105.070 Registration term or expiration.
- 5.105.080 Fee.
- 5.105.090 Penalty for late renewal.
- 5.105.100 Registration – Suspension, denial or revocation.
- 5.105.110 Violation – Penalty.
- 5.105.120 Additional enforcement.
- 5.105.130 Rules and Rulings

#### **5.105.010 Chapter and purpose.**

Maintenance of current information with respect to business, trade, service, commercial and professional activities carried on within the city allows the city to carry out the duties and authorities delegated to it by the Washington State Constitution and the laws of the state of Washington as a non-charter code city. Such information can best be accumulated and maintained on a current basis through the establishment of a program for the registration of such business activities. The business registration program is hereby established to protect the public and promote economic development and not intended to benefit any individual or class.

#### **5.105.020 Definitions – General.**

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meanings given in this section:

A. "Business," "occupation" or "pursuit" means and includes all activities, occupations, trades, pursuits, professions, and matters located or engaged in within the City with the object of gain, benefit, or advantage to the applicant for business registration or other person, directly or indirectly, whether part-time or full-time, whether resident or nonresident.

B. "City" means the city of Kenmore, Washington.

C. "Clerk" means such city employees or agents as the city manager shall designate to administer this chapter, or any designee thereof.

D. "Engage in" business means commence, conduct or continue in business, and also means the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

E. "Person," "firm," or "corporation," used interchangeably in this chapter, means any individual, receiver, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, corporation, association, canvasser, peddler, solicitor, society, or any group of individuals acting as a unit, whether mutual cooperative, fraternal, nonprofit or otherwise, and includes the United States or any instrumentality thereof.

**5.105.030 Business registration required – Posting.**

A. It is unlawful for any person, firm or corporation, which is required to register with the State Department of Revenue, to engage in any business, occupation, home occupation (see Chap. 18.73 KMC), or pursuit in the City without first having applied for and obtained a business registration as provided in this chapter.

B. Businesses with a permanent location within the City must obtain a business registration. Businesses with a permanent location outside the City, but no permanent location within the City, which engage in business within the City or with the City, must obtain a business registration.

C. The business registration provided for in this chapter shall be posted in a conspicuous location at the place of the business. Such business registration is nontransferable.

**5.105.040 Exceptions – Applicability of provisions.**

This chapter shall not be applicable to:

A. The performance of governmental or proprietary functions by any instrumentality of the United States, the state of Washington, or any political subdivision thereof.

B. The delivery of goods by vehicle to a customer or client by a business where the sale occurred on a business premises outside of the city and the only event occurring within the city is a delivery.

C. Accredited public or private schools, colleges, or universities, as to their education endeavors only; churches and other religious bodies, as to their religious activities only; political groups and organizations as to their political activities only.

D. Minors engaged in baby-sitting or delivery of newspapers.

E. A business with an annual gross income of Ten Thousand Dollars (\$10,000.00) or less.

F. Where preempted by federal or state constitutions or laws.

**5.105.050 Non-profit businesses and organizations.**

Organizations exempt from taxation under 26 USC 501 (C)(3) and (4) must apply and obtain a business registration, but shall be exempt from the registration fee. This shall not constitute an exemption from all other applicable taxes and fees. Such organization must be able to show satisfactory proof of such status to the City.

**5.105.060 Application and renewal.**

A. The application for a registration shall be made by filing a master application through the State Department of Licensing's Master License Service, in coordination with the Clerk, giving such information as is deemed reasonably necessary to enable the enforcement of this chapter.

B. Business registration must be approved by the City before a business commences operation within the city. If business is transacted by one person at two or more separate locations within the City, a separate application must be filed for each business location and a separate registration shall be obtained and displayed in each location.

C. The Clerk may refer applications to the planning and development services department, the police department, or other governmental agencies for their review. Compliance with building, zoning and other laws is the business owner's responsibility and issuance of business registration is not a guarantee of compliance or a waiver of future enforcement by the City or other agency with jurisdiction.

D. If more than one business is conducted or operated on premises, a separate business registration shall be required for each business. Each business owner must make a separate application for registration.

E. The filing of an application for business registration, or the renewal thereof, or the payment of any application or renewal fee, shall not authorize a person to engage in or conduct a business until such registration has been granted or renewed.

F. A business registration is nontransferable. No person who obtains a business registration shall allow another person to operate a business under, or display the registration issued to their business, nor shall another person operate under or display the registration issued to another business. A person who acquires an existing business must make application for a city business registration before commencing business within the city with that business. A person must report a change of location of the business to the Master License Service, in coordination with the Clerk. A change of the location of a business requires approval by the City before business may commence at the new location, and may require submitting a new application and payment of fees.

G. Business registration renewals are handled by the Master License Service in coordination with the city. Renewal of the registration requires payment of fees, including handling fees.

**5.105.070 Registration term or expiration.**

The term of a business registration shall be for twelve months, and shall expire on the date determined by the Master License Service, in coordination with the City.

**5.105.080 Fee.**

A. The fee for each business registration required by this chapter shall be as set forth in a fee resolution adopted by the City Council.

B. The registration fee shall be in addition to any other license fee or tax imposed or levied under any law or other ordinance of the city except as otherwise expressly provided.

C. From July 1, 2013, to December 31, 2013, registration fees may be pro-rated to coincide with the Washington State Business License Service's registration term of twelve months. The pro-rated fee shall be as set forth in a fee resolution adopted by the City Council. Thereafter, all registration fees shall be the full amount identified in KMC 5.105.080.A.

**5.105.090 Penalty for late renewal.**

Each business registration issued must be renewed annually on or before the expiration date, or expiration of any prorated period. Failure to renew a business registration by the expiration date may result in the assessment of a late renewal

penalty of fifty percent (50%) of the renewal fee. Non-renewal may require reapplication for the city business registration, and approval by the city.

**5.105.100 License – Suspension, denial or revocation.**

A. A business registration may be suspended, revoked or denied based on any of the grounds provided below:

1. Whenever the person who obtains the registration or any of the business officers, directors, agents, owners or employees of the business fail to:
  - (a) maintain the registered premises or business activity in compliance with applicable health, building, fire and safety laws, ordinances or regulations; or
  - (b) comply with the requirements of this chapter.
2. Whenever a business registration is procured by fraud or misrepresentation of fact, or the person who obtains the registration or any of the business officers, directors, agents, owners or employees of the business desire to obtain a business registration so as to practice some illegal act or some act injurious to the public health, safety and welfare.
3. Whenever the business that is the subject of the business registration is deemed to be a public nuisance, or is allowed, maintained or permitted as a public nuisance. "Public nuisance" in addition to its common meaning, and as defined under RCW 7.48.120, RCW 9.66.010 and Chapter 8.35 KMC, includes, but is not limited to, a business generating a need for significant police and/or other government services.
6. Whenever the person who obtains the registration or any of the business officers, directors, agents, owners or employees of the business engage in, maintain, permit, allow or fail to prevent unlawful activity on the business premises.
7. Whenever the person who obtains the registration or any of the business officers, directors, agents, owners or employees of the business fail to pay a civil penalty or comply with any notice and order of the City relating to the business.
8. Whenever a person fails or refuses to pay any registration fee, renewal fee, penalty, tax and/or any other fee or costs relating to the business and owing to the City, such person shall not be granted a business registration or renewal until all such fees, penalties, taxes and/or costs have been paid in full. Upon any person's or business's failure to pay such fees, penalties, taxes or costs, such fees, penalties, taxes or costs may be collected by the City by legal action. Additionally, the registration may be revoked or suspended and the person's

business may be ordered to cease and desist from all business activities until all such payments are made in full. This remedy is cumulative and not exclusive.

A business registration shall not be suspended, revoked or denied without cause.

B. Pursuant to KMC 5.05.120 and 5.05.130, the Clerk shall, by certified mail, give written notice to the applicant of a denial, suspension or revocation of a business registration, including a summary of the complaints, objections and information considered by the Clerk and the reason(s) for the action. Notice mailed to the mailing address on the application or most recent renewal shall be deemed received three days after mailing. The Clerk's decision may be appealed to the city hearing examiner upon payment of the appropriate appeal fee.

C. Any suspension or revocation shall remain in effect until the conditions causing the suspension or revocation are cured and reasonable measures are taken to ensure that those conditions will not recur. Provided, however, a business registration that was suspended or revoked because of fraud or forged application shall remain suspended or revoked for one year from the date of said suspension or revocation.

D. An appeal of the City's decision to suspend, revoke or deny a business registration, and the required appeal fee, shall be filed with the Clerk within ten (10) days of the date of the decision being appealed. If an appeal or applicable appeal fee have not been filed pursuant to the time limits established hereunder, then the Hearing Examiner shall dismiss the appeal as untimely. Failure to timely appeal shall be construed as a waiver to the right to administratively appeal the city's decision to suspend, revoke or deny the business registration.

E. The written appeal must contain the following: (1) A conspicuous statement that it is a notice of appeal; (2) a brief statement setting for the legal interest of the appellants; (3) the specific order or action protested, together with any material facts claimed to support the contentions of appellants; (4) the relief sought, and reasons why it is claimed, and why the protested action or notice and order should be reversed, modified or otherwise set aside; (5) the signatures of all persons named as appellants, and their official mailing addresses; and (6) the verification (by declaration under penalty of perjury) of each appellant as to the truth of the matters stated in the appeal.

F. The hearing on the appeal shall follow the process set forth in KMC 5.05.150.

G. Within fourteen (14) business days following conclusion of the appeal hearing, the hearing examiner shall make written findings of fact and conclusions of law, supported by the record, and a decision which may affirm, modify, or



overrule the action of the city, and may further impose terms and conditions to the issuance or continuance of the business registration.

H. An appeal of the decision of the hearing examiner must be filed with the King County superior court within 21 calendar days of service of the decision, which shall be the exclusive means to appeal a decision of the hearing examiner rendered under this chapter.

**5.105.110 Violation – Penalty.**

A. Any violation of this chapter shall constitute a misdemeanor and the punishment shall be as provided in KMC 5.05.160.

B. In addition to or as an alternative to any other penalty provided herein or by law, any person who violates any provision of this chapter shall be subject to a civil penalty in an amount not to exceed \$250.00. The city manager shall determine the amount of the civil penalty in the manner set forth in KMC 5.05.140.

**5.105.120 Additional enforcement.**

Notwithstanding the existence or use of any other remedy, the city attorney may seek legal or equitable relief to enjoin any acts or practices which constitute or will constitute a violation of any business license ordinance or other regulations herein adopted.

**5.105.130 Rules and Rulings.** The city manager may, from time to time, adopt, publish and enforce rules and regulations not inconsistent with this chapter or with state law. The purpose of such rules and regulations is to carryout the provisions of this chapter, and it shall be unlawful to fail to comply with any such rule or regulations. The city manager may also issue letter rulings from time to time which are applicable only to specific businesses. Such administrative rulings shall be binding on the City and the taxpayer.

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## City Of Kenmore, Washington

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### MEMO

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30 October 2012

**TO:** Rob Karlinsey, City Manager

**FR:** Nancy Ousley, Assistant City Manager *NKO*

**RE:** Business Registration Preliminary Proposal

This memo outlines the main features being considered for a proposed Ordinance that would establish a Business Registration Program for Kenmore businesses. I look forward to reviewing this material with the City Council for comments and direction as we move forward with drafting the Ordinance.

