



# **City of Kenmore, Washington**

## **2015 – 2016 Proposed Preliminary Budget**

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***For the Period January 1, 2015 – December 31, 2016***

*Copies of the 2015-2016 Proposed Biennial Budget are available for viewing on the City's website [www.kenmorewa.gov](http://www.kenmorewa.gov), at City Hall, and the Kenmore Library*

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**2015-2016 Proposed Preliminary Budget**  
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# City of Kenmore, Washington

## Reader's Guide to the Budget

The City of Kenmore is required by State law to adopt a balanced budget each year. Understanding a governmental budget and its specialized terminology and organization can be a challenge. This Readers' Guide is being provided to highlight the kinds of information contained in this document and to make the City's budget more understandable and useable for the reader.

### **Organization of the Budget Document:**

This budget document contains legally required budget information, description background information and various graphs and tables that will be helpful to the readers' understanding. It is organized into eight major sections to help the reader more easily find information about the city and its budget. These sections are which follow after the Table of Contents are: Introduction, City Profile, Budget Guide, Executive Summary, Operating Budget, Other Funds' Budgets, Capital Program, and Appendix.

### **Introduction:**

This section introduces the reader to the contents of the budget document along with the transmittal letter prepared by the City Manager which provides an overview of the process and policies that guided the preparation of the current City budget.

It includes the following:

- Reader's Guide to the Budget
- The City Manager's Budget Message

### **City Profile:**

This section tells the reader more about the City of Kenmore, the organization of the City, and the goals, and work plans that accomplish the work of the City.

It includes an organizational chart, the City's Vision, Mission Statement and Goals, work plans, a profile of the City and maps.

### **Budget Guide:**

This section provides information about how the budget is developed and describes the City's financial policies.

It includes the steps in the budget preparation process, policies, accounting and budgeting information and details about debt.

### **Executive Summary:**

This section provides a broad review of revenues and expenditures for all of the City's funds in a variety of tables and graphs to help the reader further understand the budget as a whole.

It includes information about personnel, assumptions used in the development of the revenues and expenditures, and summary information and charts showing City-wide sources and uses of funds and cash.

### **Operating Budget:**

In this section summary information about the General Fund budget is presented. The General Fund budget is the operating budget of the City.

It includes summary information and charts showing sources and uses of funds and the individual department, or cost center, budgets.

# City of Kenmore, Washington

## Reader's Guide to the Budget

### **Other Funds' Budgets:**

Information about the budgets for the other funds of the City is included here and describes the purpose of each fund, prior achievements, 2015-2016 objectives, budget highlights, and detailed revenue and expenditure budgets.

### **Capital Program:**

This section describes the proposed six-year plan for capital improvements within the City and includes a description of the Capital Improvement Program, summary tables of park, transportation, surface water and facility and equipment capital improvements, and descriptions of the projects included in the program currently under consideration.

### **Appendix:**

This section provides a supplementary reference for the reader and includes:

- Ordinance Adopting the Biennial Budget
- Employee Position Classification and Monthly Salary Schedule
- Resolution Adopting the Transportation Benefit District Budget
- 2015 Fee Resolution and Schedule
- The Investment Policy
- Glossary and Acronyms



# City Of Kenmore, Washington

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October 27, 2014

Honorable Members of the City Council  
City of Kenmore  
18120 68<sup>th</sup> Avenue NE  
Kenmore, WA 98028

Honorable Mayor and City Council:

We are pleased to deliver the City of Kenmore Preliminary 2015-2016 Biennial Budget for your consideration. Your leadership and direction have made it possible for us to produce a preliminary two-year budget that will propel the City forward in accomplishing your and the community's goals and priorities. We look forward to your deliberations and guidance over the next few weeks as you consider this proposed budget, and we also look forward to receiving additional input from the community.

Looking back over the last biennium, it has been very rewarding to see how the City team worked internally and with the community to both implement the plan laid out in the budget and respond to new priorities during the biennium. The list of accomplishments is quite long and is found in the narrative sections of each of the department budget pages of this budget document.

## *Priority Based Budgeting*

In preparing the 2015-2016 Biennial Budget, we used a new process to help guide our thinking and recommendations, and you as the City Council launched the process by identifying the main results (i.e. priorities) you want the City to accomplish. You were also very engaged as we used this new tool to develop the budget. Called Priority Based Budgeting (PBB), this process uses a program evaluation approach instead of a line item approach to produce the budget. We contracted with the Center for Priority Based Budgeting (CPBB) to guide us.

Overall, I am pleased with the Priority Based Budgeting process. As the CPBB promised, PBB really has made me look at the budget through a new lens and see what we do and how we pay for it in a new way. Thanks to PBB, I believe I know and understand the components of our budget better than I have in the past.

The PBB process revolved around the main community results you, the City Council identified early on:

1. A Safe and Secure Community

2. An Attractive, Well-Planned Enduring and Desirable Place to Live and Work
3. Access to Quality Cultural, Recreational, Educational, and Leisure Opportunities
4. Effective Mobility and Connected, Reliable Transportation Systems
5. A Prosperous, Vibrant, and Sustainable Economy
6. A Sustainable, Healthy Environment and the Preservation of Natural Resources
7. A Connected, Involved, and Family-Oriented Community that Values Diversity

At a City Council meeting early in the process, you identified and ranked the community results in the order shown above. We also asked the community to rank the results at a public workshop held on September 11, 2014 and also through an online survey, with 48 total citizens responding. The citizens that responded self-selected themselves, meaning that the survey was not random or scientifically based, but the input was still helpful and important. The result rankings from the community are shown with the City Council's rankings in the following table:

<i>Results</i>	Council Total Points (6 Participants)	Council Ranking	Citizen Total Points Scored (48 Participants)	Citizen Ranking
A Safe and Secure Community	108	1	1067	1
An Attractive, Well-Planned, Enduring and Desirable Place to Live and Work	90	2	712	4
Access to Quality, Cultural, Recreational, Educational and Leisure Opportunities	89	3	684	5
Effective Mobility and Connected, Reliable Transportation Systems	87	4	745	2
A Prosperous, Vibrant and Sustainable Economy	87	4	743	3
A Sustainable, Healthy Environment and the Preservation of Natural Resources	70	6	478	6
A Connected, Involved and Family-Friendly Community that Values Diversity	69	7	358	7

As you can see, the City Council and the responding citizens were in agreement on the first ranked result and the last two ranked results. Also note, however, that the point differences between the results ranked 2 through 5 are not very large.

Once the City Council identified the community results, we worked with you and the consultants at CPBB to add definitions to those results. Those results and definitions immediately follow this budget letter. City staff then took those results, made a list of all of the programs they provide (close to 400 in total), and, under the guidance of the CPBB, staff allocated costs to the programs, using both staff time and other expenditure categories to produce the fully loaded cost

of each program. Once the program costs were determined, staff then scored how effective the programs were in achieving the results, using the result definitions as a guide.

Once they were scored, the programs were sorted into quartiles, with the highest scoring programs in quartile one and the lowest scoring programs in quartile four. Probably the most significant finding is that the overwhelming majority of our expenditure budget (i.e. the costs of programs) is in quartiles one and two. Of our \$13 million operating budget (General Fund, Street Fund, and Surface Water Fund), more than \$10 million is supporting quartile one and two programs. If the reverse were true (i.e., if most of the spending was found in quartiles three and four), then the conclusion would be that our spending does not match our priorities, and a significant budget realignment would likely have resulted.

An additional result not listed above, Governance, covers the internal administrative work we do that supports all of the other results. I was pleased to see that from the costing portion of the PBB process, Governance, which can also be labeled as administrative overhead, was only about 11 percent of the budget. The consultants from the Center for Priority Based Budgeting told us that 11 percent is on the low end of what they usually see in other cities—in other words, we are keeping our overhead costs down.

Eye opening for me was the large number of programs the City offers, both internally (Governance) and externally (Community Results). I was admittedly surprised to learn that in total, we run close to 400 total programs, especially given that we only have about thirty employees to run or oversee these programs. In the future, we may fine tune what gets counted as a program—some programs may have been broken out into too much detail, while other programs could have been distributed into smaller programs—but nevertheless, the 400 number is in the ballpark, and this PBB exercise shed new light on what we do and how much we do.

Examples of quartile one programs include the following:

<u>Department</u>	<u>Quartile One Program</u>
City Council	Strategic Goal and Direction Setting
City Manager	Leadership and Direction to Organization
Community Development	Comprehensive Plan Development
Development Services	Permit Review
Engineering and Environmental Services	Pedestrian and Bicycle Safety
Finance and Administration	Banking and Treasury Management
Parks	Playground Maintenance
Public Works	Bridge Maintenance

Interestingly, no police programs were scored high enough to be in quartile one. While Safe and Secure Community is a highly ranked community result, remember that all programs were scored against all seven results. Therefore, while police programs may have scored high in Safe and Secure Community, they may not have scored as high in other result areas (Sustainable, Healthy Environment, for example). The police programs of law enforcement, patrol, and traffic enforcement all scored as quartile two programs. Other police programs scored in quartiles three and four.

Examples of Programs in Quartile Four include the following:

<u>Department</u>	<u>Quartile Four Program</u>
City Manager's Office	Graphic Design and Photography
Finance and Administration	Budget at a Glance Production
Police	Junior High School Dance Sponsorship
Public Works	City Hall Green Roof Maintenance

The Diagnostic Tool produced by the CPBB provided a multitude of useful ways to filter and explore the data. At the October 6, 2014 City Council meeting, the consultants with CPBB presented the tool and showed us some of the findings and the different ways to sort through and interpret the data. At the following meeting on October 13, Finance and Administration Director Joanne Gregory led us through a continued PBB discussion as we used the diagnostic tool to interpret the data and view the programs under various search criteria.

### **2015-2016 Budget Highlights**

This budget is goal and priority driven. The City Council, as the elected representatives of the citizens, has adopted a set of major goals. These goals are as follows:

#### 2014-2015 City Council Goals

1. To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.
2. To continue to implement the Economic Development Plan with an emphasis on four key points:
  - Promote the Image of Kenmore
  - Develop Downtown
  - Support Existing Businesses
  - Advance the City's Connection to the Waterfront.
3. To continue to seek transportation funding and mitigation for State impacts on the City's transportation system, air and water quality, and noise, including but not limited to, SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.
4. To accelerate implementation of the Sidewalk Plan by determining various funding options.
5. To advance the public's access and connection to the waterfront.
6. To continue to seek opportunities to complete a successful Lakepointe.
7. To implement a Parks Improvement and Financial Plan.
8. To continue to establish a contemporary Information Technology Program.
9. To establish a 6-year financial plan for the future.
10. To conduct a comprehensive review of the Regional Business Zone.
11. To address watershed issues affecting the City.
12. To emphasize the importance of cultural diversity through participation, celebration, outreach, and other City activities.

Using the City Council's goals as our guide, the following budget discussion focuses on major goals, highlights, and changes for the upcoming biennium.

This budget continues to invest heavily in the City's core functions, including public safety (police, criminal justice, and building and code compliance), transportation, and parks. For example, the City's recent road pavement condition score of 82, one of the highest in the region, is welcome news but not surprising given resources you have allocated to maintaining the City's roads.

The City's emphasis on public safety is realized through a high quality police force led by Chief Sether. The City receives its police services from the King County Sheriff's Office, and I believe the City is providing solid police coverage of at least two officers on duty 24 hours per day, seven days per week, with additional police coverage often at peak call volume times. We also have excellent mutual aid relationships with our neighboring jurisdictions. Traffic enforcement continues to be a top priority of our police department, including an emphasis on DUIs, crosswalk and traffic control device violations, and speeding in general.

Public safety includes more than police and criminal justice. Building and code requirements, infrastructure investments, and citizen outreach and education also are important to a safe community.

#### *Emphasis on Pedestrian and Bicycle Safety*

In particular, pedestrian and bicycle safety continues to be a top priority as demonstrated by the City Council's Number 1 priority goal "to focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel" and Council Goal Number Four "to accelerate implementation of the Sidewalk Plan by determining various funding options."

Multimodal safety has been a high City priority for many years, as evidenced by the almost \$70 million for Bothell Way improvements which have yielded a 40% reduction in accidents since project completion. This last biennium's investment in pedestrian and bicycle safety has also been substantial, including the following:

1. Nine new rapid flashing beacon systems installed on non-stop controlled arterial crosswalks (a tenth one is scheduled for 68<sup>th</sup> Avenue NE and NE 182<sup>nd</sup> when the Spencer68 residential project nears completion).
2. Many hours of traffic engineering studies and recommendations pertaining to neighborhood and arterial traffic calming measures. Many of these recommendations were implemented; others are still in process.
3. New bike lanes created through "road diet" on 61<sup>st</sup> Avenue NE.
4. Rechannelization of Juanita Drive, yielding an improved bicycle and pedestrian space, markings, and signage.
5. New sidewalk on the east side of 68<sup>th</sup> Avenue NE between NE 182<sup>nd</sup> Street and NE 185<sup>th</sup> Street.
6. Arterial speed studies and recommendations, including a reduced speed limit on 80<sup>th</sup> Avenue NE.

7. New restriping and rechannelization plan for Simonds Road that will produce new bicycle lanes. This restriping is expected to occur during the 2015-2016 biennium.
8. Substantial new education and outreach efforts, including the launch of our new Target Zero initiative. Advertisements, educational pieces, and City presence in the schools and events are among these outreach efforts.
9. City Council adoption of the 20-year sidewalk plan.
10. Completion of Pedestrian and ADA Safety Improvements at the signalized intersections of Arrowhead Drive and Juanita Drive and also NE 170<sup>th</sup> Street (Simonds) and Juanita Drive.
11. Completion of the new signal at NE 181st Street and 61st Avenue NE.
12. Increased police enforcement for all modes of transportation. Special emphasis was placed at crosswalks to improve motorist yield rates.
13. Completed design, permitting, and right of way acquisition for the SR 522 West A Project which includes significant pedestrian improvements.
14. Installation of pedestrian flags at multiple locations throughout the City.
15. Installation of a four-way stop at NE 181<sup>st</sup> Street and 67th Avenue NE and installation of a stop sign at the bottom of the 61<sup>st</sup> Avenue NE hill adjacent to the Burke Gilman Trail.
16. Installation of "lead" pedestrian timing at the 68th Ave/NE 181st signal.
17. Completion of the Transportation Element of the City's Comprehensive Plan. This element includes policies pertaining to pedestrian and bicycle safety. One of the key policies in this transportation element included changing the philosophy of City Level of Service (LOS) analysis to include pedestrian and bicycle level of service, no longer just the motorized vehicle.
18. Design of new sidewalks to fill "sidewalk gaps" in several locations (installation expected in 2015).
19. Replaced and improved the ADA sidewalk ramps on both Juanita and 80th Ave NE.
20. Changed out all Bus Stop Ahead signage in the City to the newer Model Uniform Traffic Control Device (MUTCD) standard.

When it comes to pedestrian and bicycle safety, this proposed two-year budget builds upon the momentum of the last several years. City Council Resolution No. 14-235 adopting a "Target Zero" goal for no pedestrian and bicycle deaths or fatalities from collisions with motorized vehicles has also added to this momentum and provides a good vision for what we're trying to accomplish. Keeping this Target Zero goal in mind, the main components of this biennium budget's pedestrian and bicycle safety initiative are as follows:

### **Infrastructure**

1. New sidewalks and trail improvements in the following locations:
  - Both sides of Bothell Way between 65<sup>th</sup> Avenue NE and 61<sup>st</sup> Avenue NE. This stretch of Bothell way is approximately 0.5 miles.
  - East side of 61<sup>st</sup> Avenue NE between Bothell Way and NE 175<sup>th</sup> Street.
  - Both sides of 61<sup>st</sup> Avenue NE approaching Bothell Way from the midblock near NE 181<sup>st</sup> Street (connecting into the new sidewalks that were installed in 2012).
  - Both sides of 62<sup>nd</sup> and 63<sup>rd</sup> Avenues NE approaching Bothell Way from the north (50 feet each).

- South side of NE 181<sup>st</sup> Street between 68<sup>th</sup> Avenue NE and 73<sup>rd</sup> Avenue NE.
- Sidewalk repair and potential replacement on the east side of 61<sup>st</sup> Avenue NE just south of NE 190<sup>th</sup> Street.
- Entrance improvements to the Tolt Trail coming eastbound from 68<sup>th</sup> Avenue NE and also coming eastbound near the 7100 block.

All of the above sidewalk and trail projects are funded in the proposed Capital Improvement Plan, also a part of this proposed budget. These sidewalk sections are funded by a mixture of state and federal grants, real estate excise tax, transportation impact fees, surface water revenue, and some General Fund dollars. The above list does not include new sidewalks that are required to be constructed by private development, such as the new sidewalk section to be installed in 2015 on the west side of 68<sup>th</sup> Avenue NE across from City Hall.

2. Expanded bicycle and pedestrian pathway designed into the future replacement of the West Sammamish River Bridge (southbound 68<sup>th</sup> Avenue NE), including both approaches from NE 175<sup>th</sup> Street and NE 170<sup>th</sup> Street (Simonds Road). Whether we can move forward on the design (let alone construction) of the West Sammamish River Bridge is dependent on grant funding for which we've applied but have not yet secured. We should know more on grant funding for this bridge prior to adoption of this proposed budget.
3. \$350,000 for design and construction of neighborhood transportation improvements, funded by real estate excise tax. Examples of potential projects include neighborhood traffic circles (not to be confused with arterial roundabouts), chicanes, speed humps, signage, short sidewalk sections and/or pathways, parking restrictions, and other traffic calming and pedestrian/bicycle safety measures.
4. \$350,000 from the Strategic Opportunities fund to evaluate, design, and install arterial crosswalk enhancements and school zone enhancements. The new Traffic Engineer (discussed below) will evaluate and recommend how best to spend these resources to enhance safety. Improvements could potentially include illumination modifications; new overhead rapid flashing beacons (on mast arms over arterial crosswalks); new rapid flashing beacons; advanced warning flashers; short segments of sidewalk and/or pathway; and other safety devices. The Traffic Engineer would coordinate with the school district to evaluate school zones.
5. \$250,000 from the Strategic Opportunities Fund to study cost and feasibility for projects to be funded in a voter approved measure. Arterial traffic calming devices, sidewalks, and other bicycle and pedestrian facilities will be considered. Potential park projects would also be part of this process. This funding also includes resources for a public process to obtain input from citizens on what projects could go in a voter-approved funding package. Even if this process does not result in a voter-approved measure or if the measure fails, this funding will not be wasted. The information obtained from the project, such as the geometric sizing and feasibility of roundabouts at certain intersections, will be important to have as we plan long term for safety improvements and funding.

## Personnel

6. The addition of a new Traffic Engineer position. Traffic engineering services are currently provided by King County. This position will allow the City to bring these services in house. Some of the duties of the traffic engineer will include:
- Develop and implement the Neighborhood Transportation Improvements Program.
  - Respond to citizen traffic safety inquiries and concerns.
  - Evaluate and/or implement the 2014 recommendations of the citizen Ad Hoc Committee for Pedestrian and Bicycle Safety. For examples, research the feasibility of installing speed cameras in school zones.
  - Analyze and provide reports on traffic accidents and other traffic data.
  - Manage on-street parking and pedestrian walkways.
  - Provide support to the Development Review team by providing advice on street signage plans, channelization, and traffic studies associated with new development.
  - Ensure compliance and consistency with traffic safety regulations and standards.
  - Analyze and implement pedestrian and bicycle safety measures, crosswalks augmentation, sidewalks, school zone enhancements, bicycle lanes, and more as resources allow

## Education and Outreach

7. The City Manager's Office will continue to lead the City's education and outreach effort, including getting into the schools and having a presence at events. We have developed an outreach and communication strategy for pedestrian and bicycle safety that we have been implementing and will continue to implement into the next biennium. Providing educational, fun, and interactive learning experiences for kids will be a key component to this program.

The Target Zero campaign has been launched, including the creation of our own Target Zero logo:



As referenced above, on April 28, 2014, the City Council adopted Resolution No. 14-235, Setting "Target Zero" as a "goal by 2025 to have no pedestrian or bicycle deaths or serious injuries as the result of a collision with a motorized vehicle." We are using this vision as a guide in our traffic enforcement and infrastructure planning, and we have also made Target

Zero a centerpiece of our education and outreach efforts. Even the reflective lights that we hand out to the public have the Target Zero Logo.

## **Enforcement**

8. Our police department has and will continue to enforce traffic laws. Priority will continue to be on slowing vehicle speeds and pedestrian and bicycle safety, and we have an overtime budget built into the police department budget for special traffic enforcement emphasis patrols.

## *Functional, Safe, and Happy*

With all of its great assets, both human and physical, Kenmore has so much potential, and the City has a central role in reaching that potential. I believe that to fully prosper and help citizens thrive, cities need to be more than just functional and safe. A functional and safe city provides the basic necessities—a police force, clean water, and an adequate transportation network.

Safe and functional continues to be at our forefront as evidenced by the recent and planned transportation investments in this proposed budget, many of which are described above—but in order to help our citizens and businesses thrive and be invested in our city and our quality of life, we need to go beyond functional; we need to build what *Happy City* author Charles Montgomery calls “emotional infrastructure,” where tools such as urban design and great public spaces create opportunities for citizens to become emotionally tied to and proud of their community. In his 2011 book, *For the Love of Cities*, Peter Kageyama takes it one step further and asserts that cities and their citizens actually need to have an emotional connection, or what he calls a love affair.

Does Kenmore love its citizens and do its citizens love it back? Do our citizens merely see Kenmore as a place to rest their heads at night, and do they spend their working and playing hours in other cities? Do our citizens view themselves as having a long-term relationship with their City? Are we emotionally attached to Kenmore?

Over the years, the City has been making strides in landing on the right side of these questions, including major civic investments in the downtown; growing volunteerism and community participation; improving mobility for pedestrians and cyclists; sponsoring events such as concerts in the park and the hydroplane cup; providing more waterfront recreation opportunities; and adding new parks and park amenities. I believe we are headed in the right direction! I also believe that there is a lot more to do.

On this journey to a happy, thriving and not just functional city, we need to be smart about how we spend the City’s limited dollars and how we leverage not only other financial resources, but also the potentially unlimited human resources that reside right here in Kenmore. The City’s downtown strategy has been and will continue to play a central role in propelling us forward on this path to happy and thriving. Creating that true sense of downtown—that elusive sense of place where citizens can walk, gather, and interact as well as meet their daily needs and have a strong sense of community pride—has been a central strategy ever since incorporation.

Infrastructure investments such as the new City Hall, Kenmore Library, and the NE 181<sup>st</sup> Street realignment are major milestones in getting us there. The recent sale and development plans for the Kenmore Village properties is another marker.

But the cornerstone and bull's eye of our downtown is turning out to be our future town green. This budget proposes to reinvest proceeds from the sale of the Kenmore Village properties right back into our downtown by creating a central gathering place—a town green that can function as a community living room year round.

The Town Green, scheduled for construction in 2015 and opening in 2016, will function as that gathering place and will be right at the center of things in downtown Kenmore. A City-owned pavilion building with retail tenants will be a key part of this experience and will interact with and open out on to the town green. Human resources and programming will be an important part of the business plan—events, meetings, recitals, after school activities, and more are all potential activities that will activate the space.

The town green and pavilion building will be beautiful, and they will be an attraction in and of themselves. Discovery is an important design component, with interesting amenities such as an interactive water feature and a “hot rock” out in the town green to please the senses. The pavilion building will feature abundant glass to give it a lantern effect in the evening and an inviting, two-sided fireplace for warmth, coffee, and conversation in the chillier months of the year. A large bay door that will open up the pavilion building's western end to the town green is also planned and will blur the line between the indoor and outdoor elements of the town green.

We have developed a draft business plan for the town green and pavilion building. With projected rental income included, a conservative estimate of the City's net annual contribution to the town green project, including programming costs and operational costs, will be about \$60,000. This estimate includes a part-time position to run the programming portion of the town green and pavilion building operations, and it also assumes that the City utilizes a property management firm to run the day-to-day operations of the building. The construction costs of the town green project will be tracked separately in the Kenmore Village Fund, as will the operating budget for at least the first year of operation.

Improving walkability (and “bikability” for bicycles) is also a central strategy for our downtown and getting us further along toward a true sense of place and thriving. New downtown sidewalk and trail enhancements are funded in this budget (described earlier), including a new sidewalk connecting 68<sup>th</sup> Avenue NE to 73<sup>rd</sup> Avenue NE on NE 181<sup>st</sup> Street, and Tolt Trail improvements to make the trail more user-friendly and inviting. The Kenmore Village developer is being required to install new sidewalks on the west side of 68<sup>th</sup> Avenue NE, connecting NE 181<sup>st</sup> Street to NE 182<sup>nd</sup> Street. Bicycle stations at the new Spencer68 residential project and in the town green are also planned.

Long-term, we should not give up on connecting our downtown with our waterfront and providing a less intimidating way for our pedestrians and bicyclists to get across Bothell Way. The ad hoc Pedestrian and Bicycle Safety Committee's recommendation to provide a pedestrian

crossing over (or under) Bothell Way is spot on, and we need to allocate resources to finding the best method, location, and funding for a grade separated crossing. This biennium budget does not allocate resources to this study, but the timing and additional information needed to study a Bothell Way crossing will likely materialize as the Lakepointe project progresses.

The widened pedestrian and bike path planned for the new southbound bridge across the Sammamish River will be another important facility that will improve walkability and bikability, especially as it relates to getting non-motorized users across the river and connecting the north and south halves of our City. This West Sammamish River bridge project requires outside sources of funding, and we hope to learn the status of these outside sources in the very near future.

The biennium budget also proposes to blow the dust off of and update the Juanita Drive study (conducted several years ago) and determine what improvements on Juanita Drive will most effectively calm traffic and get us the most value for our dollars. This Juanita Drive analysis will be part of the project to evaluate feasibility and cost for projects that might be included as part of a voter-approved measure.

### **Economic Development**

As demonstrated in Council Goal Number Two, Economic Development continues to be a top priority for the City. This budget continues to allocate resources to economic development efforts that revolve around implementing the City's adopted Economic Development Strategy. The four goals of this Strategy are:

- I. Promote Kenmore's Image
- II. Support Existing Businesses and Expand Employment
- III. Create a Multi-Use, Vibrant, and Walkable Downtown
- IV. Advance the Community's Connection to the Waterfront

Various economic development initiatives and projects are underway, including Kenmore Village. We expect to have sold and closed on the remaining commercial properties, with the exception of the Post Office, to a developer in the beginning of 2015. This sale agreement includes requirements for the developer, including demolition, minimum square footage requirements, and timelines. The City will be retaining ownership of approximately 21,000 square feet of property fronting NE 181<sup>st</sup> Street for the town green, discussed previously.

Other economic development initiatives are in place and making progress. A cohesive marketing and media relations strategy has brought positive exposure for Kenmore in business publications at the regional and even international levels. The street banners that have been in place to alert people that they are in Kenmore will be joined by the first of the wayfinding signs. Local businesses are registering in the new Kenmore Business Registration Program and the Kenmore Business Directory is ready to go live.

The Kenmore Business Alliance is off to a solid start, in partnership with the Greater Bothell Chamber. We continue our work with Bastyr University and the Economic Development

Council of Seattle-King County on promoting a Natural Health Hub in our area, and the potential rehabilitation of Saint Edward Seminary will bolster our largest employer's educational and research mission.

Our pilot project, the Kenmore Business Incubator, has been opened for just over a year and half now, bringing new energy and jobs into the City, and we have seen benefits from publicity and exposure for the City. The incubator sends a message to the business community that the City wants to attract new jobs and that it rolls out the red carpet for startups. During these budget discussions, we will need Council guidance on which direction to take the incubator. Given the incubator project's continued pilot program status, this proposed budget continues to fund it in the Strategic Opportunities Fund. During an upcoming budget discussion, we will have additional information on incubator options, including costs.

Lakepointe continues to be our Holy Grail of economic development, yet we are seeing signs of life and developer activity on this property. This private development project has the ability to transform Kenmore more than any other. Our "man on the moon" goal set in the last biennium budget is still in place: To see the project under construction by the year 2023.

### **The Waterfront**

As affirmed in Council Goals Two and Five, a key component of a prosperous Kenmore is how we turn toward the Lake and leverage this powerful asset. Our waterfront on beautiful Lake Washington is a precious resource that few cities have.

During our Parks, Recreation and Open Space (PROS) Plan update in 2013, we heard clearly from the public that water access is one of their highest priorities. We heard "get me to the water" repeatedly in our surveys, community meetings, and other forms of input throughout the PROS Plan process.

Kenmore can bring the vision of its citizens to fruition and become a waterfront destination in its own right; not just a place to launch or store your boat—a place where boaters and visitors intentionally go to tour and have fun. In other words, Kenmore can become known for its beautiful waterfront and the public access it provides.

During this last biennium, we saw some progress toward that end, including the acquisition of a new waterfront property next to (and now an extension of) Squires Landing Park and at the confluence of the Sammamish River and Swamp Creek. This property is available to the public and has been activated through a private-public partnership. Under this partnership, the Kenmore Waterfront Activities Center (KWAC) provides hand powered watercraft programming (instruction, coaching, classes) in return for using the property's detached garage for storage. KWAC held its first distance race event in late October of this year, with paddlers from the region coming to Kenmore to race in the event.

So far, the programming provided by KWAC includes paddling (not rowing) programs—canoe, kayak and dragon boat. The dragon boat program is a hit, thanks to the Seattle Flying Dragons

stationing a dragon boat at the park for area residents to enjoy several times a week. For those who may not know, a dragon boat is a twenty-person canoe. Kenmore's dragon boat is pictured below. This is a very social sport for all ages and abilities.



In addition to the waterfront property acquisition, we were able to make progress in several other areas, including the installation of a new seasonal dock at Log Boom Park. In addition, permit-level design was completed for Rhododendron Park water access improvements, including a potential boardwalk that would connect the play fields through the wetlands to the water (construction not currently funded in this biennium), a future shell house (not funded but included as a capital budget request in our State Legislative Agenda), and a new float and ramp for crew boats and other hand-powered watercraft. The permits for these Rhododendron Park waterfront access improvements have been submitted and are in process.

All of the above water access projects demonstrate affirmative progress, but we if we want to become known for our waterfront and have waterfront access be a pillar of what defines Kenmore, then we need to take a wider view toward what's possible. The new property next to Squires Landing, though valuable and proving its worth, will be too small for the host of hand powered watercraft activities that Kenmore is capable of.

For starters, I am seeing signs of pent up demand for crew (rowing) programs. The George Pocock Rowing Foundation has expressed interest in establishing crew programs in Kenmore, and we have a group of Kenmore residents willing to step up and help lead the effort. With paddling and rowing programs combined, I can see potential for hundreds of youth and adults regularly paddling or rowing our waterways.

To facilitate a healthy crew program in Kenmore while also fostering the growing membership and paddling activities of KWAC, I envision the following:

1. Obtain outside sources of funding for the shell house on the south shore of the Sammamish River at Rhododendron Park (next to and just east of the 68<sup>th</sup> Avenue Bridge). Maintain funding for the ramp and float. Explore ways to reduce the costs and obtain other funding for the boardwalk.
2. Maintain and further develop water access facilities for the newly acquired Squires Landing property.
3. Acquire a neighboring waterfront property that can provide both additional water access and jointly used indoor facilities needed by both paddlers and rowers.

In addition, Lakepointe may provide additional water access opportunities, but this potential is not within our control and could still be many years away.

Though not part of this biennium budget, Log Boom Park development also needs to be on our water access radar, including the creation of a new beach and the installation of an actual log boom as a protection from wind, waves, and debris (parking also needs to be a part of the Log Boom Park discussion). These features are already included and described in Log Boom Park's adopted master plan.

The above described vision is a high-level look and needs further discussion, but I believe we are on to something. By creatively and aggressively pursuing a course similar to what I have outlined above, we can 1) respond to our citizens' repeated requests to get them to the water and 2) put Kenmore on the map as a water access and recreation destination.

### *Transportation Improvements*

Bothell Way (SR 522). In keeping with Council Goal Three, we are going to see construction on the next segment of Bothell Way starting in 2015. This project will deliver new sidewalks and other safety improvements from 65<sup>th</sup> Avenue NE to 61<sup>st</sup> Avenue NE, including the intersection at 61<sup>st</sup> Avenue NE and the approaches. This \$14 million project leverages State and Federal grants but is also funded with significant City resources.

The final segment of Bothell Way from 61<sup>st</sup> Avenue NE west to the City limits is not funded but was on the list in the State's proposed transportation package that has not passed and is not likely to pass in the State Legislature's upcoming legislative session. Nevertheless, this final Bothell Way segment will continue to be on our legislative agenda, and we will continue to seek funding sources for this project.

### *Watershed Issues*

Being located on Lake Washington has its benefits, but it also means being on the receiving end of regional surface water runoff. Sediment buildup, water quality, flooding, and erosion are the main issues we are experiencing, especially along Swamp Creek, as more impervious development occurs upstream.

The Swamp Creek Basin study in conjunction with the Surface Water Plan update scheduled to be completed very soon, will provide important guidance on how best to address these issues. One likely solution will be to dredge Swamp Creek along the east side of 73<sup>rd</sup> Avenue and re-establish the river channel to 1) better move sediment and therefore reduce sediment build up and 2) restore fish habitat.

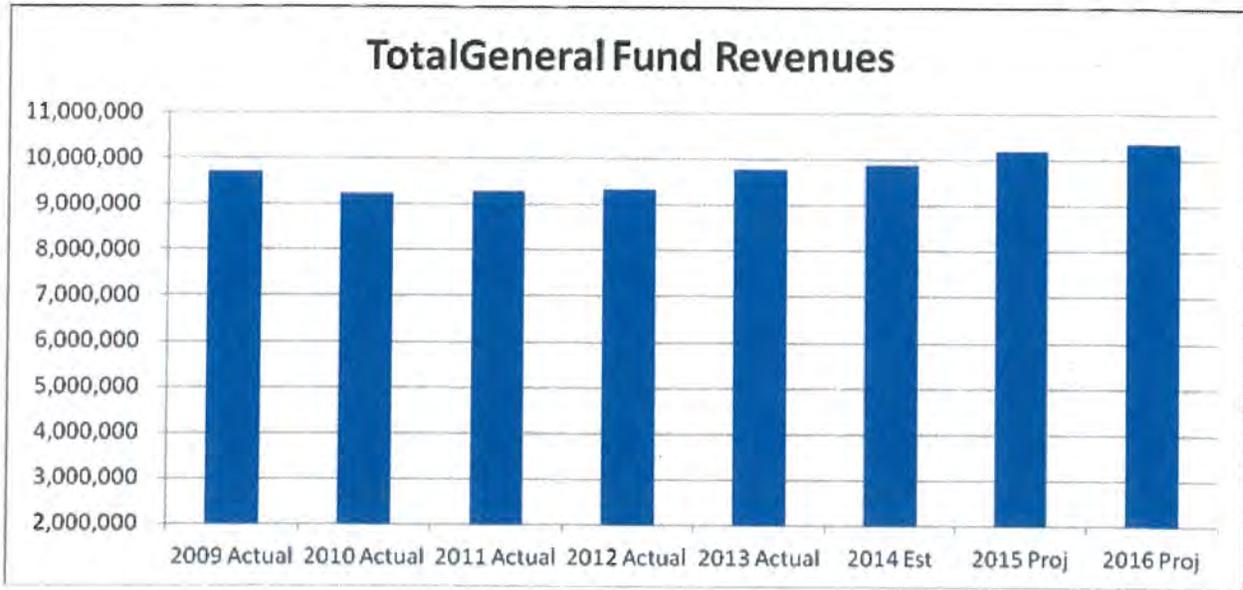
Unfortunately, a sidewalk void problem created by stream 0056 erosion along 61<sup>st</sup> Avenue NE will divert significant funds needed for a Swamp Creek channel solution. Nevertheless, we will pursue additional potential funding sources, including freeing up the \$1.4 million in the restricted Swamp Creek Basin Fund that was transferred to the City from the County, with restrictions and strings attached, many years ago.

### The Budget Picture

All of the above highlights for the next biennium are significant and will improve the City's safety, economy, and quality of life. Yet these highlights are only a portion of what our City will accomplish in the next biennium. Daily operations such as responding to 9-1-1 calls, investigating crimes, fixing potholes, issuing building permits, inspecting new construction, responding to code complaints, cleaning catch basins, mowing lawns, brushing storm ponds, and managing contracts (court, jail, animal control, etc.) make up our basic operational services and are the bulk of what our budget funds.

Funding these basic operational functions combined with knowing what new investments to make in capital and economic development programs have been at the core of building this budget. With key revenue and expenditure assumptions in place, we believe we have built a budget that achieves a strong balance of making new investments and keeping basic services fully funded.

The City's General Fund revenues saw declines for several years in the recent past. The years 2007 and 2008 saw General Fund revenues peak at \$10.4 million for each of those two years. The General Fund's revenues (in total) declined thereafter, hitting the low point in 2011. We saw modest overall improvements in 2013 and 2014, with permit fees leading the way and the new water and sewer utility franchise fee materializing in the second half of 2013 (this budget assumes the water and sewer franchise fee revenue is transferred to the Street Fund).

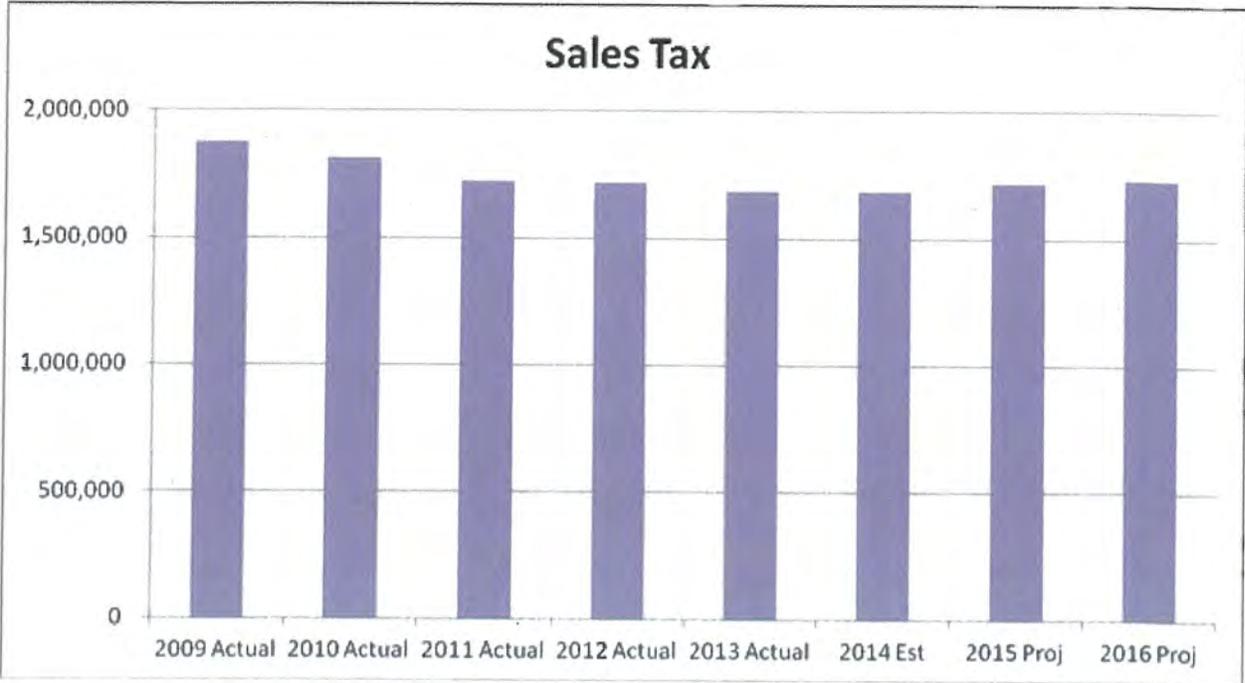


Worth noting is that even with the new water and sewer utility franchise fee, 2015 and 2016, General Fund revenues are projected to come in just short of the \$10.4 million per year that we saw in 2007 and 2008.

Causes for the losses in General Fund revenues include the economic downturn, State-imposed reductions in State-shared revenues (liquor tax and profits, for example), and the State's changes in tax distribution policies (sales tax receipts going from point of sale to point of delivery).

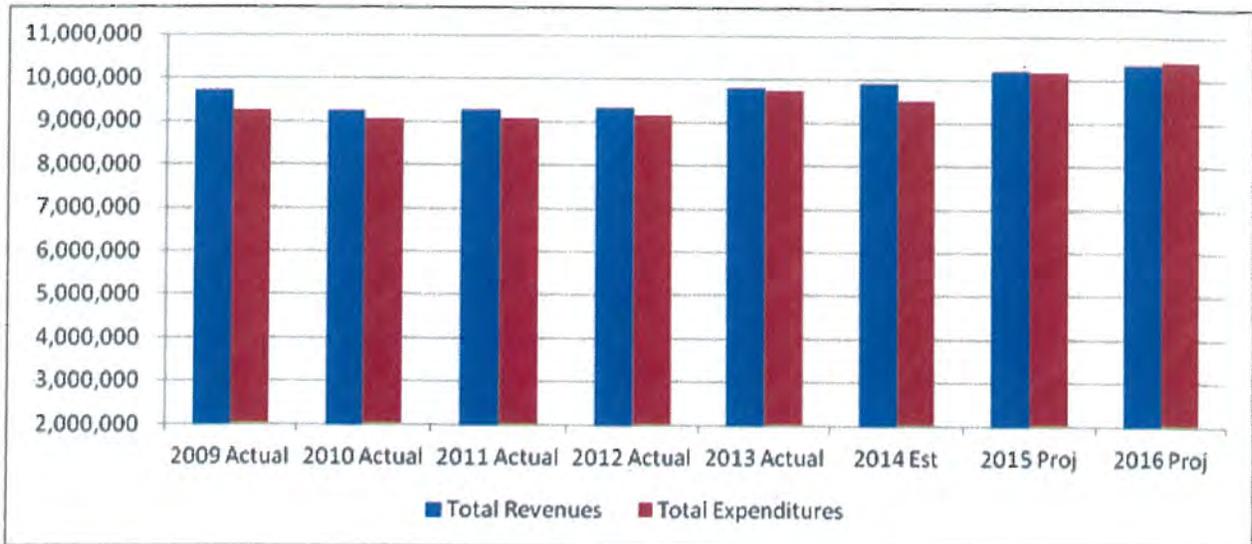
Property tax, our largest single revenue source, is projected at about \$4.5 million per year during the biennium. This budget assumes increasing the property tax total levy amount by the State-imposed maximum of 1% per year (not including new construction) in each of the biennium's two years. A 1% property tax increase yields approximately \$43,000 more per year and will result in property tax increase of just over 50 cents per month on a \$400,000 home.

Sales tax is projected at about \$1.7 million per year for the biennium and is just under 17% of General Fund operating revenues.



The City’s sales tax has seen annual declines since 2008 (a portion of these declines were caused by the State’s change in method of sales tax distribution from point of sale to point of delivery); however, in this last biennium, sales tax revenues have been showing signs of stabilization and even modest growth.

New revenue sources, including the \$20 per year vehicle fee from the Transportation Benefit District and the five percent water and sewer utility franchise fee are helping the budget picture by taking pressure off of the General Fund. Even so, controlling our expenditures and reducing costs wherever possible continue to be a priority, especially when certain fixed costs are on the rise. The following graph shows the relationship between the City’s General Fund revenues and expenditures:



The good news, as shown by the above graph, is the City has maintained the discipline to tighten its belt and keep General Fund operating expenditures lower than revenues, thereby keeping the fund balance healthy at more than 50% of the Fund's operating expenditures (which is higher than our established policy of 20% and unheard of in most cities these days). Note that the above graph does not show the one time transfers from the General Fund to the Strategic Opportunities Fund. Also note that in 2016, a one-time transfer of \$140,000 from the General Fund to the Street Capital Fund for the Bothell Way project is assumed. This transfer may not be required depending on how the project bids come in and how the project progresses.

Also, the addition of positions and programs in prior years has added to our costs. Examples include the 2011 addition of a police officer position to respond to the loss of police coverage caused by the recent Kirkland annexation; increasing a 1/2 detective position to one full detective in 2011; an added position in 2011 in the Finance Department; a new maintenance/custodian position in 2012; and the Bastyr ball field annual contribution that began in 2010.

In addition, this 2015-2016 proposed budget includes new programs for pedestrian and bicycle safety, including a new traffic engineer position, and a new maintenance worker position to respond to the recent growth in parks and greenway facilities. The operating budget also proposes to replace the temporary 22 hour per week volunteer and events coordinator with a regular 30 hours per week volunteer and events supervisor position in response to the growing and very successful volunteer programs this position has created. Funding for operation of the town green, including a part time coordinator, is also assumed starting in 2016.

While all of these additions are important and will contribute to a better Kenmore, they will impact our bottom line. It is important that our budget be balanced for this biennium and sustainable in future years, and continued belt tightening will be required.

Human Services Funding and ARCH Capital Funding. As part of our Priority Based Budgeting exercise, we reviewed various programs across our budgets, including the human services funding programs supported by the City. In 2012, approximately \$278,000 was budgeted for the City to contribute to human services organizations, and starting in 2013, the City reduced human services funding to \$202,000 per year.

In reviewing the budget for these human services programs, we again compared what the City of Kenmore pays to other cities. On a per capita basis, for 2012 the City paid \$13.38 per citizen. For the 2013-2014 biennium, the City reduced human services funding to approximately \$9.45 per citizen, which is still above the average. This budget proposes to bring Kenmore's human services funding to \$7.53 per capita at \$161,000 per year which is closer to but still higher than the average of what we are seeing in other cities:

City	2014 Population	2014 Human Services Grants Budget	2014 Per Capita
Bothell	41,630	\$291,410	\$7.00
Issaquah	32,880	\$288,000	\$8.76
Kirkland	82,590	\$701,758	\$8.50
Lake Forest Park	12,680	\$34,000	\$2.68
Mountlake Terrace	20,160	\$7,500	\$0.37
Redmond	57,700	\$750,191	\$13.00
Sammamish	49,260	\$174,650	\$3.55
Shoreline	53,990	\$380,709	\$7.05
Woodinville	11,240	\$65,000	\$5.78
		<b>Average</b>	<b>\$6.30</b>
Kenmore 2014	21,370	\$202,300	\$9.47
Kenmore at \$7.53 per capita		\$161,000	\$7.53

If the two outliers are removed (Redmond and Mountlake Terrace), the average annual per capita contribution is \$6.19.

To minimize the impacts of this reduction, we are proposing to not reduce the funding amount to Kenmore-based human services organizations such as the Kenmore Senior Center and Kenmore Elementary PTA Social Services program. Instead, the funding reduction will be spread across the County-wide human funding organizations where Kenmore funding, for the most part, is a small portion of their overall budgets.

For this biennium, we are proposing to reduce the capital contribution portion of our funding to A Regional Coalition for Housing (ARCH) from \$50,000 to \$30,000 per year. This reduced amount appears to be more in line with what other cities of our size and means are paying. The City's annual membership fee of approximately \$26,000 per year to ARCH is not being eliminated or reduced.

Personnel. I believe that our employees are this organization's most important asset. I am impressed with the high caliber of people working at City Hall, and I believe it is vital to compensate them competitively and fairly.

Our health insurance rate increases continue to be in the single digits, with a 5% increase planned for 2015. These single digit rate increases, though still higher than inflation, are a welcome sight compared to the double digit annual increases of the previous two decades.

We just recently changed employee life insurance providers, which will save about \$10,000 per year. I am also proposing to eliminate a supplemental life insurance program, funded by the City, for all new employees hired after January 1, 2015. This City-funded supplemental life insurance policy appears to be more than what cities in our market provide employees.

A 2% cost of living wage adjustment is also included for each of the two years of this budget (effective on January 1 in each of the two years, costing approximately \$57,000 per year (including the impact on retirement benefits).

As stated previously, we are proposing to add the following regular positions:

1.0 FTE	Traffic Engineer
1.0 FTE	Maintenance Worker
0.75 FTE	Volunteer and Events Supervisor, replacing the temporary part-time 0.55 Volunteer and Events Coordinator
0.22 FTE	Events and Programming Coordinator for the Town Green

If grant funding is obtained for the West Sammamish River Bridge project, we will also be recommending an in-house, full time Bridge Engineer position for the duration of the project. Other temporary positions include temporary project managers to manage park, town green, and other capital projects; temporary graduate interns to help with pedestrian safety projects and short-term projects; and a part-time temporary employee (about fifteen hours per week) to assist with weekend work in the parks (openings, closing, restroom cleaning, etc.)

#### General Fund Balance and Reserve Funds.

At the end of 2012, the General Fund Balance was a substantial \$5.3 million (more than 50% of operating revenues; our budget policy sets minimum balance at 20%). The City took this opportunity to create a Strategic Opportunities Fund with a \$2.5 million transfer from the General Fund balance. The purpose of this new Strategic Opportunities Fund, established in 2013, was to have resources available for key investments or to take advantage of strategic opportunities as they presented themselves. During the 2013-2014 biennium, one example was the creation of the Kenmore Business Incubator. Also, \$146,000 was used to fund the Log Boom Park and Rhododendron park floats, and \$30,000 was budgeted for new Interstate signage directing travelers to Kenmore.

The projected General Fund ending fund balance for 2014 is \$3.4 million which exceeds the amended budget ending fund balance of \$2.6 million by over \$800,000. I recommend that this additional \$800,000 be transferred to the Strategic Opportunities Fund when the books are closed for 2014. At the end of 2016, with the proposed expenditures outlined previously, the Strategic Opportunities ending fund balance is still expected to exceed \$2 million.

The City also has continued to maintain a \$1.2 million Strategic Reserve Fund (not to be confused with the Strategic Opportunities Fund) balance. Growth in this fund is limited by growth in City assessed valuation which declined during the recent recession. As a result, no transfers were made to the Fund. If assessed valuation continues to increase over the next several years, the City may be able to add to this fund.

With the combination of \$2.6 million of reserves still in the General Fund, \$2 million in the Strategic Opportunities Fund, and \$1.2 million in the Strategic Reserve Fund, the City has

significant resources of \$5.8 million available for changes in economic conditions during the upcoming biennium.

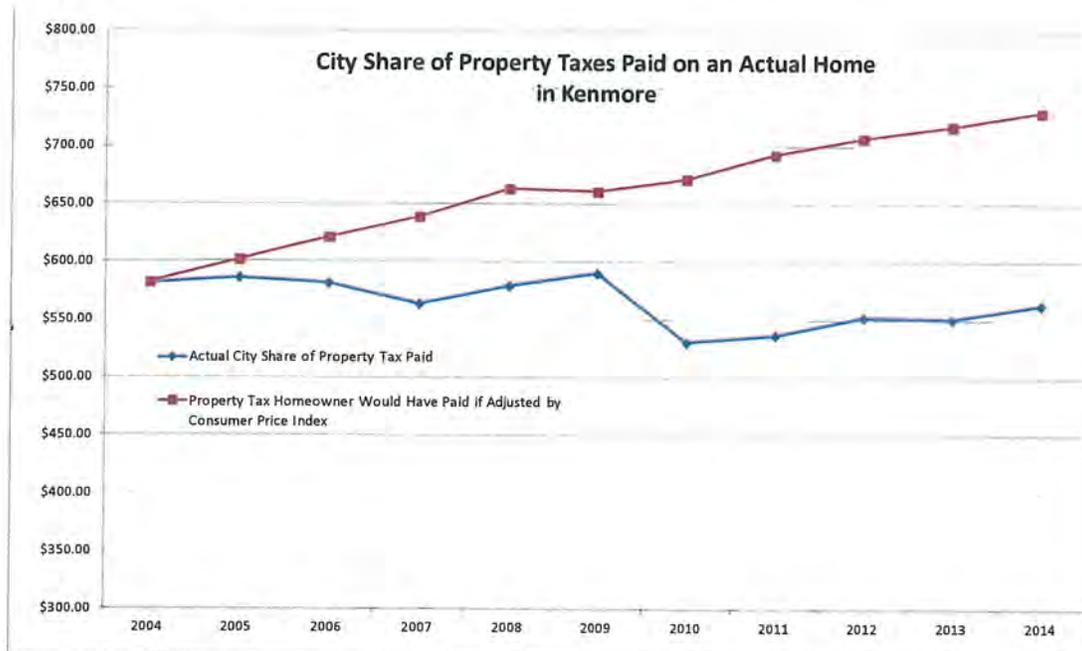
### Six-Year Financial Plan and Economic Outlook

We are in the process of updating the six-year financial plan. While this proposed biennial budget is balanced and our reserves are substantial (discussed above), we need our budget picture to be sustainable well beyond this next biennium. The newly added positions, new pedestrian and bicycle safety programs, new park facilities, and rising fixed costs will put pressure on our long-term budget picture, and the update to the six-year forecast will shed more light on these impacts.

While the economy is showing positive signs and we appear to have the dark days of the Great Recession behind us, there are still underlying weaknesses in the economy that we need to be prepared for.

In addition, I believe local governments are part of an obsolete tax structure from a bygone era. The shift from a manufacturing to a service economy and the ongoing transition from a bricks-and-mortar to an online economy have significantly changed how local governments receive revenue.

Furthermore, the 1% growth limit on property tax collections is not sustainable over the long run. While household income and the consumer price index continues to rise at a higher rate, the amount of property tax actually paid remains relatively flat and is not keeping pace with the cost of doing business or residents' ability to pay. The following graph shows the property tax paid on an actual home in Kenmore compared to what the property tax would have been had the amount kept pace with inflation:



This particular home was selected because it is close to the median home price in Kenmore. While the property tax story varies from house to house, I believe that in general, actual property taxes paid on existing homes have not kept pace with inflation, nor have they kept pace with household income. While Kenmore's per capita income has risen by more than 20% over the past decade, the City share of property tax paid on existing homes has, on average, stayed about the same (after nine consecutive years of 0% property tax increases in Kenmore, a 1% increase went into effect in 2014). The above graph shows this particular home actually paying less City property tax in 2014 than it did in 2004.

As we update the financial forecast and update our strategy for a sustainable long term financial plan, the City should consider whether to access a portion of its "banked" property tax capacity. Banked capacity is unused levy authority from prior years when the City chose to not take the allowable 1% property tax increase. This banked capacity has cumulatively grown to over \$500,000 per year in foregone property taxes. While I am not proposing to access banked capacity in this proposed budget, I recommend that in future budgets, we should consider utilizing a portion of banked capacity to further stabilize our budget and improve its long-term sustainability.

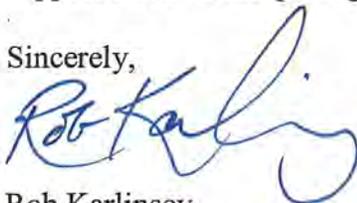
#### Conclusion

Overall, this is a good, solid budget with ambitious deliverables, and we are excited for the great things we can accomplish together as a team in the next biennium. The Priority Based Budgeting project was extremely useful and gave us a new lens through which to view our budget and how what gets funded relates to the City's priorities.

As with all budgets, we can't fund everything, and certain requests did not make it into this budget, such as a parking study for the downtown, funding for managing aquatic weeds in our waterways, and a much needed financial software system (At or near the financial closeout of 2014, we propose to review how the budget came in compared to projections. If favorable, we may report back to the City Council and recommend funding the one-time cost of a new financial software system from the improved fund balance.)

We appreciate the City Council's support as we have been trusted with managing the budget resources to execute the plan of the last biennium's budget, and we look forward to your support as we accomplish great things in the next biennium.

Sincerely,



Rob Karlinsey  
City Manager  
City of Kenmore

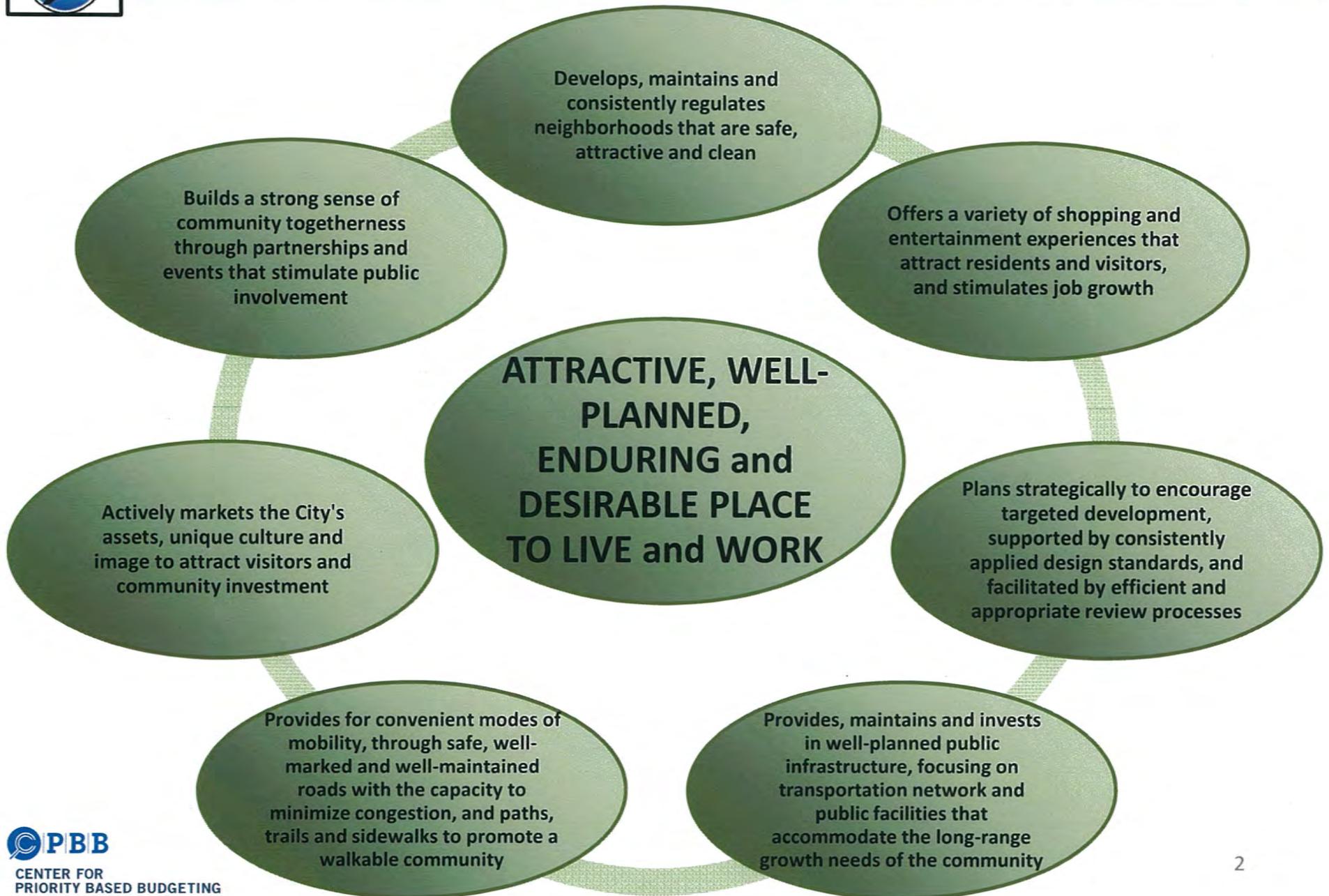


# The City of Kenmore



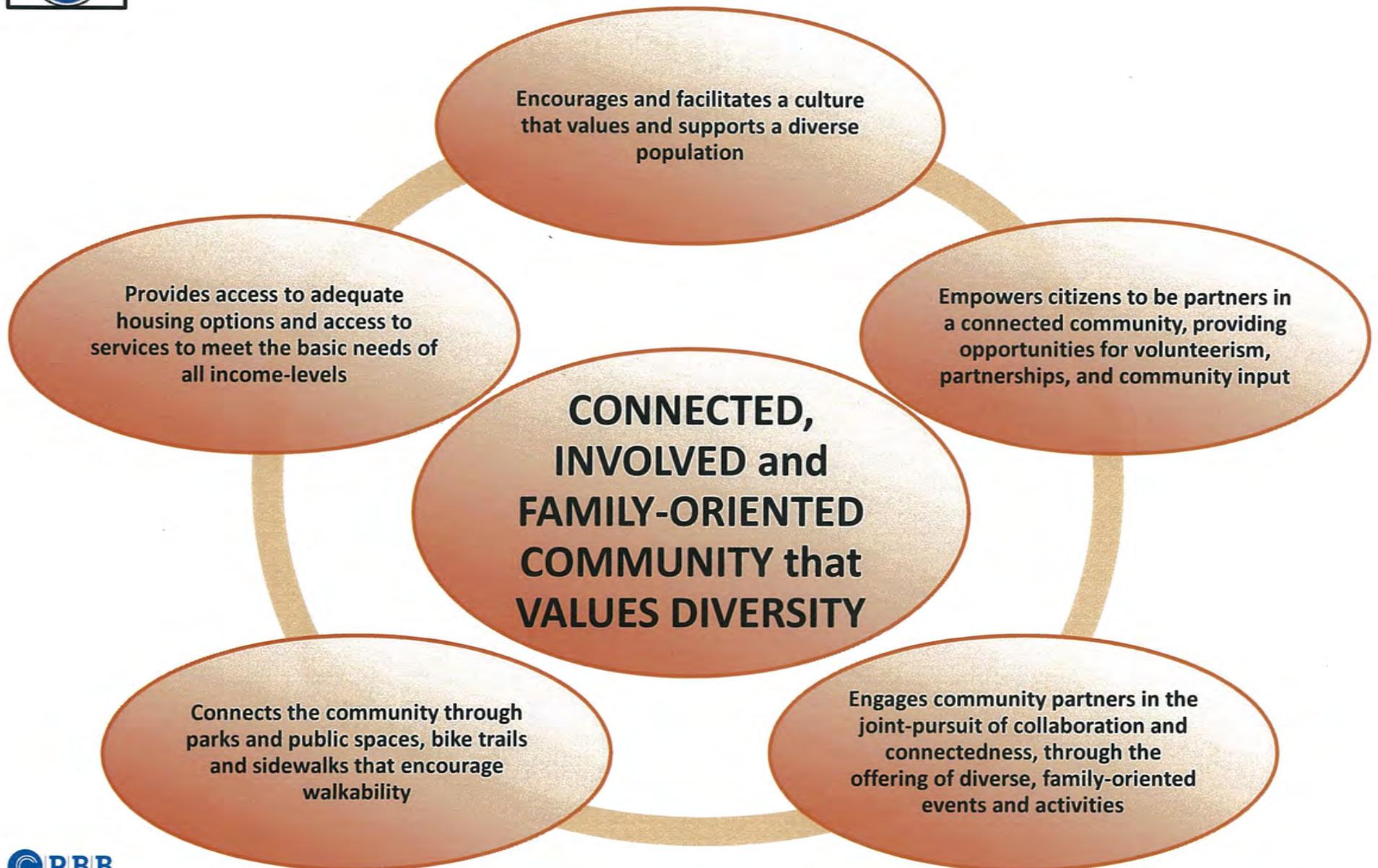


# The City of Kenmore



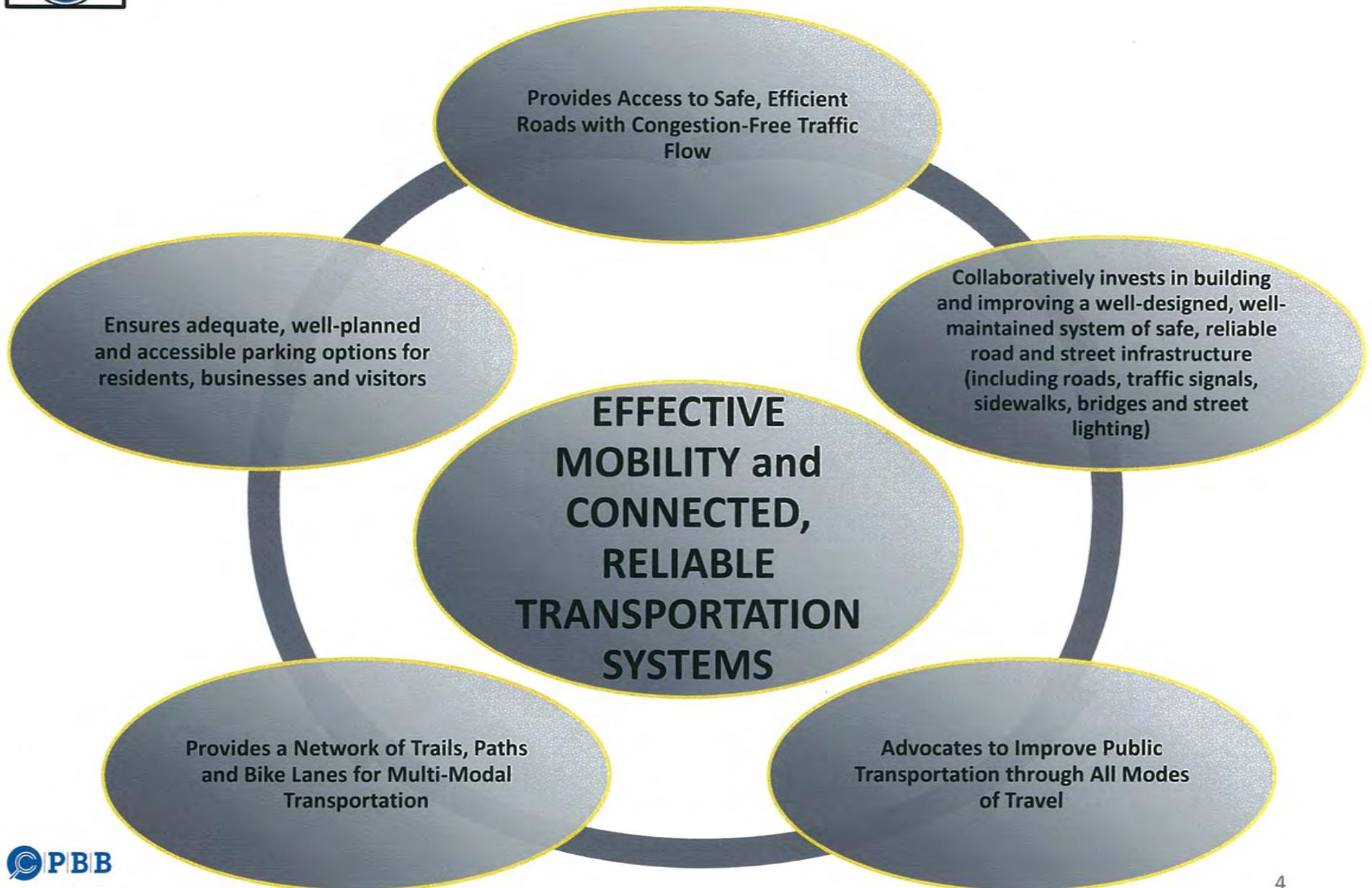


# The City of Kenmore





# The City of Kenmore





# The City of Kenmore



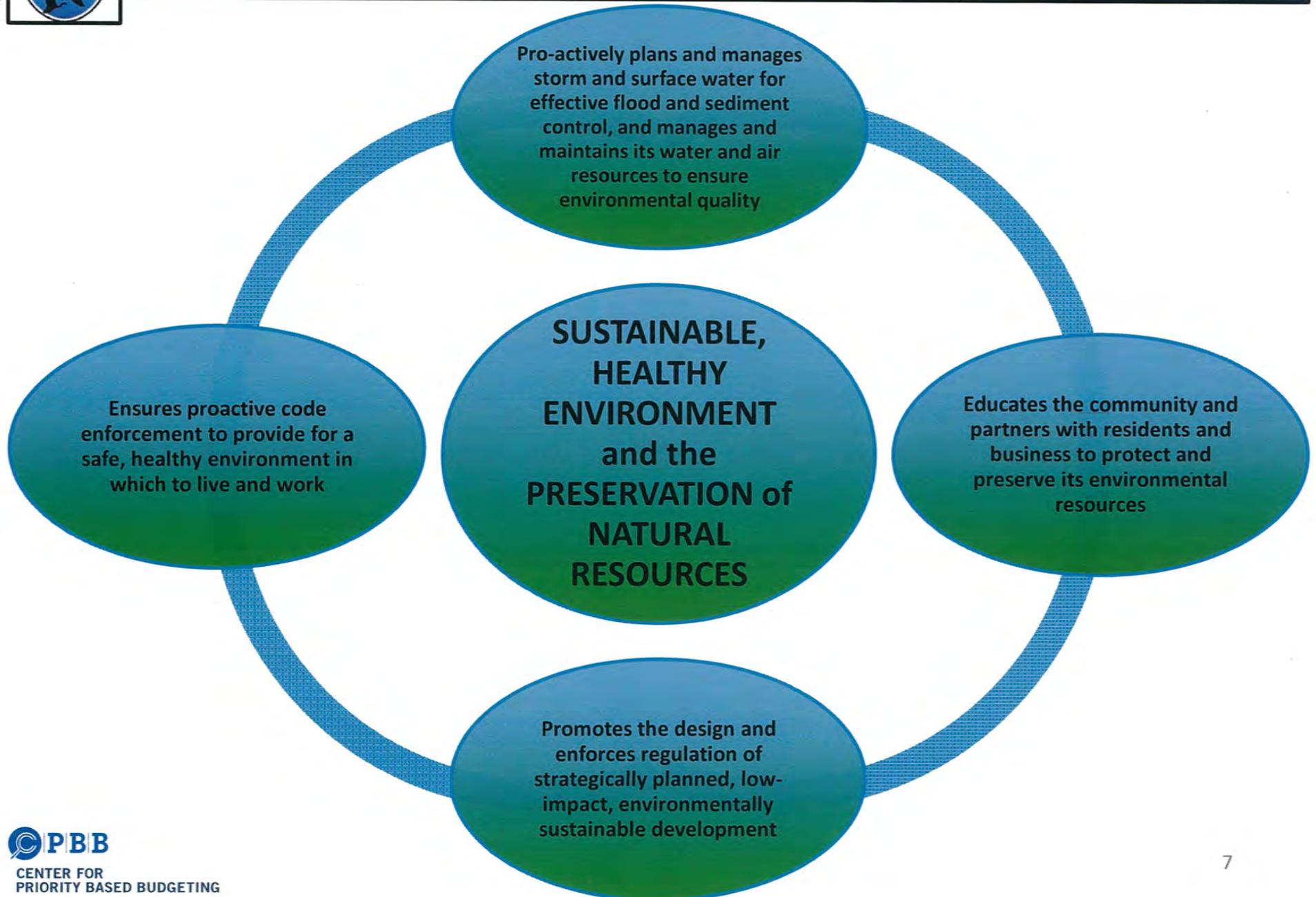


# The City of Kenmore





# The City of Kenmore





# The City of Kenmore





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

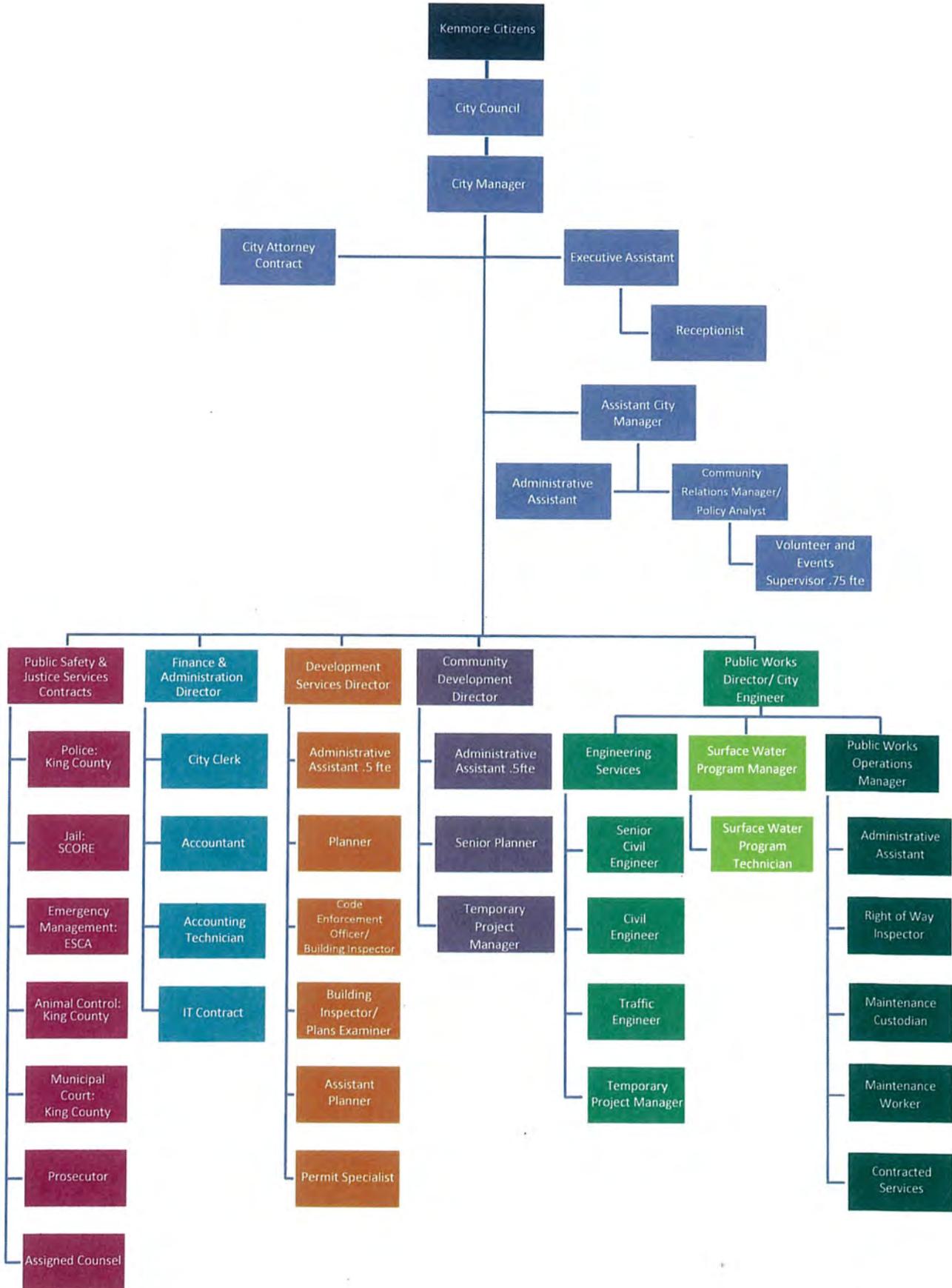
**City of Kenmore  
Washington**

For the Biennium Beginning

**January 1, 2013**

Executive Director

# 2015-2016 Proposed Organizational Chart





## City of Kenmore, Washington

### ELECTED OFFICIALS

David Baker, Mayor  
Position #5, Term 2012-2015

Allan Van Ness, Deputy Mayor  
Position #6, Term 2014-2017

Brent Smith  
Position #1, Term 2012-2015

Laurie Sperry  
Position #2, Term 2014-2017

Milton Curtis  
Position #3, Term 2012-2015

Nigel Herbig  
Position #4, Term 2014-2017

Glenn Rogers  
Position #7, Term 2012-2014

Stacey Denuski  
Position 7, Term 2014-2015

### CITY MANAGEMENT TEAM

Rob Karlinsey, City Manager

Nancy Ousley, Assistant City Manager

Joanne Gregory, CPA, Finance and Administration Director

Debbie Bent, Community Development Director

Kris Overleese, Engineering and Environmental Services Director

Jennifer Gordon, Public Works Operations Manager

Bryan Hampson, Development Services Director

Patty Safrin, City Clerk

Cliff Sether, Chief of Police

Rod Kaseguma, City Attorney



## City of Kenmore, Washington

### ADVISORY BOARDS AND COMMISSIONS

#### **Planning Commission**

Terms That Expire December 31, 2015:

Doug Nugent

Angela Kugler

Mark Ohrenschall

Michael Vanderlinde

Terms That Expire December 31, 2014:

Doug Huxtable

Jim Howard

Dennis Mendrey

#### **Library Advisory Board**

Ellen Traxel Stein, President

William McCoy, Vice President

Chandrika Kaul, Secretary

Lisa Keller

Mathew Martin

Marilyn White

Paige Almond, Youth Member

Karen Hardiman, Liaison from King County Libraries

Laurie Sperry, Liaison from Kenmore City Council

# City of Kenmore, Washington

## Vision Statement

**As we look into the future twenty years from now, we see Kenmore as a place that residents, businesses and visitors find special, with welcoming, courteous people, offering a high quality of life as a place to live, raise children, shop, work, recreate, and socialize. In 2020, we see Kenmore as. . .**

- A community** that is family-friendly with a small town feeling, that recognizes its history and is open to and values diversity
- A community** that fosters a sense of belonging and pride, makes use of the vast skills of its citizens, and promotes volunteerism
- A community** that has preserved the character of its single-family residential neighborhood, which offers a range of housing types and prices to ensure an adequate choice of attractive living accommodations, and promotes compatible housing
- A community** that actively protects natural and environmentally sensitive areas, significant open space, and trees
- A community** with an attractive, vital, pedestrian-oriented city center offering commercial, civic, cultural, and park spaces, integrated with higher-density housing
- A community** with clear design standards creating attractive, functional, and enduring buildings and places
- A community** that manages its traffic well and is united by a safe and effective system of streets, transit routes, sidewalks, and trails, linking significant regional and local destinations
- A community** that supports and encourages quality schools, diverse and continuing education opportunities
- A community** with a network of parks, trails, open spaces, and recreational facilities providing for passive and active recreation, and waterfront access
- A community** with clear public priorities, that efficiently and effectively utilizes its public resources
- A community** with an economic base that provides for the needs of its citizens and provides quality employment opportunities
- A community** that is attentive to, and seeks to provide for, the health, safety and welfare of all its citizens
- A community** that is a good partner with the citizens and governments throughout the region
- A community** with an informed citizenry working with an open, responsive government that seeks out and integrates public input

**To achieve this vision, responsible commitments in planning and resources will be made. We share and support this vision for Kenmore.**

# Kenmore Mission Statement

**With integrity as its cornerstone, Kenmore is a city that will meet its obligations by providing:**

- ~ Effective and efficient services
- ~ Public safety
- ~ Forum for citizen participation and involvement
- ~ A community-generated plan for the future
- ~ Fair and friendly services responsive to the diverse needs of the citizens
- ~ Representation of Kenmore's interests in local and regional partnerships

**... Leaving a sustainable legacy**



## **2014 - 2015 City Council Goals**

- 1. To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.**
- 2. To continue to implement the Economic Development Plan with an emphasis on four key points:**
  - Promote the Image of Kenmore**
  - Develop Downtown**
  - Support Existing Businesses**
  - Advance the City's Connection to the Waterfront.**
- 3. To continue to seek transportation funding and mitigation for State impacts on the City's transportation system, air and water quality, and noise, including but not limited to, SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.**
- 4. To accelerate implementation of the Sidewalk Plan by determining various funding options.**
- 5. To advance the public's access and connection to the waterfront.**
- 6. To continue to seek opportunities to complete a successful Lakepointe.**
- 7. To implement a Parks Improvement and Financial Plan.**
- 8. To continue to establish a contemporary Information Technology Program.**
- 9. To establish a 6-year financial plan for the future.**
- 10. To conduct a comprehensive review of the Regional Business Zone.**
- 11. To address watershed issues affecting the City.**
- 12. To emphasize the importance of cultural diversity through participation, celebration, outreach, and other City activities.**

# City of Kenmore

## Employee Values Statement

**We, the employees of the City of Kenmore, strive to create a happy and healthy organization through:**

**Responsive Customer Service:** We engage positively with our customers, from single individuals to the broader general public, through effective communication and by performing timely, proactive, and quality service.

