

A Great Egret with long, wispy white feathers and a black cap stands on a wooden dock. The background is a vibrant sunset with shades of orange, red, and purple.

CITY OF KENMORE, WA

ADOPTED  
**BIENNIAL  
BUDGET**

**2021-2022**







# **City of Kenmore, Washington**

## **2021-2022 Proposed Biennial Budget**

David Baker, Mayor  
Nigel Herbig, Deputy Mayor  
Milton Curtis, Councilmember  
Joe Marshall, Councilmember  
Corina Pfeil, Councilmember  
Melanie O'Cain, Councilmember  
Debra Srebnik, Councilmember

Rob Karlinsey, City Manager  
Joanne M. Gregory, CPA, Finance Director

***For the Period January 1, 2021 – December 31, 2022***

*Copies of the 2021-2022 Adopted Biennial Budget are available for viewing on the City's website [www.kenmorewa.gov](http://www.kenmorewa.gov), and at City Hall*

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**2021-2022 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 Results Maps for Priority Based Budgeting

### **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 Council Goals, Employee Values, 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.



# City of Kenmore, Washington

## Reader's Guide to the Budget

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

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

Information about the budgets for the other funds of the City is included here and describes the purpose of each fund, 2019-2020 achievements, 2021-2022 objectives, budget highlights, and detailed revenue and expenditure budgets.

### **Capital Program:**

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

### **Appendix:**

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

- 19-0500 Mid Biennial Budget Ordinance and Salary Plan
- 2020 Fee Resolution and Schedule
- The Investment Policy
- Glossary and Acronyms



# City of Kenmore, Washington

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October 12, 2020

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

Honorable Mayor, Deputy Mayor, and City Council:

We are pleased to present the proposed biennial budget for the years 2021 and 2022. Once again, this budget is packed with incredible plans and resources to continue propelling Kenmore upward on the trajectory of becoming a thriving community where people love where they live.

My budget message of two years ago reflected on the first twenty years of cityhood, how much had been accomplished, and how we looked forward to Kenmore's next 20 years with great anticipation and excitement. We had (and still have) ambitious goals to look forward to, and I noted that we had our work cut out for us. Little did I know back then what 2020 would bring.

The year 2020 has unfolded like no other; the effects of the pandemic have changed us forever, and this year's public outcry against systemic racism has made a major impact across our nation and right here in Kenmore.

Despite the upheaval and surprises of 2020, the people of this organization still managed to accomplish a great deal. We began the year with excitement and optimism for providing important public services and implementing the priorities that you, the City Council, had set out for us. I'm pleased to say we made great progress toward advancing those priorities even as we shifted and responded to the events of 2020.

## **Responding to the Pandemic**

Responding to the pandemic was a major workload item that fully consumed us for many weeks starting in late February. We had to quickly respond to the needs of the public while, on the fly, reinventing how we got work done as we protected our coworkers from the possibility of infection and did our part to help slow the spread. We ascended a steep learning curve, and our organization was nimble as we changed the way we worked and interacted.

As the pandemic was unfolding, we created a plan of action with a purpose statement and objectives:

Lead and support employees and the community through the social, mental, health and economic impacts of the pandemic.



### Objectives in Responding to the Pandemic:

1. Help slow the spread of the virus in our community
2. Maintain essential city services
3. Keep city employees safe
4. Communicate like crazy
5. Respond to budget impacts
6. Look after each other
7. Develop a recovery plan

My coworkers have been amazing throughout this pandemic. As City Hall has been closed to the public under the Governor's directive, office employees have been working from home, and I am pleasantly surprised how productive everyone has been. I am grateful for the technology that allowed us to communicate and get work done. Online video meetings have been critical to our success. City Council meetings and many other meetings have been able to continue thanks to today's modern technology. Our employees performing maintenance and inspections on the front lines have been courageous and very adaptable as we installed new precautions and protocols to keep them safe in the field.

Managing the federal CARES Act funding has been a major effort. We are grateful for this funding—we are using it to offset our pandemic-related costs, and we have also been able to distribute much of it to the business community and residents in need. My coworkers have really stepped up to manage and distribute these funds, all while still performing their other daily tasks. Thank you for providing direction on how to distribute this much-needed funding to the community—it has already helped offset some losses for our local businesses, assisted those who are behind in their rent, provided school supplies and technology for students in need, and more.

As of the date of this writing, no city employees have tested positive for COVID-19. While I'm grateful for that, I'm sad for the families of the nine Kenmore residents who have died from the virus, and we're all hurting for those who have been suffering from the economic and other effects of the pandemic.

Our residents have nicely pulled together and have done their part. For example, Kenmore was early in adopting a face covering directive, and our residents quickly rallied around wearing masks and getting them distributed throughout the community.

Countless pandemic "love notes" have been created as the wonderful people of Kenmore have creatively and quietly served, contributed, and volunteered. For example, back when masks were harder to come by, many Kenmore residents donated their time and materials to sew masks and distribute them freely. As another example, local residents provided rock painting kits with masks that were distributed to the public at City Hall.

About two months into the pandemic, Op-Ed columnist David Brooks said, "The pandemic has reminded us of our interdependence and the need for a strong and effective government. It's also taken us to a deeper level. The polarization over the past decades has . . . required constant volleys of dehumanization. This dehumanization has always been a bit of a mirage. . . The

pandemic has been a massive humanizing force—allowing us to see each other on a level much deeper than politics—see the fragility, the fear, and the courage.”<sup>1</sup>

I think we all have seen this “humanizing force” play out over the last nine months. Think of how families have suffered together as residents of assisted living facilities have had to live in physical isolation from their families and friends; or how many of our senior citizens have had to shelter in place in their homes, magnifying the loneliness that was already there; or how a family member was hospitalized by the virus and could have no visitors; or the despair that came with job loss and delinquent rent; and worst of all, loved ones who have fallen to the virus.

Yet despite this suffering, people have come together and united in countless and quiet ways. For example, some of my coworkers organized a note-writing effort to the residents of our assisted living facilities. I’m sure they made a few people smile that day.

I believe the pandemic will persist well into 2021, and the effect will be felt in 2022 and beyond. Only a small fraction of Kenmore’s and the state’s population has tested positive for COVID-19. In addition, a vaccine will not be available for a while. From what I’m reading, a reliable vaccine may not be available until spring or summer of 2021, and then there will be time needed for the vaccine to be distributed into the population.

The low number of confirmed cases combined with a vaccine not being available soon cause me to conclude that we’re going to be in this state of teleworking, various stages of closures, physical distancing, and other precautions for a long time.<sup>2</sup> Nevertheless, if the past nine months is any indication of the future, the “humanizing force” of the pandemic will continue as we pull together and help those in need. If that happens, we will come out better and stronger on the other end.

### **Systemic Racism. Racial Equity. Diversity, Equity, and Inclusion**

Not only did the pandemic rock our world in 2020, but so did the murder of Georg Floyd and the public outcry against systemic and institutional racism that has been mounting for years. But hopefully this call for action and the resulting steps we take will not just rock our world, but change our world, our systems, and us, for the better.

Kenmore is not immune to racial inequity and disparity. Our Hispanic residents are twice as likely to live below the poverty level as our white residents, and Black Kenmore residents are five times more likely.<sup>3</sup> Educational attainment<sup>4</sup> and other demographic measures for Kenmore tell a similar story.

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<sup>1</sup> *New York Times*, April 30, 2020

<sup>2</sup> Aren’t you glad we all stocked up on toilet paper?

<sup>3</sup> Kenmore percent of race living below poverty level: white—5.9%, Hispanic—12.4%, and Black—30.3%. Source: United States Census Bureau American Community Survey, Poverty Status in the Last 12 Months, Table S1701.

<sup>4</sup> United States Census Bureau American Community Survey, Educational Attainment, Table S1501.



For King County, income for Black households is 52% of white households, and Hispanic households bring in about a third less than white households.<sup>5</sup>

Trends show that the number of children below the poverty line is growing dramatically in King County, with children of color bearing the disproportionate brunt of that trend. About 46% of Black children in King County are below the poverty level—seven times the rate for white children.<sup>6</sup> Health, education, and other indicators point to similar demographic trends in King County.<sup>7</sup>

But this is more than about statistics and numbers. Qualitatively, we know there is much hurt, anger, frustration, and despair among too many of our sisters and brothers who are Black, Indigenous, and People of Color (BIPOC). These feelings are justified and are not new; the most recent social unrest and protests once again bring this issue to the forefront and hopefully motivate all of us to move, to act, to change.

Such action and change can take place right here in Kenmore. We do not need to wait for a national or regional conversation or strategy—we can start right here at home. But any conversations we have and actions we take must not be superficial. It's not just about changing our attitudes—it's about dismantling systemic racism throughout the complex and entrenched social, political, and economic systems that bias in favor of white people.

To go below the surface and change the machine, we need to take intentional ownership of what's happened. We should historicize Kenmore, and we must be willing to dig deep, to be vulnerable, to be humble, and to own up to our own history. We have to honestly ask and answer tough questions that will make us uncomfortable and make us more aware, and we have to create a safe, inclusive space for people of color and other marginalized groups to ask the tough questions and tell us what they've gone through—and to be able to do so and truly feel heard and understood—not interrupted, not ignored.

In her book *So You Want to Talk About Race*, Ijeoma Oluo said, “We have a real problem of racial inequity and injustice in our society, and we cannot wish it away. We have to tackle this problem with real action, and we will not know what needs to be done if we are not willing to talk about it.”<sup>8</sup>

Oluo goes on to say that “These conversations will always be hard because they will always be about the hurt and pain of real people. . . And if you are white, and you don't want to feel any of that pain by having these conversations, then you are asking people of color to continue to bear the entire burden of racism alone.”<sup>9</sup>

Under your leadership and direction, we as a community can go on this journey of uncomfortable conversations and meaningful action. Hopefully along the way, we'll learn a lot—such as ways

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<sup>5</sup> King County Office of the Executive, Performance Strategy and Budget. *King County's Changing Demographics*, Chandler Felt, Demographer. 2016.

<sup>6</sup> See footnote 3

<sup>7</sup> [Communitiescount.org](http://Communitiescount.org)

<sup>8</sup> 2019, pages 44-45

<sup>9</sup> Page 51

we unknowingly make race an issue; deep down, what our implicit biases might be; an awakening to microaggressions and the damage they do; what is intersectionality and how this more inclusive view casts a wider umbrella; and what specifically can we do to truly move the needle in Kenmore—to truly alter the machinery of societal systems laced with policies and practices that maintain barriers for people of color and keeps in place a racial caste system that too few want to acknowledge or talk about but is alive and well.<sup>10</sup>

But what can little old Kenmore do to make real progress on this societal issue? Isn't it national or even global in scope, and therefore shouldn't we leave it to larger institutions such as Congress or the U.S. Supreme Court to solve? Actually, there are things we can do at the local level. We can start with examining our own systems and processes.

Further, real change happens one heart at a time—you can't get any more local than that. And we might be surprised how our actions can ripple over into other communities. The more cities, big and small, that take on this issue, the more momentum will build and the more it will roll up to the state and national levels.

Kenmore can make a difference. When approved for funding and resources as proposed in this preliminary budget, in early 2021 we will begin the process of developing a racial equity and inclusion policy that honors diversity in our programs and community. As you directed in Resolution 20-348 last month, a proposed plan for this process will be presented to you in early November. The proposed process will include engaging our community and creating a brave space and an atmosphere of trust for people of color and people who have been “othered” and marginalized to open up to share their lived experiences and struggles.

An atmosphere of trust can be created through the process of learning our individual and community identities, how we are interconnected with each other, and who we really are. Fernell Miller, founder and CEO of The Root of Us says, “When we fail to see and understand ourselves, we fail to see and understand each other,” and that “having accurate knowledge of our roots allows us to use that knowledge to build strong, equitable, inclusive, and diverse communities of practice.”<sup>11</sup> The process will tell us how we can own up and be transparent about what's going on now and what truly needs to change.

And again, we need to go beyond proclamations, public statements, and words on paper. What actionable steps can we as a community take that will produce real deliverables that will help change the system, including Kenmore's systems and institutions? To me, this question is at the heart of the matter and will make the process worth the time and resources *if* we can answer it. I'm looking forward to this process—I know it's going to be hard and at times painful, but I believe that it will result in positive and long overdue changes that we all deserve, but especially for those in our community who have been “othered,” discriminated against, and marginalized for far too long.

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<sup>10</sup> *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*, by Michelle Alexander. 2020. Page 26

<sup>11</sup> Correspondence with Fernell Miller, October 7, 2020. [www.therootofus.com](http://www.therootofus.com)



Later in this letter, there will be more details on what staffing and resources will be allocated to Diversity, Equity, and Inclusion in the 2021-2022 budget, but let me end this section of the budget message by quoting late Congressman John Lewis:

I think there's something brewing in America that's going to bring people closer and closer together. Adversity can breed unity; hatred can give way to love. We need a leadership of love now, a strong leadership to lift us, to transport us, to remind us that God's truth is marching on. We can do it. We must do it. We have to go forward as one people, one family, one house. I believe in it. I believe we can do it. (*His Truth is Marching On: John Lewis and the Power of Hope*, by John Meacham. 2020. Page 249)

### **2021-2022 Budget Highlights**

For the City of Kenmore, the first year of the next biennium will begin in better financial shape than we forecasted last spring. As major sectors of the economy were closing and as the general population was sheltering in place, we expected significant drops in certain revenues, including permitting fees, sales tax, and fuel tax. I am pleased to report that these drops as predicted did not materialize. Sales tax is down only about four percent compared to last year, and permit fees are on par with last year. Fuel tax is down about fifteen percent, which is significant, but not the fifty percent that we braced for.

To prepare for the drops in revenue, we cut many discretionary expenditures where we could. See the expenditure reductions table under Financial Sustainability Plan later in this letter. The expenditure cuts we made combined with the better-than-anticipated revenues have positioned us well for the next biennium and will allow us to maintain key services and jump start some important City Council initiatives.

However, we must continue to approach the budget and our spending with caution. We do not know the full extent of the financial effects of this pandemic recession. Further, we project that 2021 will see less revenues than originally budgeted for 2020. At the time of this writing, it appears that Initiative 976 which eliminates vehicle license fee revenue will be upheld, cutting more than \$350,000 per year from our Street Fund. In addition, for the next biennium we are predicting notably lower sales tax, fuel tax, and development services fees than a pre-pandemic scenario would have anticipated.

In light of all of this, we believe the City's 2021-2022 biennium budget will have the resources to maintain current services and advance your top priorities. These priorities are as follows:

### **2020-2021 City Council Priorities**

October 2020 Update: Given unprecedented circumstances in 2020, we must acknowledge the impacts of the pandemic and the public outcry against system racism by adding the following priorities:

- Respond to the pandemic



- Begin the process to develop and implement a diversity, equity, and inclusion policy and program.
1. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.
    - Implement the Sidewalk Plan
    - Target Zero
  2. Increase and preserve the options for affordable housing stock.
  3. Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration.
  4. Implement the Walkways and Waterways projects.
  5. Create and implement a Financial Stability Plan.
  6. Support Bus Rapid Transit on 522.
  7. Implement the Economic Development Plan, with an emphasis on the following key points:
    - Advance Public's Access to Water
    - Create a vibrant walkable downtown
    - Attract new businesses and support existing businesses
    - Promote the Image of Kenmore
  8. Foster and create a welcoming, diverse, affirming community celebrating culture and fun.
  9. Engage and educate the community on growth and development in Kenmore.
  10. Continue to implement a Parks Capital Improvement Plan.
  11. Continue to seek opportunities to complete a successful Lakepointe Project.

The above priorities are an important policy guide as we develop the budget. Other lenses with which to view and develop the budget include our Priority-Based Budgeting results and Council-adopted policies such as the City's 20-Year Vision Statement and Comprehensive Plan, as well as more specific policies such as the Target Zero Resolution for pedestrian and bicycle safety.

#### **1. Target Zero – Pedestrian and Bicycle Safety**

Pedestrian and bicycle safety has been in the number one spot on the City Council's list of priorities since 2014. We continue to keep our eye on the Target Zero goal of no pedestrian or bicycle serious injuries or deaths by the year 2025. While pedestrian and cyclist deaths and serious injuries were in the low single digits in prior years, the numbers have gone down to zero in 2018, 2019, and year-to-date 2020.<sup>12</sup>

While it can be next to impossible to prove prevention, I believe your vision combined with the City's efforts have made a difference in improving pedestrian and bicycle safety over the last six years. Who knows—maybe lives have been saved. What follows are descriptions of the City's current and ongoing efforts aimed at achieving the Target Zero goal.

Traffic Photo Enforcement. The financial sustainability plan task force recommended traffic photo enforcement as a way to improve traffic safety and fund traffic safety and pavement preservation. In Washington State, traffic photo enforcement can only be used for red light running and school zone speed enforcement. The task force assumed photo enforcement at three locations, yet to be determined. This proposed program is described in more detail later in this letter under *Traffic Safety and Pavement Preservation* in the "Other Highlights for the Proposed 2021-2022 Biennium Budget" section.

Local Road Safety Plan. We continue to implement the data-driven Local Road Safety Plan. We are in the process of designing two projects that received Highway Safety Improvement Program (HSIP) funding:

- New radar feedback signs along 73<sup>rd</sup> Ave NE, 80<sup>th</sup> Ave NE, NE 192<sup>nd</sup> St., and Simonds Road
- 25 New streetlights throughout the City

Sidewalks. We apply for sidewalk grants as they become available. This year, applications for the WSDOT Safe Routes to Schools and the Pedestrian/Bicycle grants were submitted for:

- Arrowhead Drive: New sidewalk from NE 151<sup>st</sup> St. to 64<sup>th</sup> Ave. NE
- 81<sup>st</sup> Ave NE: Closing the sidewalk gap south of Moorlands Elementary
- 61<sup>st</sup> Ave NE: Sidewalk replacement from NE 190<sup>th</sup> St. to 62<sup>nd</sup> Ave. NE
- NE 192<sup>nd</sup> St: New sidewalk from 75<sup>th</sup> Ave. NE to existing sidewalk west of 75<sup>th</sup> Ave.

Bike Lanes. We also applied for Pedestrian/Bicycle grants for bike lane striping along NE 175<sup>th</sup> St. from 68<sup>th</sup> Ave. NE to 65<sup>th</sup> Ave. NE to connect the future bike lanes on 68<sup>th</sup> Ave. NE to the Burke Gilman Trail.

Simonds Overlay/Restripe. When Simonds overlay was completed this summer, the design for the striping reclaimed some of the road's existing real estate for peds and bikes. In other words, Simonds Road experienced more road diet—the road was originally overbuilt for cars with more

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<sup>12</sup> Note, however, that earlier this year, a cyclist crashed heading down the hill (northbound) on Juanita Drive. The crash was due to a mechanical failure of the bicycle. No motor vehicles, other cyclists, or pedestrians were involved. The cyclist was transported to the hospital and was expected to recover from his injuries.

lanes and right turn off ramps than were necessary. Simonds Road (at least the Kenmore portion) is now one lane in each direction, creating new room for buffered bike lanes.

West Sammamish River Bridge. Construction is underway, and we very much look forward to the two-way ped/bike promenade that will be part of the new bridge.