The 2009 Economic Development Strategy recommended establishing a Business Registration requirement with a modest fee as a way to better understand the make-up of the business sector, help identify potential business clusters and to respond to the needs of local businesses. Kenmore is unusual in that we don't have a general Business Registration or license requirement, other than what appears to be a hold-over from King County Code requiring licenses for a small sector of businesses.

We have surveyed and discussed the potential for Business Registration at Business Open Houses and in numerous conversations with local business people, and have generally learned that they are open to the idea, particularly if the fee is reasonable. Local business people have also expressed support for the City to use the Business Registration information to produce a Kenmore Business Directory that would be sent to Kenmore addresses and available on the City website. We have also reviewed Business License or Registration codes from a number of cities to identify provisions that we are interested in incorporating into the proposal.

#### Key Features:

**State of Washington Master Business License Program:** we recommend joining the growing number of cities that use the Master Business License Program administered through the Department of Revenue. When businesses apply for or renew their state license, they also register for local licenses. This is convenient for business owners, as it can be done online or at Department of Revenue offices. It's also efficient for administration, as Revenue handles renewal reminders and reporting. Cities retain their regulatory authority in reviewing applications submitted through DOR. I have attached a listing of participating cities and their local business registration/license annual fees.

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18120 68<sup>th</sup> Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov) · [www.kenmorewa.gov](http://www.kenmorewa.gov)

**Exemptions:** Cities often exempt certain activities from business registration requirements, such as newspaper deliveries, religious organizations, or participants in city-sponsored events. We will propose reasonable exemptions.

**Fee:** based on our conversations and surveys with local businesses, we are comfortable recommending a \$25 annual fee for businesses of any size, including home occupations. This fee would assist in producing a directory and would support other marketing or other activities for the Kenmore business community.

**Requirements for Registration If Doing Business in Kenmore:** in addition to businesses physically located in Kenmore, we are considering requiring registration for businesses that are physically located elsewhere but do business in Kenmore, with reasonable exclusions and thresholds. We will work with the Department of Revenue and check further with other cities that have this requirement.

**Additional License Requirements for Certain Business Types:** Title 5 of the Kenmore Municipal Code addresses Business Licenses and Regulations. Business Licenses are required for businesses such as: adult entertainment and retail; massage parlors and bathhouses; pawnbrokers; secondhand dealers; outdoor musical entertainment; go-kart tracks; and peddlers/solicitors/transient merchants. The Code needs to be reviewed and updated for general relevance to today's conditions, but it may be prudent from a public safety standpoint to continue requiring additional license requirements and fees for certain types of business activities. Some cities follow this practice—Bellevue and University Place are examples—and staff will likely propose this type of provision in the draft Ordinance.

**Unlawful Activities and Business Registration/License Denial, Suspension or Revocation:** some cities such as Lakewood in Pierce County list grounds for denying, suspending or revoking licenses that address criminal history relevant to the business, allowing a public nuisance to exist, or allowing/failing to prevent unlawful activity on the business premises. We will incorporate similar language into the proposal.

**Home Occupation Requirements:** home occupation development or location requirements are contained in the Zoning Code, and at this time staff do not anticipate recommending any changes to those provisions. We do however plan to summarize the requirements on the application form and refer applicants to the relevant code sections.

**Non Profit Registration Requirements:** we recommend requiring non-profits located in Kenmore to register at no cost.

**Fire and Emergency Information:** we will work with Northshore Fire District to incorporate and streamline inspection information into this program.

Staff will present a proposed Ordinance for Council action in 1<sup>st</sup> Quarter 2013.

Attachment



State of Washington  
Business Licensing Service  
PO Box 9034  
Olympia WA 98507-9034  
1-800-451-7985

## City License Fee Sheet

In most cities, a city license is required for businesses operating within the city limits, including those businesses that are located outside the city limits but perform services for customers inside the city limits. Businesses located outside city limits must carry a copy of their license while operating in the city.

Some cities may exempt special types of businesses from being licensed. Examples of those types of business may include:

- Farmers selling their own produce
- Newspaper deliveries
- Limited number of casual sales (garage sales)
- Churches and other religious organizations
- Charitable fundraising organizations
- Fraternal benefit societies
- Participants in a city-sponsored community event
- Delivery of goods sold outside the city

A city may require proof of qualifying for an exemption. If you think your business qualifies for exemption, contact the city directly for more information.

You may apply for the General Business License for the following cities using the Business License Application at the same time you apply for state licenses and registrations. In addition to the General Business License some cities may require other licenses, such as a Home Occupation Permit or peddlers license, to conduct particular business activities. Contact the cities directly for more information.

Additional forms and city approval are required for each city.

### City of Anacortes

|                            |        |
|----------------------------|--------|
| General Business License   | \$30   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

### City of Bellevue

|                               |      |
|-------------------------------|------|
| General Business Registration | \$84 |
|-------------------------------|------|

In addition to the general registration, a Home Occupation Permit is required for businesses that conduct any part of business from their home in Bellevue if there is any external indication of commercial activity, nonresident employees, client visits, business deliveries or vehicle signs. For information contact the Bellevue Dept. of Planning & Community Development at (425) 452-4188.

Bellevue regulatory licenses which may be needed in addition to the General Business Registration.

|                             |        |
|-----------------------------|--------|
| Ambulance                   | No fee |
| Cabaret                     | \$400  |
| Adult Cabaret               | \$700  |
| Dance Hall Premises         | \$375  |
| Pawnbroker                  | \$100  |
| Dealer-Precious Metals/Gems | \$100  |
| Panoram                     | \$200  |

### City of Bellingham

|                          |      |
|--------------------------|------|
| General Business License | \$40 |
|--------------------------|------|

Note: Nonprofit businesses are required to obtain a general business license.

### City of Blaine

|                            |        |
|----------------------------|--------|
| General Business License   | \$65   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

### City of Bonney Lake

|                            |        |
|----------------------------|--------|
| General Business License   | \$60   |
| Nonprofit Business License | No fee |

Businesses located **outside** of the City of Bonney Lake are not required to be licensed by the city.

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

### City of Buckley

|                          |      |
|--------------------------|------|
| General Business License | \$75 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

### City of Carnation

|                            |        |
|----------------------------|--------|
| General Business License   | \$75   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

### City of Clyde Hill

|                          |      |
|--------------------------|------|
| General Business License | \$25 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

### City of College Place

|                          |        |
|--------------------------|--------|
| General Business License | No Fee |
|--------------------------|--------|

Note: Businesses located **outside** of the City of College Place are not required to be licensed by the city.

### City of Connell

|                          |      |
|--------------------------|------|
| General Business License | \$30 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

Continued on page 2

**City of Covington**

|                            |        |
|----------------------------|--------|
| General Business License   | \$60   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of DuPont**

|                            |        |
|----------------------------|--------|
| General Business License   | \$50   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Duval**

|                            |        |
|----------------------------|--------|
| General Business License   | \$55   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**Town of Eatonville**

|                          |      |
|--------------------------|------|
| General Business License | \$50 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Edgewood**

|                          |      |
|--------------------------|------|
| General Business License | \$35 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Enumclaw**

|                          |      |
|--------------------------|------|
| General Business License | \$50 |
|--------------------------|------|

Note: Nonprofit business licenses must be obtained directly from the City of Enumclaw at (360) 825-3593.

**City of Fircrest**

|                            |        |
|----------------------------|--------|
| General Business License   | \$65   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Gig Harbor**

|                            |        |
|----------------------------|--------|
| General Business License   | \$30   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Gold Bar**

|                          |      |
|--------------------------|------|
| General Business License | \$40 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Granite Falls**

|                          |      |
|--------------------------|------|
| General Business License | \$45 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Ilwaco**

|                            |        |
|----------------------------|--------|
| General Business License   | \$125  |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Issaquah**

|                            |        |
|----------------------------|--------|
| General Business License   | \$60   |
| Nonprofit Business License | No fee |

A business with less than \$3,000 gross annual income is exempt from this city's business license requirement.

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Lake Stevens**

|                            |        |
|----------------------------|--------|
| General Business License   | \$40   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Leavenworth**

|                            |        |
|----------------------------|--------|
| General Business License   | \$115  |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Liberty Lake**

|                          |      |
|--------------------------|------|
| General Business License | \$26 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Long Beach**

|                          |       |
|--------------------------|-------|
| General Business License | \$125 |
|--------------------------|-------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Longview**

|                            |      |
|----------------------------|------|
| General Business License   | \$50 |
| Nonprofit Business License | \$50 |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Marysville**

|                            |        |
|----------------------------|--------|
| General Business License   | \$50   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Millwood**

|                            |     |
|----------------------------|-----|
| General Business License   | \$5 |
| Nonprofit Business License | \$5 |

Businesses located **outside** of the City of Millwood are not required to be licensed by the city.

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Continued on page 3

**City of Milton**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$88</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Monroe**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$50</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses located **outside** of the City of Monroe are not required to be licensed by the city.

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Newcastle**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$31</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Olympia**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$80</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Port Orchard**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$35</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Port Townsend**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$28</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Poulsbo**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$65</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they are registered with the Office of Secretary of State as a nonprofit corporation

**City of Prosser**

|                          |             |
|--------------------------|-------------|
| General Business License | <b>\$50</b> |
|--------------------------|-------------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Pullman**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$20</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses located **outside** of the City of Pullman are not required to be licensed by the city.

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Richland**

|                                           |             |
|-------------------------------------------|-------------|
| General Business License                  | <b>\$40</b> |
| Per employee fee (first 2 employees free) | <b>\$12</b> |
| Property rental fee (per rental unit)     | <b>\$2</b>  |

See Richland License Category Sheet and addendum for more information.

**Town of Ruston**

|                          |             |
|--------------------------|-------------|
| General Business License | <b>\$40</b> |
|--------------------------|-------------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Sammamish**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$15</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Sedro Woolley**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$35</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Selah**

|                          |             |
|--------------------------|-------------|
| General Business License | <b>\$25</b> |
|--------------------------|-------------|

Note: Nonprofit businesses may be exempt from city licensure. Please contact the city for more information.

**City of Sequim**

|                            |             |
|----------------------------|-------------|
| General Business License   | <b>\$50</b> |
| Nonprofit Business License | <b>\$50</b> |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Shoreline**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$40</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**Town of Skykomish**

|                            |               |
|----------------------------|---------------|
| General Business License   | <b>\$50</b>   |
| Nonprofit Business License | <b>No fee</b> |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Spokane Valley**

|                            |      |
|----------------------------|------|
| General Business License   | \$13 |
| Nonprofit Business License | \$3  |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation or submit a copy of the business' IRS 501 (c) certificate with their Business License Application. Nonprofit organizations located outside of the city are exempt from this city's business license requirement.

**City of Stanwood**

|                            |        |
|----------------------------|--------|
| General Business License   | \$35   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Sultan**

|                          |      |
|--------------------------|------|
| General Business License | \$75 |
|--------------------------|------|

Note: Nonprofit businesses are exempt from this city's business license requirement.

**City of Sumner**

|                            |        |
|----------------------------|--------|
| General Business License   | \$40   |
| Nonprofit Business License | No fee |

Businesses qualify for the nonprofit license if they have been granted a 501(c) tax exemption by the IRS.

**City of Tumwater**

|                          |      |
|--------------------------|------|
| General Business License | \$50 |
|--------------------------|------|

Includes canvassers, peddlers, solicitors and mobile units as well as other commercial businesses.

|                            |        |
|----------------------------|--------|
| Nonprofit Business License | No fee |
|----------------------------|--------|

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation. Nonprofit organizations located outside of the city are exempt from this city's business license requirements.