**Professionalism:** We demonstrate respect for and are accountable to our citizens, colleagues, visitors, and elected and appointed officials.

**Integrity:** We are honest, ethical, and responsible in our work and in the way we deal with others.

**Teamwork:** We build enduring internal and external relationships, joining with colleagues across organizational boundaries to improve programs and services provided.

**Continual Improvement:** We embrace change, creativity, continuous learning, and personal and professional development. We incorporate new ideas, technology and methods to improve programs and services.

# City of Kenmore, Washington

## Community Profile

### About Kenmore

Founded in 1901, Kenmore was primarily a dense forest, mostly owned by investors, for many years. One of these investors, Philo Remington (inventor of Remington guns) sold some of the investment property to Watson C. Squire (his son-in-law). Squire was the last territorial governor of Washington State and one of the State's first United States Senators. He erected a water tower and the availability of water attracted water squatters. Shirl Squire, his sister, a landscape architect in Massachusetts, planned to make it into a residential waterfront park complete with lagoons, but Squire died in 1926 before he was able to build it.

Kenmore was named by John McMasters. He and his wife, Annie, were originally from the small town of Kenmore, Canada, located 40 miles south of Ottawa. They arrived in Puget Sound in 1889, leased land at Kenmore from Squire, and named the area after their old home town. He took control of a mill started by Fir Lumber in 1903. At first he was partnered with Chris Kruse, but assumed full ownership in 1905. Kenmore was only the mill, the cookhouse, the manager's house, a bunkhouse and a few worker shacks. The mill was at the edge of Lake Washington, where logs were floated to be made into shingles for roofs and the sides of houses. The mill, located east of the present Premix plant on the flat land beside the river, employed 35 - 40 men. The mill burned down in 1923.

Sportsmen enjoyed hunting in the area of the marsh at the mouth of the Sammamish and a boathouse and resort house accommodated them at Peterson's Landing, near the present highway bridge. There was a houseboat hotel with a saloon and floats for mooring. In fact, there were duck clubs up the river, usually small cabins owned by small groups of well-to-do citizens from Kirkland. Weekends were known to be rowdy and busy. Places with names such as the 'Bucket of Blood' existed as late as 1940 at the location of the present Rite Aid parking lot. 'The Blind Pig' was only accessible to boats and was named because, during Prohibition, it was easy to dump evidence in the lake during a raid.

The Red Brick Highway, first called Squire Boulevard, became Bothell Brick Road, which opened in 1913 and stimulated growth in Kenmore. After the end of World War I, the Puget Mill Company (Pope & Talbot) offered small tracts of land. Homes were built north of the highway and between the main intersection and Swamp Creek. The Moorlands also grew after a bridge was constructed across the river in about 1918. The Mitchell family built a store in 1919 at the Kenmore crossroads, and the first service station was completed the following year.

Kenmore maintained its own school district for many years, and constructed its first school building in 1914. In 1916 the district consolidated with Bothell. The children were picked up in a milk truck, with benches placed in the truck every morning and again in the afternoon. It was not until 1920 that the school obtained an actual school bus. The original school faced what is now NE 181st Street. From 1925 until 1930, the building was used by the Kenmore Community Club.

During the second half of the 20<sup>th</sup> century, the population grew quickly and had reached 16,874 at the time Kenmore incorporated on August 31, 1998. Today, Kenmore, also known as Kenmore by the Lake, has a population of 21,370 and enjoys an affluent, suburban character at its location on the northernmost shore of Lake Washington. Kenmore features spectacular local and State parks, a regional 18-mile paved trail, beautiful neighborhoods, award-winning businesses,

## City of Kenmore, Washington Community Profile

and a highly-recognized school district. In 2009, Kenmore was ranked #1 by *Seattle Magazine* for "Best Metropolitan Neighborhoods to Live" and named by *Family Circle Magazine* as "One of the 10 Best Towns for Families."

# City of Kenmore, Washington Community Profile

Located at the northern tip of Lake Washington, Kenmore is an economically healthy city in King County where innovative businesses soar without limits. Kenmore is building an innovation hub to attract and support health care and technology start-ups, as well as help existing multigenerational businesses seeking to expand. Celebrating its 15-year anniversary in 2013, Kenmore is the best-kept secret in the Puget Sound. Kenmore has many benefits including: family-friendly neighborhoods; abundant parks and natural spaces; a variety of cultural activities; award-winning public school system; access to higher education; and the finest close-in medical care. The city's central location and ease of access by highway, seaplane or boat, make it an easy place to live and work. [www.kenmorewa.gov](http://www.kenmorewa.gov)

## LOCATION

The City of Kenmore is located at the north end of Lake Washington, in the northern part of King County adjacent to the cities of Lake Forest Park, Bothell, Kirkland, and Brier (in Snohomish County), and is accessible from I-5 and I-405 on SR-522 (Bothell Way).



## LEGISLATIVE REPRESENTATION

### King County District 1

Councilmember Rod Dembowski

### State Legislative District 46

Senator David Frockt  
Representative Gerry Pollet  
Representative Jessyn Farrell

### US Congress

Senator Patty Murray  
Senator Maria Cantwell  
Representative Suzan DelBene (Dist. 1)

## MUNICIPAL SERVICES

### Law Enforcement:

The City of Kenmore contracts with the King County's Sheriff's Office for law enforcement services. The City also contracts with South Correctional Entity (SCORE) and King County for jail services, and King County for court services.

### Fire Protection:

The City of Kenmore voters approved annexation to the Northshore Fire District (#16) for fire protection services. The District is a separate taxing entity.

### Library Services:

The King County Library System (KCLS), a separate taxing entity, provides library services.

### Public Works:

The City of Kenmore contracts with the City of Lake Forest Park for public works support. The City also contracts with King County and other private vendors for street and traffic maintenance services and surface water maintenance.

### Animal Control:

The City of Kenmore contracts with King County and PAWS for animal control services.

### Parks:

The City of Kenmore maintains parks within the community, with the exception of St. Edward State Park and the Kenmore Boat Launch, which are operated by the State and the Burke Gilman Trail which is operated by King County.

# City of Kenmore, Washington Community Profile

## City Parks

- Log Boom Park (12 acres)  
(NE 175th Street & 61st Ave NE)
- Rhododendron Park (12.5 acres)  
(Simonds Road & Juanita Drive)
- Wallace Swamp Creek Park (25 acres)  
(73<sup>rd</sup> Ave NE between NE 198th & NE 195<sup>th</sup> St)
- Linwood Park (1.4 acres)  
(NE 193rd Street & 56th Ave NE)
- Moorlands Park (3.5 acres)  
(84th Ave & NE 153rd Street)
- Squires Landing Park (40.65 acres)  
(NE 175<sup>th</sup> Street @ 75<sup>th</sup> Ave NE)
- Northshore Summit (3.72 acres)

## County Parks

- Sammamish River/Burke Gilman Trail  
(Along Lake Washington & Sammamish River)

## State Parks

- St. Edward State Park  
(Juanita Drive & NE 147th Street)
- WA State Dept of Fish & Wildlife Kenmore Boat Launch (Juanita Drive/Sammamish River)

## School District:

The City of Kenmore is part of the Northshore School District, which also serves the cities of Bothell and Woodinville, plus parts of unincorporated King and Snohomish Counties. Public school facilities within Kenmore include:

- Arrowhead Elementary (6725 NE Arrowhead )
- Kenmore Elementary (19121 71st Ave NE)
- Moorlands Elementary (15115 84th Ave NE)
- Kenmore Jr. High School (20323 66th Ave NE)
- Inglemoor High (15500 Simonds Road NE)

## University:

Bastyr University (14500 Juanita Drive NE). Bastyr University is one of the world's leading academic centers for advancing knowledge in the natural health sciences.

## Utility Services:

The Northshore Utility District provides water and sanitary sewer services. Electricity and natural gas are provided by Puget Sound Energy (PSE); phone service is provided by Frontier Communications and others, and cable television service is provided by Comcast Corporation and Frontier Communications.

## Top Five Employers

Bastyr University  
Kenmore Lanes  
Kenmore Air Harbor  
Safeway  
Plywood Supply

## Top Ten Companies ranked by 2013

### Retail Sales, Category

- \* James G. Murphy Co., Auctioneer Services
- \* Safeway, Retail Grocery
- \* Kenmore Camera, Retail Trade
- \* Kassel & Associates, Construction
- \* MyHabit, Retail Trade
- \* Inglewood Golf Club, Golf Course Services
- \* Belmark Land & Homes, Construction
- \* Les Schwab Tire Center #421, Retail Trade
- \* Washington State Department of Licensing, Public Services
- \* CC Edwards Construction, Construction

## Demographics \*

<i>Square Miles</i>	6.1
<i>Population</i>	21,370 (2014)
<i>Occupied Housing Units</i>	7,984 (2010)
<i>Miles of Paved Streets</i>	63
<i>Gender and age (2010 Census)</i>	
Male	49.6%
Female	50.4
Median age (years)	39.5
Under 5 years	6.7%
5 to 9 years	6.0
10 to 14 years	6.2
15 to 19 years	6.1
20 to 24 years	5.3
25 to 29 years	6.3
30 to 34 years	6.8
35 to 39 years	7.5
40 to 44 years	7.6
45 to 49 years	8.1
50 to 54 years	8.3
55 to 59 years	7.4
60 to 64 years	5.8
65 to 69 years	3.7
70 to 74 years	2.6
75 to 79 years	2.2
80 to 84 years	1.6
85 years and older	1.8

### *Race (2010 Census)*

White	76.2%
Black or African American	1.6
American Indian or Alaska Native	0.4
Asian	10.4
Pacific Islander	0.3
Hispanic	7.0
Other	4.1

# City of Kenmore, Washington Community Profile

## *Household by Type (2010 Census)*

Total Households 7,984

Households with individuals under 18 years 33.5%

Households with individuals 65 years and over  
21.8%

Family Households	68.7%
With own children under 18	31.5
Husband-Wife family	55.3
With own children under 18	24.6
Male householder, no wife present	4.3
With own children under 18	2.1
Female householder, no husband present	9.1
With own children under 18 years	4.8
Non-family households	31.3
Householder living alone	23.4
Male	10.4
65 years and over	2.0
Female	13.1
65 years and over	5.9

Average Household size 2.55

Average Family size 3.01

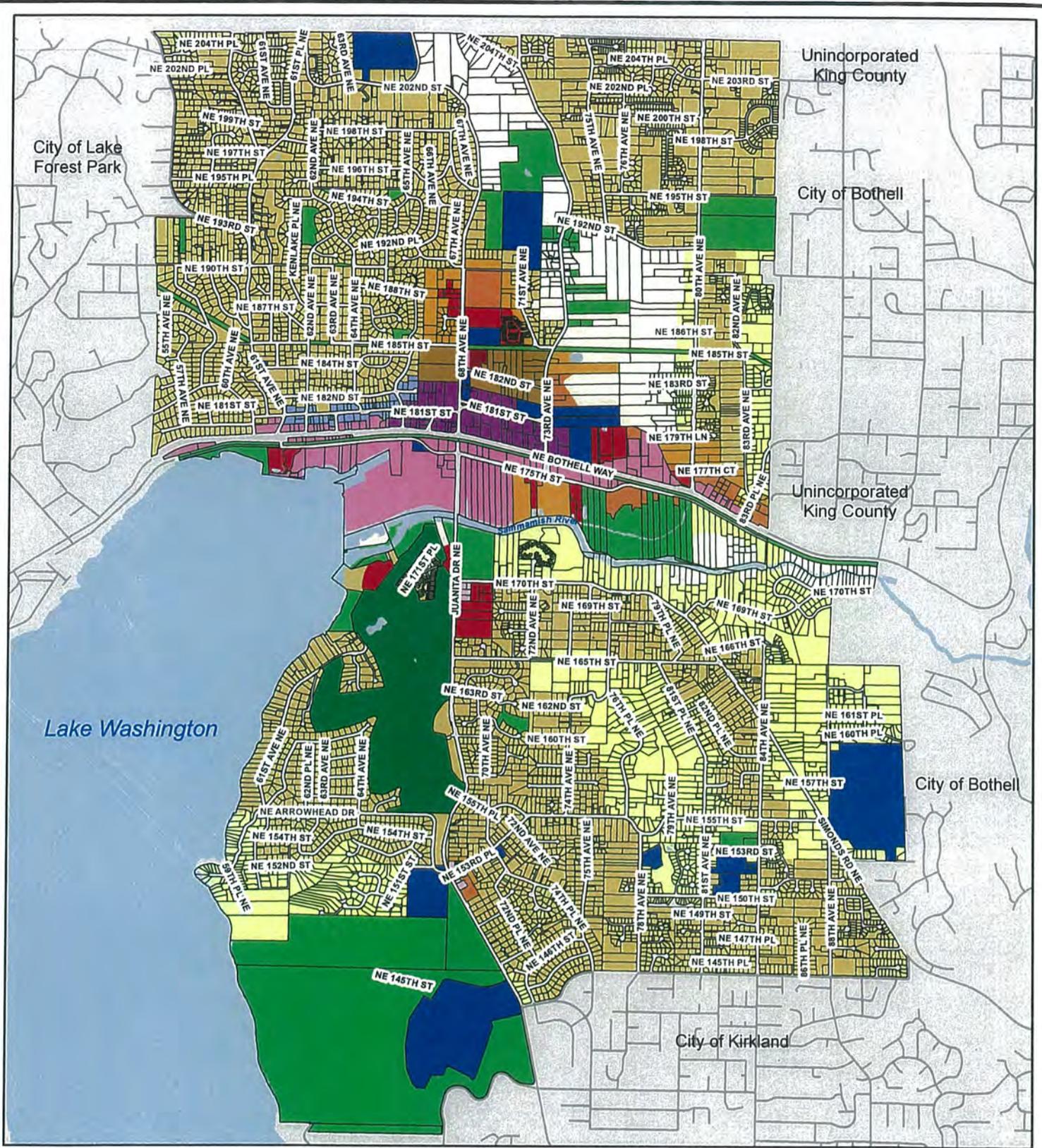
## *Educational Attainment (2010 Census)*

Less than 9 <sup>th</sup> grade	2.4%
9 <sup>th</sup> to 12 <sup>th</sup> grade, no diploma	4.0
High School Grad or Equivalent	14.7
Some college, no degree	24.2
Associate Degree	7.6
Bachelor's Degree	29.8
Graduate or Professional Degree	17.3

## *Housing Tenure (2010 Census)*

Total Housing Units	8,569
Occupied units	7,984
Owner-occupied units	73.6%
Population in units	15,447
Average household size	2.63
Renter-occupied units	26.4%
Population in units	4,890
Average household size	2.32

\* Source: U.S. Bureau of the Census, Census 2010



# Official Zoning Map | City of Kenmore

- |                      |                       |   |   |
|----------------------|-----------------------|---|---|
| Regional Business    | Neighborhood Business | R-1 (Residential, 1 Dwelling per Acre)    | R-18 (Residential, 18 Dwellings per Acre) |
| Downtown Commercial  | Public / Semi-Public  | R-4 (Residential, 4 Dwellings per Acre)   | R-24 (Residential, 24 Dwellings per Acre) |
| Downtown Residential | Parks*                | R-6 (Residential, 6 Dwellings per Acre)   | R-48 (Residential, 48 Dwellings per Acre) |
| Community Business   | Golf Course           | R-12 (Residential, 12 Dwellings per Acre) |   |



\* Portions of the Burke-Gilman Trail & Tolt Pipeline occur in rights-of-way and not as separate parcels. However, these facilities are considered to be Parks along their full length.

Map Date: May 2011  
 Amended: June 2012 by Ordinance 12-0341



This map is intended for planning purposes only and is not guaranteed to show accurate measurements.

City of Kenmore, Washington  
Aerial Photo



City of Kenmore, Washington  
2015-2016 Budget Calendar

<b>Major Task</b>	<b>2014 Target Date and/or Deadline</b>
<b>Project Launch</b>	<b>May</b>
<b>Budget Call to Management Team Budget Reports as of June 30, 2014 will be available for use in preparing 2014 projections</b>	<b>June 1</b>
<b>Results Development and Validation - Council</b>	<b>June 9</b>
<b>Workshop on Results Definitions - Departments</b>	<b>June 10</b>
<b>Develop Draft Result Maps - CPBB</b>	<b>June-July</b>
<b>Developing Program Inventories Workshop - Departments</b>	<b>June 10</b>
<b>Departments Develop Program Inventories</b>	<b>June 10 - 30</b>
<b>Program Costing Workshop – Departments</b>	<b>July 28</b>
<b>Finalize Result Maps - CPBB</b>	<b>August 1</b>
<b>Departments Develop Program Costs</b>	<b>July 28-August 29</b>
<b>Program Scoring Workshop - Departments</b>	<b>August 11</b>
<b>Departments Participate in Program Scoring Process</b>	<b>August 11 – 25</b>
<b>Peer Review Workshop - Departments</b>	<b>August 25</b>
<b>Staff Teams Participate in Peer Reviews of Program Scores</b>	<b>August 25- September 12</b>
<b>City holds Open House on Result Maps and Scoring Exercise</b>	<b>September 11</b>
<b>City Finalizes Peer Review and Program Costs</b>	<b>September 19</b>
<b>Develop Final Program Scores and Quartile Rankings - CPBB</b>	<b>September 22- Oct 3</b>
<b>Departments Review “Peer Review Exception Report”</b>	<b>September 29-30</b>
<b>Create PBB Model: Resource Alignment Diagnostic Tool - CPBB</b>	<b>September 22 – Oct 3</b>
<b>Departments Preview the PBB Model</b>	<b>Sept 29-30</b>
<b>Present Final Model (i.e., Proposed Preliminary Budget) to City Council</b>	<b>October 6</b>
<b>2014 Estimates of Revenue and Overview of 2015-2016 Proposed Preliminary Budget</b>	<b>October 6 (1st Monday)</b>

City of Kenmore, Washington  
2015-2016 Budget Calendar

<b>City Clerk Publishes Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (schedule for Oct 27, Nov 17)</b>	<b>October 17 Publish once a week for two consecutive weeks for Hearings in October &amp; November</b>
<b>Review of 2015-2020 Capital Improvement Program</b>	<b>October 20 (3rd Monday)</b>
<b>Public Hearing on Property Tax Levy for 2015</b>	<b>October 27 (Nov 2-Nov 30 RCW deadline)</b>
<b>Distribution of 2015-2016 Proposed Biennial Budget</b>	<b>October 27 (4th Monday)</b>
<b>Preliminary Budget and City Manager's Budget Message are filed with the City Clerk and distributed to the City Council</b>	<b>October 27 (Oct 31 RCW deadline)</b>
<b>Public Hearing on Property Tax Levy for 2015</b>	<b>October 27 (Nov 2-Nov 30 RCW deadline)</b>
<b>Copies of Preliminary Budget Document are made Available to the Public</b>	<b>October 27 (Nov 20 RCW deadline)</b>
<b>Public Hearing On 2015-2016 Proposed Biennial Budget and 2015-2020 Capital Improvement Program</b>	<b>November 3 (Dec 3 RCW deadline)</b>
<b>Review of 2015-2016 Proposed Biennial Budget</b>	<b>November 3 (1st Monday)</b>
<b>Review of 2015-2016 Proposed Biennial Budget</b>	<b>November 10 (2nd Monday)</b>
<b>Review of 2015-2016 Budget, if needed</b>	<b>November 17, November 24</b>
<b>Adopt 2015 Property Tax Levy by Ordinance</b>	<b>November 24 (Nov 28-Dec 5 RCW deadline)</b>
<b>Adopt 2015-2016 Biennial Budget by Ordinance</b>	<b>December 8 (Dec 31 RCW)</b>

# City of Kenmore, Washington

## The Budget and the Budget Process

The budget includes the financial planning and legal authority to obligate public funds. The budget is the policy direction by the City Council to the administrative organization. The City Council, the Administration, and the public are all involved in establishing the budget for the City of Kenmore.

The budget provides four functions:

### **1. A Policy Document**

The budget functions as a policy document. The decisions made as a result of the budget will reflect the principles or plans that guide future actions. As a policy document, the budget links goals and policy to the actual day-to-day activities of the organization.

### **2. An Operational Guide**

The budget of the City finances day-to-day operations and capital projects. Activities and costs of each City function are described in the following sections. The budget also addresses debt management, current and budgeted personnel levels, long-range planning, capital spending plans, and the tax base and its relationship to the provision of services.

### **3. A Communications Device**

The budget is an opportunity to encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

### **4. A Legally Required Financial Planning Tool**

The budget is a financial planning tool, its most traditional use. Preparing and adopting a budget is a State law requirement of all cities, Title 35A of the Revised Code of Washington (RCW). A balanced budget must be adopted prior to the expenditure of any City funds. The budget is the legal authority to expend public moneys and controls those expenditures by setting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds available. The budget also takes into account unforeseen contingencies, and provides for the need for periodic adjustments. As stated in RCW 35A.33.075 "Appropriations shall be limited to the total estimated revenues contained therein, including the amount to be raised by ad valorem taxes and the unencumbered fund balances estimated to be available at the close of the current fiscal year."

The budget process for the City of Kenmore is a year-round activity. The formal budget planning for 2015-2016 began in January 2014 during the Council retreat. The City Manager and the Department Directors prepared the preliminary proposed biennial budget June into October. The City Council reviews the budget during October and November.

The City of Kenmore budget procedures are mandated by RCW 35A.33.135. The first requirement is for the City Manager to submit estimated revenues and expenditures to the City Council on or before the first Monday in October. Although State law requires that the

## City of Kenmore, Washington The Budget and the Budget Process

City Manager present the balanced preliminary budget to the City Council in November, the City Manager presents the balanced proposed preliminary budget along with estimated revenues and expenditures in October. Public hearings are held to obtain public comments. Revisions, as applicable, are made during Council discussion. The Council makes its adjustments to the budget and adopts by ordinance a balanced budget no later than December 31. The operating budget as adopted is published, distributed, and made available to the public during the first three months of the following year.

The City established a two-year biennial budget by Ordinance in 2008, in accordance with RCW 35A.34.040 and its first biennial budget period was 2009-2010. Fewer than 30 Washington cities currently use biennial budgets.

As provided for in the RCW, the City must conduct a mid-biennium review and modification of the biennial budget no sooner than eight months after the start, nor later than the conclusion of the first year, of the fiscal biennium. The budget modification shall be approved by ordinance in the same manner as are other ordinances of the City. At other times, when the City Council determines it is in the best interest of the City to increase or decrease the appropriation for a particular fund, the Council may only do so by ordinance approved by a majority of the Council after holding a public hearing. This is usually performed after the mid-biennium review, prior to close of the two-year budget period.

The City Manager is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, or monetary benefits must be approved by the City Council.

# City of Kenmore, Washington

## Financial Policies

### 1) OPERATING BUDGET - OVERALL

- a) The budget should be a performance, financing and spending plan, agreed to by a majority of the City Council. It should contain information and data regarding expected revenues, expected expenditures and expected performance.
- b) The City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- c) As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide and communications device.
- d) The City's budget presentation should display the City's service/delivery performance plan in a Council constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of City operations. In 2014 the City began a priority-based budgeting (PBB) process that informed the development of the 2015-2016 biennial budget.
- e) Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- f) The City Manager has primary responsibility for: a) formulating budget proposals in line with City Council priority directions; and b) implementing those proposals once they are approved.

### 2) FISCAL INTEGRITY

- a) Ongoing operating costs will not exceed the amount of ongoing revenue to finance these costs. New program costs will have identified ongoing revenues.
- b) Any available carryover balance will only be used to offset one-time or nonrecurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or nonrecurring costs.
- c) The City will maintain the fiscal integrity of its operating, debt service and capital improvement budgets, which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- d) Mitigation fees shall be used only for the project or purpose for which they are intended.
- e) The City will maintain a balanced budget, which is defined as planned funds available equal planned expenditures and ending fund balance.

### 3) CONTINGENT ACCOUNTS

- a) It will be the policy of the City to maintain General Fund balance reserves at a level at least equal to twenty-percent (20%) of the total General Fund budgeted revenue, excluding fund balance, building permits, land use & mitigation fees, and any significant one-time revenue (i.e. State or Federal grants). These operating reserves shall be maintained to offset revenue shortfalls; provide payment of approved expenditures due to cash flow shortages; and provide funding for unanticipated emergencies.

## City of Kenmore, Washington Financial Policies

- b) For purposes of calculating adequate reserve levels, the General Fund cash balance will be used, net of any designated amounts.
- c) The City will maintain a building permit reserve in the General Fund to provide for completion of building permit obligations in the event of a decline in development activity. This reserve shall be equal to twenty-five percent (25%) of the annual building inspection and review costs.

The 2015 and 2016 calculations are shown below:

<b>2015</b>			
2015 Budgeted Revenues		\$10,204,728	
Less Development Fees:			
Building Permits	(448,379)		
Land Use and Plan Review	(409,227)	(857,606)	
Less One-Time Items:			
Interfund Transfers	(0)		
State Grants	(9,500)	(9,500)	
Net Revenues		9,337,622	
Multiplied by 20%			1,867,524
Permit Reserve Calculation:			
Development Fees (above)		857,606	
Multiplied by 25%			<u>214,402</u>
Minimum General Fund Balance Reserve Required for 2015			\$2,081,926

<b>2016</b>			
2016 Budgeted Revenues		\$10,348,542	
Less Development Fees:			
Building and Other Permits	(467,374)		
Land Use and Plan Review	(407,452)	(874,826)	
Less One-Time Items:			
Interfund Transfers	(0)		
State Grants	(9,500)	(9,500)	
Net Revenues		(9,464,216)	
Multiplied by 20%			1,892,843
Permit Reserve Calculation:			
Development Fees (above)		(874,826)	
Multiplied by 25%			<u>218,707</u>
Minimum General Fund Balance Reserve Required for 2016			\$2,111,550

## City of Kenmore, Washington Financial Policies

- d) The City will maintain a twenty-percent (20%) operating expense reserve for the Surface Water Management Fund. This operating reserve shall be created and maintained to provide sufficient cash flow to meet daily financial needs and will be based on total operating expenses. For budget purposes, operating expenses will be calculated on the fund's total budgeted expenses, excluding capital purchases. This calculation will exclude any amounts received from the King County Memorandum of Agreement (MOA):

<u>Surface Water Management Fund</u>	
2015 Operating Expenses	\$1,516,069
Multiplied by 20% = Policy Reserve	\$303,214

<u>Surface Water Management Fund</u>	
2016 Operating Expenses	\$1,308,261
Multiplied by 20% = Policy Reserve	\$261,652

- e) The City shall maintain the Equipment Replacement Fund for the replacement of equipment, furniture, computers and vehicles. The equipment reserve funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent physical deterioration of City assets.

#### 4) REVENUES

- a) Revenue estimates shall not assume any growth rates in excess of inflation. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This minimizes the likelihood of either a reduction in force or service level in the event revenues would be less than anticipated.
- b) Investment income earned through the City's investment pool shall be budgeted on the allocation methodology, i.e., the projected average monthly balance of each participating fund.

#### 5) INTERNAL GOVERNMENTAL SERVICE (INTERFUND) CHARGES

Depreciation of equipment, furnishings and computer software will be included in the service charges paid by City departments to the Equipment Replacement Funds. This will permit the accumulation of cash to cost effectively replace these assets and smooth out budgetary impacts.

# City of Kenmore, Washington

## Financial Policies

### 6) CONTRACTUAL SERVICES

The City will thoroughly investigate the feasibility of contracting certain public services, recognizing that the City Council's policy is to contract services versus conducting those services in-house.

### 7) MINIMIZATION OF ADMINISTRATIVE COSTS

An appropriate balance will be maintained between resources allocated for direct services to the public and resources allocated to ensure sound management, internal controls and legal compliance.

### 8) RETIREMENT

The budget shall provide for funding of the City's share of the employee Social Security Substitute Plan and Public Employees Retirement System (PERS).

### 9) MONTHLY REPORT

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

### 10) MULTI-YEAR FORECAST

- a) Each year, the City will update revenue and expenditure projections for the next six years. Projections will include estimated operating costs for future capital improvements that are included in the capital budget.
- b) This budget data will be presented to the City Council in a form that will facilitate annual budget decisions, based on a multi-year strategic planning perspective.

### 11) QUARTERLY REPORT

- a) The budget will be produced so that it can be directly compared to the actual results of the fiscal year and presented in a timely quarterly report.
- b) All budget amendments will be noted in the report.

### 12) CITIZEN INVOLVEMENT

- a) Citizen involvement during the budget process shall be encouraged through public hearings and public workshops.
- b) Involvement shall also be facilitated through any Council appointed boards, task forces and commissions which shall serve in advisory capacity to the Council and staff. Citizens can also be involved by attending community meetings and public forums.

### 13) FEES

- a) Fees shall be phased toward covering 100% of the cost of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.
- b) Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

# City of Kenmore, Washington

## Financial Policies

### 14) CAPITAL BUDGET - FISCAL POLICIES

- a) Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six-year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.
- b) Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.
- c) All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.
- d) Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to \$999,999, two percent (2%) for projects over \$1,000,000.
- e) Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.
- f) At the time of project award, each project shall have reasonable contingencies also budgeted:
  - i) The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
  - ii) Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
  - iii) For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- g) Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- h) The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- i) Capital projects that are neither expensed nor encumbered during budget period will be rebudgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.

# City of Kenmore, Washington

## Financial Policies

- j) If a proposed capital project will have a direct negative effect on other publicly-owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
- k) A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

### 15) DEBT POLICIES

- a) Debt will not be used to finance operating costs.
- b) Whenever possible, the City shall identify alternative sources of funding and shall examine the availability of these sources in order to minimize the use of debt financing.
- c) Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
- d) Tax Anticipation Notes (TANS) will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- e) Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's long-term financial plan and the Capital Project Plan.
- f) The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- g) Fifty percent (50%) of the principal of any long-term debt should be retired within the first ten (10) years of maturity.
- h) Current revenues shall be set aside to pay for the subsequent year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
- i) The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: debt service as a percent of the City's operating budget should not exceed eight percent (8%).

### 16) CAPITAL FACILITIES PLAN (CFP) POLICIES

- a) Citizen participation in the CFP is a priority for Council and staff. Among the activities which shall be conducted to address this priority are:
  - i) The CFP shall be provided to Council in a timely manner to provide Council-members the opportunity to review the proposed CFP with their constituents before it is considered for adoption. The City Council will play an active role in the process of developing the CFP.
  - ii) The CFP will be scheduled for Council review, and the Council meeting(s) shall be advertised and public input at the meeting(s) encouraged.

## City of Kenmore, Washington Financial Policies

- iii) Prior to adoption of the CFP, the Council shall conduct a public hearing(s) to provide the public with the opportunity to offer their opinions on the proposed plan.
- b) All projects included in the CFP shall be consistent with the City's Comprehensive Plan. The goals and policies for levels of service, facilities and transportation should be followed in the development of the CFP.
- c) Capital projects shall be financed to the greatest extent possible by user fees and/or benefit districts when direct benefit to users results from construction of the project.
- d) Projects that involve intergovernmental cooperation in planning and funding should be established by an agreement that sets forth the basic responsibilities of the parties involved.
- e) The Council will annually review and establish criteria against which capital proposals should be measured. Included among, but not limited to, those factors which should be considered for priority ranking of CFP are:
  - i) Projects which have a positive impact on the operating budget through reduced expenditures, or increased revenues;
  - ii) Projects which are programmed in the six-year Operating Budget estimate; and,
  - iii) Projects which can be completed or significantly advanced during the year they are scheduled.

# City of Kenmore, Washington

## Basis of Accounting and Budgeting

### ACCOUNTING

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor using the revenue and expenditure classifications contained in the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) manual. This basis of accounting and reporting is another comprehensive basis of accounting (OCBOA) that is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

### BASIS OF PRESENTATION – FUND ACCOUNTING

The accounts of the City of Kenmore are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of double-entry accounts that comprise its cash, investments, revenues and expenditures, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City of Kenmore:

### GOVERNMENTAL FUND TYPES

Governmental funds are used to account for activities typically associated with state and local government operations. All governmental fund types are accounted for on a spending or "financial flows" measurement focus, which means that typically only current assets and current liabilities are included on related balance sheets. The operating statements of governmental funds measure changes in financial position, rather than net income. They present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. There are three governmental fund types used by the City of Kenmore:

#### General Fund

This fund is the primary fund of the City of Kenmore. It accounts for all financial resources except those required or elected to be accounted for in another fund.

#### Special Revenue Funds

These funds account for revenues that are legally restricted or designated to finance particular activities of the City of Kenmore (Street Fund, Public Art Fund, Park Impact Fee Fund, Transportation Impact Fee Fund, Strategic Reserve Fund, Strategic Opportunities Fund, and the Sammamish River Bridge Fund).

#### Transportation Benefit District Fund

This fund was created under the authority of the Transportation Benefit District (TBD) which is a separate entity. The City Council serves as the District Board. The purpose of this fund is to collect and distribute the \$20 vehicle license fees that were approved by the Board in November, 2012. The TBD budget was adopted by Resolution 2014-010, which is included in the Appendix. For managerial oversight and accounting purposes, it is included here as a Special Revenue Fund and is also included in the budget document, charts, and tables.

#### Capital Project Funds

These funds account for financial resources which are designated for the acquisition or construction of general government capital projects (Real Estate Excise Tax Fund, Kenmore Village Fund, Parks Capital Fund, and the Transportation Capital Fund).

# City of Kenmore, Washington

## Basis of Accounting and Budgeting

### PROPRIETARY FUND TYPES

Proprietary funds are used to account for activities similar to those found in the private sector where the intent of the governing body is to finance the full cost of providing services primarily through user charges.

#### Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily by user charges (Surface Water Management Fund, the Surface Water Capital Fund, and the Swamp Creek Basin Fund).

#### Internal Service Fund

This fund accounts for operations that provide goods or services to other departments or funds of the City (Equipment Replacement Fund).

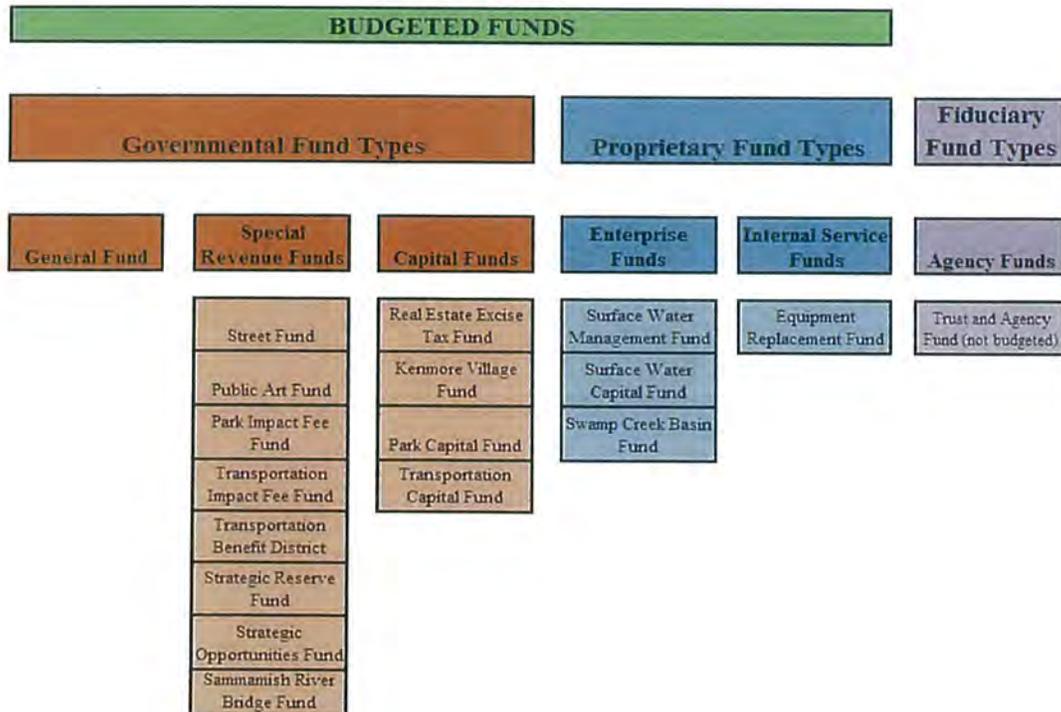
### FIDUCIARY FUND TYPES

Fiduciary funds account for assets held by the City of Kenmore in a trustee capacity or as an agent on behalf of others.

#### Agency Fund

These funds are used to account for assets that the City holds for others in an agency capacity. The City has one trust/agency fund which accounts for refundable deposits, animal license fees that will be remitted to the County, and rental security deposits. This fund is not budgeted.

The chart below illustrates how the City funds are categorized:



## City of Kenmore, Washington Basis of Accounting and Budgeting

### Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The City of Kenmore uses double-entry, cash basis accounting which is a departure from generally accepted accounting principles (GAAP). Under this accounting basis, revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year(s) budget appropriations as required by State law (See Budget Glossary section for definition).

Purchases of fixed assets are expensed during the year of acquisition. There is no capitalization of fixed assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

### Budgets and Budgetary Accounting

Annual appropriated budgets are adopted for all funds except the Agency Fund. These funds are budgeted on the cash basis of accounting which matches the City's accounting basis. The financial statements include budgetary comparisons for applicable funds.

Budgets are adopted at the fund level that constitutes the legal authority for expenditures. Annual appropriations for all funds lapse at the fiscal period end.

## City of Kenmore, Washington Debt Obligations and Debt Calculations

In March 2002, the City of Kenmore received approval for a Public Works Trust Fund Loan from Washington State's Department of Community Development. The last payment on this loan was made in 2007. The \$1,000,000 loan was a general obligation of the City and funded pre-construction costs associated with the SR-522 Phase I Transportation Improvement Project.

In August 2003 the City purchased property (Kenmore Village) through the issuance of \$5,000,000 in taxable Bond Anticipation Notes (BAN). This was a three-year BAN which matured August 15, 2006. In November 2005, in order to save approximately \$37,000 of interest expense versus interest income, the City Council approved staff's recommendation to pay off the BAN using cash reserves from the Capital Projects Fund.

The City has a short-term debt obligation that was inherited from King County upon incorporation in 1998. These debt payments are for the City's portion of debt service on County surface water bonds that were approved countywide in 1993 and 1996. Interest and principal payments on these bonds amount to approximately \$47,740 annually. This debt service obligation will be paid off in 2016.

In 2009 the City Council authorized a 5 year, 3.89% interest, \$4,000,000 note for construction of the new city hall. The \$4,000,000 was drawn in 2010 as construction progressed which made other cash reserves available for any unanticipated needs. By the end of 2010 it was apparent that the cash was not needed and the note was repaid in December 2010.

According to the Revised Code of Washington (RCW) 39.36.020, there are four categories of general obligation (debt which is secured by the full faith and credit of the city) debt available to the City to finance large projects. One category (#1) requires a City Council super majority vote (majority plus one) and three categories require a 60% vote of the City electorate. The City's 2015 preliminary assessed valuation of \$3,248,365,479 was used for the calculations below. The four categories of debt are described below.

1. General Purpose Non Voted Debt: This requires only a vote of the City Council and debt must be paid from operational revenue sources. The Council can levy up to 1.5% of the City's assessed value or \$48,725,482 for 2015.
2. General Purpose Voted Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy. An amount up to 2.5% of the City's assessed value can be levied or \$81,209,137 for 2015. The total General Purpose Councilmanic Debt and General Purpose Voted Debt cannot exceed 2.5% of the City's assessed value.
3. Parks and Open Space Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy for acquiring or developing open space and park facilities. An amount up to 2.5% of the City's assessed value can be levied or \$81,209,137 for 2015.

City of Kenmore, Washington  
Debt Obligations and Debt Calculations

4. Utility Purpose Debt: This requires a 60% vote of the City electorate. Debt would be paid from an increase to the City's property tax levy for utility purposed of a utility is owned and controlled by the City. An amount up to 2.5% of the City's assessed value can be levied or \$81,209,137 for 2015.

A total of 7.5% of the City's assessed valuation may be issued in bonds. The calculation for the City's Debt Capacity as of January 1, 2015 is as follows:

2015 Assessed Value for 2015 taxes	\$3,248,365,479
Debt limit – 7.5% of total assessed value	\$243,627,411
Less: Total Outstanding Debt	0
Total Remaining Debt Capacity	\$243,627,411

These limits do not apply to revenue bonds that are not general obligations (RCW 39.46.150) and are secured on the basis of dedicated revenues rather than taxes, or to special assessment (RCW 35.45.070) bonds created by the formation of local improvement districts and are secured by assessments against property benefited by the proceeds of such bonds.

City of Kenmore, Washington  
Net Direct and Overlapping Debt

Direct Debt of the City of Kenmore:	
Outstanding General Obligation Debt:	
Outstanding Unlimited Tax General Obligation Debt	\$0
Outstanding Limited Tax General Obligation Debt	0
Total Net Direct Debt	\$0

Overlapping Debt (1):

	Overlapping Debt
King County	\$6,009,423
King County Library	1,788,245
Evergreen Hospital District #2	9,937,168
Lake Washington School District #414	10,815
Northshore Park & Recreation	433,754
Port of Seattle	2,321,039
Northshore School District	65,334,553
 Total Overlapping Debt	 <u>\$85,834,999</u>
 Total Net Direct and Overlapping Debt	 <u>\$85,834,999</u>

**BONDED DEBT RATIOS**

2015 Assessed Valuation (A.V.)		\$ 3,248,365,479
2014 Population		21,370
Ratio of:		
Net Direct Debt to Assessed Value		0.00%
Net Direct Debt and Overlapping Debt to A.V.		2.64%
Per Capita:		
Net Direct Debt		\$0
Net Direct Debt and Overlapping Debt		\$4,017
Assessed Value		\$152,006

(1) Source: King County Treasury Division Office

This is the amount of debt owed by jurisdictions with boundaries that overlap the City of Kenmore. The information for other taxing agencies was obtained from King County as of December 31, 2014.

# City of Kenmore, Washington

## Personnel Summary 2011 -2016

<u>Cost Center</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Budget</u>	<u>2015 Proposed</u>	<u>2016 Proposed</u>
City Manager*	4.00	5.00	6.55	6.55	6.75	6.75
Finance and Administration **	6.00	5.00	4.00	4.00	4.00	4.00
Community Development***	2.50	2.50	3.50	3.50	3.50	3.50
Development Services	5.50	5.50	5.50	5.50	5.50	5.50
Engineering and Environmental Services	4.50	4.50	4.50	4.50	4.40	4.40
Parks and Facility Maintenance *****	1.00	1.00	1.00	1.00	2.00	2.00
Street Fund****	1.50	1.50	1.50	1.50	2.60	2.60
Surface Water Management Fund	1.00	2.00	2.00	2.00	2.00	2.00
Totals	<u>26.00</u>	<u>27.00</u>	<u>28.55</u>	<u>28.55</u>	<u>30.75</u>	<u>30.75</u>

\* Positions were reclassified as follows:

Receptionist was transferred from Finance in 2013 and  
Administrative Assistant position was added in 2012.

.55 FTE Volunteer and Events Coordinator was increased to .75 FTE in 2015

\*\* 1 Accounting Technician position was added in 2011, Receptionist was transferred to City Manager cost center in 2013,  
Administrative Assistant position was eliminated in 2013.

\*\*\* A two year term, one FTE Parks Project Manager, was added, now funded by Capital Projects

\*\*\*\* Sr Engineering Tech moved from Engineering to Street Fund, Admin Asst increased .1 FTE and reduced in Eng .1 FTE.  
added one Traffic Engineer

\*\*\*\*\* Added one maintenance worker

## City of Kenmore, Washington Historical Revenue Review

As a code city, the City of Kenmore has statutory authority to levy or assess all revenues generally available to all classes of cities and towns in Washington State. This section analyzes the major revenues utilized and available to the City.

### A Word on Voter Initiatives

Voters have approved for the ballot and subsequently passed a series of initiatives aimed at reducing and limiting the future growth of governmental revenues (or taxes, depending on your perspective). Here are the recently approved initiatives:

- **Initiative 695** – November 1999
  - Reduced motor vehicle excise taxes to \$30
  - Required voter approval of future tax increases
  - Ruled unconstitutional by the Washington State Supreme Court
  - Motor vehicle excise tax subsequently reduced by State legislature
  - \$1,500,000 annual tax reduction in Kenmore
  - Kenmore increased the utility tax rate on gas, electric, telephone and cell phone revenues to 6.0% from 1.5% in December 1999 to offset the annual reduction by \$750,000
- **Initiative 722** – November 2000
  - Would have repealed any tax or fee increases in the last half of 1999
  - Limited property tax growth to 2% per year
  - Ruled unconstitutional by the Washington State Supreme Court
  - The initiative had no effect on these matters since the State Supreme Court overturned it.
- **Initiative 747** – November 2001
  - Establishes the new property tax “limit factors”
  - 1% or Implicit Price Deflator (IPD) increase, whichever is less, over the highest of the district’s three previous annual property tax levies
  - Taxing districts could levy higher than the limit factor with voter approval.
  - “Banked capacity” still available
- **Initiative 776** – November 2002
  - Limits total motor vehicle license fees to \$30
  - Reduces transportation funding (about \$172,000 annually in Kenmore)

These initiatives have dramatically altered the local government revenues available to fund community services and programs.

City of Kenmore, Washington  
Major Revenue Assumptions 2015-2016

GENERAL FUND

The City of Kenmore relies on property taxes to fund many of its General Fund operations (44% of revenue). The following assumptions were used to prepare the City's major revenue estimates for 2015 and 2016.

1. The 2014 population figure used in the 2015 Budget is 21,370 as determined by the Office of Financial Management for Washington State. This figure is important when determining distribution of State shared revenues on a per capita basis. This represents an increase of 200 (.9%) from the City's 2013 population figure of 21,170.
2. The 2015 property tax levy is estimated to be \$4,427,246. This includes a 1% increase in the base levy (\$43,234) and \$60,658 added from new construction and state assessed properties. In 2016, the projected property tax levy is \$4,521,519 which also assumes a 1% increase in the base levy and \$50,000 added for new construction.
3. The City's property tax levy rate for 2015 is projected to be \$1.36 per \$1,000 assessed valuation; a 12.8% decrease from the 2014 levy rate of \$1.56. The decrease in the levy rate is based on a projected 15% increase in assessed valuation across the City.
4. Sales tax receipts in 2015 are budgeted at 1.8% (\$31,178) more than the estimated 2014 revenue, using the most recent 12 month receipts as a base. A one percent (\$17,162) increase is forecast for 2015. One time new construction revenues are expected during this biennium.
5. Criminal justice sales taxes are difficult to predict, however based on the most recent 12 month activity, a 1.9% increase (\$8,867) from 2014 estimated revenues is projected for 2015 and the same level for 2016.
6. Electric and gas utility taxes are projected to increase about 4.8% from 2014 estimates, and cell and telephone utility taxes are expected to decline about 1.1% based on recent activity.
7. Pull-tab gambling taxes are budgeted just over the expected 2014 level which is an increase of about 1.6%.
8. Liquor excise taxes and liquor profits have historically been distributed on a per capita based on estimates from the Municipal Research and Service Center (MRSC). Based on this source, the budget for 2015 and 2016 Liquor Board Profits equals \$8.77 times per capita of 21,370, resulting in \$187,415 per year. The budget for Liquor Excise Tax is \$32,000 per year based on recent quarterly distributions, but could be as much as \$58,000 per year.
9. Cable franchise fees are estimated to increase \$19,047 over the 2014 revenue expectation and 2016 is projected to increase another 2%.
10. A newly proposed 5% franchise fee on water and sewer was expected to generate \$422,917 annually. With only two distributions in the 2013-2014 period due to late implementation, the 2015-2016 annual budget projections have been revised down slightly to \$400,000 per year.

City of Kenmore, Washington  
Major Revenue Assumptions 2015-2016

11. Development revenues are largely derived from building permit, plan review, inspections, and land use fees. The biennial development related revenues are projected to decrease about 8% (\$157,283) from 2013-2014 which is still 19% above the adopted budget for 2013-2014. The local economy, development activity, and the housing industry improved substantially in 2013 and 2014.
12. Investment interest is expected to yield .6% on average annual fund balances.

STREET FUND

13. A slight decrease (28 cents per capita) is expected in fuel tax revenues in the Street Fund, and the budget is based on \$20.29 per capita (21,370) as predicted by MRSC for a 2015 budget of \$433,597 and a 1% increase for 2016. The assumption is that gas consumption will stay at current levels due to greater use of fuel efficient or alternate energy vehicles and no increase is expected without additional gas tax legislation. Other major sources of revenue to the Street Fund include:
  - ✓ \$180,000 in Right of Way permit fees, previously budgeted in the General Fund,
  - ✓ \$800,000 in transfers from the General Fund for road maintenance from the water sewer franchise fees,
  - ✓ \$33,000 in transfers from the General Fund for banner replacement and maintenance,
  - ✓ License tab fees from the Kenmore Transportation Benefit District in the amount of \$475,000.

City of Kenmore, Washington  
Major Expenditure Assumptions 2015-2016

GENERAL FUND

The City of Kenmore has developed a balanced budget for the 2015-2016 biennium in that operating expenditures in the General Fund are appropriated only to the extent there is projected operating revenue in 2015-2016. The unobligated cash carryover reserve was not used to balance the budget. Following is a list of expenditure assumptions and measures used to obtain a balanced biennium General Fund budget.

Salary budgets reflect a 4% increase for both 2015 and 2016. Medical insurance premiums were budgeted with a 5% increase for 2015 and 7% increase for 2016.

A Parks Project Manager temporary position has been provided for in the Parks Capital Program. This position will be responsible for managing park projects and applying for parks grants. The position is not funded with General Fund dollars.

A part time Volunteer and Events Coordinator position was included to manage the City's volunteer program and special events. The position is funded as a .75 FTE.

Human Services Contracts were reduced from \$404,601 as budgeted in 2013-2014 to a budget of \$322,601 for the 2015-2016 biennium.

\$60,000 was appropriated to be transferred to the Kenmore Village Fund to support future operations of the Kenmore Village Pavilion.

\$140,885 is expected to be transferred to the Transportation Capital Fund to support expenditures for SR522 West A project.

STREET FUND

1. The Street Fund no longer includes costs associated with the annual road overlay which is now budgeted in the Transportation Capital Fund. Staff costs (1 FTE), expenditures and revenues associated with Right of Way inspections are now budgeted in the Street Fund.
2. \$33,000 has been appropriated in the Street Fund for replacements and maintenance of the City banners.

# City of Kenmore, Washington

## Summary of All Revenues and Expenditures By Fund 2011/2012 to 2015/2016

<b>Revenues by Fund:</b>	<b>2011-2012</b>	<b>2013-2014</b>	<b>2013</b>	<b>2014</b>	<b>2013-2014</b>	<b>2015</b>	<b>2016</b>	<b>2015-2016</b>
	<b>Biennium</b>	<b>Amended</b>			<b>Biennium Total</b>			<b>Proposed</b>
	<b>Total</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
General Fund	\$ 18,870,409	19,250,445	\$ 9,784,977	\$ 9,895,946	\$ 19,680,923	\$ 10,204,728	\$ 10,348,542	\$ 20,553,270
Street Fund	2,144,407	3,514,173	1,833,046	1,039,543	2,872,589	1,175,597	1,183,933	2,359,531
Public Art Fund	1,296	600	447	100	547	100	100	200
Park Impact Fee Fund	285,605	346,567	145,576	397,196	542,772	154,878	79,185	234,063
Transportation Impact Fee Fund	916,136	876,670	423,858	763,100	1,186,958	975,257	422,000	1,397,257
Transportation Benefit District	0	535,000	151,178	314,502	465,680	315,100	315,100	630,200
Strategic Reserve Fund	0	0	0	0	0	0	0	0
Strategic Opportunities Fund	0	3,301,862	2,521,694	1,611,345	4,133,039	20,943	16,218	37,160
Sammamish River Bridge Fund	0	80,000	80,264	(264)	80,000	0	0	0
Real Estate Excise Tax Fund	1,502,214	1,147,317	894,198	945,573	1,839,771	914,000	913,000	1,827,000
Kenmore Village Fund	555,152	4,576,500	1,403,544	3,255,588	4,659,132	1,219,200	107,700	1,326,900
Park Capital Fund	0	1,916,534	435,869	1,705,203	2,141,072	975,200	265,200	1,240,400
Transportation Capital Fund	3,665,899	12,656,875	1,943,098	3,273,280	5,216,378	9,989,310	7,218,862	17,208,172
Surface Water Management Fund	3,739,337	3,824,176	2,068,281	1,905,892	3,974,173	1,620,000	1,920,000	3,540,000
Surface Water Capital Fund	0	1,988,261	492,011	1,013,000	1,505,011	1,506,266	633,234	2,139,500
Swamp Creek Basin Fund	16,538	16,000	10,057	10,000	20,057	10,000	10,000	20,000
Equipment Replacement Fund	188,365	155,142	49,958	102,092	152,050	103,000	103,000	206,000
<b>Total Revenues</b>	<b>\$31,885,358</b>	<b>\$54,186,122</b>	<b>\$22,238,056</b>	<b>\$26,232,096</b>	<b>\$48,470,152</b>	<b>\$29,183,579</b>	<b>\$23,536,074</b>	<b>\$52,719,653</b>

	<b>2011-2012</b>	<b>2013-2014</b>	<b>2013</b>	<b>2014</b>	<b>2013-2014</b>	<b>2015</b>	<b>2016</b>	<b>2015-2016</b>
	<b>Biennium</b>	<b>Amended</b>			<b>Biennium Total</b>			<b>Proposed</b>
	<b>Total</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
General Fund	\$ 18,261,073	22,172,545	\$ 12,217,316	\$ 10,320,043	\$ 22,537,359	\$ 10,150,223	\$ 10,388,711	\$ 20,538,934
Street Fund	2,672,834	3,534,126	1,222,020	2,699,163	3,921,183	1,170,507	1,200,770	2,371,277
Public Art Fund	1,000	1,766	1,507	50	1,557	500	500	1,000
Park Impact Fee Fund	29,620	1,105,000	297,921	1,323,885	1,621,806	325,000	165,000	490,000
Transportation Impact Fee Fund	1,221,255	822,500	248,000	(248,000)	0	1,904,780	855,220	2,760,000
Transportation Benefit District	0	535,000	5,000	460,500	465,500	309,500	320,500	630,000
Strategic Reserve Fund	0	0	0	0	0	0	0	0
Strategic Opportunities Fund	0	1,190,900	920,175	270,000	1,190,175	746,200	165,000	911,200
Sammamish River Bridge Fund	0	80,000	0	80,000	80,000	0	0	0
Real Estate Excise Tax Fund	1,395,029	2,757,050	845,368	1,012,928	1,858,296	2,191,250	1,337,469	3,528,719
Kenmore Village Fund	1,664,789	2,500,686	1,423,689	1,033,733	2,457,422	2,389,500	1,127,740	3,517,240
Park Capital Fund	0	1,873,000	416,604	1,500,549	1,917,153	974,000	264,000	1,238,000
Transportation Capital Fund	4,447,555	12,246,837	1,606,348	3,144,927	4,751,275	10,039,810	7,268,362	17,308,172
Surface Water Management Fund	3,910,224	4,908,887	1,926,160	2,244,991	4,171,151	2,188,308	2,463,968	4,652,276
Surface Water Capital Fund	0	1,988,261	180,427	1,254,327	1,434,754	960,611	1,248,889	2,209,500
Swamp Creek Basin Fund	198,109	160,000	109,873	50,127	160,000	0	0	0
Equipment Replacement Fund	222,073	276,250	57,389	222,846	280,235	112,000	112,000	224,000
<b>Total Expenditures</b>	<b>\$34,023,561</b>	<b>\$56,152,808</b>	<b>\$21,477,797</b>	<b>\$25,370,069</b>	<b>\$46,847,866</b>	<b>\$33,462,189</b>	<b>\$26,918,129</b>	<b>\$60,380,318</b>

# City of Kenmore, Washington

## Summary of General Fund Revenues

2011-2012 to 2015-2016

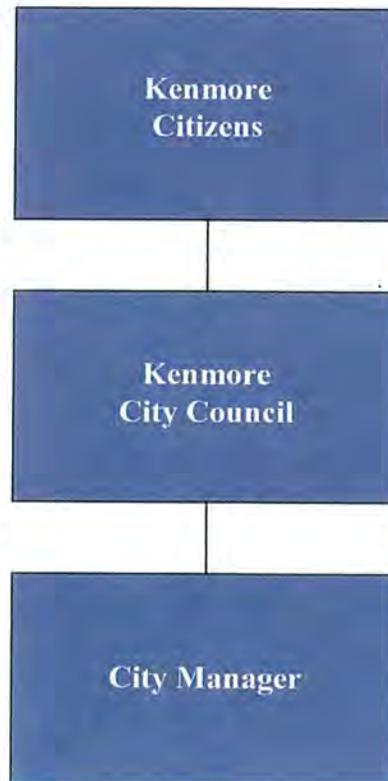
	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total Estimate	2015 Budget	2016 Budget	2015-2016 Proposed Budget
<b>REVENUES</b>								
Beginning Fund Balance	\$4,929,789	\$5,539,125	\$5,539,125	\$3,106,786	\$5,539,125	\$2,682,689	\$2,697,194	\$2,682,689
Property Taxes	8,320,682	8,542,053	4,286,383	4,323,355	8,609,738	4,427,247	4,521,519	8,948,766
Sales Tax	3,439,969	3,193,815	1,685,031	1,685,031	3,370,062	1,716,209	1,733,371	3,449,580
Crim. Justice 1/10 Sales Tax	821,919	766,516	466,609	466,609	933,218	475,476	475,476	950,952
Electric Utility Tax	1,035,442	1,066,713	499,448	499,448	998,896	513,640	513,640	1,027,280
Gas Utility Tax	564,206	581,245	236,202	236,202	472,404	258,014	258,014	516,028
Telephone/Cellphone Utility Tax	1,266,897	1,294,437	617,241	617,241	1,234,482	610,041	610,041	1,220,082
Gambling Tax-Pulltabs & Games	56,512	60,100	50,186	50,044	100,230	50,860	50,860	101,720
Gambling Tax-Cardrooms	0	0	0	0	0	0	0	0
Other Taxes	1,816	1,200	1,330	600	1,930	1,000	10,000	11,000
<b>Total Taxes</b>	<b>15,507,443</b>	<b>15,506,079</b>	<b>7,842,430</b>	<b>7,878,530</b>	<b>15,720,960</b>	<b>8,052,487</b>	<b>8,172,921</b>	<b>16,225,408</b>
Cable Franchise fees	666,729	569,490	303,218	288,953	592,171	308,000	314,160	622,160
Water/Sewer Franchise fees	0	422,915	0	138,000	138,000	400,000	400,000	800,000
Business Licenses	3,320	3,000	7,250	1,500	8,750	12,000	12,000	24,000
Right Of Way Permits	14,874	24,000	6,535	12,000	18,535	6,000	6,000	12,000
Building Permits	352,836	472,769	373,880	454,836	828,716	448,379	467,374	915,753
Development Fees	455,645	32,623	21,681	15,042	36,723	24,293	25,173	49,466
<b>Total Licenses &amp; Permits</b>	<b>1,493,404</b>	<b>1,524,797</b>	<b>712,564</b>	<b>910,331</b>	<b>1,622,895</b>	<b>1,198,672</b>	<b>1,224,707</b>	<b>2,423,379</b>
State and Federal Grants	0	0	12,680	7644	20,324	9,500	9,500	19,000
Recycling Grants	92,676	92,000	40,472	40,472	80,944	40,450	40,450	80,900
Criminal Justice Distributions	103,276	108,346	56,207	53,871	110,078	57,700	57,700	115,400
DUI Assistance	8,325	8,000	3,819	3,819	7,638	3,820	3,820	7,640
Streamlined Sales Tax Mitigation	49,224	49,200	22,677	22,677	45,354	22,800	22,800	45,600
Liquor Excise Tax	201,102	97,102	14,081	25,192	39,273	32,000	32,000	64,000
Liquor Board Profits	285,109	285,218	188,948	188,201	377,149	187,415	187,415	374,830
<b>Total Intergovernmental</b>	<b>739,712</b>	<b>639,866</b>	<b>338,884</b>	<b>341,876</b>	<b>680,760</b>	<b>353,685</b>	<b>353,685</b>	<b>707,370</b>
Reimbursement of Direct/Indirect Costs	405,523	524,066	260,020	186,250	446,270	170,000	170,000	340,000
Land Use Fees	148,694	249,438	126,381	200,384	326,765	132,493	169,184	301,677
Engineering Review and Inspection Fees	217,543	685,855	359,187	326,324	685,511	246,441	207,095	453,536
<b>Total Charges for Services</b>	<b>771,760</b>	<b>1,459,359</b>	<b>745,588</b>	<b>712,958</b>	<b>1,458,546</b>	<b>548,934</b>	<b>546,279</b>	<b>1,095,213</b>
<b>Total Investment Interest</b>	<b>67,486</b>	<b>58,400</b>	<b>34,880</b>	<b>29,200</b>	<b>64,080</b>	<b>25,350</b>	<b>25,350</b>	<b>50,700</b>
Fines & Forfeitures	664	0	-2,426	0	-2,426	0	0	0
Donations/Sponsorships	23,872	30,000	15,835	15,000	30,835	16,900	16,900	33,800
Miscellaneous/Rents	19,699	31,944	97,222	8,051	105,273	8,700	8,700	17,400
<b>Total Miscellaneous</b>	<b>44,235</b>	<b>61,944</b>	<b>110,631</b>	<b>23,051</b>	<b>133,682</b>	<b>25,600</b>	<b>25,600</b>	<b>51,200</b>
<b>Total General Fund Revenues</b>	<b>18,624,041</b>	<b>19,250,445</b>	<b>9,784,977</b>	<b>9,895,946</b>	<b>19,680,923</b>	<b>10,204,728</b>	<b>10,348,542</b>	<b>20,553,270</b>
<b>Total Revenues &amp; Beginning Fund Balance</b>	<b>\$23,553,830</b>	<b>\$24,789,570</b>	<b>\$15,324,102</b>	<b>\$13,002,732</b>	<b>\$25,220,048</b>	<b>\$12,887,417</b>	<b>\$13,045,736</b>	<b>\$23,235,959</b>

City of Kenmore, Washington  
 Summary of General Fund Expenditures  
 2011-2012 to 2015-2016

	2011-2012	2013-2014		2014	2013-2014		2016	2015-2016
	Biennium Total	Amended Budget	2013 Actual		Estimate	Biennium Total Estimate		2015 Budget
<b>EXPENDITURES</b>								
<u>Cost Center</u>								
City Council	\$235,568	\$213,950	\$105,395	\$108,555	\$213,950	\$163,989	\$164,446	\$328,435
City Manager	1,801,401	2,192,779	1,109,440	1,041,813	2,151,253	1,587,808	1,520,414	3,108,222
Finance and Administration	1,149,480	1,017,068	425,024	525,041	950,065	798,363	821,475	1,619,838
Legal	451,501	480,000	281,017	184,000	465,017	220,000	220,000	440,000
Non-Departmental	1,548,759	1,592,487	788,765	858,611	1,647,376	0	0	0
Transfers to Other Funds	1,639,000	4,056,101	816,000	138,000	954,000	420,000	613,885	1,033,885
Transfer to Strategic Opportunity Fund	0	0	2,500,000	813,793	3,313,793	0	0	0
Public Safety	7,004,641	7,600,348	3,758,635	3,891,713	7,650,348	4,051,177	4,024,938	8,076,115
Engineering & Environmental Services	1,114,352	1,361,385	654,546	866,000	1,520,546	763,129	764,821	1,527,950
Community Development	671,429	939,441	477,890	496,233	974,123	395,834	434,196	830,030
Development Services	1,212,143	1,361,715	629,252	732,463	1,361,715	808,496	811,554	1,620,050
Parks and Facility Maintenance	1,386,614	1,357,271	671,352	663,821	1,335,173	941,427	1,012,982	1,954,409
<b>Total Expenditures</b>	<b>\$18,214,888</b>	<b>\$22,172,545</b>	<b>\$12,217,316</b>	<b>\$10,320,043</b>	<b>\$22,537,359</b>	<b>\$10,150,223</b>	<b>\$10,388,711</b>	<b>\$20,538,934</b>
<b>Ending Fund Balance</b>	<b>5,338,942</b>	<b>2,617,025</b>	<b>3,106,786</b>	<b>2,682,689</b>	<b>2,682,689</b>	<b>2,737,194</b>	<b>2,697,025</b>	<b>2,697,025</b>
<b>Total Expenditures and Ending Fund Balance</b>	<b>\$23,553,830</b>	<b>\$24,789,570</b>	<b>\$15,324,102</b>	<b>\$13,002,732</b>	<b>\$25,220,048</b>	<b>\$12,887,417</b>	<b>\$13,085,736</b>	<b>\$23,235,959</b>

City of Kenmore, Washington  
General Fund: City Council Cost Center

The City Council is the legislative branch of City government and serves as the policy making body. The Council enacts ordinances and resolutions, adopt policies and regulations, approve contracts, and sets rates and fees for services provided to the citizens. The Council consists of seven Councilmembers who, in turn, select the mayor for a two-year term to serve as their chairperson.



**2013-2014 Achievements:**

- The City Council took important steps to improve transportation infrastructure, advance downtown redevelopment, and promote economic development.
- With the completion of the Central Segment of the SR 522 project, the City has transformed the streetscape from 65<sup>th</sup> Ave NE to the eastern city limits. Traffic flow is more efficient and the environment for pedestrians and bicyclists on SR 522 has improved. Construction on the segment between 61<sup>st</sup> Ave NE and 65 Ave NE is poised to begin in 2015. Signal improvements were completed 61<sup>st</sup> Ave NE and NE 181<sup>st</sup> Street.
- Through the direct efforts of the Mayor and City Council, State and Federal funding was obtained for the SR522 corridor project and Kenmore Navigation Channel sediment analysis and environmental review, which are required actions in order for maintenance dredging to proceed.

City of Kenmore, Washington  
General Fund: City Council Cost Center

- The Council provided policy direction to take important steps in the future of the Kenmore Village development, by reviewing and approving Purchase and Sale Agreements and Development Agreement(s) for the residential and commercial segments of the property. These transactions and public amenities such as the Town Green, Pavilion and Skate Court will truly launch downtown redevelopment.
- Councilmembers are active in regional, state and federal level organizations and committees, including the National League of Cities, Association of Washington Cities, King County Board of Health, Eastside Transportation Partnership and Suburban Cities Association. The City hosted a Mobile Workshop on Kenmore Economic Development for attendees of the National League of Cities Annual Conference in 2013.
- The Council convened Town Hall meetings and Coffee with Council informal discussions and information exchange with citizens.
- The Council spearheaded and promoted annual Kenmore Play Day events to encourage physical activity and wellness for young people, in conjunction with Kaboom. This effort resulted in Kenmore being named a Playful City USA.