Traffic Data Collection: We are continuing with our Annual Counts Program. This program allows us to stay on top of the traffic conditions within the City, monitor trends, and alert us to potential concerns that we can address before they become a problem.

## **2. Affordable Housing**

It is quite rewarding to look back at the affordable housing work our organization and the community have completed under your direction, and we look forward to advancing this cause even further in this next biennium. What follows are affordable housing actions recently completed or underway, several of which will continue into 2021 and 2022.

*Mobile Home Park Preservation.* The April 2019 ordinance (Ordinance 19-0481) preserved the six mobile home parks and existing affordable housing stock. Preserving existing affordable housing is a Tier 1 regulatory approach in the adopted 2016 Affordable Housing Strategy. Council direction for Phase 2 of the project was to establish regulations for the four parks north of SR522, limiting the preservation of those parks to 10 years and allowing redevelopment at higher densities but including an affordable housing component. Phase 2 is on hold pending outcome of an appeal being challenged in the courts. The City is defending this ordinance.

*Accessory Dwelling Units.* After much input from the community and much work by the Planning Commission and the City Council, last month you approved the ordinance allowing more flexibility and opportunities for residential accessory dwelling units. This ordinance creates another tool for affordable housing and for providing more housing choices in Kenmore. Strategies for Accessory Dwelling Units are also a Tier 1 regulatory approach for affordable housing in the adopted 2016 Affordable Housing Strategy.

*Missing Middle.* At the January 2019 Council retreat, Council expressed interest in learning more about smaller housing types such as cottage housing, duplexes or triplexes that support affordable housing goals and provide flexibility in single-family neighborhoods i.e. “missing middle” housing. The City hosted a developer panel October 2019 on the missing middle housing topic. The Planning Commission is expected to begin the process of considering potential changes in our zoning regulations that will allow for more housing stock in the “missing middle,” providing more choice and potentially more affordable housing in single-family neighborhoods. Public outreach is an important component of this project. Encouraging infill, increased capacity and housing diversity is a Tier 2 regulatory strategy in the 2016 Affordable Housing Strategy.

*Multi-Family Tax Exemption (MFTE).* April 2019, Council adopted Ordinance 19-0479 designating the transit-oriented development (TOD) district overlay as a residential target area, eligible to apply for MFTE. MFTE is an incentive to encourage development of multi-family and



affordable housing, by providing an 8-year exemption or 12-year property tax exemption if affordable housing is included. Encouraging layering incentives to create greater affordability and density is a Tier 1 regulatory approach for affordable housing in the 2016 Affordable Housing Strategy.

*Rent Notification Regulations.* Council adopted Ordinance 19-0484 in May 2019 with an effective date of September 1, 2019. The ordinance requires landlords to give tenants a 90-day notice when their rent is being increased by more than 10% over the course of a year. State law calls for a 60 day notice regardless of the amount of rent increase. Rent notification regulations are not a specific strategy in the Affordable Housing Strategy. However, promoting and supporting regional and statewide initiatives is a broad category in the strategy.

*Local Sales Tax for Affordable Housing.* Council adopted Resolution 19-326 and Ordinance 19-0496 September 2019 in accordance with HB1406 allowing retention of 0.0073% of the state sales tax for affordable housing for a twenty-year period. The Department of Revenue noted an effective date of November 1, 2019 and calculated a maximum capacity of \$22,466.15 per year. Receipts will be pooled to ARCH. Providing local funding assistance for affordable housing is a Tier 1 direct assistance strategy in the affordable housing strategy.

*Re-Use of Tax-Exempt or Publicly-Owned Sites for Affordable Housing.* Development Services staff have been working with a church property on options for provision of affordable housing on their property. Sound Transit is evaluating the King County Metro park & ride site on SR522 for locating a future parking garage to support the ST3 transit initiative and city staff are encouraging inclusion of housing as a project component. Allowing flexible re-use of tax-exempt or publicly-owned sites through a special process to increase housing supply and enable more diverse forms of housing, if linked to providing some affordable housing, is a Tier 1 regulatory approach in the Affordable Housing Strategy to support infill/increased capacity and housing diversity. This strategy also notes the possible opportunity at the park and ride property. The Planning Commission is currently working on this topic and will bring forward a recommendation for Council consideration in the near future.

*Annual Dashboard on Housing.* At the January 2019 Council retreat, the City Council requested an annual dashboard on housing. To avoid duplication Staff were anticipating being able to use the housing dashboard prepared by the King County Housing Interjurisdictional Team (HIJT), who were also coordinating with ARCH. The HIJT initial estimate for completing the dashboard was year-end 2019 but the project was delayed in 2019 and delayed further in 2020 due to the pandemic. HIJT have gathered data from jurisdictions and other housing partners. Collaborating with other local governments on regional housing strategies is a Tier 1 approach in the Affordable Housing Strategy.

*Housing Interjurisdictional Team (HIJT).* Lauri Anderson, Principal Planner is a staff member of the HIJT (Housing Interjurisdictional Team) supporting work of the Countywide Affordable Housing Committee. Collaborating with other local governments on regional housing strategies is a Tier 1 approach in the Affordable Housing Strategy.

*ARCH Membership.* Kenmore continues to be one of the eastside cities to participate as a member for A Regional Coalition for Housing (ARCH). Kenmore pays an annual membership due as well as a capital contribution toward helping build new affordable housing units in the region. ARCH incentivizes affordable housing through subsidies and other tools. From ARCH's website: "ARCH assists member governments in developing housing policies, strategies, programs, and development regulations; coordinates the cities' financial support to groups creating affordable housing for low- and moderate-income households; and assists people looking for affordable rental and ownership housing." Our Assistant City Manager serves on the governing board of ARCH, and ARCH staff frequently advise us on affordable housing policy development.

*Affordable Housing Work for the Next Biennium.* Several of the programs and projects listed above will continue into the next biennium, including the missing middle project. The missing middle discussion will continue into 2021 and will include the concept of allowing more flexibility in single-family neighborhoods. This discussion will need to be preceded with proactive public input on the matter, so we plan on asking the community for feedback about what they envision in single-family neighborhoods in the near future. Community input for single-family neighborhoods also provides important information for the next State mandated update of the Comprehensive Plan due June 2024. Any changes considered for the single-family neighborhoods would be incorporated into the Comprehensive Plan land use element. It is unlikely that an affordable housing project would be part of the Planning Commission's 2022 work program, as the Planning Commission focus will be on updating other elements of the Comprehensive Plan (as required by the state).

### **3. Climate Action Plan**

Earlier this year we presented the City Council with a "plan for creating a Climate Action Plan." The "plan for the plan" included associated workload impacts if we were to move forward with developing and implementing a Climate Action Plan (CAP) for our organization and for the greater Kenmore community. You directed us to move forward with Phase I of a Climate Action Plan, which is to conduct an inventory of our greenhouse gas emissions. This inventory should be completed by the end of the year, and we should have a report for you soon thereafter.

As stated before, I believe that in order to do a good job with developing and implementing a CAP and to have it truly integrated into our organization and a part of everything we do, we will need a new half-time position—especially in the context of all of our other competing priorities. Therefore, this proposed budget includes such a position, and it includes funding for climate action plan consultant expertise as well.

We currently have a temporary position working in the Environmental Services Division. We are proposing that half of the position continue working as administrative support for our surface water utility, and the other half serve as a specialist in helping us develop and implement the climate action plan. A little over half the position would be charged to the surface water utility, and the remainder would be funded from the Strategic Opportunities Fund for the 2021-2022 biennium. When additional revenue sources become available in 2023 and beyond (according to

the plan recommended by the FSP task force), the climate action portion of the position would be charged to the General Fund.

If you allocate these additional resources as proposed in this 2021-2022 budget, we will be able to proceed with the next phases of the Climate Action Plan, including implementation.

#### **4. Walkways & Waterways**

I am pleased to report that all five of the Walkways & Waterways projects are on schedule, meaning the schedule we presented to our residents before they voted to approve the 2016 Walkways and Waterways Bond Measure. The bad news is that the projects are costing more than we estimated, but the corresponding good news is that my resourceful coworkers have found additional funds through grants and other resources without having to cut the projects or go back to our voters for more money. Squire's Landing Park is the only Walkways & Waterways project that is not yet fully funded, but we are optimistic that the remaining funding will materialize as we seek more resources from the state and other sources.

As you know, the Rhododendron boardwalk and float were completed ahead of schedule in 2018. The Log Boom Park improvement project has completed most of its permitting and will likely begin construction in 2021. The Squire's Landing Park project has also completed important permitting milestones and should be under construction in 2022.

We have awarded the construction contract for the new sidewalks and bike lanes on Juanita Drive, and the contractor is well under way and on schedule. This project should be completed by the end of 2021.

Later this month we will go out to bid for the 68<sup>th</sup> Avenue sidewalk and bike lane project, with construction expected to begin in 2021 and wrap up in 2022.

When the Juanita Drive and 68<sup>th</sup> Avenue projects are complete (in conjunction with the West Sammamish River Bridge Project), we will have continuous new sidewalks and bike lanes on Kenmore's main north-south arterial from city limit to city limit.

#### **5. Financial Sustainability Plan (FSP)**

The budget message of two years ago discussed the increasing difficulty of producing a balanced budget given that revenues were not keeping pace with the increasing cost of city services. That budget message described the need to have a "broader discussion with the community about the structural revenue problem." I'm pleased to report that we followed through and have been having that very discussion with the community about the City's budget and long-term financial sustainability.

In the fall of 2019, you approved a public process by which we engaged the community and created a plan that keeps revenues and expenditures in balance over the next six years. You approved a charter for a task force and directed me to appoint the task force members and give



them the information they needed to provide recommendations for a Six-Year Financial Sustainability Plan (FSP).

This task force began its work early this year and was making great progress until the pandemic struck. They paused their work last April and then resumed meeting in August. This amazing group of residents did an outstanding job and presented their plan to you at your budget retreat last month. The task force's recommendations are a culmination of many meetings and input from the public.

Public engagement during the FSP process included public comment during task force meetings, open houses, and an online, interactive tool called "Balancing Act" that gave the public a virtual way to balance the budget. Results of the public input were reported to the City Council at the September 10 budget retreat.

At the September budget retreat, you listened to additional public comment and you heard the task force recommendations. You provided feedback and general direction. Based on the feedback you gave, I will take the task force's recommendations, make some adjustments, and bring forward a final Six-Year Financial Sustainability Plan for you to approve on October 26, 2020.

The financial sustainability plan will be a measured and phased approach, with specific actions being implemented sequentially over several years. The plan will include both reductions in expenditures and increases in revenues. Expenditure reductions will be implemented first before revenue increases; many of these expenditure cuts went into effect in 2020 and others will be implemented in 2021.

Many of these reductions represent drops in service levels, such as economic development, federal and regional advocacy, landscape maintenance, and decorative banners and flower baskets along arterials. The Kenmore Business Incubator (KBI) is among the cuts in economic development and will close its doors at the end of this year. The KBI has helped many Kenmore businesses representing dozens of jobs during its eight-year run, and I want to thank Assistant City Manager Nancy Ousley for her outstanding work in creating and running the KBI.

The decreases in public safety expenditures (jail and court) reflect both a shift in how we approach policing as well as changes in misdemeanor crime laws and how they are prosecuted. The following table shows expenditure reductions that make up the bulk of the cuts in the General Fund and Street Fund that will continue into the next biennium:

**Expenditure Reductions: 2019-2020 Compared to 2021-2022 Proposed**

Program	2019-2020 Budget	2021-2022 Proposed Budget	Biennium (Two-Year) Savings	Savings Per Year
Economic Development, Communications, Federal/State/Regional Advocacy, etc.	807,000	286,776	520,224	260,112
Public Safety				
Court	260,000	155,100	104,900	52,450
School Resource Officer	100,000	-	100,000	50,000
Jail	850,000	550,000	300,000	150,000
Subtotal	1,210,000	705,100	504,900	252,450
Public Works				
Arterial Landscape Maintenance	363,400	245,500	117,900	58,950
Transportation Consulting (design, studies, etc.)	112,550	10,000	102,550	51,275
Street Banners	50,000	-	50,000	25,000
Materials (including flower baskets--about \$2k/yr)	60,000	36,000	24,000	12,000
Subtotal	585,950	291,500	294,450	147,225
<b>Total</b>	<b>2,602,950</b>	<b>1,283,376</b>	<b>1,319,574</b>	<b>659,787</b>

The task force for the financial sustainability plan (FSP) recommends that proposed increases in program revenues and taxes will be phased in over the next six years, none of which will begin prior to mid-2022. For this biennium, the task force recommends a new cable TV utility tax of six percent (current Cable TV utility tax rate is 0%) starting in mid-2022, which is projected to raise approximately \$190,000 for the last six months of 2022 and \$380,000 per year in 2023 and beyond.

Per state law, Real Estate Excise Tax (REET) is used for capital project expenditures. However, recent state legislation allows for up to approximately \$100,000 per year of REET to be used for maintenance; as a result, I am proposing that starting in 2021, \$100,000 per year of REET be allocated to the Street Fund for road and sidewalk maintenance purposes.

*Diversity, Equity, and Inclusion and Human Resources*

You have directed us move forward with a Diversity, Equity, and Inclusion (DEI) policy and program in 2021. We look forward to this important initiative and recognize that in order to do it right, the appropriate amount of resources will need to be allocated to this endeavor.

Responsibility for DEI will not be concentrated in one person or department—it will be everyone’s job to advance equity and justice. That said, we will need some outside expertise to help guide us through the conversation and implementation, and I will need a point person on staff to run and coordinate DEI. This budget allocates funding for a consultant to provide us with the expertise and guidance we need for DEI program development and implementation.

We’ll also need internal staff resources to drive this initiative, and I propose that we create a human resources manager position to manage the DEI process and take on the ever-growing workload of human resource management for our city organization. As you know, we all wear various hats in our small organization. Our Finance and Administration Director not only manages all aspects of our city finances, but she also manages our human resources, information technology, and risk management functions. The human resources responsibility in particular has ballooned over the years; this phenomenon has less to do with our number of employees and more to do with the ever-changing rules and regulations pertaining to personnel.

Neither finance nor human resources can be neglected. All sorts of bad things happen when one or both don't get their due, and we can no longer stretch one person's time to manage these functions. With the added workload of the important DEI initiative, it is time to create a position with the time and expertise to handle these functions of both DEI and human resources.

Below are some key functions of the proposed human resources manager position:

1. Recruitments
2. New employee orientation program
3. Personnel matters (discipline, complaints, etc.)
4. Performance evaluation system
5. Employee recognition
6. Compliance with frequently changing personnel and labor laws
7. Compensation and benefits
8. Job function evaluation, including job descriptions
9. Personnel Policy Manual and other administrative policies and procedures
10. Employee wellness program
11. Title VI of the Civil Rights Act reporting requirements
12. Employee engagement and organizational health and culture
13. Employee training and development (including training on anti-harassment, diversity, equity, safety, etc.)
14. Employee and workplace safety (OSHA/WISHA compliance, L&I/workers comp, updating standards and rules, ergonomics, etc.)
15. Drug & alcohol testing program for CDL drivers, including random testing, pre-employment testing, etc.
16. Diversity, Equity, and Inclusion Program (developing and implementing, possibly staffing a commission, re-vamping our policies, procedures, training, etc.)

As you can see, managing human resources is no small chore, and we need to give this function the necessary resources for the benefit of our organization. Doing so can yield significant benefits—a more engaged workforce, reduction of risk, and improved processes, to name a few.

Funding for the DEI consultant services is proposed to be allocated from the Strategic Opportunities Fund, and the General Fund will cover the cost of the human resources position.

### **Other Highlights for the Proposed 2021-2022 Biennium Budget**

#### *Industrial Emissions and Air Quality*

Many of our residents have concerns about industrial emissions from the asphalt plant in Kenmore. The plant currently is under a 40+ year-old EPA permit that does not require emissions standards or testing. Puget Sound Clean Air Agency (PSCAA) has jurisdiction over emissions regulations and enforcement, and a current enforcement action by PSCAA may result in requiring the plant to comply with emissions standards and testing. The City needs to play an active role in tracking the situation, asking the right questions, and looking out for the public's



interests. This proposed budget includes funding from the Strategic Opportunities Fund to pay for the engineering and legal expertise necessary for the City to stay on top of the situation.

### *Public Works Facility*

Kenmore's public works department maintains the City's essential infrastructure, and it is imperative that the City find an adequate, long-term site for a Public Works facility and yard. Our Public Works Operations team is currently located at a temporary site on SR522 that allows them to limp along but is woefully inadequate. Public Works does not have a special interest group to stand up and fight for it. That's where the Kenmore City Council and staff come in—it is up to us to be that voice for the greater good of the people of Kenmore, and we should persist in searching for and acquiring the right property for public works.

In 2021 we will continue our search for an appropriate site for the public works facility, and this proposed budget includes resources to do so. An informal City Council subcommittee of three of you is helping us review and revise the site selection criteria, and I expect we will have updated criteria for you to review in the first quarter of 2021.

### *Policing*

Immediately following the murder of George Floyd, you directed us to employ the process recommended by the Obama Foundation Mayors' Pledge, as a commitment to action regarding police use of force policies. As part of this pledge, the Mayor and Council pledged to:

1. REVIEW your police use of force policies.
2. ENGAGE your communities by including a diverse range of input, experiences, and stories in your review.
3. REPORT the findings of your review to your community and seek feedback.
4. REFORM your community's police use of force policies.

Without delay, we held two listening sessions with the public and invited King County Sheriff Johanknecht and Chief Moen to a City Council meeting to discuss use of force policies and hear additional feedback from the public. Based on these listening sessions and meetings, Chief Moen produced a report, including recommended changes for the local, county, and state levels. He presented this report to you at the September 14, 2020 City Council meeting.

This process is not over. We need to move forward with and advocate for the recommendations in the report. We especially need to continue to engage the public and build trust and relationships with our BIPOC communities so that they will feel safe enough to open up and help us understand what they are going through and what needs to change. This work will be part of and coordinate with our community-wide Diversity, Equity, and Inclusion work that I outlined earlier.

In keeping with the FSP task force recommendation, this budget discontinues funding for a school resource officer (\$50,000 per year) and replaces it with funding to supplement the RADAR program which provides mental health professionals to respond to calls with police officers and provide the necessary follow up (\$50,000).

### *Traffic Safety and Pavement Preservation*

Maintenance and preservation of our roads is one of our core municipal functions. While our most recent pavement rating of 78 is good compared to other cities in the area, the consultant who completed the study concluded that if we want to maintain our pavement rating and avoid the slippery slope of deferred maintenance,<sup>13</sup> we need to invest more funding into asphalt preservation than we have been.

In addition to pavement preservation, traffic safety is also a core function. Since the Target Zero resolution in 2014, the City has invested aggressively in traffic safety programs, including the addition of a traffic engineer position. This fulltime position has allowed us to be much more proactive and responsive in solving traffic safety issues. All of our traffic safety efforts have seen results, and they have been appreciated and noticed by our residents.

Funding for these efforts needs to continue. This proposed budget, based on the recommendation of the FSP task force, adds a proposed new funding source to address both traffic safety and pavement preservation: traffic photo enforcement. State law allow cities to use traffic photo enforcement in only two applications: school zone speeding and red light running.