**City of University Place**

|                            |        |
|----------------------------|--------|
| General Business License   | \$50   |
| Nonprofit Business License | No fee |

Home based businesses with less than \$12,000 gross annual income are exempt from this city's business license requirement.

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

**City of Washougal**

|                          |      |
|--------------------------|------|
| General Business License | \$25 |
|--------------------------|------|

Note: Nonprofit businesses are required to obtain a general business license.

**City of West Richland**

|                            |        |
|----------------------------|--------|
| General Business License   | \$40   |
| Nonprofit Business License | No fee |

**City Contacts:**

|                  |                |
|------------------|----------------|
| Anacortes        | (360) 299-1968 |
| Bellevue         | (425) 452-6851 |
| Bellingham       | (360) 778-8025 |
| Blaine           | (360) 332-8311 |
| Bonney Lake      | (253) 862-8602 |
| Buckley          | (360) 829-1921 |
| Carnation        | (425) 333-4192 |
| Clyde Hill       | (425) 453-7800 |
| Connell          | (509) 234-2701 |
| College Place    | (509) 525-0510 |
| Covington        | (253) 638-1110 |
| DuPont           | (253) 964-8121 |
| Duvall           | (425) 788-1185 |
| Eatonville       | (360) 832-3361 |
| Edgewood         | (253) 952-3299 |
| Enumclaw         | (360) 825-3593 |
| Fircrest         | (253) 564-8901 |
| Gig Harbor       | (253) 851-8136 |
| Gold Bar         | (360) 793-1101 |
| Granite Falls    | (360) 691-6441 |
| Ilwaco           | (360) 642-3145 |
| Issaquah         | (425) 837-3100 |
| Lake Stevens     | (425) 334-1012 |
| Leavenworth      | (509) 548-5275 |
| Liberty Lake     | (509) 755-6700 |
| Long Beach       | (360) 642-4421 |
| Longview         | (360) 442-5000 |
| Marysville       | (360) 363-8202 |
| Millwood         | (509) 924-0960 |
| Milton           | (253) 922-8733 |
| Monroe           | (360) 794-7400 |
| Newcastle        | (425) 649-4444 |
| Olympia          | (360) 753-8327 |
| Port Orchard     | (360) 876-7020 |
| Port Townsend    | (360) 379-4412 |
| Poulsbo          | (360) 394-9880 |
| Prosser          | (509) 786-2332 |
| Pullman          | (509) 338-3342 |
| Richland         | (509) 942-7313 |
| Ruston           | (253) 759-3544 |
| Sammamish        | (425) 295-0500 |
| Sedro Woolley    | (360) 855-0929 |
| Selah            | (509) 698-7326 |
| Sequim           | (360) 683-4908 |
| Shoreline        | (206) 801-2230 |
| Skykomish        | (360) 677-2388 |
| Spokane Valley   | (509) 921-1000 |
| Stanwood         | (360) 629-2181 |
| Sultan           | (360) 793-2231 |
| Sumner           | (253) 863-8300 |
| Tumwater         | (360) 754-4136 |
| University Place | (253) 460-2510 |
| Washougal        | (360) 835-8501 |
| West Richland    | (509) 967-3431 |

Additional cities may join the Business Licensing Service. Visit [business.wa.gov/BLS](http://business.wa.gov/BLS) or call 1-800-451-7985 for a current listing.

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. Teletype (TTY) users may call 360-705-6718. BLS 700-032 (06/25/12) Page 4 of 4



**BUSINESS LICENSE PROGRAM COMPARISON  
March 2013**

| CITY               | EXEMPTIONS                                  | FEE                                                                                                                                            | REGULATORY<br>LICENSES                                                                     | CAN I APPLY<br>ONLINE?           | BUSINESSES<br>LOCATED<br>OUTSIDE<br>CITY |
|--------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------|
| Bothell            | deliveries                                  | Based on FTE's+type of business +sq footage+ special classification. No fee for non profits or businesses with <\$12,000 gross income per year | Special Classification: Peddler, pawn, amusement devices, second hand dealer, public dance | no                               | required                                 |
| Kirkland           | No                                          | \$100 base + \$100 per FTE; \$50 base for non profits and businesses with <\$12,000 gross income per year                                      |                                                                                            | no                               | required                                 |
| Lake Forest Park   | no                                          | \$30 for businesses located in city, \$60 for businesses located outside city. B&O tax rate is .002 of gross sales                             | Second hand dealers fee is \$60                                                            | no                               | required                                 |
| Kenmore (proposed) | Deliveries, <\$10,000 gross income per year | \$25; no fee for non profits                                                                                                                   | yes                                                                                        | Yes (through WA Dept of Revenue) | required                                 |

## **City of Bothell**

### **Business License Information**

#### **Who needs a Business License?**

- All persons conducting business within the Bothell City limits, with the following exemptions:
  - Public utilities
  - Delivery of goods purchased outside the City limits
  - Farmers peddling their own produce
  - Businesses operated in conjunction with a non-profit community festival that is limited to three consecutive days or 12 total days per year (Need to register with the Community Development Department)
  - Certain non-profit enterprises (Need to register with the Community Development Department)
  - Businesses with a gross income of less than \$1,000 per month (Need to register with the Community Development Department)
- Branches of the same business need a separate license for each location.
- One license can cover a business with two business activities at the same address.
- Special regulatory licenses are issued through the Community Development Department for peddlers, ice cream vendors, and amusement devices.
- Contractor's licenses are required for companies based outside the City limits that provide services within the City limits.

#### **How do I apply for a Business License?**

- Applications are available by fax. **Completed applications are not accepted by fax.**
- Applications can be downloaded from the City of Bothell Website:  
[www.ci.bothell.wa.us](http://www.ci.bothell.wa.us) (Select City Services and scroll down to Licenses & Passport)
- Applications can be picked up at City Hall, the Dawson Building, or the Downtown Fire Station.

Bothell City Hall  
18305 101<sup>st</sup> Ave NE

Bothell Dawson Building  
9654 NE 182<sup>nd</sup> St

Bothell Fire Station  
10726 Beardslee Blvd

- Please allow two weeks for processing. Return the completed application with appropriate fee to:

City of Bothell  
9654 NE 182<sup>nd</sup> St  
Bothell, WA 98011

#### **What are the Business License fees?**

- See the Business License Fee Schedule, as authorized by Resolution No. 1262 (2010)

#### **How can I renew my Business License?**

- Your license period will run from July 1 to June 30. You will receive a renewal by mail during the month of June.

**If you have questions regarding business licensing, or if you have special regulatory license needs, please contact:**

Community Development – Administrative Services Division  
Phone: (425) 486-8152  
[Liz.scanlon@ci.bothell.wa.us](mailto:Liz.scanlon@ci.bothell.wa.us)

## 2013 Business License Fee Schedule

**Contractors Please Note:**

In-City Contractors: Pay the appropriate fees from Categories A, B, and C.  
Out-of-City Contractors: Pay fees from Category A and B only.

**New for 2013:**

For new licenses applied for between January 1 and June 30 of each year, the fee for the license shall be 50 percent of the business license fee schedule currently in effect at the time of application (per Ordinance 2098).

**Locate the Appropriate Fees From Each of the Following Categories and Enter on Application Form**

| CATEGORY A – Number of Employees        |                                            |                                                                                                                                                                                                                                     |                                                                                |                                              |
|-----------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------|
| *Business owner counts as one employee. | Number of Employees                        | License Fee                                                                                                                                                                                                                         | Number of Employees                                                            | License Fee                                  |
|                                         | 0-2                                        | \$24.00                                                                                                                                                                                                                             | 51-75                                                                          | \$472.00                                     |
|                                         | 3-10                                       | \$68.00                                                                                                                                                                                                                             | 76-100                                                                         | \$629.00                                     |
|                                         | 11-25                                      | \$144.00                                                                                                                                                                                                                            | 101+                                                                           | \$629.00 + \$7.00 for each employee over 100 |
|                                         | 26-50                                      | \$313.00                                                                                                                                                                                                                            |                                                                                |                                              |
| CATEGORY B – Type of Business           |                                            |                                                                                                                                                                                                                                     |                                                                                |                                              |
| Code                                    | Business Type                              | Description                                                                                                                                                                                                                         | Fee                                                                            |                                              |
| 100                                     | Public Assembly                            | Public recreation, funeral homes, clubs, restaurants, food service, and theater.                                                                                                                                                    | \$66.00                                                                        |                                              |
| 150                                     | Non-Profit Organization                    | An enterprise, without private profit for a public, charitable, educational, literary, or fraternal purpose, when its not-for-profit status is demonstrated through Internal Revenue Service Documentation.                         | No fees, registration required                                                 |                                              |
| 200                                     | Educational Use                            | Various types of training schools.                                                                                                                                                                                                  | \$66.00                                                                        |                                              |
| 300                                     | Institutional Use                          | Health care facilities of various types. Adult daycare centers and adult family homes.                                                                                                                                              | \$66.00                                                                        |                                              |
| 400                                     | Residential                                | Business where primary use is residential. Includes hotels, motels, and lodging houses. For home offices, see "Store, Office" below.                                                                                                | \$48.00                                                                        |                                              |
| 401                                     | Apartments                                 | All apartments are included.                                                                                                                                                                                                        | \$261.00                                                                       |                                              |
| *500                                    | Store, Office                              | Business involved in the sale, service, or maintenance of products.                                                                                                                                                                 | \$33.00                                                                        |                                              |
| 501                                     | Contractors – in-City                      | Contractors who maintain a home office within the City limits, but do not have employees working at that home office location.                                                                                                      | \$33.00                                                                        |                                              |
| 502                                     | Contractors – out of City                  | Contractors based outside the City limit. (Pay fees from Category A based on # of employees working in City of Bothell)                                                                                                             | \$33.00                                                                        |                                              |
| 503                                     | Gross Proceeds Less Than \$1,000 Per Month | Business whose gross monthly proceeds are less than \$1,000.                                                                                                                                                                        | No fees, registration required                                                 |                                              |
| 506                                     | Home Occupation Business                   | Home-based business where the primary use of the dwelling is residential. Maximum of 2 workers, one of whom must reside in that home.                                                                                               | \$33.00                                                                        |                                              |
| 507                                     | Family Daycare Home                        | State-licensed daycare provider who regularly provides daycare for not more than 12 children in the provider's home in the family living quarters.                                                                                  | \$17.00 fee from Category B only.                                              |                                              |
| 600                                     | Basic Industry, Utility                    | Research/laboratory, military/defense, communications.                                                                                                                                                                              | \$83.00                                                                        |                                              |
| 700                                     | Manufacturing Use                          | Manufacturing/assembling of goods.                                                                                                                                                                                                  | \$83.00                                                                        |                                              |
| 800                                     | Storage Use                                | All types, except hazardous waste.                                                                                                                                                                                                  | \$66.00                                                                        |                                              |
| CATEGORY C – Square Footage             |                                            |                                                                                                                                                                                                                                     |                                                                                |                                              |
| Square Footage                          |                                            | License Fee                                                                                                                                                                                                                         | Square Footage                                                                 | License Fee                                  |
| Less than 3,000                         |                                            | \$0                                                                                                                                                                                                                                 | 17,001 to 20,000                                                               | \$1,983.00                                   |
| 3,001 to 5,000                          |                                            | \$50.00                                                                                                                                                                                                                             | 20,001 to 50,000                                                               | \$2,393.00                                   |
| 5,001 to 10,000                         |                                            | \$81.00                                                                                                                                                                                                                             | Greater than 50,000                                                            | \$4,160.00                                   |
| 10,001 to 15,000                        |                                            | \$1,284.00                                                                                                                                                                                                                          | Greater than 50,000                                                            | \$2,773.00 (Apartments only)                 |
| 15,001 to 17,000                        |                                            | \$1,767.00                                                                                                                                                                                                                          |                                                                                |                                              |
| SPECIAL CLASSIFICATIONS                 |                                            |                                                                                                                                                                                                                                     |                                                                                |                                              |
| 505                                     | Peddler                                    | Persons who travel door-to-door, or street-to-street, selling their wares. Includes ice cream vendors                                                                                                                               | \$81.00 initial fee<br>\$38.00 investigation fee<br>\$17.00 annual renewal fee |                                              |
| 508                                     | Amusement Game Device                      | Amusement game device located within a store, office, public assembly business, etc.                                                                                                                                                | \$41.00 per game device                                                        |                                              |
| 509                                     | Secondhand Dealer                          | Resale of used goods.                                                                                                                                                                                                               | \$43.00                                                                        |                                              |
| 510                                     | Public/Teen Dance                          | Any dance that is open to the public and which is conducted for a profit, either direct or indirect; or that requires a monetary payment or contribution from the persons admitted.                                                 | \$479.00                                                                       |                                              |
| 511                                     | Pawnbroker                                 | Receives goods, wares, or merchandise for repayment of security of any money loaned; or loans money on deposit of personal property; or publicly displays sign indicating money to loan on personal property on deposits or pledge. | \$161.00                                                                       |                                              |
| OTHER FEES                              |                                            |                                                                                                                                                                                                                                     |                                                                                |                                              |
| Change of Business Location             |                                            | \$24.00                                                                                                                                                                                                                             | Change of Business Owner                                                       | \$24.00                                      |
|                                         |                                            |                                                                                                                                                                                                                                     | Duplicate License                                                              | \$4.00                                       |