**2015-2016 Objectives:**

- Support further progress on the pedestrian and bicycle safety; economic development; waterfront access and other Council Goals.
- Secure additional transportation funding for the West Sammamish River Bridge and SR 522 and US Army Corps of Engineers budget for Kenmore Navigation Channel maintenance dredging.
- Continue and increase involvement in regional issues, including transportation initiatives such as SR-520 tolling/construction and its impact on SR-522.

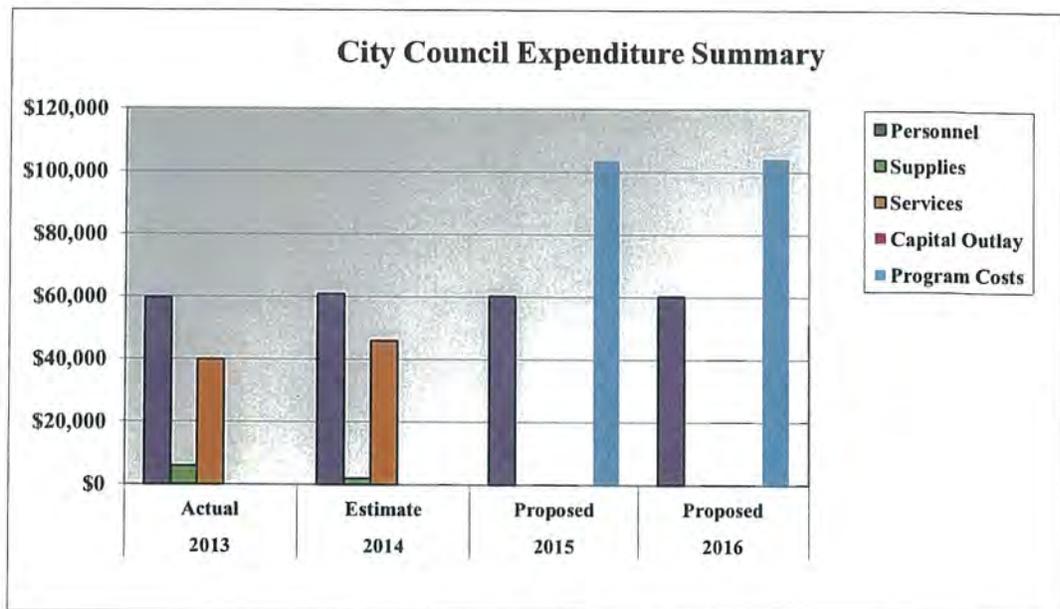
**Budget Highlights:**

The 2015-2016 Biennial Budget includes the following:

- Continued emphasis on intergovernmental relations and securing infrastructure funding will continue to require Mayor and City Council involvement.

# General Fund City Council

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Actual	2014 Estimate	Biennium Total Estimate	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
City Council								
Personnel	\$116,986	\$120,388	\$59,615	\$60,773	\$120,388	\$60,195	\$60,195	\$120,390
Program Costs	n/a	n/a	n/a	n/a	n/a	103,794	104,251	208,045
Supplies	13,380	7,722	5,866	1,856	7,722	n/a	n/a	\$0
Services	99,036	85,840	39,915	45,925	85,840	n/a	n/a	0
Capital Outlay	20,480	0	0	0	0	n/a	n/a	0
<b>Total</b>	<b>\$249,882</b>	<b>\$213,950</b>	<b>\$105,395</b>	<b>\$108,555</b>	<b>\$213,950</b>	<b>\$163,989</b>	<b>\$164,446</b>	<b>\$328,435</b>



Employee Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Adopted Budget	2013 Actual	2014 Estimate	Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
City Council Positions								
Mayor	1	1	1	1	1	1	1	1
Deputy Mayor	1	1	1	1	1	1	1	1
Councilmembers	5	5	5	5	5	5	5	5
<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

# KENMORE, WASHINGTON

## City Council

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 163,989	7.00	\$ -	\$ 60,195	\$ 103,794
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Council	Federal and State Government Relations	127	\$ 16,990	0.07	\$ -	\$ 602	\$ 16,388
City Council	King County Government Relations	128	\$ 28,216	0.21	\$ -	\$ 1,806	\$ 26,410
City Council	Special Events and Presentations	129	\$ 12,069	0.70	\$ -	\$ 6,020	\$ 6,049
City Council	Appointments to Regional and State Boards and Commissions	130	\$ 15,151	0.28	\$ -	\$ 2,408	\$ 12,744
City Council	Appointments to National Boards and Commissions	131	\$ 4,027	0.28	\$ -	\$ 2,408	\$ 1,620
City Council	Informal Informational Meetings	9018	\$ 13,089	0.91	\$ -	\$ 7,825	\$ 5,264
City Council	City Manager Oversight	9019	\$ 9,062	0.63	\$ -	\$ 5,418	\$ 3,644
City Council	Citizen Point of Contact	9020	\$ 10,069	0.70		\$ 6,020	\$ 4,049
City Council	Strategic Goal and Direction Setting	9021	\$ 17,055	0.56		\$ 4,816	\$ 12,239
City Council	FIXED COST - Council Meetings and Executive and Study Sessions	11001	\$ 38,261	2.66		\$ 22,874	\$ 15,387

# KENMORE, WASHINGTON

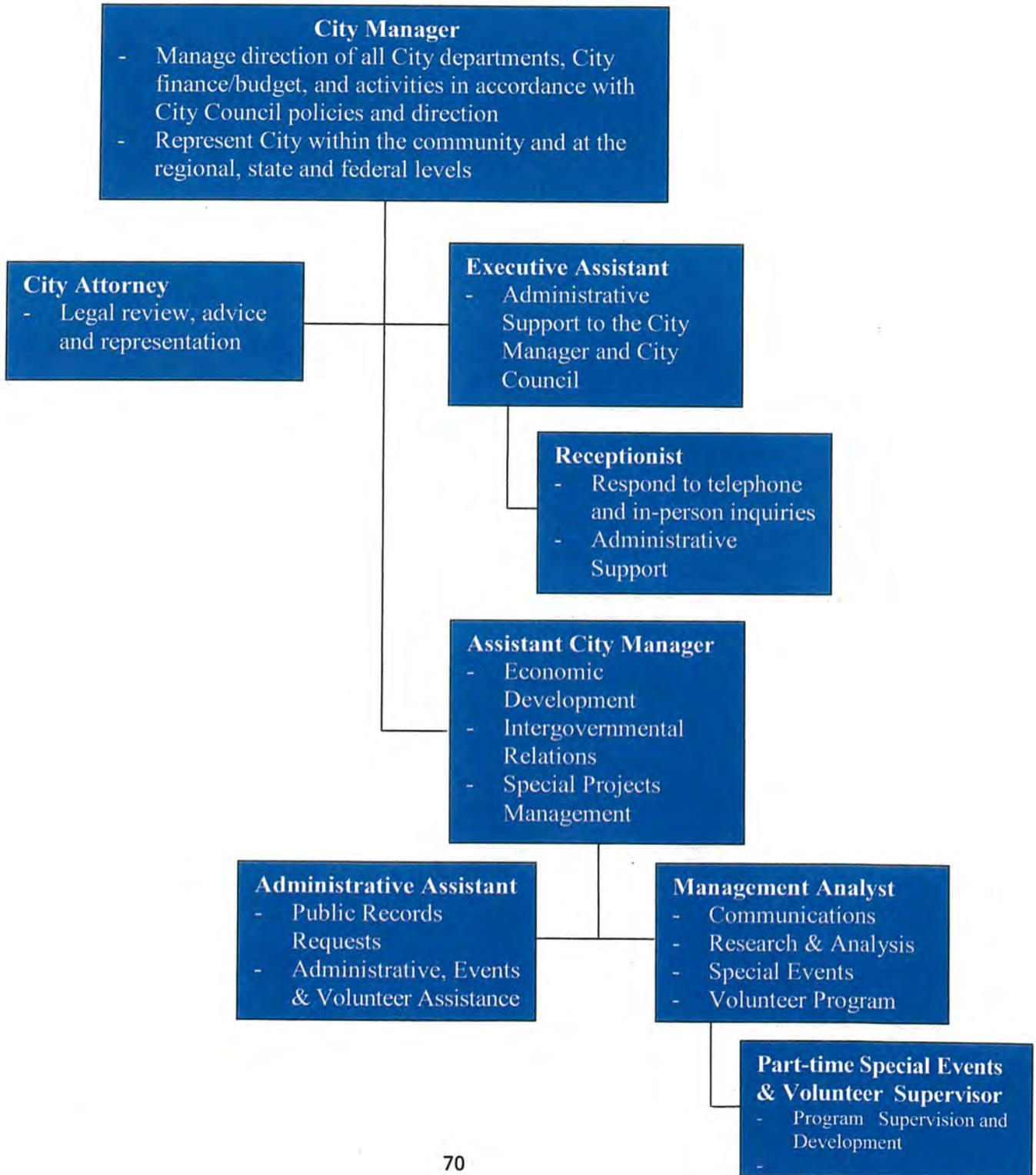
## City Council

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 164,446	7.00	\$ -	\$ 60,195	\$ 104,251
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Council	Federal and State Government Relations	127	\$ 17,135	0.07	\$ -	\$ 602	\$ 16,533
City Council	King County Government Relations	128	\$ 28,452	0.21	\$ -	\$ 1,806	\$ 26,646
City Council	Special Events and Presentations	129	\$ 12,069	0.70	\$ -	\$ 6,020	\$ 6,049
City Council	Appointments to Regional and State Boards and Commissions	130	\$ 15,227	0.28	\$ -	\$ 2,408	\$ 12,820
City Council	Appointments to National Boards and Commissions	131	\$ 4,027	0.28	\$ -	\$ 2,408	\$ 1,620
City Council	Informal Informational Meetings	9018	\$ 13,089	0.91	\$ -	\$ 7,825	\$ 5,264
City Council	City Manager Oversight	9019	\$ 9,062	0.63	\$ -	\$ 5,418	\$ 3,644
City Council	Citizen Point of Contact	9020	\$ 10,069	0.70		\$ 6,020	\$ 4,049
City Council	Strategic Goal and Direction Setting	9021	\$ 17,055	0.56		\$ 4,816	\$ 12,239
City Council	FIXED COST - Council Meetings and Executive and Study Sessions	11001	\$ 38,261	2.66		\$ 22,874	\$ 15,387

City of Kenmore, Washington  
General Fund: City Manager Cost Center

The City Manager is appointed by the City Council and serves at the Council's pleasure. The City Manager's office provides (1) management direction of all City departments and activities in accordance with City Council policies and direction, (2) administrative support to the City Council and (3) representing the City within the community and at the regional, state and federal levels to advance Kenmore's priorities and interests. The City Manager's Office also provides Economic Development programs and oversees marketing, public relations, public records requests, events and volunteer programs for the City.



City of Kenmore, Washington  
General Fund: City Manager Cost Center

**2013-2014 Achievements:**

The City Manager's Office provided management leadership in the efforts to accomplish City Council goals.

- Led actions on the redevelopment of the Kenmore Village property in Kenmore. After putting the 8+ acres on the market in 2013, 16 offers for the residential and commercial sections of the property were presented by qualified developers. Negotiated a purchase and sale agreement and development agreement with Main Street Property Group for 2.3 acres of the commercial Kenmore Village property in late 2013. Main Street Property Group LLC closed on the former King County Park and Ride property in May of 2014 and is committed to the development of 138 units of multifamily housing in phase I; 25% of the units will be affordable to households at 85% of area median income. In phase I, three of the affordable units will be offered exclusively to residents whose total household income does not exceed 50% of the area median income. Another two of the affordable units will be offered at this 50% affordable level in phase II.
- Negotiated a purchase and sale agreement with Main Street Property Group for commercial portion of the Kenmore Village property. The City Council is scheduled to consider this agreement in November 2013.
- Completed most of the design for the Town Green and Pavilion project in Kenmore Village, which will be a signature public gathering space to complement new redevelopment in Kenmore's Downtown. Design is underway and construction will commence on the Town Green and Pavilion building in 2015.
- Oversaw the continued progress on SR 522 improvements and advocated for federal and state funding to complete the West segment, the last remaining part of the total \$80 million project. Federal advocacy efforts continued to reinforce support in the delegation for the project, even in a difficult federal budget environment. Signal and street improvements at 6<sup>1st</sup> Avenue NE and SR 522/NE 18<sup>1st</sup> Street were completed and right of way acquisition was completed for the next phase of work on SR 522 between 61<sup>st</sup> Ave NE and 65<sup>th</sup> Ave NE.
- Advocated for federal funding and completion of maintenance dredging of the Kenmore Navigation Channel through frequent contacts with the Congressional delegation and the US Army Corps of Engineers at the district, division and headquarter levels. Completed screening level sediment testing in the Channel, Log Boom Park area and Sammamish River area, in partnership with the Washington Department of Ecology. The results confirmed, as reported by the Washington Department of Health, that public access areas were safe for public use. The US Army Corps of Engineers added, as advocated by the City, detailed sediment testing of the Channel and environmental assessment to its work program, and this work should be completed in early 2015. This is required work in advance of maintenance dredging.
- Continued implementing the 2009 Economic Development Strategy. The Kenmore Business Incubator opened in early 2013, providing low cost work space and business mentoring support to promising early stage companies. The Council adopted an Ordinance in 2013 creating a new Business Registration program for local businesses, which is administered

City of Kenmore, Washington  
General Fund: City Manager Cost Center

in partnership with the Washington Department of Revenue. Registered businesses have the option to be listed in an online Kenmore Business Directory, which debuted in 2014. Business experts who are working with Incubator companies presented a series of free Business Seminars to the local business community, and the City Managers' office was instrumental in establishing the Kenmore Business Alliance, in partnership with the Greater Bothell Chamber of Commerce. Partnered with the King County Library System on additional business events.

- Improved the community's access to the water by initiating seasonal hand powered watercraft rentals at Log Boom Park, improving dock access, and partnering with the Washington Department of Fish and Wildlife on the renovation of the Boat Launch on the Sammamish River.
- Acquired a strategic park property on the Sammamish River that is the home to the new Kenmore Water Activities Center (KWAC), operated by a new community-based non profit organization, which provides equipment rental, lessons and events. Conducted a request for proposals process and negotiated the private-public partnership agreement with KWAC.
- Oversaw numerous capital and operational improvements to City parks, including the completion of Northshore Summit Park. The Parks, Recreation and Open Space Plan was updated in 2013, opening up opportunities for State grants for park improvements.
- Spearheaded an organization-wide effort to improve Pedestrian and Bicycle Safety in Kenmore, including traffic safety improvements, convening a Pedestrian/Bicycle Safety Committee to prepare recommendations to the City Council, and a comprehensive public information and education program.
- As part of the Economic Development Strategy implementation, led an effort with Bastyr University, the Economic Development Council of Seattle-King County and private/public partners to grow a natural health business cluster in the area.
- Launched an impressive media relations and marketing effort, which has brought attention to Kenmore in regional, national and international business publications. This was augmented by economic development presentations at the National League of Cities 2013 Annual Conference, Sound Cities Association and other state and regional meetings.
- Sponsored and supported successful community-building events, including the Summer Concert Series and Kenmore Hydroplane Cup.
- With the City Council, staked out a clear and positive City position to the Washington State Parks Commission supporting the rehabilitation of the historic Saint Edward Seminary in Saint Edward State Park and maintaining the natural features of the Park as an important enhancement to the community's economic and cultural condition. Daniels Real Estate and Bastyr University are preparing a plan for the Commission's consideration.
- Updated the City's website to improve navigation and access to information.
- Established an expanded Volunteer Program featuring Park Stewards, Kenmore Events Team and Adopt a Street volunteer activities.. The number of annual volunteer work hours has increased by over 500% since 2012.
- Handled over 550 Public Records Requests, ensuring that responses to requests were provided within the required timelines.
- Engaged Lakepointe property ownership in constructive discussions to spur redevelopment of this 45 acre signature property on Lake Washington.

City of Kenmore, Washington  
General Fund: City Manager Cost Center

- Instituted communications in social media to inform the public on City issues and events.
- Represented the City's interests in intergovernmental organizations such as A Regional Coalition for Housing (ARCH) and the E-City Gov Alliance.

**2015-2016 Objectives:**

- The City Manager will assist the Council in establishing annual goals, based on the Council's adopted vision and mission and support a January City Council Priority Setting Workshop and a June Program Review and Budget Workshop.
- Continue to place a priority on pedestrian and bicycle safety. Lead an effort to study funding options, feasibility, and citizen preferences for a voter approved measure for pedestrian/bicycle safety and/or parks.
- Oversee the Kenmore Village project, including negotiating and implementing a development agreement with the developer of the Kenmore Village commercial developer.
- Oversee the development, set up, and startup of the future town green and pavilion building in Kenmore Village.
- Support other downtown redevelopment, including improved access to the lakefront and attractions such as kayak / paddleboard rentals. Propose strategic investments for downtown amenities.
- Continue progress in supporting redevelopment of the Lakepointe property by leading a team of senior management to negotiate a development agreement with the developer and help the project progress toward permit submittal and beyond.
- Continue to implement the Economic Development Strategy including: business registration and compiling a directory of local businesses (in conjunction with the State Department of Revenue); business recruitment; business incubator project; and a sustained, effective marketing campaign. During the biennium, the City Manager's Office will work to build a natural health business cluster, recognizing the prominence of Bastyr University as a unique asset for Kenmore. The City Manager's Office will also support efforts to organize the local business community and will sponsor Business After Hours events and seminars for local businesses.
- Update the City of Kenmore Economic Development Strategy, which was adopted in 2009, to prepare a new five year Action Plan for economic enhancements.
- Continue implementation of the SR-522 transportation project, and West Lake Sammamish Bridge replacement, working with the State Legislature, Governor's Office and Congressional delegation to secure support.
- Support efforts to rehabilitate the Saint Edward Seminary.
- Oversee Historic Preservation activities, which will be managed by Community Development and Development Services Departments, to identify grant funding opportunities, provide information on historic preservation programs to the community and encourage nomination of local properties for landmark status.
- Continue efforts to secure funding in the federal budget for the US Army Corps of Engineers to perform maintenance dredging in the Kenmore Navigation Channel.
- Support participation in key regional and state policy discussions to ensure that Kenmore's interests are well represented.
- Oversee special events and community building opportunities; partner with local businesses in sponsoring summer concerts and other community events.

City of Kenmore, Washington  
General Fund: City Manager Cost Center

- Promote effectiveness of City communication through the website, social media and publications which will be continually evaluated and improved.

**2015-2016 Budget Highlights:**

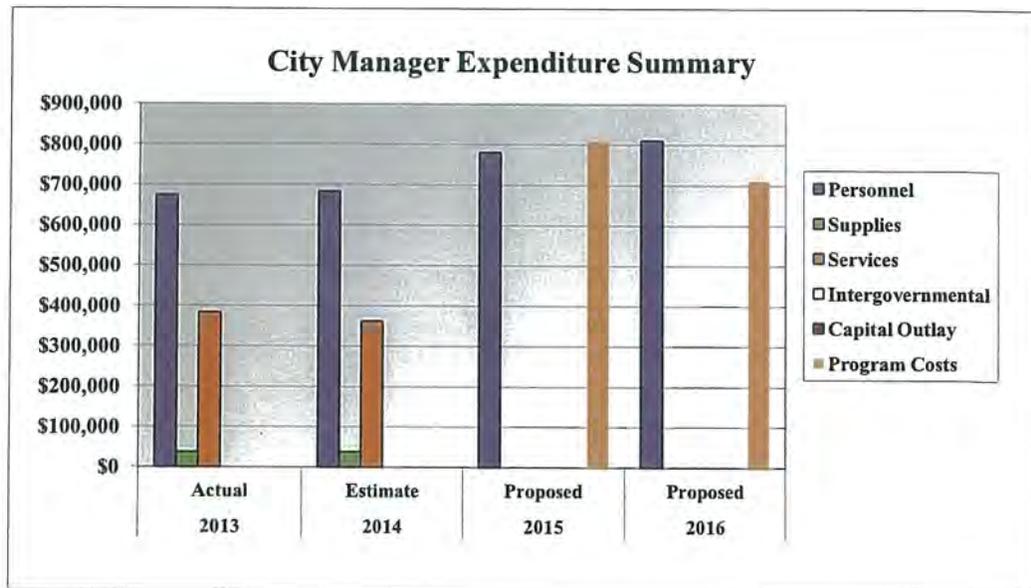
- Town Green development and startup, including a part-time program coordinator starting in 2016
- Negotiation of Kenmore Village Commercial Development Agreement
- Feasibility, costs, and citizen preferences for potential projects to be funded through a voter-approved measure
- Establish a Classification for Volunteer/Event Supervisor in place of a temporary position
- Economic Development Strategy Update

<b>Workload Measure</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 As of June 30</b>
Population Served	20,780	21,020	21,170	21,370
Public Records Requests Processed	185	216	318	140
Inquiries to Front Desk (phone & in-person)	425 per week (70 phone/15 in-person per day)	525 per week (80 phone/25 in-person per day)	Actual Sept: Avg: 480/week: (332 phone 130 in person 18 Police)	Actual thru June 30 <sup>th</sup> Total: 5658 Phone: 3998 In Person: 1373 Police: 129
Business Open Houses/Seminars	2	2	2/2	3/4

<b>Performance Measure</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 As of June 30</b>
Positive Media Stories on Kenmore	140	145	150	111
Hits to City Website	81,953	78,215	85,759	32,138
Facebook "Likes"	N/A	115	218	301
Public Records Requests responses provided on time	N/A	83%	98.25%	100%
Event Sponsorship	\$15,250	\$12,500	\$15,775	\$12,500

# General Fund City Manager

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Actual	2014 Estimate	Biennium Total Estimate	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
City Manager								
Personnel	\$1,189,409	\$1,356,291	\$673,039	\$683,252	\$1,356,291	\$780,069	\$810,335	\$1,590,404
Program Costs	n/a	n/a	n/a	n/a	n/a	807,739	710,079	1,517,818
Supplies	60,463	74,825	36,922	37,903	74,825	n/a	n/a	0
Services	557,930	745,188	383,503	361,685	745,188	n/a	n/a	0
Intergovernmental	0	0	0	0	0	n/a	n/a	0
Capital Outlay	438	500	0	500	500	n/a	n/a	0
<b>Total</b>	<b>\$1,808,240</b>	<b>\$2,176,304</b>	<b>\$1,093,465</b>	<b>\$1,082,839</b>	<b>\$2,176,304</b>	<b>\$1,587,808</b>	<b>\$1,520,414</b>	<b>\$3,108,222</b>



Employee Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Budget	2014 Budget	Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
City Manager Positions								
City Manager	1	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	1	1
Management Analyst	1	1	1	1	1	1	1	1
Executive Assistant	0	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1	1
Receptionist *	0	1	1	1	1	1	1	1
Events & Volunteer Coordinator	0	0.55	0.55	0.55	0.55	0.75	0.75	0.75
<b>Total Positions</b>	<b>4</b>	<b>6.55</b>	<b>6.55</b>	<b>6.55</b>	<b>6.55</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>

\*Position formerly budgeted in  
Finance and Administration

# KENMORE, WASHINGTON

## City Manager

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,587,808	6.75	\$ 735,000	\$ 780,069	\$ 807,739
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Manager's Office	Animal Services	132	\$ 20,131	0.08	\$ -	\$ 6,715	\$ 13,416
City Manager's Office	Affordable Housing	133	\$ 30,000	0.00	\$ -	\$ -	\$ 30,000
City Manager's Office	City Hall Use Policies, LEED rating, and Tours	134	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Front Desk Reception	135	\$ 76,940	1.07	\$ -	\$ 73,488	\$ 3,452
City Manager's Office	Historic Preservation	136	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Pedestrian and Bike Safety Outreach and Education	137	\$ 53,728	0.15	\$ -	\$ 20,250	\$ 33,479
City Manager's Office	Public Records Requests	138	\$ 25,847	0.35	\$ -	\$ 24,730	\$ 1,117
City Manager's Office	Advertising and Promotion	139	\$ 14,890	0.05	\$ -	\$ 4,730	\$ 10,160
City Manager's Office	City Hall Inbox	140	\$ 4,890	0.05	\$ -	\$ 4,730	\$ 160
City Manager's Office	City Newsletter	141	\$ 30,890	0.05	\$ -	\$ 4,730	\$ 26,160
City Manager's Office	General Public Information	142	\$ 9,780	0.10	\$ -	\$ 9,461	\$ 319
City Manager's Office	Graphic Design and Photography	143	\$ 10,890	0.05	\$ -	\$ 4,730	\$ 6,160
City Manager's Office	Marketing and Media Relations	144	\$ 82,880	0.15	\$ -	\$ 24,401	\$ 58,479
City Manager's Office	Social Media	145	\$ 10,030	0.10	\$ -	\$ 9,461	\$ 569
City Manager's Office	Website	146	\$ 31,780	0.10	\$ -	\$ 9,461	\$ 22,319
City Manager's Office	Community Involvement	147	\$ 68,948	0.05	\$ -	\$ 10,789	\$ 58,160
City Manager's Office	Economic Development Strategy Update	148	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Arts of Kenmore Gallery and Arts Fund Management	149	\$ 5,350	0.00	\$ -	\$ -	\$ 5,350
City Manager's Office	Business Recruitment	150	\$ 11,041	0.05	\$ -	\$ 8,882	\$ 2,160
City Manager's Office	Business Registration	151	\$ 29,813	0.15	\$ 12,000	\$ 21,334	\$ 8,479
City Manager's Office	Business Seminars and Events	152	\$ 28,231	0.20	\$ -	\$ 19,593	\$ 8,638
City Manager's Office	Community Awards and Recognition Programs	153	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Downtown Development	154	\$ 5,000	0.00	\$ -	\$ -	\$ 5,000
City Manager's Office	Kenmore Business Alliance, Chamber and Rotary Support	155	\$ 2,200	0.00	\$ -	\$ -	\$ 2,200
City Manager's Office	Kenmore Business Directory	156	\$ 22,171	0.10	\$ -	\$ 12,452	\$ 9,719
City Manager's Office	Kenmore Business Incubator	157	\$ 27,124	0.15	\$ -	\$ 26,646	\$ 479
City Manager's Office	Natural Health Hub	158	\$ 35,041	0.05	\$ -	\$ 8,882	\$ 26,160
City Manager's Office	Emergency Communications	159	\$ -	0.00	\$ -	\$ -	\$ -

# KENMORE, WASHINGTON

## City Manager

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,587,808	6.75	\$ 735,000	\$ 780,069	\$ 807,739
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Manager's Office	Emergency Logistics	160	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Emergency Management Administration	161	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	City Organized Events	162	\$ 116,690	0.41	\$ 15,000	\$ 35,381	\$ 81,309
City Manager's Office	City Sponsorship of External Events	163	\$ 18,003	0.09	\$ -	\$ 7,923	\$ 10,079
City Manager's Office	Support for External Events	164	\$ 662	0.01	\$ -	\$ 639	\$ 24
City Manager's Office	Communications Franchise Agreement Management	165	\$ -	0.00	\$ 308,000	\$ -	\$ -
City Manager's Office	Utilities Franchise Agreement Management	166	\$ -	0.00	\$ 400,000	\$ -	\$ -
City Manager's Office	Buck Stops Here Communication w/ Citizens	167	\$ 10,948	0.05	\$ -	\$ 10,789	\$ 160
City Manager's Office	Shared Governance of Regional Organizations	168	\$ 63,624	0.05	\$ -	\$ 8,882	\$ 54,743
City Manager's Office	Federal Legislative Agenda and Government Relations	169	\$ 71,041	0.05	\$ -	\$ 8,882	\$ 62,160
City Manager's Office	Kenmore Navigation Channel	170	\$ 24,041	0.05	\$ -	\$ 8,882	\$ 15,160
City Manager's Office	King County and Neighboring Cities Intergovernmental Relations	171	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	King County Ferry District Advocacy	172	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Relationship Building with Special Districts, Schools, and University of Washington and Cascadia	173	\$ 10,948	0.05	\$ -	\$ 10,789	\$ 160
City Manager's Office	State Legislative Agenda, Government Relations Contract	174	\$ 63,990	0.10	\$ -	\$ 19,670	\$ 44,319
City Manager's Office	Food Security	175	\$ 20,039	0.05	\$ -	\$ 4,730	\$ 15,309
City Manager's Office	Healthcare Services Support	176	\$ 21,528	0.00	\$ -	\$ -	\$ 21,528
City Manager's Office	Mental Health Services Support	177	\$ 28,385	0.00	\$ -	\$ -	\$ 28,385
City Manager's Office	Senior Services	178	\$ 24,917	0.00	\$ -	\$ -	\$ 24,917
City Manager's Office	Shelter and Temporary Housing	179	\$ 4,585	0.00	\$ -	\$ -	\$ 4,585
City Manager's Office	Special Population Services	180	\$ 29,993	0.00	\$ -	\$ -	\$ 29,993
City Manager's Office	Transportation Services	181	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Youth Services	182	\$ 40,742	0.00	\$ -	\$ -	\$ 40,742
City Manager's Office	Historic St. Edward Seminary Building Rehabilitation/Redevelopment	183	\$ 33,996	0.15	\$ -	\$ 28,552	\$ 5,443
City Manager's Office	Kenmore Village Revitalization	184	\$ 39,979	0.20	\$ -	\$ 39,341	\$ 638

# KENMORE, WASHINGTON

## City Manager

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,587,808	6.75	\$ 735,000	\$ 780,069	\$ 807,739
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Manager's Office	Lakepointe Development Strategic Planning	185	\$ 19,990	0.10	\$ -	\$ 19,670	\$ 319
City Manager's Office	Administrative Volunteer	186	\$ 6,875	0.08	\$ -	\$ 6,386	\$ 489
City Manager's Office	Adopt A Park	187	\$ 3,987	0.02	\$ -	\$ 1,916	\$ 2,072
City Manager's Office	Adopt A Street	188	\$ 2,662	0.01	\$ -	\$ 639	\$ 2,024
City Manager's Office	Emergency Volunteer Team	189	\$ 912	0.01	\$ -	\$ 639	\$ 274
City Manager's Office	Kenmore Events Team	190	\$ 6,275	0.05	\$ -	\$ 3,831	\$ 2,444
City Manager's Office	Native Plant Stewards	191	\$ 9,162	0.04	\$ -	\$ 3,193	\$ 5,970
City Manager's Office	Park Clean Up Events	192	\$ 21,328	0.16	\$ -	\$ 14,309	\$ 7,019
City Manager's Office	Park Stewards	193	\$ 4,312	0.04	\$ -	\$ 3,193	\$ 1,120
City Manager's Office	Waterfront Development Strategic Planning	194	\$ 10,948	0.05	\$ -	\$ 10,789	\$ 160
City Manager's Office	Budget Management	9022	\$ 10,948	0.05	\$ -	\$ 10,789	\$ 160
City Manager's Office	Contract Management and Oversight	9023	\$ 10,948	0.05	\$ -	\$ 10,789	\$ 160
City Manager's Office	Leadership and Direction to Organization	9024	\$ 50,776	0.25	\$ -	\$ 45,978	\$ 4,798
City Manager's Office	Policy and Strategy Research and Development	9025	\$ 15,838	0.10	\$ -	\$ 15,519	\$ 319
City Manager's Office	Priority Project Intervention	9026	\$ 10,948	0.05	\$ -	\$ 10,789	\$ 160
City Manager's Office	Professional Organizations	9027	\$ 4,000	0.00	\$ -	\$ -	\$ 4,000
City Manager's Office	ADMINISTRATIVE -City Manager's Office Administrative Support	1011	\$ 73,026	0.85	\$ -	\$ 70,313	\$ 2,713
City Manager's Office	ADMINISTRATIVE - Council Administrative Support	1012	\$ 31,880	0.35	\$ -	\$ 30,763	\$ 1,117
City Manager's Office	ADMINISTRATIVE - Council Interaction	1013	\$ 31,280	0.20	\$ -	\$ 30,641	\$ 638

# KENMORE, WASHINGTON

## City Manager's Office

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,520,414	6.75	\$ 741,160	\$ 810,335	\$ 710,079
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Manager's Office	Animal Services	132	\$ 19,454	0.08	\$ -	\$ 7,003	\$ 12,451
City Manager's Office	Affordable Housing	133	\$ 55,957	0.00	\$ -	\$ -	\$ 55,957
City Manager's Office	City Hall Use Policies, LEED rating, and Tours	134	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Front Desk Reception	135	\$ 80,091	1.07	\$ -	\$ 76,727	\$ 3,363
City Manager's Office	Historic Preservation	136	\$ -	0.00	\$ -	\$ -	\$ -
City Manager's Office	Pedestrian and Bike Safety Outreach and Education	137	\$ 35,498	0.15	\$ -	\$ 21,027	\$ 14,472
City Manager's Office	Public Records Requests	138	\$ 26,949	0.35	\$ -	\$ 25,849	\$ 1,100
City Manager's Office	Advertising and Promotion	139	\$ 11,089	0.05		\$ 4,932	\$ 6,157
City Manager's Office	City Hall Inbox	140	\$ 5,089	0.05		\$ 4,932	\$ 157
City Manager's Office	City Newsletter	141	\$ 31,089	0.05		\$ 4,932	\$ 26,157
City Manager's Office	General Public Information	142	\$ 10,178	0.10		\$ 9,864	\$ 314
City Manager's Office	Graphic Design and Photography	143	\$ 10,089	0.05		\$ 4,932	\$ 5,157
City Manager's Office	Marketing and Media Relations	144	\$ 69,315	0.15		\$ 25,343	\$ 43,972
City Manager's Office	Social Media	145	\$ 10,178	0.10		\$ 9,864	\$ 314
City Manager's Office	Website	146	\$ 32,678	0.10		\$ 9,864	\$ 22,814
City Manager's Office	Community Involvement	147	\$ 69,320	0.05		\$ 11,163	\$ 58,157
City Manager's Office	Economic Development Strategy Update	148	\$ -	0.00		\$ -	\$ -
City Manager's Office	Arts of Kenmore Gallery and Arts Fund Management	149	\$ -	0.00		\$ -	\$ -
City Manager's Office	Business Recruitment	150	\$ 9,406	0.05		\$ 9,248	\$ 157
City Manager's Office	Business Registration	151	\$ 27,701	0.15	\$ 12,000	\$ 22,230	\$ 5,472
City Manager's Office	Business Seminars and Events	152	\$ 25,075	0.20		\$ 20,447	\$ 4,629
City Manager's Office	Community Awards and Recognition Programs	153	\$ -	0.00		\$ -	\$ -
City Manager's Office	Downtown Development	154	\$ 5,000	0.00		\$ -	\$ 5,000
City Manager's Office	Kenmore Business Alliance, Chamber and Rotary Support	155	\$ 2,200	0.00		\$ -	\$ 2,200
City Manager's Office	Kenmore Business Directory	156	\$ 14,495	0.10		\$ 12,981	\$ 1,514
City Manager's Office	Kenmore Business Incubator	157	\$ 28,217	0.15		\$ 27,745	\$ 472
City Manager's Office	Natural Health Hub	158	\$ 9,406	0.05		\$ 9,248	\$ 157

# KENMORE, WASHINGTON

## City Manager's Office

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,520,414	6.75	\$ 741,160	\$ 810,335	\$ 710,079
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Manager's Office	Emergency Communications	159	\$ -	0.00		\$ -	\$ -
City Manager's Office	Emergency Logistics	160	\$ -	0.00		\$ -	\$ -
City Manager's Office	Emergency Management Administration	161	\$ -	0.00		\$ -	\$ -
City Manager's Office	City Organized Events	162	\$ 115,311	0.41	\$ 15,000	\$ 36,123	\$ 79,189
City Manager's Office	City Sponsorship of External Events	163	\$ 16,506	0.09		\$ 8,181	\$ 8,325
City Manager's Office	Support for External Events	164	\$ 673	0.01		\$ 650	\$ 24
City Manager's Office	Communications Franchise Agreement Management	165	\$ -	0.00	\$ 314,160	\$ -	\$ -
City Manager's Office	Utilities Franchise Agreement Management	166	\$ -	0.00	\$ 400,000	\$ -	\$ -
City Manager's Office	Buck Stops Here Communication w/ Citizens	167	\$ 11,320	0.05		\$ 11,163	\$ 157
City Manager's Office	Shared Governance of Regional Organizations	168	\$ 35,161	0.05		\$ 9,248	\$ 25,912
City Manager's Office	Federal Legislative Agenda and Government Relations	169	\$ 71,406	0.05		\$ 9,248	\$ 62,157
City Manager's Office	Kenmore Navigation Channel	170	\$ 24,406	0.05		\$ 9,248	\$ 15,157
City Manager's Office	King County and Neighboring Cities Intergovernmental Relations	171	\$ -	0.00		\$ -	\$ -
City Manager's Office	King County Ferry District Advocacy	172	\$ -	0.00		\$ -	\$ -
City Manager's Office	Relationship Building with Special Districts, Schools,	173	\$ 11,320	0.05		\$ 11,163	\$ 157
City Manager's Office	State Legislative Agenda, Government Relations	174	\$ 64,726	0.10		\$ 20,412	\$ 44,314
City Manager's Office	Food Security	175	\$ 20,238	0.05		\$ 4,932	\$ 15,306
City Manager's Office	Healthcare Services Support	176	\$ 21,528	0.00		\$ -	\$ 21,528
City Manager's Office	Mental Health Services Support	177	\$ 28,385	0.00		\$ -	\$ 28,385
City Manager's Office	Senior Services	178	\$ 24,917	0.00		\$ -	\$ 24,917
City Manager's Office	Shelter and Temporary Housing	179	\$ 4,585	0.00		\$ -	\$ 4,585
City Manager's Office	Special Population Services	180	\$ 29,993	0.00		\$ -	\$ 29,993
City Manager's Office	Transportation Services	181	\$ -	0.00		\$ -	\$ -
City Manager's Office	Youth Services	182	\$ 42,242	0.00		\$ -	\$ 42,242
City Manager's Office	Historic St. Edward Seminary Building Rehabilitation/Redevelopment	183	\$ 30,131	0.15		\$ 29,660	\$ 472
City Manager's Office	Kenmore Village Revitalization	184	\$ 41,452	0.20		\$ 40,823	\$ 629

# KENMORE, WASHINGTON

## City Manager's Office

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,520,414	6.75	\$ 741,160	\$ 810,335	\$ 710,079
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Manager's Office	Lakepointe Development Strategic Planning	185	\$ 20,726	0.10		\$ 20,412	\$ 314
City Manager's Office	Administrative Volunteer	186	\$ 6,834	0.08		\$ 6,498	\$ 336
City Manager's Office	Adopt A Park	187	\$ 4,520	0.02		\$ 1,949	\$ 2,571
City Manager's Office	Adopt A Street	188	\$ 1,673	0.01		\$ 650	\$ 1,024
City Manager's Office	Emergency Volunteer Team	189	\$ 673	0.01		\$ 650	\$ 24
City Manager's Office	Kenmore Events Team	190	\$ 4,440	0.05		\$ 3,899	\$ 541
City Manager's Office	Native Plant Stewards	191	\$ 3,367	0.04		\$ 3,249	\$ 118
City Manager's Office	Park Clean Up Events	192	\$ 21,190	0.16		\$ 14,679	\$ 6,511
City Manager's Office	Park Stewards	193	\$ 5,367	0.04		\$ 3,249	\$ 2,118
City Manager's Office	Waterfront Development Strategic Planning	194	\$ 11,320	0.05		\$ 11,163	\$ 157
City Manager's Office	Budget Management	9022	\$ 11,320	0.05		\$ 11,163	\$ 157
City Manager's Office	Contract Management and Oversight	9023	\$ 11,320	0.05		\$ 11,163	\$ 157
City Manager's Office	Leadership and Direction to Organization	9024	\$ 52,456	0.25		\$ 47,670	\$ 4,786
City Manager's Office	Policy and Strategy Research and Development	9025	\$ 16,409	0.10		\$ 16,095	\$ 314
City Manager's Office	Priority Project Intervention	9026	\$ 11,320	0.05		\$ 11,163	\$ 157
City Manager's Office	Professional Organizations	9027	\$ 3,800	0.00		\$ -	\$ 3,800
City Manager's Office	ADMINISTRATIVE -City Manager's Office Administrative Support	1011	\$ 85,198	0.85		\$ 73,526	\$ 11,672
City Manager's Office	ADMINISTRATIVE - Council Administrative Support	1012	\$ 33,271	0.35		\$ 32,171	\$ 1,100
City Manager's Office	ADMINISTRATIVE - Council Interaction	1013	\$ 32,434	0.20		\$ 31,806	\$ 629

City of Kenmore, Washington  
General Fund: Finance and Administration Cost Center

The Finance and Administration department consists of the financial and city clerk functions which provide the following services.

**Financial and Accounting Services:**

Budget preparation and oversight, financial reporting and audit, accounts payable and accounts receivable, payroll and benefits administration, fixed asset tracking, cash receipting and collections, cash and investment management, grant management, debt management, evaluation and implementation of internal controls.

**Personnel Services:**

Human resources management and administration of employee benefits.

**Risk Management:**

Processing of claims and incidents, maintenance of property and liability insurance, providing opportunities for city wide training.

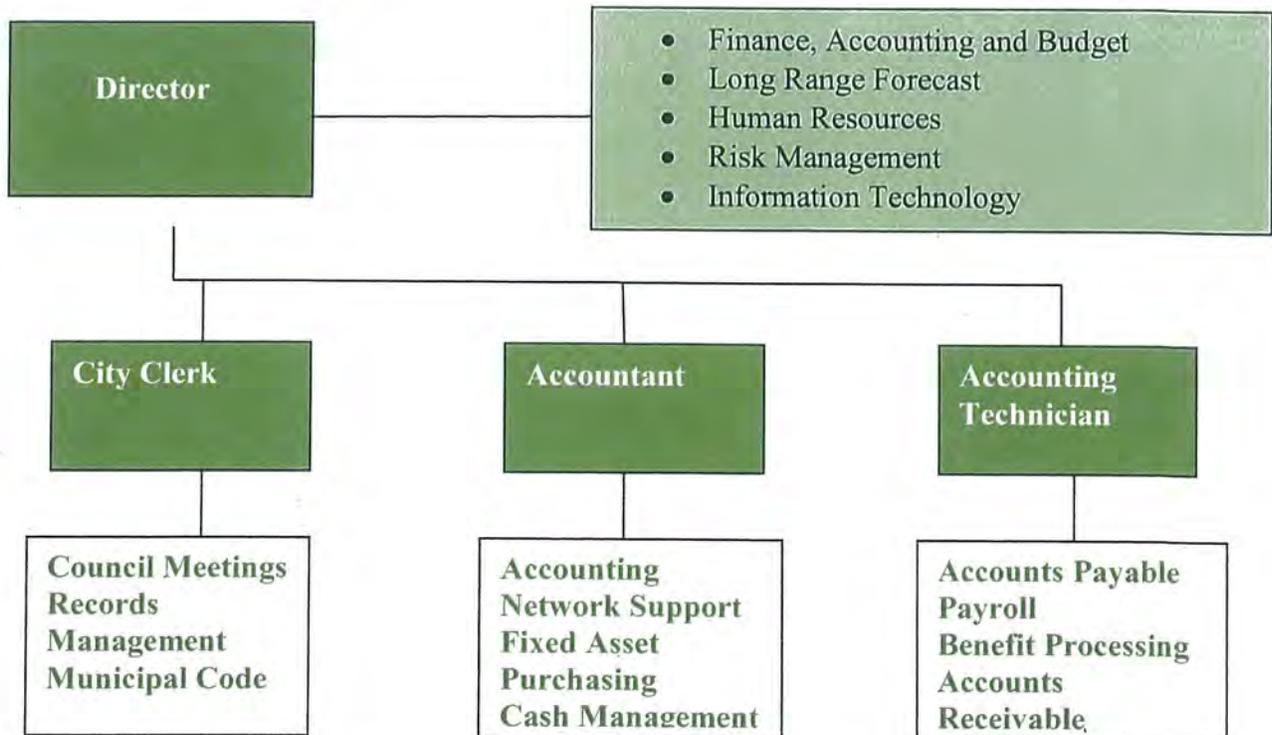
**Network Administration:**

Oversight of City computer network

**City Clerk Services:**

Provide Council meeting support by preparing agendas, attending meetings, accurately recording proceedings, and producing meeting minutes. Provide administrative support to the Finance and Administration Director and other departments as needed. Oversee City records management and update of the Kenmore Municipal Code. Processes and is custodian of official City documents, including ordinances, resolutions and contracts.

**Organization Chart:**



City of Kenmore, Washington  
General Fund: Finance and Administration Cost Center

**2013-2014 Achievements:**

- For the 10th consecutive year, the City received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for its 2013-2014 Biennial Budget.
- Managed the City's biennial budget with minimal mid biennium adjustments.
- The City received "unqualified" (clean) audit reports for 2011 and 2012 from the State Auditor's Office. The audits also included a single audit review of the federal financial award expenditures.
- Maintained the City's status as a Well City which resulted in a 2% medical insurance premium reduction for 2013 and 2014.
- Facilitated completion of a comprehensive Price of Government study.
- Participated in update of update to the City's salary plan based on market comparatives.
- Completed Technology Strategic Plan and implemented first recommendation which was creation of an IT Governance Committee.
- Successfully recruited and hired Building/Code Inspector, Building Inspector II/Plans Examiner, and four Municipal Interns.
- Researched and developed recommendation for Video recording of City Council meetings.
- Managed a new Priority Based Budgeting process for development of the 2015-2016 Biennial Budget.

<b><u>Workload Measures</u></b>	2011 Actual	2012 Actual	2013 Actual	2014 Estimate
Public records requests processed	185	220	n/a*	n/a*
Ordinances processed, including codification	13	20	20	20
Council and Transportation Benefit District meetings supported	43	55	48	45
Number of invoices paid	3,120	3,147	3,219	3,000
Number of checks processed	1,885	1,941	2,004	1,800
FTE positions recruited and filled	2	4	2.55	0
Contracts processed	90	115	192	100

\*Moved to City Manager Department

<b><u>Performance Measures</u></b>	2011 Actual	2012 Actual	2013 Actual	2014 Goal
% of Council meeting minutes presented for approval at Council meeting within 30 days of meeting	n/a	n/a	100%	100%
% of Council meeting minutes posted to web within 48 hours of approval	n/a	n/a	90%	100%

City of Kenmore, Washington  
General Fund: Finance and Administration Cost Center

% of Council meeting audio posted to web within 2 business days of meeting	n/a	n/a	90%	100%
Monthly financial reports published to web within 45 days	n/a	n/a	8%	100%
Clean audit report received (note 1)	n/a	n/a	Audit not yet performed	Yes
Number of years City has received Distinguished budget awards received from GFOA	9	9	10	10

(note 1) The City is eligible for a two year audit cycle. At the time of printing the budget, the years 2013 and 2014 had not yet been audited. The City has received clean audit reports for all prior years.

**2015-2016 Objectives:**

- Continue to improve records management processes through electronic imaging, storage, retrieval, and destruction program assistance for all department records which have retention value.
- Continue to enhance access to financial information through assessment and procurement of new enterprise financial accounting and budgeting software.
- Continue to achieve an unqualified audit opinion with no findings.
- Continue and improve long term financial planning efforts.
- Complete an update of City wide personnel policies.
- Continue to implement recommendation of IT Strategic Plan and explore cost saving options such as 'cloud' applications and hosted backup systems.

**Budget Highlights:**

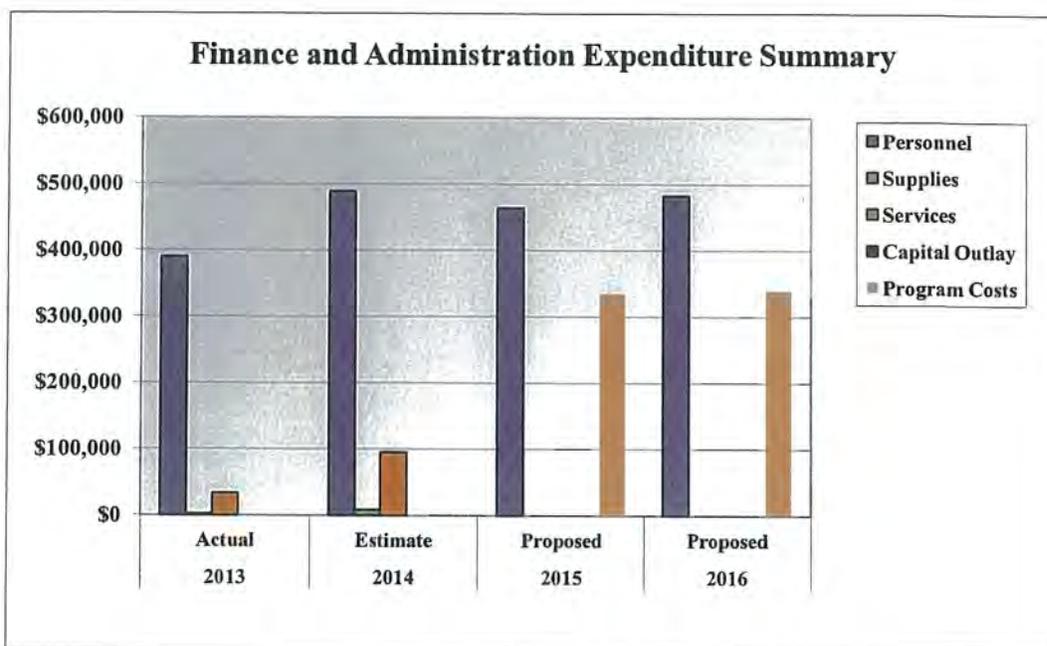
The 2015-2016 Biennial Budget includes the addition of several programs previously budgeted in the Non Department cost center. These programs include:

- Computer network maintenance, support, and internet costs
- Annual audit
- Unemployment benefits
- Liability insurance premiums
- Tuition reimbursement program
- Employee setup and benefit administration costs
- Wellness program
- Safety program
- Labor and Industries program fees
- Offsite storage rental
- Postage meter rental and postage costs
- Photocopier lease and copy costs
- Bank fees

# General Fund

## Finance and Administration

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Actual	2014 Estimate	Biennium Total Estimate	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Support Services								
Personnel	\$1,040,157	\$878,173	\$389,506	\$488,667	\$878,173	\$464,143	\$482,556	\$946,699
Program Costs	n/a	n/a	n/a	n/a	n/a	334,220	338,920	673,140
Supplies	15,141	10,420	2,164	8,256	10,420	n/a	n/a	0
Services	93,444	128,474	33,355	95,119	128,474	n/a	n/a	0
Intergovernmental	0	0	0	0	0	n/a	n/a	0
Capital Outlay	3,403	0	0	0	0	n/a	n/a	0
<b>Total</b>	<b>\$1,152,145</b>	<b>\$1,017,067</b>	<b>\$425,025</b>	<b>\$592,042</b>	<b>\$1,017,067</b>	<b>\$798,363</b>	<b>\$821,476</b>	<b>\$1,619,839</b>



Employee Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Adopted Budget	2013 Budget	2014 Budget	Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Finance and Administration								
Finance Director	1	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1	1
Accounting Technician	1	1	1	1	1	1	1	1
Office Assistant II **	1	0	0	0	0	0	0	0
Office Assistant*	1	0	0	0	0	0	0	0
<b>Total Positions</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

\*Office Assistant (Receptionist) transferred to  
 \*\* Position eliminated

# KENMORE, WASHINGTON

## Finance & Administration

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 658,107	3.00	\$ 32,350	\$ 364,357	\$ 293,750
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	Business Registration	195	\$ 5,855	0.05	\$ -	\$ 4,895	\$ 960
Finance and Administration	Distribute and maintain employee emergency supplies and backpacks	196	\$ -	0.00	\$ -	\$ -	\$ -
Finance and Administration	Emergency Management Support	197	\$ -	0.00	\$ -	\$ -	\$ -
Finance and Administration	Budget Monitoring and Amendment	9028	\$ 9,546	0.05	\$ -	\$ 8,586	\$ 960
Finance and Administration	"Budget at a Glance" Production	9029	\$ -	0.00	\$ -	\$ -	\$ -
Finance and Administration	Accounts Payable Processing	9030	\$ 37,600	0.33	\$ -	\$ 31,264	\$ 6,336
Finance and Administration	Annual Audit	9031	\$ 41,256	0.15	\$ -	\$ 18,376	\$ 22,880
Finance and Administration	Annual Financial Report	9032	\$ 21,256	0.15		\$ 18,376	\$ 2,880
Finance and Administration	Annual Risk Management Audit	9033	\$ 1,909	0.01		\$ 1,717	\$ 192
Finance and Administration	Annual Tax Levy Preparation	9034	\$ 1,909	0.01		\$ 1,717	\$ 192
Finance and Administration	Background Checks - Employees and Volunteers	9035	\$ -	0.00		\$ -	\$ -
Finance and Administration	Bank Reconciliation	9036	\$ 5,855	0.05		\$ 4,895	\$ 960
Finance and Administration	Banking and Treasury Management	9037	\$ 7,855	0.05	\$ 25,350	\$ 4,895	\$ 2,960
Finance and Administration	Biennial Budget Development and Preparation	9038	\$ 84,231	0.45		\$ 69,891	\$ 14,340
Finance and Administration	Billing and Accounts Receivable	9039	\$ 5,855	0.05		\$ 4,895	\$ 960
Finance and Administration	Building Security Key Cards Administration	9040	\$ -	0.00		\$ -	\$ -
Finance and Administration	Capital Improvement Program Development	9041	\$ 19,092	0.10		\$ 17,172	\$ 1,920
Finance and Administration	Cash Receipting	9042	\$ 17,565	0.15		\$ 14,685	\$ 2,880
Finance and Administration	Cell Phone, Mobile Device and Telephone System Oversight and Support	9043	\$ -	0.00		\$ -	\$ -
Finance and Administration	Central Office Supply Inventory management	9044	\$ 11,394	0.10		\$ 9,474	\$ 1,920
Finance and Administration	City Wide Wellness Program Management	9045	\$ 18,621	0.13	\$ 7,000	\$ 14,625	\$ 3,996
Finance and Administration	City-wide Credit Card Maintenance	9046	\$ -	0.00		\$ -	\$ -
Finance and Administration	City-wide Policy Development and Interpretation	9047	\$ -	0.00		\$ -	\$ -
Finance and Administration	City-Wide Staff Training Coordination	9048	\$ -	0.00		\$ -	\$ -
Finance and Administration	City-wide Strategic Planning	9049	\$ -	0.00		\$ -	\$ -
Finance and Administration	Contract Oversight	9050	\$ -	0.00		\$ -	\$ -
Finance and Administration	Council Agenda Review	9051	\$ 7,637	0.04		\$ 6,869	\$ 768
Finance and Administration	Driving Record Review	9052	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Finance & Administration

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 658,107	3.00	\$ 32,350	\$ 364,357	\$ 293,750
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	Employee Benefits Administration	9053	\$ 18,303	0.11		\$ 11,191	\$ 7,112
Finance and Administration	Employee Compensation and Benefits Review	9054	\$ 3,818	0.02		\$ 3,434	\$ 384
Finance and Administration	Employee Recruitment and Onboarding	9055	\$ 750	0.00		\$ -	\$ 750
Finance and Administration	Financial Software Maintenance	9056	\$ 5,200	0.00		\$ -	\$ 5,200
Finance and Administration	Fixed Asset Accountability	9057	\$ -	0.00		\$ -	\$ -
Finance and Administration	Front Desk Reception Desk Coverage	9058	\$ 5,697	0.05		\$ 4,737	\$ 960
Finance and Administration	General Ledger Maintenance	9059	\$ 5,855	0.05		\$ 4,895	\$ 960
Finance and Administration	GFOA Award for Budget Excellence	9060	\$ -	0.00		\$ -	\$ -
Finance and Administration	Grant Management and Reporting	9061	\$ 5,855	0.05		\$ 4,895	\$ 960
Finance and Administration	Interim Financial Reporting	9062	\$ 9,546	0.05		\$ 8,586	\$ 960
Finance and Administration	Internal Reporting and Financial Support to all Departments	9063	\$ 12,210	0.10		\$ 9,790	\$ 2,420
Finance and Administration	IT Governance Committee	9064	\$ -	0.00		\$ -	\$ -
Finance and Administration	IT Network Administration (IT Oversight)	9065	\$ 39,992	0.09		\$ 11,764	\$ 28,228
Finance and Administration	IT Planning and Procurement	9066	\$ 1,500	0.00		\$ -	\$ 1,500
Finance and Administration	Long Range Forecasting and Projections Model	9067	\$ 11,546	0.05		\$ 8,586	\$ 2,960
Finance and Administration	Manage the City's Workers Compensation Program	9068	\$ 3,700	0.00		\$ -	\$ 3,700
Finance and Administration	New Hire Set-up	9069	\$ -	0.00		\$ -	\$ -
Finance and Administration	Payroll Processing	9070	\$ 34,182	0.30		\$ 28,422	\$ 5,760
Finance and Administration	Personnel Files Maintenance	9071	\$ -	0.00		\$ -	\$ -
Finance and Administration	Price of Government Initiative	9072	\$ 1,909	0.01		\$ 1,717	\$ 192
Finance and Administration	Priority Based Budgeting Initiative	9073	\$ 5,727	0.03		\$ 5,151	\$ 576
Finance and Administration	Property Insurance Administration	9074	\$ -	0.00		\$ -	\$ -
Finance and Administration	Public Works Roster Maintenance Liaison	9075	\$ 5,855	0.05		\$ 4,895	\$ 960
Finance and Administration	Purchase Order Management	9076	\$ 200	0.00		\$ -	\$ 200
Finance and Administration	Risk Management and Compliance	9077	\$ 158,000	0.00		\$ -	\$ 158,000
Finance and Administration	Safety Committee Oversight	9078	\$ 200	0.00		\$ -	\$ 200
Finance and Administration	Salary and Benefit Surveys	9079	\$ -	0.00		\$ -	\$ -
Finance and Administration	Sales Tax Data Conversion	9080	\$ 900	0.00		\$ -	\$ 900
Finance and Administration	Tuition Reimbursement	9081	\$ 2,500	0.00		\$ -	\$ 2,500
Finance and Administration	ADMINISTRATIVE - Finance Department Administration	99002	\$ 27,225	0.17		\$ 23,961	\$ 3,264

# KENMORE, WASHINGTON

## City Clerk

### Program Inventory and Costs

2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 140,256	1.00	\$ -	\$ 99,786	\$ 40,470
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	City Council Training and Orientation	9082	\$ 1,077	0.01	\$ -	\$ 998	\$ 80
Finance and Administration	Contract and Legal Document Management	9083	\$ 21,547	0.20	\$ -	\$ 19,957	\$ 1,590
Finance and Administration	Council Meeting Management & Support	9084	\$ 70,368	0.50	\$ -	\$ 49,893	\$ 20,475
Finance and Administration	Kenmore Municipal Code Codification	9085	\$ 11,387	0.05	\$ -	\$ 4,989	\$ 6,398
Finance and Administration	Legal Notice Publication	9086	\$ 6,155	0.02	\$ -	\$ 1,996	\$ 4,159
Finance and Administration	Legal Recording of Documents	9087	\$ 1,097	0.01	\$ -	\$ 998	\$ 100
Finance and Administration	Notary Services	9088	\$ 1,077	0.01	\$ -	\$ 998	\$ 80
Finance and Administration	Office Equipment Management	9089	\$ 1,077	0.01		\$ 998	\$ 80
Finance and Administration	Records Archive Management	9090	\$ 4,232	0.03		\$ 2,994	\$ 1,239
Finance and Administration	Records Management	9091	\$ 21,160	0.15		\$ 14,968	\$ 6,193
Finance and Administration	Tort Claims Processing	9092	\$ 1,077	0.01		\$ 998	\$ 80

# KENMORE, WASHINGTON

## Finance & Administration

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 684,048	3.00	\$ 32,350	\$ 378,498	\$ 305,550
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	Business Registration	195	\$ 6,063	0.05	\$ -	\$ 5,103	\$ 960
Finance and Administration	Distribute and maintain employee emergency supplies and backnacks	196	\$ -	0.00	\$ -	\$ -	\$ -
Finance and Administration	Emergency Management Support	197	\$ -	0.00	\$ -	\$ -	\$ -
Finance and Administration	Budget Monitoring and Amendment	9028	\$ 9,900	0.05	\$ -	\$ 8,940	\$ 960
Finance and Administration	"Budget at a Glance" Production	9029	\$ -	0.00	\$ -	\$ -	\$ -
Finance and Administration	Accounts Payable Processing	9030	\$ 38,554	0.33	\$ -	\$ 32,218	\$ 6,336
Finance and Administration	Annual Audit	9031	\$ 42,026	0.15	\$ -	\$ 19,146	\$ 22,880
Finance and Administration	Annual Financial Report	9032	\$ 22,026	0.15		\$ 19,146	\$ 2,880
Finance and Administration	Annual Risk Management Audit	9033	\$ 1,980	0.01		\$ 1,788	\$ 192
Finance and Administration	Annual Tax Levy Preparation	9034	\$ 1,980	0.01		\$ 1,788	\$ 192
Finance and Administration	Background Checks - Employees and Volunteers	9035	\$ -	0.00		\$ -	\$ -
Finance and Administration	Bank Reconciliation	9036	\$ 6,063	0.05		\$ 5,103	\$ 960
Finance and Administration	Banking and Treasury Management	9037	\$ 8,063	0.05	\$ 25,350	\$ 5,103	\$ 2,960
Finance and Administration	Biennial Budget Development and Preparation	9038	\$ 87,129	0.45		\$ 72,789	\$ 14,340
Finance and Administration	Billing and Accounts Receivable	9039	\$ 6,063	0.05		\$ 5,103	\$ 960
Finance and Administration	Building Security Key Cards Administration	9040	\$ -	0.00		\$ -	\$ -
Finance and Administration	Capital Improvement Program Development	9041	\$ 19,801	0.10		\$ 17,881	\$ 1,920
Finance and Administration	Cash Receipting	9042	\$ 18,189	0.15		\$ 15,309	\$ 2,880
Finance and Administration	Cell Phone, Mobile Device and Telephone System Oversight and Support	9043	\$ -	0.00		\$ -	\$ -
Finance and Administration	Central Office Supply Inventory management	9044	\$ 11,683	0.10		\$ 9,763	\$ 1,920
Finance and Administration	City Wide Wellness Program Management	9045	\$ 19,123	0.13	\$ 7,000	\$ 15,127	\$ 3,996
Finance and Administration	City-wide Credit Card Maintenance	9046	\$ -	0.00		\$ -	\$ -
Finance and Administration	City-wide Policy Development and Interpretation	9047	\$ -	0.00		\$ -	\$ -
Finance and Administration	City-Wide Staff Training Coordination	9048	\$ -	0.00		\$ -	\$ -
Finance and Administration	City-wide Strategic Planning	9049	\$ -	0.00		\$ -	\$ -
Finance and Administration	Contract Oversight	9050	\$ -	0.00		\$ -	\$ -
Finance and Administration	Council Agenda Review	9051	\$ 7,920	0.04		\$ 7,152	\$ 768
Finance and Administration	Driving Record Review	9052	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Finance & Administration

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 684,048	3.00	\$ 32,350	\$ 378,498	\$ 305,550
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	Employee Benefits Administration	9053	\$ 18,663	0.11		\$ 11,551	\$ 7,112
Finance and Administration	Employee Compensation and Benefits Review	9054	\$ 3,960	0.02		\$ 3,576	\$ 384
Finance and Administration	Employee Recruitment and Onboarding	9055	\$ 750	0.00		\$ -	\$ 750
Finance and Administration	Financial Software Maintenance	9056	\$ 10,000	0.00		\$ -	\$ 10,000
Finance and Administration	Fixed Asset Accountability	9057	\$ -	0.00		\$ -	\$ -
Finance and Administration	Front Desk Reception Desk Coverage	9058	\$ 5,842	0.05		\$ 4,882	\$ 960
Finance and Administration	General Ledger Maintenance	9059	\$ 6,063	0.05		\$ 5,103	\$ 960
Finance and Administration	GFOA Award for Budget Excellence	9060	\$ -	0.00		\$ -	\$ -
Finance and Administration	Grant Management and Reporting	9061	\$ 6,063	0.05		\$ 5,103	\$ 960
Finance and Administration	Interim Financial Reporting	9062	\$ 9,900	0.05		\$ 8,940	\$ 960
Finance and Administration	Internal Reporting and Financial Support to all Departments	9063	\$ 12,626	0.10		\$ 10,206	\$ 2,420
Finance and Administration	IT Governance Committee	9064	\$ -	0.00		\$ -	\$ -
Finance and Administration	IT Network Administration (IT) Oversight	9065	\$ 45,483	0.09		\$ 12,255	\$ 33,228
Finance and Administration	IT Planning and Procurement	9066	\$ 1,500	0.00		\$ -	\$ 1,500
Finance and Administration	Long Range Forecasting and Projections Model	9067	\$ 11,900	0.05		\$ 8,940	\$ 2,960
Finance and Administration	Manage the City's Workers Compensation Program	9068	\$ 3,700	0.00		\$ -	\$ 3,700
Finance and Administration	New Hire Set-up	9069	\$ -	0.00		\$ -	\$ -
Finance and Administration	Payroll Processing	9070	\$ 35,049	0.30		\$ 29,289	\$ 5,760
Finance and Administration	Personnel Files Maintenance	9071	\$ -	0.00		\$ -	\$ -
Finance and Administration	Price of Government Initiative	9072	\$ 1,980	0.01		\$ 1,788	\$ 192
Finance and Administration	Priority Based Budgeting Initiative	9073	\$ 5,940	0.03		\$ 5,364	\$ 576
Finance and Administration	Property Insurance Administration	9074	\$ -	0.00		\$ -	\$ -
Finance and Administration	Public Works Roster Maintenance Liaison	9075	\$ 6,063	0.05		\$ 5,103	\$ 960
Finance and Administration	Purchase Order Management	9076	\$ 200	0.00		\$ -	\$ 200
Finance and Administration	Risk Management and Compliance	9077	\$ 160,000	0.00		\$ -	\$ 160,000
Finance and Administration	Safety Committee Oversight	9078	\$ 200	0.00		\$ -	\$ 200
Finance and Administration	Salary and Benefit Surveys	9079	\$ -	0.00		\$ -	\$ -
Finance and Administration	Sales Tax Data Conversion	9080	\$ 900	0.00		\$ -	\$ 900
Finance and Administration	Tuition Reimbursement	9081	\$ 2,500	0.00		\$ -	\$ 2,500

# KENMORE, WASHINGTON

## Finance & Administration

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 684,048	3.00	\$ 32,350	\$ 378,498	\$ 305,550
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	ADMINISTRATIVE - Finance Department Administration	99002	\$ 28,200	0.17		\$ 24,936	\$ 3,264

# KENMORE, WASHINGTON

## City Clerk

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 137,428	1.00	\$ -	\$ 104,058	\$ 33,370
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Finance and Administration	City Council Training and Orientation	9082	\$ 1,120	0.01	\$ -	\$ 1,041	\$ 80
Finance and Administration	Contract and Legal Document Management	9083	\$ 22,402	0.20	\$ -	\$ 20,812	\$ 1,590
Finance and Administration	Council Meeting Management & Support	9084	\$ 65,404	0.50	\$ -	\$ 52,029	\$ 13,375
Finance and Administration	Kenmore Municipal Code Codification	9085	\$ 11,600	0.05	\$ -	\$ 5,203	\$ 6,398
Finance and Administration	Legal Notice Publication	9086	\$ 6,240	0.02	\$ -	\$ 2,081	\$ 4,159
Finance and Administration	Legal Recording of Documents	9087	\$ 1,140	0.01	\$ -	\$ 1,041	\$ 100
Finance and Administration	Notary Services	9088	\$ 1,120	0.01	\$ -	\$ 1,041	\$ 80
Finance and Administration	Office Equipment Management	9089	\$ 1,120	0.01		\$ 1,041	\$ 80
Finance and Administration	Records Archive Management	9090	\$ 4,360	0.03		\$ 3,122	\$ 1,239
Finance and Administration	Records Management	9091	\$ 21,801	0.15		\$ 15,609	\$ 6,193
Finance and Administration	Tort Claims Processing	9092	\$ 1,120	0.01		\$ 1,041	\$ 80

City of Kenmore, Washington  
General Fund: Legal Services Cost Center

This cost center accounts for civil legal services to the City Council and City administration, as well as costs associated with hearing examiner services. Prosecution and public defense are included in the Public Safety cost center. The civil legal services (also known as City Attorney services) are provided by contract through Inslee, Best, Doezie & Ryder, P.S. Hearing examiner services for land use issues are provided through contract through Driscoll & Hunter. Specialized legal counsel from other firms is used as needed.

The City Attorney is the City's chief legal advisor. Dedicated to a philosophy of proactive and early intervention, the City Attorney provides legal guidance and support for elected City officials, City Manager, City departments, and boards and commissions; and represents the City before judicial and administrative bodies in civil proceedings.

**2013-2014 Achievements:**

The City Attorney continued to support the City Council and administration on land use, contracts and intergovernmental agreements, and other subjects, and assisted the City in drafting ordinances and resolutions for City Council consideration.

Special Counsel assisted with environmental issues.

**2015-2016 Program Objectives:**

The City Attorney's office will provide the following programs identified during Priority Based Budgeting:

Internal Legal Support and Advisement

Advise and Support City Staff and Council in legal matters

Policy and Procedural Development

Aid in the development of policy and procedure

Council Meeting Support

Provide advice and support for the City in council meetings

Executive Session Support

Provide advice and support for the City in executive sessions

Public Records Requests

Provide legal support for public records requests

Contracts and Agreements

Draft and review contracts and agreements

City of Kenmore, Washington  
General Fund: Legal Services Cost Center

**Special Counsel**

Provide advice on specialized and technical legal issues, such as environmental or real estate matters

**Hearing Examiner**

Real Estate Advisement and Transactions

**Budget Highlights:**

- Legal Services provided outside the City Attorney's office are reported separately.

# General Fund

## Legal Services

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Actual	2014 Estimate	Biennium Total Estimate	2015 Proposed	2016 Proposed	Proposed Budget
Legal Services								
Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	0	0	0	0	0	0	0	0
Program Costs	563,668	480,000	281,017	198,983	480,000	220,000	220,000	440,000
Intergovernmental	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0
<b>Total</b>	<b>\$563,668</b>	<b>\$480,000</b>	<b>\$281,017</b>	<b>\$198,983</b>	<b>\$480,000</b>	<b>\$220,000</b>	<b>\$220,000</b>	<b>\$440,000</b>



Legal Services are provided by contract; there are no full time equivalent positions.

# KENMORE, WASHINGTON

## City Attorney

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 220,000	-	\$ -	\$ -	\$ 220,000
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Attorney	Internal Legal Support and Advisement	9001	\$ 70,000	0.00	\$ -	\$ -	\$ 70,000
City Attorney	Policy and Procedural Development	9002	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Council Meeting Support	9003	\$ 50,000	0.00	\$ -	\$ -	\$ 50,000
City Attorney	Executive Session Support	9004	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Public Records Requests	9005	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Contracts and Agreements	9006	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Special Counsel	75	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Hearing Examiner	76	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## City Attorney

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 220,000	-	\$ -	\$ -	\$ 220,000
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
City Attorney	Internal Legal Support and Advisement	9001	\$ 70,000	0.00	\$ -	\$ -	\$ 70,000
City Attorney	Policy and Procedural Development	9002	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Council Meeting Support	9003	\$ 50,000	0.00	\$ -	\$ -	\$ 50,000
City Attorney	Executive Session Support	9004	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Public Records Requests	9005	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Contracts and Agreements	9006	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Special Counsel	75	\$ 20,000	0.00	\$ -	\$ -	\$ 20,000
City Attorney	Hearing Examiner	76	\$ -	0.00		\$ -	\$ -

City of Kenmore, Washington  
General Fund: Non-Departmental Cost Center

Prior to development of the 2015-2016 Biennial Budget, activities of a general nature, not directly associated with a specific service function were grouped together in the Non-Departmental cost center. As a result of a priority based budgeting (PBB) approach for the 2015-2016 Budget, all costs were associated with operating department programs and distributed across the City. Only the General Fund ending fund balance and transfers from the General Fund to other funds are accounted for in this Non-Departmental cost center.

Expenditures previously accounted for in the Non-Departmental Cost Center were:

- Audit expenses; now in Finance and Administration
- Voter and election costs; now in City Manager
- Association memberships; now in City Council
- Liability and property insurance assessments; now in Finance and Administration
- Computer network administration; now in Finance and Administration
- Support for human service organizations; now in City Manager
- Animal control contracts; now in City Manager
- Emergency preparedness; now in Development Services

**2013-2014 Achievements:**

- One time transfer of General Fund balance reserves to newly established Strategic Opportunities Fund in the amount of \$2,500,000.
- Human services contributions of \$404,601.
- \$874,000 in transfers to the City Street Fund to support street maintenance and overlay.
- Upgrade of computers and laptops to Windows 7.
- Upgrade of Microsoft Office to version 2010.
- 2% employee wage adjustment in 2013 and 1.2% in 2014.