The FSP task force recognized the safety benefits of photo enforcement, but they also recognized photo enforcement as a mechanism not only to fund traffic safety and pavement preservation, but also as a way for road users who don't live in Kenmore to help pay for the costs of maintaining our transportation systems. Because Kenmore is a residential bedroom community, a portion of the taxes we pay goes to other communities when we travel elsewhere to shop and do business. This phenomenon is known as tax leakage, and while photo enforcement it is not a tax, it is a way to help address the imbalance.

If you, the City Council, give us the green light<sup>14</sup> to move forward with photo enforcement, we expect that the equipment will be installed and operational by mid-2022. Assuming three photo enforcement locations, half of a year of operations would conservatively yield a net of about \$500,000 in 2022 (after costs to operate, court costs, etc.). This additional funding for 2022 and beyond would provide additional resources needed to help keep up with the maintenance of our asphalt and maintain our traffic safety efforts.

### *Administrative Support in Development Services and Community Development*

Currently, the Development Services Department (DS) and the Community Development Department (CD) share one full-time administrative assistant position to provide the clerical and other administrative support they need for the departments. This one position has not been able to meet the workload demands of both departments.

The consistent flow of mailings, notices, public records request, records management and filing, and service requests in DS are requiring the resources of a full-time administrative assistant. At

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<sup>13</sup> See postscript at the end of this budget letter

<sup>14</sup> Sorry, I couldn't help myself.

half time, there is not enough time for all of the administrative support work to be completed in DS. For example, records management, including state-required archiving activities, are not up to date. Meanwhile CD has plenty of work for a half time administrative assistant. As a result, we are recommending the addition of a half time administrative assistant to address this issue. If approved, the current half-time Recreation Coordinator would be brought to fulltime—0.5 FTE Recreation Coordinator in the City Manager’s Office, and 0.5 FTE Administrative /assistant in CD. The existing full-time Administrative Assistant would be fully allocated to Development Services. The following tables list the administrative support needs of Development Services and Community Development:

**Development Services, Administrative Assistant Responsibilities**

Function	Description
General Admin	Registering staff for training, filing project file, filing inspection reports, coding A/R, becoming familiar with financial software to verify if payments have been issued, updating forms, updating website, scanning plans & permits, assisting staff with projector & laptop for presentations, covering front desk breaks
Records Management	Records retention/archiving/destruction of all department documents
Land use notifications	Notifying applicants, uploading docs to MyBuildingPermit.com, mailing, publications, notifying Person of Interest, updating Trakit, updating website
Bonds and agreements	Receiving & verifying agreements, informing staff, working with the Development Review Engineer to verify release, updating R Drive, updating iCompass, updating Trakit, creating release letters, notifying applicant & bonding agent
Public Records Request	Researching & pulling all documents related to requests or generate requested report, notifying staff when ready
Clerk to Hearing Examiner	Coordinating with Hearing Examiner, appellant and staff for appeal dates, creating exhibit binders, creating cd’s with staff report & exhibits, setting up chambers, sitting in & recording the appeal, being the liaison for notifications/emails to appellant, staff & Hearing Examiner
Service Requests	Receiving & distributing service requests to the appropriate department staff, entering service requests as received, monitoring that they are completed
Rental & Room Requests	Receiving all inquiries from both staff & public related to City Hall rental, meeting with public to review the rental. tracking and confirming payments have been received, refunding deposits after completion, making sure room is set up, scheduling on calendar
Permit Backup	Learning & backing up permit desk, issuing permits
Addressing	Filing in address files-electronic & paper, putting on map
Familiar with the following software platforms:	
ESS (time sheet)	Entering time
Trakit	Permit tracking software
iCompass	Bonds and public records request software



City Works	Service requests and Public Works asset software
Tyler	Financial software
MBP	Permit portal

### **Community Development Administrative Assistant Responsibilities**

<b>Planning Commission:</b>
Assist in preparing /editing information for planning commission packets and meetings. This could include basic research, data collection, map preparation, formatting and editing of documents, or creating display boards or materials
Posting meeting or project info to website and listserve or at the library or other sites and keeping it current
Reviewing planning commission mail and email and distribute to staff or folders, as appropriate
Keeping list serve and other mailing lists updated
Keeping commission contact info updated
For public hearings/open house/meetings: prepare meeting notices, mailings, legal notice, postings. There are likely to be two or three public hearings between July and December
Scheduling meeting rooms and meeting room set up including setting up recording equipment for meetings and making sure presentation materials are on the laptop
Preparing advertisement for new commission positions, providing public notice (newspaper, website etc.), setting up interviews, setting up orientation for new commissioners
Attend planning commission meetings to take and prepare minutes, operate recording equipment. Meetings are typically held the first and third Tuesdays of the month, although special meetings regularly occur.
“Publish” video after meeting
<b>Comprehensive Plan:</b>
Formatting/editing comp plan update materials. Amendments are typically adopted once per year—scheduled for November 2019
Preparing maps, figures, tables, or other materials
Research and data collection
Legal and Notice requirements: Prepare required materials and notice for the annual docket, public hearings, and Department of Commerce
Updating all hard copies of comp plan (library, staff, counter)
Updating and maintaining the website
Maintaining an ordinance list related to comp plan amendments
<b>Planning Projects (annual work program)</b>
Set up and maintain project files (paper and electronic)
Assist in preparing /editing and assembling information for council packets and other meetings
Preparing presentation materials including maps and display boards
Conducting research and data collection
Formatting and editing memos or other information
Legal and Notice Requirements: Prepare required materials for meetings, public hearings, open houses, Commerce
Maintaining an ordinance list for planning projects
Coordinate/cross reference filing system for related grants and contracts

### *Recreation Coordination*

For the 2019-2020 biennium, the City Council approved a half-time recreation coordinator position with a two-year term. I am recommending that this position continue through the next biennium and become a regular position.

When it comes to recreation services, Kenmore has generally followed the model of allowing the private and non-profit sectors to provide the programming while the City provides the facilities. Examples include:

- Skyhawks summer camps at Rhododendron Park
- Skate Like a Girl at Jack Crawford Skate Court
- Kenmore Senior Center at Rhododendron Park
- Youth sports leagues at Bastyr University and Moorlands Park athletic fields
- Paddling and rowing programs at Squire's Landing, Rhododendron, and Log Boom Park

Prior to the creation of the recreation coordinator position, responsibilities for managing and coordinating with the various service providers were spread throughout the organization. There was no main point of contact for recreation, and at times there was confusion about which department to talk to and keeping the left hand informed about what the right hand was doing.

To address this issue and to better coordinate and grow recreation opportunities, the City established a part-time Recreation Coordinator position with the training and experience that goes with the position. As a result, we can now provide a less piecemeal and more holistic approach to recreation coordination and bring it to a more professional level, including improved public information on the website and printed materials. Expectations have been exceeded with this position—not only have existing programs been coordinated more effectively, but the position has been able to expand opportunities for recreation in Kenmore. As mentioned in the previous section about administrative support, we propose that the 0.5 FTE Recreation Coordinator be combined with the 0.5 FTE Administrative Assistant in Community Development, bringing it to a fulltime position.

### *Unfunded Mandate – Residential Streetlights*

A State Supreme Court ruling of quite some time ago ruled that residents can't be billed directly for streetlights, and that streetlights should be paid directly by cities from tax revenue.<sup>15</sup> Starting in 2021, we are going to take over these utility bills from many neighborhoods throughout the City. Per the ruling, the City can't bill residents for the streetlights as a fee, so the City will need to absorb this unfunded mandate into the budget. The hit to the Street Fund will be just over \$200,000 per year. Combining this new burden with the losses from I-976 sends the budget more than \$550,000 per year in the wrong direction.

### *Lakepointe*

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<sup>15</sup> *Okeson v. City of Seattle*, 150 Wn.2d 540 (2003)

While would-be developers continue to come and go, we should consider re-thinking Lakepointe. After several decades of hoping for a developer to swoop in and save the day, maybe we should look at Lakepointe through a new lens. What if this lakefront property was redeveloped with more of a balance of public and private spaces and infrastructure?

Given that Lakepointe is 11<sup>th</sup> on your list of eleven priorities (13<sup>th</sup> if you put responding to the pandemic, and diversity, equity, and inclusion ahead of it), we will work on it as time allows. We need to put first things first before we turn too much of our attention back to Lakepointe. Getting our financial house in order in the context of the pandemic, addressing our part in climate change, confronting systemic racism, and your other higher priorities come first.

That said, this proposed budget does include some funding to begin the process to re-vision Lakepointe and amend the Comprehensive Plan accordingly, including an environmental impact study and a high-level, planned land use action to go with it. The proposed funding source for this effort over the biennium would come from the Strategic Opportunities Fund.

#### *Strategic Opportunities Fund*

Speaking of the Strategic Opportunities Fund (SOF), this budget proposes one-time strategic expenditures in the 2021-2022 biennium to be paid for from the SOF. The SOF was created in 2013 with one-time funding from the General Fund of \$2.5 million. Over the years, the City has drawn from the SOF for various capital projects and other strategic opportunities. The City has also kept SOF replenished with year-end budget savings in the General Fund from prior years, and at the end of 2020, the fund balance of the SOF will be just over \$2.6 million.

The proposed list of SOF uses for the 2021-2022 biennium is as follows:

- Engineering consulting expertise and specialized legal counsel for air quality and emissions from industrial plants in the City.
- Climate Action Plan consultant expertise to fully develop the plan.
- Lakepointe re-visioning, including a potential new subarea plan, EIS, possibly a planned land use action.
- Diversity, Equity, and Inclusion consultant expertise.
- Transfer to the Surface Water Management Fund for Climate Action Plan Staffing (1/2 FTE).
- Transfer to the Transportation Capital Fund for 68<sup>th</sup> Avenue Walkways & Waterways bicycle and pedestrian improvements.

Amounts for each of the above items is found in the Strategic Opportunities section of the budget. The above list does draw down the SOF balance from about \$2.6 million at the beginning of 2021 down to just under \$1.0 million by the end of 2022. However, we have a track record of replenishing the SOF with end-of-year savings and other sources. For example, we propose paying back SOF for the 68<sup>th</sup> Avenue project by transferring \$200,000 per year in traffic impact fees back to the SOF, starting in 2024.



## The Budget Picture

The recession aside for a moment, we'll be going into 2021 with two new negative hits to our budget, both of which are courtesy of the state—loss of vehicle fee revenues thanks to Initiative 976 (assuming it is upheld by the state Supreme Court) and absorbing the costs of neighborhood street lights. The negative impact to our budget from these two changes will be more than \$550,000 per year.

Bringing the recession back into the picture, several of Kenmore's revenues will see drops compared to the pre-pandemic levels:

	2019 Actual	Forecasted		
		2020	2021	2022
Sales Tax	2,774,091	2,633,784	2,628,000	2,654,280
Permitting Revenue	994,772	901,128	856,071	813,268
Fuel Tax in the Street Fund	483,214	402,603	435,000	503,058

Even with these negative impacts, we are proposing a budget that is in keeping with the FSP task force recommendation for a budget that is *mostly* balanced for the next biennium. What do I mean by “mostly balanced?” Thanks to the service level cuts we made earlier this year in response to the pandemic, and given that many of these reductions will continue into the next biennium, we will be able to balance out most of the negative impacts from the recession and the state-imposed hits to the budget.

However, the FSP task force recognized the ongoing recession and the desire to not impose new revenues during these difficult times. In keeping with this direction, this budget does not add new revenues until mid-2022, resulting in a Street Fund deficit of \$170,703 in 2021 and \$91,938 in 2022. The task force was willing to accept a 2021-2022 budget that was not completely balanced, knowing that 1) we have very healthy fund balances to draw from, and 2) in future years their plan would phase in other budget balancing measures and thereby restore any draws on fund balances taken during the recession. This proposed budget follows the task force's direction. Also note that were it not for the unfunded state mandate to take on residential streetlight utility bills starting in 2021, both the General Fund and the Street Fund would be full balanced.

Even though the Street Fund expenditures are forecasted to exceed revenues in the next biennium, the City has strong fund balances in its operating funds. The General Fund and Street Fund will have a combined beginning fund balance in 2021 of \$6,489,620 and an ending balance of \$6,226,979 at the end of 2022.

We anticipate that collectively, operating revenues will remain flat in the next biennium compared to 2020. This forecast is what I call a middle-of-the-road approach, meaning that we're not expecting the economy to bounce back quickly, nor are we expecting it to decline significantly below what we are seeing now during the height of the pandemic.

While I have been reading compelling cases for both sides of the argument, I believe our revenue projections are prudent. On the one-hand, we are seeing troubling economic indicators on the

macro level, such as drops in gross domestic product, unemployment, consumer confidence, and small business closures. On the other hand, we are experiencing encouraging indicators at the local level, including consumer spending, real estate price stability, and new construction activity. Our own revenues on whole are also remaining steady, including property tax, sales tax, and permitting revenues.

We will continue to monitor economic indicators and City revenue collections closely and frequently, and we can respond and make adjustments as necessary. Overall, Kenmore is in a good financial position to weather this storm because a) the City has strong fund balances in its operating funds, b) our major revenues sources are relatively inelastic, and c) the reductions we made earlier this year are significant, and many of those reductions will continue into 2021 and 2022.

### **Conclusion**

I believe we are at another hinge point in our nation's history. The civil rights area of the 1960s, including the Civil Rights Act of 1964 and the Voting Rights Act of 1965, was one of those hinge points.

Multiple forces are converging together to create this hinge point, give us great pause, inject a dose of humility, and cause us to assess who we are and where we need to go. Such forces include the pandemic, the public outcry against systemic racism, and the effects of climate change.

How will Kenmore play a contributing role in this hinge point? As small as we are, we *can* make a difference, even if it's only for our 24,000 residents. For years we have talked about how Kenmore is on an "upward trajectory of becoming." I think my view of that upward trajectory and how it's going to happen has evolved. Kenmore can go to a new level on this trajectory—perhaps even to a level that is an order of magnitude higher.

Kenmore is on an Upward Trajectory of Becoming



So far, ascending this upward trajectory has been propelled by our many amazing programs and projects, such as creating a new downtown, beautification, building new sidewalks, habitat

restoration and water quality programs, and improving traffic safety. We are also focusing on climate change, affordable housing, and partnering with our community cocreators who produce what we call “love notes” that bring people together and create art, beauty, and fun.

All of these efforts are very important and meaningful, and we should continue with them because they will propel us on that upward trajectory. I also believe there’s a next level in our progression, and I think this level will take us beyond the purely financial or things we can objectively put a finger on; a level that helps us acquire or improve upon higher attributes such as sympathy, empathy, love, and compassion.

Earlier in this letter I quoted David Brooks and his idea of “see[ing] each other on a level much deeper than politics.” He expounded on this idea at a university forum in 2019:

Many of our society’s great problems flow from people not feeling seen and known. . . . To me, the core democratic trait that we all need to get a little better at is the trait of seeing each other deeply and being deeply seen. It’s a question of . . . understanding each other.<sup>16</sup>

I believe the Diversity, Equity, and Inclusion (DEI) work and funding included in this budget must include this idea of “seeing each other deeply and being deeply seen.” This concept, if we can practice it, will prove extremely helpful as we combat racial inequity and the machine that supports it.

As we see each other more deeply, we will drive out fear, and in particular, fear of losing power or position. Instead, we’ll learn that power, like love, is not a zero-sum game; power gained by one group or person does not mean a corresponding amount of power lost by another group or individual. I have seen this concept of empowering and lifting all successfully play out in organizations, and I know it can happen in communities.

Despite the pandemic and the recession, this proposed budget and the resources and initiatives contained within it will allow us to continue to propel Kenmore and our organization to new heights. And this budget, along with our community and organization, will position us well to be on the right side of this special hinge point in history.

Like Congressman Lewis, I believe “there’s something brewing in America [and Kenmore] that’s going to bring people closer and closer together.” Our best days are still ahead of us, and I am thrilled to be on this team and part of this community. In closing, may I suggest adding a new word to our organization’s service vision:

Propelling Kenmore Upward:  
We create a thriving community where *ALL* people love where they live

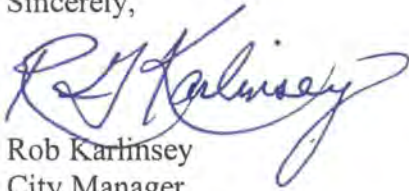
Thank you for your vision and direction that guided the development of this biennial budget. We look forward to the budget discussions in the weeks ahead.

---

<sup>16</sup> *Finding the Road to Character*, by David Brooks. University forum, Brigham Young University. October 22, 2019.



Sincerely,



Rob Karlinsey  
City Manager  
City of Kenmore

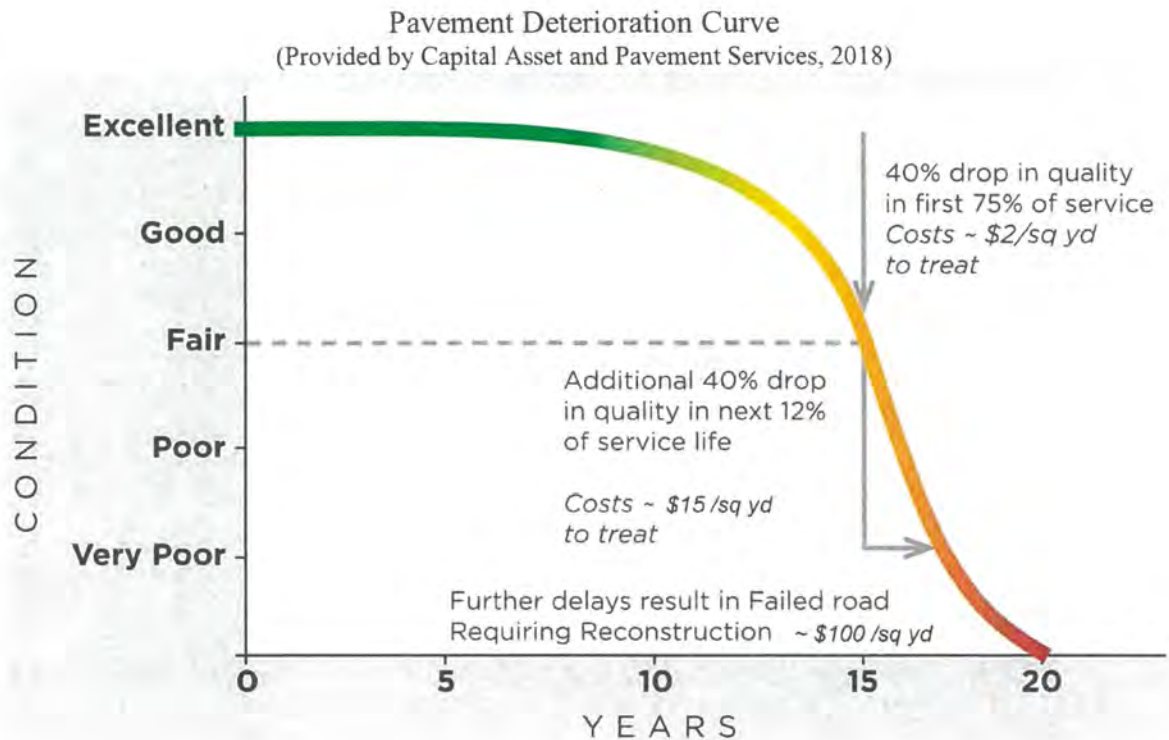
*Acknowledgements*

I cannot overstate how crucial my coworkers have been in the production of this preliminary budget. Our Finance and Administration Director Joanne Gregory and her team have worked long hours to bring this document together (all while juggling their other daily responsibilities). The policy guidance of our department heads was essential as we figured how best to meet the Council's vision and effectively allocate the City's financial resources. The passion and commitment of the entire organization came through as they produced the budget narratives and detail pages. Again, a big thank you to the City Council for putting your trust in us and providing the vision and policy direction we need, and many thanks to all members of the Kenmore community—for providing the resources to accomplish all that is set forth in this budget and for providing input and staying engaged. Thank you!