\*Ground floor storefronts on Main Street west of 102nd Ave NE and along the Bothell-Everett Highway from SR 522 to one-half block north of NE 185th Street must be pedestrian oriented retail, as defined in the Downtown Subarea Plan and Regulations.

Updated 1/13



## FREQUENTLY ASKED QUESTIONS about the City of Kirkland Business License Program

Whether you are a new or longtime Kirkland business, the City is pleased that you have chosen Kirkland as the place to operate your business. The City's Licensing Division is available to assist you in your business license application. This "Frequently Asked Question" flyer is intended to help answer questions you may have about the licensing process.

**City of Kirkland Business License Division**  
Kirkland City Hall  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033  
Monday-Friday, 8 a.m. to 5 p.m.  
425-587-3140  
[www.ci.kirkland.wa.us/business](http://www.ci.kirkland.wa.us/business)  
[license@ci.kirkland.wa.us](mailto:license@ci.kirkland.wa.us)

### About the business license application process

**Q: *When is a City of Kirkland business license required?***

A: As a person or company conducting business within Kirkland city limits, you must obtain a license prior to commencing the business, whether you are operating from a fixed location in the City or from an outside location to provide services within city limits.

**Q: *How do I apply for a City of Kirkland business license?***

A: Application forms are available at the Business License Division, Kirkland City Hall or may be downloaded from the City's website. Because your signature is required on the application, you must mail or submit it at the counter for processing to begin. You will receive your license or be notified that your application has been denied within 30 days of the City receiving your application.

**Q: *Can I apply for a Kirkland business online?***

A: No. At this time, forms must be submitted or mailed to the Business License Division, Kirkland City Hall, 123 5<sup>th</sup> Avenue, Kirkland, WA 98033.

**Q: *When does my Kirkland business license expire?***

A: Your license becomes effective upon issuance and is valid for exactly one year (12 months). For example, if you receive your city business license in May 2009, your renewal will be due in May 2010. As your "anniversary" date of receiving the license approaches, you will receive a notice from the City to renew.

**Q: *If my business is conducted from my home, do I need a business license?***

A: Yes. Home occupations require a Kirkland business license **and** a Home Occupation Agreement. If there are land use/zoning issues associated with your home occupation, you may need a Home Occupation Permit. Contact the Planning Department at 425-587-3225 to determine if you need a Home Occupation Permit.

**Q: *If I'm a subcontractor working for a general contractor, do I need a City business license?***

A: Yes. Both you and your general contractor need to obtain a business license from the City.

**Q: *Will the City issue a business license if I don't have my Washington State License?***

A: No. You must obtain the state and city business license prior to commencing your business in Kirkland. For state business license information, go to [www.dol.wa.gov/business](http://www.dol.wa.gov/business).

**Q: *Is a business license required for a temporary business?***

A: Yes. A temporary license is required if you are conducting a business for up to 35 consecutive days. You may only receive one temporary license per year (otherwise a regular business license is required). The fee is \$50.

**Q: *Is the Business License Fee a Business & Occupation (B&O) Tax on Gross Revenues?***

A: No. The business license fee is based on the number of full-time equivalent employees (FTEs).

**Q: What if I don't obtain a Kirkland business license?**

A: A City business license is required prior to starting (opening) your business. Failure to obtain a new license or a renewal for your operating business will subject you to a graduated penalty.

- Up to 29 days late, a penalty of \$25 or 10% of the amount of the license, whichever is greater;
- Between 30-59 days late, a penalty of \$50 or 50% of the amount of the license, whichever is greater;
- More than 60 days late, a penalty of \$100 or 100% of the amount of the license, whichever is greater.

**Q: Are utilities (telecommunications, cable, electric, natural gas and sanitation) subject to the business license fee?**

A: Yes. Utilities are subject to both the base fee and per FTE charge, in addition to applicable utility taxes.

## About calculating your business license fee

**Q: What is the formula to calculate my business license fee?**

A: Your business license fee is calculated by adding a base fee of \$100 to a \$100 per full-time employee fee. A simplified equation is shown to the right and would apply to businesses that are not exempt from the base fee (non-profits) or the per full-time employee fee.

Number of FTEs \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

Plus: Base Fee = \$ 100.00

Total Fee = \$ \_\_\_\_\_

**Q: How do I calculate full-time employees?**

A: A full-time equivalent (FTE) is calculated by dividing the total number of hours worked by all part-time employees by 1,920 hours to arrive at your company's FTE count.

**Q: How do I calculate temporary employees?**

A: Where there are employees who work less than 1,920 hours per year, the total number of hours worked by all such employees during the previous four (4) quarters shall be added together and divided by 1,920. A fraction of .5 or over shall be rounded up.

**Q: How do I calculate contract employees?**

A: If you hire a contract employee, the company through which you hired the contractor, must obtain a business license. Therefore, contract employees should not be part of your total FTE calculation. However, businesses are required to report temporary employee hours and the name and address of the temporary agency.

**Q: If I am my company's only employee, do I need to obtain a city business license?**

A: Yes. You would need to pay the base fee of \$100 and \$100 for one FTE (you).

**Q: What exemptions are allowed in the business license program?**

A: Generally speaking, **non-profit, government and religious organizations** are exempt from the business license fee, but not the license. A small business that receives less than \$12,000 in annual gross revenue must obtain a license and pay a \$50 base fee but is exempt from the per-employee fee.

**Q: How do I determine if my annual gross revenue is less than \$12,000?**

A: Annual gross revenue consists of 100% receipts received by the businesses in one year, with no deductions.

## About paying your business license fee

**Q: When do I need to pay for the business license fee?**

A: Payment for your business license fee is due at the time of your first time application or renewal.

**Q: What payment methods are available to pay for my business license fee?**

A: Full payment for your business license fee can be paid by cash, check, and VISA or Mastercard. (Installment payments are not available).



17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
Telephone: 206-368-5440  
FAX: 206-957-2830



Please find enclosed a business license application form for the City of Lake Forest Park. A business license is required for businesses located in or doing business in the city.

Contractors applying for building or mechanical permits must complete and submit the business license application form along with the application fee. The business license will be issued within 2-3 weeks. The business license fee is as follows:

|                                   |         |
|-----------------------------------|---------|
| Businesses Located in LFP         | \$30.00 |
| Businesses Located Outside LFP    | \$60.00 |
| Secondhand Dealers located in LFP | \$60.00 |

Issued for Calendar Year – January through December

A business B&O tax form is required to be completed by businesses on a quarterly basis. The tax rate is two tenths of one percent (.002) of gross sales.

The enclosed information sheet regarding business license and tax collection provides additional information regarding doing business in Lake Forest Park. If you have further questions, please contact me at the telephone number or email address listed below.

Thank you.

Heidi Dunlap-Inglis  
Accountant  
(206) 368-5440 xt 132  
heidi@ci.lake-forest-park.wa.us

Enclosures



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
(206)368-5440 (206) 957-2830 (FAX)

## **BUSINESS LICENSE AND TAX COLLECTION INFORMATION**

### **General**

1. All businesses located or doing business in Lake Forest Park must be licensed. A business license application form must be completed and signed, along with the business license fee which is listed on the current fee schedule annually, based on the calendar year. After the application is processed, which takes up to two to three weeks, a license will be mailed to the business owner for display at the business location. (LFP Municipal Code, 5.04.190)
2. On a quarterly basis, a business tax of two tenths of one percent of the gross proceeds of the business is due and a tax return will be mailed to the business owner. Businesses collecting less than \$5,000.00 per quarter in taxable income, shall not be required to pay business tax. The signed return and the tax payment, if applicable, are due one month after the end of each quarter. (LFP Municipal Code 5.04.010-180, 230-240).
3. Deductions from the gross proceeds amount are allowed for the following: contributions, cash discounts, credit losses, excise taxes, interest on residential property, interest on farm loans, and items allowed as deductions for state B&O taxes for financial businesses (banks, loan companies, investment companies) only. (LFP Municipal Code 5.04.170)
4. All businesses, including Home Occupation Businesses, must comply with the land use code governing the property where the business is located. Home Occupation applications are subject to review by the Planning Department.
5. When reporting state sales tax, please make sure to use location code 1717 for the City of Lake Forest Park.
6. Taxes that are delinquent will be turned over for collection. The business owner is responsible for any and all collection fees; attorney and legal fees.

### **Annual Business Tax Returns**

1. Businesses located in LFP at a residential-zoned address may elect to pay taxes on an annual basis. A business tax of two-tenths of one percent of the gross proceeds of the business is due, and a tax return will be mailed to the business owner.
2. Businesses which collect less than \$20,000.00 in taxable income for the year, or less than \$5,000.00 per quarter shall not be required to pay business tax.
3. Businesses choosing the annual reporting (available to LFP residential addresses only) option must notify the city or they will be considered quarterly-reporting businesses and will be required to submit quarterly returns and payments.
4. The annual tax return will be mailed on or about January 1st of each year to businesses choosing the annual return option. The return and tax payment, if applicable, is due by January 31st of each year.
5. Businesses converting from quarterly to annual status during the year will be credited for any payments made during the year.