<b><u>Workload Measures</u></b>	2011 Actual	2012 Actual	2013 Actual	2014 Estimate
Number of registered voters	12,914	12,911	13,655	12,920
Animals sheltered by PAWS	51	53	53	55
Human Services contributions distributed	\$297,805	\$278,106	\$183,815	\$220,785
Pet license revenue	\$58,554	\$59,663	\$61,575	\$59,000
Computer and servers maintained	44	44	58	58
Number of network users supported	35	36	45	45
Number of tort claims filed	8	9	6	8

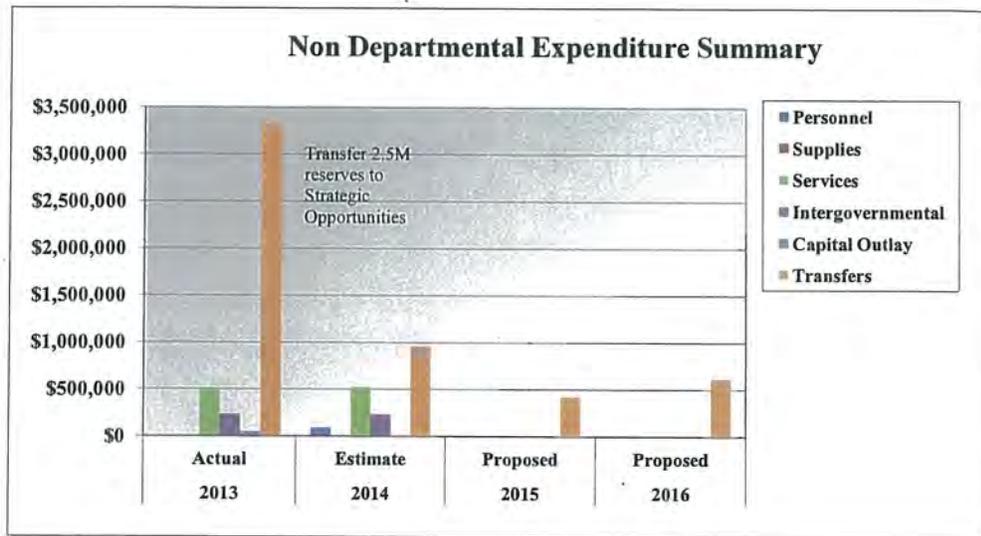
City of Kenmore, Washington  
General Fund: Non-Departmental Cost Center

**2015-2016 Budget Highlights:**

- Transfers to other funds are budgeted as follows:
  - \$800,000 to the Street fund for street maintenance, funded by Water/Sewer franchise fees
  - \$33,000 to the Street fund for banner replacement and maintenance
  - \$60,000 to the Kenmore Village fund for future pavilion operational support
  - \$140,885 to Transportation Capital fund for SR 522, West A project

# General Fund Non Departmental

Expenditure Summary Non Departmental	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium	Amended	2013	2014	Biennium	2015	2016	Proposed
	Total	Budget	Actual	Estimate	Total Estimate	Proposed	Proposed	Budget
Personnel	\$5,745	\$90,000	\$797	\$89,203	\$90,000	n/a	n/a	\$0
Supplies	14,194	17,000	7,518	9,482	17,000	n/a	n/a	0
Services	1,062,200	1,020,162	496,982	523,180	1,020,162	n/a	n/a	0
Intergovernmental	416,053	465,325	232,410	232,915	465,325	n/a	n/a	0
Capital Outlay	19,062	0	51,058	0	51,058	n/a	n/a	0
Transfers	2,764,000	1,556,101	3,316,000	951,793	4,267,793	420,000	613,885	1,033,885
<b>Total</b>	<b>\$4,281,254</b>	<b>\$3,148,588</b>	<b>\$4,104,765</b>	<b>\$1,806,573</b>	<b>\$5,911,338</b>	<b>\$420,000</b>	<b>\$613,885</b>	<b>\$1,033,885</b>



City of Kenmore, Washington  
General Fund: Public Safety Cost Center

The Public Safety cost center contains the expenditures for police, jail, court, prosecution and public defense services. Police services are provided through contract with King County and misdemeanor jail services are provided through a contract with South Correctional Entity Regional Jail (SCORE). The Kenmore Police Department is responsible for the enforcement of State and local laws. The Department's goals are to provide high quality, cost effective law enforcement services and to develop an active partnership with citizens, embracing the philosophy of community-oriented policing and problem-solving to reduce crime and the fear of crime.

**2013-2014 Achievements:**

- The Public Safety contract through King County authorized 14 deputy sheriffs (twelve patrol officers, a burglary/larceny detective, and a sergeant). The sergeant serves as Kenmore's police chief. The contract also provided the following additional services: dispatch, search and rescue (SAR), dive team, bomb squad, canine, SWAT, marine patrol, Major Accident Response and Reconstruction (MARR) investigations and major crimes investigations..
- Kenmore Police and Northshore Fire hosted "National Night Out," which is an annual event that brings neighborhoods together to take a stand against crime. The event was held at City Hall with information booths featuring crime and safety tips from various agencies, fingerprinting of children and a free BBQ.
- The Kenmore Police sponsored several teen activities, which included Halloween and Valentine dances at Kenmore Junior and Northshore Junior High and several ice cream socials at Inglemoor High School. The dances were held with music provided by disc jockeys from Action Entertainment. Mall gift cards were awarded to the best male/female Halloween costumes. These activities promote an opportunity for positive interaction between local teens and their police officers.
- The Kenmore Police Department sponsored a "Refuse to be a victim" seminar. The training provided through this program focuses on personal safety; home security; automobile safety; out of town travel safety; technological security and the use of personal protection devices. These courses were well attended and we have received positive comments about the material and instructors.
- The Kenmore Police Department enlisted the help of the King County Sheriff Office, who provided a Motor Officer, to assist us with the zero tolerance enforcement of all traffic laws relating to pedestrian and bicycle safety.

**2015-2016 Objectives:**

- 2015 Public Safety services will continue to be provided through contract with King County at the staffing level provided above.
- Kenmore Police will continue to conduct "Active Shooter and Patrol" (ASAP) training with patrol officers to maintain proficiency in current tactics and techniques to ensure the safety of our children in our schools.

City of Kenmore, Washington  
General Fund: Public Safety Cost Center

- Kenmore Police Officers will continue to participate in the following programs:
1. School Resource Officer (SRO) program at Inglemoor High and Kenmore Junior High,
  2. Sixth grade Student Drug Awareness Program,
  3. Neighborhood Block Watch Program,
  4. Home Security Surveys,
  5. Junior High Academy,
  6. School Crossing Guard Academy,
  7. Vacation House Check Program,
  8. Police Volunteer Program and
  9. Sponsoring Teen Dances

<u>Workload Measures</u>	2013 Actual	2014 Actual (thru Aug)	2015 Estimate	2016 Estimate
Dispatch calls for service	3,077	1637	3200	3250
Jail housing days	4441	2056	4800	5000
Work release days	289	78	50	50
Arrests: Felonies	88	25	90	100
Arrests: Misdemeanors	365	210	350	400

<u>Performance Measures</u>	2013 Actual	2014 Actual(thru Aug)	2015 Estimate	2016 Estimate
Reduce traffic accidents in the city by 1% per year through education and enforcement	183 accidents .96%	184 accidents no reduction	188 accidents 2.%	190 accidents 1.%
Identify and lift 100% of latent prints at all burglaries	116 Lifted 100%	83 Lifted 100%	120 Lifted 100%	130 Lifted 100%
Close 60% of all assigned cases	60.3%	58%	60%	62%
Priority X response times, in minutes: "Priority X" designates critical dispatches. These are incidents that pose an obvious danger to life of an officer or citizen. It is used for felony crimes in-progress where the possibility of confrontation between a victim and suspect exists. Examples include shooting, stabbings, robberies or burglaries.	3.64 minutes	2.44 minutes	2.78 minutes	2.79 minutes

City of Kenmore, Washington  
General Fund: Public Safety Cost Center

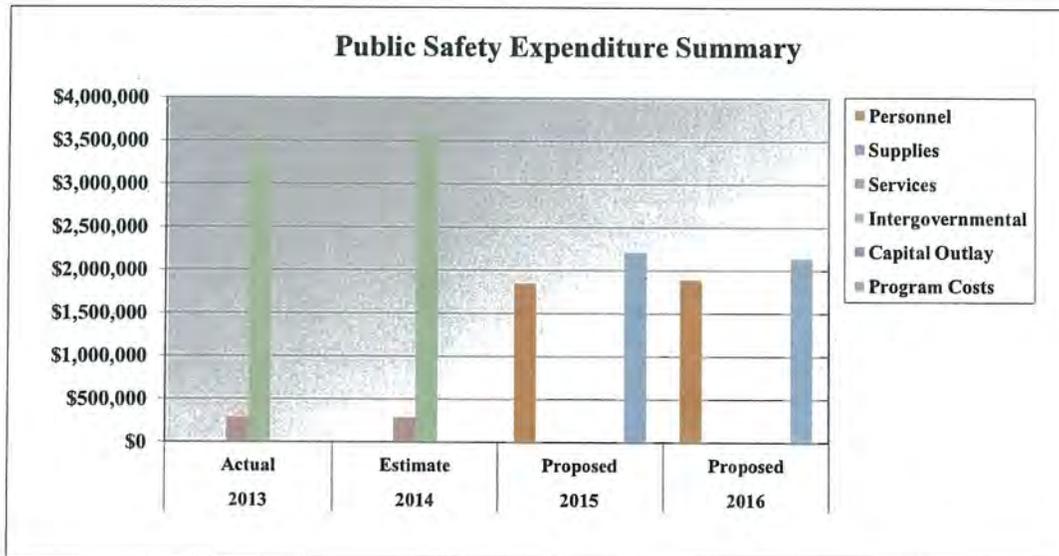
**Budget Highlights:**

- The 2015-2016 Biennial Budget has no new programs or personnel and reflects only inflation costs increases.
- The Police Department will continue to use a Motor Officer to assist us with the zero tolerance enforcement of all traffic laws relating to pedestrian and bicycle safety.

# General Fund

## Public Safety

Expenditure Summary	2011-2012	2013-2015		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Actual	2014 Estimate	Biennium Total Estimate	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Public Safety								
Personnel	\$0	\$0	\$0	\$0	\$0	\$1,839,727	\$1,886,376	\$3,726,103
Program Costs	n/a	n/a	n/a	n/a	n/a	2,211,450	2,138,562	4,350,012
Supplies	4,505	4,400	12,245	0	12,245	n/a	n/a	0
Services	554,092	566,880	282,813	284,067	566,880	n/a	n/a	0
Intergovernmental	6,419,444	7,023,468	3,460,059	3,563,409	7,023,468	n/a	n/a	0
Capital Outlay	41,461	5,600	3,518	2,082	5,600	n/a	n/a	0
<b>Total</b>	<b>\$7,019,502</b>	<b>\$7,600,348</b>	<b>\$3,758,635</b>	<b>\$3,849,558</b>	<b>\$7,608,193</b>	<b>\$4,051,177</b>	<b>\$4,024,938</b>	<b>\$8,076,115</b>



Public Safety Services are provided by contract; there are no full time equivalent positions.

# KENMORE, WASHINGTON

## Public Safety & Justice

### Program Inventory and Costs

2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$4,051,177	14.00	\$ 72,830	\$1,839,727	\$2,211,450
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Safety	Civil Filings (up to \$75K)	198	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	District Court Call Center	199	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	DV and anti Harrassment Orders	200	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Hearings-Civil Infraction Hearings	201	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Hearings-Misdemeanor	202	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Interpreters, Jury and Witness Management	203	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Passport Services	204	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Payment Center	205	\$ -	0.00		\$ -	\$ -
Public Safety	Probation Services	206	\$ -	0.00		\$ -	\$ -
Public Safety	Small Claims and Dispute Resolution	207	\$ -	0.00		\$ -	\$ -
Public Safety	Advanced Training Unit	208	\$ -	0.00		\$ -	\$ -
Public Safety	Air Support Unit	209	\$ -	0.00		\$ -	\$ -
Public Safety	Automated Fingerprint Identification System (AFIS)	210	\$ -	0.00		\$ -	\$ -
Public Safety	Bomb Unit	211	\$ -	0.00		\$ -	\$ -
Public Safety	Burglary/Larceny Investigations	212	\$ 212,790	0.90		\$ 118,990	\$ 93,801
Public Safety	Civil Process	213	\$ -	0.00		\$ -	\$ -
Public Safety	Communications & Dispatch	214	\$ -	0.00		\$ -	\$ -
Public Safety	Community Crime Prevention	215	\$ -	0.00		\$ -	\$ -
Public Safety	Fire Investigations Unit	216	\$ -	0.00		\$ -	\$ -
Public Safety	Hostage Negotiation Team	217	\$ -	0.00		\$ -	\$ -
Public Safety	Internal investigations Unit	218	\$ -	0.00		\$ -	\$ -
Public Safety	K-9 Unit	219	\$ -	0.00		\$ -	\$ -
Public Safety	Major Accident Response and Reconstruction	220	\$ -	0.00		\$ -	\$ -
Public Safety	Marine Patrol	221	\$ -	0.00		\$ -	\$ -
Public Safety	Photography Lab	222	\$ -	0.00		\$ -	\$ -
Public Safety	Property and Evidence Room	223	\$ -	0.00		\$ -	\$ -
Public Safety	Records Unit	224	\$ -	0.00		\$ -	\$ -
Public Safety	Search and Rescue	225	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Public Safety & Justice

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$4,051,177	14.00	\$ 72,830	\$1,839,727	\$2,211,450
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Safety	Sex Offender Registration	226	\$ -	0.00		\$ -	\$ -
Public Safety	Sexual Assault investigation	227	\$ -	0.00		\$ -	\$ -
Public Safety	SWAT Team;	228	\$ -	0.00		\$ -	\$ -
Public Safety	Vehicle Tow Coordinator	229	\$ -	0.00		\$ -	\$ -
Public Safety	Appeal Hearing Officer	230	\$ -	0.00		\$ -	\$ -
Public Safety	Block Watch	231	\$ -	0.00		\$ -	\$ -
Public Safety	Business Security Survey	232	\$ -	0.00		\$ -	\$ -
Public Safety	Conflict Defense	233	\$ -	0.00		\$ -	\$ -
Public Safety	Criminal and Civil Warrants Unit	234	\$ -	0.00		\$ -	\$ -
Public Safety	Custody Defense	235	\$ -	0.00		\$ -	\$ -
Public Safety	Domestic Violence Advocate Services	236	\$ 8,400	0.00	\$ 8,400	\$ -	\$ 8,400
Public Safety	Eight Grade Drug and Alcohol Education	237	\$ 14,249	0.05		\$ 8,038	\$ 6,211
Public Safety	Fraud investigations	238	\$ 11,822	0.05		\$ 6,611	\$ 5,211
Public Safety	High School DUI Re-enactment Drill	239	\$ -	0.00		\$ -	\$ -
Public Safety	Home Security Survey	240	\$ -	0.00		\$ -	\$ -
Public Safety	Indigent Defense Screening	241	\$ 11,500	0.00		\$ -	\$ 11,500
Public Safety	Jail Services	242	\$ 485,800	0.00		\$ -	\$ 485,800
Public Safety	Junior High Dance Sponsorship	243	\$ 4,730	0.00	\$ 4,730	\$ -	\$ 4,730
Public Safety	Junior High Student Academy	244	\$ -	0.00		\$ -	\$ -
Public Safety	Law Enforcement	245	\$ 219,367	0.90		\$ 125,567	\$ 93,801
Public Safety	Major Crime Investigation	246	\$ -	0.00		\$ -	\$ -
Public Safety	Misdemeanor Crime Prosecution	247	\$ 122,400	0.00		\$ -	\$ 122,400
Public Safety	National Night Out Against Crime BBQ	248	\$ -	0.00		\$ -	\$ -
Public Safety	Officer Training	249	\$ 11,822	0.05		\$ 6,611	\$ 5,211
Public Safety	Police Patrol	250	\$ 2,237,941	9.60	\$ 33,000	\$ 1,237,402	\$ 1,000,539
Public Safety	Prescription Drug Box Drop Off	251	\$ 13,249	0.05		\$ 8,038	\$ 5,211
Public Safety	Public Defense for Misdemeanor Crimes	252	\$ 70,000	0.00		\$ -	\$ 70,000
Public Safety	Range Unit	253	\$ -	0.00		\$ -	\$ -
Public Safety	School Crossing Guard Academy	254	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Public Safety & Justice

### Program Inventory and Costs

2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$4,051,177	14.00	\$ 72,830	\$1,839,727	\$2,211,450
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Safety	School Resource Officer	255	\$ 47,500	0.00		\$ -	\$ 47,500
Public Safety	Sixth Grade Drug Awareness and Safety	256	\$ 1,000	0.00		\$ -	\$ 1,000
Public Safety	Traffic Enforcement	257	\$ 419,614	1.80		\$ 232,013	\$ 187,601
Public Safety	Vacation House Check	258	\$ -	0.00		\$ -	\$ -
Public Safety	Adminstration	259	\$ 158,992	0.60	\$ 26,700	\$ 96,458	\$ 62,534

# KENMORE, WASHINGTON

## Public Safety

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$4,024,938	14.00	\$ 72,830	\$1,886,376	\$2,138,562
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Safety	Civil Filings (up to \$75K)	198	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	District Court Call Center	199	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	DV and anti Harrassment Orders	200	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Hearings-Civil Infraction Hearings	201	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Hearings-Misdemeanor	202	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Interpreters, Jury and Witness Management	203	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Passport Services	204	\$ -	0.00	\$ -	\$ -	\$ -
Public Safety	Payment Center	205	\$ -	0.00		\$ -	\$ -
Public Safety	Probation Services	206	\$ -	0.00		\$ -	\$ -
Public Safety	Small Claims and Dispute Resolution	207	\$ -	0.00		\$ -	\$ -
Public Safety	Advanced Training Unit	208	\$ -	0.00		\$ -	\$ -
Public Safety	Air Support Unit	209	\$ -	0.00		\$ -	\$ -
Public Safety	Automated Fingerprint Identification System (AFIS)	210	\$ -	0.00		\$ -	\$ -
Public Safety	Bomb Unit	211	\$ -	0.00		\$ -	\$ -
Public Safety	Burglary/Larceny Investigations	212	\$ 211,120	0.90		\$ 122,005	\$ 89,115
Public Safety	Civil Process	213	\$ -	0.00		\$ -	\$ -
Public Safety	Communications & Dispatch	214	\$ -	0.00		\$ -	\$ -
Public Safety	Community Crime Prevention	215	\$ -	0.00		\$ -	\$ -
Public Safety	Fire Investigations Unit	216	\$ -	0.00		\$ -	\$ -
Public Safety	Hostage Negotiation Team	217	\$ -	0.00		\$ -	\$ -
Public Safety	Internal investigations Unit	218	\$ -	0.00		\$ -	\$ -
Public Safety	K-9 Unit	219	\$ -	0.00		\$ -	\$ -
Public Safety	Major Accident Response and Reconstruction	220	\$ -	0.00		\$ -	\$ -
Public Safety	Marine Patrol	221	\$ -	0.00		\$ -	\$ -
Public Safety	Photography Lab	222	\$ -	0.00		\$ -	\$ -
Public Safety	Property and Evidence Room	223	\$ -	0.00		\$ -	\$ -
Public Safety	Records Unit	224	\$ -	0.00		\$ -	\$ -
Public Safety	Search and Rescue	225	\$ -	0.00		\$ -	\$ -
Public Safety	Sex Offender Registration	226	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Public Safety

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$4,024,938	14.00	\$ 72,830	\$1,886,376	\$2,138,562
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Safety	Sexual Assault - investigation	227	\$ -	0.00		\$ -	\$ -
Public Safety	SWAT Team;	228	\$ -	0.00		\$ -	\$ -
Public Safety	Vehicle Tow Coordinator	229	\$ -	0.00		\$ -	\$ -
Public Safety	Appeal Hearing Officer	230	\$ -	0.00		\$ -	\$ -
Public Safety	Block Watch	231	\$ -	0.00		\$ -	\$ -
Public Safety	Business Security Survey	232	\$ -	0.00		\$ -	\$ -
Public Safety	Conflict Defense	233	\$ -	0.00		\$ -	\$ -
Public Safety	Criminal and Civil Warrants Unit	234	\$ -	0.00		\$ -	\$ -
Public Safety	Custody Defense	235	\$ -	0.00		\$ -	\$ -
Public Safety	Domestic Violence Advocate Services	236	\$ 8,400	0.00	\$ 8,400	\$ -	\$ 8,400
Public Safety	Eight Grade Drug and Alcohol Education	237	\$ 14,188	0.05		\$ 8,238	\$ 5,951
Public Safety	Fraud investigations	238	\$ 11,729	0.05		\$ 6,778	\$ 4,951
Public Safety	High School DUI Re-enactment Drill	239	\$ -	0.00		\$ -	\$ -
Public Safety	Home Security Survey	240	\$ -	0.00		\$ -	\$ -
Public Safety	Indigent Defense Screening	241	\$ 11,500	0.00		\$ -	\$ 11,500
Public Safety	Jail Services	242	\$ 485,800	0.00		\$ -	\$ 485,800
Public Safety	Junior High Dance Sponsorship	243	\$ 4,730	0.00	\$ 4,730	\$ -	\$ 4,730
Public Safety	Junior High Student Academy	244	\$ -	0.00		\$ -	\$ -
Public Safety	Law Enforcement	245	\$ 217,843	0.90		\$ 128,728	\$ 89,115
Public Safety	Major Crime Investigation	246	\$ -	0.00		\$ -	\$ -
Public Safety	Misdemeanor Crime Prosecution	247	\$ 122,400	0.00		\$ -	\$ 122,400
Public Safety	National Night Out Against Crime BBQ	248	\$ -	0.00		\$ -	\$ -
Public Safety	Officer Training	249	\$ 11,729	0.05		\$ 6,778	\$ 4,951
Public Safety	Police Patrol	250	\$ 2,219,411	9.60	\$ 33,000	\$ 1,268,852	\$ 950,559
Public Safety	Prescription Drug Box Drop Off	251	\$ 13,188	0.05		\$ 8,238	\$ 4,951
Public Safety	Public Defense for Misdemeanor Crimes	252	\$ 70,000	0.00		\$ -	\$ 70,000
Public Safety	Range Unit	253	\$ -	0.00		\$ -	\$ -
Public Safety	School Crossing Guard Academy	254	\$ -	0.00		\$ -	\$ -
Public Safety	School Resource Officer	255	\$ 47,500	0.00		\$ -	\$ 47,500

# KENMORE, WASHINGTON

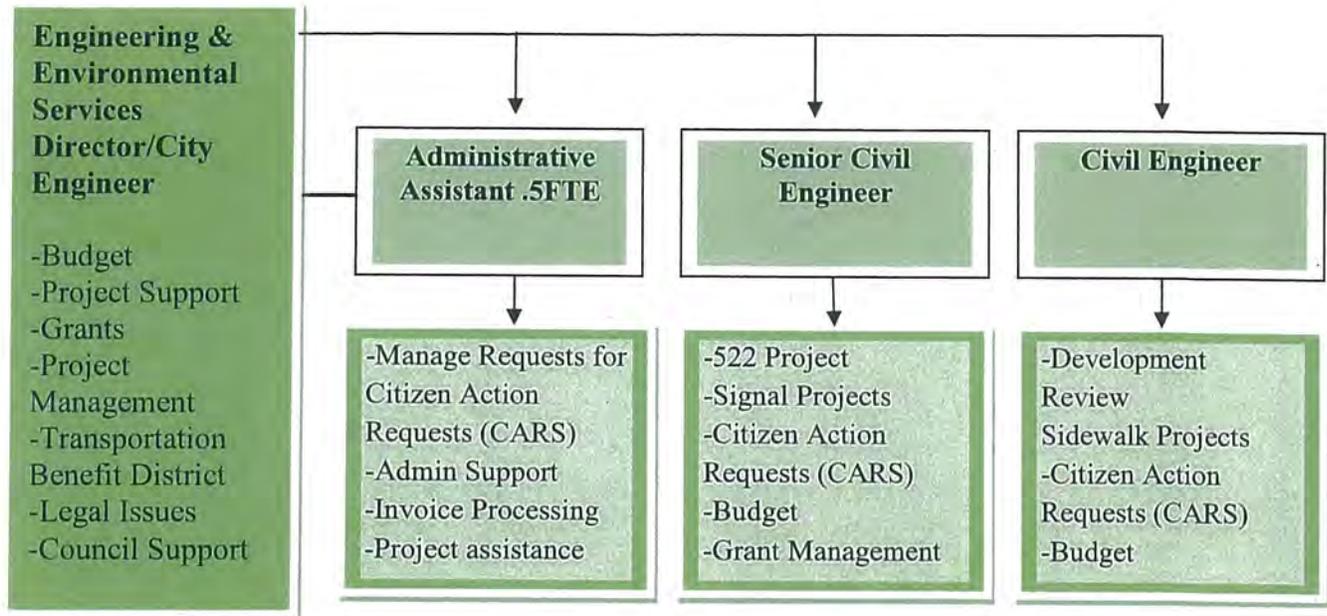
## Public Safety

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$4,024,938	14.00	\$ 72,830	\$1,886,376	\$2,138,562
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Safety	Sixth Grade Drug Awareness and Safety	256	\$ 1,000	0.00		\$ -	\$ 1,000
Public Safety	Traffic Enforcement	257	\$ 416,140	1.80		\$ 237,910	\$ 178,230
Public Safety	Vacation House Check	258	\$ -	0.00		\$ -	\$ -
Public Safety	Adminstration	259	\$ 158,260	0.60	\$ 26,700	\$ 98,850	\$ 59,410

City of Kenmore, Washington  
General Fund: Engineering Cost Center

Engineering is responsible for project management of capital improvement projects, managing the six-year transportation improvement program, development review and site inspection (see Development Services Center), and assisting other City staff on issues related to engineering. Oversight of capital projects is provided to ensure timely delivery, cost effective designs and quality construction. Engineering review is conducted to ensure that designs meet City, County and State standards and protect the City's interest during construction.



**2013-2014 Achievements:**

- Coordinated with Planning to update the Transportation Element of the Comprehensive Plan, including creation of a new fiscally unconstrained Capital Project list (6-year and 20-year). This work included significant progress towards updating the City's Street Design standards.
- Facilitation and coordination of the City's Ad-hoc Pedestrian & Bicycle Strategy Committee.
- Coordination with City Operations and City Manager's Offices to install Rectangular Rapid Flashing Beacons at non-stop controlled crosswalks on City arterials.
- Completed the following Capital Projects: 68<sup>th</sup> Avenue Sidewalk (NE 182 to NE 185<sup>th</sup> Street) design and construction, 61<sup>st</sup> Ave/NE 181<sup>st</sup> Street Signal Installation, Citywide Safety Improvements Project design and construction, SR 522 ADA modifications, and Gateway Project design.
- SR 522 West A Project: performed right of way acquisition, certified right of way, completed design and utility coordination, negotiated utility construction agreements, and advertised the project.

City of Kenmore, Washington  
General Fund: Engineering Cost Center

- West Sammamish River Bridge Project (West Samm Bridge): in coordination with Operations, created and implemented an enhanced monitoring plan. Completed the following studies: scour analysis, load rating analysis, and Geotechnical review. As a result of the studies, coordinated with Council, Operations and Police to impose weight restrictions on the bridge.
- Addressed traffic and development related Citizen Action Requests.
- Assisted City Council with creation of a Transportation Benefit District (TBD) and provided support to the TBD.
- Utilized an experienced Capital Projects Manager as a temporary employee to oversee capital improvement project design and construction in 2013 and part of 2014
- Collected and updated traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Development Review associated work on over 53 Land Use Permits, 44 Engineer/Grading Permits, 122 Building Permits, and 63 Pre-Application Meetings (for the biennium through Q3 2014).
- Participated in regional technical committees including Eastside Transportation Partnership (ETP) and King County Project Evaluation Committee (KPEC).
- Agressively pursued 15 grantss through the following programs:
  - 2 Puget Sound Regional Council (Federal funds) applications for the West Samm Bridge
  - 1 Puget Sound Regional Council (Federal funds) for Simonds Overlay
  - 2 Transporation Improvement Board (TIB) application for the West Samm Bridge
  - 1 Bridge Replacement Advisory Committee (Federal funds) application for the West Samm Bridge
  - 2 Community Development Block Grant sidewalk applications
  - 2 Transportation Alternatives Parternership (TAP) sidewalk applications
  - 3 Transportation Improvement Board (TIB) sidewalk applications
  - 2 Safe Routes to School sidewalk applications
  - 1 Pedestrian and Bicycle Program sidewalk application

**2015-2016 Objectives**

- Construct the SR 522 West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) project.
- If funding is secured, begin construction, permitting and right of way acquisition for the West Samm Bridge Project. Once resources are secured to begin design, the City will hire a term limited Capital Projects Manager to manage the project.

City of Kenmore, Washington  
General Fund: Engineering Cost Center

- Aggressively seek funding for City sidewalk and West Samm Bridge projects.
- Assist Operations Division with responding to traffic, drainage, and development related Citizen Action Requests.
- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan.
- Support the Transportation Benefit District.
- Collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Maintain City's accident record system to identify potential problems and assist with prioritizing improvements.
- Ongoing design review, construction and maintenance inspection of new development proposals.
- Participate in regional technical committees including Eastside Transportation Partnership (ETP) and King County Project Evaluation Committee (KPEC).
- Finalize revisions to the City of Kenmore Street Design Standards and KMC Title 12.50.

**Budget Highlights:**

The 2015-2016 Biennial Budget includes the following changes:

- The hiring of a Traffic Engineer to: manage the Neighborhood Transportation Improvements project, evaluate and further the recommendations of the 2014 Ad-hoc Pedestrian & Bicycle Safety Committee recommendations, manage signals, and address traffic safety concerns and street channelization (including signage and striping).
- The General Consulting budget includes resources to 1) write and support grant applications for sidewalk, 2) assist the City with creation of an Americans with Disability Act (ADA) Transition Plan, and 3) traffic engineering support. Staff will utilize temporary help employee to manage design and construction of capital projects as needed.
- The City will move forward with the West Sammamish River Bridge project if grant funding is secured. A new Capital Project Manager will be required for this project, but would be a term (project duration) limited employee.

City of Kenmore, Washington  
General Fund: Engineering Cost Center

**Workload and Performance Measures:**

<b>Workload Measures</b>	<b><u>2013 Actual</u></b>	<b><u>2014 Actual</u></b>	<b><u>2015 Estimate/Goal</u></b>	<b><u>2016 Estimate/Goal</u></b>
Number of Grant/Loan Applications Completed	5	9	5	5
Number of Capital Projects	<u>9*</u>	<u>7**</u>	<u>6</u>	<u>4</u>
<b>Performance Measures</b>	<b><u>2013 Actual</u></b>	<b><u>2014 Actual</u></b>	<b><u>2015 Estimate/Goal</u></b>	<b><u>2016 Estimate/Goal</u></b>
Funding Secured for the West Samm Bridge Project	<u>0</u>	<u>0</u>	<u>\$12M</u>	<u>\$6M</u>

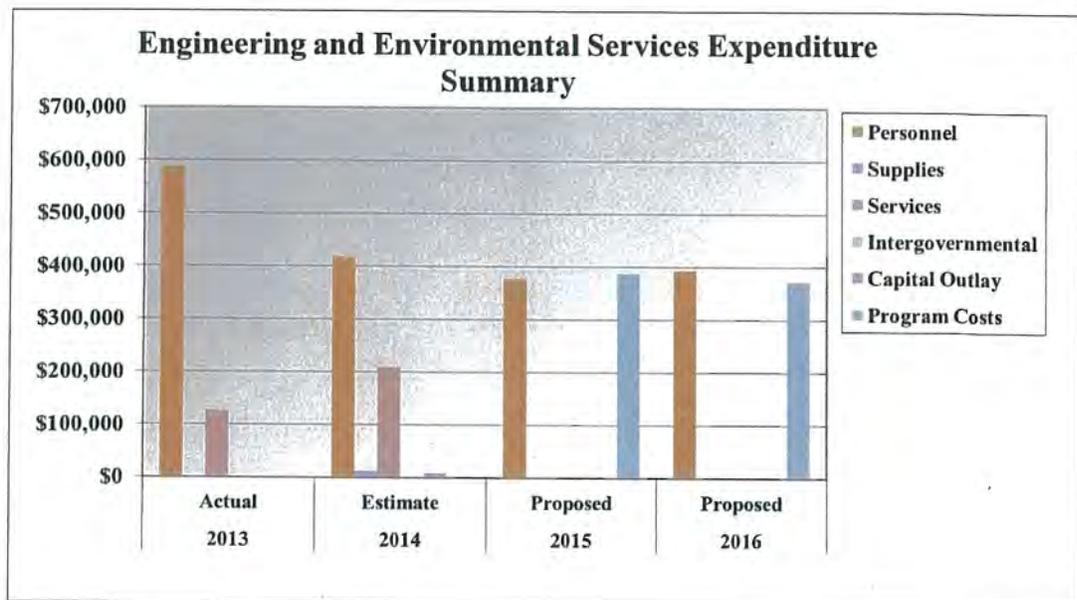
\*SR 522 West A, Juanita Overlay, Citywide Safety Improvements, Inglemoor HS Right Turn, West Samm Bridge, SR 522 Phase 2 concrete work, 61<sup>st</sup>/181<sup>st</sup> Signal, Sidewalk Program, Gateways

\*\* SR 522 West A, Juanita Overlay, Citywide Safety Improvements, West Samm Bridge, SR 522 concrete work, Sidewalk Program, Gateways

# General Fund

## Engineering and Environmental Services

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Adopted Budget	2013 Actual	2014 Estimate	Biennium Total Estimate	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Engineering								
Personnel	\$1,055,775	\$1,004,156	\$586,850	\$417,306	\$1,004,156	\$375,919	\$392,611	\$768,530
Program Costs	n/a	n/a	n/a	n/a	n/a	387,210	372,210	759,420
Supplies	21,688	14,370	1,804	12,566	14,370	n/a	n/a	0
Services	58,735	334,060	125,867	208,193	334,060	n/a	n/a	0
Intergovernmental	0	0	0	0	0	n/a	n/a	0
Capital Outlay	11,367	8,800	0	8,800	8,800	n/a	n/a	0
<b>Total</b>	<b>\$1,147,565</b>	<b>\$1,361,386</b>	<b>\$714,521</b>	<b>\$646,865</b>	<b>\$1,361,386</b>	<b>\$763,129</b>	<b>\$764,821</b>	<b>\$1,527,950</b>



Employee Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Adopted Budget	2013 Budget	2014 Budget	Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Engineering Positions								
City Engineer	1	1	1	1	1	1	1	1
Senior Engineer	1	1	1	1	1	1	1	1
Traffic Engineer *	n/a	n/a	n/a	n/a	n/a	1	1	1
Engineer	1	1	1	1	1	1	1	1
Sr Engineering Technician **	1	1	1	1	1	0	0	0
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.4	0.4	0.4
<b>Total Positions</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>

# KENMORE, WASHINGTON

## Engineering

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 763,129	2.97	\$ 388,693	\$ 375,919	\$ 387,210
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Engineering & Environmental Services	Capital Project Program Support	1	\$ 4,368	0.05	\$ 4,368	\$ 4,139	\$ 229
Engineering & Environmental Services	Citizen Action Request - Engineering (1)	2	\$ 4,980	0.06	\$ -	\$ 4,829	\$ 151
Engineering & Environmental Services	Document Management	3	\$ -	0.00	\$ -	\$ -	\$ -
Engineering & Environmental Services	Front Desk Support	4	\$ -	0.00	\$ -	\$ -	\$ -
Engineering & Environmental Services	Public Records Request	5	\$ 2,460	0.02	\$ -	\$ 2,407	\$ 53
Engineering & Environmental Services	Title VI Reporting	6	\$ -	0.00	\$ -	\$ -	\$ -
Engineering & Environmental Services	Traffic Accident Data	7	\$ 1,779	0.02	\$ -	\$ 1,725	\$ 54
Engineering & Environmental Services	American with Disability Act (ADA) Inventory	8	\$ 64,584	0.07		\$ 9,397	\$ 55,187
Engineering & Environmental Services	CIP Project Construction Management/Inspection	9	\$ 136,813	0.69	\$ 136,813	\$ 96,976	\$ 39,837
Engineering & Environmental Services	CIP Project Design/Environmental	10	\$ 121,781	0.34	\$ 121,781	\$ 50,232	\$ 71,550
Engineering & Environmental Services	CIP Project Grant Applications/Funding Management	11	\$ 54,186	0.16	\$ 54,186	\$ 23,742	\$ 30,444
Engineering & Environmental Services	CIP Project Right of Way Acquisition	12	\$ 12,406	0.08	\$ 12,406	\$ 12,188	\$ 218
Engineering & Environmental Services	Citizen Action Request - Engineering (2)	13	\$ 18,869	0.14		\$ 18,495	\$ 374
Engineering & Environmental Services	City Property Management	14	\$ 5,000	0.00		\$ -	\$ 5,000
Engineering & Environmental Services	Development Inspection	15	\$ 23,054	0.22	\$ 23,054	\$ 22,464	\$ 589
Engineering & Environmental Services	Development Review	16	\$ 23,054	0.22	\$ 23,054	\$ 22,464	\$ 589
Engineering & Environmental Services	Development Warranty Management and Release	17	\$ 3,007	0.03	\$ 3,007	\$ 2,930	\$ 77
Engineering & Environmental Services	Development: Pre Application Program	18	\$ 10,023	0.10	\$ 10,023	\$ 9,767	\$ 256

# KENMORE, WASHINGTON

## Engineering

### Program Inventory and Costs

2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 763,129	2.97	\$ 388,693	\$ 375,919	\$ 387,210
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Engineering & Environmental Services	Pedestrian & Bicycle Safety	19	\$ 163,154	0.08		\$ 12,933	\$ 150,221
Engineering & Environmental Services	Traffic Counts	20	\$ 5,007	0.03		\$ 2,930	\$ 2,077
Engineering & Environmental Services	Transportation Element of the Comprehensive Plan Update	21	\$ 23,946	0.02		\$ 3,880	\$ 20,066
Engineering & Environmental Services	ADMINISTRATIVE - Administrative Support for Engineering/SWM	1001	\$ 84,658	0.64		\$ 74,421	\$ 10,237

# KENMORE, WASHINGTON

## Engineering

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 764,821	2.97	\$ 399,497	\$ 392,611	\$ 372,210
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Engineering & Environmental Services	Capital Project Program Support	1	\$ 4,575	0.05	\$ 4,575	\$ 4,345	\$ 229
Engineering & Environmental Services	Citizen Action Request - Engineering (1)	2	\$ 5,221	0.06	\$ -	\$ 5,070	\$ 151
Engineering & Environmental Services	Document Management	3	\$ -	0.00	\$ -	\$ -	\$ -
Engineering & Environmental Services	Front Desk Support	4	\$ -	0.00	\$ -	\$ -	\$ -
Engineering & Environmental Services	Public Records Request	5	\$ 2,568	0.02	\$ -	\$ 2,515	\$ 53
Engineering & Environmental Services	Title VI Reporting	6	\$ -	0.00	\$ -	\$ -	\$ -
Engineering & Environmental Services	Traffic Accident Data	7	\$ 1,865	0.02	\$ -	\$ 1,811	\$ 54
Engineering & Environmental Services	American with Disability Act (ADA) Inventory	8	\$ 54,989	0.07		\$ 9,801	\$ 45,187
Engineering & Environmental Services	CIP Project Construction Management/Inspection	9	\$ 141,099	0.69	\$ 141,099	\$ 101,262	\$ 39,837
Engineering & Environmental Services	CIP Project Design/Environmental	10	\$ 123,934	0.34	\$ 123,934	\$ 52,384	\$ 71,550
Engineering & Environmental Services	CIP Project Grant Applications/Funding Management	11	\$ 55,223	0.16	\$ 55,223	\$ 24,779	\$ 30,444
Engineering & Environmental Services	CIP Project Right of Way Acquisition	12	\$ 12,935	0.08	\$ 12,935	\$ 12,717	\$ 218
Engineering & Environmental Services	Citizen Action Request - Engineering (2)	13	\$ 19,671	0.14		\$ 19,298	\$ 374
Engineering & Environmental Services	City Property Management	14	\$ 5,000	0.00		\$ -	\$ 5,000
Engineering & Environmental Services	Development Inspection	15	\$ 24,065	0.22	\$ 24,065	\$ 23,476	\$ 589
Engineering & Environmental Services	Development Review	16	\$ 24,065	0.22	\$ 24,065	\$ 23,476	\$ 589
Engineering & Environmental Services	Development Warranty Management and Release	17	\$ 3,139	0.03	\$ 3,139	\$ 3,062	\$ 77
Engineering & Environmental Services	Development: Pre Application Program	18	\$ 10,463	0.10	\$ 10,463	\$ 10,207	\$ 256

# KENMORE, WASHINGTON

## Engineering

### Program Inventory and Costs

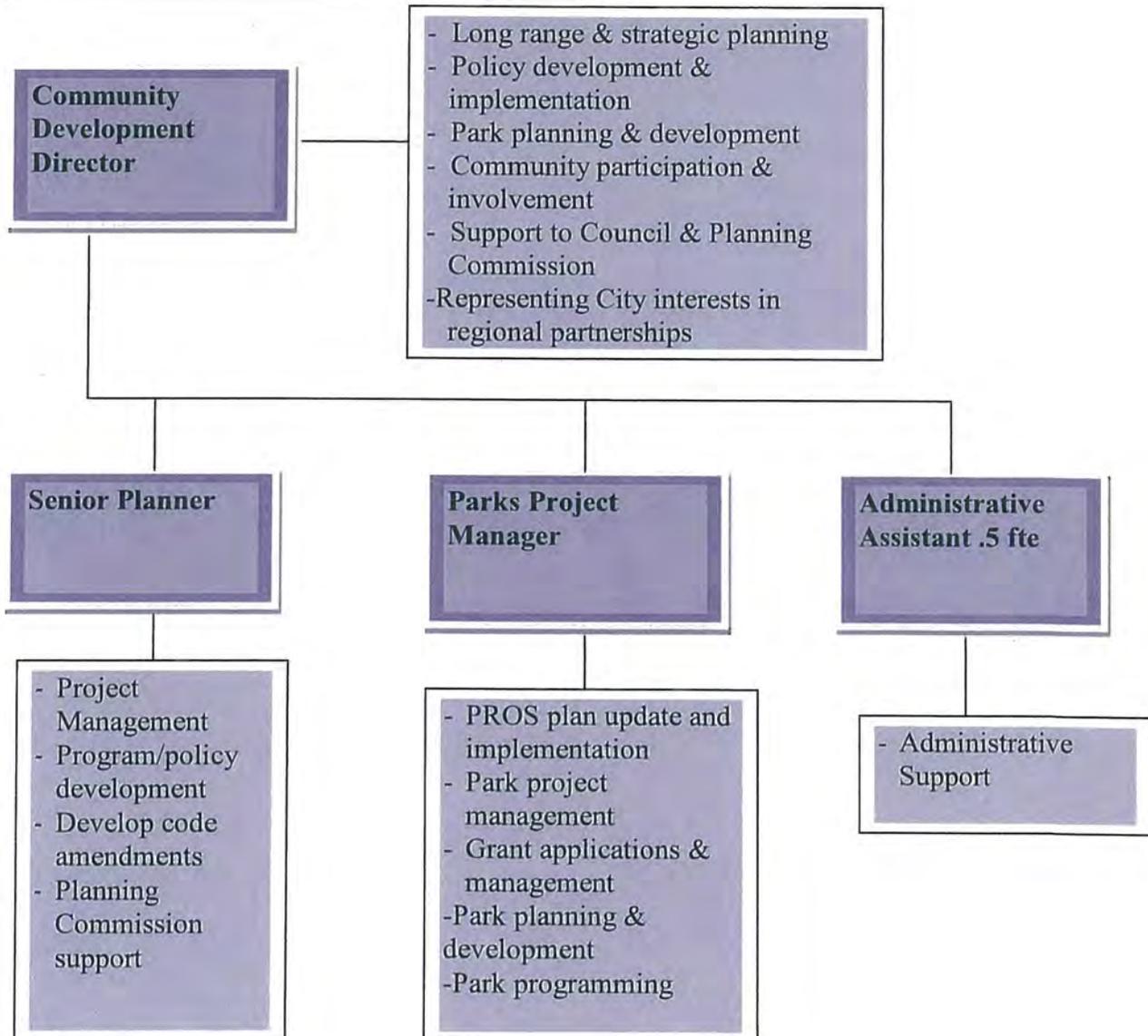
2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 764,821	2.97	\$ 399,497	\$ 392,611	\$ 372,210
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Engineering & Environmental Services	Pedestrian & Bicycle Safety	19	\$ 158,699	0.08		\$ 13,478	\$ 145,221
Engineering & Environmental Services	Traffic Counts	20	\$ 5,139	0.03		\$ 3,062	\$ 2,077
Engineering & Environmental Services	Transportation Element of the Comprehensive Plan Update	21	\$ 24,110	0.02		\$ 4,044	\$ 20,066
Engineering & Environmental Services	ADMINISTRATIVE - Administrative Support for Engineering/SWM	1001	\$ 88,063	0.64		\$ 77,826	\$ 10,237

City of Kenmore, Washington  
General Fund: Community Development Cost Center

The Department is responsible for providing leadership in the development and implementation of innovative policies, programs, services and funding strategies that realize the community generated vision for Kenmore. Such responsibilities include but are not limited to: the Comprehensive Plan (and related development regulations); Downtown Plan; Parks, Recreation, and Open Space (PROS) Plan; Shoreline Master Program; park capital improvement program (CIP) and project management; housing programs and affordable housing targets; strategies to support downtown development and economic development. To meet these responsibilities the Department must ensure there is a forum for citizen participation and involvement. The Department must ensure Kenmore's compliance with state, regional and other development agency mandates, regulations and policies as well as representing Kenmore's interest in regional partnerships.

**Department Organization and Responsibilities:**



City of Kenmore, Washington  
General Fund: Community Development Cost Center

**2013-2014 Achievements:**

- **Comprehensive Plan Implementation/Development Regulation Amendments**
  - **Commercial Zone Project:** Part of the Planning Commission's 2013 and 2014 work program. Developed and recommended new regulations for the Regional Business zone. Council Ordinance adoption anticipated December 2014.
  - **Park and Recreation Open Space (PROS) Plan:** Part of the Planning Commission's 2013 work program. The PROS plan provides the long term direction for park development. Council adopted Ordinance 13-0368 on 11/25/13.
  - **Marijuana Regulations:** Council adopted and extended a moratorium ordinance prohibiting applications for marijuana businesses along with interim regulations (Ordinance 13-0362, Ordinance 13-0369, Ordinance 13-0370, Ordinance 14-0380 and Ordinance 14-0381). Council passed Ordinance 14-0384 on 8/14/14 establishing regulations for marijuana businesses.
  - **Shoreline Master Program (SMP):** On 2/27/13 the Growth Management Hearing Board issued a decision following an appeal hearing 1/16/13, upholding the city's decision on the Shoreline Master Program.
  - **Transportation Element Update:** Part of the Planning Commission's 2014 work program. The Transportation Element sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Kenmore achieve its vision. Council ordinance adoption anticipated December 2014.
  - **Surface Water Element Update:** Part of the Planning Commission's 2014 work program. The surface water element establishes the goals and direction for managing the public, private and natural surface water system. Council ordinance adoption anticipated December 2014.
  - **Police Precinct and Fire District Property Rezone and Comprehensive Plan amendment:** Part of the Planning Commission's 2014 work program. Amendments reflect the change in use from public to private use. Council ordinance adoption anticipated December 2014.
  - **Remaining Comprehensive Plan Elements Update:** Part of the Planning Commission's 2014 work program, continuing into 2015. The State mandates that all elements of the Comprehensive plan are updated by 6/30/15.
  - **Amendments to Affordable Housing Regulations:** Amendments adjusting the definition of affordable housing. Council adopted Ordinance 13-0363 on 6/24/13.
  - **Amendments to Development Agreement Regulations:** Considering allowing the use of development agreements as a tool in all non-residential zones. Council consideration and potential ordinance adoption December 2014.
  
- **Policy and Strategy Development/Implementation**
  - **Economic Gardening Strategy:** In 2013 web based user-friendly information was developed to support existing and entrepreneurial businesses. This information will be included when the City's new website is launched in early 2015.
  - **Environmental Sustainability Strategy:** A strategy was developed in 2013. Implementation was delayed in 2014 due to other work program priorities.

City of Kenmore, Washington  
General Fund: Community Development Cost Center

➤ **Downtown Development/Economic Development**

- **Kenmore Village:** Staff was part of the Kenmore Village staff team, working towards implementation of the action plan, including selection of a consultant on preparing design options for the town green.
- **Downtown Properties:** Reviewed the current vision/policies and regulations for Lakepointe, and other downtown properties with regard to economic development, was part of the Commercial Zones 2013-2014 work program objective.

➤ **Park Capital Improvement Program and Other Park Projects:** Staff was responsible for managing parks projects adopted in the 2013-2018 parks capital improvement program and other park related projects.

- **Tolt Pipeline Trail Phase 1:** In 2014 project design and engineering drawings completed to 90% for a trail connection between 68<sup>th</sup> Ave NE and 73<sup>rd</sup> Ave NE aligned at NE 185<sup>th</sup> Street. Alternative cost estimates completed for trail options.
- **Moorlands Park Improvements (master plan updates):** In April 2014 a grant application submitted (see below) for funding to assist with completing park improvements consistent with the adopted master plan.
- **Northshore Summit Park:** In 2013 public input received on park improvements. Construction started October 2013. Park dedication 5/17/14.
- **Twedt Property Acquisition (Squires Landing Expansion):** In April 2014 a grant application submitted for funding to assist with property acquisition (see below). Property acquired (0.65 acres) on the Sammamish River in June 2014.
- **Logboom Park Pedestrian Bridge:** In April 2014 a grant application submitted to assist with funding for bridge construction (see below). Design completed August 2014. Permit submittal September 2014.
- **Skate Park Relocation and Improvements:** Temporary skate court on the former Northshore Park & Ride property demolished April 2014. Three public workshops held between July and September 2014 to develop a final design concept for a new skate court on the north end of the city hall site. Council approved the final design concept 9/22/14.
- **Rhododendron Park Boardwalk and Boatshed:** In 2013 project scope determined. In 2014 project design and engineering drawings completed to 60%. Land use permit application submitted 7/30/14.
- **Rhododendron Park Dock/Float:** Project scope, permit assessment, user group feedback completed 2013 through May 2014. Permit application submitted 8/19/14.
- **Logboom Park Seasonal Float:** Project scope, permit assessment and permit completion 2013 through April 2014. Seasonal float installed end of May 2014 and removed for the winter season September 2014.
- **Kenmore Village Town Green:** Consultant selection January through April 2014 for preparing design. Three public workshops between July and October 2014 to develop a final design concept. Final design concept presented to Council November 2014.
- **WDFW Boat Launch Restroom:** Council approved maintenance agreement January 2013. Permit submittal 1/33/13. Construction started November 2013. Site officially opened 4/5/14.

City of Kenmore, Washington  
General Fund: Community Development Cost Center

- **Invasive Removal and Planting Logboom Park:** Planting plan prepared March 2014. Invasive removal by volunteers began August 2014. Planting plan installation began by volunteers October 2014.
  - **Squires Landing Three Acre Restoration Project:** February through March 2013 last phase of invasive removal and planting completed. Project monitoring report submitted December 2013 related to the King County Conservation Futures Grant. Final site visit September 2014. Monitoring ongoing with volunteers responsible for ongoing maintenance.
- **Grant Opportunities/Working With Outside Agencies:** Identifying grant opportunities and assessing these opportunities in terms of alignment with City goals and projects is an ongoing objective.

**Grants:**

- **2013 and 2014 Community Development Block Grant (CDBG) Federal Funding Application for NE 181<sup>st</sup> Street Sidewalk Project:** April 2013 grant application submitted for \$230,000 to assist with funding construction of 700 linear feet of sidewalk on the south side of NE 181<sup>st</sup> Street. No grant award received. April 2014 grant application submitted for \$300,000 to assist with funding construction of 700 linear feet of sidewalk on the south side of NE 181<sup>st</sup> Street. September 2014 notice of grant award of \$254,960.
- **2013 Transportation Alternatives Program (TAP) Grant Federal Funding Application for NE 181<sup>st</sup> Street Sidewalk Project:** August 2013 grant application submitted to assist with design work funding for 700 linear feet of sidewalk on the south side NE 181<sup>st</sup> Street. July 2014 notice of grant award of \$92,970.
- **2013 Kaboom Let's Play Construction Grant for Northshore Summit Playground Equipment:** July 2013 grant application to assist with funding for playground equipment. September 2013 grant award of \$20,000.
- **2014 Washington Wildlife and Recreation Program (WWRP) Grant Application through the Washington State Recreation and Conservation Office (RCO) for the Squires Landing Expansion (Twedt Property) Acquisition:** April 2014 grant application submitted for \$250,000 to assist with property acquisition costs. September 2014 project likely not ranked high enough to receive funding.
- **2014 Aquatic Lands Enhancement (ALEA) Grant Application through the Washington State Recreation and Conservation Office (RCO) for the Logboom Pedestrian Bridge Project:** April 2014 grant application submitted for \$122,500 to assist with construction of the pedestrian bridge. September 2014 project likely not ranked high enough to receive funding.
- **2014 Washington Wildlife and Recreation Program (WWRP) Grant Application through the Washington State Recreation and Conservation Office (RCO) for Moorlands Park Improvements:** April 2014 grant application submitted for \$450,000 to assist with construction of park improvements. September 2014 project likely not ranked high enough to receive funding.
- **2014 Salmon Recovery Funding Board (SRFB) Grant Application by the Sno-King Watershed Council for Restoration Design and First Phase of Restoration at Squires Landing Park:** Staff supported the application submittal. September 2014 notice of grant award of \$70,000.

City of Kenmore, Washington  
General Fund: Community Development Cost Center

**Outside Agencies:** The following are examples of staff's work with outside agencies.

- **Regional Shelter Plan:** In 2013 staff attended several meetings with Emergency Services Coordinating Agency (ESCA) staff and other ESCA jurisdictions to develop a regional shelter plan. This plan would become part of the City's emergency management plan. Progress in 2014 limited due to lack of ESCA resources.
- **Updating the Hazard Mitigation Plan:** October 2014, agreement with King County to work with Kenmore Staff to update the plan, required by June 2015.
- **Updating Buildable Lands Information:** Staff provided data and feedback to King County related to update of Kenmore's information on development capacity. Final report completed 7/23/14.
- **Updating the City's Comprehensive Plan:** Working with Puget Sound Regional Council (PSRC) and the State Department of Commerce on review and certification of the City's proposed amendments to the Comprehensive Plan. Staff also provided comments to PSRC on the Vision 2040 plan.
- **Affordable Housing Funding:** Staff reviews funding applications to A Regional Coalition for Housing (ARCH) for affordable housing projects and provides the ARCH recommendation to Council. In June 2014 staff brought forward to Council interlocal agreements for the CDBG program and regional affordable housing program.
- **Transit/Regional Transportation:** Staff provided comments to PSRC on the Vision 2040 plan and on Sound Transit's long term plan. Staff also met with Metro to discuss SR522 as a future bus rapid transit or rail transit corridor and discussed service guidelines, funding and parking.
- **Historic Preservation:** Staff is part of an internal staff team working on the development and implementation of a historic preservation strategy and exploring grant opportunities.

**2015/2016 Objectives:**

- **Comprehensive Plan Implementation/Development Regulation Amendments:** Staff will support the Planning Commission and Council on the 2015 and 2016 docket work program related to comprehensive plan amendments and amendments to development regulations.
- **Policy and Strategy Development/Implementation:** Staff will continue to identify opportunities to develop, update and implement policies and strategies that further the community's long term vision and council goals.
- **Downtown Development/Economic Development:** Staff will continue to be part of the Kenmore Village staff team and assisting the administration with implementation of the town green project. Staff will continue to be part of the Lakepointe staff team working towards a strategy to complete phases of a high quality sustainable project by 2023.
- **Park Capital Improvement Program and Other Park Projects:** Staff is responsible for managing park projects adopted in the 2015-2020 six year capital improvement program.
- **Grant Opportunities/Working With Outside Agencies:** Identifying, assessing and applying for grant opportunities and partnerships with outside agencies

City of Kenmore, Washington  
General Fund: Community Development Cost Center

**Budget Highlights:**

The 2015-2016 biennial budget includes the following changes:

- Continuing a full-time Parks Project Manager for 2015 and shifting to a half-time position in 2016. The position funding is within the Park Capital Budget.

**Workload and Performance Measures**

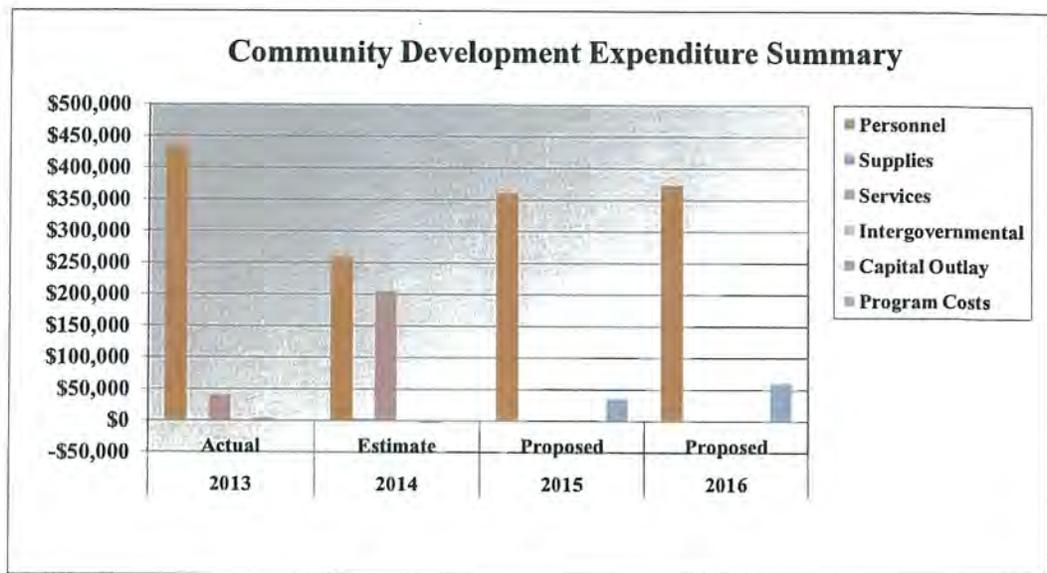
Workload and performance measures were not included in the Department's 2011-2012 cost center, therefore a not applicable (N/A) result is recorded.

<b>Workload Measures</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Goal</b>	<b>2016 Goal</b>
Number of park capital projects managed	10	11	7	7
Number of new initiatives identified (policies, programs, services, funding strategies) that further the community vision and council goals.	0	1	1	1
Number of meetings with council and planning commission (related to department objectives/work program particularly comprehensive plan and development regulation amendments)	34	32	32	32
Number of grants identified/applications submitted	6	5	5	5
Number of work program projects managed	6	6	6	6

<b>Performance Measures</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Goal</b>	<b>2016 Goal</b>
% of park capital projects within scope, on time and within budget	70	70	90	90
Number of new initiatives brought forward for implementation	0	1	1	1
% of planning commission recommendations & council decisions consistent with options presented by staff	90	90	90	90
Number of grant applications awarded	1	3	1	1
% of work program projects meeting deadlines	90	90	90	90

# General Fund Community Development

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium	Adopted	2013	2014	Biennium	2015	2016	Proposed
Community Development	Total	Budget	Actual	Estimate	Total Estimate	Proposed	Proposed	Budget
Personnel	\$653,214	\$692,006	\$433,292	\$258,714	\$692,006	\$360,294	\$373,006	\$733,300
Program Costs	n/a	n/a	n/a	n/a	n/a	35,540	61,190	0
Supplies	7,811	4,130	1,338	2,792	4,130	n/a	n/a	0
Services	15,456	243,306	39,616	203,690	243,306	n/a	n/a	0
Intergovernmental	0	0	0	0	0	n/a	n/a	0
Capital Outlay	438	0	3,645	-3,645	0	n/a	n/a	0
<b>Total</b>	<b>\$676,919</b>	<b>\$939,442</b>	<b>\$477,890</b>	<b>\$461,552</b>	<b>\$939,442</b>	<b>\$395,834</b>	<b>\$434,196</b>	<b>\$733,300</b>



Employee Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium	Adopted	2013	2014	Biennium	2015	2016	Proposed
Community Development Position:	Total	Budget	Budget	Budget	Total	Proposed	Proposed	Budget
Director of Community Develop.	1	1	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1	1	1
Park Project Manager	0	1	1	1	1	1	1	1
Associate Planner **	0	0	0	0	0	0	0	0
Parks Planner*	0	0	0	0	0	0	0	0
Building Insp/Plans Examiner **	0	0	0	0	0	0	0	0
Code Enforcement Officer **	0	0	0	0	0	0	0	0
Permit Technician **	0	0	0	0	0	0	0	0
Administrative Assistant ***	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Positions</b>	<b>2.5</b>	<b>3.5</b>						

\* This position was reclassified from Parks and Facility Maintenance Cost Center

\*\* These positions were reclassified to Development Services Cost Center

\*\*\* One half of this position was reclassified to the Development Services Cost Center

# KENMORE, WASHINGTON

## Community Development

### Program Inventory and Costs

2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 395,834	2.50	\$ -	\$ 360,294	\$ 35,540
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Community Development	City Emergency Operating Center (EOC) Planning	41	\$ -	0.00	\$ -	\$ -	\$ -
Community Development	Council on the A Regional Coalition for Housing (ARCH) Work Program and Housing Trust Fund	42	\$ -	0.00	\$ -	\$ -	\$ -
Community Development	Planning Policy and Park Issues Interdepartmental Support	43	\$ 9,294	0.05	\$ -	\$ 9,047	\$ 247
Community Development	Regional Cooperation and Interagency Relations - Policy and Planning Issues	44	\$ 16,328	0.10	\$ -	\$ 15,834	\$ 494
Community Development	PROS Plan Implementation	45	\$ 9,294	0.05	\$ -	\$ 9,047	\$ 247
Community Development	Park Capital Improvement Program (CIP) Development	46	\$ 18,588	0.10	\$ -	\$ 18,095	\$ 494
Community Development	Park Land and Open Space Acquisitions Advice and Support	47	\$ 9,294	0.05	\$ -	\$ 9,047	\$ 247
Community Development	Park Master Plan Development, Update and Implementation	48	\$ 242	0.00		\$ -	\$ 242
Community Development	Parks Grant Preparation and Administration	49	\$ 19,294	0.05		\$ 9,047	\$ 10,247
Community Development	Parks Project Management: Bid Preparation and Contract Award	50	\$ -	0.00		\$ -	\$ -
Community Development	Parks Project Management: Construction Inspection	51	\$ -	0.00		\$ -	\$ -
Community Development	Parks Project Management: Design and Permitting	52	\$ -	0.00		\$ -	\$ -
Community Development	PROS Plan Update	53	\$ -	0.00		\$ -	\$ -
Community Development	Public Participation and Outreach - Parks	54	\$ 10,627	0.05		\$ 9,047	\$ 1,580
Community Development	Recreational Use and Parks Facilities Programming Coordination	55	\$ 9,294	0.05		\$ 9,047	\$ 247
Community Development	Downtown Plan Implementation and Updates	56	\$ 26,328	0.10		\$ 15,834	\$ 10,494
Community Development	(State Environmental Policy Act Environmental Reporting & Documentation	57	\$ 16,328	0.10		\$ 15,834	\$ 494
Community Development	City Development Projects Advice and Review	58	\$ 16,328	0.10		\$ 15,834	\$ 494
Community Development	City Sustainability Action Plan Preparation and Updates	59	\$ 7,034	0.05		\$ 6,787	\$ 247

# KENMORE, WASHINGTON

## Community Development

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 395,834	2.50	\$ -	\$ 360,294	\$ 35,540
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Community Development	Comprehensive Plan Amendments Preparation	60	\$ 38,205	0.25		\$ 36,196	\$ 2,009
Community Development	Comprehensive Plan Implementation	61	\$ 16,328	0.10		\$ 15,834	\$ 494
Community Development	Critical Area Regulations Updates and Implementation	62	\$ -	0.00		\$ -	\$ -
Community Development	Data Collection and Forecasting	63	\$ 7,034	0.05		\$ 6,787	\$ 247
Community Development	Economic Gardening Information Updates	64	\$ 7,034	0.05		\$ 6,787	\$ 247
Community Development	Federal and State Regulations Compliance	65	\$ 7,034	0.05		\$ 6,787	\$ 247
Community Development	Grant Preparation and Administration	66	\$ 16,328	0.10		\$ 15,834	\$ 494
Community Development	Historical Preservation Policy Development and Grant Applications	67	\$ -	0.00		\$ -	\$ -
Community Development	Master Plan Recommendations	68	\$ 7,034	0.05		\$ 6,787	\$ 247
Community Development	Planning Policy Issues Recommendations	69	\$ 16,328	0.10		\$ 15,834	\$ 494
Community Development	Policy and Planning Research	70	\$ 16,328	0.10		\$ 15,834	\$ 494
Community Development	Public Participation and Outreach	71	\$ 17,178	0.10		\$ 15,834	\$ 1,344
Community Development	Regulations and Other Municipal Codes Development and Amendment	72	\$ 23,362	0.15		\$ 22,621	\$ 740
Community Development	Shoreline Master Program Implementation and Updates	73	\$ -	0.00		\$ -	\$ -
Community Development	Transportation Planning	74	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - Community Development Department Management and Budget Administration	1002	\$ 9,294	0.05		\$ 9,047	\$ 247
Community Development	ADMINISTRATIVE - Administrative Support and Record Management	1003	\$ 46,075	0.50		\$ 43,607	\$ 2,468
Community Development	ADMINISTRATIVE - Employee Training	1004	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - RFQ Preparation - Parks Capital Projects	1004	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - RFQ Preparation - Planning & Policy Work Program	1006	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - Interdepartmental Support - Employee Benefits and Wellness	1007	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Community Development

### Program Inventory and Costs

2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 434,196	2.50	\$ -	\$ 373,006	\$ 61,190
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Community Development	City Emergency Operating Center (EOC) Planning	41	\$ -	0.00	\$ -	\$ -	\$ -
Community Development	Council on the A Regional Coalition for Housing (ARCH) Work Program and Housing Trust Fund	42	\$ -	0.00	\$ -	\$ -	\$ -
Community Development	Planning Policy and Park Issues Interdepartmental Support	43	\$ 9,620	0.05	\$ -	\$ 9,366	\$ 255
Community Development	Regional Cooperation and Interagency Relations - Policy and Planning Issues	44	\$ 16,879	0.10	\$ -	\$ 16,369	\$ 510
Community Development	PROS Plan Implementation	45	\$ 9,620	0.05	\$ -	\$ 9,366	\$ 255
Community Development	Park Capital Improvement Program (CIP) Development	46	\$ 19,241	0.10	\$ -	\$ 18,731	\$ 510
Community Development	Park Land and Open Space Acquisitions Advice and Support	47	\$ 9,620	0.05	\$ -	\$ 9,366	\$ 255
Community Development	Park Master Plan Development, Update and Implementation	48	\$ 292	0.00		\$ -	\$ 292
Community Development	Parks Grant Preparation and Administration	49	\$ 19,620	0.05		\$ 9,366	\$ 10,255
Community Development	Parks Project Management: Bid Preparation and Contract Award	50	\$ -	0.00		\$ -	\$ -
Community Development	Parks Project Management: Construction Inspection	51	\$ -	0.00		\$ -	\$ -
Community Development	Parks Project Management: Design and Permitting	52	\$ -	0.00		\$ -	\$ -
Community Development	PROS Plan Update	53	\$ -	0.00		\$ -	\$ -
Community Development	Public Participation and Outreach - Parks	54	\$ 11,053	0.05		\$ 9,366	\$ 1,688
Community Development	Recreational Use and Parks Facilities Programming Coordination	55	\$ 9,620	0.05		\$ 9,366	\$ 255
Community Development	Downtown Plan Implementation and Updates	56	\$ 26,879	0.10		\$ 16,369	\$ 10,510
Community Development	(State Environmental Policy Act Environmental Reporting & Documentation	57	\$ 16,879	0.10		\$ 16,369	\$ 510
Community Development	City Development Projects Advice and Review	58	\$ 16,879	0.10		\$ 16,369	\$ 510
Community Development	City Sustainability Action Plan Preparation and Updates	59	\$ 7,259	0.05		\$ 7,004	\$ 255

# KENMORE, WASHINGTON

## Community Development

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 434,196	2.50	\$ -	\$ 373,006	\$ 61,190
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Community Development	Comprehensive Plan Amendments Preparation	60	\$ 64,530	0.25		\$ 37,381	\$ 27,149
Community Development	Comprehensive Plan Implementation	61	\$ 16,879	0.10		\$ 16,369	\$ 510
Community Development	Critical Area Regulations Updates and Implementation	62	\$ -	0.00		\$ -	\$ -
Community Development	Data Collection and Forecasting	63	\$ 7,259	0.05		\$ 7,004	\$ 255
Community Development	Economic Gardening information Updates	64	\$ 7,259	0.05		\$ 7,004	\$ 255
Community Development	Federal and State Regulations Compliance	65	\$ 7,259	0.05		\$ 7,004	\$ 255
Community Development	Grant Preparation and Administration	66	\$ 16,879	0.10		\$ 16,369	\$ 510
Community Development	Historical Preservation Policy Development and Grant Applications	67	\$ -	0.00		\$ -	\$ -
Community Development	Master Plan Recommendations	68	\$ 7,259	0.05		\$ 7,004	\$ 255
Community Development	Planning Policy Issues Recommendations	69	\$ 16,879	0.10		\$ 16,369	\$ 510
Community Development	Policy and Planning Research	70	\$ 16,879	0.10		\$ 16,369	\$ 510
Community Development	Public Participation and Outreach	71	\$ 17,729	0.10		\$ 16,369	\$ 1,360
Community Development	Regulations and Other Municipal Codes Development and Amendment	72	\$ 24,138	0.15		\$ 23,373	\$ 764
Community Development	Shoreline Master Program Implementation and Updates	73	\$ -	0.00		\$ -	\$ -
Community Development	Transportation Planning	74	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - Community Development Department Management and Budget Administration	1002	\$ 9,620	0.05		\$ 9,366	\$ 255
Community Development	ADMINISTRATIVE - Administrative Support and Record Management	1003	\$ 48,166	0.50		\$ 45,618	\$ 2,548
Community Development	ADMINISTRATIVE - Employee Training	1004	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - RFQ Preparation - Parks Capital Projects	1004	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - RFQ Preparation - Planning & Policy Work Program	1006	\$ -	0.00		\$ -	\$ -
Community Development	ADMINISTRATIVE - Interdepartmental Support - Employee Benefits and Wellness	1007	\$ -	0.00		\$ -	\$ -

## City of Kenmore, Washington

### General Fund: Development Services

The Development Services Department is responsible for oversight of development throughout the City. The Department's mission is to implement the City Council's vision of providing a safe and secure community; sustainable, healthy environment; and a desirable place to work and live. Development Services plays a pivotal role in helping to achieve this vision through six core functions: (1) Permit intake and management; (2) Development review team meetings; (3) Permit review; (4) Construction inspections; (5) Monitoring projects after completion; and (6) Code compliance. These core functions provide assistance to developers, investors and home owners alike.

The objective of the process used by Development Services is to continue to provide applicants and their design teams with clear, accurate, and consistent project review and permitting information in a timely and efficient manner. Each Development Services team member plays a unique role that is equally important in the success of the permitting processes. The process used by the Department and the goals of different phases of the process are described in more detail below.

#### **Permit Intake and Management**

Often times the permit counter is the customer's first contact with the City. The Department's practices and policies are customer service oriented and are designed to both streamline the overall process and assist customers throughout that process. During the routing period each application is assigned a project lead to serve as the point of contact and to keep the project on track.

#### **Development Review Team Meetings**

The development review meeting process includes development review team meetings and an open and effective line of communication. The structure that we have adopted includes meetings that occur at pivotal points throughout the project, including: pre-application, review and pre-occupancy phases. These meetings are designed to provide opportunities for two-way communication between the City's Development Services team and the applicant's design and construction team to resolve complex issues that may occur with development; with the goal of making the City's permitting and review process more expeditious and user friendly.

#### **Permit Review,**

Once an application is submitted it is routed to the applicable disciplines for review and given a review target date, typically 2 or 3 weeks for smaller projects and 4 to 5 weeks for larger projects. There are up to six separate review functions that may apply to a single project: (1) Zoning and Land-use; (2) Environmental; (3) Clearing and Grading; (4) Storm and Surface Water; (5) Traffic and Parking; and (6) Building and Structures. The development review team reviews project documents and inspects construction in accordance with applicable codes, laws and regulations; and coordinates with other reviewing agencies, as appropriate.

#### **Construction Inspections and Monitoring Projects after Completion**

Projects don't always end when the permit is issued. There are inspections that occur throughout the building process as well as a monitoring period for improvements that the City will inherit, or associated with mitigation for a critical area other site improvement activities as required. This is to ensure that improvements perform or work as they were designed to. Examples of

City of Kenmore, Washington  
General Fund: Development Services

improvements that require monitoring include: roads, stormwater facilities, street trees, and wetland restoration. Monitoring periods, including financial guarantees, can vary from 2 to 5 years and need to be managed regularly throughout the monitoring period.