## Postscript

### The Importance of Staying on top of Pavement Preservation

Does it really matter how much we invest in our roads, and what does it hurt to delay or postpone asphalt preservation measures? The following graph shows what happens to a road's condition over time. After about 10 years of life, a road's condition drops off sharply with each passing year.



The more time goes by without applying a preservation treatment to the road, the cost to restore the road rises exponentially—it boils down to “pay me now or pay me a lot more later.” Taking good care of our roads is analogous to maintaining wood siding on a house. It’s a lot easier and less expensive to keep the siding painted as opposed to not painting it and letting the siding rot and require replacement.

# City of Kenmore, Washington

## City Profile

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# 2021-2022 Proposed Organizational Chart





## City of Kenmore, Washington

### **ELECTED OFFICIALS**

David Baker, Mayor  
Position #5, Term 2020-2023

Debra Srebnik  
Position #6, Term 2018-2021

Melanie O'Cain  
Position #1, Term 2020-2023

Joe Marshall  
Position #2, Term 2018-2021

Milton Curtis  
Position #3, Term 2020-2023

Nigel Herbig, Deputy Mayor  
Position #4, Term 2018-2021

Corina Pfiel  
Position #7, Term 2020-2023

### **CITY MANAGEMENT TEAM**

Rob Karlinsey, City Manager

Nancy Ousley, Assistant City Manager

Joanne Gregory, CPA, Finance and Administration Director

Debbie Bent, Community Development Director

Bryan Hampson, Development Services Director

John Vicente, City Engineer

Jennifer Gordon, Public Works Operations Manager

Richard Sawyer, Surface Water Manager

Anastasiya Warhol, City Clerk

Brandon Moen, Chief of Police

Dawn Reitan, City Attorney



## City of Kenmore, Washington

### Planning Commission

Terms That Expire December 31, 2020:

Carol Baker

Mike Mulcare

Nathan Loutsis

Terms That Expire December 31, 2021:

Mark Ohrenschall

Dennis Olson

Michael Vanderlinde

Suzanne Greathouse







*City of Kenmore  
Washington*

**2020 -2021**

**City Council Priorities**

October 2020 Update: Given unprecedented circumstances in 2020, we must acknowledge the impacts of the pandemic and the public outcry against system racism by adding the following priorities:

Respond to the pandemic

Begin the process to develop and implement a diversity, equity, and inclusion policy and program.

1. Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.
  - Implement the Sidewalk Plan
  - Target Zero
2. Increase and preserve the options for affordable housing stock.
3. Develop a Kenmore Climate and Environment Action Plan including water, air, forest, and habitat restoration.
4. Implement the Walkways and Waterways projects.
5. Create and implement a Financial Stability Plan.
6. Support Bus Rapid Transit on 522.
7. Implement the Economic Development Plan, with an emphasis on the following key points:
  - Advance Public's Access to Water
  - Create a vibrant walkable downtown
  - Attract new businesses and support existing businesses
  - Promote the Image of Kenmore
8. Foster and create a welcoming, diverse, affirming community celebrating culture and fun.
9. Engage and educate the community on growth and development in Kenmore.
10. Continue to implement a Parks Capital Improvement Plan.
11. Continue to seek opportunities to complete a successful Lakepointe Project.

# City of Kenmore, Washington

## 20-Year Vision Statement

**As we look into the future, we see Kenmore as a place that residents, businesses and visitors find welcoming, with courteous people, and that offers a high quality of life to live, raise children, shop, work, recreate, and socialize. In 2035, we see Kenmore as a fun, vibrant waterfront community that**

is connected both visually and physically to its waterfront, recognizing it as a significant local and regional asset

supports recreation and health through well-maintained parks, trails, and open spaces

protects natural and environmentally sensitive areas, significant open space, trees, and air and water quality

provides a safe, reliable and effective system of streets, sidewalks, bike ways, trails, and transit routes, linking significant local and regional destinations

has its own sense of place and an identifiable, walkable downtown offering commercial, civic, cultural and park spaces, integrated with multifamily housing

has an economic base that provides a range of goods and services, offers quality employment opportunities, and supports local businesses

has clear design standards creating attractive, functional, and enduring buildings and places

supports the character of its single family residential neighborhoods

offers a diversity of housing types to provide a choice of attractive living accommodations for all residents

encourages volunteerism and public involvement and works as a good partner with citizens and governments throughout the region

supports the safety, health, and welfare of all of its citizens

supports and encourages education and quality schools

is inclusive and family friendly, with a small town feeling, that fosters a sense of belonging and pride

supports local arts, culture and history

**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**



# City of Kenmore Service Vision



## Service Vision

Propelling Kenmore Upward

- We create a thriving community
- We help people love where they live

## Service Values & Behaviors

### Safety

- I emphasize safety in all we do
- I seek out safety opportunities in our community
- I proactively identify, report, and follow up on safety concerns
- I protect the natural and physical assets of our community
- I speak up to ensure the safety of others

### Integrity

- I walk the talk, modeling what I expect of others
- I care about the quality and accuracy of my work
- I strive to be fair and honest
- I assume good intent in my interactions with others

### Courteous

- I am friendly and cordial
- I exercise patience
- I treat others the way they want to be treated (the Platinum rule)
- I go out of my way to help

### Proactive

- I seek to know, understand, and anticipate the needs of the community and individuals I serve
- I exceed expectations others have of me
- I model an aspirational, "can do" attitude
- I find ways to make it easier for people to do business with us
- I seek continuous improvement and innovation

### Collaborative

- I invest the time to build relationships of trust with others
- I build on the strengths and diversity of our community
- I share the information others need, making it easy to access
- I pitch in to support others, providing resources needed for success
- I pull down silos and bring people together

## City of Kenmore, Washington Community Profile

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 23,450 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, 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 22<sup>nd</sup> year in 2020, 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 Javier Valdez

#### 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:

Through 2018 Kenmore contracted with the City of Lake Forest Park for park and street maintenance support. As of 2019 Kenmore will take over these maintenance activities. The City continues to contract with King County and other private vendors for street and traffic maintenance services and surface water maintenance as needed.

#### 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)  
(17415 61st Ave NE)
- Rhododendron Park (12.5 acres)  
(6910 NE 170<sup>th</sup> Street)
- Wallace Swamp Creek Park (25 acres)  
(19851 73<sup>rd</sup> Ave NE)
- Linwood Park (1.4 acres)  
(5601 NE 193<sup>rd</sup> Street)
- Moorlands Park (4.5 acres)  
(15221 84th Ave NE)
- Squires Landing Park (42.15 acres)  
(7353 NE 175<sup>th</sup> Street)
- Northshore Summit (3.72 acres)  
(6200 NE 193<sup>rd</sup> Street)
- Twin Springs Park (25 acres)  
(80th Ave NE between NE 192nd St and NE 195th St)
- Jack V Crawford Skate Court  
(18120 68<sup>th</sup> Ave NE)

### 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.

### Major Employers:

Bastyr University  
Kenmore Air Harbor  
Safeway

### Top Ten Companies ranked by Retail Sales, Category

- \* James G. Murphy Co., Auctioneer Services
- \* Kenmore Camera, Retail Trade
- \* Safeway, Retail Grocery
- \* WA State Department of Licensing, Public Services
- \* SkiMasters Watersports
- \* Inglewood Golf Club, Golf Course Services
- \* Les Schwab Tire Center #421, Retail Trade
- \* Rite Aid, Retail Trade
- \* 11<sup>th</sup> Frame Restaurant & Lounge
- \* McDonalds

### Demographics \*

<i>Square Miles</i>	6.1
<i>Population</i>	23,450 (2020)
<i>Occupied Housing Units</i>	7,984 (2010)
<i>Miles of Paved Streets</i>	63
<i>Gender and age (2017 estimate)</i>	
Male	49%
Female	51%
Median age (years)	39.5
Under 5 years	7.2%
Under 18 years	23.6%
65 years and over	13.9%

### *Race (2017 estimates)*

White alone	80.9%
Black or African American alone	1.4%
American Indian and Alaska Native alone	0.5%
Asian alone	10.0%
Native Hawaiian & Other Pacific Islander alone	0.4%
Two or more races	4.8%
Hispanic or Latino	9.5%
White alone not Hispanic or Latino	74%

# 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           2.63 (2017  
estimate)

Average Family size           3.01  
Language other than English spoken at home, percent  
of persons age 5 years+ 22.4%

### *Educational Attainment (2017 Estimates)*

High School graduate or higher (percent of persons  
age 25 years +) 94.5%

Bachelors degree or higher (percent of persons age  
25 years+) 52.2%

### *Housing Tenure (2010 Census)*

Households, 2012-2016           8,277 (2017  
estimate)

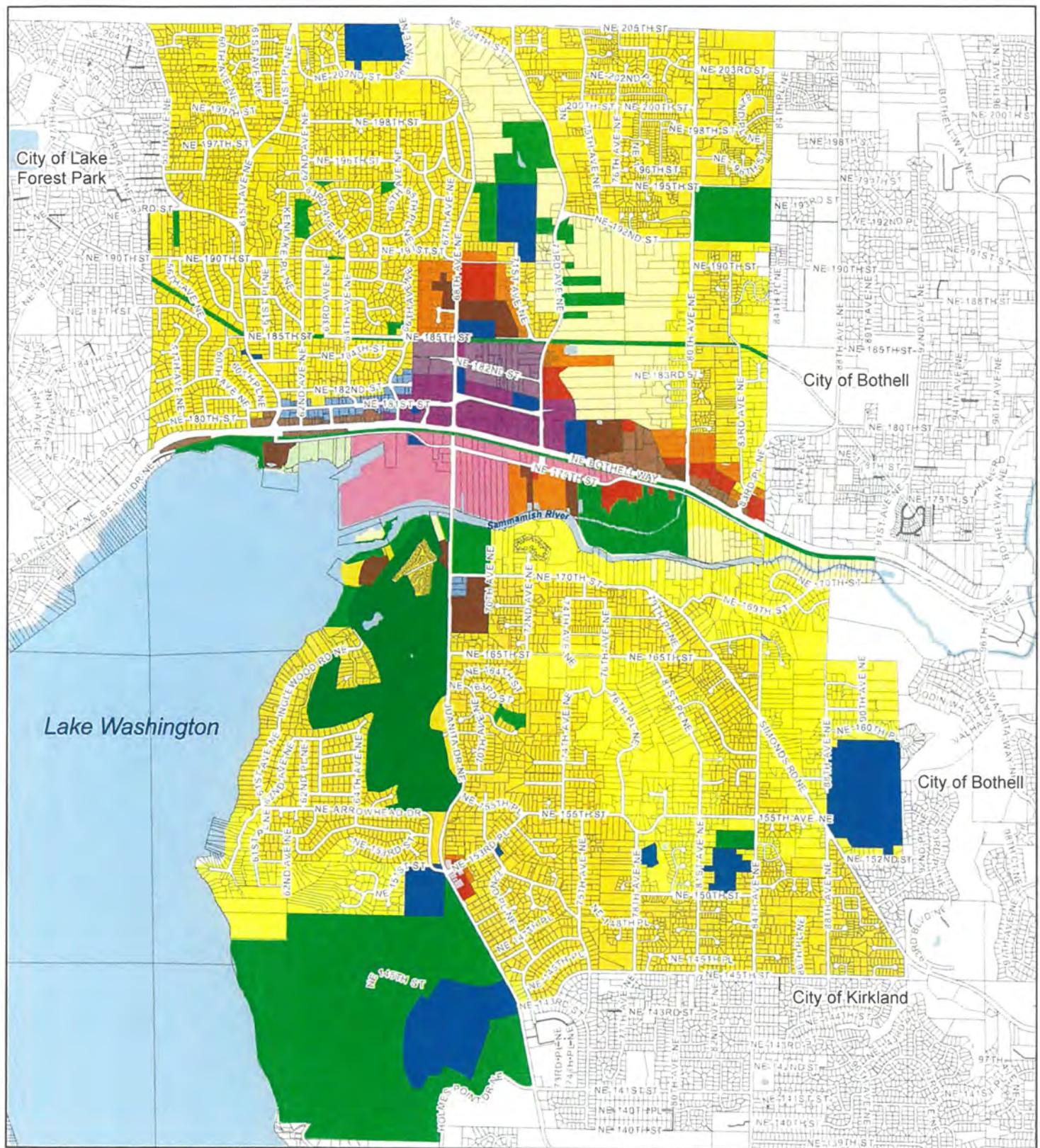
Owner Occupied housing unit rate, 2012-2016 72.5%  
(2017 estimate)

Median value of owner-occupied units, 2012-2016  
\$427,700 (2017 estimate)

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 and  
2017 estimates





## Official Zoning Map | City of Kenmore

Regional Business	Downtown Residential	Parks*	R-6 (Residential 6 Dwellings Per Acre)
Urban Corridor	Community Business	Golf Course	R-12 (Residential 12 Dwellings Per Acre)
Waterfront Commercial	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)

\* 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.



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



City of Kenmore, Washington  
2017 Aerial Photo





# City of Kenmore, Washington

## Budget Guide

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## City of Kenmore, Washington

### 2021-2022 Budget Calendar

Major Task	2020 Target Date and/or Deadline
Financial Sustainability Task Force Meets	August 11, 24, 25
Departments Prepare 2021-2022 Budget Estimates for Revenue and Expenditures and Submit to Finance	August 28 <i>Statutory Deadline for Budget Estimates September 28</i>
Review and Update to 2021-2026 Capital Improvement Program	September 1-30
Finance Submits Complete Revenue Projections and Expenditure Requests For 2021-2022 to City Manager	September 4 Statutory Deadline to Submit Preliminary Budget Estimates October 1
City Council Budget Retreat	September 10
Department Complete Update Accomplishments, Goals, Workload and Performance Measures, Budget Highlights Final Department YE 2020 Projections of Expenditures Due to Finance	September 11
City Clerk Publishes Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (scheduled for Nov 2, Nov 16)	September 24 Statutory Deadline: Publish once a week for two consecutive weeks for Hearings in October & November
Adopt 2021-2026 Capital Improvement Program	October 5
City Manager Provides Council with Estimates of Revenues and Expenditures	October 5 <i>Statutory Deadline: October 5</i>
2021-2022 Preliminary Budget Document and Budget Message Filed with City Council	October 12 <i>Statutory Deadline for Presenting Preliminary Budget to City Council is November 2</i>
Presentation of 2021-2022 Proposed Biennial Budget: City Council, City Manager, Finance & Admin, City Clerk, Legal, Police, Development Services, Proposed 2022 Salary Plan	October 19



## City of Kenmore, Washington

### 2021-2022 Budget Calendar

Major Task	2020 Target Date and/or Deadline
Public Hearing on the 2021 Property Tax Levy	October 19  <i>Statutory Deadline for Revenue Hearing is Mid October to Mid November</i>
Presentation of 2021-2022 Proposed Biennial Budget: Community Development, Public Works Engineering, Maintenance, Street Fund, Parks Capital Fund, Transportation Capital Fund	October 26
City Council Adopts Six Year Financial Sustainability Plan	October 26
Presentation of 2021-2022 Proposed Biennial Budget: SWM, SWM Capital Fund, Facility Capital Fund, Impact Fee Funds, TBD Fund, Other Funds	November 2
Copies of Preliminary Budget Document are made Available to the Public	November 2 <i>Statutory Deadline is November 20</i>
Review 2019-2020 Budget Amendments	November 9
Public Hearing on the 2021-2022 Preliminary Budget	<i>Statutory Deadline for Preliminary Budget Hearing is Prior to Final Budget Hearing</i>
Public Hearing On 2021-2022 Final Biennial Budget	November 16  <i>Statutory Deadline for Final Budget Hearing December 7</i>
Adopt 2019-2020 Budget Amendment Ordinance Adopt 2021 Property Tax Levy Ordinance Adopt 2021-2022 Biennial Budget Ordinance	November 23  <i>Official Levy Deadline November 30</i>  <i>Budget Deadline December 31</i>

# 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 an ongoing activity. The formal budget planning for 2021-2022 began in January 2020 during the Council retreat. The Council and the staff began a refresh of the Priority Based Budgeting Process and review of Results and Programs. A budget retreat was held in September 2020. The City Manager and the Department Directors prepared the preliminary proposed biennial budget during July and August. The City Council reviews the budget during October and November and adopts the budget in late November.

## City of Kenmore, Washington

### The Budget and the Budget Process

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 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. About 37 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 has informed the development of budgets since that time.
- 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 has long been 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. During the 2020 Financial Sustainability Plan process it

## City of Kenmore, Washington Financial Policies

was recommended and agreed that the City should maintain undesignated General Fund reserves at not less than 20% of annual budgeted operating expenditures.

<u>General Fund</u>	
2021 Budgeted Operating Expenditures	\$13,237,826
Multiplied by 20% = Policy Reserve	\$2,647,565

<u>General Fund</u>	
2022 Budgeted Operating Expenditures	\$13,829,944
Multiplied by 20% = Policy Reserve	\$2,765,988

- b) 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.

<u>Surface Water Management Fund</u>	
2021 Operating Expenses	\$1,883,500
Multiplied by 20% = Policy Reserve	\$376,702

<u>Surface Water Management Fund</u>	
2022 Operating Expenses	\$2,021,436
Multiplied by 20% = Policy Reserve	\$404,287

- c) 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.

## City of Kenmore, Washington

### Financial Policies

#### 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 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.

#### 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.



## City of Kenmore, Washington

### Financial Policies

- 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.

#### 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.

## City of Kenmore, Washington

### Financial Policies

- 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 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.
- 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%).

## City of Kenmore, Washington

### Financial Policies

#### 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.
  - 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.

#### 17) STRATEGIC OPPORTUNITY FUND POLICY

The Strategic Opportunities Fund was first established in 2013 due to the strong fund balances in the City's tax-supported operating funds, especially the General Fund. At the beginning of 2013, approximately \$2.5 million was transferred from the General Fund to the Strategic Opportunities Fund. The two main reasons for transferring this amount from the General Fund to the Strategic Opportunities Fund were to 1) Allow investment earnings from the fund balance to accrue separately rather than being absorbed into the General Fund to support ongoing operations; and 2) Create the opportunity for the community to benefit from the City's past and present fiscal discipline by allocating a portion of the strong General Fund balance to a separate "savings account" or reserve that can position the City to respond to strategic opportunities or support City services or initiatives on a start-up or temporary basis. Use of the Fund's resources for strategic opportunities should be used for projects and initiatives that are one-time, temporary, or start-up in nature and will not require indefinite operational funding from the Strategic Opportunities Fund. Eligible expenditures from this Fund include the following:

- 1) Real Estate purchases for future public benefit.