DOR Contract Number: K910

## BUSINESS LICENSING SERVICES AGREEMENT

I. Parties and Contact Information

This Business Licensing Services Agreement ("Agreement") is entered into between the parties identified below:

|                  |                                                                                                                                 |                                                                                                                                                               |
|------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | State of Washington<br>Department of Revenue<br>Business Licensing Services<br><br>("Revenue")                                  | City of Kenmore<br><br><br>("Partner")                                                                                                                        |
| Mailing Address  | PO Box 47475<br>Olympia, WA 98504-7475                                                                                          | PO Box 82607<br>Kenmore WA 98028                                                                                                                              |
| Delivery Address | 6500 Linderson Way SW, Ste 102<br>Tumwater, WA 98501                                                                            | 18120 68 <sup>th</sup> Ave NE<br>Kenmore WA 98028                                                                                                             |
| Contact Person:  | Maria Moore<br>Phone: (360) 705-6641<br>FAX: (360) 705-6699<br>E-Mail: <a href="mailto:mariam@dor.wa.gov">mariam@dor.wa.gov</a> | Rob Karlinsey, City Manager<br>Phone: (425) 398-8900<br>FAX: (425) 481-3236<br>E-Mail: <a href="mailto:rkarlinsey@kenmorewa.gov">rkarlinsey@kenmorewa.gov</a> |

II. Purpose.

The purpose of this Agreement is to establish the terms under which the Business Licensing Services Division of the Department of Revenue will act as Partner's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Partner's licensing or other regulatory activities. Partner retains all power and authority over its business licensing and other regulatory activities except as expressly delegated to Revenue under this Agreement.

III. Effective date.

This Agreement is effective as of (*check one*) : ☐ (mm/dd/yyyy).

☒ the date of the last signature of the parties.

IV. Services provided by Revenue

Revenue will perform the services identified in this Section IV using best efforts in a manner determined by Revenue in good faith to be appropriate considering objectives, costs, and effectiveness.

- Distribute and process initial and renewal internet and/or paper-based applications for Partner's business licensing and/or other regulatory activities.
- Collect and process license fees and licensing information received from applicants and licensees. Disburse collected fees as directed by Partner.
- Issue Business License with Partner's license endorsement as authorized by Partner.
- Provide routine reports on Partner's business licenses as requested by Partner, which may include daily lists of new business applications and renewals, fees processed each day, weekly list of pending accounts, and lists of businesses for which fees have been transferred.



- Maintain electronic or microfilm images of all paper documents and electronic representations of electronic filings received by Revenue from applicants and provide copies or certified copies as requested.
- Maintain a database containing information received from applicants and licensees (the BLS Database).
- Provide technical assistance to establish and configure appropriate BLS Database access and secure access for Partner staff.
- Provide initial training to Partner staff in the use of the BLS Database, and ongoing training to address changes to the BLS database/access protocols or in Partner staff. Training will occur at Partner's location, over the telephone, or online, as agreed upon by the parties.
- Effect reasonable modifications in the BLS system, database, process, or forms to accommodate Partner's licensing or other regulatory requirements. Revenue will consult with Partner in evaluating alternatives and determining the most feasible and timely means of achieving Partner objectives.
- Timely notify Partner of other modifications to the BLS system, database, process, or forms, including modifications accommodating other BLS partners.

#### V. Partner obligations

- Timely provide Revenue with all information requested to implement Partner's participation in the BLS program.
- Follow all requirements identified by Revenue as necessary for participation in the BLS program, including using :
  - The Business License Application and other forms and processes established by Revenue;
  - The "Business License" document for proof of licensure under Partner's licensing or regulatory program.
  - The Unified Business Identifier (UBI) number to identify licensees and license accounts in all communications with Revenue.
- Obtain and maintain at its own cost, all necessary equipment and on-line services required at Partner's business location(s) to support Partner's access into and use of the BLS Database. End-to-end testing will take place until such time as Revenue is satisfied.
- Ensure Partner Licensing and Information Technology staff are available to respond promptly to Revenue. Partner staff will be knowledgeable of Partner operations and/or technology and be able to assist Revenue staff with process improvements and/or troubleshooting.
- Provide timely advance notice to Revenue of potential changes to Partner business licensing requirements, fees or processes.
- Upon request by Revenue, provide statistical data associated with the BLS Partner Partnership Agreement such as Full Time Equivalent (FTE) savings, change in number of Partner licensees, and change in revenue flow.

#### VI. Compensation

Services identified in this Agreement are provided by Revenue at no charge with the exception of the following:

- Partner shall reimburse Revenue for all fees charged by credit card processors and/or financial institutions upon any funds charged, collected, or refunded by Revenue in processing applications and /or collecting fees related to Partner's licensing or other regulatory activities.
- Partner shall reimburse Revenue the costs of developing and producing ad hoc informational reports. Ad hoc reports will be created only if requested by the Partner and agreed-upon by Revenue.
- Partner shall reimburse Revenue's expenses for the implementation of changes to the BLS process, if requested by the Partner and agreed-upon by Revenue.
- All project coordination costs, including travel-related expenses, shall be absorbed by the respective parties for their own staff.
- The Partner shall reimburse Revenue for Partner's share of mainframe charges from the Department of Enterprise Services. Partner's share includes per inquiry/entry charge for access and usage of the BLS system, costs required to transmit Word document reports, and costs associated with ad hoc reports requested (if any).

#### VII. Billing procedures.

Partner will provide and maintain with Revenue its current billing addresses and the personnel, if any, to whom invoices should be directed. Revenue shall submit invoices to Partner as-needed, but in no event more frequently than monthly. Partner shall pay all invoices by warrant or account transfer within thirty (30) calendar days of the invoice issue date. Upon expiration or termination of this Agreement, any claim for payment not already made shall be submitted within ninety (90) calendar days after the expiration/termination date or the end of the fiscal year, whichever is earlier.

#### VIII. Confidentiality and data sharing.

The parties agree to the confidentiality and data sharing provisions set forth in Exhibit A and incorporated herein by this reference.

#### IX. Term and Termination.

This agreement is effective until terminated. Either party may terminate this Agreement upon ninety (90) calendar days' prior written notice to the other party.

#### X. Disputes.

The parties agree to participate in good faith mediation to resolve any disputes that are not otherwise resolved by agreement, prior to any action in court or by arbitration. At any time, either party may initiate formal mediation by providing written request to the other party setting forth a brief description of the dispute and a proposed mediator. If the parties cannot agree upon a mediator within fifteen (15) calendar days after receipt of the written request for mediation, the parties shall use a mediation service that selects the mediator for the parties. Each party shall be responsible for one-half of the mediation fees, if any, and its own costs and attorneys' fees.

#### XI. Miscellaneous.

- A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement must be commenced in Thurston County, Washington.
- B. Interpretation. This Agreement shall be interpreted to the extent possible in a manner consistent with all applicable laws and not strictly for or against either party.

- C. No Waiver. The failure of either party to enforce any term in any one or more instance will not be construed as a waiver or otherwise affect any future right to insist upon strict performance of the term. No waiver of any term of this Agreement shall be effective unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- D. Assignment and Delegation. Either party may assign any right or interest, or delegate any duty or obligation, arising under this Agreement upon thirty (30) days written notice to the other party.
- E. Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions of this Agreement shall be given effect to the extent consistent with applicable law and the fundamental purpose of this Agreement.
- F. Survival. Terms of this Agreement which by their nature would continue beyond termination will survive termination of this Agreement for any reason, including without limitation, Sections 3 through 7 in Exhibit A.
- G. No third party beneficiaries. This Agreement is for the benefit of the parties and their successors and may not be enforced by any non-party.
- H. Amendments. No amendment to this Agreement is enforceable unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- I. Merger and integration. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.
- J. Changes in law. The provisions of this Agreement shall be deemed to change in a manner that is consistent with any changes to any directly applicable statutory authority, provided that the change is consistent with the manifest intent of this Agreement and does not conflict with any of its express provisions. Any such change to this Agreement shall be effective on the effective date of the change in authority.

IN WITNESS WHEREOF, this Agreement is executed effective as of the date specified above.

State of Washington  
Department of Revenue  
Business Licensing Services

Partner  
City of Kenmore

\_\_\_\_\_  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Date

Template approved as to form

Approved as to form

ON FILE

\_\_\_\_\_  
Rebecca Glasgow,  
Assistant Attorney General for Washington State

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date

**EXHIBIT A**  
**CONFIDENTIALITY AND DATA SHARING**

**1. Purpose and Scope**

The following provisions establish the terms under which Revenue and Partner will share Confidential Licensing Information pursuant to the BLS Agency Partnership Agreement (the "Agreement").

**2. Definitions**

"Confidential Licensing Information" has the same meaning as "Licensing Information" under RCW 19.02.115(1) (b) and includes, but is not limited to, any information included in the master applications, renewal applications, and master licenses under the business licensing service program. Confidential Licensing Information is classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.

**3. Confidentiality**

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure, all Confidential Licensing Information received under the Agreement.

- A. **Ensuring Security:** Partner and Revenue shall each establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all Confidential Licensing Information received by it under this Agreement is secure from unauthorized use, access, or disclosure.
- B. **Electronic Security:** Partner's electronic security policies, procedures, and safeguards must be at least as stringent as those set forth in *Washington's Standard for Securing Information Technology Assets*, OCIO Standard No. 141.10, as amended from time to time.
- C. **Proof of Security.** Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for Confidential Licensing Information. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

**4. Statutory Prohibition Against Disclosure; Secrecy Affidavit.**

- A. **Criminal Sanctions.** RCW 19.02.115 prohibits the disclosure of Confidential Licensing Information, except as expressly authorized by RCW 19.02.115. It is a misdemeanor for any person acquiring Confidential Licensing Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115. Additionally, if the person is a state officer or employee, the person must forfeit such office or employment and is incapable of holding any public office or employment in Washington for a period of two years thereafter.
- B. **Partner will require employees with access to Confidential Licensing Information to sign a copy of the secrecy affidavit attached at Exhibit B.**

**5. Authorized Use, Access, and Disclosure**

- A. **Permitted Uses:** Confidential Licensing Information may be used for official purposes only.
- B. **Permitted Access:** Confidential Licensing Information may be accessed only by Partner's employees and agents that have a bona fide need to access such information in carrying out their official duties.
- C. **Permitted Disclosure:** Confidential Licensing Information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
  - permitted under an express disclosure exception in RCW 19.02.115;

- ordered under any judicial or administrative proceeding; or
  - otherwise expressly authorized by Revenue in writing.
- D. Public Records Requests: In the event that Partner reasonably believes that it must disclose information pursuant a Public Records Request, and Partner is prohibited from disclosing such information under the terms of this Agreement, Partner must give notice to DOR of its intention to disclose. The notice shall be provided at least 14 business days in advance of disclosure, the notice shall contain a copy of the public records request, and the notice shall reasonably identify the information that Partner believes is prohibited from disclosure under this Agreement.

#### 6. Breach of Confidentiality

In the event of any use, access, or disclosure of by Partner or its employees or agents in material violation of the confidentiality terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working days, after determining that a violation has occurred.
- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing Confidential Licensing Information, however, Revenue shall provide Partner with an electronic record containing all information collected for Partner's licensing or other regulatory activities in an electronic medium.

#### 7. Ownership and Retention of Records

Records furnished to Partner in any medium remain the property of Revenue. However, except as otherwise expressly provided in this Agreement, Partner may retain possession of all such records in accordance with its own electronic information and document retention policies.

\*\*\*\*end\*\*\*\*\*

### Confidentiality Affidavit

"Licensing Information" that is collected and maintained through the Business Licensing Service program is confidential and may not be disclosed by any person unless and to the extent expressly authorized by statute.

"Licensing Information" is defined under RCW 19.02.115(1)(b) and includes, without limitation, all information included in any master business license application, renewal application, or master license under the BLS program. It is a misdemeanor for any person to disclose this confidential Licensing Information except under certain limited circumstances.