**2013-2014 Achievements:**

- **Issued Building Permits for Kenmore Village Residential.** After an extensive and thorough outreach effort to obtain the right developer for the former King County Park and Ride property, the City selected and executed a purchase and sale agreement with the MainStreet Property Group. Since then the department has processed and issued a site plan application, a development agreement, an engineering permit and 4 building permits with associated plumbing and mechanical work for Phase 1 of the project. Phase 1 consists of 138 dwelling units within 4 separate apartment buildings, ranging in size from 3-5 stories. Phase 1 construction is underway and is expected to receive occupancy approval next year.
- **Conducted a Lean Exercise on the Permitting Process.** In order to maintain the precedence set with builders, developers, and the community as well as to continue to be competitive with other jurisdictions, the department conducted a Lean Exercise to improve permitting services. The Lean Exercise focused on the short plat process from pre-application to construction. The exercise identified areas needing improvement, ways to reduce steps, and added value steps, which we anticipate will save approximately 722 hours every year as a result of this implementation. Although it was focused on the short plat process, the Lean project will also translate into improvements in other services.
- **Received a Municipal Excellence Award from AWC for Process Streamlining.** As a result of the work and efforts the City performed on the Lean Exercise, AWC awarded the City a Municipal Excellence Award for Process Streamlining at their 2014 annual conference. This is the first time AWC has awarded a Municipal Excellence Award to the same City two years in a row. The police department won a Municipal Excellence Award in 2013 for Innovated Cost Savings.
- **Implemented Electronic Permitting.** Now most types of permits offered by the city may be obtained electronically through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com). Customers can apply for permits 24 hours a day, including holidays and weekends.
- **Created a Customer Satisfaction Survey Program.** The program includes surveys, conducted both on-line and by hand, that gauge the customer's experience. Questions on the survey range from the overall rating of Kenmore Development Services to rating the level of customer service received.
- **Kicked-off City-wide Beautification Contest.** Successfully established a city-wide beautifications awards program. The inaugural Beautification Awards Program promoted

City of Kenmore, Washington  
General Fund: Development Services

beautification efforts in the City by recognizing residents & businesses who take pride in maintaining their properties. The mission of the program is to give public recognition to properties that people have spent considerable time, effort and expense making their property pleasing and enhance the community of Kenmore. The inaugural event received positive feedback from the community.

- **Adopted the 2012 Editions of the Washington State Building Code.** This effort included working together with Northshore Fire District, Northshore Utility District and other building departments to draft local amendments to the State Building Code. The State Building Code consists of the International Building Code, International Residential Code, International Mechanical Code, Uniform Plumbing Code, International Energy Efficiency Code, International Fuel Gas Code, and International Fire Code.
- **Experienced an Upward Trend in Development Activities.** The department experienced an increase in permitting activities this biennium compared to the past two years. Land-use applications increased 34% and building permits increased 16%. We processed 122 new single-family homes and 8 new commercial buildings.
- **The following is a highlight of the more complex projects the team worked on 13-14:**
  - **Kenmore Camera** – Commercial tenant improvement, approximately 18,000 square foot for new retail and classroom space. Application approved in 6 weeks, construction approximately 12 months.
  - **Super Supplements** – New 3,961 square foot retail building within the downtown plan area required to meet downtown design standards. Application approved in 3 months, constructed and occupancy approved in 6 months.
  - **Kenmore Village Residential, Spencer-68 Apartments and Lofts** – Phase 1 consisting of 138 dwelling units. Site Plan, SEPA and Development Agreement applications approved in 8 weeks.
  - **Kenmore Air Harbor** – New 2,800 square foot prefabricated storage building. Application approved in 2 weeks, constructed and occupancy granted in 3 months.
  - **Kenmore Montessori School @ former Fire Station** – Site Plan, SEPA, and Change of Use reviewed and approved within 3 months. The Site Plan review was a type 4 land use decision, consisting of public notification with comment period, a recommendation to the Hearing Examiner and public hearing, subsequent Hearing Examiner recommendation to the City Council, and final decision by the City Council during a public meeting.
  - **WDFW Boat launch** – Renovation of existing boat launch area, including widening the ramp, reorganizing the traffic and parking area including a plumbed restroom. Shoreline, Building and Engineering applications approved in 4 weeks.
  - **Value Driven Mixed Use** – 2 new buildings located at 6229 NE 181<sup>st</sup> St. Building 1 is a 3- story, mixed use with 3,000 square foot of commercial space on the 1<sup>st</sup> floor

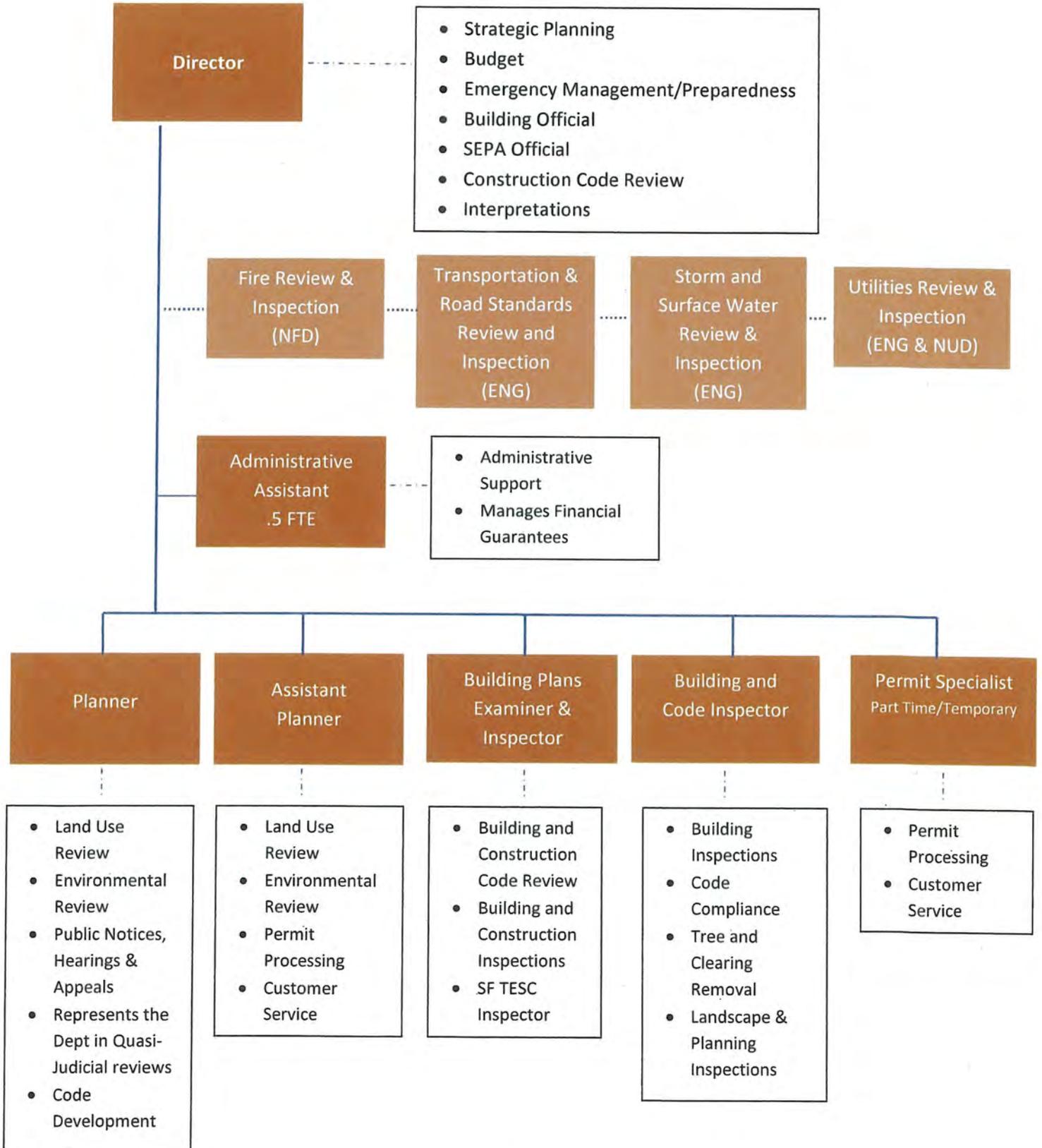
City of Kenmore, Washington  
General Fund: Development Services

and 8 residential units above. Building 2 consists of 4 three-story townhouses. Building and engineering applications received 8/30/2013, reviewed and approved in 19 weeks. Currently under construction.

- **Refino 6 Townhouses** – New 6 unit townhouses located at 18101 62<sup>nd</sup> Ave NE. Demo, Engineering and Building applications approved in 6 months. Currently under construction.
- **East Creek Village** - Land development for a 60 lot plat located at 80<sup>th</sup> Ave Ne and NE 198<sup>th</sup> St. Engineering application reviewed and approved in 3 months. Final plat issued and homes are currently under construction.
- **West Creek Village completion** – 2005 Plat consisting of 18 lots located at 19233 80<sup>th</sup> Ave NE. Land improvements constructed, inspected and built out in 2013. 18 new single family permits reviewed, approved and finalized in 2013.
- **Inglemoor Heights completion** – 2005 Plat consisting of 10 lots located at Simonds Road NE and NE 155<sup>th</sup> St. Engineering application issued 10/09/2012. Land improvements constructed and inspected in 2013.
- **Northlake Landing engineering** – 2006 Plat consisting of 11 lots located at 16707 74<sup>th</sup> Ave NE. Homes are under construction.
- **Hanks Plat engineering** – 2006 plat consisting of 18 lots located at 20116 73<sup>rd</sup> Ave NE. Engineering application reviewed and approved in 5 months, homes are currently under construction.
- **Northshore Summit Park** – New City park located at 6200 NE 193 St. SEPA and Engineering applications reviewed and approved in 5 weeks.

City of Kenmore, Washington  
General Fund: Development Services

**Organizational Chart**



City of Kenmore, Washington  
General Fund: Development Services

**2015-2016 Objectives:**

- Continue to implement the City Council's vision of providing a safe and secure community; sustainable, healthy environment; and a desirable place to work and live;
- Continue to facilitate the permitting process in a timely manner;
- Continue to provide predictable, efficient and straightforward services;
- Continue to improve the Department's services; and
- Promote the City and the City's development services.

**2015-2016 Budget Highlights:**

- Assist with the Kenmore Village Commercial property development negotiations and process the associated permits and agreements.
- Assist with the Lakepointe property development negotiations and process the associated permits and agreements.
- Assess the current customer satisfaction program and amend as necessary to ensure we are measuring the City's competitive strengths and weaknesses, responsiveness, quality, predictability and efficiency from the public's perspective
- Update department's web page.
- Update Flood Plain Regulations.
- Establish a Banner Registration Program to allow temporary banners and signs.
- Install and implement new permit tracking software and train users.
- Implement cooperative odor complaint investigation with Puget Sound Clean Air Agency.
- Evaluate logistics and State requirements to convert our current paper filing system into electronic medium.
- Conduct a customer outreach event such as construction techniques or explanation of permitting process.
- Create a resource guide to explain the permitting types and processes.
- Create additional or update current informational handouts and bulletins.

City of Kenmore, Washington  
General Fund: Development Services

**Work Load and Performance Measures:**

	2013 Actual	2014 Projected	2015 Estimate/Goal	2016 Estimate/Goal
<u>Workload Measures</u>				
Land-use applications received	59	70	72	70
Construction permits received	646	616	644	650
Construction inspections performed	2629	2626	2704	2785
# of code enforcement complaints opened	268	150	100	100
# of Notices of Violation opened	1	0	1	1

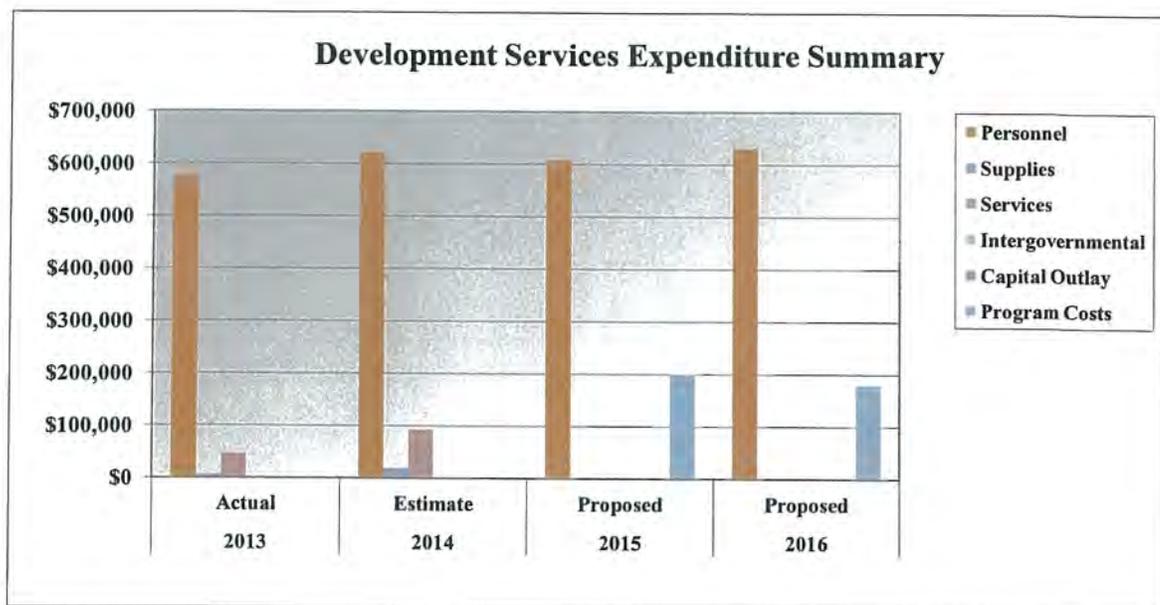
Performance Measures

% of customers rating review and inspection services as very good or good	96%	98%	95%	95%
% of applications processed on time	90%	97%	95%	95%
% of inspections performed on the day requested	98%	99%	99%	99%
% of code enforcement complaints resolved amicably	99%	100%	98%	98%

# General Fund Development Services

Expenditure Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium	Amended	2013	2014	Biennium	2015	2016	Proposed
Land Development and Permitting	Total	Budget	Actual	Estimate	Total Estimate	Proposed	Proposed	Budget
Personnel	\$1,064,167	\$1,197,600	\$576,288	\$621,312	\$1,197,600	\$607,952	\$631,010	\$1,238,962
Program Costs	n/a	n/a	n/a	n/a	n/a	200,544	180,544	381,088
Supplies	43,646	26,618	7,297	19,321	26,618	n/a	n/a	0
Services	83,829	137,497	45,667	91,830	137,497	n/a	n/a	0
Intergovernmental	0	0	0	0	0	n/a	n/a	0
Capital Outlay	707	0	0	0	0	n/a	n/a	0
<b>Total</b>	<b>\$1,192,349</b>	<b>\$1,361,715</b>	<b>\$629,252</b>	<b>\$732,463</b>	<b>\$1,361,715</b>	<b>\$808,496</b>	<b>\$811,554</b>	<b>\$1,620,050</b>

\*this is a new cost center established in 2011



Employee Summary	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium	Adopted	2013	2014	Biennium	2015	2016	Proposed
Development Services Positions	Total	Budget	Budget	Budget	Total	Proposed	Proposed	Budget
Building Official	1	1	1	1	1	1	1	1
Associate Planner *	1	1	1	1	1	1	1	1
Building Insp/Plans Examiner *	1	1	1	1	1	1	1	1
Code Enforcement Officer *	1	1	1	1	1	1	1	1
Permit Technician *	1	1	1	1	1	1	1	1
Administrative Assistant **	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Positions</b>	<b>5.5</b>							

\* This position was reclassified from Planning and Community Development Cost Center

\*\* One half of this position was reclassified from the Planning and Community Development Cost Center

# KENMORE, WASHINGTON

## Development Services

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 808,496	5.50	\$ 846,057	\$ 607,952	\$ 200,544
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Development Services	Public Records Request	259	\$ 19,201	0.15	\$ -	\$ 14,677	\$ 4,524
Development Services	Building Permit Review	260	\$ 53,432	0.42	\$ 170,995	\$ 50,915	\$ 2,518
Development Services	Citizen Action Requests	261	\$ 22,474	0.21	\$ -	\$ 21,715	\$ 759
Development Services	Development Review Team Meetings	262	\$ 48,530	0.35	\$ -	\$ 41,265	\$ 7,265
Development Services	Development Services Education and Outreach Program	263	\$ -	0.00	\$ -	\$ -	\$ -
Development Services	Emergency Management - Mitigation	264	\$ -	0.00	\$ -	\$ -	\$ -
Development Services	Emergency Management - Preparedness	265	\$ 8,480	0.05	\$ -	\$ 7,799	\$ 681
Development Services	Emergency Management - Recovery	266	\$ -	0.00		\$ -	\$ -
Development Services	Emergency Management - Resources and Partnership	267	\$ 61,988	0.08		\$ 12,478	\$ 49,509
Development Services	Emergency Management - Response	268	\$ 3,192	0.02		\$ 3,120	\$ 72
Development Services	Emergency Management - Voluntary Resource Center	269	\$ 3,192	0.02		\$ 3,120	\$ 72
Development Services	Engineering Permit Review	270	\$ 15,395	0.12	\$ 209,392	\$ 14,961	\$ 434
Development Services	Hearing Examiner Services	271	\$ 15,632	0.05		\$ 5,451	\$ 10,181
Development Services	Lakepointe Redevelopment Strategic Planning	272	\$ 3,192	0.02		\$ 3,120	\$ 72
Development Services	Land-use Application Review	273	\$ 38,487	0.30	\$ 125,065	\$ 37,403	\$ 1,084
Development Services	MyBuildingPermit.com	274	\$ 53,025	0.30	\$ 11,000	\$ 31,941	\$ 21,084
Development Services	NWMaps.net	275	\$ 2,253	0.02		\$ 2,181	\$ 72
Development Services	Permit Tracking Software Replacement and Implementation	276	\$ 50,688	0.17		\$ 20,073	\$ 30,614
Development Services	Right-of-way Permit Review	277	\$ 5,632	0.05		\$ 5,451	\$ 181
Development Services	Saint Edwards State Park Strategic Planning	278	\$ 3,192	0.02		\$ 3,120	\$ 72
Development Services	Building Inspection Consulting Services	279	\$ 1,000	0.00		\$ -	\$ 1,000
Development Services	Building Inspections	280	\$ 107,993	0.96	\$ 29,000	\$ 102,974	\$ 5,019
Development Services	Building Plan Review Consulting Services	281	\$ 1,000	0.00		\$ -	\$ 1,000
Development Services	Fire Prevention Services	282	\$ 5,000	0.00	\$ 2,500	\$ -	\$ 5,000
Development Services	Geotechnical or Surveyor Consulting Services	283	\$ 3,000	0.00		\$ -	\$ 3,000
Development Services	Animal Control	284	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Development Services

### Program Inventory and Costs

2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 808,496	5.50	\$ 846,057	\$ 607,952	\$ 200,544
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Development Services	Animal Sheltering	285	\$ -	0.00		\$ -	\$ -
Development Services	Beautification Contest	286	\$ 2,738	0.02		\$ 1,916	\$ 822
Development Services	Buildings and Structures	287	\$ 11,701	0.09		\$ 10,625	\$ 1,075
Development Services	Business License Program	288	\$ 6,695	0.04		\$ 3,751	\$ 2,945
Development Services	Business Registration Program	289	\$ 4,971	0.05		\$ 4,790	\$ 181
Development Services	Critical Areas	290	\$ 11,806	0.10		\$ 11,445	\$ 361
Development Services	Junk Vehicles	291	\$ 4,971	0.05		\$ 4,790	\$ 181
Development Services	Public Nuisances	292	\$ 10,941	0.10		\$ 9,580	\$ 1,361
Development Services	Zoning and Land-use	293	\$ 8,614	0.08		\$ 8,325	\$ 289
Development Services	Community Meeting Room Facility Rentals	294	\$ 8,331	0.06		\$ 4,933	\$ 3,399
Development Services	Permit Intake and Management	295	\$ 86,291	0.60	\$ 290,677	\$ 59,123	\$ 27,168
Development Services	Affordable Housing/ A Regional Coalition for Housing	296	\$ 5,632	0.05		\$ 5,451	\$ 181
Development Services	Environmental Consulting Services	297	\$ -	0.00		\$ -	\$ -
Development Services	Historical Building Preservation	298	\$ 9,824	0.07		\$ 8,571	\$ 1,253
Development Services	Land-use Inspections	299	\$ 5,632	0.05	\$ 3,228	\$ 5,451	\$ 181
Development Services	State Environmental Policy Act (SEPA) Review and Management	NEW	\$ 13,612	0.10	\$ 4,200	\$ 13,250	\$ 361
Development Services	ADMINISTRATIVE - Development Services Department General Administration	1014	\$ 90,762	0.74		\$ 74,188	\$ 16,574

# KENMORE, WASHINGTON

## Development Services

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 811,554	5.50	\$ 846,057	\$ 631,010	\$ 180,544
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Development Services	Public Records Request	259	\$ 17,771	0.15	\$ -	\$ 15,247	\$ 2,524
Development Services	Building Permit Review	260	\$ 55,165	0.42	\$ 170,995	\$ 52,647	\$ 2,518
Development Services	Citizen Action Requests	261	\$ 23,170	0.21	\$ -	\$ 22,412	\$ 759
Development Services	Development Review Team Meetings	262	\$ 48,161	0.35	\$ -	\$ 42,896	\$ 5,265
Development Services	Development Services Education and Outreach Program	263	\$ -	0.00	\$ -	\$ -	\$ -
Development Services	Emergency Management - Mitigation	264	\$ -	0.00	\$ -	\$ -	\$ -
Development Services	Emergency Management - Preparedness	265	\$ 8,747	0.05	\$ -	\$ 8,066	\$ 681
Development Services	Emergency Management - Recovery	266	\$ -	0.00		\$ -	\$ -
Development Services	Emergency Management - Resources and Partnership	267	\$ 62,415	0.08		\$ 12,906	\$ 49,509
Development Services	Emergency Management - Response	268	\$ 3,299	0.02		\$ 3,227	\$ 72
Development Services	Emergency Management - Voluntary Resource Center	269	\$ 3,299	0.02		\$ 3,227	\$ 72
Development Services	Engineering Permit Review	270	\$ 15,997	0.12	\$ 209,392	\$ 15,564	\$ 434
Development Services	Hearing Examiner Services	271	\$ 15,875	0.05		\$ 5,694	\$ 10,181
Development Services	Lakepointe Redevelopment Strategic Planning	272	\$ 3,299	0.02		\$ 3,227	\$ 72
Development Services	Land-use Application Review	273	\$ 39,994	0.30	\$ 125,065	\$ 38,910	\$ 1,084
Development Services	MyBuildingPermit.com	274	\$ 52,265	0.30	\$ 11,000	\$ 33,181	\$ 19,084
Development Services	NWMaps.net	275	\$ 2,350	0.02		\$ 2,278	\$ 72
Development Services	Permit Tracking Software Replacement and Implementation	276	\$ 48,485	0.17		\$ 20,871	\$ 27,614
Development Services	Right-of-way Permit Review	277	\$ 5,875	0.05		\$ 5,694	\$ 181
Development Services	Saint Edwards State Park Strategic Planning	278	\$ 3,299	0.02		\$ 3,227	\$ 72
Development Services	Building Inspection Consulting Services	279	\$ 1,000	0.00		\$ -	\$ 1,000
Development Services	Building Inspections	280	\$ 111,261	0.96	\$ 29,000	\$ 106,242	\$ 5,019
Development Services	Building Plan Review Consulting Services	281	\$ 1,000	0.00		\$ -	\$ 1,000
Development Services	Fire Prevention Services	282	\$ 5,000	0.00	\$ 2,500	\$ -	\$ 5,000
Development Services	Geotechnical or Surveyor Consulting Services	283	\$ 3,000	0.00		\$ -	\$ 3,000
Development Services	Animal Control	284	\$ -	0.00		\$ -	\$ -
Development Services	Animal Sheltering	285	\$ -	0.00		\$ -	\$ -
Development Services	Beautification Contest	286	\$ 2,797	0.02		\$ 1,975	\$ 822
Development Services	Buildings and Structures	287	\$ 12,046	0.09		\$ 10,970	\$ 1,075

# KENMORE, WASHINGTON

## Development Services

### Program Inventory and Costs 2016

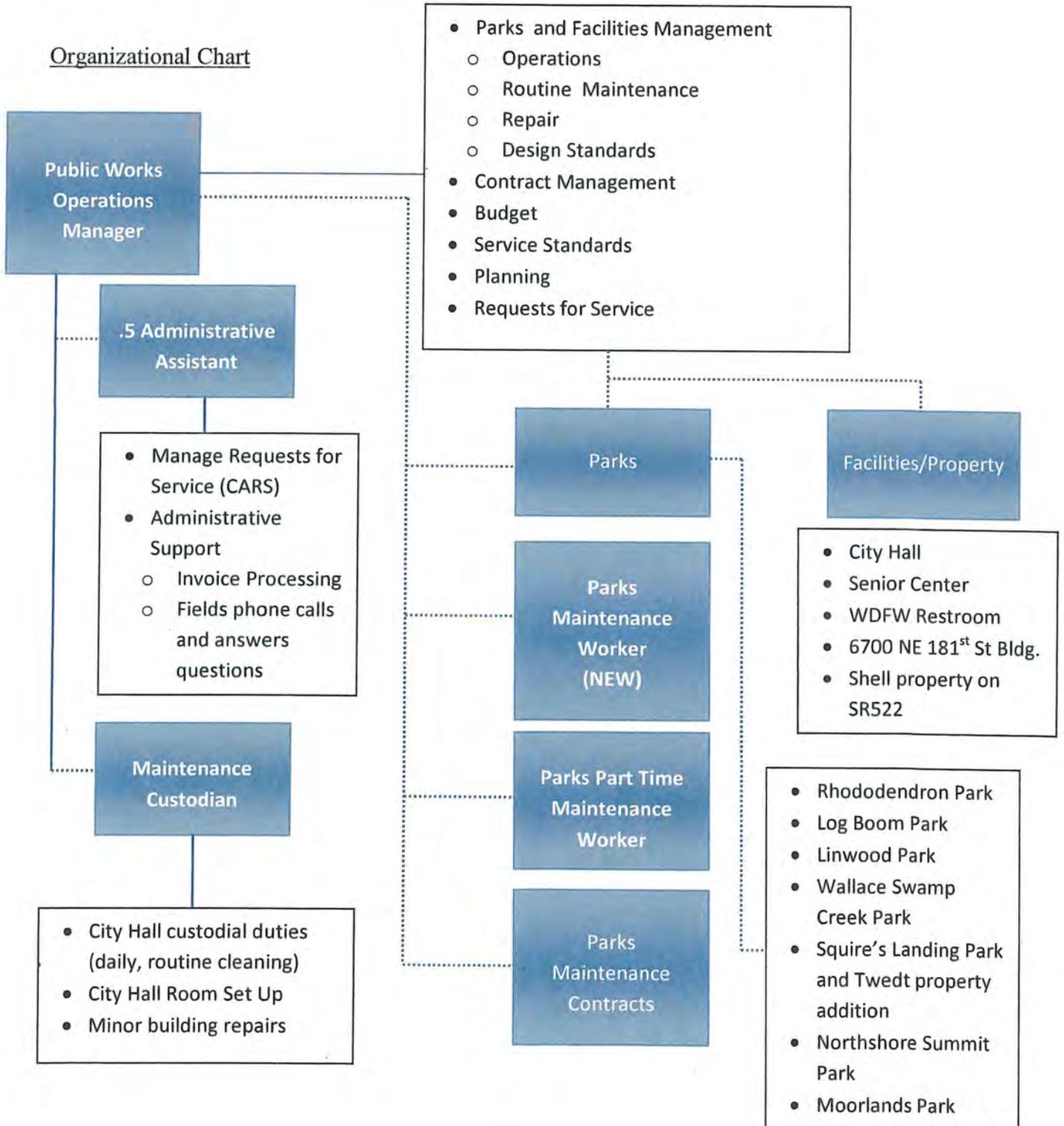
			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 811,554	5.50	\$ 846,057	\$ 631,010	\$ 180,544
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Development Services	Business License Program	288	\$ 4,840	0.04		\$ 3,896	\$ 945
Development Services	Business Registration Program	289	\$ 5,118	0.05		\$ 4,937	\$ 181
Development Services	Critical Areas	290	\$ 12,244	0.10		\$ 11,883	\$ 361
Development Services	Junk Vehicles	291	\$ 5,118	0.05		\$ 4,937	\$ 181
Development Services	Public Nuisances	292	\$ 11,235	0.10		\$ 9,874	\$ 1,361
Development Services	Zoning and Land-use	293	\$ 8,946	0.08		\$ 8,656	\$ 289
Development Services	Community Meeting Room Facility Rentals	294	\$ 6,561	0.06		\$ 5,163	\$ 1,399
Development Services	Permit Intake and Management	295	\$ 83,957	0.60	\$ 290,677	\$ 61,789	\$ 22,168
Development Services	Affordable Housing/ A Regional Coalition for Housing	296	\$ 5,875	0.05		\$ 5,694	\$ 181
Development Services	Environmental Consulting Services	297	\$ -	0.00		\$ -	\$ -
Development Services	Historical Building Preservation	298	\$ 10,174	0.07		\$ 8,921	\$ 1,253
Development Services	Land-use Inspections	299	\$ 5,875	0.05	\$ 3,228	\$ 5,694	\$ 181
Development Services	State Environmental Policy Act (SEPA) Review and Management	NEW	\$ 14,122	0.10	\$ 4,200	\$ 13,761	\$ 361
Development Services	ADMINISTRATIVE - Development Services Department General Administration	1014	\$ 91,919	0.74		\$ 77,346	\$ 14,574

# City of Kenmore, Washington

## General Fund: Parks and Facilities Maintenance

The Parks and Facilities Maintenance cost center accounts for the operation, maintenance, and repair of the City's public parks and facilities, as well as all City owned properties. This budget funds all labor and materials related to landscape maintenance; trails, sidewalks; inspection and repair of play structures; restroom maintenance; sprinkler system maintenance; vandalism repair; litter control; parking lot maintenance, custodial services, utilities, and supplies; routine systems maintenance and inspections (Fire, HVAC, Access Control, Elevator, and Generator).

### Organizational Chart



City of Kenmore, Washington  
General Fund: Parks and Facilities Maintenance

**2013-2014 Achievements:**

- Hosted a total of four residential and two business grant funded recycling events.
- Routine maintenance performed on Parks and Facilities.
- Take on maintenance for new parks properties or facilities: Northshore Summit Park, Twedt (part of Squires Landing Park), new seasonal float at Log Boom Park, and new restroom facility at the WDFW Boat Launch property.
- New parks signs (fabrication and installation) at Northshore Summit Park.
- Northshore Summit Park drainage improvement project.
- 2013 Log Boom Park noxious weed removal along shoreline.
- Set up service contracts for Electrical and Plumbing work.
- Kenmore Business Incubator support and maintenance.
- Log Boom Park pier inspection and dangerous debris removal.
- City Hall front counter ADA improvements.
- City Hall green roof maintenance documentation requirements.
- Holiday Lighting at City Hall.
- Installed 360 degree security cameras at City Hall.
- Playground inspections and maintenance.
- Installed additional engineered wood fiber at all playground facilities.
- Shell property cleanup and maintenance.
- Purchase of new van to add to motor pool and support for volunteer activities.
- Purchase of new volunteer/events cargo trailer and tools.
- Park Steward training and support.
- Event support for City event (Summer Concerts, 4<sup>th</sup> of July celebrations, Kenmore Playday, Jack Crawford Day and other parks volunteer events, National Night Out events, and Tree Lightings) and Rhododendron Park shelter rentals.

**2015-2016 Objectives:**

- Continue to evaluate all service contracts for efficient and cost effective services with the best value.
- Hire for Parks Maintenance and Parks Part Time Maintenance Worker positions.
- Continue to evaluate level of service and develop service standards.
- Explore methods to reduce maintenance costs while maintaining a high level of service.
- Manage parks and facilities maintenance and repair program through contracted services with the City of Lake Forest Park Public Works Department and other private companies.
- Purchase and install centralized control for all irrigated landscapes throughout the City to improve irrigation efficiencies.

City of Kenmore, Washington  
General Fund: Parks and Facilities Maintenance

- Implement a new contract for landscaping services for parks and facilities.
- Implement an asset management program for parks and facilities through Cityworks.
- Implement the new Citizen Action Request System (CARS) through Cityworks.
- Operation planning for future parks.
- Continue to host residential and business community recycling events.

**2015-2016 Budget Highlights:**

- Increased budget for maintenance of new park facilities.
- Increased budget for parks materials to support the volunteer events.
- Addition of Parks Maintenance Worker.

**Work Load and Performance Measures:**

	2013 Actual	2014 Estimate	2015 Estimate	2016 Estimate
<u>Workload Measures</u>				
Number of Citizen Action Requests Logged(Non Streets)	486	600	600	600
Special Events Applications	13	13	12	12
Facility Rental Applications	40	30	30	30

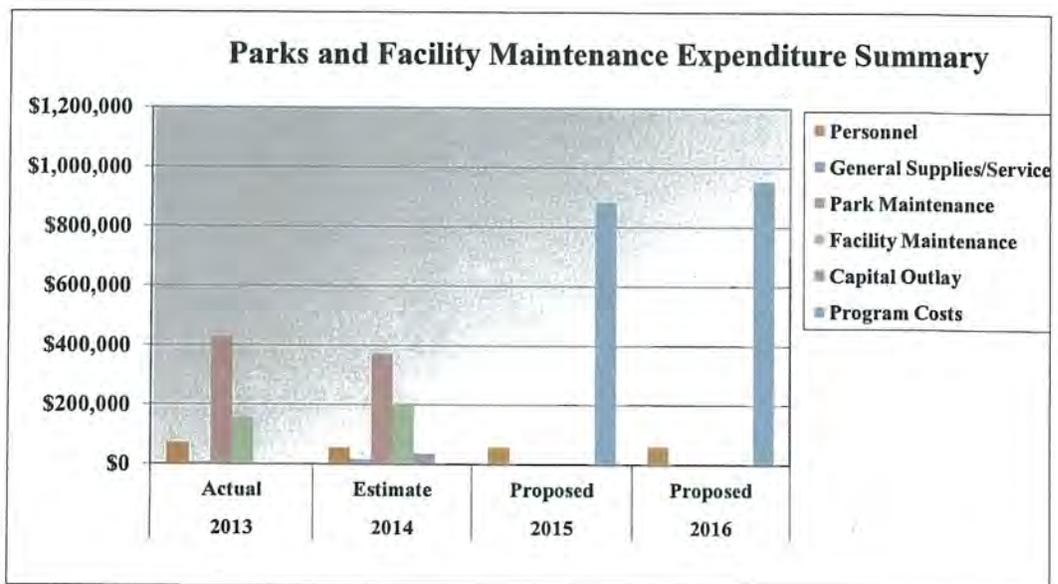
Performance Measures

Citizen Action Requests (CAR) Response Time: investigation and response of findings/action plan within two weeks of receipt	95%	95%	90%	90%
Parks Volunteer Events	3 Event	4 Events	3 Events	3 Events

# General Fund

## Parks and Facility Maintenance

Expenditure Summary	2011-2012	2013-2014		2013-2014				2015-2016
	Biennium	Amended	2013	2014	Biennium	2015	2016	Proposed
	Total	Budget	Actual	Estimate	Total Estimate	Proposed	Proposed	Budget
<b>Parks and Facility Maintenance</b>	\$74,515	\$126,789	\$71,642	\$55,147	\$126,789	\$57,144	\$59,688	\$116,832
Personnel	n/a	n/a	n/a	n/a	n/a	884,283	953,294	1,837,577
Program Costs	30,394	25,638	8,447	17,191	25,638	n/a	n/a	0
General Supplies/Services	906,121	800,844	429,065	371,779	800,844	n/a	n/a	0
Park Maintenance	347,447	364,000	158,187	205,813	364,000	n/a	n/a	0
Facility Maintenance	11,072	40,000	4,010	35,990	40,000	n/a	n/a	0
Capital Outlay								
<b>Total</b>	<b>\$1,369,549</b>	<b>\$1,357,271</b>	<b>\$671,352</b>	<b>\$685,919</b>	<b>\$1,357,271</b>	<b>\$941,427</b>	<b>\$1,012,982</b>	<b>\$1,954,409</b>



Employee Summary	2011-2012	2013-2014		2013-2014				2015-2016
	Biennium	Adopted	2013	2014	Biennium	2015	2016	Proposed
	Total	Budget	Budget	Budget	Total	Proposed	Proposed	Budget
<b>Parks and Facility Maintenance</b>								
Maintenance Custodian	1	1	1	1	1	1	1	1
Maintenance Worker*	0	0	0	0	0	0	1	1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

\* Maintenance Worker was budgeted to be added mid 2011 and another Maintenance Worker added in 2012. These positions were not filled and were not rebudgeted for 2013-2014.

# KENMORE, WASHINGTON

## Public Works Parks and Facility Maint

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 941,427	1.00	\$ 44,450	\$ 57,144	\$ 884,283
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Works	Citizen Action Request - General	77	\$ -	0.00	\$ -	\$ -	\$ -
Public Works	Front Desk Support	79	\$ -	0.00	\$ -	\$ -	\$ -
Public Works	Public Records Request	80	\$ -	0.00	\$ -	\$ -	\$ -
Public Works	Citizen Action Request - City Facilities	82	\$ 1,143	0.02	\$ -	\$ 1,143	\$ -
Public Works	Facility Rentals and Set-Up	83	\$ 2,857	0.05	\$ -	\$ 2,857	\$ -
Public Works	Landscape Maintenance - City Hall	84	\$ 14,000	0.00		\$ -	\$ 14,000
Public Works	Senior Center Building Maintenance	85	\$ 2,500	0.00		\$ -	\$ 2,500
Public Works	Special Events Permits	86	\$ -	0.00		\$ -	\$ -
Public Works	Citizen Action Request - Parks	87	\$ 42,502	0.00		\$ -	\$ 42,502
Public Works	Dog Poop Stations Maintenance	88	\$ 2,500	0.00		\$ -	\$ 2,500
Public Works	Hard Surfaces/Parking Lot Maintenance	89	\$ 20,000	0.00		\$ -	\$ 20,000
Public Works	Irrigation Maintenance	90	\$ 25,000	0.00		\$ -	\$ 25,000
Public Works	Landscape Maintenance - Parks	91	\$ 229,152	0.00		\$ -	\$ 229,152
Public Works	Park Restroom Facilities Maintenance	92	\$ 57,502	0.00		\$ -	\$ 57,502
Public Works	Parks Construction/Design Review	93	\$ -	0.00		\$ -	\$ -
Public Works	Parks Signage	94	\$ 12,500	0.00		\$ -	\$ 12,500
Public Works	Parks Volunteer Programs	95	\$ 16,600	0.00		\$ -	\$ 16,600
Public Works	Pier Inspections and Maintenance	96	\$ -	0.00		\$ -	\$ -
Public Works	Playground Maintenance	97	\$ 10,000	0.00		\$ -	\$ 10,000
Public Works	Restroom Cleaning	98	\$ 10,000	0.00		\$ -	\$ 10,000
Public Works	Seasonal Park Worker Program	99	\$ 82,502	0.00		\$ -	\$ 82,502
Public Works	Special Events Support	100	\$ 1,714	0.03		\$ 1,714	\$ -
Public Works	Building Access/Security	9007	\$ 7,857	0.05		\$ 2,857	\$ 5,000
Public Works	Capital Improvements Management - City Hall	9008	\$ 16,143	0.02		\$ 1,143	\$ 15,000
Public Works	City Meeting Events Support	9009	\$ 4,572	0.08		\$ 4,572	\$ -
Public Works	Contract Management	9010	\$ 1,000	0.00		\$ -	\$ 1,000
Public Works	Custodial Maintenance	9011	\$ 53,501	0.70		\$ 40,001	\$ 13,500
Public Works	Fire Systems Monitoring/Testing	9012	\$ 4,000	0.00		\$ -	\$ 4,000
Public Works	Generator Maintenance	9013	\$ 1,000	0.00		\$ -	\$ 1,000
Public Works	Green Roof Maintenance	9014	\$ 2,500	0.00		\$ -	\$ 2,500
Public Works	HVAC Controls	9015	\$ 5,000	0.00		\$ -	\$ 5,000



# KENMORE, WASHINGTON

## Public Works Park and Facility Maint

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,012,982	1.00	\$ 44,450	\$ 59,688	\$ 953,294
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Works	Citizen Action Request - General	77	\$ 4,506		\$ -		\$ 4,506
Public Works	Front Desk Support	79	\$ -	0.00	\$ -	\$ -	\$ -
Public Works	Public Records Request	80	\$ -	0.00	\$ -	\$ -	\$ -
Public Works	ADMINISTRATIVE - Public Works Administrative Support	1008	\$ 36,145	0.00		\$ -	\$ 36,145
Public Works	Recycling Event Management	New	\$ 50,000	0.00	\$ 40,450	\$ -	\$ 50,000
Public Works	Citizen Action Request - City Facilities	82	\$ 1,194	0.02	\$ -	\$ 1,194	\$ -
Public Works	Facility Rentals and Set-Up	83	\$ 2,984	0.05	\$ -	\$ 2,984	\$ -
Public Works	Landscape Maintenance - City Hall	84	\$ 14,000	0.00		\$ -	\$ 14,000
Public Works	Senior Center Building Maintenance	85	\$ 2,500	0.00		\$ -	\$ 2,500
Public Works	Special Events Permits	86	\$ -	0.00		\$ -	\$ -
Public Works	Building Access/Security	9007	\$ 7,984	0.05		\$ 2,984	\$ 5,000
Public Works	Capital Improvements Management - City Hall	9008	\$ 16,194	0.02		\$ 1,194	\$ 15,000
Public Works	City Meeting Events Support	9009	\$ 4,775	0.08		\$ 4,775	\$ -
Public Works	Contract Management	9010	\$ 1,000	0.00		\$ -	\$ 1,000
Public Works	Custodial Maintenance	9011	\$ 56,532	0.70		\$ 41,782	\$ 14,750
Public Works	Fire Systems Monitoring/Testing	9012	\$ 4,000	0.00		\$ -	\$ 4,000
Public Works	Generator Maintenance	9013	\$ 1,000	0.00		\$ -	\$ 1,000
Public Works	Green Roof Maintenance	9014	\$ 2,500	0.00		\$ -	\$ 2,500
Public Works	HVAC Controls	9015	\$ 5,000	0.00		\$ -	\$ 5,000
Public Works	HVAC Preventative Maintenance	9016	\$ 8,000	0.00		\$ -	\$ 8,000
Public Works	ADMINISTRATIVE - Facilities Division Administration	99001	\$ 61,959	0.05		\$ 2,984	\$ 58,975
Public Works	City Hall Repairs	New	\$ 45,000	0.00		\$ -	\$ 45,000
Public Works	Utilities	New	\$ 59,750	0.00		\$ -	\$ 59,750
Public Works	Fleet Maintenance and Operations	9017	\$ 25,600	0.00		\$ -	\$ 25,600
Public Works	Citizen Action Request - Parks	87	\$ 43,567	0.00		\$ -	\$ 43,567
Public Works	Dog Poop Stations Maintenance	88	\$ 2,500	0.00		\$ -	\$ 2,500
Public Works	Hard Surfaces/Parking Lot Maintenance	89	\$ 20,000	0.00		\$ -	\$ 20,000

# KENMORE, WASHINGTON

## Public Works Park and Facility Maint

Program Inventory and Costs  
2016

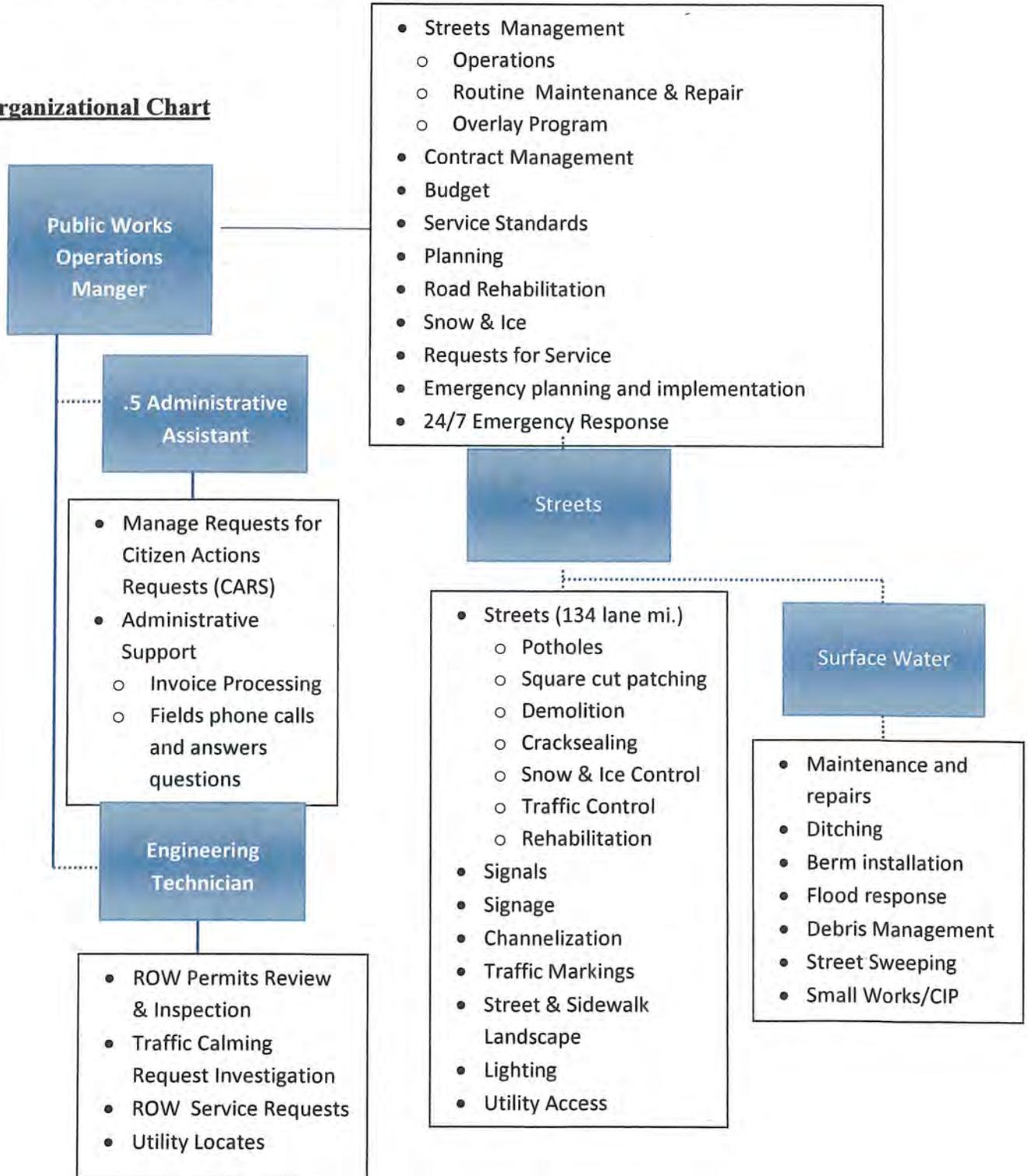
			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,012,982	1.00	\$ 44,450	\$ 59,688	\$ 953,294
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Public Works	Irrigation Maintenance	90	\$ 25,000	0.00		\$ -	\$ 25,000
Public Works	Landscape Maintenance - Parks	91	\$ 253,967	0.00		\$ -	\$ 253,967
Public Works	Park Restroom Facilities Maintenance	92	\$ 58,567	0.00		\$ -	\$ 58,567
Public Works	Parks Construction/Design Review	93	\$ -	0.00		\$ -	\$ -
Public Works	Parks Signage	94	\$ 12,500	0.00		\$ -	\$ 12,500
Public Works	Parks Volunteer Programs	95	\$ 16,600	0.00		\$ -	\$ 16,600
Public Works	Pier Inspections and Maintenance	96	\$ -	0.00		\$ -	\$ -
Public Works	Playground Maintenance	97	\$ 10,000	0.00		\$ -	\$ 10,000
Public Works	Restroom Cleaning	98	\$ 10,000	0.00		\$ -	\$ 10,000
Public Works	Seasonal Park Worker Program	99	\$ 83,567	0.00		\$ -	\$ 83,567
Public Works	Special Events Support	100	\$ 1,791	0.03		\$ 1,791	\$ -
Public Works	Utilities	New	\$ 14,300	0.00		\$ -	\$ 14,300
Public Works	Ballfields	New	\$ 50,000	0.00	\$ 4,000	\$ -	\$ 50,000

# City of Kenmore, Washington

## Street Fund

The Street Fund accounts for maintenance expenditures on street, traffic control devices, sidewalks and right of way maintenance. Maintenance responsibilities include pavement management, overlay project management, snow and ice control, sign maintenance, landscape maintenance, and other non-specialized services. Maintenance is provided through contracts with King County, the City of Lake Forest Park and private vendors. Major revenue sources include the State's gas tax on motor vehicle fuels and transfers from other funds. The goal of the operation is to protect and preserve the health, safety and well being of the citizens through effective and efficient maintenance and operation of the City's transportation infrastructure.

### Organizational Chart



City of Kenmore, Washington  
General Fund: Streets

**2013-2014 Achievements:**

- Juanita Drive Overlay (approximately 1.6 miles); Upgraded ADA ramps.
- 80<sup>th</sup> Ave NE Overlay (approximately 1.4 miles); Upgraded ADA ramps.
- Secured Simonds Overlay Preservation Grant for 2015-2016.
- 2014 Pavement Management Program; including purchase of new software, gathering and entering pavement data, completion of full report and presentation to Council.
- Video detection installation on Juanita Drive at NE 170<sup>th</sup> St and NE 153<sup>rd</sup> St.
- Completed annual striping and thermoplastic inspection and installation on over 133 roadway lane miles.
- Completed annual night inspections for over 2,000 City signs.
- Street banner program, including the new holiday banners and support local business banners.
- Completed annual cracksealing program in 2013.
- West Samm Bridge expansion joint repair.
- West Samm Bridge pressure washing.
- West Samm Bridge load posting signage installation.
- Replacement of street barricade on NE 194<sup>th</sup> Pl (brought up to acceptable standard).
- SR522 ROW installation of additional plantings.
- ROW blackberry eradication along portions of SR522 ROW.
- Installation and maintenance of summer hanging flower baskets in downtown.
- Took on maintenance of two newly installed signals on Juanita Dr at NE 145<sup>th</sup> St (King County) and on 61<sup>st</sup> Ave NE at NE 181<sup>st</sup> St (WSDOT).
- Pedestrian and Bicycle Safety Improvements
  - Installation of RRFB's;
  - Re-channelization of 61<sup>st</sup> Ave NE;
  - Installation of crossing flags and orange flags on pedestrian crossing signage;
  - Installation of new all way stop at NE 181<sup>st</sup> St and 67<sup>th</sup> Ave NE;
  - Installation of miscellaneous roadway markings;
  - Installation of additional signage;
  - Replacement of all school bus stop ahead signage to new sign standard within the City;
  - Traffic calming review and speed studies performed in several residential neighborhoods.
  - Implementation of neighborhood traffic/speed study recommendations.

City of Kenmore, Washington  
General Fund: Streets

**2015-2016 Objectives:**

- Management of annual overlay program.
- Continue with cracksealing program as part of the overall pavement management program.
- Continue to maintain over 2,000 street signs throughout the City.
- Continue with road marking maintenance.
- Pothole and road repair as needed.
- Continue to evaluate service contracts to provide efficient cost effective services with the best value.
- Increase service levels to SR522 ROW Landscaping.
- Continue annual bridge inspections, maintenance and repair work.
- Continue with street banner program.
- Street lighting improvements for pedestrian safety.

**Work Load and Performance Measures:**

	2013 Actual	2014 Estimate	2015 Estimate	2016 Estimate
<b><u>Workload Measures</u></b>				
Number of ROW* Franchise Utility Permits Applications processed	176	200	200	200
ROW Permit Applications (non franchise)	17	20	20	20
Streets Citizen Action Requests logged	523	700	700	700
	2013 Actual	2014 Estimate	2014 Estimate/Goal	2015 Estimate/Goal
<b><u>Performance Measures</u></b>				
Citizen Action Requests (CAR) Response Time: investigation and response of findings/action plan within two weeks of receipt	95%	95%	90%	90%
Annual Overlay Program Annual Budget	\$1,272,000	\$939,000	\$585,000	\$585,000
Process ROW Franchise Utility Permit Applications within 5 days of receipt	85%	90%	90%	90%

\*ROW = Right of Way

City of Kenmore, Washington  
General Fund: Streets

**2015-2016 Budget Highlights:**

- Federal Road Preservation Grant to fund \$471,000 of the Simonds Road Overlay Project.
- Increased budget to support increased electrical costs for street lights.
- \$30,000 budgeted in 2016 for the next pavement management survey (formerly budgeted in the Engineering Fund).
- Increased costs for the Public Works contract with the City of Lake Forest Park due to wage and benefit increases.
- Increase in costs for the King County Community Worker Program to reflect more accurately where this cost is incurred.

## STREET FUND REVENUES

	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-204 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
<b>REVENUES</b>							
Beginning Fund Balance	1,512,154	1,512,154	2,123,180	1,512,154	463,560	468,650	463,560
Fuel Tax	843,072	434,543	434,543	869,086	433,597	437,933	871,531
FEMA Assistance	0	100	0	100	0	0	0
Brightwater Mitigation	250,000	250,000	0	250,000	0	0	0
Investment Interest	20,000	11,941	9,000	20,941	0	0	0
ROW Permit fees	0	0	0	0	90,000	90,000	180,000
Plat Signs	0	462	0	462	0	0	0
Transfer FF from General Fund	1,476,101	736,000	138,000	874,000	420,000	413,000	833,000
Transfer from REET	400,000	400,000	0	400,000	0	0	0
Transfer from TBD	525,000	0	458,000	458,000	232,000	243,000	475,000
<b>Total Revenues</b>	<b>3,514,173</b>	<b>1,833,046</b>	<b>1,039,543</b>	<b>2,872,589</b>	<b>1,175,597</b>	<b>1,183,933</b>	<b>2,359,531</b>
<b>Total Street Fund</b>	<b>5,026,327</b>	<b>3,345,200</b>	<b>3,162,723</b>	<b>4,384,743</b>	<b>1,639,157</b>	<b>1,652,584</b>	<b>2,823,091</b>

## STREET FUND EXPENDITURES

	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-204 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
<b>EXPENDITURES</b>							
Salary and Benefits	375,821	180,023	185,239	365,262	285,387	292,396	577,783
Maintenance & Operations	1,621,305	734,390	1,181,531	1,915,921	865,120	895,374	1,760,494
Overlay	1,386,000	271,389	1,303,611	1,575,000	0	0	0
Capital (Wayfinding and Banners)	40,000	11,218	28,782	40,000	20,000	13,000	33,000
Transfer to Transportation Capital	86,000	0	0	0	0	0	0
Transfer to Surface Water Mgt.	25,000	25,000	0	25,000	0	0	0
<b>Total Expenditures</b>	<b>3,534,126</b>	<b>1,222,020</b>	<b>2,699,163</b>	<b>3,921,183</b>	<b>1,170,507</b>	<b>1,200,770</b>	<b>2,371,277</b>
Ending Fund Balance	1,492,201	2,123,180	463,560	463,560	468,650	451,814	451,814
<b>Total Expenditures and Ending Fund Balance</b>	<b>5,026,327</b>	<b>3,345,200</b>	<b>3,162,723</b>	<b>4,384,743</b>	<b>1,639,157</b>	<b>1,652,584</b>	<b>2,823,091</b>

# KENMORE, WASHINGTON

## Public Works: Streets

### Program Inventory and Costs 2015

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,170,507	2.60	\$ 90,000	\$ 285,387	\$ 885,120
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Streets PW	Franchise Utility Right of Way Permits	78	\$ 11,081	0.14	\$ 10,000	\$ 11,081	\$ -
Streets PW	Utility Locate Service	81	\$ 5,232	0.04	\$ -	\$ 3,232	\$ 2,000
Streets PW	Franchise Utility Permit Application Review	101	\$ 11,403	0.10		\$ 9,403	\$ 2,000
Streets PW	Citizen Action Request - ROW	102	\$ 88,168	0.18		\$ 21,018	\$ 67,150
Streets PW	Debris Hauling	103	\$ 25,000	0.00		\$ -	\$ 25,000
Streets PW	Franchise Utility Right of Way Inspections	104	\$ 37,611	0.40	\$ 80,000	\$ 37,611	\$ -
Streets PW	Non-Franchise ROW Permits	105	\$ 4,701	0.05		\$ 4,701	\$ -
Streets PW	Street Banners	106	\$ 42,260	0.05		\$ 7,260	\$ 35,000
Streets PW	Surface Water Utility Locates	107	\$ 18,805	0.20		\$ 18,805	\$ -
Streets PW	Bridge Inspections	108	\$ -	0.00		\$ -	\$ -
Streets PW	Bridge Maintenance	109	\$ 1,500	0.00		\$ -	\$ 1,500
Streets PW	Citizen Action Request - Streets	110	\$ 102,423	0.12		\$ 17,423	\$ 85,000
Streets PW	Crack Sealing Program	111	\$ 30,000	0.00		\$ -	\$ 30,000
Streets PW	Overlay ADA Ramp Program	112	\$ 2,904	0.02		\$ 2,904	\$ -
Streets PW	Overlay Program	113	\$ 29,210	0.05		\$ 7,260	\$ 21,950
Streets PW	Pavement Rating Management	114	\$ 500	0.00		\$ -	\$ 500
Streets PW	Roadway Maintenance	115	\$ 89,500	0.00		\$ -	\$ 89,500
Streets PW	ROW Landscape Maintenance	116	\$ 125,910	0.05		\$ 7,260	\$ 118,650
Streets PW	Snow and Ice Removal	117	\$ -	0.00		\$ -	\$ -
Streets PW	Street Sweeping	118	\$ -	0.00		\$ -	\$ -
Streets PW	Streets Projects Design Review	119	\$ -	0.00		\$ -	\$ -
Streets PW	Surface Water Repair Work	120	\$ -	0.00		\$ -	\$ -
Streets PW	Citizen Action Request - Traffic	121	\$ 14,104	0.15		\$ 14,104	\$ -
Streets PW	Pedestrian and Bicycle Safety	122	\$ 47,423	0.12		\$ 17,423	\$ 30,000
Streets PW	Roadway Markings	123	\$ 25,000	0.00		\$ -	\$ 25,000
Streets PW	Signal Maintenance and Operations	124	\$ 60,000	0.00		\$ -	\$ 60,000
Streets PW	Street Signs Management	125	\$ 57,260	0.05		\$ 7,260	\$ 50,000
Streets PW	Traffic Engineering	126	\$ 60,163	0.07		\$ 10,163	\$ 50,000
Streets PW	ADMINISTRATIVE - ROW Division Administration	1009	\$ 125,575	0.00		\$ -	\$ 125,575
Streets PW	ADMINISTRATIVE - Streets Division Administration	1010	\$ 154,776	0.80		\$ 88,481	\$ 66,295
Streets PW	Utilities	New	\$ -	0.00		\$ -	\$ -

# KENMORE, WASHINGTON

## Public Works Streets

### Program Inventory and Costs 2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,200,770	2.60	\$ 90,000	\$ 292,396	\$ 908,374
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Streets PW	Franchise Utility Right of Way Permits	78	\$ 11,605	0.14	\$ 10,000	\$ 11,605	\$ -
Streets PW	Utility Locate Service	81	\$ 3,385	0.04	\$ -	\$ 3,385	\$ -
Streets PW	Franchise Utility Permit Application Review	101	\$ 11,835	0.10		\$ 9,835	\$ 2,000
Streets PW	Citizen Action Request - ROW	102	\$ 39,351	0.18		\$ 21,851	\$ 17,500
Streets PW	Debris Hauling	103	\$ -	0.00		\$ -	\$ -
Streets PW	Franchise Utility Right of Way Inspections	104	\$ 39,338	0.40	\$ 80,000	\$ 39,338	\$ -
Streets PW	Non-Franchise ROW Permits	105	\$ 4,917	0.05		\$ 4,917	\$ -
Streets PW	Street Banners	106	\$ 52,510	0.05		\$ 7,510	\$ 45,000
Streets PW	ADMINISTRATIVE - ROW Division Administration	1009	\$ 125,525	0.00		\$ -	\$ 125,525
Streets PW	Utilities	New	\$ -	0.00		\$ -	\$ -
Streets PW	Surface Water Utility Locates	107	\$ 21,669	0.20		\$ 19,669	\$ 2,000
Streets PW	Pavement Rating Management	114	\$ 30,500	0.00		\$ -	\$ 30,500
Streets PW	Street Sweeping	118	\$ -	0.00		\$ -	\$ -
Streets PW	Surface Water Repair Work	120	\$ -	0.00		\$ -	\$ -
Streets PW	Bridge Inspections	108	\$ -	0.00		\$ -	\$ -
Streets PW	Bridge Maintenance	109	\$ 1,000	0.00		\$ -	\$ 1,000
Streets PW	Citizen Action Request - Streets	110	\$ 140,524	0.15		\$ 18,024	\$ 122,500
Streets PW	Crack Sealing Program	111	\$ 25,000	0.00		\$ -	\$ 25,000
Streets PW	Overlay ADA Ramp Program	112	\$ 3,004	0.02		\$ 3,004	\$ -
Streets PW	Overlay Program	113	\$ 34,660	0.05		\$ 7,510	\$ 27,150
Streets PW	Roadway Maintenance	115	\$ 115,000	0.00		\$ -	\$ 115,000
Streets PW	ROW Landscape Maintenance	116	\$ 156,339	0.05		\$ 7,510	\$ 148,829
Streets PW	Snow and Ice Removal	117	\$ -	0.00		\$ -	\$ -
Streets PW	Streets Projects Design Review	119	\$ -	0.00		\$ -	\$ -
Streets PW	ADMINISTRATIVE - Streets Division Administration	1010	\$ 133,808	0.77		\$ 87,438	\$ 46,370
Streets PW	Citizen Action Request - Traffic	121	\$ 14,752	0.15		\$ 14,752	\$ -
Streets PW	Pedestrian and Bicycle Safety	122	\$ 48,024	0.12		\$ 18,024	\$ 30,000
Streets PW	Roadway Markings	123	\$ 10,000	0.00		\$ -	\$ 10,000
Streets PW	Signal Maintenance and Operations	124	\$ 60,000	0.00		\$ -	\$ 60,000

# KENMORE, WASHINGTON

## Public Works Streets

Program Inventory and Costs  
2016

			TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
			\$ 1,200,770	2.60	\$ 90,000	\$ 292,396	\$ 908,374
DEPARTMENT	PROGRAM NAME		Program Cost	# of FTE	Program Revenue	Costs Associated with Personnel	Other Operating Costs
Streets PW	Street Signs Management	125	\$ 57,510	0.05		\$ 7,510	\$ 50,000
Streets PW	Traffic Engineering	126	\$ 60,514	0.07		\$ 10,514	\$ 50,000
			\$ -	0.00		\$ -	\$ -

## **City of Kenmore, Washington**

### **Public Art Fund**

This fund accounts for public art displays (or performing arts events) as authorized by the City Council. Per Kenmore Municipal Code Chapter 3.50, the revenues for financing projects are received from other City funds that have contributed toward a public capital project. The ordinance states that at least one-percent (1%) of the awarded construction contract will be deposited in this fund. From time to time the City Council can convene an ad hoc committee to recommend criteria for expenditures from this fund, which will be approved by the City Council.

#### **2013-2014 Achievements:**

- The City continued its association with the Arts of Kenmore by jointly funding an acquisition for the City's public art collection from the annual Kenmore Art Show.
- The Arts of Kenmore Gallery @ Kenmore City Hall featured nine different shows that were on display for 3 months each, with the opportunity for the public to purchase art pieces in each show. The City assisted the Arts of Kenmore with the cost of Opening Receptions for each show. As outlined in a 2012 agreement, the Arts of Kenmore is responsible for call for artists, art selection, mounting exhibits, sales transactions and opening receptions. This community volunteer organization has performed superbly on the project.

#### **2015-2016 Objectives:**

- Continue to work with the Arts of Kenmore to implement the Agreement approved in 2012 for art exhibits in the City Hall lobby.
- Build the City's public art collection through annual acquisitions from the Kenmore Art Show which are jointly funded by the Arts of Kenmore and the City's Public Art Fund.
- Incorporate public art in the Kenmore Village park/gathering space design and identify other potential downtown locations for public art.
- Assess the feasibility of commissioning an artist for a wood sculpture in Rhododendron Park.

#### **Budget Highlights:**

- \$500 per year is budgeted for annual public art acquisition from the Kenmore Arts Show
- Funding to assist with the operation of the Arts of Kenmore Gallery @ Kenmore City Hall

# PUBLIC ART FUND REVENUES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$68,245	\$68,541	\$68,541	\$67,481	\$68,541	\$67,531	\$67,131	\$67,531
Beginning Fund Balance	68,245	68,541	68,541	67,481	68,541	67,531	67,131	67,531
Contributions from Facility Capital Projects	0	0	0	0	0	0	0	0
Contributions from Park Capital Projects	0	0	0	0	0	0	0	0
Contributions from Transportation Capital Projects	0	0	0	0	0	0	0	0
Contributions from Surface Water Capital Projects	0	0	0	0	0	0	0	0
Investment Interest	1,296	600	447	100	1,147	100	100	200
Total Revenues	1,296	600	447	100	1,147	100	100	200
Total Public Art Fund	\$69,541	\$69,141	\$68,988	\$67,581	\$69,688	\$67,631	\$67,231	\$67,731

# PUBLIC ART FUND EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$68,541	\$68,141	\$67,481	\$67,531	\$68,131	\$67,131	\$66,731	\$66,731
Ending Fund Balance	68,541	68,141	67,481	67,531	68,131	67,131	66,731	66,731
1% for Arts Program	1,000	1,776	1,507	50	1,557	500	500	1,000
Services/Capital	1,000	1,776	1,507	50	1,557	500	500	1,000
Total Expenditures	1,000	1,776	1,507	50	1,557	500	500	1,000
Total Public Art Fund	\$69,541	\$69,141	\$68,988	\$67,581	\$69,688	\$67,631	\$67,231	\$67,731

**City of Kenmore, Washington**  
**Park Impact Fee Fund**

This fund accounts for City-imposed park impact fees. The revenues are received from new development activity that creates additional demand and need for public parks. The 2012 park impact fee for a single-family residence was \$2,537.00 and the fee remains unchanged for 2015. The fee may be increased annually based on the October to October CPI-W for Seattle.

Expenditures from this fund will be spent for public improvements including, but not limited to: planning for parks that will reasonably benefit new development, land acquisition, improvements, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact or mitigation costs and capital equipment pertaining to park facilities.

**2013-2014 Achievements:**

- Impact fees of \$780,000 were expended towards construction and project management of the Northshore Summit Park project which was completed in 2014.
- \$735,000 is anticipated to be spent toward the expansion of the Squire’s Landing park property, with land already purchased (\$640,000) and property improvements expected prior to the close of the year.
- \$65,000 is expected to be spent for the new Log Boom Park pedestrian bridge design and permitting.
- Other impact fees supported design and other expenses for the Tolt Pipeline Trail and the Rhododendron boardwalk.

**2015-2016 Objectives:**

- Transfers from this fund support the City’s Park Capital Improvement Program which includes acquisitions and improvements to parks and trails.

**2015-2016 Budget Highlights:**

- The 2015-2016 biennial budget anticipates a beginning fund balance of \$531,408 and receipts of \$229,600. Transfers to the Park Capital Fund in the amount of \$490,000 have been budgeted as follows:

<b>Uses of Funds:</b>	
Tolt Pipeline Trail	\$25,000
Moorlands Park	\$30,000
Log Boom Park new pedestrian bridge	\$200,000
Rhododendron Park float	\$60,000
Improvements to new Squires Landing property	\$100,000
Park Project Manager for listed projects	\$75,000

- In the 2011-2012 budget and prior, all expenditures for park projects were accounted for in the Real Estate Excise Tax Fund with transfers from the Park Impact Fees as budgeted. Beginning with the 2013-2014 biennial budget, capital expenditures for Parks were budgeted and described in the newly established Park Capital Fund.

**City of Kenmore, Washington**  
**Park Impact Fee Fund**

- Park Impact fees will be budgeted by project, in accordance with the approved capital facilities plan, and transferred to the Park Capital Fund as a resource for park improvements.
- The following table shows the accumulated and available Park Impact Fees by year received:

2013	\$134,212
2014 Estimate	397,196
2015 Budget	154,878
2016 Budget	79,185

# PARK IMPACT FEE FUND

## REVENUES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$1,354,457	\$1,610,442	\$1,610,442	\$1,458,097	\$1,610,442	\$531,408	\$361,286	\$531,408
Total Beginning Fund Balance	1,354,457	1,610,442	1,610,442	1,458,097	1,610,442	531,408	361,286	531,408
Park Impact Fees	271,868	337,061	135,144	392,212	864,417	152,221	77,379	229,600
Investment Interest	13,737	9,506	10,432	4,984	24,922	2,657	1,806	4,463
Total Revenues	285,605	346,567	145,576	397,196	889,339	154,878	79,185	234,063
Total Park Impact Fee Fund	\$1,640,062	\$1,957,009	\$1,756,018	\$1,855,293	\$2,499,781	\$686,286	\$440,471	\$765,471

# PARK IMPACT FEE FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$1,610,442	\$852,009	\$1,458,097	\$531,408	\$877,975	\$361,286	\$275,471	\$275,471
Total Ending Fund Balance	1,610,442	852,009	1,458,097	531,408	877,975	361,286	275,471	275,471
Transfer to Park Capital Fund	0	1,105,000	297,921	1,323,885	1,621,806	325,000	165,000	490,000
Transfer to Real Estate Excise Tax Fund	29,620	0	0	0	0	0	0	0
Total Transfers	29,620	1,105,000	297,921	1,323,885	1,621,806	325,000	165,000	490,000
Total Expenditures	29,620	1,105,000	297,921	1,323,885	1,621,806	325,000	165,000	490,000
Total Park Impact Fee Fund	\$1,640,062	\$1,957,009	\$1,756,018	\$1,855,293	\$2,499,781	\$686,286	\$440,471	\$765,471

**City of Kenmore, Washington**  
**Transportation Impact Fee Fund**

This fund accounts for City-imposed transportation impact fees. The revenues are received from new development activity that creates additional demand and need for transportation improvements. The 2012 transportation impact fee for a single-family residence was \$8,434.02 and this was unchanged for 2015. The fee may be increased annually based on the October to October CPI-W for Seattle.

Expenditures from this fund will be spent for public improvements including, but not limited to planning, land acquisition, improvements, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact or mitigation costs and any other expenses which can be capitalized.

**2013-2014 Achievements:**

- No transportation impact fees were expended in 2013-2014. SR 522 West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) design, right of way acquisition, permitting, environmental review, channelization plan review, and advertisement for construction were completed in this biennium, not requiring use of impact fees which are now projected to be spent toward this project in 2015-2016.

**2015-2016 Objectives:**

- The fund will contribute \$2,760,000 toward transportation projects through interfund transfers to the newly established Transportation Capital Fund.

**Budget Highlights:**

The 2015-2016 biennial budget anticipates a beginning fund balance of \$1,427,492 and transportation impact fee receipts of \$1,397,257. Transfers to support transportation capital projects have been budgeted as follows:

T 6 SR522 West A 61 <sup>st</sup> to 65th	\$2,360,000
T 37 West Samm Bridge	400,000

Transportation impact fees are transferred to the Transportation Capital Fund to support transportation projects as needed.

# TRANSPORTATION IMPACT FEE FUND REVENUES

	2013-2014			2013-2014			2015-2016
	Adopted Budget	2013 Actual	2014 Estimate	Biennium Total	2015 Proposed	2016 Proposed	Proposed Budget
Beginning Fund Balance	\$240,535	\$240,535	\$416,393	\$240,535	\$1,427,493	\$497,970	\$1,427,493
Total Beginning Fund Balance	240,535	240,535	416,393	240,535	1,427,493	497,970	1,427,493
Transportation Impact Fees	876,306	421,701	762,736	1,184,437	963,257	420,000	1,383,257
Investment Interest	364	2,157	364	2,521	12,000	2,000	14,000
Total Revenues	876,670	423,858	763,100	1,186,958	975,257	422,000	1,397,257
Total Transportation Impact Fee Fund	\$1,117,205	\$664,393	\$1,179,493	\$1,427,493	\$2,402,750	\$919,970	\$2,824,750

# TRANSPORTATION IMPACT FEE FUND

## EXPENDITURES

	2013-2014			2013-2014		2015-2016	
	Amended Budget	2013 Actual	2014 Estimate	Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$294,705	\$416,393	\$1,427,493	\$1,427,493	\$497,970	\$64,750	\$64,750
Total Ending Fund Balance	294,705	416,393	1,427,493	1,427,493	497,970	64,750	64,750
Transfer to Transportation Capital Fund T6	810,000	248,000	-248,000	0	1,704,780	655,220	2,360,000
Transfer to Transportation Capital Fund T22	12,500	0	0	0	0	0	0
Transfer to Transportation Capital Fund T37	0	0	0	0	200,000	200,000	400,000
Total Transfers	822,500	248,000	-248,000	0	1,904,780	855,220	2,760,000
Total Expenditures	822,500	248,000	-248,000	0	1,904,780	855,220	2,760,000
Total Transportation Impact Fee Fund	\$1,117,205	\$664,393	\$1,179,493	\$1,427,493	\$2,402,750	\$919,970	\$2,824,750

**KENMORE, WASHINGTON**  
**Transportation Benefit District Fund**

The Transportation Benefit District (TBD) and Fund, created in the 2013-2014 biennium, accounts for revenues received from the \$20 vehicle fee imposed on vehicles licensed in the City of Kenmore. The purpose of the District is to support transportation improvements and road preservation efforts within the district that are consistent with state, regional and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels.