## City of Kenmore, Washington

### Financial Policies

- 2) Capital construction projects that create high-value for the community and physically construct tangible public improvements. As stated in the City's Financial Policies, consideration for any capital project should include how to pay for ongoing operation and maintenance (O&M) costs beyond project completion. As stated above, the Strategic Opportunities Fund is not a source for funding a capital project's O&M.
- 3) Grant matches for capital projects.
- 4) Funding for new strategic economic development initiatives. These initiatives may be on a pilot or trial period as determined by the City.
- 5) Temporary support of City services in economic downturns that result in declining operating revenues.

Replenishment of the Fund should consider the following:

- 1) New revenues generated by the enterprises/activities funded through the Strategic Opportunity Fund should go back into the fund.
- 2) Surplus reserves from unrestricted operating funds (General Fund, for example), defined as the excess of actual ending fund balance over the budgeted ending fund balance, if not otherwise designated, may be used to replenish the fund.
- 3) The City may also use General Fund operating revenues, undesignated fund balances from unrestricted funds, and grant reimbursements to build up the Strategic Opportunities Fund.
- 4) When Strategic Opportunities Fund resources are used for capital project purposes, this Fund may be "paid back" with funds from special revenue funds such as the Real Estate Excise Tax Fund, subject to conditions set forth in State Law.

Each biennial budget cycle, the City Council will establish a target amount for this fund, with the goal of building back up to or maintaining the Fund's original balance at \$2.5 million or higher.

If drawn down, the Strategic Opportunities Fund should be replenished back to the targeted amount within three years, although extended economic downturns may lengthen that time frame. The City should use periods of revenue growth and economic upturns to replenish and build the Strategic Opportunities Fund.

The budget for expenditures from this Fund shall be adopted by the City Council.

# 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 (General 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).

#### Transportation Benefit District Fund

This fund was created under the authority of the Transportation Benefit District (TBD) as a separate entity. The City Council served as the District Board and the purpose of this fund was to collect and distribute the \$20 vehicle license fees that were approved by the Board in November, 2012. Effective December 7, 2016 the City of Kenmore assumed all the rights, functions and obligations of the TBD and it no longer exists as a separate entity but as a Special Revenue Fund.

## City of Kenmore, Washington

### Basis of Accounting and Budgeting

#### Debt Service Fund

This fund accounts for resources which are designated for the annual principal and interest debt service on the unlimited tax general obligation bonds of 2016 (the UTGO Bond 2016 Fund).

#### 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, Walkways & Waterways, Kenmore Village Fund, Parks Capital Fund, the Sammamish River Bridge Fund and the Transportation Capital Fund).

#### 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.

#### 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).



## City of Kenmore, Washington

### Basis of Accounting and Budgeting

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 had 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 were approximately \$47,740 annually. This debt service obligation was 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.

Walkways & Waterways, Proposition 1, to authorize the issuance of general obligation bonds in the amount of \$19,750,000, was approved by the voters in November, 2016. The bonds are Unlimited Tax General Obligation Bonds (UTGO). A series of 20 year bonds in the amount of \$9,220,000, with a true interest cost of 2.96%, were issued in December 2016 and assigned a Standard & Poor's AAA rating. A second series, in the amount of \$10,000,000 is expected to be issued in 2021. Debt service over the term of the bonds will be approximately \$1,200,000 annually and the bonds will mature December 2036.

The City executed a Public Works Board Construction Loan contract in May 2018 in the amount of \$1,500,000. The loan will be used for the 61<sup>st</sup>/190<sup>th</sup> Culvert Replacement and Embankment Repair Project. The term of the loan is 20 years with an interest rate of 1.66%. Draws on the construction loan began in 2020.

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 2021 preliminary assessed valuation of \$5,260,365,750 was used for the calculations below. The four categories of debt are described below.

## City of Kenmore, Washington

### Debt Obligations and Debt Calculations

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 \$78,905,486 for 2021.
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 \$131,509,144 for 2021. 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 \$131,509,144 for 2021.
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 \$131,509,144 for 2021.

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 October 8, 2020 is as follows:

2021 Preliminary Assessed Value for 2021 taxes	\$5,260,365,750
Debt limit – 7.5% of total assessed value	\$394,527,431
Less: Total Outstanding Debt	(6,460,000)
Total Remaining Debt Capacity	\$388,067,431

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	\$6,460,000
Outstanding Limited Tax General Obligation Debt	<u>0</u>
Total Net Direct Debt	<u>\$6,460,000</u>

Overlapping Debt (1):

	Overlapping Debt	
King County	\$5,033,512	
King County Library	1,108,274	
Fire Protection District No. 16	5,826,935	
Evergreen Hospital District #2	9,717,292	
Lake Washington School District #414	10,158	
Port of Seattle	2,911,754	
Northshore School District	110,118,279	
Total Overlapping Debt		\$134,726,205
Total Net Direct and Overlapping Debt		\$141,186,205

**BONDED DEBT RATIOS**

2021 Preliminary Assessed Valuation (A.V.)	\$ 5,260,365,750
2020 Population	23,450
Ratio of:	
Net Direct Debt to Assessed Value	0.12%
Net Direct Debt and Overlapping Debt to A.V.	2.68%
Per Capita:	
Net Direct Debt	\$275
Net Direct Debt and Overlapping Debt	\$6,021
Assessed Value	\$224,322

(1)

This is the amount of debt owed by jurisdictions with boundaries that overlap the City of Kenmore. The information for other taxing agencies is as of 2019. This will be updated for 2021 for the final budget.

# PRELIMINARY

## LEVY LIMIT WORKSHEET – 2021 Tax Roll

**TAXING DISTRICT:**      **City of Kenmore**

*The following determination of your regular levy limit for 2021 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.*

Annexed to Fire District 16  
Annexed to Library District

(Note 1)

Estimated Fire rate: 0.64408  
Estimated Library rate: 0.33289

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
5,704,743	Levy basis for calculation: (2020 Limit Factor) (Note 2)	5,704,743
<b>1.0100</b>	x Limit Factor	<b>1.0060</b>
5,761,790	= Levy	5,738,971
50,244,594	Local new construction	50,244,594
0	+ Increase in utility value (Note 3)	0
50,244,594	= Total new construction	50,244,594
1.00315	x Last year's regular levy rate	1.00315
50,403	= New construction levy	50,403
<b>5,812,193</b>	Total Limit Factor Levy	<b>5,789,374</b>
<b>Annexation Levy</b>		
0	Omitted assessment levy (Note 4)	0
5,812,193	Total Limit Factor Levy + new lid lifts	5,789,374
5,260,365,750	÷ Regular levy assessed value less annexations	5,260,365,750
1.10490	= Annexation rate (cannot exceed statutory maximum rate)	1.10057
0	x Annexation assessed value	0
<b>0</b>	= <b>Annexation Levy</b>	<b>0</b>
<b>Lid lifts, Refunds and Total</b>		
0	+ First year lid lifts	0
5,812,193	+ Limit Factor Levy	5,789,374
<b>5,812,193</b>	= Total RCW 84.55 levy	<b>5,789,374</b>
1,277	+ Relevy for prior year refunds (Note 5)	1,277
5,813,470	= Total RCW 84.55 levy + refunds	5,790,651
	Levy Correction: Year of Error _____ (+or-)	
<b>5,813,470</b>	<b>ALLOWABLE LEVY (Note 6)</b>	<b>5,790,651</b>
<b>Increase Information (Note 7)</b>		
1.10515	Levy rate based on allowable levy	1.10081
5,306,488	Last year's ACTUAL regular levy	5,306,488
455,302	Dollar increase over last year other than N/C – Annex	432,483
8.58%	Percent increase over last year other than N/C – Annex	8.15%

<b>Calculation of statutory levy</b>		
	Regular levy assessed value (Note 8)	5,260,365,750
	x Maximum statutory rate	2.62303
	= <b>Maximum statutory levy</b>	<b>13,798,097</b>
	+ Omitted assessments levy	0
	= <b>Maximum statutory levy</b>	<b>13,798,097</b>
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.  
Please read carefully the notes on the reverse side.

# City of Kenmore, Washington

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Summary of All Revenues and Expenditures by Fund	79





City of Kenmore, Washington  
Personnel Summary 2017 -2022

<u>Cost Center</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
City Manager	7.00	7.34	7.84	7.84	7.84	7.84
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Finance and Administration*	3.00	3.00	3.00	3.00	4.00	4.00
Community Development	4.50	4.50	4.50	4.50	4.50	4.50
Development Services**	6.50	6.25	6.00	6.00	6.50	6.50
Public Works Engineering	4.05	3.05	4.40	5.00	5.00	5.00
Parks and Facility Maintenance	3.20	3.20	4.45	4.45	4.45	4.45
Street Fund	3.40	3.40	4.85	4.85	4.85	4.85
Surface Water Management Fund ***	2.15	2.15	6.00	6.00	6.50	6.50
Totals	34.80	33.89	42.04	42.64	44.64	44.64

\* New position: Human Resources Manager

\*\* Additional .5 FTE Administrative Assistant

\*\*\* Additional .5 FTE Administrative Specialist; partially funded by Strategic Opportunities Fund  
for Climate Action Plan Implementaion

## 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)
- **Initiative 976** – December 2019
  - Limits total motor vehicle license fees to \$30
  - Repealed local Transportation Benefit District fees (about \$360,000 annually in Kenmore)

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

## City of Kenmore, Washington Major Operational Revenue Assumptions 2021-2022

### GENERAL FUND

The City of Kenmore relies on property taxes to fund many of its General Fund operations (40% of revenue). The following assumptions were used to prepare the City's major revenue estimates for 2021 and 2022.

The 2020 population figure used in the 2021 Budget is 23,450 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 530 (2.3%) from the City's 2019 population figure of 22,920.

The 2021 property tax levy is estimated to be \$5,383,410. This includes a 0.60152% increase in the base levy and \$45,000 added from new construction and state assessed properties. In 2022, the projected property tax levy is \$5,482,244 which assumes a 1% increase in the base levy and \$45,000 added for new construction.

The City's property tax levy rate for 2021 is expected to be about \$0.99 per \$1,000 assessed valuation based on preliminary assessed values from the King County Assessor. This is a slight decrease from the 2020 levy rate of \$1.00. In addition to this rate will be the voter approved tax levy which accounts for \$0.10.

Sales tax receipts in 2021 are budgeted to be about the same as the estimated 2020 revenue. A 1% increase is forecast for 2021. One-time new construction revenues are not expected to be high this biennium.

Criminal justice sales taxes are challenging to predict, however based on the regular retail sales tax trend, 2021 is expected to be about the same as 2020 and increase 1% in 2022.

Electric and gas utility taxes are budgeted to increase about 2% in 2021 and 3% in 2022. Telephone and cell phone utility taxes are expected to remain relatively flat. Even though gas and electric are expected to increase due to population and rate increases, this appears to be offset by declining use of land line phones and cell phone voice charges.

A new cable utility tax of 6% is proposed to be implemented in 2020 and 6 months of revenue is expected to yield \$191,514.

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 biennium budget for 2021 and 2022 Liquor Board Profits is \$372,367, about the same as 2019-2020. The revenue from Liquor Excise Tax is also not expected to increase.

The 5% franchise fee on water and sewer is expected to increase 2% in 2022; these revenues are completely transferred to the Street Fund for maintenance and operations.

Development revenues are largely derived from building permit, plan review, inspections, and land use fees. The biennial development related revenues are projected to decrease from 2019-2020 about 13%. The local economy, development



## City of Kenmore, Washington Major Operational Revenue Assumptions 2021-2022

activity, and the housing industry have been strong since 2013 and the last biennium had several significant new construction projects.

Investment interest is expected to yield roughly 0.20% on average annual fund balances.

Overall, the budget for General Fund revenues is 3.9% less than projected and 2.2% higher the 2019-2020 budget.

### STREET FUND

A 5% increase from 2019-2020 is expected in fuel tax revenues in the Street Fund, and \$21.24 per capita (22,450) is predicted by Municipal Research Services Center. Due to the pandemic the City continues to see a decline in fuel tax for 2020 so a conservative budget of \$435,000 for 2021 and \$503,058 for 2022 is assumed with the expectation that driving will be back to normal levels in the second year of the biennium.

\$1,560,616 in transfers from the General Fund for road maintenance from the water sewer franchise fees and other General Fund revenues.

Initiative 976 repealed the City's ability to continue to collect license tab fees. The Kenmore Transportation Benefit District Fund generally collected about \$360,000 per year. Therefore no revenue has been budgeted for 2021-2022.

As recommended by the Financial Sustainability Task Force, the City proposes to implement a traffic photo enforcement program in mid-2022 expecting to generate net revenues of \$500,000. These revenues will fund traffic safety and pavement preservation improvements.

Real Estate Excise Tax will contribute \$100,000 per year to Street Fund maintenance in accordance with the limited allowance authorized by the terms of this tax.

City of Kenmore, Washington  
Major Operational Expenditure Assumptions 2021-2022

GENERAL FUND

The City of Kenmore has developed a balanced proposed budget for the 2021-2022 biennium in that operating expenditures in the General Fund are appropriated only to the extent there is projected operating revenue in the same period. 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 2.75% increase for 2021 and a 2.75% increase for 2022. Medical insurance premiums were budgeted to increase 5% for 2021 and 5.0% for 2022, and dental premiums 3% for both years.

A new position, Human Resources Manager, is proposed for the 2021-2022 biennium. This management position is budgeted in the Finance and Administration cost center but will report to the City Manager.

Human Services contracts are proposed to be funded at \$176,578 per year, based on the direction in 2017 to fund at \$7.53 per capita; the 2020 population estimate is 23,450. The increase is \$6,475 from 2019-2020.

Contributions of \$80,000 to A Regional Coalition for Housing (ARCH) were continued in the 2021-2022 General Fund budget and an additional \$22,000 annually is added from the 2019 implementation of an affordable housing sales tax.

The Development Services personnel budget includes an increase of .5 FTE for administrative assistance.

The King County Sheriff contract for police services in 2021 has been budgeted with a 3.9% increase over 2020 and a 3.9% increase in 2022. The collective bargaining agreement that expired in 2016 was settled in 2020 and settlement included retroactive salaries of \$246,928.

The adopted 2019-2020 included a new half time Recreation Coordinator position which is proposed to be increased to full-time to provide administrative support in the Community Development Department. One half of the position is budgeted in the City Manager cost center and one half in Community Development.

The Kenmore Business Incubator program, one of the City's economic development strategies, will close its doors at the end of 2020 after eight years, reducing the financial support it required and also the lease income that was generated.

The \$100,000 that had previously been appropriated for a School Resource Officer (SRO) was redirected due to the decision to end the SRO program. The funds will be redirected to supplement the RADAR program which provides mental health professionals to respond to calls with police officers and provide the necessary follow up.

## City of Kenmore, Washington

### Major Operational Expenditure Assumptions 2021-2022

The City was appropriated over \$1,080,000 of CARES Coronavirus Relief Funds in 2020. These funds are being used to assist local businesses and human service organizations who support the Kenmore community, to acquire personal protective equipment, and to purchase technology equipment enabling employees to work from home. All funds are required to be spent in 2020 and have been included in the projected 2020 budget. Reimbursements from the grant are also included in the 2020 revenue projections although some may not be receipted until 2021.

Due to the onset of the Pandemic in early spring of 2020, the City took immediate action to reduce discretionary expenditures in the General and Street Funds and reduced the budgets accordingly. Approximately \$1.1M in cuts were made at that time and many continue into the 2021-2022 proposed budget.

The Surface Water Management Fund includes an increase of .5 FTE to enable planning for and implementation of a Climate Action Plan. The current .5 FTE Administrative Specialist will be increased by .5 FTE for this purpose. About 35% of the cost of this FTE will be contributed by the Strategic Opportunities Fund.

\$1,560,616 from Water and Sewer franchise fees and other General Fund revenues are programmed to be transferred to the Street Fund for street maintenance and operations.

Due to the lag in receiving grant reimbursements on the West Sammamish River Bridge replacement project, the General Fund will loan the Bridge fund \$1,500,000 on December 31, 2020 to maintain cash flow. The City Council will be requested to approve a short term interfund loan

Overall, the proposed General Fund expenditure budget is \$2.8% lower than budgeted and projected for 2019-2020.

### 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. However, the overlay program is managed by the Public Works Operations Manager whose position is budgeted in the Street Fund.
2. A State Supreme Court ruling is requiring the City to pay directly for neighborhood streetlights from City revenues. This unfunded cost will increase the Street Fund budget by over \$200,000 per year.