The Department of Revenue requests that each employee of any city, county, agency, or other entity participating in the BLS program who has access to Licensing Information read and become aware of the definition of "Licensing information," as well as the limitations and exceptions on disclosures.

By signing below, you acknowledge that you have read RCW 19.02.115 and agree to abide by the confidentiality requirements of state law.

State of Washington

County of \_\_\_\_\_

I, \_\_\_\_\_, employed by \_\_\_\_\_  
swear or affirm that I have read the attached statutes and understand their requirements.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My appointment expires \_\_\_\_\_

BLS 700-003 (06/01/12)

## **RCW 19.02.115**

### **Licensing information — Authorized disclosure — Penalty.**

(1) For purposes of this section:

(a) "Disclose" means to make known to any person in any manner licensing information;

(b) "Licensing information" means any information created or obtained by the department in the administration of this chapter and chapters 19.80 and 59.30 RCW, which information relates to any person who: (i) Has applied for or has been issued a license or trade name; or (ii) has been issued an assessment or delinquency fee. Licensing information includes master applications, renewal applications, and master licenses; and

(c) "State agency" means every Washington state office, department, division, bureau, board, commission, or other state agency.

(2) Licensing information is confidential and privileged, and except as authorized by this section, neither the department nor any other person may disclose any licensing information. Nothing in this chapter requires any person possessing licensing information made confidential and privileged by this section to delete information from such information so as to permit its disclosure.

(3) This section does not prohibit the department of revenue from:

(a) Disclosing licensing information in a civil or criminal judicial proceeding or an administrative proceeding:

(i) In which the person about whom such licensing information is sought and the department, another state agency, or a local government are adverse parties in the proceeding; or

(ii) Involving a dispute arising out of the department's administration of chapter 19.02, 19.80, or 59.30 RCW if the licensing information relates to a party in the proceeding;

(b) Disclosing, subject to such requirements and conditions as the director prescribes by rules adopted pursuant to chapter 34.05 RCW, such licensing information regarding a license applicant or license holder to such license applicant or license holder or to such person or persons as that license applicant or license holder may designate in a request for, or consent to, such disclosure, or to any other person, at the license applicant's or license holder's request, to the extent necessary to comply with a request for information or assistance made by the license applicant or license holder to such other person. However, licensing information not received from the license applicant or holder must not be so disclosed if the director determines that such disclosure would compromise any investigation or litigation by any federal, state, or local government agency in connection with the civil or criminal liability of the license applicant, license holder, or another person, or that such disclosure would identify a confidential informant, or that such disclosure is contrary to any agreement entered into by the department that provides for the reciprocal exchange of information with other government agencies, which agreement requires confidentiality with respect to such information unless such information is required to be disclosed to the license applicant or license holder by the order of any court;

(c) Publishing statistics so classified as to prevent the identification of particular licensing information;

(d) Disclosing licensing information for official purposes only, to the governor or attorney general, or to any state agency, or to any committee or subcommittee of the legislature dealing with matters of taxation, revenue, trade, commerce, the control of industry or the professions, or licensing;

(e) Permitting the department's records to be audited and examined by the proper state officer, his or her agents and employees;

(f) Disclosing any licensing information to a peace officer as defined in RCW 9A.04.110 or county prosecuting attorney, for official purposes. The disclosure may be made only in response to a search warrant, subpoena, or other court order, unless the disclosure is for the purpose of criminal tax or license enforcement. A peace officer or county prosecuting attorney who receives the licensing information may disclose that licensing information only for use in the investigation and a related court proceeding, or in the court proceeding for which the licensing information originally was sought;

(g) Disclosing, in a manner that is not associated with other licensing information, the name of a license applicant or license holder, entity type, registered trade name, business address, mailing address, unified business identifier number, list of licenses issued to a person through the master license system established in chapter 19.02 RCW and their issuance and expiration dates, and the dates of opening of a business. The department is authorized to give, sell, or provide access to lists of licensing information under this subsection (3)(g) that will be used for commercial purposes;

(h) Disclosing licensing information that is also maintained by another Washington state or local governmental agency as a public record available for inspection and copying under the provisions of chapter 42.56 RCW or is a document maintained by a court of record and is not otherwise prohibited from disclosure;

(i) Disclosing any licensing information when the disclosure is specifically authorized under any other section of the Revised Code of Washington;

(j) Disclosing licensing information to the proper officer of the licensing or tax department of any city, town, or county of this state, for official purposes. If the licensing information does not relate to a license issued by the city, town, or county requesting the licensing information, disclosure may be made only if the laws of the requesting city, town, or county grants substantially similar privileges to the proper officers of this state; or

(k) Disclosing licensing information to the federal government for official purposes.

(4) The department may refuse to disclose licensing information that is otherwise disclosable under subsection (3) of this section if such disclosure would violate federal law or any information sharing agreement between the state and federal government.

(5) Any person acquiring knowledge of any licensing information in the course of his or her employment with the department and any person acquiring knowledge of any licensing information as provided under subsection (3)(d), (e), (f), (j), or (k) of this section, who discloses any such licensing information to another person not entitled to knowledge of such licensing information under the provisions of this section, is guilty of a misdemeanor. If the person guilty of such violation is an officer or employee of the state, such person must forfeit such office or employment and is incapable of holding any public office or employment in this state for a period of two years thereafter.

[2011 c 298 § 12.]

BLS 700-003 (06/01/12)



City Council Business Agenda Item  
City of Kenmore, WA

|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                           |                              |         |                            |    |                               |         |                           |         |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------|------------------------------|---------|----------------------------|----|-------------------------------|---------|---------------------------|---------|
| <b>Subject/Topic:</b><br><br>SR 522 West (57 <sup>th</sup> to 65 <sup>th</sup> Avenue NE) Project Update | <b>For Council Meeting Agenda of:</b> April 8, 2013<br><br><b>Department:</b> Engineering & Environmental Services<br><br><b>Prepared by:</b> Kris Overleese, PE and Kent Vaughan, PE                                                                                                                                                                                                                                                                                                                          |  |                           |                              |         |                            |    |                               |         |                           |         |
| <b>Proposed Council Action/Motion:</b><br><br>NA                                                         | <table><tr><td></td><td><u>Initial &amp; Date</u></td></tr><tr><td>Approved by Department Head:</td><td>3/17/13</td></tr><tr><td>Approved by City Attorney:</td><td>NA</td></tr><tr><td>Approved by Finance Director:</td><td>3/21/13</td></tr><tr><td>Approved by City Manager:</td><td>3/21/13</td></tr></table><br><b>Exhibits/Attachments:</b><br><br>Attachment A: SR 522 West A & B Segments - Capital Improvement Program sheets<br><br>Attachment B: City of Kenmore Right of Way Acquisition Policies |  | <u>Initial &amp; Date</u> | Approved by Department Head: | 3/17/13 | Approved by City Attorney: | NA | Approved by Finance Director: | 3/21/13 | Approved by City Manager: | 3/21/13 |
|                                                                                                          | <u>Initial &amp; Date</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                           |                              |         |                            |    |                               |         |                           |         |
| Approved by Department Head:                                                                             | 3/17/13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                           |                              |         |                            |    |                               |         |                           |         |
| Approved by City Attorney:                                                                               | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                           |                              |         |                            |    |                               |         |                           |         |
| Approved by Finance Director:                                                                            | 3/21/13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                           |                              |         |                            |    |                               |         |                           |         |
| Approved by City Manager:                                                                                | 3/21/13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                           |                              |         |                            |    |                               |         |                           |         |
| <b>Expenditure Required:</b> NA                                                                          | <b>Amount Budgeted</b> \$NA <b>Appropriation Required</b> \$NA                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                           |                              |         |                            |    |                               |         |                           |         |

**INFORMATION/BACKGROUND:**

The purpose of this report is to provide Council with an update of the SR 522 Project West Segment (57<sup>th</sup> to 65<sup>th</sup> Avenues NE). In 2012, staff re-organized the remaining segment of SR 522 into two segments: West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) and West B (57<sup>th</sup> to 61<sup>st</sup> Avenues NE). The West A Segment includes improvements to the intersection of SR 522 and 61<sup>st</sup> Avenue NE and the north and south legs of this intersection.

Both segments have project components that are similar in nature and will follow the design of previous SR 522 Segments in Kenmore (65<sup>th</sup> to 83<sup>rd</sup> Avenues NE). Project components are planned to include: undergrounding of overhead utilities (power and telecommunications), stormwater improvements, sidewalks, access management, illumination, pedestrian scale lighting, and standard vehicle lane widths. The design for both segments is at the 90% milestone and the National Environmental Policy Act (NEPA) documentation was updated in 2012.

The City has obligated the \$2.5 Million in federal funding that the City received to purchase right of way for the entire West Segment. The Transportation Improvement Board (TIB) funds utilized for right of way and design were obligated in 2013. The City previously met the TIB requirements for a value engineering study of the project.

**West A Segment (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) Update**

With the award of the \$5.2 Million Transportation Improvement Board (TIB) grant in 2012, the project is fully funded. Right of way acquisition for this segment has recently begun. Design, utility coordination, and permitting will be completed by spring 2014. The rule of thumb for right of way acquisition duration is 18



months, however, staff will need to certify right of way with WSDOT by the spring of 2014 in order to obligate the \$1.1M in Construction funds appropriated for the 61<sup>st</sup> and SR522 traffic signal improvements. The goal is to begin construction in the summer of 2014. There are 25 property owners (32 parcels) in this segment requiring property rights (temporary construction easements, acquisition of land, utility permits, etc).

Right of Way acquisition generally follows the same steps for all properties:

- Meeting with property owners and tenants when appropriate to discuss project schedule, acquisition needs, and right of way acquisition process (10 of these meetings have been held to date)
- Appraisals for property acquisitions estimated to exceed \$25,000 (per the Right of Way Policies in Attachment B)
- Independent 3<sup>rd</sup> party review of all appraisals
- Offers to property owners.
- Negotiations
- Settlement

While staff will do everything possible to work closely with property owners, it is likely that utilization of eminent domain will be necessary. Staff recommends that Council authorize the use of eminent domain for all project needs at the same time. This strategy makes sense for several reasons: efficiency of process, fairness to all property owners, and protection of privacy for property owners. Staff would bring this item to Council later this spring and all property owners would receive notice. It is important to note that the City will continue to pay for the undergrounding of utilities for all properties. This is a benefit to property owners and not all jurisdictions pay for these connections as Kenmore does.

One of the significant items of work to complete in 2013 is the re-submittal of the Channelization Plan to WSDOT for approval. WSDOT has authority from curb-to-curb on SR 522 for: traffic signals, lane widths, striping, left/u-turn pocket design and location, and signage. These elements are documented in the Channelization Plan and WSDOT has the final approval authority. Currently, there are no left/u-turn provisions between 61<sup>st</sup> and 65<sup>th</sup> Avenues NE. Staff will work with WSDOT to maximize access within the corridor with the goal of making the signal at 61<sup>st</sup>/SR 522 operate as efficiently as possible.

#### West B Segment (57<sup>th</sup> to 61<sup>st</sup> Avenues NE)

This segment is at 90% design completion as well. Funding for right of way acquisition for this segment is obligated as well. As construction and final design for West B are not funded at this time, right of way acquisition for West A will take precedent. There are 3 parcels in this segment requiring property rights (temporary construction easements, acquisition of land, utility permits, etc). See Attachment A for the timeline of this project assuming funding is acquired.