**2013-2014 Accomplishments:**

After adoption and implementation of a \$20 vehicle fee, coordinate with the Department Of Licensing to begin the process of collection in 2013.

\$465,000 is expected to be collected and with \$458,000 transferred to the Street Fund in September and the balance to be transferred at the end of 2014.

**2015-2016 Budget Highlights:**

- The revenues collected from the vehicle license fee will be used for the purposes authorized by Resolution No. 2012-008, which establishes the vehicle fee, and for the cost and expense of administering and operating the TBD.
- \$630,000 is expected to be collected and distributed as follows:
  - \$5,000 for liability insurance for 2015 and 2016
  - \$150,000 to be transferred for overlay in the Transportation Capital Fund
  - \$475,000 to be transferred to the Street fund for road maintenance

# TRANSPORTATION BENEFIT DISTRICT REVENUES

	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$146,178	\$0	\$180	\$5,780	\$180
Total Beginning Fund Balance	0	0	146,178	0	180	5,780	180
Vehicle Fees	535,000	150,698	314,302	465,000	315,000	315,000	630,000
Investment Interest	0	480	200	680	100	100	200
Total Revenues	535,000	151,178	314,502	465,680	315,100	315,100	630,200
Total Transportation Benefit District Fund	\$535,000	\$151,178	\$460,680	\$465,680	\$315,280	\$320,880	\$630,380

# TRANSPORTATION BENEFIT DISTRICT EXPENDITURES

	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$0	\$146,178	\$180	\$180	\$5,780	\$380	\$380
Total Ending Fund Balance	0	146,178	180	180	5,780	380	380
WCIA Insurance	10,000	5,000	2,500	7,500	2,500	2,500	5,000
Total Services	10,000	5,000	2,500	7,500	2,500	2,500	5,000
Overlay	0	0	0	0	75,000	75,000	150,000
Transfer to Street Fund	525,000	0	458,000	458,000	232,000	243,000	475,000
Total Intergovernmental	525,000	0	458,000	458,000	307,000	318,000	625,000
Total Expenditures	535,000	5,000	460,500	465,500	309,500	320,500	630,000
Total Transportation Benefit District Fund	\$535,000	\$151,178	\$460,680	\$465,680	\$315,280	\$320,880	\$630,380

## **City of Kenmore, Washington** **Strategic Reserve Fund**

This fund was created to serve as the City's emergency reserve fund. Per State Statute, RCW 35A.33.145, the Fund cannot exceed \$.375 per \$1,000 assessed value. Based on an estimated 2013 assessed value of \$2,565,017,525, which has declined from a high of \$3,346,634,810 in 2009, the fund has reached its statutory limit.

### **2013-2014 Achievements:**

- Maintained the reserve at the maximum of \$1,264,464.

### **2015-2016 Objectives:**

- Maintain the maximum reserve possible with transfers from the General Fund and investment interest. The estimated assessed value for 2015 is \$3,248,365,479 which allows a reserve fund limit of \$1,218,137. The current balance, which is higher, is based on the funding limit established with the 2009 assessed value of \$3,346,634,810.
- No expenditures are proposed from this fund.

# STRATEGIC RESERVE FUND

## REVENUES

	2011-2012	2013-2014		2014	2013-2014		2016	2015-2016
	Biennium	Adopted	2013		Biennium	2015		Proposed
	Total	Budget	Actual	Estimate	Total	Proposed	Proposed	Budget
Beginning Fund Balance	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465
Beginning Fund Balance	1,264,465	1,264,465	1,264,465	1,264,465	1,264,465	1,264,465	1,264,465	1,264,465
Investment Interest	0	0	0	0	0	0	0	0
Annual Transfer from General Fund	0	0	0	0	0	0	0	0
Revenues	0	0	0	0	0	0	0	0
Total Strategic Reserve Fund	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465	\$1,264,465

# STRATEGIC RESERVE FUND

## EXPENDITURES

	2011-2012	2013-2014		2014	2013-2014		2016	2015-2016
	Biennium	Adopted	2013		Biennium	2015		Proposed
	Total	Budget	Actual	Estimate	Total	Proposed	Proposed	Budget
Ending Fund Balance	\$1,264,465	\$1,264,465	\$1,264,470	\$1,264,471	\$1,264,472	\$1,264,473	\$1,264,474	\$1,264,475
Total Ending Fund Balance	1,264,465	1,264,465	1,264,470	1,264,471	1,264,472	1,264,473	1,264,474	1,264,475
Expenditures	0	0	0	0	0	0	0	0
Total Strategic Reserve	\$1,264,465	\$1,264,465	\$1,264,470	\$1,264,471	\$1,264,472	\$1,264,473	\$1,264,474	\$1,264,475

## **City of Kenmore, Washington** **Strategic Opportunities Fund**

This is a new fund established in 2013. The fund was created to have resources available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

### **2013-2014 Accomplishments:**

Funded with \$2,500,000 transferred from General Fund reserves, this fund provided startup money for a pilot business incubator project, one of the City's Economic Development strategies. Other potential uses would be to support a farmers market or provide resources for strategic grant matches or land purchases.

\$813,000 is expected to be transferred from the General Fund at the close of the biennium. This represents the additional funds, added to the General Fund reserves, that exceed the budgeted ending fund balance of \$2,617,025.

### **2015-2016 Objectives:**

Designate \$350,000 for pedestrian safety improvements, with an emphasis on crosswalk and school zone safety. Potential improvements may include overhead RRFBs and mast arms on arterial crosswalks, existing crosswalk augmentation at school zones, and potentially new crosswalks. The new traffic engineer will review and make recommendations in 2015, and installation of the improvements would occur by the end of 2016.

Designate \$250,000 for conducting a process to obtain public input on what public projects might be included in a voter-approved tax measure. Providing or updating preliminary cost estimates and high level conceptual design on potential projects will be part of this effort. Examples: Reviewing alternatives for how best to improve the old, up-heaving sidewalks on 61<sup>st</sup> Avenue NE.; identifying where new arterial sidewalks are most needed; and providing preliminary, high level geometric sizing and feasibility for arterial traffic calming measures, including roundabouts. Potential park projects may also be included. A random, scientific citizen survey would also be part of this public input process. Most of this public process, costing, and conceptual design work would occur in 2015 with a potential voter approved tax measure in 2016.

Continue Kenmore Business Incubator program with budgeted expenditures of \$226,200 and expected lease revenues of \$32,000 from Incubator tenants.

\$85,000 is budgeted toward completion of the Rhododendron Park Float.

## STRATEGIC OPPORTUNITIES FUND REVENUES

	2013-2014 Adopted Budget	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$0	\$1,601,519	\$0	\$2,942,864	\$2,217,606	\$2,942,864
Beginning Fund Balance	0	0	0	1,601,519	0	2,942,864	2,217,606	2,942,864
Investment Interest	25,062	25,062	5,232	1,602	6,834	2,943	2,218	5,160
Incubator Leases	0	0	16,462	19,150	35,612	18,000	14,000	32,000
Transfer from Kenmore Village	0	776,800	0	776,800	776,800	0	0	0
Transfer from General Fund	2,500,000	2,500,000	2,500,000	813,793	3,313,793	0	0	0
<b>Revenues</b>	<b>2,525,062</b>	<b>3,301,862</b>	<b>2,521,694</b>	<b>1,611,345</b>	<b>4,133,039</b>	<b>20,943</b>	<b>16,218</b>	<b>37,160</b>
<b>Total Strategic Reserve Fund</b>	<b>\$2,525,062</b>	<b>\$3,301,862</b>	<b>\$2,521,694</b>	<b>\$3,212,864</b>	<b>\$4,133,039</b>	<b>\$2,963,806</b>	<b>\$2,233,824</b>	<b>\$2,980,024</b>

## STRATEGIC OPPORTUNITIES FUND EXPENDITURES

	2013-2014 Adopted Budget	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$2,475,062	\$2,110,962	\$1,601,519	\$2,942,864	\$2,942,864	\$2,217,606	\$2,068,824	\$2,068,824
Total Ending Fund Balance	2,475,062	2,110,962	1,601,519	2,942,864	2,942,864	2,217,606	2,068,824	2,068,824
Business Incubator Program	50,000	238,100	118,332	94,000	212,332	116,200	110,000	226,200
Land	0	776,800	801,843	0	801,843	0	0	0
Transfer to Park Capital Projects	0	146,000	0	146,000	146,000	30,000	55,000	85,000
Interstate Signs	0	30,000	0	30,000	30,000	0	0	0
Pedestrian Safety Improvements	0	0	0	0	0	350,000	0	350,000
Public Input Process for Tax Measure	0	0	0	0	0	250,000	0	250,000
<b>Expenditures</b>	<b>50,000</b>	<b>1,190,900</b>	<b>920,175</b>	<b>270,000</b>	<b>1,190,175</b>	<b>746,200</b>	<b>165,000</b>	<b>911,200</b>
<b>Total Strategic Reserve Fund</b>	<b>\$2,525,062</b>	<b>\$3,301,862</b>	<b>\$2,521,694</b>	<b>\$3,212,864</b>	<b>\$4,133,039</b>	<b>\$2,963,806</b>	<b>\$2,233,824</b>	<b>\$2,980,024</b>

**KENMORE, WASHINGTON**  
**Sammamish River Bridge Fund**

The Sammamish River Bridge Fund was created with the 2013-2014 Biennial Budget with an initial transfer from the General Fund of \$80,000. The West Sammamish River Bridge was constructed in the 1930's and the East Sammamish River Bridge was constructed in the 1980's. Recent studies show that the West Bridge has increased cracking and tilting that require additional investigation and evaluation. This fund will provide for maintenance, study, evaluation, design and rehabilitation and/or replacement of the Bridges as needed.

**2013-2014 Accomplishments:**

- Performed the following evaluations for the West Sammamish River Bridge (West Samm) Project: geotechnical review, scour analysis, load rating analysis, and rehabilitation vs. replacement evaluation.
- \$80,000 initially transferred from the General Fund was expended for these evaluations.

**Budget Highlights:**

- Due to the \$80,000 expenditure for evaluations of the West Sammamish River Bridge, no balance remains in this fund as of December 31, 2014.

# SAMMAMISH RIVER BRIDGE FUND

## REVENUES

	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$80,264	\$0	\$0	\$0	\$0
Total Beginning Fund Balance	0	0	80,264	0	0	0	0
Transfer from General Fund	80,000	80,000	0	80,000	0	0	0
Total Interfund	80,000	80,000	0	80,000	0	0	0
Investment Interest	0	264	(264)	0	0	0	0
Total Sammamish River Bridge Fund	\$80,000	\$80,264	\$80,000	\$80,000	\$0	\$0	\$0

# SAMMAMISH RIVER BRIDGE FUND

## EXPENDITURES

	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$0	\$80,264	\$0	\$0	\$0	\$0	\$0
Total Ending Fund Balance	0	80,264	0	0	0	0	0
Transfer to Transportation Capital Fund Expenditures	80,000	0	80,000	80,000	0	0	0
Total Sammamish River Bridge Fund	\$80,000	\$80,264	\$80,000	\$80,000	\$0	\$0	\$0

## **City of Kenmore, Washington** **Real Estate Excise Tax Fund**

The Real Estate Excise Tax Fund accounts for the collections and appropriation of the two, one-quarter percent (total of .5%) real estate excise tax revenues (REET) levied by the City. These monies can only be used for capital expenditures following adoption of a Capital Facilities Plan (CFP).

### **2013-2014 Accomplishments:**

In prior budgets, this fund accounted for actual park capital expenditures. Beginning with the 2013-2014 biennial budget, a new fund entitled Park Capital Fund has been established for this purpose.

In addition to real estate excise taxes, distributions from the King County Proposition 2 Parks Expansion Levy have been receipted into this fund, since 2008, in the amount of \$177,655 (as of December 31, 2012). This was a five cent, six year levy of which one cent has been distributed to each city in King County. The last distribution will be in 2013. The 2013-2014 biennial budget transfers these levy funds to the new Park Capital Fund.

Other transfers from this fund support the City's Capital Improvement Program which includes acquisitions and improvements to parks, transportation, surface water, and other facilities.

### **2015-2016 Budget Highlights:**

The 2015-2016 biennial budget anticipates a beginning fund balance of \$1,947,280 and real estate excise tax receipts of \$1,827,000. Transfers to support parks (\$350,000) and transportation, including sidewalks and overlay, (\$3,178,719) capital projects have been budgeted in accordance with the 2015-2020 Capital Improvement Program.

# REAL ESTATE EXCISE TAX FUND REVENUES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$1,866,315	\$1,973,500	\$1,965,805	\$2,014,635	\$1,965,805	\$1,947,280	\$670,030	\$1,947,280
Beginning Fund Balance	1,866,315	1,973,500	1,965,805	2,014,635	1,965,805	1,947,280	670,030	1,947,280
Real Estate Excise Taxes	1,373,177	1,138,886	881,886	940,000	1,821,886	900,000	909,000	1,809,000
Park Levy Proceeds	85,823	0	0	0	0	0	0	0
Intergovernmental	1,459,000	1,138,886	881,886	940,000	1,821,886	900,000	909,000	1,809,000
Investment Interest	13,594	8,431	12,312	5,573	17,885	14,000	4,000	18,000
Other Revenues	13,594	8,431	12,312	5,573	17,885	14,000	4,000	18,000
Transfers from Park Impact Fees	29,620	0	0	0	0	0	0	0
Transfers	29,620	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,502,214</b>	<b>1,147,317</b>	<b>894,198</b>	<b>945,573</b>	<b>1,839,771</b>	<b>914,000</b>	<b>913,000</b>	<b>1,827,000</b>
<b>Total Real Estate Excise Tax Fund</b>	<b>\$3,368,529</b>	<b>\$3,120,817</b>	<b>\$2,860,003</b>	<b>\$2,960,208</b>	<b>\$3,805,576</b>	<b>\$2,861,280</b>	<b>\$1,583,030</b>	<b>\$3,774,280</b>

# REAL ESTATE EXCISE TAX FUND

## EXPENDITURES

	2011-2012	2013-2014	2013	2014	2013-2014	2015	2016	2015-2016		
	Biennium	Amended			Biennium			Proposed	Proposed	Proposed
	Total	Budget			Total			Proposed	Proposed	Budget
Ending Fund Balance	\$907,984	\$363,767	\$2,014,635	\$1,947,280	\$1,947,280	\$670,030	\$245,561	\$245,561		
Ending Fund Balance- Sidewalks	1,065,516	0	0	0	0	0	0	0		
Ending Fund Balance	1,973,500	363,767	2,014,635	1,947,280	1,947,280	670,030	245,561	245,561		
Transfer to Park Capital Fund	0	322,000	111,829	76,393	188,222	350,000	0	350,000		
Transfer Levy Funds to Park Capital Fund	0	120,000	0	207,699	207,699	0	0	0		
P-2 Tolt Pipeline Trail	0	0	0	0	0	0	0	0		
P-15 Rhododendron Park Improvements	23,816	0	0	0	0	0	0	0		
P-9 Northshore Summit	24,963	0	0	0	0	0	0	0		
P-5 Squires Landing	0	0	0	0	0	0	0	0		
P-10 Park Land Acquisition	0	0	0	0	0	0	0	0		
P-16 0056 Outfall and Shoreline Restoration	85,139	0	0	0	0	0	0	0		
Park Capital and Transfers	133,918	442,000	111,829	284,092	395,921	350,000	0	350,000		
Transfer to Arterial Street Fund: Frontage Imp	(43,968)	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund: SR522 Ph II	315,307	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund: SR522 Ph I	0	0	0	0	0	0	0	0		
Transfer to Arterial St. SR 522 Ph II	0	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund: T-27 Sidewalks	24,517	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund: T-7	573,110	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund: T-12	0	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund: T-32 61st Place Slide	392,145	0	0	0	0	0	0	0		
Transfer to Arterial Street Fund:T-34 Ph I St II ROW	0	0	0	0	0	0	0	0		
Northshore Utility District Sliplining	0	0	0	120,000	120,000	0	0	0		
Transfer to Street Fund (overlays)	0	400,000	63,439	304,418	367,857	450,000	100,000	550,000		
Transfer to Surface Water Fund SW 8	0	55,000	0	0	0	0	0	0		
Transfer to Transportation Capital Fund	0	1,860,050	670,100	304,418	974,518	1,391,250	1,237,469	2,628,719		
Transportation Transfers	1,261,111	2,315,050	733,539	728,836	1,462,375	1,841,250	1,337,469	3,178,719		
Total Expenditures	1,395,029	2,757,050	845,368	1,012,928	1,858,296	2,191,250	1,337,469	3,528,719		
Total Real Estate Excise Tax Fund	\$3,368,529	\$3,120,817	\$2,860,003	\$2,960,208	\$3,805,576	\$2,861,280	\$1,583,030	\$3,774,280		

## City of Kenmore, Washington Kenmore Village Fund

The Kenmore Village Fund accounts for general operations and development of Kenmore Village. The revenues for financing projects and operations in the fund may come from transfers from the General Fund, grant awards, issuance of debt, or sale of properties.

### 2013-2014 Achievements:

- In March 2012, by mutual agreement, dissolved the DDA and ground lease agreement with RECP/UP Kenmore, LP. Maintained ongoing tenant leases and relationships with Espresso Works, Kenmore Fitness, GreatPlay, and the United States Postal Office.
- The \$1.25 million sale of a portion of the Kenmore Village property to Kenmore Camera was executed and closed in the first half of 2013. Kenmore Camera held its grand opening in its new, larger, remodeled space in February 2014.
- The City listed the remaining portions of the Kenmore Village properties in late 2012, and in early 2013, the City received 16 offers from potential buyers/developers. The City then went through an extensive interview and selection process to select buyers.
- The City negotiated a purchase and sale agreement and development agreement with Main Street Property Group LLC for the sale and development of the former King County Park & Ride, resulting in net sale proceeds to the City of \$3.22 million, and a resulting residential project of 138 units (phase I) valued at approximately \$25 million.
- The City also negotiated a purchase and sale agreement with Real Property Investors (RPI)/Benaroya for the commercial portion of Kenmore Village. After a six-month due diligence period, both parties amicably parted ways. The City then reached out to other potential buyers who had made offers on the property. The City then proceeded with negotiations with Main Street Property Group LLC for the acquisition and development of the commercial properties. City Council approval of the purchase and sale agreement is anticipated by the end of 2014, with the transaction expected to close in early 2015.
- Successfully obtained a \$300,000 capital grant from the State to assist with funding the development of the town green.
- Defined approximately 21,000 square feet of Kenmore Village property fronting NE 181<sup>st</sup> Street for the future town green and pavilion building. Conducted an RFQ process to select a town green design firm. Selected Hewitt Architects and began the town green design process (see Community Development Department narrative).
- Continued working with JSH Properties for management and maintenance of the Kenmore Village properties.
- Worked with environmental consulting firm GeoEngineers to identify the extent of contaminated groundwater coming from a former drycleaning business in the building to the west (not originating on City property). Legal counsel engaged the insurers to effect cleanup and also recuperate costs incurred by the City.

**City of Kenmore, Washington**  
**Kenmore Village Fund**

**2015-2016 Objectives:**

- Subdivide and close on the remaining portion of the Kenmore Village commercial property.
- Negotiate a development agreement with Main Street Property Group LLC for the development of the commercial portion of Kenmore Village in coordination with the development of the town green.
- Utilize net sale proceeds of the Kenmore Village properties for the development of the town green and pavilion building.
- Complete the design and permitting of the town green and pavilion building in the first half of 2015. Begin construction in the second half of 2015, with completion anticipated in the first half of 2016. Coordinate with neighboring property owners.
- Set up operations and programming for the town green and pavilion building. Enter into an agreement with a property management company for the management of the pavilion building and the US Post Office Building. Negotiate tenant leases. Commence operations and programming.
- Continue as owner of the United State Post Office Building. Continue to use a property management company to manage the day-to-day operations of the building.

**2015-2016 Budget Highlights:**

Both sources and uses for the capital development of the town green and pavilion building will be tracked and accounted for in the Kenmore Village Fund. Day-to-day operations of Kenmore Village, including the US Post Office and future town green and pavilion building, will also be accounted for in this fund.

The sale of the commercial portion of Kenmore Village and resulting new development combined with the creation of new town green will bring the community several large steps closer to realizing the community vision for the downtown. Closing on the property, negotiating a subsequent development agreement, and finishing design and starting construction on the town green and pavilion building will be the major workload items in 2015.

The set up work leading up to the opening of the town green and pavilion building will also be a workload item in 2015, with the actual startup of the town green in 2016.

Maintaining the US Post Office building is also a top priority for the next biennium. Several major systems (roof, HVAC) may need to be extensively repaired or replaced.



# KENMORE VILLAGE FUND

## REVENUES

	2011-2012	2013-2014		2013-2014			2015-2016	
	Biennium Total	Amended Budget	2013 Actual	2014 Estimate	Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$60,722	\$151,085	\$151,085	\$130,940	\$151,085	\$2,352,795	\$1,182,495	\$2,352,795
Total Beginning Fund Balance	60,722	151,085	151,085	130,940	151,085	2,352,795	1,182,495	2,352,795
Leasehold Excise Taxes	6,893	14,900	3,227	1,200	4,427	1,200	1,200	2,400
Taxes	6,893	14,900	3,227	1,200	4,427	1,200	1,200	2,400
Grant for Public Square	0	0	0	0	0	270,000	0	270,000
King County LEED Grant	12,500	0	0	0	0	0	0	0
Total Intergovernmental	12,500	0	0	0	0	270,000	0	270,000
Lease Income	145,885	117,100	64,350	26,000	90,350	30,000	37,000	67,000
Event Sponsorship	0	0	0	0	0	0	1,500	1,500
Sale of Property-Kenmore Village	50,000	4,350,000	1,244,214	3,220,888	4,465,102	903,000	0	903,000
Reimbursement from Kenmore Camera	0	90,000	90,820	0	90,820	0	0	0
Insurance Recovery	19,672	0	0	0	0	0	0	0
Investment Interest	3,202	4,500	933	7,500	8,433	15,000	8,000	23,000
Transfer from General Fund	317,000	0	0	0	0	0	60,000	60,000
Total Miscellaneous	535,759	4,561,600	1,400,317	3,254,388	4,654,705	948,000	106,500	1,054,500
Interfund Loan from General Fund	1,200,000	0	0	0	0	0	0	0
Total Revenues	1,755,152	4,576,500	1,403,544	3,255,588	4,659,132	1,219,200	107,700	1,326,900
Total Kenmore Village Fund	\$1,815,874	\$4,727,585	\$1,554,629	\$3,386,528	\$4,810,217	\$3,571,995	\$1,290,195	\$3,679,695

# KENMORE VILLAGE FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$151,085	\$2,226,899	\$130,940	\$2,352,795	\$2,352,795	\$1,182,495	\$162,455	\$162,455
Ending Fund Balance	151,085	2,226,899	130,940	2,352,795	2,352,795	1,182,495	162,455	162,455
Property/Asset Management	0	43,200	3,263	30,000	33,263	9,000	10,000	19,000
6700 Building Maintenance	37,912	11,000	0	0	0	0	0	0
Town Green & Pavilion Bldg. Maint.	0	0	0	0	0	0	56,400	56,400
Events & Programming	0	0	0	0	0	0	41,840	41,840
Kenmore Village Maintenance	138,821	41,518	32,449	71,000	103,449	25,000	10,000	35,000
Services	176,733	95,718	35,712	101,000	136,712	34,000	118,240	152,240
Transfer to Park Capital Fund	0	150,000	0	0	0	0	0	0
DDA Settlement	700,000	0	0	0	0	0	0	0
Downtown Development Costs	321,056	278,168	187,795	20,933	208,728	0	0	0
Repay Interfund Loan to General Fund	0	1,200,000	1,200,182	0	1,200,182	0	0	0
Transfer to Strategic Opps Fund	0	776,800	0	776,800	776,800	0	0	0
Kenmore Village Public Square	0	0	0	135,000	135,000	2,355,500	1,009,500	3,365,000
ARCH Contribution	467,000	0	0	0	0	0	0	0
Capital Outlay	1,488,056	2,404,968	1,387,977	932,733	2,320,710	2,355,500	1,009,500	3,365,000
<b>Total Expenditures</b>	<b>1,664,789</b>	<b>2,500,686</b>	<b>1,423,689</b>	<b>1,033,733</b>	<b>2,457,422</b>	<b>2,389,500</b>	<b>1,127,740</b>	<b>3,517,240</b>
<b>Total Kenmore Village Fund</b>	<b>\$1,815,874</b>	<b>\$4,727,585</b>	<b>\$1,554,629</b>	<b>\$3,386,528</b>	<b>\$4,810,217</b>	<b>\$3,571,995</b>	<b>\$1,290,195</b>	<b>\$3,679,695</b>

# CITY OF KENMORE, WASHINGTON

## Park Capital Fund

The Park Capital Fund accounts for expenditures for park acquisition and improvements. Revenue sources for this fund include a variety of federal, state or local grants, King County Park Levy fees, and City resources from real estate excise tax and park impact fees. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Park Recreation and Open Space Plan.

### 2013-2014 Achievements:

The 2013-2018 Park Capital Improvement Program (CIP) adopted in November 2012 as part of the 2013-2014 budget included 14 projects with \$5,260,000 estimated in total project costs and \$620,000 allocated in the 2013-2014 biennium. The amended 2013-2018 Park CIP adopted in December 2013 included 15 Projects with \$6,017,000 estimated in total project costs and \$1,797,000 allocated in the 2013-2014 biennium.

The following projects had funding allocations in the 2013-2014 biennium. A Temporary Parks Project Manager was hired in 2013 to manage park capital projects, develop a Park Recreation and Open Space (PROS) plan and apply for applicable grant funding for park projects.

- P2 Tolt Pipeline Trail Phase One (68<sup>th</sup> Ave NE to 73<sup>rd</sup> Ave NE): In the 2013-2018 Park CIP budget adopted November 2012, \$120,000 of King County Park Levy funds were allocated in 2013 to complete design, permitting and construction. In 2013 research was initiated on surface water and critical area issues, with a survey and critical area report completed. Discussions also continued with the City of Seattle regarding permit requirements for use of the Tolt right-of-way. Between January and August 2014, 60% design drawings were completed with a \$354,156 cost estimate to complete the project (design completion, permitting, construction, construction management). Given the estimated cost to complete the new trail profile, several options were developed that could reduce the project scope including limiting the project length and paving. These options were considered when preparing the updated 2015-2020 Park Capital Improvement Program, part of the 2015-2016 biennial budget.
- P6 Moorlands Park Improvements: In the 2013-2018 Park CIP budget adopted November 2012, \$20,000 of Real Estate Excise Tax (REET) funds were allocated in 2013 to complete design of Phase 1 improvements related to upgrading the athletic fields. Construction was anticipated in 2015 with \$100,000 allocated in REET funds and \$200,000 in assumed grant funds. The assumption was a 2014 grant application to the State Recreation and Conservation Office (RCO) in the Youth Athletic Facilities (YAF) grant category but RCO provided notice that in 2014 no YAF funds would be available. Applying for a grant for all park improvements consistent with the adopted 2006 Master Plan was anticipated to score higher in a 2014 RCO grant application. In the December 2013 amended 2013-2018 Park CIP budget Council allocated an additional \$40,000 of REET funds to complete grant application materials for a project including all park improvements and allocated \$450,000 of REET funds in 2015 and \$450,000 of assumed grant funds allocated in 2016 to complete design, permitting and construction. In April 2014 the Council approved Resolution 14-232 to apply for RCO grant funds in an amount of \$450,000 under the Washington Wildlife and Recreation Program (WWRP) to assist with funding to complete all park improvements consistent with the adopted 2006 Master Plan. It is unlikely the City will receive grant funding as the project ranked 37 out of a total of 70 grant applicants.
- P9 Northshore Summit Park: In the 2013-2018 Park CIP budget adopted November 2012, \$190,000 of park impact fee funds were allocated in 2013 to complete Phase 1 park improvements consistent with the adopted 2006 Master Plan. Phase 1 improvements included the playground area. In March 2013 a park boundary and topography survey and wetland report were completed. A wetland was identified in the proposed location of the playground. In April 2013 public workshops were held to obtain input on park improvements that led to a revised master plan. In July 2013 Council authorized

# CITY OF KENMORE, WASHINGTON

## Park Capital Fund

an increase in project funding to \$659,000 to complete all park improvements (playground, trails, wetland and buffer improvements, landscaping, signage etc) consistent with the revised master plan. This increase in funding was included in the adopted December 2013 amended 2013-2018 Park CIP budget. In July 2013 the City received a \$20,000 grant from “Kaboom Let’s Play” to help fund playground equipment. Project design and permitting and construction documents were completed and construction began October 2013. In February 2014 a community build event was held to assemble the playground equipment and lay mulch in the playground area. In March 2014 Council authorized an increase of the project budget to \$705,000. A park opening dedication event was held in May 2014.

- P10 Park Land Acquisition: In the 2013-2018 Park CIP budget adopted November 2012, \$30,000 of park impact fee funds were allocated in 2013 to prepare a study assessing the potential of acquiring additional active or passive park lands to expand existing parks or create new parks. This study was not prepared as the Park Recreation and Open Space (PROS) plan was completed in 2013 which assessed the need for new park facilities. Therefore, in the adopted December 2013 amended 2013-2018 Park CIP budget, the \$30,000 funding was eliminated. Between December 2013 and June 2014 the City pursued acquisition of a 0.65 acre property at 7353 NE 175<sup>th</sup> Street that would expand Squires Landing Park with the intent of providing improved public access to the water (Sammamish River) particularly for hand carry watercraft users. In June 2014 the City purchased the property for \$640,000 plus closing costs. The property was opened for public use in July 2014 and the City also executed a contract with the Northshore Canoe and Kayak Club for hand carry watercraft programming. In April 2014 Council passed Resolution 14-236 that authorized submittal of a \$320,000 grant application to the State Recreation and Conservation Office (RCO) in the Washington Wildlife and Recreation Program (WWRP) to assist with property acquisition costs. It is unlikely the City will receive a grant award as the project ranked 51 out of 70 grant applications.
- P11 Logboom Park Pedestrian Bridge: In the 2013-2018 Park CIP budget adopted November 2012 \$40,000 of Real Estate Excise Tax (REET) funds were allocated in 2014 to complete bridge design and permitting with \$150,000 of REET funds allocated in 2015 for completing construction documents and project construction. In the December 2013 amended 2013-2018 Park CIP budget Council authorized an increase of \$55,000 in the project budget to complete design, increasing the overall project budget to \$245,000. In May 2014 60% design drawings were complete with an estimate of \$275,000 to complete the project. In April 2014 Council approved Resolution 14-233 that authorized submittal of a \$75,000 grant application to the State Recreation and Conservation Office (RCO) in the Aquatic Lands Enhancement Account (ALEA) grant program to assist with bridge construction costs. It is unlikely the City will receive a grant award as the project ranked 22 out of 23 grant applications. In September 2014 a preapplication was submitted to begin the City’s permitting process. Permitting and construction anticipated to be completed in 2015.
- P13 Skate Park Relocation and Improvements: In the 2013-2018 Park CIP budget adopted November 2012, \$20,000 of Real Estate Excise Tax (REET) funds were allocated in 2014 to explore the feasibility of relocating the temporary skate park facility (from the former city owned Northshore park and ride property) and expanding the skate park on the north end of the City Hall property. In 2015 \$250,000 was allocated (\$75,000 REET and \$175,000 assumed grant funds) for project design, permitting and construction. In March 2014 Council passed a motion declaring the temporary skate park structures as surplus property and authorized the City Manager to proceed with sale or demolition as the structures needed to be moved before the property was transferred from City Ownership to Main Street Property Group LLC for development of the Spencer68 residential project. Given the condition of the structures the conclusion was they would not survive the move to the City Hall site. The skate court was included in a March auction at Murphy’s but there were no bidders so the skate court was demolished in April 2014. Also in March 2014, the Council gave direction to prepare a design for a new skate court on the City Hall site as a first phase of a potential new park on the property. Public workshops were held in June and July to provide feedback on design concepts. In September 2014 a

# CITY OF KENMORE, WASHINGTON

## Park Capital Fund

final design and cost estimates were presented to Council. Council gave direction to proceed with the skate court including a grass mound element; Project costs to complete the project were estimated at \$350,000.

- P18 Rhododendron Park Boatshed and Boardwalk Trail: No funding was originally allocated in the 2013-2018 Park CIP budget adopted November 2012 within the 2013-2014 budget. The project was originally named Rhododendron Park Waterfront and an allocation of \$20,000 Real Estate Excise Tax (REET) funds in 2015 was proposed to assess the potential of waterfront improvements with an allocation of \$200,000 (REET funds) in 2016 for a Phase 1 project that could include a hand carry boat launch. In the December 2013 amended 2013-2018 Park CIP budget, Council approved budget amendments including renaming the project to Rhododendron Park Boatshed and Boardwalk Trail. Amendments also included allocating \$90,000 (REET funds) in 2013 for completing the preliminary design and permitting for the boatshed footprint and boardwalk with an allocation of \$392,000 (REET and park impact fee funds) in 2014 for construction of the boardwalk component (\$482,000 total project costs). Defining the project scope and design continued in 2013 through June 2014. Shoreline permit applications were submitted to the City in July 2014. Permitting (City and other agency permits) is anticipated to continue in 2015. Total project costs were re-evaluated in September 2014 for completion of boardwalk construction. Costs were estimated to be at \$570,000 (\$88,000 above the budgeted total project amount.
- P18a Rhododendron Park Float: No funding was originally allocated in the 2013-2018 Park CIP budget adopted November 2012. In the December 2013 amended 2013-2018 Park CIP budget, an allocation of \$73,500 of Strategic Opportunity Funds in the 2013 budget was provided for project design, permitting and construction of a float/dock. The float/dock was proposed to be located on the Sammamish River serving hand carry watercraft on the east side of the Sammamish River Bridge on park property. In February 2013 Council approved a consultant contract for float design, construction and installation. 2013 through July 2014 design and permitting issues were addressed with potential dock/float users and permitting agencies. In August 2014 a shoreline permit application was submitted to the City. Permitting with City and other agencies, final design, construction documents and construction anticipated to be complete in 2015.
- P19a Logboom Park Float: No funding was originally allocated in the 2013-2018 Park CIP budget adopted November 2012. In December 2013 amended 2013-2018 Park CIP an allocation of \$72,500 of Strategic Opportunity Funds was provided in the 2013 budget for project design, permitting, and construction of a seasonal float. The float was proposed to be attached to the pier between May and September each year. In February 2013 council approved a consultant contract for float design, construction and installation. Permit applications were submitted to the City and other permitting agencies in June 2013 and all permits were obtained in April 2014. Two dolphins adjacent to the pier were removed in July 2014 as mitigation for the project. The float was installed in May 2014 and removed in September 2014. Costs for ongoing annual float installation and removal will be part of the park operations budget.
- P21 Kenmore Village Public Square: In the 2013-2018 Park CIP budget adopted November 2012, \$150,000 was allocated in the 2013-2014 budget using proceeds from the sale of Kenmore Village to complete a preliminary design for the town green and pavilion building on the Kenmore Village property. \$800,000 was allocated in 2015 for project construction. In 2013 the City received notice of an appropriation award from the state legislative budget of \$300,000 to assist with project construction costs. A consultant was selected in April 2014 to complete schematic design and a public involvement process. Three public workshops were held between July and October 2014. A final design and project cost estimates will be presented to Council in December 2014. Permitting, final design, construction documents will be prepared with construction start anticipated in July 2015.

# CITY OF KENMORE, WASHINGTON

## Park Capital Fund

- P-24 Sammamish River Boat Launch Restroom: In the November 2012 adopted 2013-20148 Park CIP budget, \$50,000 of Real Estate Excise Tax (REET) funds were allocated for utility connection costs for a new restroom at the Washington State Department of Fish and Wildlife (WDFW) public boat launch located on the Sammamish River. In March 2014 Council authorized an additional \$15,000 of REET funds for the project that were then incorporated into the December 2013 amended 2013-2018 CIP project to give a total project cost of \$65,000. WDFW completed proposed improvements to the boat launch facility and the project was opened in April 2014.

### 2015-2016 Objectives:

The following projects are included in the 2015-2020 Park Capital Improvement Program with funding allocations within the 2015-2016 park capital budget. A temporary Parks Project Manager will be hired to manage park projects with \$163,000 allocated in the 2015-2016 Park Capital budget to fund the position.

- P1 Twin Springs Park – Interim Use: In 2015 prepare an interim park use plan. Interim park uses are temporary uses that would remain until the City can fund a master plan to identify long-term park improvements in accordance with the adopted Park Recreation and Open Space (PROS) Plan. Interim use would allow public use of the site but the intent is to minimize the cost of improvements and maintenance. \$40,000 of King County Levy Funds is allocated in the 2015 budget to prepare park design plans.
- P2 Tolt Pipeline Trail Phase 1: In 2015 improve trail entrances at 68<sup>th</sup> Ave NE and 71<sup>st</sup> Ave NE and connections to existing paved sidewalk/trail. \$201,000 is allocated in 2015 (\$25,000 park impact fees and \$185,000 King County Park Levy Funds) to complete design, permitting and construction. An agreement and permit approval will also be required from the City of Seattle to use the Tolt right-of-way.
- P6 Moorlands Park Improvements: In 2015 and 2016 update grant application materials to prepare for a grant application in 2016 for funding to assist with completion of all park improvements consistent with the adopted 2006 master plan. In 2016 submit a grant application to the State Recreation Conservation Office (RCO) in the amount of \$500,000. Project design, permitting and construction in 2017 and 2018, assuming grant funding is received. A new agreement with Northshore School District regarding park maintenance will need to be negotiated in 2016 if the project receives grant funding and moves forward. \$30,000 of park impact fee funds are allocated in the 2015-2016 budget to prepare grant application materials. \$224,000 of park impact fees are allocated in 2017 for construction. In 2018 \$1,178,000 of funds are allocated to complete construction (including, \$380,000 REET funds, \$150,000 strategic opportunity funds, \$40,000 King County park levy funds, \$500,000 assumed RCO grant funds, \$100,000 park impact fee funds).
- P11 Logboom Park New Pedestrian Bridge: A new pedestrian bridge over the outfall of Stream 0056 that provides public access from the park property to the public portion of the adjoining marina property. The bridge is a link in the City's conceptual "waterwalk" outlined in the 2013 adopted Park Recreation and Open Space (PROS) plan. \$200,000 of park impact funds are allocated in 2015 to complete permitting, construction documents and construction.
- P13 City Hall Park Phase 1: Skate Park Improvements: A new approximate 5,800 square foot skate court on the north end of the city hall site is proposed as phase one of a new park facility. In 2015 \$350,000 of REET funds are allocated to complete design, permitting, construction documents and construction.

# CITY OF KENMORE, WASHINGTON

## Park Capital Fund

- P18a Rhododendron Park Float/Dock: In 2015 complete the final design, permitting and construction of a new dock (4'x36' ramp and 10'x40' "L" shaped dock) on the Sammamish River on park property east of the Sammamish River Bridge. \$30,000 of strategic opportunity funds are allocated in 2015 to complete design and permitting. \$115,000 (\$55,000 strategic opportunity funds and \$60,000 of park impact fee funds) is allocated in 2016 to complete construction documents and construction.
- P26 Squires Landing Park (Twedt Property): In 2015 hire a consultant to complete the preliminary design for a new dock/float to replace the existing dock, to serve hand carry watercraft users. Permitting in 2015 with final design and construction in 2016. \$35,000 of park impact fee funds are allocated in 2015 to complete permitting and final design. \$65,000 of park impact fee funds are allocated in 2016 to complete construction.

### Budget Highlights:

The 2015-2016 capital budget allocates \$1,238,000 of revenues to offset the \$1,238,000 of expenditures on capital park improvements. Capital park improvements are funded as follows:

- Park Impact Fee Fund \$490,000: The 2015-2016 capital budget includes transfers from the Park Impact Fee Fund of \$490,000. \$325,000 of impact fee funds are transferred in 2015 to support P2 Tolt Pipeline Trail project (\$25,000), P6 Moorlands Park Improvement Project (\$10,000), P11 Logboom Park Pedestrian Bridge Project (\$200,000), P26 Squires Landing Dock/Float Project (\$35,000) and the park project manager position (\$55,000). \$165,000 transferred in 2016 to support P6 Moorlands Park Improvements (\$20,000), P18a Rhododendron Park Dock/Float Project (\$60,000), P26 Squires Landing Dock/Float Project (\$65,000) and Park Project Manager position (\$20,000).
- Real Estate Excise Tax (REET) \$350,000: \$350,000 of REET funds are allocated in 2015 to support P13 City Hall Park Phase 1: Skate Park Improvements.
- Strategic Opportunity Fund \$85,000: \$30,000 of strategic opportunity funds allocated in 2015 and \$55,000 allocated in 2016 to support P18a Rhododendron Park Dock/Float Project.
- King County Trail Levy \$185,000: \$185,000 of King County Trail Levy funds allocated in 2015 to support P2 Told Pipeline Trail Phase One.
- King County Park Levy \$128,000: \$84,000 of King County Park Levy funds allocated in 2015 to support P1 Twin Springs – Interim Use Project (\$40,000) and the Park Project Manager position (\$44,000). \$44,000 of funds allocated in 2016 to support the Park Project Manager position.

The fund balance represents resources that have been transferred in for budgeted capital projects but not expended as of the end of the period.

# PARK CAPITAL FUND

## REVENUES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$0	\$19,265	\$0	\$223,919	\$225,119	\$223,919
Beginning Fund Balance	0	0	0	19,265	0	223,919	225,119	223,919
Park Levy Proceeds	0	43,534	26,119	20,000	46,119	84,000	44,000	128,000
Park Grants	0	30,000	0	0	0	0	0	0
Intergovernmental	0	73,534	26,119	20,000	46,119	84,000	44,000	128,000
Investment Interest	0	0	0	100	100	1,200	1,200	2,400
Other Revenues	0	0	0	100	100	1,200	1,200	2,400
Transfers of Levy Funds	0	120,000	0	207,699	207,699	185,000	0	185,000
Transfers from Real Estate Excise Tax Fund	0	322,000	111,829	76,393	188,222	350,000	0	350,000
Transfers from Kenmore Village Fund	0	150,000	0	0	0	0	0	0
Transfers from Strategic Opps Fund	0	146,000	0	77,126	77,126	30,000	55,000	85,000
Transfers from Park Impact Fees	0	1,105,000	297,921	1,323,885	1,621,806	325,000	165,000	490,000
Transfers	0	1,843,000	409,750	1,685,103	2,094,853	890,000	220,000	1,110,000
Total Revenues	0	1,916,534	435,869	1,705,203	2,141,072	975,200	265,200	1,240,400
Total Park Capital Fund	\$0	\$1,916,534	\$435,869	\$1,724,468	\$2,141,072	\$1,199,119	\$490,319	\$1,464,319

# PARK CAPITAL FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$0	\$43,534	\$19,265	\$223,919	\$223,919	\$225,119	\$226,319	\$226,319
Ending Fund Balance	\$0	\$43,534	\$19,265	\$223,919	\$223,919	\$225,119	\$226,319	\$226,319
Park Project Management	0	0	0	0	0	99,000	64,000	163,000
P 1 Twin Springs Interim Use Plan	0	0	0	0	0	40,000	0	40,000
P 2 Tolt Pipeline Trail Ph I	0	120,000	11,306	15,500	26,806	210,000	0	210,000
P 6 Moorlands Park Improvements	0	60,000	0	0	0	10,000	20,000	30,000
P 9 Northshore Summit	0	705,000	304,776	475,224	780,000	0	0	0
P 11 Log Boom Park Ped Bridge	0	95,000	0	65,000	65,000	200,000	0	200,000
Log Boom Park Restoration	0	30,000	0	30,000	30,000	0	0	0
P 13 Skate Park	0	20,000	0	20,000	20,000	350,000	0	350,000
P 18 Rhododendron Park Boardwalk/Parking	0	482,000	76,821	15,000	91,821	0	0	0
P 21 Kenmore Village Public Square	0	150,000	0	0	0	0	0	0
P X Rhododendron Park and Log Boom Floats	0	146,000	0	77,126	77,126	30,000	115,000	145,000
P 24 Sammamish R. Boat Launch Restroom		65,000	23,701	67,699	91,400	0	0	0
P 26 Squires Landing Park Expansion			0	735,000	735,000	35,000	65,000	100,000
Capital Outlay	0	1,873,000	416,604	1,500,549	1,917,153	974,000	264,000	1,238,000
Total Expenditures	0	1,873,000	416,604	1,500,549	1,917,153	974,000	264,000	1,238,000
Total Park Capital Fund	\$0	\$1,916,534	\$435,869	\$1,724,468	\$2,141,072	\$1,199,119	\$490,319	\$1,464,319

## **CITY OF KENMORE, WASHINGTON**

### **Transportation Capital Fund**

The Transportation Capital Fund accounts for expenditures on capital projects constructed on the City's streets. Revenue sources for this fund include a wide variety of federal, state and local grants in addition to City resources from real estate excise tax and transportation impact fees. Resources from the Transportation Benefit District (TBD) can also be utilized on projects within the fund. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Transportation Improvement Program.

#### **2013-2014 Achievements:**

- Creation of the 20 year Sidewalk Program.
- Completed the following projects: design and construction of the 68<sup>th</sup> Avenue NE (NE 182<sup>nd</sup> to NE 185<sup>th</sup> Streets) Sidewalk Project, design and construction of the Citywide Safety Improvement Project, SR 522 Phase 2 concrete work, construction of the 61<sup>st</sup>/NE 181<sup>st</sup> Signal Project, Juanita Overlay, and Gateways design.
- Completed SR 522 West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) design, right of way acquisition, permitting, environmental review, channelization plan review, and advertisement for construction.
- Performed the following evaluations for the West Sammamish River Bridge (West Samm) Project: geotechnical review, scour analysis, load rating analysis, and rehabilitation vs. replacement evaluation.
- Participated in regional technical committees including Eastside Transportation Partnership (ETP) and King County Project Evaluation Committee (KPEC) to monitor potential funding options for City projects.
- Attained grant funding for Simonds Overlay (68<sup>th</sup> to NE 165<sup>th</sup> Street) and design of the NE 181<sup>st</sup> Street (south side of 68<sup>th</sup> to 73<sup>rd</sup> Avenues NE) Sidewalk Project.
- Applied for fifteen grants for sidewalk, SR 522, and the West Sammamish River Bridge through the following programs: State Safe Routes to Schools, Federal Transportation Alternatives Program, State Pedestrian Bicycle Program, Federal Bridge Replacement Advisory Committee (BRAC), Federal Community Development Block Grant (CDBG), Federal funding through PSRC, and state Transportation Improvement Board (TIB).
- Completed the update of the City's 6-year Capital Improvement Program and Transportation Improvement Plan.
- Hired an experienced Construction Manager as a temporary employee to oversee transportation project construction in 2012.

#### **2015-2016 Objectives:**

- Construction of the SR 522 West A (61<sup>st</sup> to 65<sup>th</sup> Avenues NE) Project.

**CITY OF KENMORE, WASHINGTON**  
**Transportation Capital Fund**

- Completion of Simonds Overlay (68<sup>th</sup> Avenue NE to NE 165<sup>th</sup> Street).
- When funding is secured from an outside source, begin design of the West Sammamish River Bridge Project. This project will require hiring of a limited term Capital Projects Manager.
- Implement the Neighborhood Transportation Improvement Program. This project will be staffed by the new Traffic Engineer.
- Evaluate the Swamp Creek bridge on NE 175<sup>th</sup> Street to determine if rehabilitation or replacement is appropriate.
- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan over the next two-year budget period.
- Continue to participate in regional technical committees including Eastside Transportation Partnership (ETP) and King County Project Evaluation Committee (KPEC).

**Budget Highlights:**

- Hiring of a Traffic Engineer to manage the Neighborhood Transportation Improvements.
- As project resources allow (when a grant is acquired to begin design), hire a Capital Project Manager for the West Sammamish River Bridge Project.
- Continue to seek funding for the West Sammamish River Bridge and the SR 522 West B Segment (57<sup>th</sup> to 61<sup>st</sup> Avenues NE).
- As needed, the City will continue to utilize a temporary help employee to manage capital projects.

The fund balance has fluctuated in this fund due to the cash flow and timing of expenditures and grant reimbursements related to expenditures incurred for the SR 522 and other transportation projects.

# TRANSPORTATION CAPITAL FUND REVENUES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$1,209,199	\$427,542	\$427,542	\$764,292	\$427,542	\$892,645	\$842,145	\$892,645
Total Beginning Fund Balance	1,209,199	427,542	427,542	764,292	427,542	892,645	842,145	892,645
Phase I Grants	55	0	0	0	0	0	0	0
Phase II Grants	6,683	0	0	0	0	0	0	0
Transportation Impr Bd Grants - 68th	0	0	21,415	0	21,415	0	0	0
SR522 Ph I Stage II ROW Federal Allocation	0	2,500,000	221,486	1,232,494	1,453,980	458,920	0	458,920
181st Signal Direct Federal Allocation	321,338	650,000	328,662	321,338	650,000	0	0	0
Federal Transportation Funding 61st Signal	0	1,100,000	0	0	0	737,000	363,000	1,100,000
State TIB SR 522 61st-65th	0	4,100,000	180,202	589,280	769,482	2,969,680	1,462,678	4,432,358
Federal Preservation Grant	0	0	0	0	0	60,000	411,000	471,000
Federal TAPP Grant-Sidewalk	0	0	0	0	0	89,960	576,955	666,915
Department of Ecology Grant for T6	0	475,125	0	47,250	47,250	427,875	0	427,875
West Samm Bridge Replacements Grants	0	0	0	0	0	996,000	1,773,000	2,769,000
Federal Grant Safety Improvements	0	250,000	0	250,000	250,000	0	0	0
Intergovernmental	328,076	9,075,125	751,765	2,440,362	3,192,127	5,739,435	4,586,633	10,326,068
Reimbursements from Other Agencies	802,991	12,500	184,527	0	184,527	0	0	0
Brightwater Mitigation Fee Phase II	0	0	250,000	0	250,000	0	0	0
Bastyr Contribution to 145th St Signal	37,000	129,500	18,500	18,500	37,000	18,500	18,500	37,000
Other Contributions	37,000	129,500	268,500	18,500	287,000	18,500	18,500	37,000
Transfer from Impact Fee Fund	1,221,255	822,500	0	0	0	1,904,780	855,220	2,760,000
Transfer from General Fund	0	0	0	0	0	0	140,885	140,885
Transfer From Street Fund	0	86,000	0	0	0	0	0	0
Transfer From Transportation Benefit District	0	0	0	0	0	75,000	75,000	150,000
Transfer From Surface Water Mgt Fund	0	583,500	0	30,000	30,000	404,345	199,155	603,500
Transfer From Samm River Bridge Fund	0	80,000	0	80,000	80,000	0	0	0
Transfer from Real Estate Excise Tax Fund	1,261,111	1,860,050	733,539	704,418	1,437,957	1,841,250	1,337,469	3,178,719
Transfers	2,482,366	3,432,050	733,539	814,418	1,547,957	4,225,375	2,607,729	6,833,104
Investment Interest	15,466	7,700	4,767	0	4,767	6,000	6,000	12,000
Total Revenues	3,665,899	12,656,875	1,943,098	3,273,280	5,216,378	9,989,310	7,218,862	17,208,172
Total Transportation Capital Fund	\$4,875,098	\$13,084,417	\$2,370,640	\$4,037,572	\$5,643,920	\$10,881,955	\$8,061,007	\$18,100,817

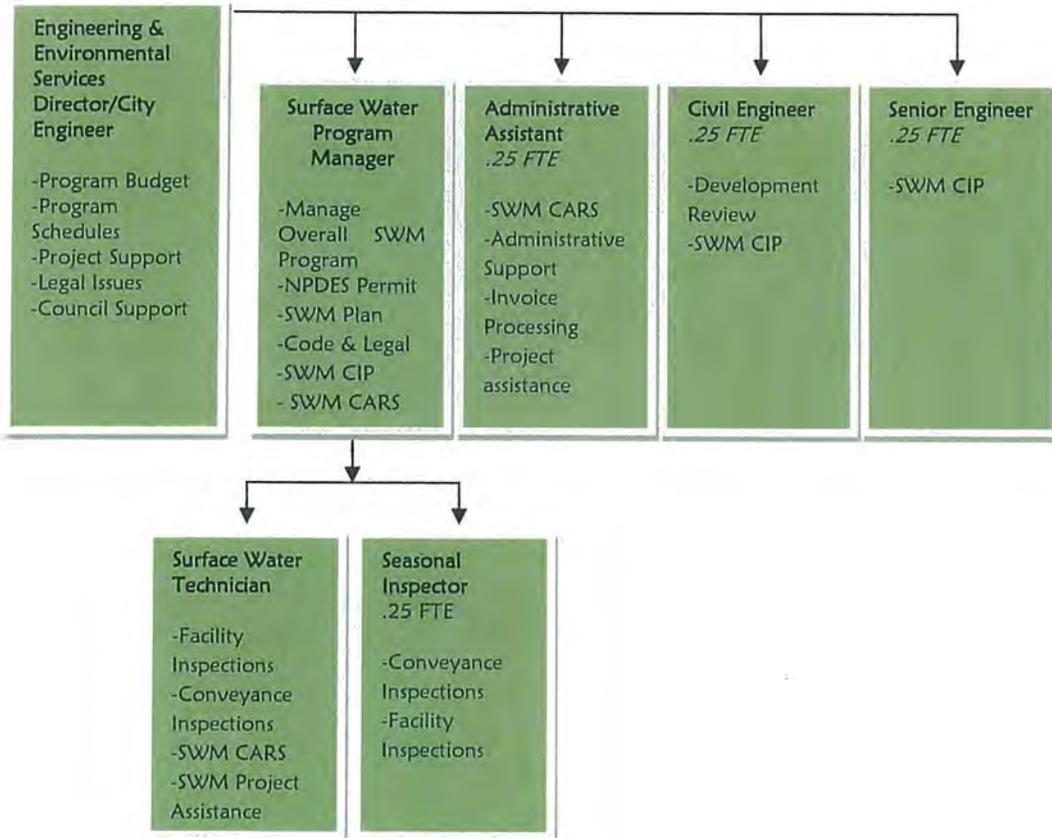
# TRANSPORTATION CAPITAL FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$427,542	\$927,580	\$764,292	\$892,645	\$892,645	\$842,145	\$792,645	\$792,645
Ending Fund Balance	427,542	927,580	764,292	892,645	892,645	842,145	792,645	792,645
T 1 SR-522 Phase I	561,211	50,000	5,170	0	5,170	0	0	0
T 2 SR-522 Phase I Stage 2 Design	171,365	0	0	0	0	0	0	0
T 3 SR-522 Phase II	1,451,471	220,000	44,962	175,038	220,000	0	0	0
T 6 SR 522 West A 61st -65th	0	9,293,500	391,809	2,213,292	2,605,101	7,434,850	3,551,407	10,986,257
T 7 61st Ave NE&181st Traffic Signal	1,019,365	1,132,387	935,875	35,291	971,166	0	0	0
T-12 NE 145th St Traffic Signal	335,904	0	(113)		(113)	0	0	0
T 22 Simonds Rd-Inglesmoor HS Right Turn	0	25,000	0	0	0	0	0	0
T 27 Sidewalk Program	24,517	274,950	36,377	151,072	187,449	349,960	676,955	1,026,915
T 31 City Safety Improvements	0	250,000	38,607	331,393	370,000	0	0	0
T 32 61st Slide Repair	392,735	0	0	0	0	0	0	0
T 35 Overlay (previously in Street Fund)	0	0	0	0	0	585,000	585,000	1,170,000
T 36 City Gateways	0	300,000	18,147	6,853	25,000	0	0	0
T 37 West Samm Bridge	0	461,000	60,514	156,988	217,502	1,270,000	2,280,000	3,550,000
Juanita Drive Design/Admin	12,465	0	0	0	0	0	0	0
181st Street Frontage Improvements	231,592	0	0	0	0	0	0	0
T 38 175th St Swamp Creek Bridge Study	0	0	0	0	0	75,000	0	75,000
T 39 Neighborhood Traffic Calming Improver	0	0	0	0	0	250,000	100,000	350,000
Total Capital Outlay	4,200,625	12,006,837	1,531,348	3,069,927	4,601,275	9,964,810	7,193,362	17,158,172
Reimbursement to General Fund	246,931	150,000	75,000	75,000	150,000	75,000	75,000	150,000
Transfer to Public Art Fund	0	0	0	0	0	0	0	0
Transfers	246,931	150,000	75,000	75,000	150,000	75,000	75,000	150,000
Total Expenditures	4,447,556	12,156,837	1,606,348	3,144,927	4,751,275	10,039,810	7,268,362	17,308,172
Total Transportation Capital Fund	\$4,875,098	\$13,084,417	\$2,370,640	\$4,037,572	\$5,643,920	\$10,881,955	\$8,061,007	\$18,100,817

## City of Kenmore, Washington Surface Water Management Fund

This fund accounts for the surface water funds received primarily through assessments imposed on each developed parcel in the City. King County collects the assessment as part of the property tax collection process and remits the proceeds to the City. Property owners of single family homes and properties with 10% or less of impervious surface pay \$167.40 per year. The charge for multi-family, commercial and industrial properties varies based on the size of the parcel and the area of impervious surface.



### 2013-2014 Achievements:

#### Maintenance

- Conducted annual inspections of approximately 100 private drainage facilities, 155 public drainage facilities, 4,000 catch basins and 80 linear miles of pipes and ditches.
- Conducted annual maintenance on public drainage facilities, catch basins and conveyance systems identified during inspections.
- Conducted maintenance, as needed, in response to storms, citizen requests and emergencies.

## City of Kenmore, Washington Surface Water Management Fund

- Continued with an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance and proactively protect the natural environment from sediment, debris and pollutants.
- Twice dredged the Wallace Swamp Creek Park sediment pond and removed approximately 6,150 total yards of sediment.

### Small Works Projects

- Addressed groundwater issue impacting roadway at corner of NE 152<sup>ND</sup> ST and 61<sup>ST</sup> PL NE.
- Addressed stormwater conveyance issue impacting 62<sup>ND</sup> AVE and NE Arrowhead DR.
- Redefine and extend ditches and armor slope along Juanita Drive NE north of NE 153<sup>RD</sup> PL.

### Programs

- Updated the City's Surface Water Master Plan, which was previously updated in 2001 and 2008. The plan provides critical information regarding the City's overall surface water management program and an example of some of the updates included the surface water capital improvement program, Swamp Creek basin planning and several policy issues.
- Updated the Surface Water Element of the City's Comprehensive Plan.
- Implemented the Surface Water Information Management System (SIMS) which included the purchase, installation and implementation of Cityworks and ESRI GIS software.
- Complied with the requirements set forth in the City's Municipal Stormwater Permit, which included public involvement and participation, public education and outreach, operations and maintenance, illicit discharge detection and elimination (IDDE), development and total maximum daily load (TMDL) monitoring in Swamp Creek.
- Implemented the new Municipal Stormwater Permit in 2013, which is effective through 2018.

### 2015-2016 Objectives:

#### Maintenance

- Conduct annual surface water inspections for publicly and privately maintained stormwater facilities and public conveyance systems.
- Conduct maintenance, based on the annual inspection programs, on the public stormwater conveyance system and public stormwater facilities.
- Conduct an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance.
- Dredge the Wallace Swamp Creek Park sediment pond as needed.

## City of Kenmore, Washington Surface Water Management Fund

### Small Works Projects

- Address conveyance system issues impacting 61<sup>ST</sup> AVE NE between NE 181<sup>ST</sup> ST and NE 190<sup>TH</sup> ST.
- Address groundwater issue impacting 64<sup>TH</sup> AVE NE and NE 198<sup>TH</sup> ST.
- Address conveyance system issues impacting NE 182<sup>ND</sup> ST and 68<sup>TH</sup> AVE NE.
- Address surface water facility access issue at NE 175<sup>TH</sup> ST and 61<sup>ST</sup> AVE NE.

### Programs

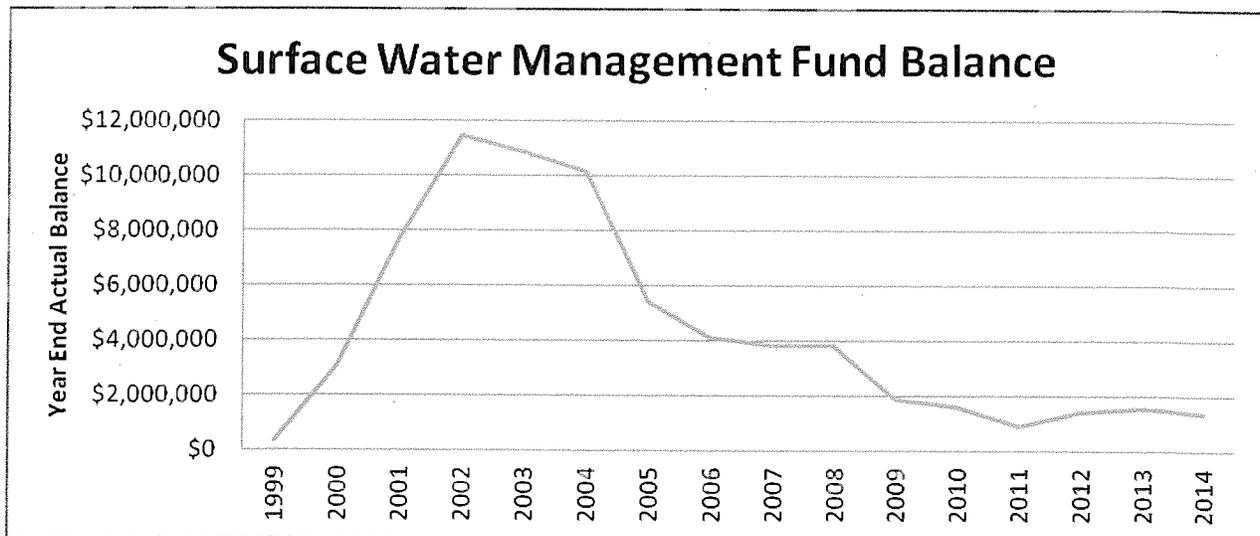
- Implement 2013-2018 Municipal Stormwater Permit.
- Integrate low impact development regulations into City codes and policies.
- Evaluate erosion and flow characteristics in Sammamish Tributary 02 to address sedimentation issues impacting public drainage facilities and Sammamish River.
- Evaluate erosion and flow characteristics in Tributary 0057 to address erosion and sedimentation issues impacting public drainage facilities and Tributary 0057.
- Evaluate the adjacent wall, sidewalk and roadway along Tributary 0056 along 61<sup>ST</sup> AVE NE south of NE 190<sup>TH</sup> ST to NE 181<sup>ST</sup> ST for potentially hazardous conditions associated with stream and stormwater erosion.
- Update the City's Surface Water Design Manual and Road Standards.
- Continue development and implementation of SIMS, which includes the City's surface water GIS mapping program, surface water asset and maintenance tracking system and citizen action request tracking.
- Continue managing Swamp Creek flooding and sedimentation issues.
- Implement telemetry monitoring of Swamp Creek at two locations. The information will assist staff in implementing the City's Swamp Creek TMDL and provide an educational opportunity for the public to learn about Swamp Creek.

## City of Kenmore, Washington Surface Water Management Fund

### Budget Highlights:

The primary revenue source for the Surface Water Management Fund is the surface water service charge, which is collected from each developed parcel in the City and is based upon land use, parcel size and impervious coverage. The service charge had incremental increases from 2009 through 2012 to account for budget gaps identified in the City's 2008 Surface Water Master Plan update. Service charges have not increased since 2013 and will remain unchanged during this biennium budget for 2015-2016. Additional revenue sources expected during this biennium budget include grant funds from the King County Flood Control District and the Washington State Department of Ecology, but other sources may be pursued as opportunities emerge.

Shortly after the City's incorporation in 1998, the City entered into a Memorandum of Agreement (MOA) with King County that included a County disbursement of \$10.75 million to the City in order to conduct surface water improvements along 73<sup>RD</sup> AVE NE and Swamp Creek. The large sum of money inflated the surface water fund balance for several years until MOA funded projects were concluded around 2006. In 2007, the City was issued its first Municipal Stormwater Permit as part of the federal and state National Pollutant Discharge Elimination System (NPDES) program. The City was required to increase surface water service charges to parcel owners within the City to accommodate increased program costs as a result of Permit requirements. More information regarding Surface Water Management programs can be found in the City's Surface Water Master Plan. Since 2009, annual surface water management fund balances have ranged between \$1.4 million to \$1.9 million.



**City of Kenmore, Washington**  
**Surface Water Management Fund**

**Performance and Workload Measures: Public Storm Water Facility Inspection/Maintenance Program**

	2013 Actual	2014 Estimate	2015 Estimate	2016 Estimate
<b>Workload Measures</b>				
Number of Facilities	150	155	160	165
<b>Performance Measures</b>				
Number of Facilities Inspected	150	155	160	165
Facilities Requiring Maintenance	84	80	80	80
Facilities Receiving Maintenance	84	80	80	80

**Performance and Workload Measures: Private Storm Water Facility Inspection Program**

	2013 Actual	2014 Estimate	2015 Estimate	2016 Estimate
<b>Workload Measures</b>				
Number of Facilities	100	98	100	102
<b>Performance Measures</b>				
Number of Facilities Inspected	100	98	100	102
Facilities Requiring Maintenance	63	55	50	51
Facilities Re-inspected	48	55	50	51
Enforcement Actions	5	5	5	5

**Performance and Workload Measures: Surface Water Conveyance – Inspection Program**

	2013 Actual	2014 Estimate	2015 Estimate	2016 Estimate
<b>Performance Measures</b>				
Number of Catch Basins	4200	4200	4200	4200
Number of Manholes	39	275	275	275
<b>Workload Measures</b>				
Number of Catch Basins Inspected	4200	4200	4200	4200
Number of Manholes Inspected	23	275	275	275

**General Workload Measure:**

Workload Measures	2013 Actual	2014 Estimate	2015 Estimate	2016 Estimate
Number of Grant/Loan Applications Completed	3	1	1	1

# SURFACE WATER MANAGEMENT FUND REVENUES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$1,590,280	\$1,419,392	\$1,419,392	\$1,561,513	\$1,419,392	\$1,222,414	\$654,106	\$1,222,414
Beginning Fund Balance	1,590,280	1,419,392	1,419,392	1,561,513	1,419,392	1,222,414	654,106	1,222,414
Grants - Storm Assistance	279,109	0	250	0	250	0	0	0
King County Conservation District	0	0	0	0	0	0	300,000	300,000
King County Conservation Futures	120,753	485,000	300,000	185,000	485,000	0	0	0
King County Flood District	0	0	0	0	0	0	0	0
Other Grants	113,611	75,000	74,679	170,000	244,679	0	0	0
Intergovernmental	513,473	560,000	374,929	355,000	729,929	0	300,000	300,000
Surface Water Charges	3,169,259	3,196,176	1,665,284	1,530,892	3,196,176	1,600,000	1,600,000	3,200,000
Sweeper Rental Services	31,806	48,000	18,039	15,000	33,039	15,000	15,000	30,000
Charges for Service	3,201,065	3,244,176	1,683,323	1,545,892	3,229,215	1,615,000	1,615,000	3,230,000
Miscellaneous Income	12,947	0	0	0	0	0	0	0
Investment Interest	11,851	20,000	10,029	5,000	15,029	5,000	5,000	10,000
Miscellaneous	24,798	20,000	10,029	5,000	15,029	5,000	5,000	10,000
Total Revenues	3,739,336	3,824,176	2,068,281	1,905,892	3,974,173	1,620,000	1,920,000	3,540,000
Total Surface Water Mgt. Fund	\$5,329,616	\$5,243,568	\$3,487,673	\$3,467,405	\$5,393,565	\$2,842,414	\$2,574,106	\$4,762,414

# SURFACE WATER MANAGEMENT FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$2,115,387	\$334,681	\$1,561,513	\$1,222,414	\$1,222,414	\$654,106	\$110,138	\$110,138
Ending Fund Balance	2,115,387	334,681	1,561,513	1,222,414	1,222,414	654,106	110,138	110,138
Salaries and Wages	231,232	287,515	193,733	201,482	395,215	154,972	161,171	316,143
Benefits	70,427	90,988	61,307	63,759	125,066	46,897	48,890	95,787
Personnel	301,659	378,504	255,040	265,242	520,282	201,869	210,061	411,930
Materials-Drainage	35,539	50,000	5,567	0	5,567	25,000	25,000	50,000
Bank Fees/Office Supplies	10,676	12,600	3,422	3,578	7,000	8,800	8,800	17,600
Fuel	24,080	26,000	9,475	10,525	20,000	10,000	10,000	20,000
Equipment Replacement	41,300	99,299	49,650	49,650	99,300	50,000	50,000	100,000
Supplies	111,595	187,899	68,114	63,753	131,867	93,800	93,800	187,600
Travel/Registrations/Business Meetings	3,390	5,890	2,595	501	3,096	3,150	3,150	6,300
Telecommunications	1,390	2,520	552	1,248	1,800	1,250	1,250	2,500
Postage/Advertising/Printing	2,033	2,000	470	230	700	1,000	1,000	2,000
Dues/Memberships/Subscriptions	200	200	152	156	308	100	100	200
Vehicle Maintenance	29,504	12,000	6,830	7,170	14,000	7,500	7,500	15,000
Intern	0	17,920	0	17,920	17,920	15,000	15,000	30,000
Consulting General	131,060	50,000	29,007	(4,708)	24,299	50,000	50,000	100,000
WRIA	13,253	13,252	6,573	6,679	13,252	6,750	6,750	13,500
Emergency Storm Work	0	0	0	0	0	0	0	0
Utilities and Dump Fees (Sweeper)	41,898	70,000	24,162	10,838	35,000	25,000	25,000	50,000
Insurance	18,483	18,925	10,923	12,876	23,799	12,000	12,000	24,000
Utilities/Water	0	4,000	2,025	0	2,025	2,000	2,000	4,000
LFP Maintenance	701,728	747,148	404,630	378,625	783,255	405,000	417,000	822,000
Vactor/Video Services	0	300,000	51,094	86,226	137,320	100,000	100,000	200,000
King County Billing Admin Fee	43,580	54,000	20,323	19,677	40,000	19,000	19,000	38,000
King County System Maint Contract	352,113	220,000	234,475	65,525	300,000	150,000	150,000	300,000
King County Private Facility Inspection	41,979	0	0	0	0	0	0	0
King County Public Facility Inspection	39,241	0	0	0	0	0	0	0
King County Water Quality Audits	4,999	24,000	0	2,000	2,000	12,000	12,000	24,000
NPDES Ph II Permit Fee	21,205	22,200	11,332	12,161	23,493	12,750	12,750	25,500
Public Education and Outreach	20,805	30,000	1,352	4,148	5,500	15,000	15,000	30,000
Illicit Discharge Detection Elim Monitoring	2,600	5,000	0	0	0	5,000	5,000	10,000
Aerial Imaging	3,986	10,000	6,015	0	6,015	10,000	0	10,000
Swamp Creek TMDL Monitoring	3,129	5,000	8,712	0	8,712	3,000	3,000	6,000
Other Monitoring	0	14,222	0	14,222	14,222	14,400	14,400	28,800
0057 Eval	0	0	0	0	0	25,000	0	25,000
Samm Triv 02 Eval	0	0	0	0	0	12,500	12,500	25,000
Stream Monitoring Telemetry	0	0	0	0	0	25,000	0	25,000
Trib 0056 /eval	0	0	0	0	0	100,000	0	100,000
Property Demolitions	0	80,000	67,349	1,512	68,861	0	0	0
Surfacewater Plan Update	0	140,000	28,606	111,394	140,000	0	0	0
Swamp Creek Sediment Pond Dredging	0	0	0	0	0	120,000	120,000	240,000
Ditch Maintenance	0	100,000	0	0	0	68,000	0	68,000
Services - Drainage	228,319	36,000	17,114	0	17,114	0	0	0
Services	1,704,895	1,984,277	934,291	748,400	1,682,691	1,220,400	1,004,400	2,224,800
Debt Service	90,946	90,946	45,473	45,473	90,946	45,473	45,473	90,946
Debt Service	90,946	90,946	45,473	45,473	90,946	45,473	45,473	90,946
Swamp Creek Park Restoration	29,004	0	12,382	0	12,382	0	0	0
SW-20 Small Works Projects	0	0	9,240	(9,240)	0	0	0	0
Property Acquisition	813,289	0	0	0	0	0	0	0
Furniture/Equipment/Vehicles	26,352	0	0	972	972	10,000	0	10,000
Computer Software	15,022	44,000	40,405	21,595	62,000	15,500	15,500	31,000

# SURFACE WATER MANAGEMENT FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Capital Outlay	883,667	44,000	62,027	13,327	75,354	25,500	15,500	41,000
Transfer Out - Surface Water Capital Fund	0	1,733,261	467,011	1,013,000	1,480,011	506,266	999,734	1,506,000
Transfer to Transportation Capital Fund	0	200,000	0	0	0	0	0	0
Admin Reimbursement to General Fund	121,468	290,000	94,204	95,796	190,000	95,000	95,000	190,000
Transfers-Out	121,468	2,223,261	561,215	1,108,796	1,670,011	601,266	1,094,734	1,696,000
<b>Total Expenditures</b>	<b>3,214,229</b>	<b>4,908,887</b>	<b>1,926,160</b>	<b>2,244,991</b>	<b>4,171,151</b>	<b>2,188,308</b>	<b>2,463,968</b>	<b>4,652,276</b>
<b>Total Surface Water Mgt. Fund</b>	<b>\$5,329,616</b>	<b>\$5,243,568</b>	<b>\$3,487,673</b>	<b>\$3,467,405</b>	<b>\$5,393,565</b>	<b>\$2,842,414</b>	<b>\$2,574,106</b>	<b>\$4,762,414</b>

**SURFACE WATER MANAGEMENT FUND  
EXPENDITURES**

**Debt Service Payments  
1993 & 1996 King County Revenue Bonds**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2015	42,041	3,432	45,473
2016	44,310	1,163	45,473
Totals	<u>\$86,351</u>	<u>\$4,595</u>	<u>\$90,946</u>

These bonds are an obligation of King County.  
The City assumed a portion of the debt upon incorporation.