# City of Kenmore Priority Based Budgeting

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## COMMUNITY RESULTS

- ACCESS to QUALITY CULTURAL, RECREATIONAL, EDUCATIONAL and LEISURE OPPORTUNITIES
- ATTRACTIVE, WELL-PLANNED, ENDURING and DESIRABLE PLACE TO LIVE and WORK
- CONNECTED, INVOLVED and FAMILY-ORIENTED COMMUNITY that VALUES DIVERSITY
- EFFECTIVE MOBILITY and CONNECTED, RELIABLE TRANSPORTATION SYSTEMS
- PROSPEROUS, VIBRANT and SUSTAINABLE ECONOMY
- SAFE and SECURE COMMUNITY
- SUSTAINABLE, HEALTHY ENVIRONMENT and the PRESERVATION of NATURAL RESOURCES

## GOVERNANCE RESULTS

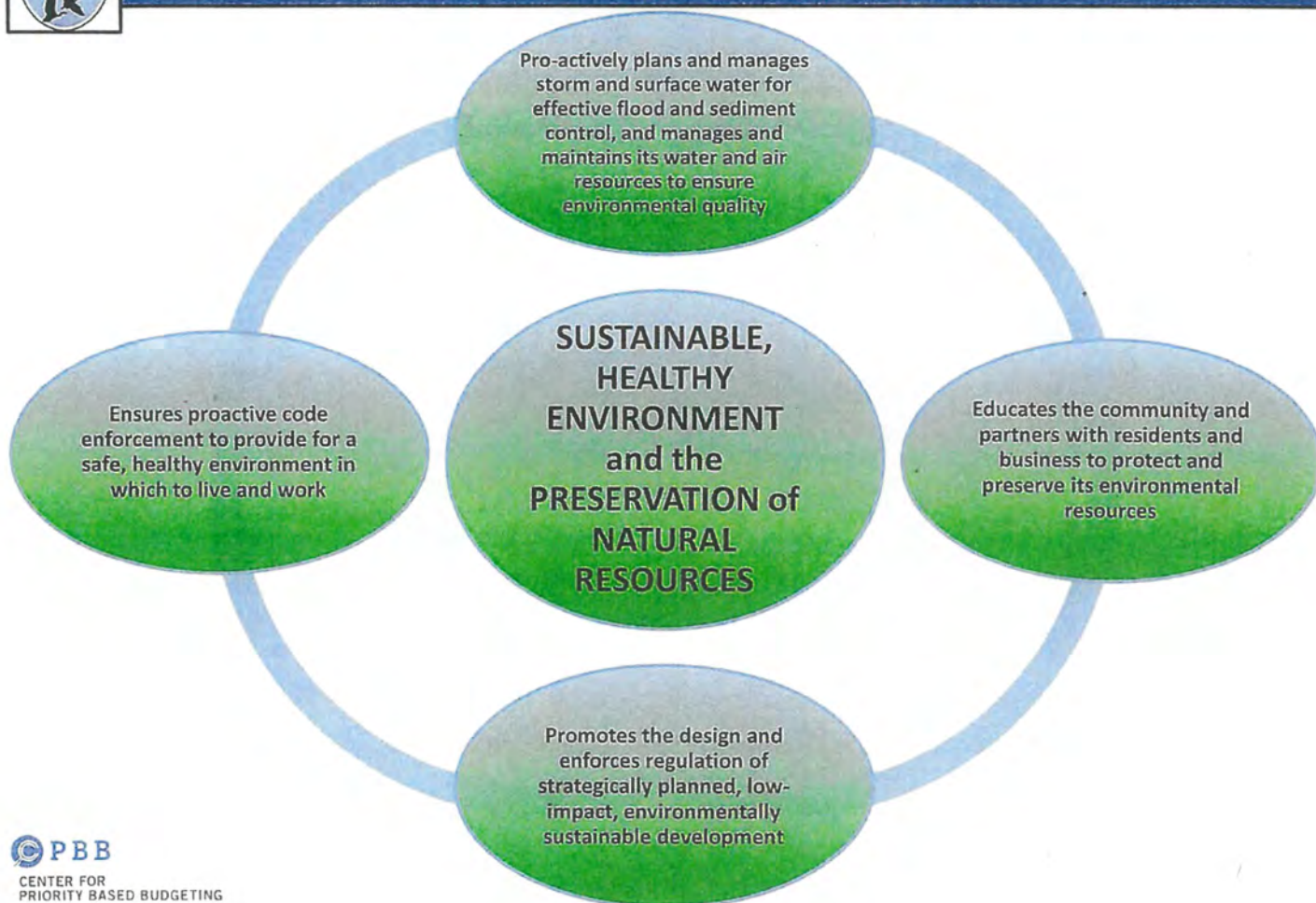
- Fosters open, responsive and **transparent government** by ensuring accountability, efficiency, effectiveness, and integrity in all operations
- Protects, **manages**, optimizes and invests in its financial, human, physical, and technology **resources**
- Supports **decision making** with timely and accurate short term and long range analysis that enhances vision and planning
- Provides assurance of regulatory and policy **compliance**
- Attracts, motivates, develops, and retains a high quality, engaged, and **productive workforce**
- Provides responsive and accessible leadership, focused community priorities, and facilitates timely, well utilized two-way **communication** and input with all stakeholders

## BASIC PROGRAM ATTRIBUTES

- *Reliance on City to Provide Program*
- *Mandated to Provide Program*
- *Change in Demand for Program*
- *Portion of Community Served by Program*
- *Cost Recovery of Program*



## The City of Kenmore







## The City of Kenmore





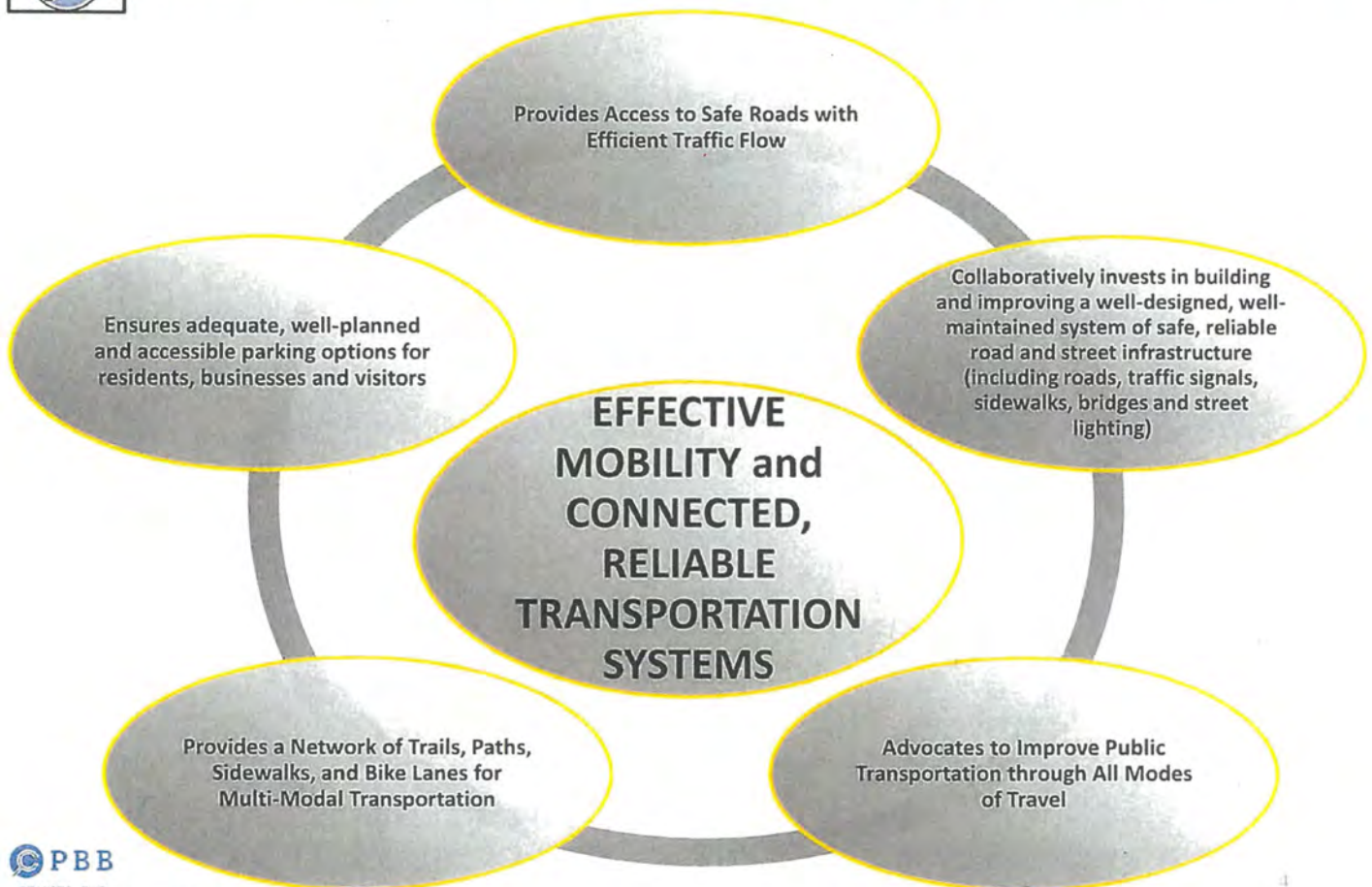


## The City of Kenmore





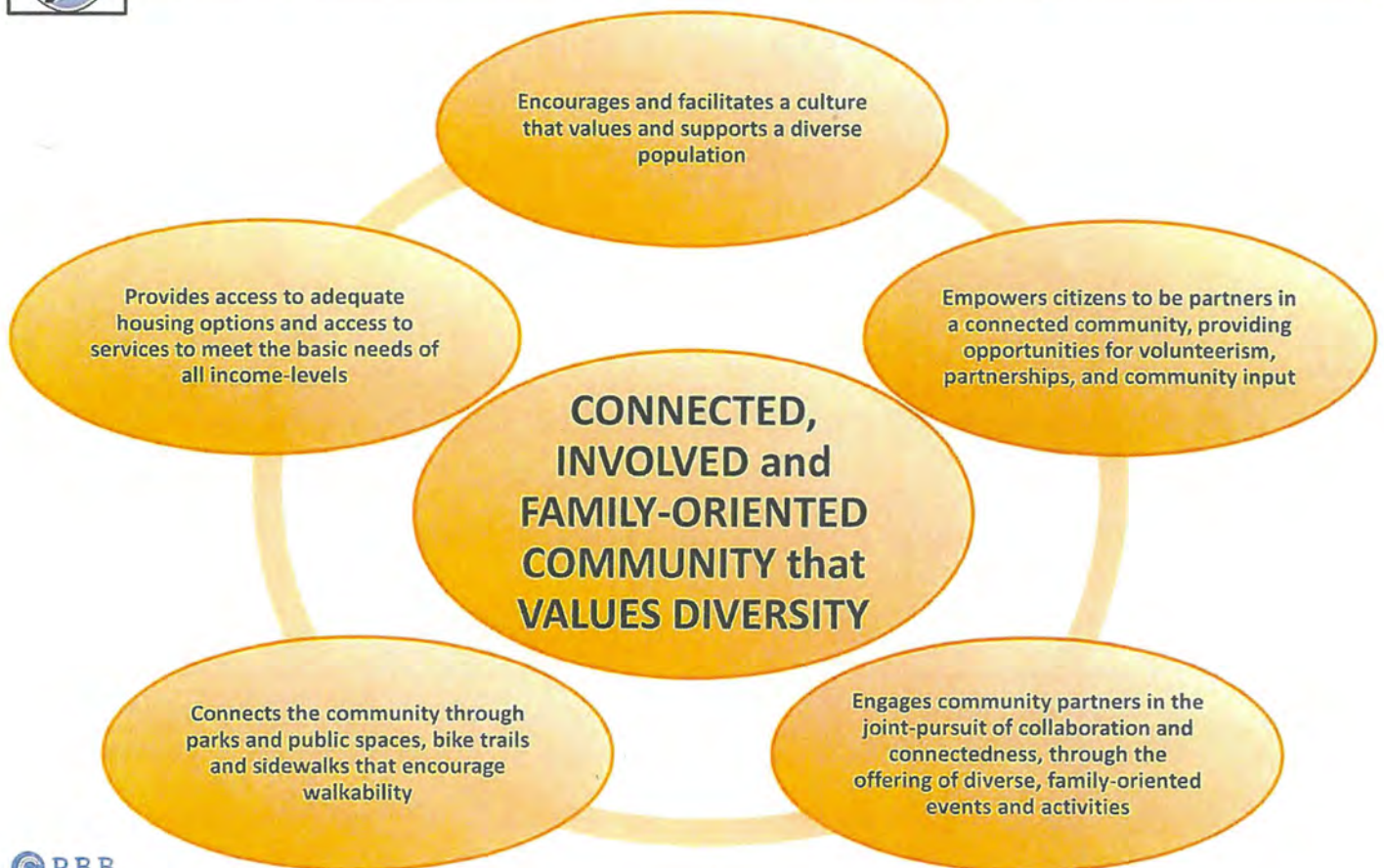
## The City of Kenmore







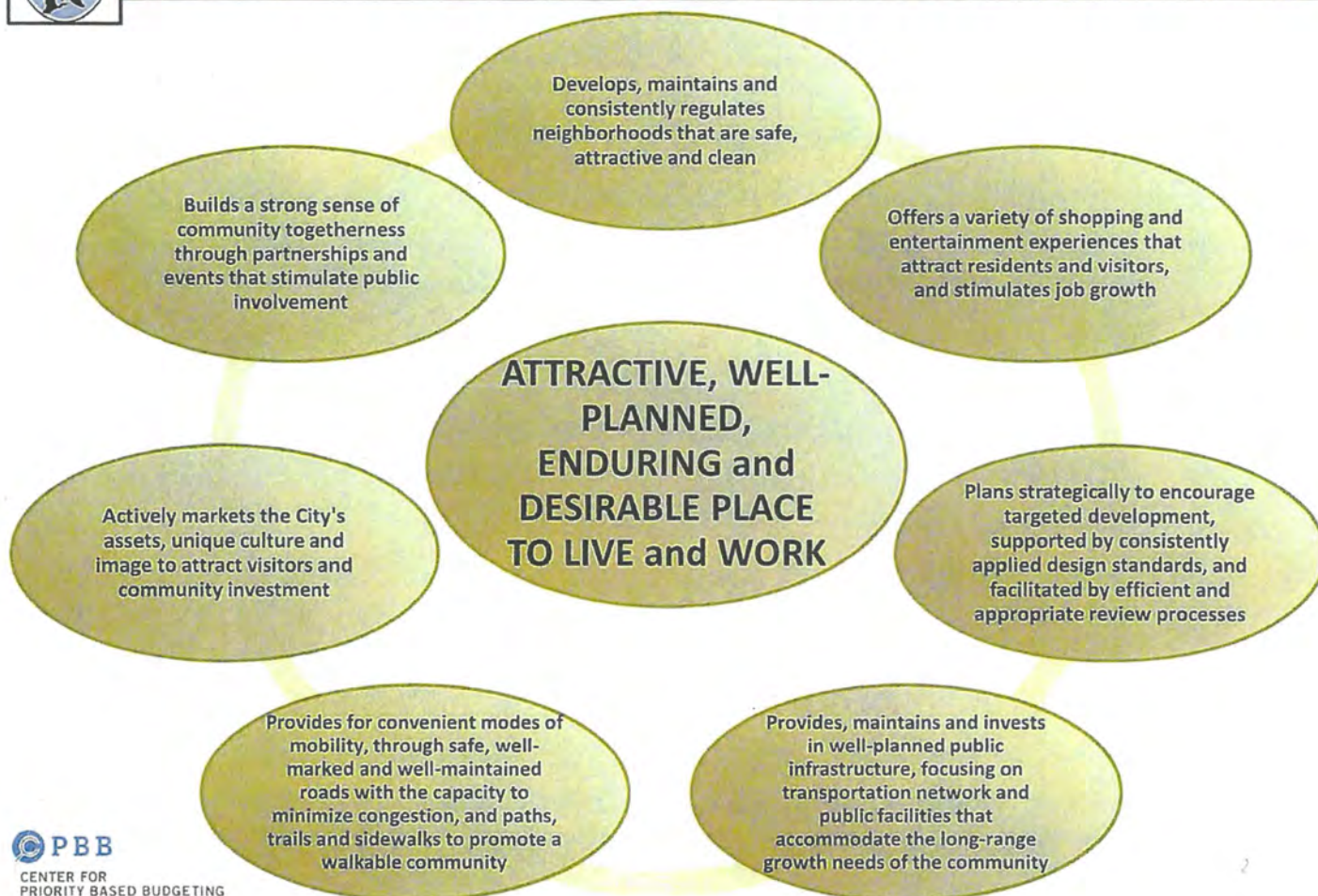
## The City of Kenmore







## The City of Kenmore





## The City of Kenmore







## The City of Kenmore





City of Kenmore, Washington  
Priority Based Budgeting Program Ranking



**City of Kenmore Program Quartile Ranking (1= Highest, 4 = Lowest)**

2019 - 2020 Budget	ProgName	Quartile
\$1,916,086	Roadway and ROW Maintenance	1
\$1,838,483	Operations and Maintenance	1
\$796,673	Department Administrative Support	1
\$796,594	Parks Capital Project Management	1
\$656,633	Capital Improvement Program - Transportation	1
\$437,646	Signal Operations & Maintenance	1
\$282,771	Council Agenda and Minutes	1
\$259,524	Permit Intake and Management	1
\$256,517	Building Permit Review	1
\$249,632	Land-use Review	1
\$241,971	Leadership to Organization	1
\$208,513	Environmental Planning	1
\$196,310	Code Enforcement	1
\$193,208	Organizational Health	1
\$189,908	Comprehensive Plan	1
\$186,971	Development and Construction	1
\$182,083	Building Inspections	1
\$165,454	PROS Plan	1
\$157,663	City Council Administrative Support	1
\$157,377	ADA Management	1
\$153,010	Pavement Management	1
\$122,345	Biennial Budget Development and Preparation	1
\$120,974	Code Development	1
\$117,064	Engineering Review	1
\$112,436	Engineering Inspections	1
\$111,782	ROW Vegetation Management	1
\$93,544	Municipal Stormwater Permit (National Pollutant Discharge Elimination System or NPDES)	1
\$93,129	Annual Audit	1
\$85,991	Council Meetings	1
\$76,343	Transportation Planning and Standards (Mandated)	1
\$73,787	Policy Development	1
\$59,472	Bridge Inspection & Maintenance	1
\$47,948	Target Zero Education and Strategy	1
\$36,125	Strategic Goal and Direction Setting	1
\$32,618	Development Review	1
\$22,616	Snow and Ice Management	1
\$21,249	Capital Improvement Program Development	1
\$20,387	City Manager Oversight	1
\$19,607	Budget Monitoring and Amendment	1
\$17,425	Land-use Inspections	1
\$10,047	Right-of-way Review	1
\$9,477	Financial Sustainability	1
\$343	Development Review and Inspection	1
\$202	Park Master Plan Development	1

City of Kenmore, Washington  
Priority Based Budgeting Program Ranking

2019 - 2020 Budget	ProgName	Quartile
\$7,468,544	Police Contract	2
\$786,623	Landscape, Irrigation & Site Maintenance	2
\$593,325	ROW Landscape & Irrigation Maintenance	2
\$491,607	Risk Management	2
\$386,327	City Events	2
\$349,864	Affordable housing	2
\$329,809	Public Communications	2
\$322,904	Hangar Facility Maintenance & Support	2
\$235,956	Street Sign Maintenance	2
\$227,031	Franchise Utility/ROW Permits	2
\$208,007	SWM Small Works Projects	2
\$200,039	Emergency Management	2
\$186,023	State Legislative Advocacy	2
\$182,493	Marketing and Media Relations	2
\$170,999	Service Requests	2
\$163,364	Internal Legal Support and Advisement	2
\$150,041	Records Management	2
\$141,634	Front Desk Reception	2
\$137,406	Illicit Discharge Detection and Elimination (IDDE)	2
\$135,645	Business Recruitment and Development	2
\$134,307	Parks Facility Maintenance	2
\$125,883	SWM Fund Management	2
\$122,527	Council Meeting Support	2
\$99,414	Critical Area Regulations/Shoreline Master Plan	2
\$95,514	Accounting and Reporting	2
\$92,842	Accounts Payable	2
\$89,074	Geographical Information System (GIS)	2
\$86,926	Regional Transit	2
\$81,679	Traffic Data Collection and Management	2
\$81,250	Regional and Intergovernmental Relations/Agreements	2
\$80,583	Surface Water CIP	2
\$79,572	Code Compliance (ROW)	2
\$75,993	Government Relations	2
\$73,667	Employee Compensation and Benefits	2
\$66,834	Traffic Projects Implementation	2
\$63,218	Lakepointe Strategic Planning	2
\$61,516	Hangar/Town Square	2
\$61,237	Priority Based Budgeting Update	2
\$59,624	Franchise Agreement Management	2
\$53,356	Public Education, Participation and Outreach	2
\$50,889	Transportation Planning and Standards (Unmandated)	2
\$50,103	Planning Commission Administrative Support	2
\$47,632	Payroll Processing	2
\$46,593	Source Control	2
\$42,507	Business Seminars and Events	2
\$42,480	Playground Inspection & Maintenance	2
\$41,367	Banking and Treasury Management	2
\$40,860	Contracts and Agreements	2
\$40,860	Executive Session Support	2
\$40,039	Public Education and Outreach	2
\$37,697	Business Registration and Directory	2
\$35,037	Animal Services	2
\$32,361	Hearing Examiner	2
\$31,768	Supervision and Personnel Matters	2
\$23,672	Surface Water Administration	2
\$21,823	Kenmore Municipal Code Codification	2
\$21,599	Safety Program	2
\$21,304	W & W Bond Administration	2
\$19,883	Public Involvement and Participation	2
\$17,721	Recording and Publishing Legal Documents	2
\$17,399	Data Collection and Forecasting	2
\$17,287	Equipment Replacement Program	2
\$4,427	Federal and State Regulations Compliance	2
\$4,238	Annual Tax Levy Preparation	2
\$1,036	Non-Franchise ROW Permits	2