This segment includes the addition of a left turn pocket going east to north at the 61<sup>st</sup>/SR 522 signal. This additional turn pocket will improve capacity of the intersection and throughput of SR 522 eastbound. A significant cost component of this segment is constructing a new wall on the south side of SR 522 in this area to accommodate the lane widening and new turn pocket.

There have been questions from several residents in the Uplake Neighborhood regarding the provision of sound walls on the north side of SR 522, west of 60<sup>th</sup> Avenue NE. Sound walls are not in the current 90% design plans. Staff met with the WSDOT noise specialist in January of this year. WSDOT concluded during the NEPA update process that the inclusion of sound walls into the project was not cost-reasonable. As a result, sound walls would not qualify for federal or state funding. Should Council direct staff to include sound walls, City funds would have to be utilized.

Design and construction for this Segment will move forward when additional funding is secured.

**FISCAL CONSIDERATION:**

The budgets for both segments are outlined in Attachment A. The West A Segment cost to complete (beginning in year 2013) is \$11.3 Million. Of this amount, grants will pay for \$8.8 Million.

The West B Segment has funding for right of way acquisition, but not for final design and construction. The cost to complete estimate for West B (2013 forward) is \$9 Million and an estimated \$8.5 is needed from outside funding partners.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

Goal 3. Seek funds to move forward on the SR522 Project.



## City of Kenmore Capital Improvement Program

**Project Name:** SR 522 – West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE  
Including 61<sup>st</sup> Avenue NE approaches)  
**Project No.** T- 6

**Project Location:** Highway 522 : 61<sup>st</sup> to 65<sup>th</sup> Avenues NE including 522/61<sup>st</sup> Avenue NE north and south legs.

**Project Manager:** Kent Vaughan

**Project Description:** The project will 1) upgrade the 522/61<sup>st</sup> Avenue NE signal 2) complete 522 improvements between 61<sup>st</sup> and 65<sup>th</sup> Avenues NE (the terminus of completed 522 work) and 3) complete the north and south legs (approaches) of the 522/61<sup>st</sup> intersection. 522 improvements include: sidewalk, undergrounding utilities, stormwater system facilities, illumination, and rechannelization to three lanes in each direction including Business Access Transit – BAT lanes and left/u turn pockets.

**Background:** : This project is formerly one of the components of the larger SR 522 Phase 1, Stage 2 Corridor Improvement Project; now called **West A**. The improvements would improve vehicle and pedestrian safety and reduce signal delays. Safety at the Burke-Gilman trail crossing of 61<sup>st</sup> Avenue NE would also be improved. Construction of the 522/61<sup>st</sup> Avenue NE signal must start in the spring to utilize the earmark funds. If other funding falls into place, construction of the remaining components of the project would begin in 2014.

### Funding Status:

The City received \$1,100,000 in earmark money to complete signal upgrades at 61<sup>st</sup> Avenue NE. The City has applied for TIB and Regional Mobility funds to help fund the remainder of the project. The City will utilize Transportation Impact Fees, REET and Surface water funds as match. The City has received \$2,500,000 in right of way funds and right of way for the entire segment will likely begin late 2012 or early 2013.

### Environmental Review Status:

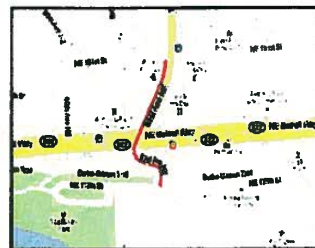
Exempt ☐ Mitigated DNS ☐ EIS ☒

An environmental impact statement has been completed and approved by WSDOT and FHWA. The NEPA document was updated in 2012.

**Potential Project Issues:** The project will require additional funding to complete construction between 61<sup>st</sup> and 65<sup>th</sup> Avenues NE and the south leg of the 522/61<sup>st</sup> Avenue signal.

**Operations:** This project will result in increased street lighting electrical and maintenance costs, landscaping maintenance and storm water maintenance, and water for irrigation.

## Attachment A



Monday, September 10, 2012



# Attachment A

## City of Kenmore Capital Improvement Program Project Name: SR 522 – West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE Including 61<sup>st</sup> Avenue NE approaches)

### CURRENT DOLLARS

| Year                   | Prior Years       | 2013               | 2014               | 2015               | 2016        | 2017        | 2018        | Total               |
|------------------------|-------------------|--------------------|--------------------|--------------------|-------------|-------------|-------------|---------------------|
| <b>Expenses</b>        |                   |                    |                    |                    |             |             |             |                     |
| Project Administration | \$ 10,000         | \$ 85,000          | \$ 65,000          |                    |             |             |             | \$ 160,000          |
| Design                 | \$ 50,000         | \$ 363,500         |                    |                    |             |             |             | \$ 413,500          |
| ROW/Acquisition        | \$ 40,000         | \$2,850,000        |                    |                    |             |             |             | \$ 2,890,000        |
| Construction           |                   | \$1,100,000        | \$4,800,000        | \$2,000,000        |             |             |             | \$ 7,900,000        |
| Art                    |                   |                    |                    |                    |             |             |             |                     |
| <b>Total</b>           | <b>\$ 100,000</b> | <b>\$4,398,500</b> | <b>\$4,865,000</b> | <b>\$2,000,000</b> |             |             |             | <b>\$11,363,500</b> |
| <b>Revenue</b>         |                   |                    |                    |                    |             |             |             |                     |
| REET                   | \$ 100,000        | \$ 335,000         | \$ 65,000          | \$ 250,000         |             |             |             | \$ 750,000          |
| General                |                   |                    |                    |                    |             |             |             | \$ -                |
| Impact                 |                   | \$ 400,000         | \$ 380,000         | \$ 400,000         |             |             |             | \$ 1,180,000        |
| State                  |                   | \$1,100,000        |                    |                    |             |             |             | \$ 1,100,000        |
| TIB                    |                   |                    | \$4,100,000        | \$1,100,000        |             |             |             | \$ 5,200,000        |
| SWM                    |                   | \$ 63,500          | \$ 320,000         | \$ 250,000         |             |             |             | \$ 633,500          |
| Federal                |                   | \$2,500,000        |                    |                    |             |             |             | \$ 2,500,000        |
| <b>Total</b>           | <b>\$ 100,000</b> | <b>\$4,398,500</b> | <b>\$4,865,000</b> | <b>\$2,000,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$11,363,500</b> |

### SCHEDULE

|                         | 2013 |    |    |    | 2014 |    |    |    | 2015 |    |    |    | 2016 |    |    |    | 2017 |    |    |    | 2018 |    |    |    |
|-------------------------|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|
| <b>Project Timeline</b> | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 |
|                         |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Right of Way            |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Final Design            |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Construction            |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Closeout                |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
|                         |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
|                         |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
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|                         |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |



## City of Kenmore Capital Improvement Program

**Project Name:** SR 522 West B (57<sup>th</sup> to 61<sup>st</sup> including Burke-Gilman Trail Wall)

**Project No.** T-8

**Project Location:** SR 522 from 57<sup>th</sup> Avenue NE to 61<sup>st</sup> Avenue NE.

**Project Manager:** Kent Vaughan & Kris Overleese

**Project Description:** This project would widen Highway 522 west of 61<sup>st</sup> Avenue NE to the south to provide dual eastbound to northbound left turn lanes at the 522/61<sup>st</sup> Avenue NE signal. The widening would require construction of a retaining wall along the north side of the Burke-Gilman Trail.

**Background:** This project is formerly one of the components of the larger SR 522 Phase 1, Stage 2 Corridor Improvement Project; now called **West B**. The addition of dual east to north turn lanes at the 522/61<sup>st</sup> Avenue NE signal would increase efficiency for all legs. 522 improvements include: sidewalk, undergrounding utilities, stormwater system facilities, illumination, and rechannelization to three lanes in each direction including Business Access Transit – BAT lanes and left/u turn pockets.

The West A Segment (NE 61<sup>st</sup> to 65<sup>th</sup> Streets including north and south approaches) should be completed first. Right of way acquisition will be conducted in conjunction with the West A Segment in 2013. Ideally, this project would begin construction at the tail end of West A.

### Funding Status:

Right of way acquisition is funded for the project. The City will provide available Transportation Impact Fee, Surface Water Utility, and REET resources to the project, but other funds are needed to finish design and construction. A low interest Public Works Trust Fund Loan will be investigated.

**Environmental Review Status:** Exempt ☐ Mitigated DNS ☐ EIS ☒

An environmental impact statement has been completed and approved by WSDOT and FHWA. The NEPA document was updated in 2012.

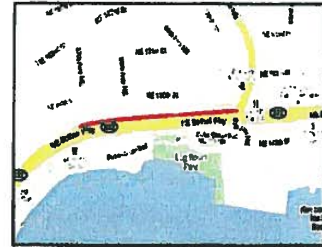
### Potential Project Issues:

A permit to temporarily occupy the Burke-Gilman Trail and utility easements will be required from King County Parks. Significant funds need to be acquired for this project for construction.

### Operations:

This project will result in increased street lighting electrical and maintenance costs, landscaping maintenance, storm water maintenance, and water for irrigation.

## Attachment A





# Attachment A

## City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57<sup>th</sup> to 61<sup>st</sup> including Burke Gilman Trail Wall)

Project No. T-8

### CURRENT DOLLARS

| Year                   | Prior Years | 2013 | 2014 | 2015              | 2016                | 2017             | 2018 | Total               |
|------------------------|-------------|------|------|-------------------|---------------------|------------------|------|---------------------|
| <b>Expenses</b>        |             |      |      |                   |                     |                  |      |                     |
| Project Administration |             |      |      | \$ 15,000         | \$ 75,000           | \$ 15,000        |      | \$ 105,000          |
| Design                 |             |      |      | \$ 395,000        |                     |                  |      | \$ 395,000          |
| ROW/ Acquisition       |             |      |      |                   |                     |                  |      |                     |
| Construction           |             |      |      |                   | \$ 8,510,000        |                  |      | \$ 8,510,000        |
| <b>Total</b>           |             |      |      | <b>\$ 410,000</b> | <b>\$ 8,585,000</b> | <b>\$ 15,000</b> |      | <b>\$ 9,010,000</b> |
| <b>Revenue</b>         |             |      |      |                   |                     |                  |      |                     |
| REET                   |             |      |      |                   | \$ 300,000          |                  |      | \$ 300,000          |
| SWM                    |             |      |      |                   | \$ -                |                  |      | \$ -                |
| Impact Fees            |             |      |      |                   | \$ 250,000          |                  |      | \$ 250,000          |
| TIB                    |             |      |      |                   | \$ 2,000,000        |                  |      | \$ 2,000,000        |
| Tolling                |             |      |      |                   |                     |                  |      |                     |
| Federal                |             |      |      | \$ 354,650        |                     |                  |      | \$ 354,650          |
| PWTF Loan              |             |      |      | \$ 55,350         | \$ 6,035,000        | \$ 15,000        |      | \$ 6,105,350        |
| <b>Total</b>           |             |      |      | <b>\$ 410,000</b> | <b>\$ 8,585,000</b> | <b>\$ 15,000</b> |      | <b>\$ 9,010,000</b> |