## **City of Kenmore, Washington** **Surface Water Capital Fund**

The Surface Water Capital Fund was a new fund in the 2013-2014 Biennial Budget and accounts for expenditures for surface water capital improvements. Revenue sources for this fund include a variety of federal, state or local grants, surface water management fees transferred from the Surface Water Management Fund and real estate excise taxes. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Surface Water Capital Improvement Program. Each project is described in more detail in the Capital Improvement Program section of this budget.

### **2013-2014 Achievements:**

#### Capital Projects

- Completed construction of a new fish passable box culvert for Tributary 0057 under NE 170<sup>TH</sup> ST (just east of 72<sup>ND</sup> Avenue NE).
- Completed construction of a new fish passable box culvert for Tributary 0056 under NE 181<sup>ST</sup> Street just east of 61<sup>ST</sup> Avenue NE.
- Completed design for surface water improvements along SR 522, which will be a component of the upcoming SR 522 Corridor Improvement Project.
- Completed design for the Northlake Heights Low Impact Development Surface Water Retrofit Project.
- Obtained a King County Flood Control grant for the construction of a new box culvert under NE 192<sup>ND</sup>, which conveys Little Swamp Creek.

### **2015-2016 Objectives:**

#### Capital Projects

- The SR 522 improvement project will construct new surface water conveyance and water quality facilities for the West A segment of the SR 522 Corridor Improvement project.
- Remove the existing culvert under NE 192<sup>ND</sup> Street conveying Little Swamp Creek and construct a new fish passable box culvert.
- Repair damaged sidewalk and wall sections along Tributary 0056 near the intersection of 61<sup>ST</sup> Avenue NE and NE 190<sup>TH</sup> Street. Replace the existing culvert under NE 190<sup>TH</sup> Street with a new fish passable box culvert.

**City of Kenmore, Washington**  
**Surface Water Capital Fund**

**Budget Highlights:**

Transfers from the Real Estate Excise Tax Fund, the Surface Water Management Fund, in addition to reimbursements from utility agencies, proceeds from the King County Flood Control District and the Washington State Department of Ecology, provide the resources to accomplish the capital projects.

**Fund Balance:**

Resources to accomplish the capital projects budgeted in this fund include grants and transfers from the Surface Water Management Fund or other funds as needed. The fund does not maintain a targeted fund or equity balance.

# SURFACE WATER CAPITAL FUND

## REVENUES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$0	\$311,584	\$0	\$70,257	\$615,912	\$70,257
Beginning Fund Balance	0	0	0	311,584	0	70,257	615,912	70,257
Surface Water Trust Fund Loan Proceeds	0	0	0	0	0	1,000,000	0	1,000,000
Reimbursements from Other Agencies	0	25,000	0	0	0	20,000	0	20,000
King County Flood Control District	0	150,000	0	0	0	0	300,000	300,000
Intergovernmental	0	175,000	0	0	0	1,020,000	300,000	1,320,000
Transfer from Real Estate Excise Tax Fund	0	55,000	0	0	0	0	0	0
Transfer from Street Fund	0	25,000	25,000	0	25,000	0	0	0
Transfer from Surface Water Mgmt Fund	0	1,733,261	467,011	1,013,000	1,480,011	486,266	333,234	819,500
Transfers	0	1,813,261	492,011	1,013,000	1,505,011	486,266	333,234	819,500
Total Revenues	0	1,988,261	492,011	1,013,000	1,505,011	1,506,266	633,234	2,139,500
<b>Total Surface Water Capital Fund</b>	<b>\$0</b>	<b>\$1,988,261</b>	<b>\$492,011</b>	<b>\$1,324,584</b>	<b>\$1,505,011</b>	<b>\$1,576,523</b>	<b>\$1,249,146</b>	<b>\$2,209,757</b>

# SURFACE WATER CAPITAL FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Amended Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$0	\$0	\$311,584	\$70,257	\$70,257	\$615,912	\$257	\$257
Ending Fund Balance	0	0	311,584	70,257	70,257	615,912	257	257
SW 1 Tributary 0057 Channel Relocation	143,584	889,750	23,548	981,202	1,004,750	0	0	0
SW 3 Juanita Dr Ditch, Curb Project SLW1-TC7a	0	33,000	32,818	0	32,818	0	0	0
SW 6 NE 181st St Culvert Replacement	505,589	467,011	110,817	20,000	130,817	383,470	727,530	1,111,000
SW 7 NE 187th Street Bypass	0	40,000	0	40,000	40,000	0	0	0
SW-8 61st Ave Embankment Repair	6,659	55,000	4,287	50,713	55,000	0	0	0
SW-9 Swamp Creek Regional Basin Study	0	0	2,309	0	2,309	0	0	0
SW-12 74th Ave NE Culvert Replacement	7,498		4,060	0	4,060	0	0	0
SW-19 192nd Culvert Replacement	0	20,000	0	35,000	35,000	122,796	272,204	395,000
SW-20 Small Works Projects	32,665	100,000	2,588	97,412	100,000	50,000	50,000	100,000
								0
Capital Outlay	552,411	1,604,761	180,427	1,224,327	1,404,754	556,266	1,049,734	1,606,000
Transfer to Transportation Capital Fund	0	383,500	0	30,000	30,000	404,345	199,155	603,500
Transfers-Out	0	383,500	0	30,000	30,000	404,345	199,155	603,500
Total Expenditures	0	1,988,261	180,427	1,254,327	1,434,754	960,611	1,248,889	2,209,500
<b>Total Surface Water Capital Fund</b>	<b>\$0</b>	<b>\$1,988,261</b>	<b>\$492,011</b>	<b>\$1,324,584</b>	<b>\$1,505,011</b>	<b>\$1,576,523</b>	<b>\$1,249,146</b>	<b>\$2,209,757</b>

## **City of Kenmore, Washington** **Swamp Creek Basin Fund**

This fund accounts for balances reserved for surface water projects, improvements, and maintenance within the Swamp Creek Basin which had previously been accounted for in the Surface Water Management Fund.

The projects are included in the City of Kenmore's Comprehensive Plan and are funded by an Memorandum of Agreement (MOA) with King County. Twelve percent (12%) of the King County disbursement to the City of \$10,750,000 was to be reserved for permanent maintenance of projects. This amounts to \$1,290,000.

As of December 31, 2014, this fund held \$1,441,125 of which \$1,322,363 comprised the permanent maintenance fund (the original \$1,290,000 plus interest); and \$118,762 was available for Sewer System Protection capital projects.

### **2013-2014 Accomplishments:**

- \$160,000 was expended in 2013 and 2014 on dredging activities within Swamp Creek.

### **2015-2016 Objectives:**

- To continue to monitor and manage the expenditure of funds toward capital improvements and maintenance of the Swamp Creek Basin in accordance with the terms of the Memorandum of Agreement.
- No funds are budgeted here for dredging activities in 2015-2016 pending review of the Memorandum of Agreement. All dredging of Swamp Creek is currently budgeted in the Surface Water Management Fund.

# SWAMP CREEK BASIN FUND

## REVENUES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$1,762,641	\$1,581,068	\$1,581,068	\$1,481,252	\$1,581,068	\$1,441,125	\$1,451,125	\$1,441,125
Total Beginning Fund Balance	1,762,641	1,581,068	1,581,068	1,481,252	1,581,068	1,441,125	1,451,125	1,441,125
Investment Interest	16,536	16,000	10,057	10,000	20,057	10,000	10,000	20,000
Total Revenues	16,536	16,000	10,057	10,000	20,057	10,000	10,000	20,000
Total Swamp Creek Basin Fund	\$1,779,177	\$1,597,068	\$1,591,125	\$1,491,252	\$1,601,125	\$1,451,125	\$1,461,125	\$1,461,125

# SWAMP CREEK BASIN FUND

## EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$1,581,068	\$1,437,068	\$1,481,252	\$1,441,125	\$1,441,125	\$1,451,125	\$1,461,125	\$1,461,125
Total Ending Fund Balance	1,581,068	1,437,068	1,481,252	1,441,125	1,441,125	1,451,125	1,461,125	1,461,125
Swamp Creek Pond Dredging	198,109	160,000	109,873	50,127	160,000	0	0	0
Total Expenditures	198,109	160,000	109,873	50,127	160,000	0	0	0
Total Swamp Creek Basin Fund	\$1,779,177	\$1,597,068	\$1,591,125	\$1,491,252	\$1,601,125	\$1,451,125	\$1,461,125	\$1,461,125

**City of Kenmore, Washington**  
**Equipment Replacement Fund**

This fund is used to maintain a reserve for the future replacement of equipment – including, but not limited to furniture, computers and vehicles. Payments are received from various departments and funds that benefit from or use the assets. Each department is charged its prorated share of the replacement costs per year of the replacement equipment assigned. The payments to this fund are determined using the cost of the equipment, the useful life of the asset, and the number of employees in the various cost centers that use each asset. The replacement schedule is updated annually to adjust for new equipment purchases, changes in useful life and inflation rates.

**2013-2014 Achievements:**

➤ Funds were used to acquire or replace the following equipment:

Printers, monitors, computer equipment	\$ 27,752
ePlan Hardware and Software	5,693
IT Strategic Plan	36,772
Van	27,241
Permitting Software (estimated cost)	155,000
Mower (estimated cost)	7,000
Handheld Radar Units	5,246

**2015-2016 Objectives/Budget Highlights:**

➤ Following is a list of equipment scheduled to be replaced or procured during the 2015-2016 biennium. Costs are estimates. Prior to replacement, the status of the items will be reviewed to determine if the scheduled replacement is warranted and reasonable.

1999 Ford F250 Truck	\$27,000
2001 Dodge Ram Truck	27,000
(2) 2003 Sonoma Trucks	52,000
2004 Ford F150 Truck	25,000
Network Server Upgrades	7,000
Microsoft Server Software Upgrades	17,000
Microsoft Office Upgrades	18,000
Virus Protection, Firewall, Backup Softwares	23,600
Archiving Software (3 yr license)	12,000
<u>Desktop Computer Hardware and Software Upgrades</u>	<u>16,000</u>
TOTAL	\$224,600

# EQUIPMENT REPLACEMENT FUND REVENUES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Beginning Fund Balance	\$524,311	\$490,602	\$490,602	\$483,171	\$490,602	\$362,417	\$353,417	\$362,417
Beginning Fund Balance	524,311	490,602	490,602	483,171	490,602	362,417	353,417	362,417
Investment Interest	5,262	4,400	308	1,000	1,308	2,000	2,000	4,000
Interfund Contributions	183,102	150,742	49,650	101,092	150,742	101,000	101,000	202,000
Revenues	188,364	155,142	49,958	102,092	152,050	103,000	103,000	206,000
Total Equipment Replacement Fund	\$712,675	\$645,744	\$540,560	\$585,263	\$642,652	\$465,417	\$456,417	\$568,417

# EQUIPMENT REPLACEMENT FUND EXPENDITURES

	2011-2012 Biennium Total	2013-2014 Adopted Budget	2013 Actual	2014 Estimate	2013-2014 Biennium Total	2015 Proposed	2016 Proposed	2015-2016 Proposed Budget
Ending Fund Balance	\$490,602	\$369,494	\$483,171	\$362,417	\$362,417	\$353,417	\$344,417	\$344,417
Ending Fund Balance	490,602	369,494	483,171	362,417	362,417	353,417	344,417	344,417
Equipment Replacement	0	0	0	0	0	0	0	0
Expenditures	222,073	276,250	57,389	222,846	280,235	112,000	112,000	224,000
Total Equip Replacement Fund	\$712,675	\$645,744	\$540,560	\$585,263	\$642,652	\$465,417	\$456,417	\$568,417

# City of Kenmore Washington

## Capital Improvement Program

### Introduction

In March 2001, the City Council adopted the City's first Comprehensive Plan. This Plan was amended by the City Council in April 2003, in conjunction with adoption of the Parks and Downtown Master Plans. Comprehensive Plan revisions through 2009 included General Government, Parks, Surface Water Facilities, and Transportation Capital Improvements. The Capital Improvement Program has been updated in this document for the 2013-2018 time period.

Upon adoption, this Capital Improvement Program description of revenues, expenditures and tables amends and updates the narrative and six year financing program contained in the Capital Facilities Element of the City's Comprehensive Plan.

### Process

The Capital Improvement Program was developed through a multiple step process. The individual projects were identified through analysis of past capital project requests, previously proposed improvements, currently funded projects and recently identified projects. Once projects were identified, a Project Description Sheet, see enclosed Project Description Sheet Guide, was prepared describing the project scope of work and current status. Project costs were updated and known funding identified. Using a collaborative effort City Staff identified the highest priority projects and available funding was allocated to those projects.

### Project Revenues

Revenue sources currently used in capital financing consist of:

Pay-As-You-Go: Funds currently available include Arterial Street Fund, motor vehicle fuel tax moneys, Street Fund, interfund transfers from the General Fund, Municipal Capital Reserve (real estate excise taxes), and Transportation and Park Impact fees.

Grants: These may include, but are not limited to Recreation and Conservation Office (RCO), Pedestrian Safety Mobility Program (PSMP), School District contributions, Surface Transportation Program (STP), Hazard Elimination Safety Program (HES), Transportation Enhancement Program (TE), Transportation Improvement Board (TIB), Regional Transit, Washington State Department of Transportation (WSDOT), and Congestion Management and Air Quality (CMAQ), Department of Ecology, and King County Conservation grants.

Bonds/Levies: These are General Obligation Bonds that are either voter-approved or non-voter approved (Councilmanic). Voter-approved bonds will be paid from an increase in the property tax rate; Non-voter approved bond debt service will be paid from general government operating revenues.

Impact Fees: This revenue source includes impact fees designated for transportation and park improvements. This funding is to partially finance improvements that shall mitigate cumulative impacts of growth and development within the City. These revenues include contributions from private developers. The use of these funds for park improvements will increase the capacity of existing parks to accommodate increased use from growth in the community.

King County Memorandum of Agreement (KC MOA): The KC MOA stipulates that King County provided Kenmore with \$10.75 million as partial mitigation for surface water projects within the Swamp Creek Basin. This agreement was finalized in 2000.

Local Improvement District (LID): This revenue source requires financing by entities other than the City of Kenmore.

User Fees: This revenue source is defined as a payment of a fee for direct receipt of a public service by the person benefiting from the service. Currently, these revenues only include surface water charges.

## **Expenditures**

The City defines a capital improvement project to be any project that possesses all of the following characteristics:

- Cost exceeds \$15,000; and
- Involves construction or remodel of any City building, decorative or commemorative structure; park improvement; renovation of public streets, sidewalks, parking facilities, and water, sewer and storm drainage improvements; and
- Is financed in whole or in part by the City.

Project cost is an estimate of the resources required to take a project from design through construction, generally consisting of the following activities:

- Administration
- Pre-Design/Special Studies
- Design
- Environmental Review
- Right of Way/Property Acquisition

- Construction Management
- Construction Contract
- Construction Other
- Debt Service
- Contingency

### **Capital Budget Fiscal Policies**

- Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. Project cost estimates for a six year plan should be as reliable as possible, recognizing that earlier project cost estimates will be more reliable than cost estimates in the later years.
- Capital projects should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund and timing should be outlined. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, etc.
- All proposals for capital projects will be presented to Council within the framework of a Capital Budget. No consideration will be given to the commitment of capital funds outside the presentation of the entire Capital Budget, except that emergency capital projects may be committed outside the normal review procedure.
- Major changes in project cost estimates should be presented to Council for review and approval. Major changes are defined as fifteen percent (15%) for capital projects up to \$999,999, two percent (2%) for projects over \$1,000,000.
- Capital project proposals shall include operating and maintenance costs necessary for the project over the estimated project life.
- At the time of project award, each project shall have reasonable contingencies also budgeted:
  - The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of the contract as otherwise determined by Council.
  - Project contingencies may, unless otherwise determined by Council, be used only to compensate for unforeseen circumstances requiring

additional funds to complete the project within the original project scope and identified needs.

- For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- City Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- Capital projects that are neither expensed nor encumbered during budget period will be re-budgeted or carried over to the next fiscal period except as reported to Council for its approval. Multi-year projects with unencumbered or unexpended funds will be carried over to the next fiscal period.
- If a proposed capital project will have a direct negative effect on other publicly owned facilities and/or property, mitigation of the negative impact will become part of the proposed capital projects cost.
- A capital project will not be budgeted unless there is a reasonable expectation that a funding source(s) is available to finance the project.

**City of Kenmore**  
**Capital Improvement Program**  
**Project Description Sheet Guide**

**Title:** Provide a project title that is descriptive of the project location and improvements.

**Location:** Provide a description of the location. Provide neighborhood if appropriate or significant nearby landmarks.

**Background:** Describe the history of the project. Describe the impetus for the proposed work, previous City Council actions, legislative or administrative actions by other jurisdictions or State and County agencies. Provide some information on previous public involvement, public testimony, public meetings, and citizen petitions. Describe how this project is consistent with the Comprehensive Plan and particular whether the project is required to meet a level of service deficiency.

**Funding Status:** Describes the funding resources available or anticipated to be available to support the project.

**Environmental Review Status:** Three boxes have been provided to summarize the environmental process. These boxes should represent the known or most likely environmental process. The Exempt box should be checked if the project is exempt from the environmental process (even though an environmental checklist may be required). The MDNS should be checked if the process will either result in a Declaration of Non Significance or a Declaration of Non Significance that will require mitigation. The EIS box should be checked if an Environmental Impact Statement is contemplated or completed. Below the boxes describe the status of the environmental process, whether a checklist has been completed or any of other environmental documents. Describe who will approve the environmental process and the time frame if known.

**Potential Project Issues:** This section should be used to describe potential issues that may significantly delay or alter the scope of work. Examples might include permitting issues, right of way acquisition difficulties, existing conditions that may make it difficult to construct the project, permitting and environmental appeals that may affect scheduling, escalating cost estimates, and potential additions to the scope of work.

**Operations:** Describe the current maintenance requirements and how these would be altered by the proposed project. Pay particular attention to describing operations or safety benefits that may result from completion of the project.

## City of Kenmore

### Capital Improvement Program

#### Definition of Regional Arterials

A *principal arterial of regional significance* is defined as any roadway that is listed as an arterial street in the City's Comprehensive Plan, Transportation Element and meets at least one of the following three criteria:

1. At least 80% of the traffic carried by the arterial street is regional – that is, no more than 20% of the traffic on an arterial, based on the City's forecast model, originates in a City Transportation Analysis Zone and is destined for another City Transportation Analysis Zone; or
2. Is considered as an alternative route when a major regional facility such as SR 520, I-5, or I-405 are closed or impeded (in Kenmore, Simonds Road NE, Juanita Drive NE, 68<sup>th</sup> Avenue NE from NE 170<sup>th</sup> Street to SR 522, and SR 522 each serve in this capacity); or
3. Provide a regional connection to a regional destination inside the City of Kenmore, such as Kenmore by the Lake, Kenmore Air, and Bastyr University.

Using this definition, all arterial streets in Kenmore qualify as "regional" including:

- 80<sup>th</sup> Avenue NE
- 61<sup>st</sup> Avenue NE
- Simonds Road NE
- 73<sup>rd</sup> Avenue NE
- The Downtown Loop Road
- 68<sup>th</sup> Avenue NE to NE 185<sup>th</sup> Street

#### ***Regional Arterial Level of Congestion Defined in Kenmore***

The City of Kenmore uses intersection level of service (LOS) as part of its system evaluation within the Comprehensive Plan. While intersection LOS is one way to measure congestion, it probably best represents congestion at intersections (not necessarily along the streets between intersections). Congestion is also achieved on 2-lane undivided streets when one-way directional volume achieves approximately 704 peak hour trips (2009 FDOT Quality/Level of Service Handbook). Using this methodology, each of the above listed arterial streets in Kenmore, with the exception of 80<sup>th</sup> Avenue NE, are considered to be "congested."

The following maps are attached for illustration:

1. A functional classification map that includes NE 175<sup>th</sup> Street, from 65<sup>th</sup> Avenue NE to 61<sup>st</sup> Avenue NE
2. Roadways that meet the Regional Arterial definition
3. Congested Regional Arterials

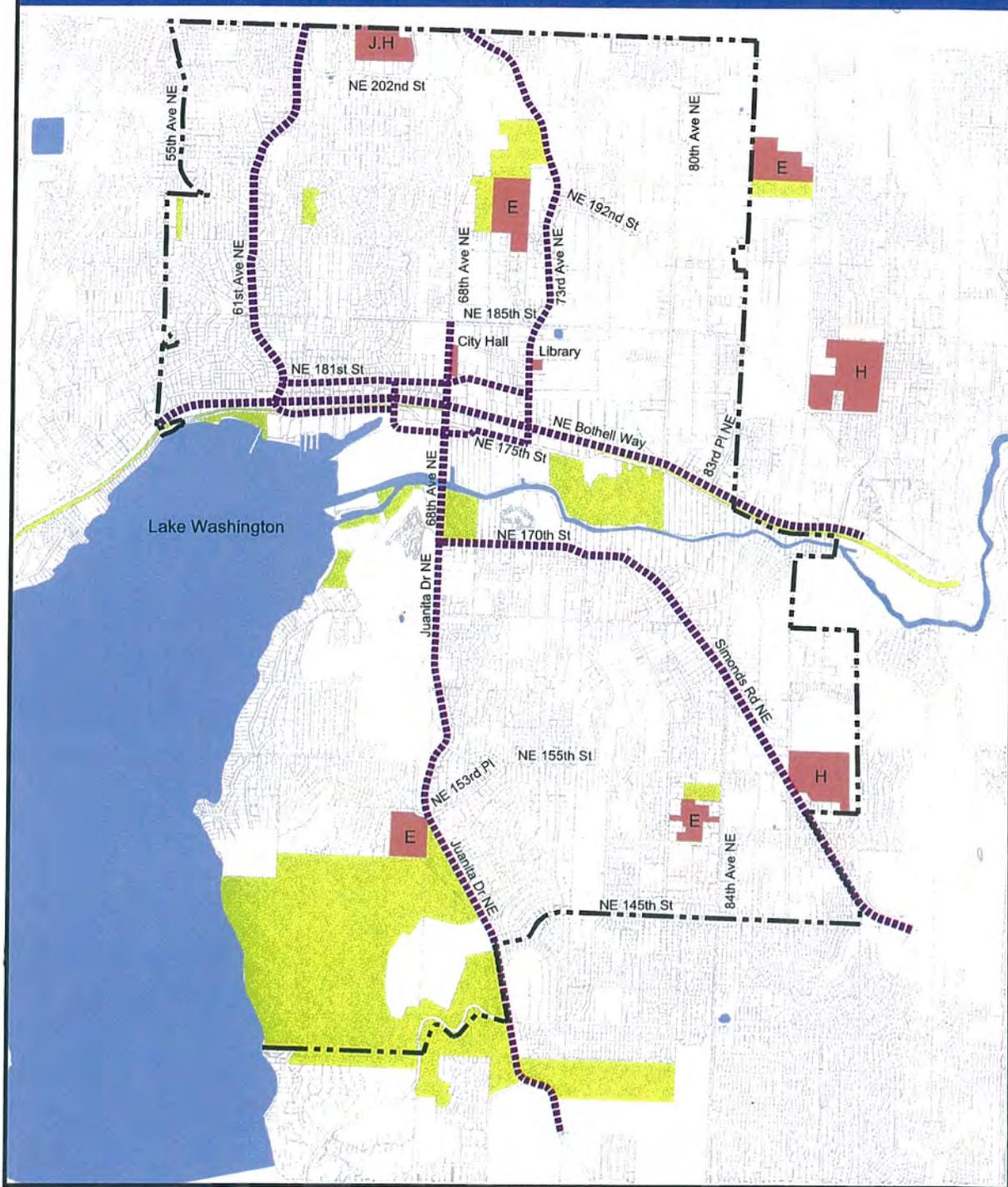
## Capital Improvement Program Glossary of Terms and Acronyms

CBD	Central Business District
CIP	Capital Improvement Program
CFP	Capital Facilities Program
CMP	Corrugated Metal Pipe
DNS	Declaration of Non Significance
EIS	Environmental Impact Statement
FHWA	Federal Highway Administration
GIS	Geographic Information System
GMA	Growth Management Act
HPA	Hydraulic Permit Approval
IMPACT FEES	Payment of money imposed by the City, on development, in order to pay for the public facilities (parks, transportation) needed to serve new growth and development.
IPZ	Innovation Partnership Zone
LID	Low Impact Design
LID	Local Improvement District
LOS	Level of Service
MDNS	Mitigated Determination of Non Significance
NEPA	National Environmental Policy Act
NLW	North Lake Washington
NPDES	National Pollutant Discharge Elimination System
NUD	Northshore Utility District
PAUE	Public Agency Utility Exemption
PROS PLAN	Park Recreation and Open Space Plan
PS & E	Plans, Specifications and Estimate
RBZ	Regional Business Zone
RCO	Recreation and Conservation Office
REET	Real Estate Excise Tax
ROW	Right of Way
SEPA	State Environmental Policy Act
SMP	Shoreline Master Program
SR 522	State Route 522
STP	Surface Transportation Program
SW	Surface Water
SWM	Surface Water Management
TAP	Transportation Alternatives Program
TIB	Transportation Improvement Board
TBD	Transportation Benefit District
TMDL	Total Maximum Daily Load
TOD	Transit Oriented Development
WDFW	Washington State Department of Fish and Wildlife
WRIA	Water Resource Inventory Area
WSDOT	Washington State Department of Transportation





Figure T-6b: Congested Regional Arterials



<b>Legend</b>		<p>This map is intended for planning purposes only and is not guaranteed to show accurate measurements.</p>	<p><b>LOCHNER</b></p>		
	Congested Regional Arterial				Park
	City Limits				Lake / Water
	School / Library / City Hall				School / Library / City Hall

**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
FOR THE YEARS 2015-2020**

EXPENDITURES	2015	2016	2017	2018	2019	2020	2015-2020
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Totals
<b>PARKS</b>							
Parks Project Manager	\$99,000	\$64,000	\$65,000	\$0	\$0	\$0	\$228,000
P 1 Twin Springs Interim Use Plan	40,000	0	0	0	0	0	40,000
P 2 Tolt Pipeline Trail Phase One	210,000	0	0	0	0	0	210,000
P 6 Moorlands Park Improvements	10,000	20,000	224,000	1,170,000	0	0	1,424,000
P 11 Log Boom Park Pedestrian New Bridge	200,000	0	0	0	0	0	200,000
P 13 City Hall Park Ph I: Skate Park Improvements	350,000	0	0	0	0	0	350,000
P18a Rhododendron Park Float	30,000	115,000	0	0	0	0	145,000
P 26 Squires Landing Park Expansion	35,000	65,000	0	0	0	0	100,000
<b>Total Parks</b>	<b>\$974,000</b>	<b>\$264,000</b>	<b>\$289,000</b>	<b>\$1,170,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,697,000</b>
<b>TRANSPORTATION</b>							
T 6 SR 522 West A 61st to 65th	\$7,434,850	\$3,551,407	\$0	\$0	\$0	\$0	\$10,986,257
T 8 SR 522 West B 57th to 61st with BGT Wall	0	0	0	0	0	450,000	450,000
T 27 Sidewalk Program	85,960	9,955	100,000	100,000	100,000	100,000	495,915
181st St Sidewalk	104,000	667,000	0	0	0	0	771,000
Sidewalk Gaps	160,000	0	0	0	0	0	160,000
T 35 Overlay	585,000	585,000	450,000	450,000	450,000	450,000	2,970,000
T 36 City Gateway West End Unfunded	0	0	0	0	0	0	0
T 37 West Samm Bridge	1,270,000	2,280,000	1,140,000	7,630,000	7,630,000	50,000	20,000,000
T 38 175th St/ Swamp Creek Bridge Study	75,000	0	0	0	0	0	75,000
T 39 Neighborhood Traffic Calming Improvements	250,000	100,000	0	0	0	0	350,000
<b>Total Transportation</b>	<b>\$9,964,810</b>	<b>\$7,193,362</b>	<b>\$1,690,000</b>	<b>\$8,180,000</b>	<b>\$8,180,000</b>	<b>\$1,050,000</b>	<b>\$36,258,172</b>
<b>SURFACE WATER</b>							
SW 8 61st Ave NE Sidewalk Embankment Repair	\$383,470	\$727,530	\$0	\$0	\$0	\$0	\$1,111,000
SW 8 Trust Fund Loan Repayment	0	0	140,000	140,000	140,000	140,000	560,000
SW 19 NE 192nd ST Culvert Replacement	122,796	272,204	0	0	0	0	395,000
T 6 Surface Water Component of SR 522 West A	0	633,500	0	0	0	0	633,500
<b>Total Surface Water</b>	<b>\$506,266</b>	<b>\$1,633,234</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$2,699,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,445,076</b>	<b>\$9,090,596</b>	<b>\$2,119,000</b>	<b>\$9,490,000</b>	<b>\$8,320,000</b>	<b>\$1,190,000</b>	<b>\$41,654,672</b>

REVENUES	2015	2016	2017	2018	2018	2018	2013-2018
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Totals
Real Estate Excise Tax (Transportation)	\$1,507,250	\$930,469	\$450,000	\$450,000	\$450,000	\$650,000	\$4,437,719
Real Estate Excise Tax - West Samm Bridge	74,000	307,000	78,000	0	0	0	459,000
Real Estate Excise Tax - Set Aside Sidewalks	260,000	100,000	100,000	100,000	100,000	100,000	760,000
Transportation Impact Fee Revenue	1,704,780	655,220	0	0	0	250,000	2,610,000
Transportation Impact Fee Revenue - West Samm Bridge	200,000	200,000	200,000	330,000	330,000	50,000	1,310,000
Transportation Benefit District	75,000	75,000	0	0	0	0	150,000
State/TIB	2,969,680	1,462,678	0	0	0	0	4,432,358
Park Impact Fee Revenue	325,000	165,000	289,000	100,000	0	0	879,000
Real Estate Excise Tax (Parks)	350,000	0	0	380,000	0	0	730,000
King County Levy	269,000	44,000	0	40,000	0	0	353,000
Parks Grants	0	0	0	500,000	0	0	500,000
Surface Water Utility Funds	890,611	532,389	140,000	140,000	140,000	140,000	1,983,000
King County Flood District Grant	0	300,000	0	0	0	0	300,000
Federal Grants/Allocations	1,773,755	1,349,955	0	0	0	0	3,123,710
Other Agencies Reimbursements	20,000	0	0	0	0	0	20,000
Public Works Trust Fund Loan	0	1,000,000	0	0	0	0	1,000,000
General Fund	0	140,885	0	0	0	0	140,885
Strategic Opportunity Fund	30,000	55,000	0	150,000	0	0	235,000
Unfunded West Samm Bridge Replacement Resources	996,000	1,773,000	862,000	7,300,000	7,300,000	0	18,231,000
<b>TOTAL REVENUES</b>	<b>\$11,445,076</b>	<b>\$9,090,596</b>	<b>\$2,119,000</b>	<b>\$9,490,000</b>	<b>\$8,320,000</b>	<b>\$1,190,000</b>	<b>\$41,654,672</b>

**CITY OF KENMORE, WASHINGTON  
PARK CAPITAL IMPROVEMENT PROGRAM  
FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
Parks Project Manager*	\$99,000	\$64,000	\$65,000	\$0	\$0	\$0	\$228,000
P 1 Twin Springs Interim Use Plan	40,000	0	0	0	0	0	40,000
P 2 Tolt Pipeline Trail Phase One	210,000	0	0	0	0	0	210,000
P 6 Moorlands Park Improvements	10,000	20,000	224,000	1,170,000	0	0	1,424,000
P 11 Log Boom Park New Pedestrian Bridge	200,000	0	0	0	0	0	200,000
P 13 City Hall Park Ph I: Skate Park Improvements	350,000	0	0	0	0	0	350,000
P 18a Rhododendron Park Float	30,000	115,000	0	0	0	0	145,000
P 26 Squires Landing Park Expansion	35,000	65,000	0	0	0	0	100,000
<b>Total Project Costs</b>	<b>\$974,000</b>	<b>\$264,000</b>	<b>\$289,000</b>	<b>\$1,170,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,697,000</b>

**Funding As Proposed:**

Park Impact Fees	\$325,000	\$165,000	\$289,000	\$100,000	\$0	\$0	\$879,000
Real Estate Excise Tax	350,000	0	0	380,000	0	0	730,000
Strategic Opportunity Fund	30,000	55,000	0	150,000	0	0	235,000
Grants	0	0	0	500,000	0	0	500,000
King County Trail Levy	185,000	0	0	0	0	0	185,000
King County Park Levy	84,000	44,000	0	40,000	0	0	168,000
<b>Total Project Funding</b>	<b>\$974,000</b>	<b>\$264,000</b>	<b>\$289,000</b>	<b>\$1,170,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,697,000</b>

\* A portion of Parks Project Mgr funding is already included in Tolt, and Log Boom Ped Bridge  
The balance will be allocated to other budgeted projects.



**City of Kenmore Capital Improvement Program**  
**Twin Springs Park – Interim Use**  
**Project P-1**

**Project Location:** Brightwater Portal site east of 80<sup>th</sup> Ave NE just north of NE 192<sup>nd</sup> Street. 19228 80<sup>th</sup> Ave NE, Kenmore, WA.

**Project Manager:** Community Development Director/Parks Project Manager

**Project Description:** In 2015 prepare an interim park use plan. Interim park uses are temporary uses that would remain until the City can fund a master plan to identify long-term park improvements in accordance with the adopted Park Recreation and Open Space (PROS) Plan. Interim use would allow public use of the site but the intent is to minimize the cost of improvements and maintenance.

**Background:** King County estimates completion of the Portal 44 project by year end 2014 or Spring 2015. King County will retain approximately 1 acre or the 26 acre site of the site for their facilities and deed the remaining property to the City for a future park. On 4/2/07 the Council authorized execution of the property transfer agreement. The wetlands on the western portion of the property and the steep slopes on the eastern portion of the property will remain. A level graded bench will remain in the middle of the property. The 2013 adopted Park and Recreation Open Space (PROS) plan identified the site as a future Neighborhood Park which could include for example, parking, sports court, play equipment, open lawn area, trails, restroom, and site furniture. The PROS plan also identified this site as a potential Community Park (if feasible given site environmental constraints) which could include for example, a multi-purpose sports field, picnic shelter, or off-leash dog area. The site could also include Nature Park improvements, for example, interpretive trails, education, and habitat restoration. The PROS plan estimated \$165,000 to complete a master plan and design for a Neighborhood Park with an additional \$1.1m for permitting and construction. The PROS plan estimated \$330,000 to complete a master plan and design for a Community Park with an additional \$2.1 million for permitting and construction.



**Environmental Review Status:** Exempt  DNS  EIS   
 If impacts to wetlands or buffers can be avoided than the project could be exempt under SEPA depending on the quantity of grading work and/or drainage improvements.

**Potential Project Issues:** Site constrained by critical areas. No existing improved parking area.

**Operations:** Addition of a new park with interim use in 2015 will require maintenance starting in 2016. Depending on the type of interim use improvements, maintenance costs could include: maintenance of a parking area, park access, trash collection, fencing, mowing and other landscape costs. Annual maintenance cost estimate of \$15,000.



**City of Kenmore Capital Improvement Program**  
**Twin Springs Park – Interim**  
**Project P-1**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total 2015-2020
<b>Expenses</b>								
Pre Master Plan	\$ 11,000							
Design		\$ 40,000						\$ 40,000
Construction								
<b>Total</b>	<b>\$ 11,000</b>	<b>\$ 40,000</b>						<b>\$ 40,000</b>
<b>Revenue</b>								
Park Impact Fees	\$ 11,000							
KC levy		\$ 40,000						\$ 40,000
<b>Total</b>	<b>\$ 11,000</b>							

**SCHEDULE**

	2015				2016				2017				2018				2019				2020		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Interim Plan																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



**City of Kenmore Capital Improvement Program**  
**Tolt Pipeline Trail – Phase One**  
**Project P-2**

**Project Location:** Tolt pipeline between 68<sup>th</sup> Avenue NE to 73<sup>rd</sup> Avenue NE.

**Project Manager:** Community Development Director/Parks Project Manager

**Project Description:** Improve trail entrances at 68<sup>th</sup> Ave NE and 71<sup>st</sup> Ave NE and connections to existing paved sidewalk/trail.

**Background:** The 2013 Park Recreation and Open Space (PROS) Plan identifies Phase 1 as paved trail improvements between 68<sup>th</sup> and 73<sup>rd</sup> Ave NE. 90% design drawings were completed in 2014 (approximate cost of \$35,000). The estimated cost to construct a paved trail is \$354,000. Given the cost to complete the paved trail, Phase 1 will now focus on improving trail entrances.

**Environmental Review Status:**

	Exempt	DNS	EIS
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The trail is adjacent to wetland areas and impact to these areas will trigger environmental review. If impacts to wetlands and buffers can be avoided than the project could be exempt under SEPA depending on the quantity of grading work and/or drainage improvements.

**Potential Project Issues:** The project will require an easement agreement with the City of Seattle for use of the property and concurrence on the proposed design and improvements.

**Operations:** Maintenance required starting in 2016 following completion of improvements. Depending on the type of improvements, maintenance could include: Maintenance of new paved surface at trail entrances, trash collection, weed control. Annual maintenance cost estimate of \$5,000.

68<sup>th</sup> Ave NE to 73<sup>rd</sup> Ave NE





**City of Kenmore Capital Improvement Program**  
**Tolt Pipeline Trail – Phase One**  
**Project P-2**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Design	\$35,000	\$ 10,000						\$ 45,000
Permitting		\$ 10,000						
Construction		\$190,000						\$ 190,000
<b>Total</b>	<b>\$ 35,000</b>	<b>\$ 210,000</b>						<b>\$ 235,000</b>
<b>Revenue</b>								
Park Impact Fees		\$25,000						\$ 25,000
Park Levy*	\$ 35,000	\$185,000						\$ 220,000
<b>Total</b>	<b>\$ 35,000</b>	<b>\$ 210,000</b>						<b>\$ 245,000</b>

\*King County Proposition 2 Parks Expansion Levy Funds

**SCHEDULE**

	2015				2016				2017				2018				2019				2020		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Pre-Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



**City of Kenmore Capital Improvement Program**  
**Moorlands Park Improvements**  
**Project P-6**

**Project Location:** Moorlands Park located to the south of the intersection of NE 155<sup>th</sup> St and 84<sup>th</sup> Ave NE. 15221 84th Ave NE, Kenmore, WA.

**Project Manager:** Community Development Director/Parks Project Manager



**Project Description:** In 2015 and 2016 update grant application materials. In 2016 submit a grant application to the State Recreation Conservation Office in the amount of \$500,000 to assist with funding project improvements consistent with the adopted master plan. Project construction in 2017 and 2018, assuming grant funding is received. A new agreement with Northshore School District regarding park maintenance will need to be negotiated in 2016 if the project receives grant funding and moves forward.



**Background:** The Moorlands Park master plan was adopted 3/27/06. Design and construction documents for Phase 1 improvements were almost completed in 2008 including renovation of the existing youth sport field, trail improvements, fencing and landscaping. The project was put on hold in 2009 to address maintenance issues with the Northshore School District and the priority for ballfield improvements was refocused to Bastyr University. The 2013 adopted Park Recreation and Open Space (PROS) identifies Moorlands as a Neighborhood park and estimated \$929,000 to complete improvements. In 2014 the City applied for a \$450,000 grant through the State Recreation and Conservation Office (RCO) to assist with funding the completion of all park improvements consistent with the adopted master plan. The City did not receive a grant award in 2014 so the project did not move forward.

**Environmental Review Status:**            Exempt            DNS            EIS  
                              
 Environmental review required based on likely quantity of grading work and drainage review and other proposed improvements.

**Potential Project Issues:** Negotiating a maintenance agreement with Northshore School District regarding maintenance of park improvements. Project completion dependent on receiving a grant award.

**Operations:** Completing park improvements in 2018 will require maintenance costs starting in 2019 related to upkeep of a new public amenity and associated improvements. This will be a significant increase in maintenance costs if all maintenance is transferred to the City from the Northshore School District. An annual estimate of \$25,000 per but this could be substantially higher if the City is responsible for all maintenance.



**City of Kenmore Capital Improvement Program**  
**Moorlands Park Improvements**  
**Project P-6**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Grant prep		\$10,000	\$ 20,000					\$ 30,000
Design				\$ 224,000				\$ 224,000
Permitting								
Construction					\$1,170,000			\$ 1,170,000
<b>Total</b>		<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>\$ 224,000</b>	<b>\$1,170,000</b>			<b>\$ 1,424,000</b>
<b>Revenue</b>								
REET					\$380,000			\$ 380,000
Strategic					\$ 150,000			\$ 150,000
KC Levy					\$ 40,000			\$ 40,000
RCO Grant					\$ 500,000			\$ 500,000
Park Impact Fees		\$ 10,000	\$ 20,000	\$ 224,000	\$ 100,000			\$ 354,000
<b>Total</b>		<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>\$ 224,000</b>	<b>\$1,170,000</b>			<b>\$ 1,424,000</b>

**SCHEDULE**

	2015				2016				2017				2018				2019				2020		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
grant																							
materials/application																							
Permitting																							
Final Design																							
Construction																							
Closeout																							



## Logboom Park New Pedestrian Bridge Project P-11

**Project Location:** Log Boom Park (NE 175<sup>th</sup> St west of 61<sup>st</sup> Ave NE)  
17415 61st Ave NE, Kenmore, WA. Bridge located at the current outfall of  
Stream 0056.

**Project Manager:** Debbie Bent/Parks Project Manager (new position)

**Project Description:** A new pedestrian bridge over the outfall of Stream  
0056 that provides public access from the park property to the public  
portion of the adjoining marina property. The bridge is a link in the City's  
conceptual "waterwalk" outlined in the 2013 adopted Park Recreation and  
Open Space (PROS) plan.

**Background:** Prior to 2008 a bridge spanned an overflow channel. The  
diversion of Stream 0056 into the overflow channel occurred after the 2008  
storm event and caused significant bank erosion and loss of shoreline. In  
2011 the City completed shoreline and stream bank stabilization at the  
outfall of Stream 0056. In 2014 the City applied for a \$75,000 grant to the  
State Recreation and Conservation Office to assist with funding the new  
bridge project but the City did not receive a grant award. The City  
completed design drawings for the bridge in 2014.

**Environmental Review Status:** Exempt  DNS  EIS   
Project will require SEPA review and a Shoreline Substantial Development  
Permit.

**Potential Project Issues:** Restrictions on construction period due to fish  
window.

**Operations:** Ongoing maintenance of bridge for pedestrian access.  
Maintenance costs start 2016. Estimate \$2500 annually but costs will  
increase as the structure ages.





**City of Kenmore Capital Improvement Program  
Logboom Park New Pedestrian Bridge  
Project P-11**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Pre-Design								
Design	\$ 60,000							\$ 60,000
Permitting		\$ 10,000						\$ 10,000
Construction		\$ 190,000						\$ 190,000
<b>Total</b>	<b>\$ 60,000</b>	<b>\$ 200,000</b>						<b>\$ 260,000</b>
<b>Revenue</b>								
REET								
TIB								
Grant								
Private								
Park Impact Fees		\$ 200,000						\$ 200,000
<b>Total</b>		<b>\$ 200,000</b>						<b>\$ 200,000</b>

**SCHEDULE**

	2015				2016				2017				2018				2019				2020		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Permitting																							
Final Design																							
Construction																							
Closeout																							



**City of Kenmore Capital Improvement Program**  
**City Hall Park Phase 1: Skate Park Improvements**  
**Project P-13**

**Project Location:** City Hall, 18120 68<sup>th</sup> Ave NE

**Project Manager:** Community Development Director/Parks Project Manager

**Project Description:** In 2015 complete the design, permitting and construction for a new approximate 5800 square foot skate court facility.

**Background:** In 2006 the city constructed a “temporary” skate park on the former park & ride property on the west side of 68<sup>th</sup> Ave NE. On 3/7/14 the Council declared the skate structures as surplus property as the structures needed to be removed before the property was transferred and redeveloped. The structures were demolished in April 2014. In April 2014 the City contracted with Hewitt Architects to prepare schematic drawings. Public workshops were held in June and July to obtain feedback on a skate court design. The final design was presented and approved by Council on 9/21/14. The skate court is the first phase of a park on the city hall site. The adopted 2013 Park Recreation and Open Space (PROS) Plan identifies the potential for a new neighborhood/community park on the city hall site and also developing a skate park facility in an existing or new park.



**Environmental Review Status:**

	Exempt	DNS	EIS
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Environmental review likely required due to grading work and drainage requirements.

**Potential Project Issues:** Accommodating parking and city hall use during construction and ongoing parking demand with city hall use following construction.

**Operations:** Maintenance costs related to upkeep of a new amenity. Estimate of \$15,000 per year starting in 2016.



**City of Kenmore Capital Improvement Program**  
**City Hall Park Phase 1: Skate Park Improvements**  
**Project P-13**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Pre-Design	\$7,500							\$ 7,500
Design		\$40,400						\$ 40,400
Permitting		\$ 3,100						\$ 3,100
Construction		\$299,000						\$ 299,000
<b>Total</b>	<b>\$ 7,500</b>	<b>\$ 342,500</b>						<b>\$ 350,000</b>
<b>Revenue</b>								
REET		\$350,000						\$ 350,000
TIB								
Federal								
Grants								
Park Impact Fees								
<b>Total</b>		<b>\$ 350,000</b>						<b>\$ 350,000</b>

**SCHEDULE**

	2015				2016				2017				2018				2019				2020		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design																							
Permitting																							
Construction																							
Closeout																							



**City of Kenmore Capital Improvement Program**  
**Rhododendron Park Dock/Float**  
**Project P-18a**

**Project Location:** Rhododendron Park, located at the northeast intersection of NE 170<sup>th</sup> St (Simonds Rd) and 68<sup>th</sup> Ave NE (Juanita Drive). 6910 NE 170th Street, Kenmore WA.

**Project Manager:** Community Development Director/Parks Project Manager

**Project Description:** In 2015 complete the final design, permitting and construction of a new dock.

**Background:** In February 2014 the City contracted with Marine Floats to prepare a design for a new dock/float serving handcarry watercraft on the southern shoreline of the Sammamish River on park property. In August 2014 shoreline permits were submitted for a 4'x36' ramp and 10'x40' "L" shaped dock. A park master plan was adopted 3/27/06. Improvements completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; and 2010 new basketball court.



**Environmental Review Status:**

	Exempt	DNS	EIS
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SEPA and shoreline permits under review as of October 2014.

**Potential Project Issues:** Critical area and shoreline compliance issues.

**Operations:** Addition of new dock in 2015 will require maintenance starting in 2016. \$2500 annual maintenance costs estimated that will increase as facility ages.



**City of Kenmore Capital Improvement Program**  
**Rhododendron Park Dock/Float**  
**Project P-18a**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Pre-Design								
Design		\$30,000						\$ 30,000
ROW/ Acquisition								
Construction			\$115,000					\$ 115,000
<b>Total</b>		<b>\$ 30,000</b>	<b>\$ 115,000</b>					<b>\$ 145,000</b>
<b>Revenue</b>								
REET								
Strategic		\$ 30,000	\$ 55,000					\$ 85,000
Federal								
Grant								
Park Impact Fees			\$ 60,000					\$ 60,000
<b>Total</b>		<b>\$ 30,000</b>	<b>\$ 115,000</b>					<b>\$ 145,000</b>

**SCHEDULE**

Project Timeline	2015				2016				2017				2018				2019				2020			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3																	
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								



**City of Kenmore Capital Improvement Program  
Squires Landing (Twedt Property) Dock/Float  
Project P-26**

**Project Location:** Squires Landing Park, located south of NE 175<sup>th</sup> Street. 7353 NE 175<sup>th</sup> Street, Kenmore WA.

**Project Manager:** Community Development/Parks Project Manager

**Project Description:** In 2015 hire a consultant to complete the preliminary design for a new dock/float to replace the existing dock, to serve handcarry watercraft users. Permitting in 2015 with final design and construction in 2016.

**Background:** The City acquired the 0.65 acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property. In 2014 the City applied for \$300,000 in grant funding to the State Recreation and Conservation Office to assist with property acquisition costs. The City did not receive a grant award. A master plan for Squires Landing was prepared in 2009 but was not adopted by Council in 2010 due to concern about total park construction costs. A three acre restoration project of wetland habitat was completed 2010/2011 partly funded by a \$100,000 King County Conservation grant.



**Environmental Review Status:** Exempt  DNS  EIS   
Environmental review likely required due to critical area and shoreline issues.

**Potential Project Issues:** Compliance with critical area and shoreline regulations.

**Operations:** Maintenance costs related to upkeep of a new dock starting in 2016. Estimate \$2,500 annual cost that will increase as the facility ages.



**City of Kenmore Capital Improvement Program**  
**Squires Landing (Twedt Property) Dock/Float**  
**Project P-26**

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
design		\$25,000						\$ 25,000
Permitting		\$ 10,000						\$ 10,000
Construction			\$65,000					\$ 65,000
<b>Total</b>		<b>\$ 35,000</b>	<b>\$ 65,000</b>					<b>\$ 100,000</b>
<b>Revenue</b>								
REET								
TIB								
Federal								
Private								
Park Impact Fees		\$ 35,000	\$ 65,000					\$ 100,000
<b>Total</b>		<b>\$ 35,000</b>	<b>\$ 65,000</b>					<b>\$ 100,000</b>

**SCHEDULE**

	2015				2016				2017				2018				2019				2020		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design																							
Permitting																							
Final Design																							
Construction																							
Closeout																							

**CITY OF KENMORE, WASHINGTON**  
**TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM**  
**FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
T 6 SR 522 West A 61st to 65th	\$7,434,850	\$3,551,407	\$0	\$0	\$0	\$0	\$10,986,257
T 8 SR 522 West B 57th to 61st with BGT Wall	0	0	0	0	0	450,000	450,000
T 27 Sidewalk Program	85,960	9,955	100,000	100,000	100,000	100,000	495,915
68th Ave Sidewalk and Other Segments	0	0	0	0	0	0	0
181st St Sidewalk	104,000	667,000	0	0	0	0	771,000
Sidewalk Gaps	160,000	0	0	0	0	0	160,000
T 35 Overlay	585,000	585,000	450,000	450,000	450,000	450,000	2,970,000
T 37 West Samm Bridge	1,270,000	2,280,000	1,140,000	7,630,000	7,630,000	50,000	20,000,000
T 38 175th St/ Swamp Creek Bridge Study	75,000	0	0	0	0	0	75,000
T 39 Neighborhood Traffic Calming Improvements	250,000	100,000					350,000

<b>Total Project Costs</b>	<b>\$9,964,810</b>	<b>\$7,193,362</b>	<b>\$1,690,000</b>	<b>\$8,180,000</b>	<b>\$8,180,000</b>	<b>\$1,050,000</b>	<b>\$36,258,172</b>
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**Funding as Proposed:**

Real Estate Excise Tax	\$1,507,250	\$930,469	\$450,000	\$450,000	\$450,000	\$650,000	\$4,437,719
Real Estate Excise Tax - Set Aside Sidewalks	260,000	100,000	100,000	100,000	100,000	100,000	760,000
Impact Fee Revenue	1,704,780	655,220	0	0	0	250,000	2,610,000
Transportation Benefit District	75,000	75,000	0	0	0	0	150,000
State/TIB	2,969,680	1,462,678	0	0	0	0	4,432,358
Federal Transportation Funding 61st Signal	737,000	363,000	0	0	0	0	1,100,000
General Fund	0	140,885	0	0	0	0	140,885
Surface Water Fund	404,345	199,155	0	0	0	0	603,500
Federal Preservation Grant	60,000	410,000	0	0	0	0	470,000
DOE Grant SR 522 West A	427,875	0	0	0	0	0	427,875
Federal TAPP Grant-Sidewalk	89,960	576,955	0	0	0	0	666,915
SR 522 Federal Allocation ROW	458,920	0	0	0	0	0	458,920
Transportation Impact Fee Revenue for West Samm Bridge	200,000	200,000	200,000	330,000	330,000	50,000	1,310,000
Real Estate Excise Tax for West Samm Bridge	74,000	307,000	78,000	0	0	0	459,000
Unfunded West Samm Bridge Replacement Resources	996,000	1,773,000	862,000	7,300,000	7,300,000	0	18,231,000
<b>Total Project Funding</b>	<b>\$9,964,810</b>	<b>\$7,193,362</b>	<b>\$1,690,000</b>	<b>\$8,180,000</b>	<b>\$8,180,000</b>	<b>\$1,050,000</b>	<b>\$36,258,172</b>



## 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:** NE Bothell Way (SR 522) from 61<sup>st</sup> to 65<sup>th</sup> Avenues NE, including SR 522 / 61<sup>st</sup> Avenue NE north and south legs.

**Project Manager:** Kent Vaughan

**Project Description:** SR 522 West A project limits include SR 522 from 61<sup>st</sup> Avenue NE to 65<sup>th</sup> Avenue NE (0.5 Miles), and 61<sup>st</sup> Avenue NE from NE 175<sup>th</sup> Street to NE 181<sup>st</sup> Street. The West A project includes widened travel and Business Access and Transit (BAT) lanes, additional turning lanes at the key intersection (61<sup>st</sup>-522), signal improvements, illumination, access management, retaining walls, center medians from 62<sup>nd</sup> Avenue NE to 65<sup>th</sup> Avenue NE, re-channelized left/u turns at 61<sup>st</sup>, 64<sup>th</sup> and 65<sup>th</sup> Avenues, sidewalks, drainage improvements, landscaping, utility conversion from aerial to underground, and 61<sup>st</sup> Avenue NE street and channelization improvements.

**Background:** The SR 522 West project was previously known as the SR 522 Phase 1, Stage 2 Project. SR 522 West project limits are 57<sup>th</sup> Avenue NE to 65<sup>th</sup> Avenue NE (0.7 Miles) in the City of Kenmore. SR 522 West project is divided into two phases, West A and West B. SR 522 West improvements are intended to improve vehicle and pedestrian safety and reduce traffic delays throughout the corridor.

**Funding Status:**

The West A project is fully funded. Funding sources include \$1,100,000 in FHWA Discretionary funds (to complete signal upgrades at 61<sup>st</sup> Avenue NE), \$5,201,840 in TIB funds, \$2,500,000 in Federal STP(U) funds (for SR 522 West right-of-way acquisition), and \$475,125 in DOE funds (to improve the stormwater treatment facilities). Local funds include Transportation Impact Fees, REET and Surface Water Utility funds.

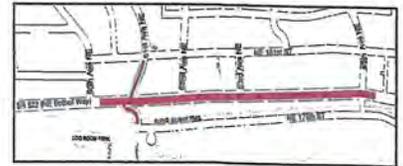
**Environmental Review Status:**

Exempt  Mitigated DNS  EIS

The SR 522 West NEPA document was updated and approved by FHWA in 2012. A SEPA addendum was completed and approved by the City in 2013.

**Potential Project Issues:** The \$475k in DOE funds must be expended by June 2015.

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





**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	2013-14	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Project Administration		\$ 100,000	\$ 50,000					\$ 150,000
Design*	\$ 922,599							\$ 922,599
ROW/ Acquisition**	\$ 1,682,494	\$ 528,950						\$ 2,211,444
Construction		\$ 6,805,900	\$ 3,501,407					\$ 10,307,307
<b>Total</b>	<b>\$ 2,605,093</b>	<b>\$ 7,434,850</b>	<b>\$ 3,551,407</b>					<b>\$ 13,591,350</b>
<b>Revenue</b>								
REET	\$ 304,381	\$ 732,250	\$ 730,469					\$ 1,767,100
General			\$ 140,885					\$ 140,885
Impact Fees		\$ 1,704,780	\$ 655,220					\$ 2,360,000
State-DOE	\$ 47,250	\$ 427,875						\$ 475,125
TIB	\$ 769,482	\$ 2,969,680	\$ 1,462,678					\$ 5,201,840
SWM	\$ 30,000	\$ 404,345	\$ 199,155					\$ 633,500
Federal Discretionary		\$ 737,000	\$ 363,000					\$ 1,100,000
Federal STP(U) ROW	\$ 1,453,980	\$ 458,920						\$ 1,912,900
<b>Total</b>	<b>\$ 2,605,093</b>	<b>\$ 7,434,850</b>	<b>\$ 3,551,407</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 13,591,350</b>

\* Includes \$91,900 in 2013-14 project administration cost.

\*\* Includes \$58,100 in 2013-14 project administration cost.

**SCHEDULE**

Project Timeline	2013				2014				2015				2016				2017				2018			
	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:** To Be Determined

**Project Description:** This project would widen Highway 522 west of 61st 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 one of the components of the larger SR 522 West (a.k.a. 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.

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 generally consists of utility and temporary construction easements and will be conducted once the design is confirmed and construction funding is reasonably secured.

**Funding Status:**

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 may be considered.

**Environmental Review Status:**

Exempt  Mitigated DNS  EIS

An environmental impact statement has been completed and approved by WSDOT and FHWA in 2012. It is likely that the NEPA document will need to be updated in 2020 when funds are programmed for this project.

**Potential Project Issues:**

Significant funds need to be acquired to construct this project. The construction phase is estimated to cost approximately \$11.5M, which is currently unfunded.

**Operations:**

This project will result in increased street lighting electrical and maintenance costs.





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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

CURRENT DOLLARS

Year	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>							
Project Administration						\$ 25,000	\$ 25,000
Design						\$ 425,000	\$ 425,000
ROW/ Acquisition						\$ 120,000	\$ 120,000
Construction (2021-22)							\$ -
<b>Total</b>						<b>\$ 570,000</b>	<b>\$ 570,000</b>
<b>Revenue</b>							
REET						\$ 450,000	\$ 450,000
SWM							\$ -
Impact Fees							\$ -
Federal						\$ 120,000	\$ 120,000
Federal Unfunded							\$ -
PWTF Loan							\$ -
<b>Total</b>						<b>\$ 570,000</b>	<b>\$ 570,000</b>

SCHEDULE

	2015				2016				2017				2018				2019				2020			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Right-of-way																								
Construction																								
Closeout																								



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# City of Kenmore Capital Improvement Program

**Project Name:** NE 181<sup>st</sup> Street Sidewalk  
**Project No.** T- 27 Sidewalk Program

**Project Location:** NE 181<sup>st</sup> Street (south side) between 68<sup>th</sup> Avenue NE and 73<sup>rd</sup> Avenue NE.

**Project Manager:** Kent Vaughan

**Project Description:** This project will complete the sidewalk gap (approx. 700 feet) between 68<sup>th</sup> Avenue NE and 73<sup>rd</sup> Avenue NE on the south side of the roadway. The project will include an 8 foot wide sidewalk, street and pedestrian illumination, drainage improvements, street trees, landscaping and utility conversion from aerial to underground.

**Background:** As the City's downtown grows, this corridor continues to see more and more pedestrian and non-motorized use. In 2008, the City's SR 522 improvements project realigned the 68<sup>th</sup> Avenue NE and NE 181<sup>st</sup> Street intersection and completed sidewalk improvements to the eastern limits of the realigned NE 181<sup>st</sup> Street roadway. This project will continue those improvements to the east and match into frontage improvements completed by new development in the early 2000s to complete a pedestrian path on the south side of NE 181<sup>st</sup> Street from 73<sup>rd</sup> Avenue NE to the City's Downtown.

**Funding Status:**

In July 2014, the City was awarded 93k in federal funds through PSRC's 2014 Supplemental Funding to design the sidewalk project. Local match funds consist of Real Estate Excise Tax revenue set aside for the City's sidewalk program. The construction phase is currently unfunded but the City is hopeful that additional PSRC or CDBG funds will become available in 2015 to allow construction of the project in 2016.

**Environmental Review Status:**

Exempt  Mitigated DNS  EIS

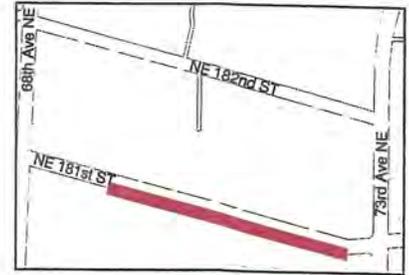
Since this is a federally funded project, NEPA, in addition to SEPA will be completed in 2015.

**Potential Project Issues:**

Depending on available funding, it may be necessary to reduce the scope of work. Possible scope reductions would include the deletion of utility conversion from aerial to underground, and new street and pedestrian illumination elements.

**Operations:**

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





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# City of Kenmore Capital Improvement Program

Project Name: NE 181<sup>st</sup> Street Sidewalk

Project No. T- 27 Sidewalk Program

## CURRENT DOLLARS

Year	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>							
Project Administration	\$ 7,000	\$ 8,000					\$ 15,000
Design	\$ 89,000	\$ 18,500					\$ 107,500
ROW/ Acquisition	\$ 8,000						\$ 8,000
Construction		\$ 640,500					\$ 640,500
<b>Total</b>	<b>\$ 104,000</b>	<b>\$ 667,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 771,000</b>
<b>Revenue</b>							
REET	\$ 27,015	\$ 10,515					\$ 37,530
Federal	\$ 76,985	\$ 15,985					\$ 92,970
Federal Unfunded		\$ 640,500					\$ 640,500
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total</b>	<b>\$ 104,000</b>	<b>\$ 667,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 771,000</b>

## SCHEDULE

Project Timeline	2015				2016				2017				2018				2019				2020			
	Q1	Q2	Q3	Q4																				
Design	█	█	█	█																				
Right-of-way	█	█	█	█																				
Construction*						█																		
Closeout							█																	

\*Dependent on funding



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# City of Kenmore Capital Improvement Program

**Project Name: Sidewalk Gaps**  
**Project No. T- 27 Sidewalk Program**

**Project Location(s):**

68<sup>th</sup> Avenue NE approach to Boat Launch (west side);  
72<sup>nd</sup> Avenue NE approach to NE 170<sup>th</sup> Street (west side);  
NE 155<sup>th</sup> Street approach to Simonds Road NE (south side).

**Project Manager:** Zack Richardson

**Project Description:** These projects are intended to complete gaps in existing sidewalk at the identified locations. Typical projects include 5-6 foot wide sidewalk and ADA ramp improvements.

**Background:** The City Manager’s office has identified these straight forward, low cost sidewalk connections to be made in high pedestrian use areas (school zones, arterials, etc.).

**Funding Status:**

These projects are locally funded using REET funds set aside for the City’s sidewalk program.

**Environmental Review Status:**

Exempt  Mitigated DNS  EIS

N/A

**Potential Project Issues:** None at this time.

**Operations:** These projects will require minimal maintenance upon completion.





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# City of Kenmore Capital Improvement Program

Project Name: Sidewalk Gaps

Project No. T- 27 Sidewalk Program

## CURRENT DOLLARS

Year	2013-14	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Project Administration	\$ 2,500	\$ 5,000						\$ 7,500
Design	\$ 28,000							\$ 28,000
ROW/ Acquisition								
Construction		\$ 155,000						\$ 155,000
<b>Total</b>	<b>\$ 30,500</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 190,500</b>
<b>Revenue</b>								
REET	\$ 30,500	\$ 160,000						\$ 190,500
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>Total</b>	<b>\$ 30,500</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ 190,500</b>				

## SCHEDULE

Project Timeline	2015				2016				2017				2018				2019				2020			
	Q1	Q2	Q3	Q4																				
Design - 2014																								
Right-of-way - N/A																								
Construction																								
Closeout																								



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**City of Kenmore Capital Improvement Program**  
**Simonds Road Overlay**  
**Project No. T-35**

**Project Location:** Simonds Road Overlay (68<sup>th</sup> Avenue NE to NE 165<sup>th</sup> Street)

**Project Manager:** Jennifer Gordon

**Project Description:** The project will reshape pavement by grinding and then overlaying with new HMA on Simonds Road (68<sup>th</sup> Avenue NE to NE 165<sup>th</sup> Street). The project will include protecting and resetting affected utility covers, lids and inlets and upgrading sidewalks where required to meet ADA requirements. The project will provide appropriate traffic control and field inspection during construction, and re-establish pavement markings when the paving is complete.

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

**Potential Project Issues:** NA

**Operations:** NA

**CURRENT DOLLARS**

Year	Prior Years	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>								
Project Administration								
Design								
ROW								
Construction								
<b>Total</b>								\$ -
<b>Revenue</b>								
REET		\$ 450,000	\$ 114,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,364,000
TBD		\$ 135,000	\$ 471,000					\$ 606,000
Federal								
Other								
<b>Total</b>		\$ 585,000	\$ 585,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,970,000



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**City of Kenmore Capital Improvement Program**  
**Juanita Drive/68<sup>th</sup> Avenue NE Overlay**  
**Project No. T-35**

**SCHEDULE**

	2013				2014				2015				2016				2017				2018		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3																
Design																							
Construction																							



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## City of Kenmore Capital Improvement Program

**Project Name:** West Sammamish River Bridge Replacement  
**Project No.** T- 37

**Project Location:** 68<sup>th</sup> Avenue NE (NE 170<sup>th</sup> to NE 175<sup>th</sup> Street). Structure replacement is for southbound structure only.

**Project Manager:** Kris Overleese

**Project Description:** Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68<sup>th</sup> Avenue NE. The project will also include improvements to the 68<sup>th</sup>/NE 170<sup>th</sup> Street and 68<sup>th</sup>/NE 175<sup>th</sup> Street intersections. Between the two intersections, pedestrian and bicycle safety will be improved with a wider facility.

**Background:** The West Sammamish River Bridge was constructed in the 1930s and is at the end of its life. It is considered to be structurally obsolete. To date (over the last biennium), the City has completed a load rating analysis, geotechnical analysis, replace vs. rehabilitation review, and scour analysis on the bridge. The bridge weight limits went into effect in 2014. An enhanced monitoring plan is in place and the City completed an additional underwater inspection in 2014.

**Funding Status:**

In 2014, the City applied for four grants to begin design to replace the structure. The City was not successful in acquiring funds through the spring Puget Sound Regional Council process to distribute federal funds. The City is waiting to hear about the Bridge Replacement Advisory Committee (BRAC) process for federal funding and the Transportation Improvement Board (TIB) application process. If funds are acquired, design would begin in 2015.

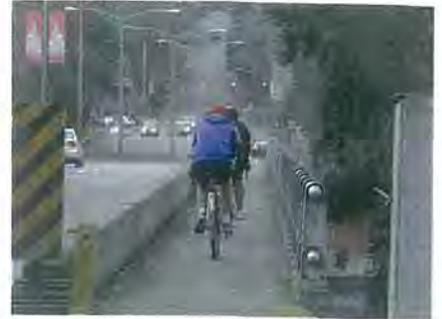
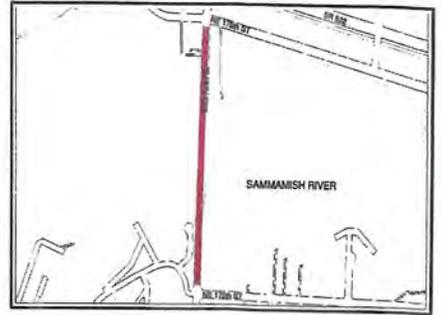
**Environmental Review Status:**

Exempt  Mitigated DNS  SEPA/NEPA

SEPA will be required for the project as well as NEPA if federal funds are secured. The project will also be reviewed by a number of other agencies given its river impact.

**Potential Project Issues:** Design cannot begin until grant funds are secured.

**Operations:** This project will result in lower maintenance and inspection costs for structure review and repair. Costs would increase if additional landscaping is added for irrigation and vegetation maintenance.





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City of Kenmore Capital Improvement Program

Project Name: West Sammamish River Bridge Replacement

Project No. T- 37

CURRENT DOLLARS

Year	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>							
Project Administration	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 50,000	\$ 650,000
Design*	\$ 800,000	\$ 1,500,000	\$ 270,000				\$ 2,570,000
ROW/ Acquisition**	\$ 200,000	\$ 510,000	\$ 500,000				\$ 1,210,000
Construction				\$ 6,185,000	\$ 6,185,000		\$ 12,370,000
WSDOT	\$ 50,000	\$ 50,000	\$ 50,000	\$ 125,000	\$ 125,000		\$ 400,000
Contingency	\$ 100,000	\$ 100,000	\$ 200,000	\$ 1,200,000	\$ 1,200,000		\$ 2,800,000
<b>Total</b>	<b>\$ 1,270,000</b>	<b>\$ 2,280,000</b>	<b>\$ 1,140,000</b>	<b>\$ 7,630,000</b>	<b>\$ 7,630,000</b>	<b>\$ 50,000</b>	<b>\$ 20,000,000</b>
<b>Revenue</b>							
Impact Fees	\$ 200,000	\$ 200,000	\$ 200,000	\$ 330,000	\$ 330,000	\$ 50,000	\$ 1,310,000
REET	\$ 74,000	\$ 307,000	\$ 78,000				\$ 459,000
Unfunded	\$ 996,000	\$ 1,773,000	\$ 862,000	\$ 7,300,000	\$ 7,300,000		\$ 18,231,000
<b>Total</b>	<b>\$ 1,270,000</b>	<b>\$ 2,280,000</b>	<b>\$ 1,140,000</b>	<b>\$ 7,630,000</b>	<b>\$ 7,630,000</b>	<b>\$ 50,000</b>	<b>\$ 20,000,000</b>

SCHEDULE

	2015				2016				2017				2018				2019				2020			
Project Timeline	Q1	Q2	Q3	Q4																				
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout																								



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## City of Kenmore Capital Improvement Program

**Project Name:** NE 175<sup>th</sup> Street/Swamp Creek Bridge Study  
**Project No.** T- 38

**Project Location:** NE 175<sup>th</sup> Street/Swamp Creek Crossing

**Project Manager:** Kris Overleese

**Project Description:** The bridge over Swamp Creek at NE 175<sup>th</sup> Street is aged and the City's Bridge Inspection Team recommends evaluation of the structure for rehabilitation vs. replacement.

**Background:** This structure is on NE 175<sup>th</sup> Street, adjacent to the Burke and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. The structure was not improved as part of the SR 522 project. The existing structure is routinely evaluated by the King County, our Bridge Engineering team. Maintenance is provided to the structure as needed.

**Funding Status:**

The project is to evaluate the structure through a rehabilitation vs. replacement study.

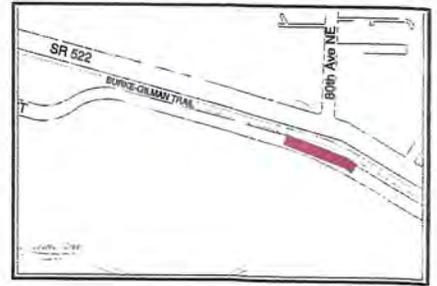
**Environmental Review Status:**

Exempt       Mitigated DNS       SEPA/NEPA

The evaluation is exempt from SEPA, however, replacement and many maintenance activities would require additional permitting. NEPA would be required if federal funding was acquired to address the structure.