City of Kenmore, Washington  
Priority Based Budgeting Program Ranking

2019 - 2020 Budget	ProgName	Quartile
\$854,400	Jail Services	3
\$624,132	City Hall Maintenance & Repair	3
\$297,145	Fleet Maintenance and Operations	3
\$272,223	District Court Services	3
\$271,561	Misdemeanor Crime Prosecution	3
\$226,025	Public Records Requests	3
\$217,330	Professional Development	3
\$204,503	Federal Legislative Advocacy	3
\$119,616	Aquatic Weeds Management	3
\$116,069	Volunteers	3
\$105,096	Waste Management & Recycling	3
\$104,031	IT Network Administration (IT) Oversight	3
\$98,669	Traffic Service Requests	3
\$96,284	Kenmore Business Incubator	3
\$93,885	Management of Trakit Permit System	3
\$85,846	Recreation	3
\$71,832	External Events	3
\$70,740	City Hall Facility Rentals & Set up	3
\$64,879	Surface Water Utility Locates	3
\$60,767	MyBuildingPermit.com	3
\$55,189	Human Resources Management	3
\$55,136	Wellness	3
\$53,364	Public Works Shop/Yard Maintenance	3
\$51,059	Mapping and Documentation	3
\$45,266	Historic Preservation	3
\$45,122	New Employee Recruitment and Onboarding	3
\$42,125	Boards and Commissions	3
\$41,737	Regional Coordination	3
\$37,075	Shared Governance of Regional Groups	3
\$35,999	Public Works Operations & Maintenance Center CIP	3
\$32,586	Annual Financial Report	3
\$31,912	Development Warranty Bonds Mgt & Release	3
\$31,524	Total Maximum Daily Load (TMDL)	3
\$30,686	Monitoring and Assessment	3
\$29,436	Informal Informational Meetings	3
\$28,986	Sharepoint Kennect	3
\$26,738	Special Events, Awards, Presentations, Recognition Programs	3
\$24,457	Post Office Building Maintenance & Support	3
\$22,649	Citizen Point of Contact	3
\$21,009	Business License	3
\$20,586	Right of Way Infrastructure Service Requests	3
\$16,818	Management of Cityworks Program	3
\$16,440	Accounts Receivable	3
\$15,669	Human Services	3
\$8,103	Cost Allocation Plan	3
\$7,753	Arts	3
\$6,240	Fixed Asset Accountability	3
\$6,240	Telecom Oversight and Support	3
\$6,103	City-Wide Staff Training Coordination	3
\$3,728	Building Security	3
\$1,373	24/7 On-Call, Call Back, Overtime	3



City of Kenmore, Washington  
Priority Based Budgeting Program Ranking

2019 - 2020 Budget	ProgName	Quartile
\$179,000	Public Defense for Misdemeanor Crimes	4
\$118,249	Financial Software Maintenance	4
\$46,661	Office Equipment Management	4
\$40,860	Special Counsel	4
\$19,007	Title VI Reporting	4
\$18,267	Central Office Supply Inventory	4
\$8,083	Trees	4
\$7,990	Officer Training Discretionary	4
\$6,103	Outside Surveys	4
\$5,285	Junior High Dance Sponsorship	4
\$4,642	NWMaps.net	4
\$4,292	Saint Edward Ballfields	4
\$1,711	Eight Grade Drug and Alcohol Education	4
\$1,027	High School DUI Re-enactment Drill	4
\$371	Sixth Grade Drug Awareness and Safety	4
\$314	National Night Out Against Crime BBQ	4
\$86	Prescription Drug Box Drop Off	4
<b>\$31,499,266</b>	<b>TOTAL</b>	

City of Kenmore, Washington  
Summary of All Revenues and Expenditures By Fund  
2019-2022

<b>FUND</b>	<b>2019-2020 Adopted</b>	<b>2019</b>	<b>2020</b>	<b>2019-2020 Biennial</b>	<b>2021</b>	<b>2022</b>	<b>2021-2022 Proposed</b>
	<b>Revenue Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Revenue Budget</b>
General Fund	\$ 26,477,871	\$ 13,326,439	\$ 14,866,070	\$ 28,192,509	\$ 13,237,826	\$ 13,829,944	\$ 27,067,770
Strategic Reserve Fund	25,900	24,187	6,607	30,794	12,000	10,000	22,000
Strategic Opportunities Fund	1,031,000	866,707	175,035	1,041,742	289,418	187,300	476,718
Street Fund	4,634,779	3,036,463	1,553,320	4,589,783	1,470,928	1,594,598	3,065,526
Public Art Fund	136,535	1,284	135,073	136,357	200	200	400
Transportation Benefit District	718,000	357,828	355,623	713,451	0	0	0
UTGO 2016 Bond Fund	1,752,800	1,219,667	533,133	1,752,800	530,000	1,050,000	1,580,000
Transportation Capital Fund	23,467,481	1,377,042	8,095,408	9,472,450	20,318,038	5,660,421	25,978,459
Real Estate Excise Tax Fund	2,665,916	1,561,906	3,547,089	5,108,995	1,047,567	1,026,892	2,074,459
Walkways & Waterways Bonds	10,045,000	188,407	63,816	252,223	10,037,000	10,000	10,047,000
Park Capital Fund	5,839,847	1,998,470	1,553,610	3,552,080	4,960,590	3,640,958	8,601,548
Park Impact Fee Fund	491,864	104,684	95,065	199,749	94,847	90,416	185,263
Transportation Impact Fee Fund	1,981,991	485,780	363,693	849,473	360,987	326,721	687,708
Sammamish River Bridge Fund	22,088,296	1,002,016	9,753,720	10,755,736	18,024,711	8,643,947	26,668,658
Public Works Shop Fund	6,500,000	0	0	0	0	6,500,000	6,500,000
Surface Water Management Fund	4,127,000	2,361,662	2,614,919	4,976,581	2,493,189	2,592,758	5,085,947
Surface Water Capital Fund	2,702,450	133,644	1,011,727	1,145,371	1,472,237	2,446,230	3,918,467
Swamp Creek Basin Fund	40,000	26,874	8,256	35,130	5,400	1,200	6,600
Equipment Replacement Fund	142,282	76,818	85,971	162,789	121,051	123,050	244,101
<b>TOTAL</b>	<b>\$ 114,869,012</b>	<b>\$ 28,149,878</b>	<b>\$ 44,818,135</b>	<b>\$ 72,968,013</b>	<b>\$ 74,475,989</b>	<b>\$ 47,734,635</b>	<b>\$ 122,210,624</b>

<b>FUND</b>	<b>2019-2020 Adopted Expenditure</b>	<b>2019</b>	<b>2020</b>	<b>2019-2020 Biennial</b>	<b>2021</b>	<b>2022</b>	<b>2021-2022 Proposed Expenditure</b>
	<b>Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Budget</b>
General Fund	\$ 27,857,780	\$ 14,728,294	\$ 13,129,292	\$ 27,857,586	\$ 13,237,826	\$ 13,829,944	\$ 27,067,770
Strategic Reserve Fund	0	0	0	0	0	0	0
Strategic Opportunities Fund	0	0	660,000	660,000	430,000	1,633,503	2,063,503
Street Fund	4,204,749	2,067,053	2,137,695	4,204,748	1,641,631	1,686,536	3,328,167
Public Art Fund	21,000	0	11,950	11,950	143,973	500	144,473
Transportation Benefit District	716,000	358,000	358,000	716,000	0	0	0
UTGO 2016 Bonds	1,752,800	1,223,150	529,650	1,752,800	531,100	1,050,000	1,581,100
Transportation Capital Fund	23,880,759	2,629,512	2,403,835	5,033,347	19,668,451	4,618,508	24,286,959
Real Estate Excise Tax Fund	5,205,050	900,000	(344,568)	553,432	3,115,050	3,186,911	6,301,961
Walkways & Waterways Bonds	8,685,794	600,000	4,345,440	4,945,440	8,975,653	2,260,340	11,235,993
Park Capital Fund	4,221,119	2,061,296	1,620,063	3,681,359	4,914,790	3,635,158	8,549,948
Park Impact Fee Fund	467,000	496,719	(356,523)	140,196	449,495	379,917	829,412
Transportation Impact Fee Fund	1,216,663	35,654	302,210	337,864	3,458,848	358,699	3,817,547
Sammamish River Bridge Fund	22,088,296	496,131	11,661,100	12,157,231	18,024,711	8,643,947	26,668,658
Public Works Shop Fund	2,000,000	0	0	0	0	3,500,000	3,500,000
Surface Water Management Fund	4,414,469	1,444,166	2,614,292	4,058,458	3,302,945	4,518,453	7,821,398
Surface Water Capital Fund	3,169,340	304,008	841,363	1,145,371	822,650	3,095,817	3,918,467
Swamp Creek Basin Fund	400,000	400,000	0	400,000	325,984	319,562	645,546
Equipment Replacement Fund	149,000	19,606	97,028	116,634	264,000	184,456	448,456
<b>TOTAL</b>	<b>\$ 110,449,819</b>	<b>\$ 27,763,589</b>	<b>\$ 40,008,827</b>	<b>\$ 67,772,416</b>	<b>\$ 79,307,107</b>	<b>\$ 52,902,251</b>	<b>\$ 132,209,358</b>

# City of Kenmore, Washington

## Operating Budget

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City of Kenmore, Washington  
Summary of General Fund Revenues  
2019-2020 to 2021-2022

	2019-2020 Amended Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
<b>REVENUES</b>							
Beginning Fund Balance	\$4,934,505	\$4,842,701	\$3,440,846	\$4,842,701	\$3,677,624	\$5,177,624	\$3,677,624
Real Property Tax	10,224,205	5,050,864	5,306,491	10,357,355	5,383,410	5,482,244	10,865,654
Sales Tax	5,000,000	2,774,092	2,633,784	5,407,876	2,628,000	2,654,280	5,282,280
Criminal Justice 1/10 Sales Tax	1,212,000	719,437	654,499	1,373,936	654,500	654,500	1,309,000
B&O & Affordable Housing Tax	38,868	21,073	16,604	37,677	37,054	37,054	74,108
Electric Utility Tax	1,131,200	517,555	533,228	1,050,783	546,000	562,677	1,108,677
Gas Utility Tax	525,155	212,631	257,192	469,823	277,000	286,159	563,159
Telephone Utility Tax	240,000	109,602	102,936	212,538	103,970	103,970	207,940
Cellphone Utility Tax	570,000	190,186	160,044	350,230	164,000	164,000	328,000
Cable Utility Tax	0	0	0	0	0	191,514	191,514
Gambling Tax	143,000	102,438	73,311	175,749	73,400	73,400	146,800
Other Tax	2,700	3,690	25,756	29,446	3,200	3,200	6,400
Total Taxes	19,087,128	9,701,568	9,763,845	19,465,413	9,870,534	10,212,998	20,083,532
Business Licenses	9,822	4,544	3,700	8,244	3,700	3,000	6,700
Cable Franchise	682,855	319,856	311,111	630,967	311,300	311,300	622,600
Water/Sewer Franchise	1,148,980	555,016	556,831	1,111,847	556,000	567,969	1,123,969
Business Registration	20,300	6,786	6,430	13,216	7,270	7,300	14,570
Building Permits	866,426	389,906	435,581	825,487	356,118	352,557	708,675
Special Event Permits	4,400	1,500	900	2,400	1,109	1,098	2,207
Total Licenses & Permits	2,732,783	1,277,608	1,314,553	2,592,161	1,235,497	1,243,224	2,478,721
Local, State and Federal Grants	164,323	77,090	1,137,524	1,214,614	74,450	74,650	149,100
Streamlined Sales Tax Mitigation	36,400	0	0	0	0	0	0
Marijuana Excise Tax	71,000	34,861	34,000	68,861	34,000	34,300	68,300
DUI/Other State Assistance	6,800	3,194	3,280	6,474	3,100	3,100	6,200
Liquor Board Excise Tax	239,010	125,315	141,268	266,583	132,727	134,057	266,784
Liquor Board Profits	371,487	186,838	186,000	372,838	185,255	187,112	372,367
Criminal Justice Distributions	145,657	73,937	77,567	151,504	79,661	80,461	160,122
Total Intergovernmental	1,034,677	501,235	1,579,639	2,080,874	509,193	513,680	1,022,873
Inspection & Investigation	50,000	10,659	8,160	18,819	3,374	3,340	6,714
Land Use	181,169	156,304	151,653	307,957	136,455	135,091	271,546
Plan Review and Other Fees	729,400	440,673	408,801	849,474	361,716	358,145	719,861
Event Fees	11,000	7,157	6,000	13,157	3,200	9,300	12,500
Credit Card Processing Fees	17,624	8,546	15,637	24,183	11,000	0	11,000
Total Charges for Services	989,193	623,339	590,251	1,213,590	515,745	505,876	1,021,621
Fines & Forfeitures	0	4,177	0	4,177	0	0	0
Code Enforcement	0	7,307	5,206	12,513	0	0	0
Total Fines and Penalties	0	11,484	5,206	16,690	0	0	0
Investment Earnings	95,300	87,099	33,886	120,985	33,000	33,000	66,000
Rent and Leases	177,205	44,937	30,135	75,072	70,000	71,000	141,000
Sponsorships	60,000	31,125	2,150	33,275	3,000	30,000	33,000
Overhead Reimbursements	1,594,285	771,883	1,209,705	1,981,588	962,001	980,209	1,942,210
Northshore School District Reimb	152,000	68,623	60,796	129,419	37,241	38,357	75,598
Lakepointe Reimbursements	500,000	100,761	0	100,761	0	0	0
Other Reimbursements	0	0	100,000	100,000	0	0	0
Interfund Transfers	50,000	0	25,000	25,000	0	200,000	200,000
Miscellaneous Revenue	5,300	106,777	150,904	257,681	1,615	1,600	3,215
Total Miscellaneous	2,634,090	1,211,205	1,612,576	2,823,781	1,106,857	1,354,166	2,461,023
Total General Fund Revenues	26,477,871	13,326,439	14,866,070	28,192,509	13,237,826	13,829,944	27,067,770
Total Revenues and Beginning Fund Balance	\$31,412,376	\$18,169,140	\$18,306,916	\$33,035,210	\$16,915,450	\$19,007,568	\$30,745,394

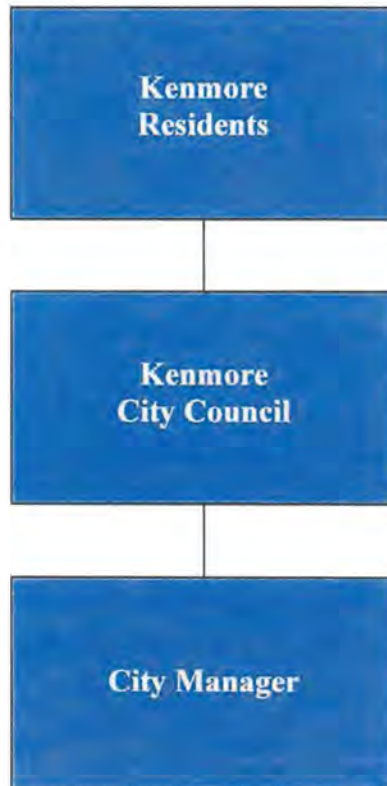
# City of Kenmore, Washington

## Summary of General Fund Expenditures 2019-2020 to 2021-2022

	2019-2020 Amended Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
<b>EXPENDITURES</b>							
<u>Cost Center</u>							
City Council	\$336,208	\$166,557	\$169,651	\$336,208	\$158,050	\$174,661	\$332,711
City Clerk	919,466	350,172	569,295	919,467	468,414	468,638	937,052
City Manager	3,170,520	1,651,429	1,518,895	3,170,324	1,523,524	1,598,322	3,121,846
Finance and Administration	1,925,756	898,377	1,027,379	1,925,756	1,211,996	1,278,444	2,490,440
Legal	654,782	312,722	342,060	654,782	295,000	270,000	565,000
Non Dept: Transfers to Other Funds	3,226,483	2,606,529	619,955	3,226,484	753,405	807,212	1,560,617
Public Safety	8,967,044	4,282,065	4,684,979	8,967,044	4,500,285	4,652,088	9,152,373
Public Works Engineering	1,555,790	674,259	881,531	1,555,790	769,855	919,718	1,689,573
Community Development	1,580,826	798,613	782,213	1,580,826	834,976	860,851	1,695,827
Development Services	2,273,298	1,227,207	1,046,092	2,273,299	1,413,822	1,431,605	2,845,427
Public Works Maintenance	3,247,607	1,760,364	1,487,242	3,247,606	1,308,499	1,368,405	2,676,904
Total Expenditures	27,857,780	14,728,294	13,129,292	27,857,586	13,237,826	13,829,944	27,067,770
Ending Fund Balance Before Interfund							
Loan	3,554,596	3,440,846	5,177,624	5,177,624	3,677,624	5,177,624	3,677,624
Interfund Loan to West Samm Bridge							
	0	0	1,500,000	1,500,000	-1,500,000	0	-1,500,000
Ending Fund Balance After Interfund							
Loan	3,554,596	3,440,846	3,677,624	3,677,624	5,177,624	5,177,624	5,177,624
Total Expenditures and Ending Fund							
Balance	\$31,412,376	\$18,169,140	\$16,806,916	\$33,035,210	\$16,915,450	\$19,007,568	\$30,745,394

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 sets the vision and priorities for the City, adopts the budget, enacts ordinances and resolutions, adopts policies and regulations, approves 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.



**2019-2020 Achievements:**

- The City Council took important steps to respond to the pandemic, including emergency proclamations and funding.
- The City Council led the community during the public outcry against systemic racism through listening sessions with the public and a review of its policing practices. The City Council also directed the city manager to begin a process to create a Diversity, Equity, and Inclusion program for the City.
- The Council established new priority direction, including the need to develop and implement a Climate Action Plan.
- The Council approved a new franchise agreement that requires Puget Sound Energy improve power reliability in Kenmore.



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

- The City Council adopted new policies aimed at improving housing choices and affordability.
- The Council accepted state and regional awards, including the Puget Sound Regional Council Vision 2040 Award for the downtown creation project, and the Association of Washington Cities Municipal Excellence Award for the Hangar and Town Square.