### SCHEDULE

|                  | 2013 |    |    |    | 2014 |    |    |    | 2015 |    |    |    | 2016 |    |    |    | 2017 |    |    |    | 2018 |    |    |    |
|------------------|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|
| Project Timeline | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 |
| Right of Way     |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Final Design     |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Construction     |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| Closeout         |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
|                  |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
|                  |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
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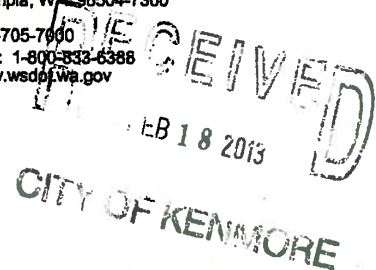
**Washington State  
Department of Transportation**  
**Paula J. Hammond, P.E.**  
Secretary of Transportation

February 14, 2013

**Transportation Building**  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7900  
TTY: 1-800-833-6388  
www.wsdot.wa.gov

Mr. Rob Karlinsey  
City Manager  
City of Kenmore  
PO Box 82607  
Kenmore, Washington 98028-0607

**City of Kenmore  
Right of Way Procedures**



Dear Mr. Karlinsey:

Recently, the Washington State Department of Transportation (WSDOT) Headquarters, Real Estate Services Division, reviewed your agency's submittal of updated right of way procedures. Upon their review, the City of Kenmore's right of way procedures are approved with the following restrictions:

- The City Engineering & Environmental Services Director has been identified as responsible to carry out program administration for real estate activities for the agency.
- All appraisals and appraisal reviews must be contracted with a qualified agency or consultant on WSDOT's approved qualified appraiser/reviewer list. The city is advised to work closely with the region Local Agency Coordinator (LAC) prior to initiating the valuation process.
- Acquisitions must be contracted for with consultants or other agencies with qualified staff. The city is furthermore directed to offer the LAC the opportunity to undertake a preliminary review of right of way files prior to making initial offers to property owners.
- Relocations must be contracted with consultants or other agencies with qualified staff. Any relocation consultant must be monitored by the Local Agency Coordinator.
- The Finance Director or designee has been identified responsible to carry out property management activities for the agency.

It is recommended that your agency contact the LAC prior to contracting with a consultant or another approved agency.

The city was granted approval in June 2006 to use the FHWA approved waiver process of \$25,000.00 or less, including cost to cure items. This remains in effect. If you have any questions regarding the provisions, please contact Tom Boyd, Northwest Region LA Coordinator, at (206) 440-4205, or Susan Clemen, Real Estate Services, Olympia, at (360) 705-7325.

Sincerely,

*Stacie Kelsey*

Stacie Kelsey  
Standards and Procedures Engineer  
Highways & Local Programs

SLK:ac

Enclosure

cc: Susan Clemen, Real Estate Services, MS 47338  
Ed Conyers, Northwest Region Local Programs, MS NB82-121 w/enclosure  
Tom Boyd, Northwest Region, MS NB82-118 w/enclosure

## **City of Kenmore Right-of-Way Procedures**

The City of Kenmore ("CITY"), desiring to acquire right-of-way and other real property rights for federal aid and federally assisted projects in accordance with the State Uniform Relocation Assistance and Real Property Acquisition Act (Ch. 8.26 RCW) and State regulations (Ch. 468-100 WAC) and applicable federal regulations hereby adopts the following procedures to implement the above statutes and Washington Administrative Code. The Engineering & Environmental Services Department ("Department") of the CITY is responsible for the real property acquisition and relocation activities on capital projects administered by the CITY. To fulfill the above requirements the Department will acquire all right-of-way and other real property rights for federal aid and federally assisted projects in accordance with the policies set forth in the Washington State Department of Transportation (WSDOT) *Right of Way Manual* (M 26-01) and *Local Agency Guidelines* manual (M 36-63). The CITY has the following expertise and personnel capabilities to accomplish the functions of:

(1) **PROGRAM ADMINISTRATION**

The CITY's Engineering & Environmental Services Director ("Director") or designee will provide project oversight, management and other related program administrative duties as necessary. The Director will sign the Determination of Values (DV) for the City.

(2) **APPRAISAL**

The City shall use a qualified consultant from WSDOT's approved list of qualified appraisers. Appraisers shall also be certified and licensed by the State of Washington.

(3) **APPRAISAL REVIEW**

The City shall use a qualified consultant from WSDOT's approved list of qualified review appraisers. Review appraisers shall also be certified and licensed by the State of Washington.

(4) **ACQUISITION**

The City will use qualified consultants, another local agency with approved procedures, or available WSDOT staff.

(5) **RELOCATION**

The City will use qualified consultants, another local agency with approved procedures, or available WSDOT staff.

(6) **PROPERTY MANAGEMENT**



The CITY's Finance Director or designee will provide management of excess lands and improvements acquired by the CITY. Property Management duties will be provided in accordance with Section 25.12 of the *Local Agency Guidelines*, as amended.

Any functions for which the CITY does not have staff will be contracted for with an outside qualified consultant, another local agency with approved procedures or WSDOT. If consultants are used, the CITY will work closely with the WSDOT Local Agency Coordinator and Highways & Local Programs to ensure all requirements are met. If the CITY proposes to have a staff person negotiate who is not experienced in negotiation for FHWA funded projects, the WSDOT Local Agency Coordinator must be given a reasonable opportunity to review all offers and supporting data before they are presented to the property owners.

The CITY wishes to take advantage of an Appraisal Waiver process on properties valued at \$25,000 or less and has adopted the process outlined in the attached Waiver of Appraisal (Attachment A).

A copy of the City's Administrative Settlement Policy is also attached (Attachment B) showing the approving authority and the process involved in making administrative settlements.

All projects shall be available for review by the FHWA and the state at any time and all project documents shall be retained and available for inspection during the plan development, right-of-way and construction stages and for a three year period following acceptance of the projects by WSDOT.

The CITY understands that approval of the CITY's procedures by WSDOT may be rescinded at any time the CITY is found to no longer have qualified staff or is found to be in non-compliance with the regulations, and that such rescission may be applied to all or part of the functions approved.

CITY OF Kenmore

By:

  
City Manager

APPROVED:

  
WSDOT, Real Estate Services

Date:

12/13/2012

2/12/13

Attachment A

**WAIVER OF APPRAISAL**

The CITY desiring to acquire Real Property according to 23 CFR, Part 635, Subpart C and State directives and desiring to take advantage of the \$25,000.00 appraisal waiver process approved by the Federal Highway Administration for Washington State, hereby agrees to follow the procedure approved for the Washington State Department of Transportation as follows:

**Rules**

- A. The CITY may elect to waive the requirement for an appraisal if the acquisition is simple and the compensation estimate indicated on the PFE (Project Funding Estimate) is \$25,000.00 or less including cost-to cure items.
- B. The CITY must make the property owner(s) aware that an appraisal has not been done on the property and that one will be completed if they desire.
- C. Special care should be taken in the preparation of the waiver. As no review is mandated, the preparer needs to assure that the compensation is fair and that all the calculations are correct.

**Procedures**

- A. An Administrative Offer Summary (AOS) worksheet is prepared using data from the PFE.
- B. The AOS is submitted to the CITY Engineering & Environmental Services Director or designee for approval.
- C. CITY Engineering & Environmental Services Director or designee signs the AOS worksheet authorizing a first offer to the property owner(s).

Attachment B

**CITY OF KENMORE REAL PROPERTY AND ADMINISTRATIVE  
SETTLEMENT PROCEDURES**

The CITY shall, to the greatest extent possible, expeditiously negotiate all fair market value offers (FMV) for the acquisition right-of-way and other of real property rights. However, the CITY recognizes the fact that differences of opinion as to FMV or other compensation components may occur with property owners. These differences typically exceed the FMV offered by the CITY. In such cases, an Administrative Settlement may be necessary where the CITY will continue to negotiate considering all the information supporting just compensation in excess of the CITY'S calculation of FMV's.

The CITY's negotiator will work with CITY staff and property owners towards a mutual and reasonable agreement on just compensation. All reasonable counter offers by the property owner will be submitted to the CITY Engineering & Environmental Services Director ("Director") or his/her designee for review. If in agreement, the CITY Director or his/her designee will coordinate with the assigned negotiator and other CITY staff, and prepare a letter of support and justification towards an Administrative Settlement. The extent of the letter of support is a matter of judgment and will be consistent for all property owners, subject to the circumstances and the amount of money involved. Considerations in the letter of support may include, but are not limited to, all available pertinent appraisals, range of testimony in a condemnation trial, construction schedules, prior court awards, trial costs (legal counsel) and the public interest. Authority for approval of administrative settlement proposals during project negotiations shall be delegated as follows:

The CITY NEGOTIATOR is authorized to approve administrative settlements of up to \$2,500 above the appraised FMV.

The CITY Engineering & Environmental Services Director or his/her designee, is authorized to: sign all determination of values (DVs), approve acquisitions up to \$25,000, and approve administrative settlements of \$2,501 to \$20,000 above the CITY'S FMV (\$45,000 total authority).

The CITY MANAGER is authorized to approve: acquisitions up to \$300,000 and administrative settlements of \$20,001 to \$50,000 above the CITY'S FMV(\$350,000 total authority). In addition, the CITY MANAGER is authorized to approve provision of relocation benefits and to authorize relocation payments, regardless of value.

The CITY COUNCIL will approve administrative settlements that exceed \$50,000 above the appraised FMV and all acquisitions that exceed \$300,000.

All administrative settlements will be documented, thoroughly justified, set forth in writing, and shall bear the signature of the appropriate City official.



April 8, 2013 Council Report: Attachment B

## City Of Kenmore, Washington

February 11, 2013

Sam Schuyler, Assistant Local Programs Engineer  
Washington State Department of Transportation  
PO Box 330310  
Seattle, WA 98133-9710

Dear Sam:

Per WSDOT's request, enclosed is a description of City staff who will be working on Right of Way acquisition for the City and their experience:

**Kent Vaughan, Senior Civil Engineer:**

Kent is a licensed professional engineer in the State of Washington with 14 years of engineering experience in transportation and storm water capital project delivery (7 years with private consulting firm and 7 years as a project manager with the City of Kenmore). He has managed 5 capital projects with the City of Kenmore that required right-of-way acquisition with local funding, and has assisted the City Engineer at various stages of the right-of-way acquisition process on past federally funded SR522 projects. He is familiar with LAG right-of-way procedures, and has attended WSDOT right-of-way courses including a right-of-way do's and don'ts presentation by Tom Boyd in 2012.

**Kris Overleese, Director of Engineering & Environmental Services (City Engineer):**

Kris has managed large capital projects (in excess of \$500,000) for over 10 years. She has significant experience managing design, construction, environmental review and right of way acquisition. She has acquired property rights from over 100 parcels (federal and state funds) and has managed right of way acquisition and appraisal contracts (right of way acquisition costs of approximately \$15 Million). She has experience with relocation of businesses and real property, uneconomic remnants, easements, and the utilization of eminent domain. Kris has participated in approximately 12 successful right of way acquisition mediations.

**Joanne Gregory, Finance Director:**

Joanne has served as the City's Director of Finance since December 2007 and is responsible for the accounting, budgeting, financial reporting, human resources, network administration, and risk management functions of the City. Although not directly involved in ROW acquisition or negotiation, she is responsible for ensuring that the City's policies and procedures for procurement are followed and that internal controls regarding approval authority for acquisitions and disbursement of funds is adequate. Previously she spent seven years as the Finance Director for the City of Mill Creek, WA and also served the cities of Mountlake Terrace, WA and Novato, CA.

Thank you! Please let me know if you have any questions. I can be reached at (425) 984-6150.

Sincerely,

Kris Overleese, PE  
City Engineer

18120 68<sup>th</sup> Ave NE · PO Box 82607 · Kenmore, WA 98028

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