**Potential Project Issues:** NA

**Operations:** NA





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City of Kenmore Capital Improvement Program

Project Name: NE 175<sup>th</sup> Street/Swamp Creek Bridge Study

Project No. T- 38

**CURRENT DOLLARS**

Year	2015	2016	2017	2018	2019	2020	Total
<b>Expenses</b>							
Project Administration	\$ 5,000						\$ 5,000
Pre-Design	\$ 70,000						\$ 70,000
ROW/ Acquisition							
Construction							
WSDOT							
Contingency							
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 75,000</b>
<b>Revenue</b>							
Impact Fees							\$ -
REET	\$ 75,000						\$ 75,000
Unfunded							\$ -
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>				

**SCHEDULE**

	2015				2016				2017				2018				2019				2020				
	Q1	Q2	Q3	Q4																					
Project Timeline																									
Pre-Design																									
Permitting																									
Right of Way																									
Construction																									
Closeout																									



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**City of Kenmore Capital Improvement Program  
Neighborhood Transportation Improvements  
Project No. T-39**

**Project Location:** Citywide in Residential Neighborhoods

**Project Manager:** Kris Overleese

**Project Description:** This project would utilize citizens within geographically defined areas of the City to develop pre-design documents and alternatives analysis for improvements in residential areas. The resulting improvements could include: short segments of sidewalk and/or trail, improved shoulders, ADA improvements, additional signage/stripping, speed bumps, traffic circles, and chicanes.

**Background:** The City's current Neighborhood Traffic Safety Program has been in place for several years and is reactive to community concerns. The community desires additional traffic calming measures and bicycle/pedestrian improvements in residential neighborhoods.

**Funding Status:**

The proposed resources would pay for design and construction. The City could utilize consultants to manage the program or utilize an in-house traffic engineer.

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

**Potential Project Issues:** There would be a significant level of community



**CURRENT DOLLARS**

Year	Prior Years	2013	2014	2015	2016	2017	2018	Total
<b>Expenses</b>								
Design		\$ 65,000	\$ 65,000					\$ 130,000
ROW								
Construction		\$ 185,000	\$ 35,000					\$ 220,000
<b>Total</b>		<b>\$ 250,000</b>	<b>\$ 100,000</b>					<b>\$ 350,000</b>
<b>Revenue</b>								
REET		\$ 250,000	\$ 100,000					\$ 350,000
Other								
<b>Total</b>		<b>\$ 250,000</b>	<b>\$ 100,000</b>					<b>\$ 350,000</b>

**SCHEDULE**



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	2015				2016				2017				2018				2019				2020			
	Q1	Q2	Q3	Q4																				
Design																								
Construction																								

**CITY OF KENMORE, WASHINGTON**  
**SURFACE WATER CAPITAL IMPROVEMENT PROGRAM**  
**FOR THE YEARS 2015-2020**

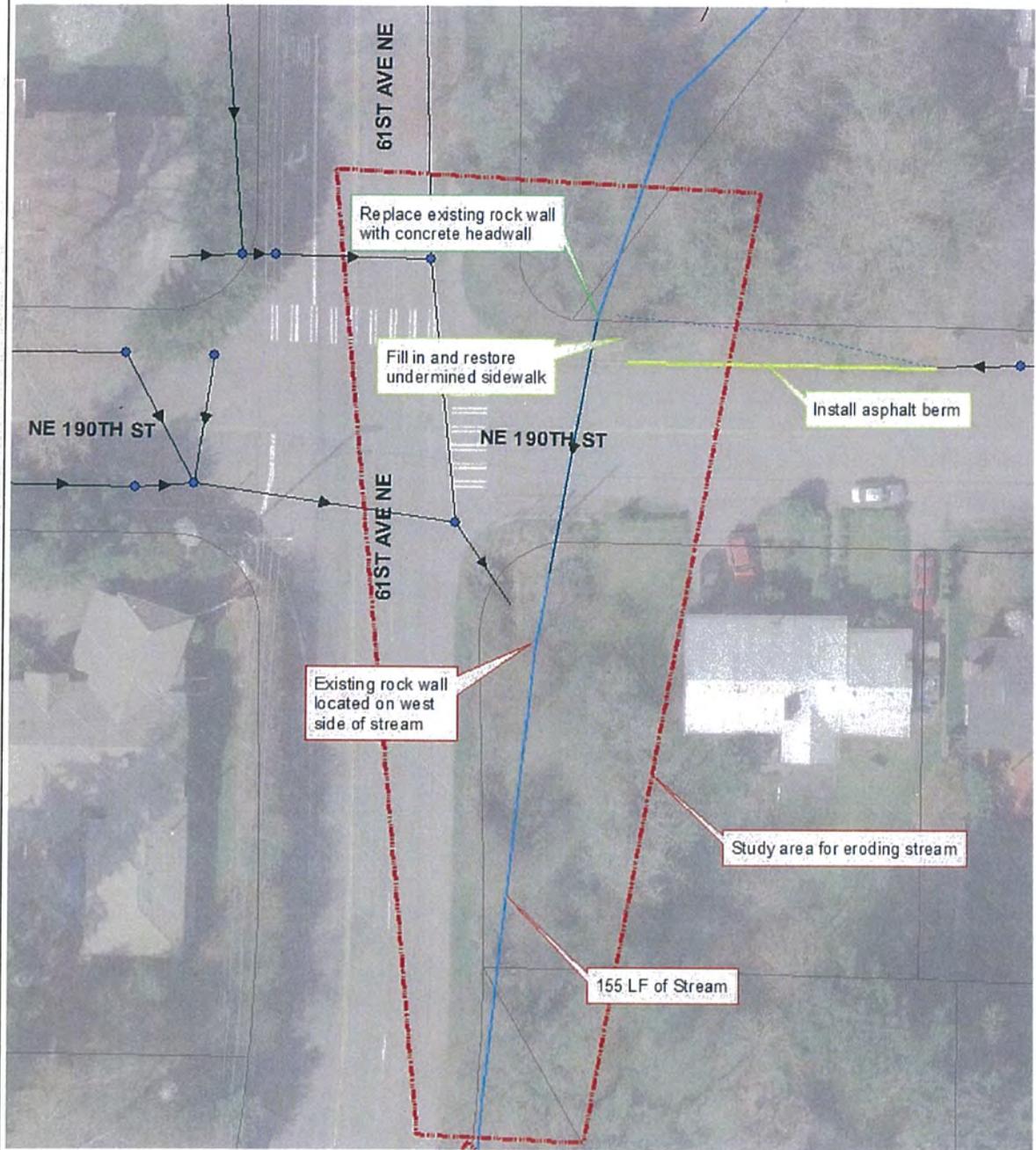
Project Description	2015	2016	2017	2018	2019	2020	2015-2020
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Totals
SW 8 61st Ave NE Sidewalk Embankment Repair	\$383,470	\$727,530	\$0	\$0	\$0	\$0	\$1,111,000
SW 8 Trust Fund Loan Repayment	0	0	140,000	140,000	140,000	140,000	560,000
SW 19 NE 192nd ST Culvert Replacement	122,796	272,204	0	0	0	0	395,000
T 6 Surface Water Component of SR 522 West A	0	633,500	0	0	0	0	633,500
<b>Total Project Costs</b>	<b>\$506,266</b>	<b>\$1,633,234</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$2,699,500</b>

**Funding As Proposed:**

KC Flood Control District Grant (SW19) Secured	0	300,000	0	0	0	0	300,000
Reimbursement from Other Agencies	20,000	0	0	0	0	0	20,000
Public Works Trust Fund 10Year Loan (SW8)	0	1,000,000	0		0	0	1,000,000
Surface Water Utility Funds	486,266	333,234	140,000	140,000	140,000	140,000	1,379,500
<b>Total Project Funding</b>	<b>\$506,266</b>	<b>\$1,633,234</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$2,699,500</b>

Project:	Tributary 0056 Erosion and Stream Repair		ID:	SW-08
Location:	61 <sup>st</sup> Ave NE and NE 190 <sup>th</sup> St.	Basin:	Tributary 0056	
Project Type:	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding	Preliminary Project Cost:	\$1,111,000	
Problem:	Stream eroding near roadway			
Narrative	<p>Tributary 0056 flows from north to south along the east side 61<sup>st</sup> Ave NE. There are three problems where Tributary 0056 crosses NE 190<sup>th</sup> St.:</p> <ol style="list-style-type: none"> <li>Stream channel bank erosion along a 155-LF section of rock wall has resulted in failed sections where rocks have fallen into the channel. Ground Penetrating Radar (GPR) indicates there is subsurface damage under the sidewalk. The full extent of the damage is unclear.</li> <li>Rock wall headwalls are at the inlet and outlet of the culvert and protect 61<sup>st</sup> Ave NE from stream flow. Stream flows have eroded the existing slope and rock headwall north of NE 190<sup>th</sup> St. resulting in an unstable headwall. Stream flows have been observed bypassing the culvert. It is unknown where the piping water goes.</li> <li>Sidewalk on the northeast side of NE 190<sup>th</sup> St. is being undermined by runoff from NE 190<sup>th</sup> St. Runoff concentrates where the sidewalk transitions to gravel, causing the sidewalk to be undermined.</li> </ol> <p>This project was identified by the City in 2013. A surface water field investigation report and recommendations was prepared by consultants in February 2013.</p> <p>The preferred solutions include:</p> <ol style="list-style-type: none"> <li>Review GPR data to verify rock wall stabilization is necessary to protect 61<sup>st</sup> Ave NE. This CIP assumes 155-LF of rock wall improvements are needed, and stream improvements will be required for mitigation associated with stabilization of the rock wall, and will also serve to redirect flow away from the stream bank. Additional GPR investigations will be conducted as part of CIP SW-21</li> <li>Replace the upstream culvert headwall with a concrete headwall in accordance with recommendations in the February 2013 surface water field investigation report.</li> <li>Install an asphalt berm along NE 190<sup>th</sup> St. from the existing curb to the edge of the first driveway to direct runoff to the stormwater system on 61<sup>st</sup> Ave NE rather than the stream. Fill the void under the existing sidewalk with grout or concrete.</li> </ol> <p>Project benefits include protection of existing infrastructure (sidewalk and roadway) and improved stream habitat.</p>		 <p>Rocks from wall which fell into the stream.</p>  <p>Undercut sidewalk at NE 190<sup>th</sup> St.</p>	
Conceptual Design	<p>1 &amp; 2. Additional GPR will be collected and reviewed as part of CIP SW-21 to determine the full extent of rock wall repair and mitigation necessary to protect existing infrastructure.</p> <ul style="list-style-type: none"> <li>The cost estimate assumes the entire 155-LF section of wall will need to be repaired. Geotechnical and structural evaluation will determine the actual amount of wall repair needed.</li> <li>Wall repairs below the stream ordinary high water mark will likely require stream restoration mitigation. The assumed length for restoration is the full 155-LF. Stream restoration will include: modified channel cross section that includes a floodplain bench, removal of invasive plant species, and installation of large woody debris and riparian planting.</li> <li>Resource agencies may encourage replacing the existing culvert with a wider, fish passable culvert if headwall repairs are proposed. Cost estimate below assumes both headwalls are repaired and a new culvert is installed.</li> <li>Sidewalk ramps impacted by the culvert replacement shall be replaced in accordance with American with Disabilities Act (ADA) design standards.</li> <li>The design schedule for stream restoration shall account for time to obtain temporary or permanent easements and in-water work permits from WDFW and the Army Corps.</li> </ul> <p>4. Preferred Solution for the undermined sidewalk is to install an asphalt berm along the north side of NE 190<sup>th</sup> St. and fill in the undermined portion of the sidewalk with grout or concrete. A loss of parking will occur. This work is within City right of way and above the stream ordinary high water mark so can be designed and constructed faster than the in-water work described above.</p>			
Considerations for Implementation	<ul style="list-style-type: none"> <li>Coordinate with CIP SW-21 – 61<sup>st</sup> Ave. NE Wall Evaluation and Design.</li> <li>Recommend bundling all improvements with work below the ordinary high water mark as one project with one set of permit documents.</li> <li>Vegetation removal is necessary, removing trees shall be avoided. If tree removal is necessary, a tree removal permit is required. Environmental permitting including SEPA checklist, WDFW HPA, Army Corps permits, and tribe coordination.</li> <li>Temporary construction easements may be needed for work in stream along 61<sup>st</sup> Ave NE. Acquiring permanent easements will allow more flexibility in stream restoration design.</li> </ul>			

Project Location



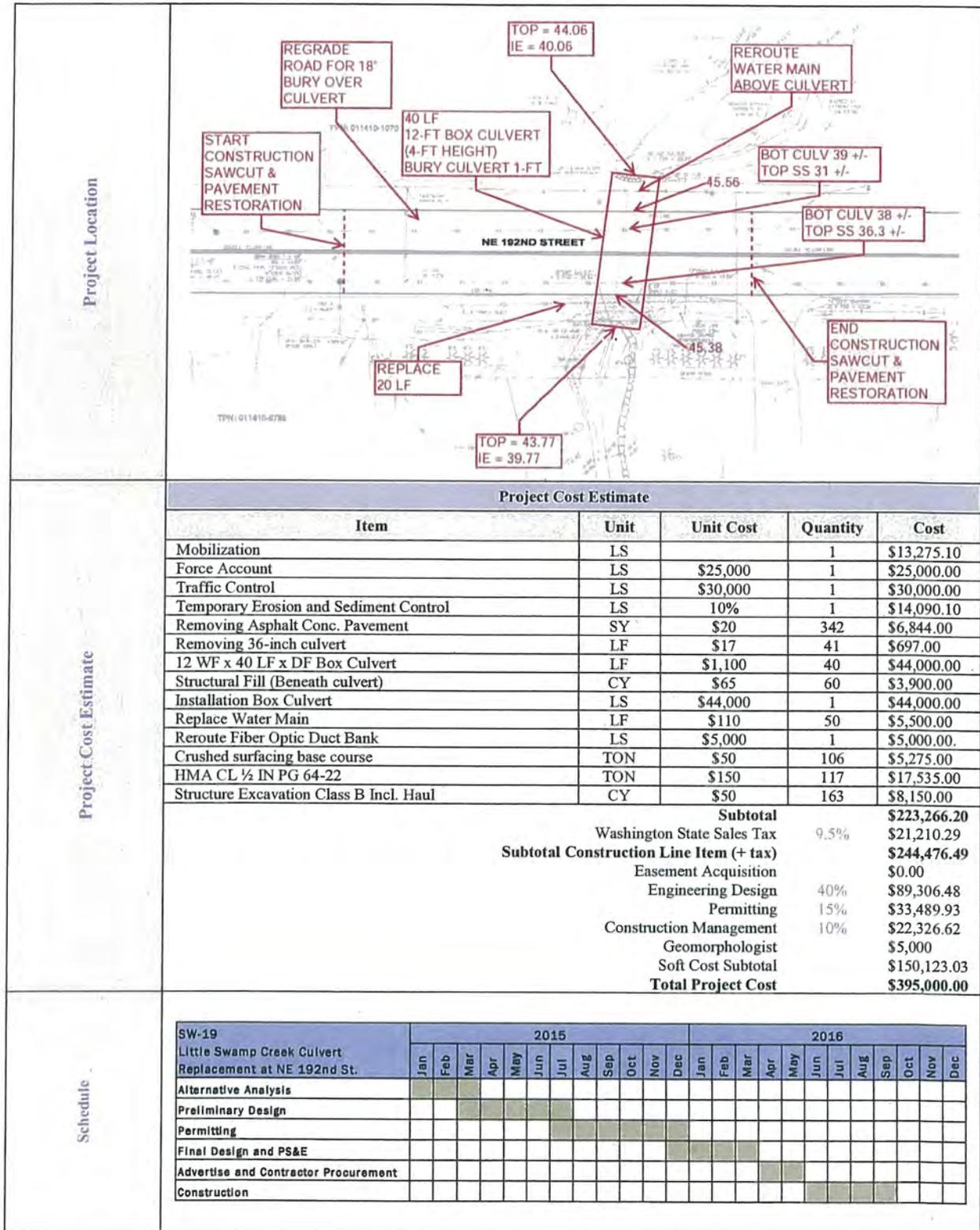
Project Cost Estimate: NE 190 <sup>th</sup> Extruded Curb					
Item	Unit	Unit Cost	Quantity	Cost	
Water Pollution/Erosion Control	%	5%		\$75	
Traffic Control	%	7%		\$100	
Clearing & Grubbing	SY	\$5	20	\$100	
Extruded Curb	LF	\$15	81	\$1,215	
<b>Subtotal</b>				<b>\$1,490</b>	
Contractor overhead, profit, and mobilization				10%	\$149
Washington State Sales Tax				9.5%	\$142
Construction Contingency				50%	\$745
<b>Subtotal construction costs</b>					<b>\$2,526</b>
City Staff Time				10%	\$253
Administration and engineering design				20%	\$505
Design Contingency				20%	\$505
<b>Total cost</b>					<b>\$3,800</b>

Project Cost Estimate: Geotechnical and Structural Analysis		
Geotechnical and Structural Analysis		\$5,000

Project Cost Estimate: Rock Wall and Stream Restoration					
Item	Unit	Unit Cost	Quantity	Cost	
Water Pollution/Erosion Control	%	5%		\$21,000	
SPCC Plan	LS	\$500	1	\$500	
Traffic Control	%	7%		\$29,000	
Rock wall repair (along 61st Ave NE)	LF	\$1,000	155	\$155,000	
Temporary Stream Bypass	LS	\$24,000	1	\$24,000	
Stream restoration	LF	\$460	155	\$71,300	
New Concrete Headwall	EA	\$50,000	2	\$100,000	
HMA CL ½ IN PG 64-22	TON	\$200	10	\$2,000	
Fish Passage Culvert (83 IN x 53 IN)	LF	\$700	30	\$21,000	
<b>Subtotal</b>				<b>\$423,800</b>	
Contractor overhead, profit, and mobilization				10%	\$42,380
Washington State Sales Tax				9.5%	\$40,261
Construction Contingency				50%	\$211,900
<b>Subtotal construction costs</b>					<b>\$718,341</b>
City Staff Time				10%	\$71,834
Administration and engineering design				20%	\$143,668
Design Contingency				20%	\$143,668
Permitting					\$15,000
Land acquisition and easements				(Est. 1,860 SF @ \$5/SF)	\$9,300
<b>Total cost</b>					<b>\$1,101,900</b>

Schedule	SW-08 Tributary 0056 Erosion and Stream Repair	2015												2016											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	SW-21 GPR, Analysis and Engineering																								
	Alternative Analysis																								
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

<b>Project:</b>	Little Swamp Creek Culvert Replacement at NE 192 <sup>nd</sup> St.		<b>ID:</b>	SW-19
<b>Location:</b>	NE 192 <sup>nd</sup> St., west of 80 <sup>th</sup> Ave NE	<b>Basin:</b>	Little Swamp Creek	
<b>Project Type:</b>	<input checked="" type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding	<b>Preliminary Project Cost:</b>	\$395,000	
<b>Problem:</b>	Flooding at low point in road			
<b>Narrative</b>	<p>Flooding occurs at the NE 192<sup>nd</sup> St. culvert carrying Little Swamp Creek at the low point in the road. Based on modeling results the road floods at the 25-year event because the culvert is undersized. Flooding was shown to be as high as 1-foot on the roadway in the models. This is the depth at which most cars and SUVs can float.</p> <p>This project was identified by the City in 2006. OCI was contracted in 2014 to develop an Options Analysis as part of the On-Call Contract with the City. (The report is titled "192<sup>nd</sup> Culvert Final Options Analysis Report, OCI, 2014.")</p> <p>Several options were considered: high-flow bypass, culvert replacement with fish passable culvert, raise the street elevation, and no-build. The preferred solution is to replace the existing culvert with a 12-ft x 3-ft fish passable culvert.</p> <p>Project benefits include flood reduction and improved fish passage.</p> <p>Additional modeling or analysis may need to be performed to determine impacts to downstream Swamp Creek.</p>			
<b>Conceptual Design</b>	<p><b>Preferred Solution:</b></p> <ul style="list-style-type: none"> <li>• Install a 12-foot x 3-foot box culvert in place of the existing culvert. <ul style="list-style-type: none"> <li>◦ This size conveys the 100-year event without flooding or overtopping.</li> </ul> </li> </ul> <p><b>Other Solutions Considered:</b></p> <ul style="list-style-type: none"> <li>• High-flow bypass: <ul style="list-style-type: none"> <li>◦ A 24-inch bypass culvert was considered in conjunction with a riser structure, which would convey flows in the 25-year event and higher.</li> <li>◦ This option will likely not be approved by WDFW because it does not meet code requirements for depth required in the culvert.</li> </ul> </li> <li>• Raise road elevation by 1-foot: <ul style="list-style-type: none"> <li>◦ This option is not feasible because the water levels rise more than 5-feet during large storm events.</li> </ul> </li> <li>• No-build: <ul style="list-style-type: none"> <li>◦ This option will allow flooding and debris blockage of the culvert to continue to occur.</li> </ul> </li> </ul>			
<b>Considerations for Implementation</b>	<ul style="list-style-type: none"> <li>• Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits are required.</li> <li>• A geomorphologic assessment is recommended.</li> <li>• A downstream analysis will be conducted to evaluate how or if downstream infrastructure or properties could be affected by improvements.</li> <li>• Temporary stream bypass and fish exclusion shall be used during construction.</li> <li>• Coordination with the upstream Little Swamp Creek Flooding CIP (included in the SWMP as CIP #7) will need to be conducted to ensure nothing is adversely affected.</li> <li>• No modeling or analysis has been performed to determine impacts of the preferred solution to the downstream system.</li> <li>• Traffic control will be needed.</li> <li>• Cost estimate is from the options analysis report discussed in the narrative above, with the addition of a geomorphologic analysis.</li> </ul>			



**City of Kenmore  
Proposed 2015-2016 Salary Plan**

Salaries are shown as Monthly

	AWC Position	Kenmore Position	2014 Salary Range			Proposed 2015-2016 Salary Range		
			Low	Mid	High	Low	Mid	High
1	Finance Director	Finance and Administration Dir.	8,333	9,920	11,507	8,333	9,920	11,507
2	Assistant City Manager	Assistant City Manager	8,333	9,920	11,507	8,333	9,920	11,507
3	Planning/Comm. Devel. Dir.	Community Development Dir.	7,613	9,063	10,513	7,811	9,299	10,786
4	City Engineer	Eng. and Env. Services Dir.	<del>7,613</del>	<del>9,063</del>	<del>10,513</del>	<del>7,613</del>	<del>9,063</del>	<del>10,513</del>
5	Building Official	Development Services Director	7,281	8,668	10,055	7,281	8,668	10,055
6	Street/Road Superintendent	Public Works Operations Mgr.	6,668	7,938	9,208	6,668	7,938	9,208
7	Engineer - Senior Level	Senior Engineer	6,235	7,423	8,610	6,235	7,423	8,610
8	Planner - Senior Level	Senior Planner	5,924	7,052	8,180	5,924	7,052	8,180
9	No Comps, Band w/ Sr. Planner	Surface Water Program Mgr.	5,924	7,052	8,180	5,924	7,052	8,180
10	Engineer - Entry Level	Associate Civil Engineer	5,088	6,057	7,026	5,152	6,133	7,114
11	City Clerk	City Clerk	5,351	6,371	7,390	5,429	6,463	7,497
12	Planner - Journey Level	Associate Planner	5,088	6,057	7,026	5,088	6,057	7,026
13	Accountant - Journey	Accountant	4,838	5,760	6,681	4,838	5,760	6,681
14	Bldg. Insp. & Plans Examiner	Bldg. Inspector/Plans Examiner	4,838	5,760	6,681	5,309	6,320	7,332
15	Building Inspector	Bldg. Inspector/Code Compliance Officer	4,838	5,760	6,681	4,838	5,760	6,681
16	Management Analyst	Management Analyst	4,600	5,476	6,352	4,687	5,580	6,472
17	Senior Engineering Technician	ROW Inspector (change in title)	4,375	5,208	6,041	4,375	5,208	6,041
18	Engineering Tech. - Jour. Lev.	Surface Water Technician	4,161	4,954	5,746	4,319	5,142	5,965
19	Executive Secretary	Executive Assistant	3,768	4,486	5,204	4,278	5,093	5,908
20	Planner - Entry Level	Assistant Planner	3,919	4,666	5,412	4,261	5,073	5,884
21	Building Permit Specialist	Building Permit Specialist	3,768	4,486	5,204	3,806	4,531	5,256
22	Accounting Clerk - Entry Lev.	Accounting Technician	3,768	4,486	5,204	3,768	4,486	5,204
23	Clerical - Journey Level	Administrative Asst.	3,414	4,064	4,714	3,670	4,369	5,068
24	Clerical - Entry Level	Receptionist	2,948	3,510	4,071	2,948	3,510	4,071
25	Custodial Worker	Maint. Custodian	2,810	3,345	3,880	2,867	3,414	3,960

**Proposed New Classifications**

	AWC Position	Proposed New Classification	2014 Salary Range			Proposed 2015-2016 Salary Range		
			Low	Mid	High	Low	Mid	High
26	Public Works Director	Public Works Dir./City Engineer		N/A		7,906	9,412	10,917
27	Band with Senior Engineer	Traffic Engineer - Senior		N/A		6,235	7,423	8,610
28	Band with Senior Engineer	Project Manager		N/A		6,235	7,423	8,610
29	Between Journey and Senior Levels	Civil Engineer		N/A		5,693	6,778	7,862
30	Between Assoc. Planner & Sr. Planner	Planner		N/A		5,506	6,555	7,604
31	N/A - Using Covington as best comp	Cmty. Rel. Mgr/Policy Analyst		N/A		5,287	6,294	7,301
32	Recreation Coordinator/Supervisor	Volunteer & Events Supervisor		N/A		4,070	4,846	5,621 *
33	Maintenance Worker - Entry/Journey	Maintenance Worker		N/A		3,850	4,583	5,316
34	N/A	Intern		N/A		13/hr	14/hr	15/ht
35	N/A	Part time/Seasonal MW		N/A		11/hr	13/hr	15/hr

\* This salary range is shown at full-time. The position will be part-time and therefore the actual salary will be prorated accordingly

**CITY OF KENMORE  
WASHINGTON  
RESOLUTION NO. 14-245**

**A RESOLUTION OF THE CITY OF KENMORE, WASHINGTON,  
REVISING THE CITY FEE SCHEDULE ADOPTING THE 2015  
FEE SCHEDULE.**

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

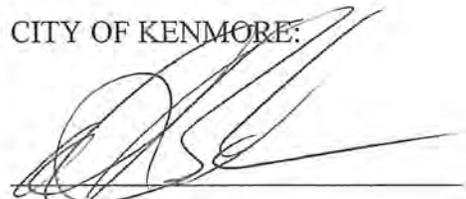
WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

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

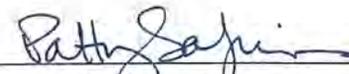
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE to adopt the "City of Kenmore, Washington 2015 Fee Schedule", attached as "Exhibit A" to this resolution, which shall be effective on the adoption of this resolution.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8<sup>th</sup> DAY OF SEPTEMBER, 2014.

CITY OF KENMORE:

  
\_\_\_\_\_  
Mayor

ATTEST/AUTHENTICATED:

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

City of Kenmore, Washington  
2015 Fee Schedule



Resolution No. 14-245

Effective Date: September 8, 2014

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**Note:** Solid vertical lines (|) in the margins indicate a change and a plus sign (+) in the margin of the fee schedule indicates a new fee from the previous schedule.

**1. BUSINESS REGISTRATION AND LICENCES**

<b>Business Registration</b>	<b>2015 Fee</b>
General Business - New Application for a new business	\$10
General Business Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$19 for new applications and \$11 for renewals.	

<b>Business Licenses</b>	<b>2015 Fee</b>
Adult Entertainment	
Device	\$50 each
Operator	\$500/year
Premises	\$200/year
Panoram Manager License	\$50/year
Adult Cabaret	
Operator	\$500/year
Cabaret Manager License	\$50/year
Cabaret Entertainer License	\$50/year
Adult Retail Business License	\$500/year
Dance	\$200/year \$100/six months \$50/day
Dance (non-profit, educational or City-sponsored)	Exempt
Live Entertainment: music (other than mechanical); boxing or wrestling; exhibition skating; video arcades; pool halls; bowling alleys; race tracks and drag strips (if attendance more than 2,000 at a single event). Covers more than one skating rink, shooting gallery.	\$200/year \$100/six months \$50/day
Amusement Parks – Permanent	\$200/year
For one to 10 units, inclusive	\$100/six months
For more than 10 units	\$400/year \$200/six months
Carnivals	
For one to 10 units, inclusive	\$40.00/day
For more than 10 units	\$100/day
Closing out sales	
Closing out sale license – original license	\$300/year
First 30-day renewal	\$200/year
Second 30-day renewal	\$200/year
Junk Shop License	\$300/year
Junk Wagon License	\$40/year
Marijuana Business License	\$500/year
Massage Parlor/Bathhouse	\$150/year
Massage Practitioner	\$50/year
Theaters	\$100/each screen

Outdoor Musical Event (not sponsored by the City and with an admission fee)	\$750/year
Pawnbroker	\$500/year
Peddler/Solicitor	No fee
Secondhand dealer	\$40/year
Shuffleboard License	\$50/year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

**2. CODE ENFORCEMENT**

Code Enforcement	2015 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City costs
Abatement Hearing	\$360
Hearing Officer	\$215/hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a stop work order	\$500

Housing Code Enforcement	2015 Fee
Inspection/Posting	\$255/hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$150/each
Closing Fee	\$255
Contract Abatement Fee	\$15% of the contract
Late Fee	\$25% of amount due
Hearing Officer	\$215/hour

The following fees apply to all enforcement actions:	2015 Fee
Inspection Warrant	\$350/each
Attorney Fees	Rate per hour to be determined as established by the City Attorney contract for legal services
Paralegal Services	\$60/hour
Notary Services	\$10
Abatement	Actual cost of labor

**3. COMPREHENSIVE PLAN AND DEVELOPMENT REGULATION AMENDMENTS**

Type	2015 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

**4. DEVELOPMENT SERVICES**

<b>General Fees</b>	<b>2015 Fee</b>
Development Review Technology Fee Applies to all fees listed in Section 4. Exception: Items marked with an asterisk "*" are exempt from the technology fee	3%
P-Suffix and other required site plan reviews	
Initial plan review	\$1,078
Each additional review for compliance, including signs and tenant improvements.	\$163
Amend adopted P-suffix conditions	\$2,241
Mobile home park and RV park plan review	\$3,561
Site plan application fee (Land-use permit associated to KMC 18.105)	\$364
Construction permit site plan review	\$100
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$211
> 1 – 2 site acres	\$337
> 2 – 5 site acres	\$507
> 5 – 10 site acres	\$676
More than 10 site acres	\$1,352
Each plan revision review	\$324
Request for modification requiring public notice	\$673.00
Landscape and tree management inspections	
Landscape installation inspection	\$269
Landscape maintenance bond release inspection	\$269
Additional excessive reviews and inspection fees Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate.	\$100/hour
Hourly fees throughout this section may be billed in ½ hour intervals	

<b>Development Agreement</b>	<b>2015 Fee</b>
Threshold review with City Council	\$200*
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,000 + City Attorney fees
Development Agreement requested by the City	No Fee

<b>Pre-Application</b>	<b>2015 Fee</b>
Pre-application review fee	No Fee

Zoning and Land Use	2015 Fee
Request for site specific rezone	\$3,000
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$3,633
SUP with public hearing	\$8,501
Daycare with 24 children or less	\$1,365
Request for time extension	\$146
Variances (including variances from KMC 18.55)	
Application review	\$2,500
Added fee when public hearing required	\$1,626
Request for time extension	\$146
Boundary line adjustment	\$574
Communications facility application fee	\$364
Accessory dwelling unit	\$50
Change of use (zoning only)	\$50
Reuse of closed public school facilities	\$1,400
Land use inspections	\$100/hour
Reasonable use exception	\$2,500
Public agency and utility exception	\$1,953
Zoning letter inquiry/request	\$100
Design review	\$100/hour
Temporary Use Permit	\$100
Public notice mailing fee	\$200*

Subdivision – Preliminary Application Review	2015 Fee
Preliminary short subdivisions	
Short subdivision 4 lots or less	
Base fee	\$1,111
Plus per lot	\$140
Short subdivision 5 to 9 lots	
Base fee	\$7,033
Plus per lot	\$153
Revision to approved preliminary	\$898
Short subdivision alteration	\$1,245
Request for time extension	\$100
Preliminary subdivisions	
Initial application	
50 lots or less	
Base fee	\$12,955
Plus per lot	\$167
More than 50 lots	
Base fee	\$22,208
Plus per lot	\$37
Surcharge for applications utilizing lot clustering or flexible yard provisions (percent of initial fee)	10%
Major revision requiring new public hearing	\$3,886

Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$925
Request for time extension	\$100
Subdivision alterations or subdivision vacations	
With public hearing	\$3,886
Without public hearing	\$1,944
Supplemental fee – a surcharge for applications involving significant environmentally sensitive areas (percentage of total initial fee)	10%
Supplemental fee – remanded applications (percentage of initial fee)	50%
Binding site plan	
Building permit, as-built or site plan review based plan	\$4,862
Conceptual plan	\$5,733
Revision to a preliminary approved plan	\$1,112
Revision to a final binding site plan	\$1,996

Shoreline Management Permit	2015 Fee
Substantial development permit	
Total cost of proposed development:	
Up to \$10,000	\$1,280
\$10,001 to \$100,000	\$2,560
\$100,001 to \$500,000	\$6,399
\$500,001 to \$1,000,000	\$9,598
\$1,000,001 or more	\$12,797
Single family joint-use dock	\$2,560
Shoreline conditional use permit	
Non-forest practices	\$7,219
Forest practices	\$1,313
Shoreline variance	
Up to \$10,000 project value	\$2,166
\$10,001 or more project value	\$7,219
Shoreline re-designation	
Base fee	\$14,438
Per shoreline lineal foot	\$27.60
Maximum	\$54,144
Shoreline review of other permits or approvals for conditions	\$177
Shoreline exemption	\$276
Supplemental fees	
Request for an extension of a permit, calculated as a percentage of the original permit	20%
Shoreline permit revision, calculated as a percentage of the original permit	20%
Surcharge when public hearing required	12%
Minimum	\$2,048

Permit compliance inspections		
	Hourly rate (including travel time)	\$100/hour
	Plus per mile	\$0.50/mile
Special Reviews		2015 Fee
State Environmental Policy Act (SEPA) review		
Environmental checklist		
	Base fee	\$600
	After six hours	\$100/hour
Supplemental Determination of Nonsignificance (DNS), Mitigated Determination of Nonsignificance (MDNS), or Determination of Significance (DS) review		\$100/hour
MDNS deposit		\$1,313
Environmental Impact Statement (EIS) deposit – a percentage of total estimated cost		33%
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration: All fixed and contract costs, and time costs, per hour		\$100/hour
Post MDNS, DEIS, FEIS or SEIS publication work preparing or consulting on staff reports, permit conditions or public hearing testimony, per hour		\$100/hour
Critical areas review		
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).		
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:		
	Site review base fee	\$1,000
	Plus, per hour	\$100/hour
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:		
	Site review base fee	\$1,000
	Plus, per hour	\$100/hour
Flood plain determination – certificate of elevation		\$100
	Plus, per hour	\$100/hour
Review of mitigation plan compliance, per hour		\$100/hour
Critical areas inspection		\$100/hour
Inspection and monitoring, per hour		\$100/hour
Appeals		
	Appeals to the hearing examiner from decisions of the City	\$125*
Departmental review of non-departmental permits		\$100/hour
Review and monitoring of master drainage plans, per hour		\$100/hour
Legal lot status request		\$200

Engineering: General Permitting & Inspections		2015 Fee
Parking review		
New or additional spaces		
	First 0-25 spaces	\$23/each space
	Next 26-50	\$20.70/each space
	Next 51-75	\$16.30/each space
	Next 76-150	\$16.30/each space
	Anything above 150	\$11.80/each space
	Minimum fee	\$296.10
Clearing		
0 – 5 site acres		
	Base fee	\$73.50
	Hourly fee	No fee
5.1 site acres or more		
	Base fee	\$367.50
	Hourly fee	\$100/hour
Field inspections		
		\$100/hour
Tree removal		
		\$73.50
Drainage review		
Residential drainage requirement review base fee		
	Small site drainage review	\$238
	Targeted drainage review	\$143
	Full drainage review	\$234
Full drainage review		
	Simplex review	\$293
	Complex review	\$676
Commercial drainage plan review base fee		
		\$570
	Total distributed area	Targeted drainage review #1, 2 and 3
		Full drainage review and targeted drainage review for #4
	0 – .50 site acre	\$895
	.51 – 1 site acre	\$1,234
	1.1 – 2 site acres	\$2,255
	2.1 – 5 site acres	\$4,951
	5.1 – 10 site acres	\$5,964
	More than 10 acres	\$6,640
		\$8,300
Traffic impact analysis review		
	Level 1 (10 P.M. peak hour trips or less)	\$337
	Level 2 (11-75 P.M. peak hour trips)	\$800
	Level 3 (Over 75 P.M. peak hour trips)	\$1,600
Road standards/drainage standards variance		
		\$200
Grading permits for small projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.		
		\$300
Grading permits –all other grading permits (based on the total of the two tables listed below)		
Table 1		
	Volume	Base fee
		Per 100 cubic yards
	0 to 500 cubic yards	\$0
	501 to 3,000 cubic yards	\$54
	3,001 to 10,000 cubic yards	\$339

10,001 to 20,000 cubic yards	\$2,159	+	\$7.90
20,001 to 40,000 cubic yards	\$3,319	+	\$2.10
40,001 to 80,000 cubic yards	\$3,599	+	\$1.40
80,001 cubic yards or more	\$4,239	+	\$0.60
<b>Table 2</b>			
Disturbed Area	Base fee	+	Per acre
Up to 1 acre	\$176	+	\$819.40
1.1 to 10 acres	\$381	+	\$614.30
10.1 to 40 acres	\$2,916	+	\$360.80
40.1 to 120 acres	\$10,428	+	\$176
120.1 to 360 acres	\$22,944	+	\$68.70
360.1 acres or more	\$34,716		\$36
Grading plan revision Hourly rate			\$100/hour
Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet) The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.			
Annual Volume Table			
Volume deposited or removed	Base fee		Per 100 cubic yards
0 to 3,000 cubic yards	\$0	+	\$102.20
3,001 to 10,000 cubic yards	\$2,550	+	\$17.20
10,001 to 20,000 cubic yards	\$3,760	+	\$5.10
20,001 to 40,000 cubic yards	\$4,280	+	\$2.50
40,001 cubic yards or more	\$4,680	+	\$1.50
Reclamation bond release inspection			\$255
Re-inspection of non-bonded actions			\$225
Construction inspections (when associated to a Bond Quantity Worksheet)			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		
\$0 – \$30,000	\$213 + \$119 / \$1,000 bond		
\$30,001 – 120,000	\$2,253 + \$51 / \$1,000 bond		
\$120,001 or more	\$6,693 + \$14 / \$1,000 bond		
Addition inspection after 1 year			\$100/hour
Maintenance bond inspections			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		
\$0 – \$30,000	\$461 + \$15.30 / \$1,000 bond		
\$30,001 – 120,000	\$770 + \$5 / \$1,000 bond		
\$120,001 or more	\$1,166 + \$1.70 / \$1,000 bond		

Engineering: Subdivision Plan Review and Inspections	2015 Fee
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,087
Plus per lot	\$209
Short subdivision 5 to 9 lots	
Base fee	\$4,148
Plus per lot	\$209
Additional review in excess of initial fees	\$100/hour
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$6,209
Plus per lot	\$33.60
Subdivision 31 lots or more	
Base fee	\$6,710
Plus per lot	\$16.90
Revisions and re-submittals	
Each occurrence	\$119
Additional review in excess of initial fees	\$100/hour
Planned unit development engineering plan review	
30 units or less	
Base fee	\$6,209
Plus per unit	\$46.10
31 units or more	
Base fee	\$6,911
Plus per unit	\$22.70
Revisions and re-submittals	
Each occurrence	\$119
Additional review in excess of initial fees	\$100/hour
Conceptual binding site plan (including conceptual commercial binding site plan)	
Plan and profile base fee	\$4,132
Revisions and re-submittals	
Each occurrence	\$119
Additional review in excess of initial fees	\$100/hour
Construction inspections (when associated to a Bond Quantity Worksheet)	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$213 + \$119 / \$1,000 bond
\$30,001 – 120,000	\$2,253 + \$51 / \$1,000 bond
\$120,001 or more	\$6,693 + \$14 / \$1,000 bond
Addition inspection after 1 year	\$100/hour
Subdivision final approval	
Final short subdivision 4 lots or less	\$1,922
Final short subdivision 5 to 9 lots	\$3,873
Final short subdivision alteration	\$714

Final subdivision 30 lots or less	
Base fee	\$5,825
Plus per lot	\$69.10
Final subdivision 31 lots or more	
Base fee	\$6,470
Plus per lot	\$47.60
Subdivision alteration	\$1,077
Modification of a recorded building envelope	\$541
Request for name change	\$192
Final planned unit development	\$4,530
Request for time extension	\$145
Request for name change	\$192
Final building site plan	\$3,081
Subdivision – post final fees	
Maintenance bond inspection	
Bond amount	Initial fee + additional fee based on bond
\$0 – \$30,000	\$461 + \$15.30 / \$1,000 bond
\$30,001 – 120,000	\$770 + \$5 / \$1,000 bond
\$120,001 or more	\$1,166 + \$1.70 / \$1,000 bond

Building Permits		2015 Fee
<p>Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.</p>		
Total valuation	fee	
\$1 – \$500	\$23.50	
\$501 – \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000.	
\$2,001 – \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
\$25,001 – \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
\$50,001 – \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
\$100,001 – \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000.	
\$500,001 – \$1,000,000	\$3,223.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	
\$1,000,001 or more	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof.	
Building plan review		
Plan review fees shall be 65% of the building permit fee (this does not include other review type costs). If the plan is a "basic", as determined by the Building Official, the plan check fee shall be 25% of the permit fee.		
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)		\$100/hour

For use of outside consultants for plan review and inspections		Actual costs
Building code change in use or occupancy	Minimum 2 hour inspection charge (\$200) plus actual inspections at hourly rate (\$100/hour)	
Mobile homes		
Mobile home permit		\$216
Temporary mobile home permit		\$263
Temporary mobile home for hardship		\$263
Non-insignia mobile home inspection		\$263
Re-Roof permits		
Single family residential		\$94
Commercial and multi-family		Based on permit per fee valuation table
Special review of oversized buildings		\$138
Condominium conversion review		
Project fee		
1 to 30 units		\$667
31 to 99 units		\$1,665
100 or more units		\$3,332
Plus per unit		\$332
Special plan review		\$100/hour
Pre-inspections		
Fire or flood damage		\$311
Minimum housing or other code compliance		\$311
Relocation of structures		\$311
Demolition inspection		\$94
Re-inspection (Ordinance 00-0098)		\$100/hour
Inspections outside of normal hours		\$100/hour
Inspections for which no fee is specifically indicated		\$100/hour
Billboard alteration or relocation site review		\$667
Certification of permit completion		
Temporary occupancy certificate, per building or tenant space		\$284
Final occupancy certification when more than one building permit, each additional building		\$284
Final occupancy certification for individual condominium or other portions of buildings, per unit		\$128
Letter of completion for shell construction permits when more than one building permit, each additional building		\$284
Extension and renewal		
Extensions for final inspection only		
Single family residential		\$100
All other permits		\$100
All other extensions or renewals (including temporary reinstatement)		
Single family residential and all other permits		\$100
Temporary mobile home		\$131
Temporary hardship mobile home		\$119

Plumbing Permits		2015 Fee
Commercial and Multi-family (Non one- and two-family dwellings and townhouses)	Based on actual valuation of all fixtures materials and installation as submitted and determined by the Building Official. When plan review is required, as determined by the Building Official, the plan review fee for all permits will be 65% of the permit fee.	
New one- and two-family dwellings and townhouses	\$225/dwelling	
Alterations or additions to one- and two-family dwellings and townhouses	Based on the table below	
Base fee	\$23.50	
Plus:		
For each plumbing fixture on one trap or set of fixtures on one trap	\$10/each	
Roof drain	\$10/each	
Electric water heater	\$10/each	
Grease trap	\$10/each	
Alteration or repair of water piping or water treating equipment	\$10/each	
Back flow devices (other than atmospheric vacuum breakers)	\$10/each	
Other	\$10/each	

Mechanical Permits		2015 Fee
Commercial and Multi-family (Non one- and two-family dwellings and townhouses)	Based on actual valuation of all fixtures materials and installation as submitted and determined by the Building Official. When plan review is required, as determined by the Building Official, the plan review fee for all permits will be 65% of the permit fee.	
New one- and two-family dwellings and townhouses	\$225/dwelling	
Alterations or additions to one- and two-family dwellings and townhouses	Based on the table below	
Base fee	\$23.50	
Plus:		
Furnaces		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$14.80	
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3kW)	\$18.20	
For the installation or relocation of each floor furnace, including vent	\$14.80	
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$14.80	

<p><b>Appliance vent</b> For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit</p>	\$7.25
<p><b>Repairs, alterations and additions</b> For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code</p>	\$13.70
<p><b>Boilers, compressors and absorption systems</b> For the installation and relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)</p>	\$14.70
<p>For the installation and relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)</p>	\$27.15
<p>For the installation and relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (512.9 kW)</p>	\$37.25
<p>For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,00,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)</p>	\$55.45
<p>For the installation or relocation of each boiler or compressor over 50 horse power (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)</p>	\$92.65
<p><b>Air handlers</b> For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 Us), including ducts attached thereto. Note: this fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code)</p>	\$10.65
<p>For each air-handling unit over 10,000 cfm (4719 Us)</p>	\$18.10
<p><b>Evaporative Coolers</b> For each evaporative cooler other than the portable type</p>	\$10.65
<p><b>Ventilation and exhaust</b> For each ventilation fan connected to a single duct</p>	\$7.25
<p>For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit</p>	\$10.65
<p>For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood</p>	\$10.65
<p><b>Incinerators</b> For the installation or relocation of each domestic-type incinerator</p>	\$18.20

	For the installation or relocation of each commercial or industrial-type incinerator	\$14.50
Gas piping	Gas pipe (1-5 outlets)	\$10.65
	Gas pipe (outlets over 5)	\$1/each
Miscellaneous	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$10.65
	Gas water heater	\$10.65

Transportation Impact Fees*		ITE Code	2015 Fee
	Single family residence	210	\$8,434.02/unit
	Multi-family	220	\$5,462.31/unit
	Per peak hour trip		
	General light industrial	110	\$11.93/sq. ft.
	Manufacturing	140	\$9.01/sq. ft.
	Mini-warehousing	151	\$3.16/sq. ft.
	Condominium/townhouse	230	\$4,581.29/unit
	Mobile home park	240	\$4,926.81/unit
	Hotel	310	\$5,650/unit
	Motel	320	\$4,500.85/unit
	Marina	420	\$1,411.92/berth
	Golf course	430	\$2,298.31/acre
	Movie Theater	444	\$28.79/sq. ft.
	Racquet club	492	\$4.76/sq. ft.
	High School	530	\$4.61/sq. ft.
	Church	560	\$5.81/sq. ft.
	Hospital	610	\$14.10/sq. ft.
	Nursing home	620	\$1,466.32/bed
	General office building	710	\$18.15/sq. ft.
	Medical-dental building	720	\$42.74/sq. ft.
	Shopping center	820	\$9.30/sq. ft.
	Restaurant	932	\$49.66/sq. ft.
	Fast food restaurant without drive through	933	\$64.58/sq. ft.
	Fast food restaurant with drive through	934	\$83.91/sq. ft.
	Gas station	944	\$33,765.80/pump
	Gas station with convenience store	945	\$25,533.86/pump
	Supermarket	850	\$28.62/sq. ft.
	Convenience market	851	\$62.64/sq. ft.
	Drive-in bank	912	\$83.99/sq. ft.
Park Impact Fees*			2015 Fee
	Single family residence		\$2,537/unit
	Multi-family		\$1,658.82/unit
	Mobile home		\$788.25/unit

Fire Department Review*	2015 Fee
The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.	

Limited Right-of-Way Permits	2015 Fee
<p><b>Type A permit</b> may be issued for activities within the right-of-way which will alter the surface or subsurface of the right-of-way. Examples include:</p> <ul style="list-style-type: none"> <li>• Open cut trenching</li> <li>• Culvert installation</li> <li>• Driveways</li> <li>• Shoulder improvements</li> <li>• Sidewalks</li> <li>• Above ground pedestals or utility boxes</li> <li>• Paving operations in right-of-way</li> <li>• Landscaping</li> <li>• Beautification (no fee)</li> </ul>	
Application fee (includes review and 1 hour inspection)	\$200
Inspections in excess of 1 hour	\$100/hour
<p><b>Type B permit</b> may be issued for temporary use of the right-of-way (24 hours or less) for activities that will not alter the right-of-way surface or subsurface. Examples include:</p> <ul style="list-style-type: none"> <li>• Parade</li> <li>• Block party</li> <li>• Temporary parking</li> <li>• Temporary storage of dumpster/storage container</li> </ul>	
Application fee (includes review and inspection)	\$75*
<p><b>Type C permit</b> may be issued for temporary use of the right-of-way (more than 24 hours) for activities that will not alter the right-of-way surface or subsurface. Also includes activities that require traffic plan and traffic plan review. Examples include:</p> <ul style="list-style-type: none"> <li>• Street closures</li> <li>• Extended storage in the right-of-way</li> <li>• Commercial activities in the right-of-way</li> <li>• Right-of-way used as construction site for private development</li> </ul>	
Application fee (includes 1 hour inspection)	\$150*
Inspection in excess of 1 hour	\$100/hour*
Use fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater*

Access Right-of-Way Permits*	2015 Fee
Application fee (includes 1 hour review and 1 hour inspection)	\$200*
Review fee in excess of 1 hour	\$100/hour*
Inspection fee in excess of 1 hour	\$100/hour*
Use fee	
Open to the public	No fee
Limited (not open to the public)	Fee = (use area) x value <sup>1</sup> x 25% or a minimum of \$100 whichever is greater*

<sup>1</sup> value of adjacent land (in area, sq ft) according to the County Assessor records

Encroachment Right-of-Way Permits	2015 Fee
Application fee (includes 1 hour review and 1 hour inspection)	\$200
Review fee in excess of 1 hour	\$100/hour
Inspection fee in excess of 1 hour	\$100/hour
Use fee	Fee = (use area) x value <sup>1</sup> x No. of Years x 12% or a minimum of \$100 whichever is greater
<sup>1</sup> value of adjacent land (in area, sq ft) according to the County Assessor records	

Utility franchise Right-of-Way Permits*	2015 Fee
Application fee	\$200
Review fee	\$100/hour
Inspection fee	\$100/hour
Use fee	No fee

State Route 522 driveway connection permit*	2015 Fee
<p>Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:</p>	
<p>Category I – Base fee for one connection:</p>	
• Agricultural, forest, utility operation and maintenance	\$50
• Residential dwelling units (up to 10)- single connection	\$50/dwelling
• Other, with 100 average weekday vehicle trip ends	\$500
• Fee per additional connection point	\$50
<p>Category II – Base fee for one connection:</p>	
• Less than 1,000 average weekday vehicle trip ends	\$1,000
• 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
• Fee per additional connection point	\$250
<p>Category III - Base fee for one connection:</p>	
• 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
• Over 2,500 average weekday vehicle trip ends	\$4,000
• Fee per additional connection point	\$1,000
<p>Category IV – Base fee per connection:</p>	
	\$100
<p>Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a surety bond as specified in WAC 468-34-020(3).</p>	

<b>Special Event Permit</b>	<b>2015 Fee</b>
Application fee	\$100*
<b>Memorial Sign</b>	<b>2015 Fee</b>
Application fee and sign	\$300*

**5. ANIMAL CARE AND CONTROL**

<b>Animal License and Registration</b>	<b>2015 Fee</b>
Pet license – dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license – dog or cat	\$15
Discounted pet license – dog or cat	\$15
Replacement tag	\$5
Transfer fee	\$3
Guard dog registration	\$100
Exotic pet	
New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee
Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed
<b>Animal Business and Activity Permits</b>	<b>2015 Fee</b>
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee
<b>Civil Penalties</b>	<b>2015 Fee</b>
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	2015 Fee
Adoptions –including licensing and spaying or neutering or the animal	\$75-\$250 based upon adoptability/animal
Spay or neutering deposit	\$150/animal
Impound or redemption – dogs, cats or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption – livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

**6. MISCELLANEOUS**

Type	2015 Fee
NSF (insufficient check)	\$25
Reports, copies, maps, etc.	
Accident reports, case reports	\$0.15/page
Ordinances, resolutions or findings	\$0.15/page
Copies or computer printouts	\$0.15/page
Audio or Electronic duplications	\$5 per tape or CD (other than budget documents)
Recording documents	Actual costs or \$100 minimum, whichever is greater
<p>Note: any maps, plans, blueprints, as-built maps, or budget documents to be provided at cost. Other items not specifically listed will be charged at a rate that will reimburse the City’s total cost of duplicating that item. Additionally, if any requested items are to be mailed, the cost of the envelope and postage shall be charged to the requestor.</p>	
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$30/day
Craft Vendor	\$30/day
Non-Profit Booth or Vendor	\$10/day
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each

**CITY OF KENMORE  
WASHINGTON**

RESOLUTION NO. 01-046

**A RESOLUTION OF THE CITY OF KENMORE,  
WASHINGTON, ADOPTING AN INVESTMENT POLICY  
FOR THE CITY**

WHEREAS, the City Council has determined that the City should invest its funds in a manner consistent with the greatest safety and protection of City assets while allowing sufficient liquidity to meet the City's cash flow requirements; and

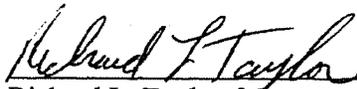
WHEREAS, the City has developed an investment policy that sets forth procedures to meet these goals and to insure that City funds are invested in a prudent manner,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

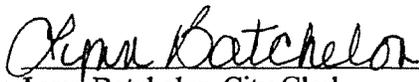
Section 1. Investment Policy. The City Council hereby adopts the City of Kenmore Investment Policy attached hereto as Exhibit "A" and incorporated herein by reference.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 25<sup>th</sup> DAY OF June, 2001.**

CITY OF KENMORE

  
Richard L. Taylor, Mayor

ATTEST/AUTHENTICATED:

  
Lynn Batchelor, City Clerk

Approved as to form:

  
Michael R. Kenyon, City Attorney

Filed with the City Clerk: June 20, 2001

Passed by the City Council: June 25, 2001



City of Kenmore  
Investment Policy  
June, 2001

**Purpose**

To establish the Official Investment Policy of the City of Kenmore for future operations and guidance.

**Policy**

It is the policy of the City of Kenmore to invest public funds in a manner consistent with the greatest safety and protection for the City's investments. This investing of funds will, while protecting the safety of the principal investment, produce the highest investment return for meeting cash flow requirements of the City and conform to all Washington State statutes, City ordinances and policies governing the investment of public funds.

**Scope**

This investment policy applies to all financial assets of the City of Kenmore. These funds are accounted for in the City's budget document and include:

**Funds** – General, Street Operating, Arterial Street, Municipal Capital, Capital Projects, Surface Water Management, Strategic Reserve, Equipment Replacement, any new funds created by the City Council, unless specifically exempted.

**Prudence**

The standard of prudence to be applied by the Investment Officer in managing the City's overall portfolio shall be the "Prudent Person Rule" which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

**Public Trust**

All participants in the investment process will seek to act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public scrutiny and evaluation. In addition, the overall investment program shall be designed and administered with a degree of professionalism worthy of the public trust. Investment officials shall also refrain from any transaction that might knowingly impair public confidence in the City's ability to govern effectively.

**Objective**

The funds of the City of Kenmore will be invested in accordance with the Constitution of the State of Washington, applicable statutes (Revised Code of Washington (RCW)), City ordinances, resolutions, and Council direction. The objectives are listed below in order of importance:

**Safety**

Safety of principal is the primary objective of the City's investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this objective, some diversification may be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**Liquidity**

The City of Kenmore's investment portfolio will remain sufficiently liquid to enable the City of Kenmore to meet all operating requirements which might be reasonable anticipated.

**Yield**

The City of Kenmore's investment portfolio shall be designed with the objective of attaining a market rate of return (as it relates to the performance standards) throughout budgetary and economic cycles, taking into account the City of Kenmore's investment risk and the cash flow characteristics of the portfolio.

**Delegation of Authority**

The City Manager delegates management responsibility for the investment program to the Finance Director who will act as the City's Investment Officer. The Finance Director shall establish written procedures consistent with this investment policy. Procedures shall include reference to safekeeping, wire transfer agreements, custody agreements and investment related banking service contracts. Such procedures shall include explicit delegations of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**Investment Committee**

There is hereby created an Investment Committee consisting of the City Manager and Finance Director. The Investment Committee shall meet periodically to determine general strategies and monitor results.

**Ethics and Conflicts of Interest**

Officials and employees involved in the investment process shall refrain from personal business activity which could conflict with proper execution of the investment program, or which could impair their ability to make unbiased investment decisions. Employees and investment officials shall disclose to the City Council financial interests over \$5,000 in financial institutions that conduct business for the City, and they shall further disclose personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

**Authorized Institutions**

Authorized financial institutions will be limited to those that meet one or more of the following:

- Financial institutions approved by the Washington Public Deposit Protection Commission; or
- Primary dealers recognized by the Federal Reserve Bank; or
- Non-primary dealers or institutions qualified under U.S. Securities and Exchange Commission Rule 15c3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

The Finance Director will ensure each financial institution meets the above criteria.

**Authorized and Suitable Investments**

The City of Kenmore is empowered to invest in the following types of securities:

- ◆ U.S. Treasury securities maturing in less than ten years;
- ◆ Short-term obligations of U.S. government agencies and instruments approved for investment purposes by the Investment Committee;
- ◆ Fully insured or collateralized certificates of deposit at commercial banks that are approved by the Washington Public Deposit Protection Commission (WPDPC) committee;
- ◆ Banker's Acceptances, purchased in the secondary market and having received the highest rating on the accepting bank's short-term obligations and the two (2) highest ratings on long-term debt by at least two (2) Nationally Recognized Statistical Ratings Organizations;
- ◆ Bonds or warrants of the State of Washington
- ◆ General obligation or utility revenue bonds of counties/cities located within Washington State; or,
- ◆ The State of Washington Local Government Investment Pool.

**Authorized Investment Staff**

- The Finance Director will direct the city's investment operations and will obtain written approval from the City Manager prior to transacting any business.

**Collateralization**

- Only securities authorized in statute for the investment of public funds will be accepted as collateral.
- Collateral will be held by a third party with which the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.
- The right of substitution is granted only upon approval of the entity.

**Safekeeping and Custody**

All securities transactions entered into by the City of Kenmore shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a financial institution designated by the Finance Director as primary agent to serve as a custodian acting on the City's behalf. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and all other pertinent information. All securities purchased by the City of Kenmore shall be properly designated as an asset of the city, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Finance Director as authorized herein, or by the Director's designee.

The City of Kenmore will execute custodial agreements with its banks or other custodial agents, which are chartered by the United States government or the State of Washington. Such agreements will include letters of authority from the City, details as to responsibilities of each party, notification of security purchases, sales and delivery agreements.

**Diversification by Financial Institution, Security Type and Maturity**

The City of Kenmore will diversify its investments by security type, institution and maturity. Diversification will include the following limits:

Security Type	Portfolio Max. With One Fin. Inst.	Portfolio Max.	Maturity Max.
Banker's Accep. (BA)	10%	20%	Five years
Cert. Of Dep. (CD)	35%	90%	Five years
U.S. Treasuries	100%	90%	Ten years
U.S. Agencies	100%	90%	Five years
State of WA bonds	30%	20%	Five years
Local Govt. Bonds	30%	10%	Five years
State Pool (LGIP)	100%	100%	N/A

The average length of maturity will not exceed two years.

**Internal Controls**

The Finance Director shall establish an annual process of independent review by the State Auditor's Office or an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

**Performance Standards**

The investment portfolio will be designed toward conservative and passive investments. The performance shall consider the City's investment risk constraints and cash flow needs. Maturities of investments shall be kept relatively shorter in periods of rising interest rates and relatively longer in periods of declining interest rates. Given this investment strategy, the City will use as investment yield benchmarks, the Federal Funds rate, the six-month U.S. Treasury bill rate, and the average rate of return from the Local Government Investment Pool (LGIP) of the State of Washington. The benchmarks will be the weighted-average of the following:

<i>Portfolio Component</i>	<i>Benchmark</i>
<b>Certificates of Deposit</b>	LGIP
<b>LGIP</b>	Federal Funds rate
<b>Other securities</b>	6-Month T-Bill

**Reporting**

The Finance Director is charged with the responsibility of including a quarterly market report on the investment activity. The report will include:

1. Recent market conditions;
2. Investment strategies employed in the most recent quarter;
3. Portfolio investment securities, maturities, and other features;
4. Investment return compared to the target rate of return and budgetary expectations.

**Investment Policy Adoption**

The City of Kenmore's investment policy shall be adopted by resolution of the City Council. Staff shall review the policy at least every two years and proposed changes will be submitted to the City Council.

## GLOSSARY

**BANKER'S ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**DELIVERY VERSUS PAYMENT (DVP):** An exchange of money for the securities.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded (bank to bank.) This rate is currently pegged by the Federal Reserve throughout openmarket operations.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MATURITY:** The date upon which the principal of an investment becomes due and payable.

**PORTFOLIO:** Collection of securities held by an investor.

**PRUDENT PERSON RULE:** An investment standard. This is a legal term that means the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence seeking a reasonable income and preservation of capital.

**QUALIFIED PUBLIC DEPOSITORY:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities of all types and descriptions are held in the bank's vaults for protection.

**SAFETY:** Protecting the principal amount of a security; ensuring the loss risk is very low.

**SECURITIES & EXCHANGE COMMISSION:** An agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15c3-1:** See Uniform Net Capital Rule.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued at three, six or twelve months.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

**UNIFORM NET CAPITAL RULE:** Securities & Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also call net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. Liquid capital includes cash and assets easily converted into cash.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. Income yield is obtained by dividing the current dollar income by the current market price for the security. The yield to maturity is the current income yield minus any premium or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**City of Kenmore**  
**Glossary and Acronyms**

**ACCOUNTING SYSTEM:** The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.

**ACCRUAL BASIS OF ACCOUNTING:** The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

**AD VALOREM TAXES:** A tax levied on the assessed value of real property.

**ALLOCATION:** To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

**APPROPRIATION:** An authorization made by the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**APPROPRIATIONS ORDINANCE:** The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

**ARCH:** A Regional Coalition for Housing created by Eastside cities and King County, Washington to preserve and increase the supply of housing for low- and moderate-income households.

**ASSESSED VALUATION:** The estimated value placed upon real and personal property by the King County Assessor as the basis for levying property taxes.

**ASSIGNED FUND BALANCE:** Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes, but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

**AUDIT:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: a) ascertain whether financial statements fairly represent the entity's financial position and result of operations; b) test whether transactions have been legally performed; c) identify areas for possible improvements in accounting practices and procedures; d) ascertain whether transactions have been recorded accurately and consistently; and e) ascertain the stewardship of officials responsible for governmental resources.

**BARS:** Budgeting and Accounting Reporting System for the State of Washington.

**BASE BUDGET:** Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.

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**BOND ANTICIPATION NOTE (BAN):** Notes issued in anticipation of bonds.

**BUDGET:** (Operating) A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure limits by which the City and its departments operate.

**BUDGET CALENDAR:** The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT:** An official written document which functions as a policy document, an operational guide, a communications device and a legally required financial planning tool for the City Council, the citizens, and other interested parties.

**CAPITAL ASSETS:** Assets of significant value, usually over \$15,000, and having a useful life of several years. Capital assets are also called fixed assets and may include land, building, equipment, fixtures, furniture and improvements.

**CAPITAL IMPROVEMENT PROGRAM (CIP):** A plan of proposed capital expenditures and the means of financing them. The capital improvement program may be enacted as part of the complete annual budget, including both operating and capital outlays. The capital improvement program is based on the Capital Facilities Element of the Comprehensive Plan. Also Known as the Capital Facilities Plan (CFP) or Capital Budget.

**CAPITAL OUTLAY:** Expenditures which result in the acquisition of, or additions to, fixed assets. Examples include: land, buildings, machinery and equipment, and construction projects.

**CASH BASIS OF ACCOUNTING:** The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

**COMMITTED FUND BALANCE:** Is a classification which includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

**CONGESTION MANAGEMENT & AIR QUALITY (CMAQ).** These are federal grant funds that require a twenty-percent (20%) local match. Funds must be used on transportation projects that are intended to improve air quality.

**CONTINGENCY:** A budgetary reserve for emergencies or unforeseen expenditures for which specific appropriations have not been possible.

**CONSUMER PRICE INDEX (CPI):** Published by the Bureau of Labor Statistics, it produces monthly data on changes in the prices paid by urban consumers for a representative basket of goods and services.

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**COST CENTER:** An organizational budget/operating unit or division within the General Fund.

**CURRENT EXPENSE FUND:** The fund used to pay the expenses and liabilities of the City's general operations, services and programs, commonly called the General Fund.

**DEBT LIMITATION:** For general municipal purposes, the City is limited to non-voted debt of 1.5% of the value of taxable property within the City. With a 60% majority vote, the City may issue debt of up to 2.5% of the value of taxable property for general purposes. With voter approval, the City may also issue debt of up to an additional 2.5% for municipal utilities, and an additional 2.5% for acquiring or developing open space and parks facilities.

**DEFICIT:** An excess of expenditures over revenues.

**DELINQUENT TAXES:** Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

**DESIGNATED FUND BALANCE:** A portion of unreserved fund balance designated for a specific future use.

**DIRECT DEBT:** The sum of total bonded debt plus any unfunded debt for which the City has pledged its full faith and credit. This does not include the debt of overlapping jurisdictions.

**DOUBLE BUDGETING:** The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice; once in each fund's budget. The revenue side of both funds is similarly inflated.

**ENCUMBRANCE:** The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**ENDING FUND BALANCE:** The cash balance remaining at the end of the year available for appropriation in future years.

**ENTERPRISE FUND:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business.

**ESCA:** Emergency Services Coordinating Agency whose mission is to coordinate and assist member cities to be better prepared for disaster through mitigation, preparedness, response and recovery activities.

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**EXPENDITURES:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA):** An agency that provides funding for hazard mitigation and disaster recovery.

**FIDUCIARY FUND TYPE:** The trust and agency funds used to account for assets held by the City in a trustee capacity.

**FISCAL YEAR:** A twelve (12) month period designated as the operating year by an entity. For the City of Kenmore, the fiscal year is the same as the calendar year (also called budget year).

**FIXED ASSETS:** Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land.

**FTE:** Full-time equivalent; the number of commensurable hours equivalent to those of a regular, full-time employee (2,080 hours per year).

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**FUND BALANCE:** Fund balance (or fund equity) is an accumulation of revenues minus expenditures. Each fund maintained by the city has a fund balance.

**GAAP:** Generally Accepted Accounting Principles is a term used to refer to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as Accounting Standards.

**GASB:** Governmental Accounting Standards Board whose mission is to establish and improve standards of state and local governmental accounting and financial reporting.

**GENERAL FUND:** The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose.

**GENERAL OBLIGATION BONDS:** Also known as GO Bonds, are used to finance a variety of public projects such as streets, buildings, and capital improvements. Bonds are repaid from excess property taxes and are backed by the full faith and credit of the issuing government. The issuance of Unlimited General Obligation Bonds must be submitted to voters for approval. The City can also issue Councilmanic General Obligation Bonds which are non-voted.

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**GFOA:** Government Finance Officers Association

**GRANT:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

**HMA:** Hot mix asphalt, a type of asphalt pavement.

**IPD:** Implicit Price Deflator which is an index used by the State to determine allowable annual growth in inflation for the purposes of property tax calculations.

**INFRASTRUCTURE:** The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

**INTERNAL SERVICE FUND:** Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

**KMC:** Kenmore Municipal Code.

**LEED:** Leadership in Energy & Environmental Design is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies intended to improve performance in metrics such as energy savings, water efficiency, CO<sub>2</sub> emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

**LEVY:** (1) To impose taxes, special assessments or service charges for the support of governmental activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

**LEVY LID:** A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

**LID: LOCAL IMPROVEMENT DISTRICT** is a district formed to provide any improvement it has the authority to provide, impose special assessments on all property specially benefited by the improvement, and issue special assessment bonds or revenue bonds to fund the costs of the transportation improvements.

**LID: LOW IMPACT DEVELOPMENT** is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible.

**MILL:** The property tax rate, which is based on the valuation of property. A tax rate of one mill produces one dollar (\$1) of taxes on each \$1,000 of property valuation.

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**MITIGATION FEES:** Contributions made by developers toward future improvements of City facilities resulting from the additional demand on the City's facilities generated from a development.

**MODIFIED ACCRUAL BASIS:** The basis of accounting under which expenditures (other than accrued interest on long-term debt) are recorded at the time liabilities are incurred, and revenues are recorded when measurable and available to extinguish current liabilities.

**MODIFIED CASH BASIS:** The cash basis of accounting adjusted for Washington State statutes RCW 35.33.151 and RCW 35A.33.150 that require cities to keep their books open in order to pay December bills by the following January 20.

**MRSC:** The Municipal Research and Services Center is a private, nonprofit organization based in Seattle, Washington whose mission is to promote excellence in Washington local government through professional consultation, research and information services.

**NON-OPERATING EXPENSE:** An expense which is not directly related to the provision of the services, such as debt repayments.

**NON-OPERATING REVENUE:** Revenue which is generated from other sources not directly related to service activities, such as investment interest.

**NONSPENDABLE FUND BALANCE:** The portion of fund balance represented by amounts such as the value of inventories which are considered to be nonspendable.

**NPDES:** As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

**NPRSA:** Northshore Parks & Recreation Service Area.

**OPERATING FUNDS:** Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

**OPERATING TRANSFER:** Routine and/or recurring transfers of assets between funds.

**ORDINANCE:** A statute or regulation enacted by City Council.

**OTHER SERVICES AND CHARGES:** A basic classification for services, other than personnel services, which are needed by the City. This item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

**PARK IMPACT FEES:** A charge to be paid by new development for its "fair share" of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

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**PBB:** Priority-based budgeting, a mission- and results-driven process for reassessing budget priorities in order to make sound, long-term funding decisions.

**PERFORMANCE MEASURES:** Specific quantitative and qualitative measures that provide a means of analyzing the effectiveness and efficiency of a work product.

**PERS:** Public Employees Retirement System provided by the State of Washington.

**PERSONNEL BENEFITS:** Those benefits paid by the City as part of the conditions of employment. Examples include insurance and retirement benefits.

**PROGRAM:** A specific and distinguishable unit of work or service performed.

**PROS:** Park, Recreation and Open Space Plan

**PUBLIC FACILITIES:** The capital owned or operated by the City or other governmental entities.

**PSRC:** Puget Sound Regional Council which is a council of governments representing the Puget Sound region of western Washington to assist member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

**RCW:** Revised Code of Washington.

**REET:** (Real Estate Excise Tax): A tax upon the sale of real property from one person or company to another.

**RESERVE:** An account used to indicate that a portion of the fund equity is legally restricted for a specific purpose.

**RESOLUTION:** A formal statement of a decision or expression of an opinion of the City Council.

**RESOURCES:** Total dollars available for appropriations, including estimated revenues, fund transfers, and beginning fund balances.

**RESTRICTED FUND BALANCE:** The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

**REVENUE:** Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.

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**REVENUE ESTIMATE:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**SALARIES AND WAGES:** Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and temporary help.

**SUPPLEMENTAL APPROPRIATION:** An appropriation approved by the Council after the initial budget appropriation.

**SUPPLIES:** A basic classification of expenditures for articles and commodities purchased for consumption. Examples include office and operating supplies, fuel, power, water, gas, and small tools and equipment.

**SURFACE TRANSPORTATION PROGRAM (STP).** Available grants for transportation construction projects. These funds are allocated by the State and Federal block grants to cities and counties.

**TAP:** Transportation Alternatives Program, which provides funding for programs and projects defined as alternatives, such as pedestrian and bicycle facilities, recreational trail program projects, and safe routes to school projects.

**TAX:** Charge levied by a government to finance services performed for the common benefit.

**TAX ANTICIPATION NOTES (TANS):** Notes issued in anticipation of taxes, which are retired usually from taxes collected (typically used by school districts).

**TAX LEVY ORDINANCE:** An ordinance through which taxes are levied.

**TBD:** Transportation Benefit District is a quasi-municipal corporation with independent taxing authority, including the authority to impose property taxes and impact fees for transportation purposes.

**TIB:** Transportation Improvement Board.

**TIP:** Transportation Improvement Plan is required to be prepared annually and prioritizes transportation projects and potential funding sources.

**TMDL:** Total Maximum Daily Load is a calculation of the maximum amount of a pollutant that a water body can receive and still safely meet water quality standards.

**TRANSPORTATION IMPACT FEES:** A charge to be paid by new development for its "fair share" of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

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**UNASSIGNED FUND BALANCE:** This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications (assigned, unassigned, committed, restricted, nonspendable). In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

**WSDOT:** Washington State Department of Transportation