**2021-2022 Objectives:**

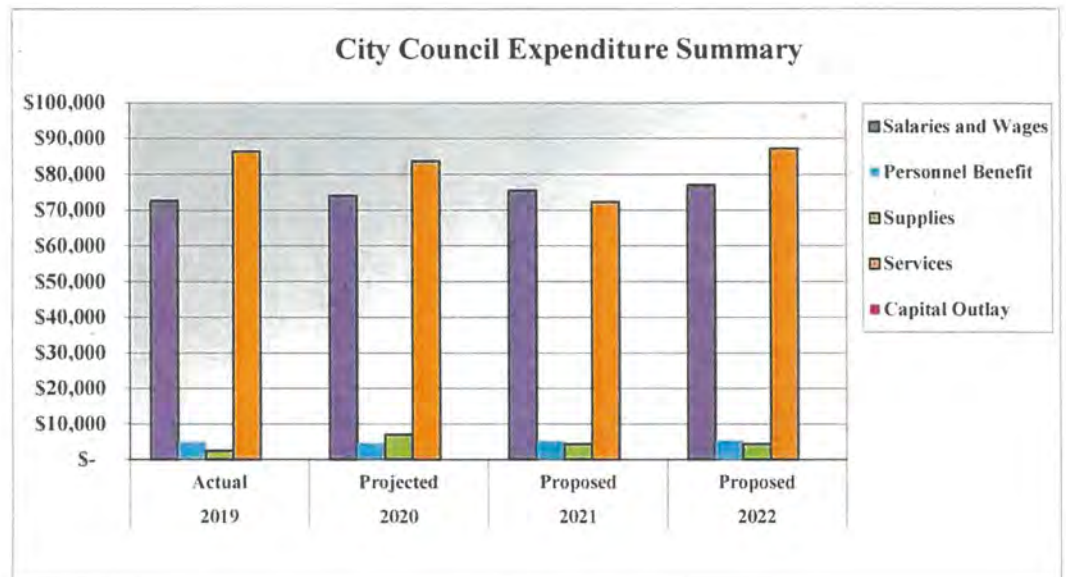
- See the City Council's adopted priorities.
- Advocate for a passenger only route for Kenmore.

Continue and increase involvement in regional issues, including transportation initiatives such the Sound Transit 3 Bus Rapid Transit project.

# General Fund

## City Council

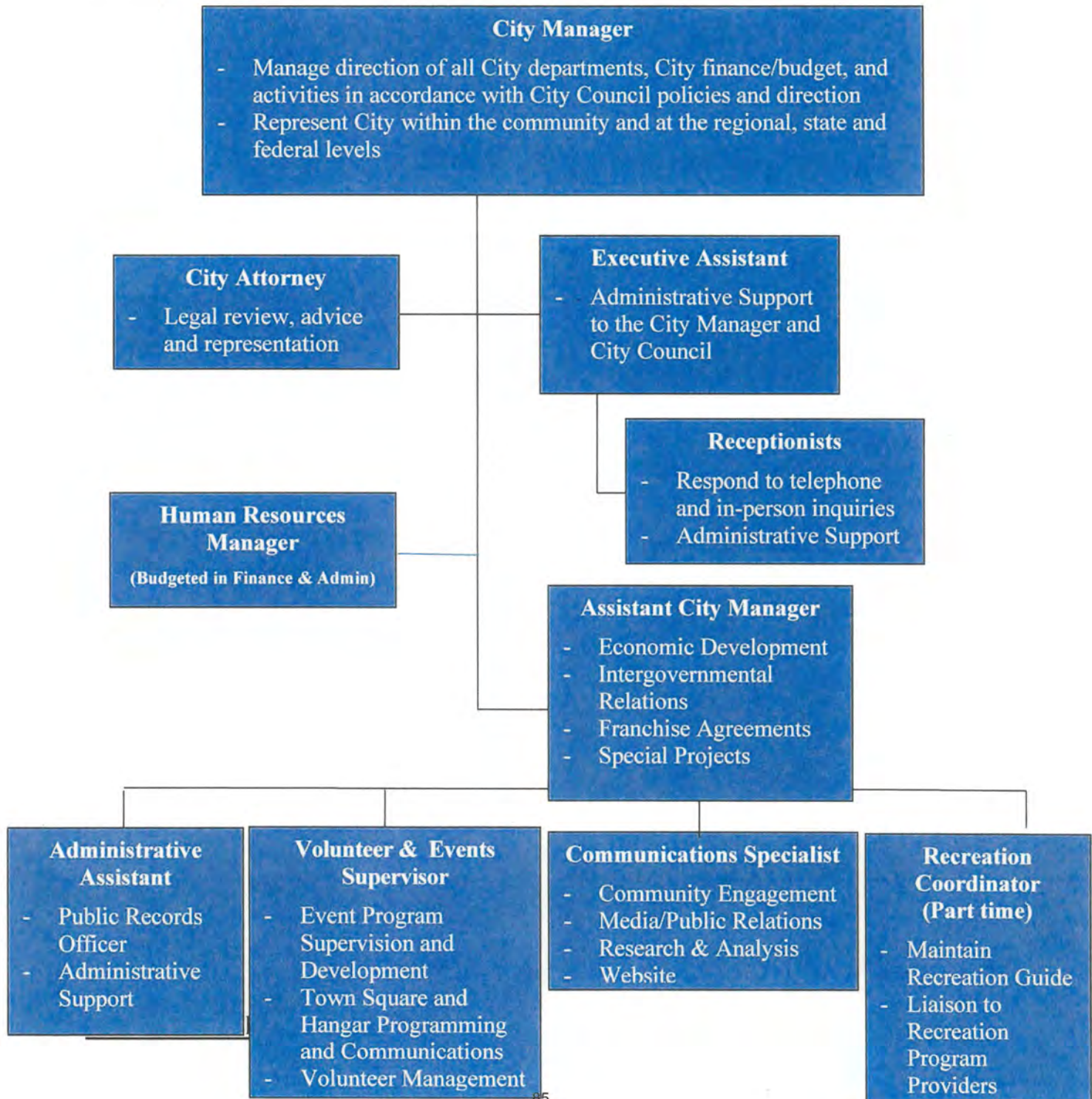
Expenditure Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
City Council	\$ 146,625	\$ 72,587	\$ 74,038	\$146,625	\$75,519	\$77,030	\$152,549	
Salaries and Wages	9,750	5,030	4,720	9,750	5,222	5,322	10,544	
Personnel Benefit	9,590	2,500	7,090	9,590	4,422	4,422	8,844	
Supplies	170,242	86,440	83,802	170,242	72,287	87,287	159,574	
Services	-	-	-	-	600	600	1,200	
Capital Outlay	\$336,207	\$166,557	\$169,650	\$336,207	\$158,050	\$174,661	\$332,711	
Total Program Costs								



Employee Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
City Council Positions								
Mayor	1	1	1	1	1	1	1	
Deputy Mayor	1	1	1	1	1	1	1	
Councilmembers	5	5	5	5	5	5	5	
Total Positions	7	7	7	7	7	7	7	

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

The City Manager is appointed by the City Council and reports to the Council. 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) intergovernmental relations. The City Manager's Office also provides Economic Development programs and oversees communications, public relations, front desk reception, public records requests, events, recreation partnerships and volunteer programs for the City.





## City of Kenmore, Washington

### General Fund: City Manager Cost Center

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

- Navigated the challenges posed by the Pandemic and modified service provision, public meetings and community engagement to ensure public health and safety. With the assistance of Federal grants, provided assistance to local businesses and social service/community agencies; proposed actions for Council approval to assist renters and other community members affected by the Pandemic and economic conditions.
- Supported the Council's commitment to the Mayor's Pledge regarding public safety and launched Diversity Equity and Inclusion efforts.
- Completed a Financial Sustainability Plan Project, working the Finance Department, a standout Advisory Group and independent consultants to address the long term structural financial and revenue issues facing the City.
- Launched initial steps of a Climate Action Plan.
- Continued the support for 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. The State Parks Commission approved a 62-year lease with Daniels Real Estate for the Seminary and adjacent buildings in January 2017. Permits were issued for the rehabilitation of the Seminary in 2018 and the Lodge at Saint Edward is expected to be completed in 2021.
- Successfully advocated for transportation and other infrastructure funding in the State Legislature.
- The 2016 voter approved Sound Transit 3 ballot measure includes investments in Bus Rapid Transit, parking structures and light rail studies for the SR 522 Corridor, thanks to the effective community advocacy. The City Manager's Office leads the City staff effort to work with Sound Transit and the other four cities in the corridor on implementing the projects. The BRT service is scheduled to begin operations in 2025. The City spearheaded an effort to make maximize the planning and investment in the NE Quadrant of 73<sup>rd</sup> Ave NE and SR 522, where a new parking structure is planned. Sound Transit convened a series of workshops to with public and private property owners to assess development and service scenarios. Three BRT stations will be located in Kenmore.
- Successfully 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. The Corps of Engineers is fully funding the maintenance dredging, which is scheduled for late 2020 or early 2021.
- Economic Development: Proceeded with implementing the updated Economic Development Strategy, adopted by the Council in mid 2018.
- The Kenmore Business Incubator, which opened in early 2013, provides low cost work space and business mentoring support to promising early stage and established companies. The program has served over 40 companies with over 300 associated jobs since its inception. An

## City of Kenmore, Washington

### General Fund: City Manager Cost Center

impressive number of the businesses have seen substantial business growth. This program is recognized as a model for other cities in the region.

- The Council adopted an Ordinance in 2013 creating a Business Registration required program for local businesses, which is administered in partnership with the Washington Department of Revenue. Over 900 Kenmore businesses are currently registered, which has vastly increased our ability to communicate with, and learn more about the local business community. Registered businesses have the option to be listed in the online Kenmore Business Directory, [www.FindKenmore.org](http://www.FindKenmore.org), which debuted in 2014 now has over 100 listings. Business Registration revenues support the Kenmore Business Alliance and regularly scheduled Business Networking Events. In September 2020, the City Council approved modifications to the program to bring it into closer alignment with statewide requirements.
- In partnership with the Port of Seattle's Economic Development Grant Program, the City provided Business Acceleration training and consultation to 26 local businesses to support their revenue and job growth. Since the Port-funded training began in 2016, 64 businesses have completed the training and consultation.
- The City Manager's Office led detailed negotiations with Puget Sound Energy to achieve a new Franchise Agreement that focuses on specific improvements for power reliability for Kenmore rate payers. The Council approved the agreement in 2019 and required reliability investments have resulted in fewer service disruptions in Kenmore.
- Negotiated a successful Franchise Transfer Agreement for cable services after years of enforcement actions. The Franchise was transferred from Frontier to Northwest Fiber (Zipty) in early 2020.
- Launched dedicated staffing to oversee partnerships with recreation providers, including the Kenmore Waterfront Activities Center (KWAC), which is operated by a community-based nonprofit organization, provides equipment rental, lessons and events. Recreation options in Kenmore increased significantly in 2019 and 2020. The Recreation brochure and active publicity have engaged the community in the programs.
- Effective media relations has brought attention to Kenmore in regional and national publications, including a feature article in the Puget Sound Business Journal[[RK11](#)].
- Produced and sponsored a diverse lineup of successful community-building events, including the Fourth of July Fireworks Show, Summer Concert Series, Movies at the Square, Kenmore Play Day, Tree Lighting Festival and Holiday Market, and the Kenmore Hydroplane Cup. The Pandemic has shifted most events to a virtual platform in 2020, including scavenger hunt, sidewalk chalk contest, live Hawaiian music concert, and a new virtual 5K Fly Away Run, sponsored by the Bothell-Kenmore Chamber in partnership with the City.
- Continued the Volunteer Program featuring Adopt-A-Street and Adopt-A-Park volunteers, Park Stewards, Events Interns and Volunteers, and Adult Transition Program volunteer activities.
- Proposed and advocated leasing and improving the existing sports field at Saint Edward State Park to enhance outdoor sports facilities in the city. This project ended in 2020.
- The City continued to be recognized as a top performer by statewide organizations: The Association of Washington Cities bestowed a 2020 Municipal Excellence Award to Kenmore

## City of Kenmore, Washington

### General Fund: City Manager Cost Center

for the Hangar and Town Square. This was the fifth year that Kenmore was a Municipal Excellence Award winner—an achievement unmatched among Washington cities.

- The Puget Sound Regional Council's coveted Vision 2040 Award was presented to the City of Kenmore in 2019, recognizing the City's success in downtown redevelopment.
  - Processed nearly 800 Public Records Requests, ensuring that responses to requests were provided within the required timelines.
  - Developed and launched a new City website, increasing the security of the site and vastly improving accessibility to information to the public.
  - Upgraded the quarterly newsletter which transitioned to digital format in mid 2020 and introduced a monthly E-News publication.
  - Increased use of 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), the E-City Gov Alliance, and the police contract cities oversight committee.

#### 2021-2022 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 retreat.
- Continue to place a priority on pedestrian and bicycle safety and other City Council priorities.
- Provide stellar level of service while meeting and promoting public health imperatives; assist local businesses.
- Development and implementation of a Diversity Equity and Inclusion program.
- Implement the Financial Sustainability Plan.
- Develop and implement a Climate Action Plan.
- Support more downtown redevelopment.
- Continue to work effectively with Sound Transit, other cities, elected officials and the community to ensure that the investments and services of the ST3 Bus Rapid Transit project meet Kenmore's transit needs.
- Continue to implement the Economic Development Strategy including, increasing business registration; business recruitment; business and office development incentives and a sustained, effective marketing campaign. The City Manager's Office will also support the Kenmore Business Alliance.
- Begin Franchise Agreement negotiations with Comcast and Ziply Fiber.
- Continue to advocate and the state and federal levels for City priorities and projects.



## City of Kenmore, Washington

### General Fund: City Manager Cost Center

- Oversee Historic Preservation activities, in conjunction with 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 to monitor progress in reliability improvements outlined in the Franchise Agreement with Puget Sound Energy.
- Support participation in key regional and state policy discussions to ensure that Kenmore's interests are well represented.
- Administer special events and community building opportunities; partner with local businesses in sponsoring summer and winter community events. Build a solid cadre of community volunteers and provide recognition for their efforts.
- Promote City activities, important project and construction updates through multiple communications channels, including website, social media and publications.
- Further develop community engagement strategy and employ more effective and comprehensive survey tools. We want to better engage with residents and underrepresented communities not currently subscribed to, or involved in, traditional city engagement processes.
- Continue to increase partnerships with Recreation Providers in the City and diversify the segments of the community served by recreation providers.
- Produce the biannual For the Love of Kenmore virtual event in April 2021

#### **2021-2022 Budget Highlights:**

- Financial Sustainability Plan
- Diversity, Equity, and Inclusion
- Obama Foundation Mayor's Pledge Recommendations
- Climate Action Plan
- Economic development and business assistance
- Discontinuation of City involvement in the Kenmore Business Incubator
- Human Resources Manager Recruitment

#### **Workload and Performance Measures:**

Workload Measure	2019 Actual	2020 Actual	2021 Estimate	2022 Estimate
Population Served	23,320	23,450	23,567	23, 685
Public Records Requests Received	417	350 (est)	400	400
Average number of Inquiries to Front Desk (phone & in- person)	324/week (avg)	208/week* (avg)	250/week	325/week

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

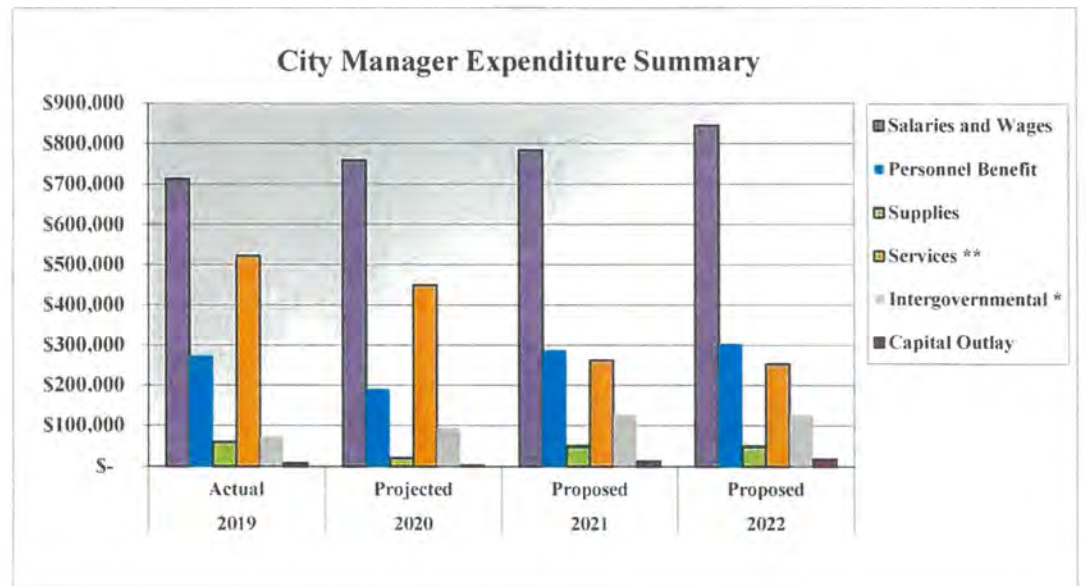
Kenmore Business Incubator Businesses Served since 2013 (on-site and virtual)	39	43	0	0
Businesses completed the Business Acceleration Training Series	16	10	10	10
Pet license applications processed at city hall	191	59	100	200
Pet license revenue (in-person applications)	\$4,398	\$1435 (est)	\$2,500	\$5,000

\* City hall switchboard closed for 13 weeks in 2020. Switchboard open 16 hrs/wk for 15 weeks;  
open 20 hrs/wk for 13 weeks.

<b>Performance Measure</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Public records requests closed during the period	414	350 (est)	400	400
Event Sponsorship	\$29,750	\$9,650	\$10,000	\$20,000
Number of Business Registrations	762	950 (est)	1050	1100

## General Fund City Manager

Expenditure Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
City Manager	\$ 1,471,800	\$ 712,589	\$ 759,211	\$ 1,471,800	\$ 783,623	\$ 844,256	\$ 1,627,879	
Salaries and Wages	465,747	274,244	191,503	465,747	287,358	304,361	591,719	
Personnel Benefit	80,264	59,677	20,587	80,264	49,836	49,836	99,672	
Supplies	971,849	522,349	449,304	971,653	261,738	253,500	515,238	
Services **	169,860	74,546	95,314	169,860	128,060	128,060	256,120	
Intergovernmental *	11,000	8,024	2,976	11,000	12,909	18,309	31,218	
Capital Outlay								
Program Costs	\$ 3,170,520	\$ 1,651,429	\$ 1,518,895	\$ 3,170,324	\$ 1,523,524	\$ 1,598,322	\$ 3,121,846	



Employee Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	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
Communications Specialist	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1
Public Record Officer/Admin								
Assistant	1	1	1	1	1	1	1	1
Receptionist	1	1.3	1.3	1.3	1.3	1.3	1.3	1.3
Recreation Coordinator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Events & Volunteer								
Supervisor	1	1	1	1	0.5	1	1	1
Total Positions	7.5	7.8	7.8	7.8	7.8	7.8	7.8	7.8



City of Kenmore, Washington  
General Fund: Finance, Administration and City Clerk 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. This function will report to the City Manager upon the approval of the proposed Human Resources Manager position for 2021.

**Risk Management:**

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

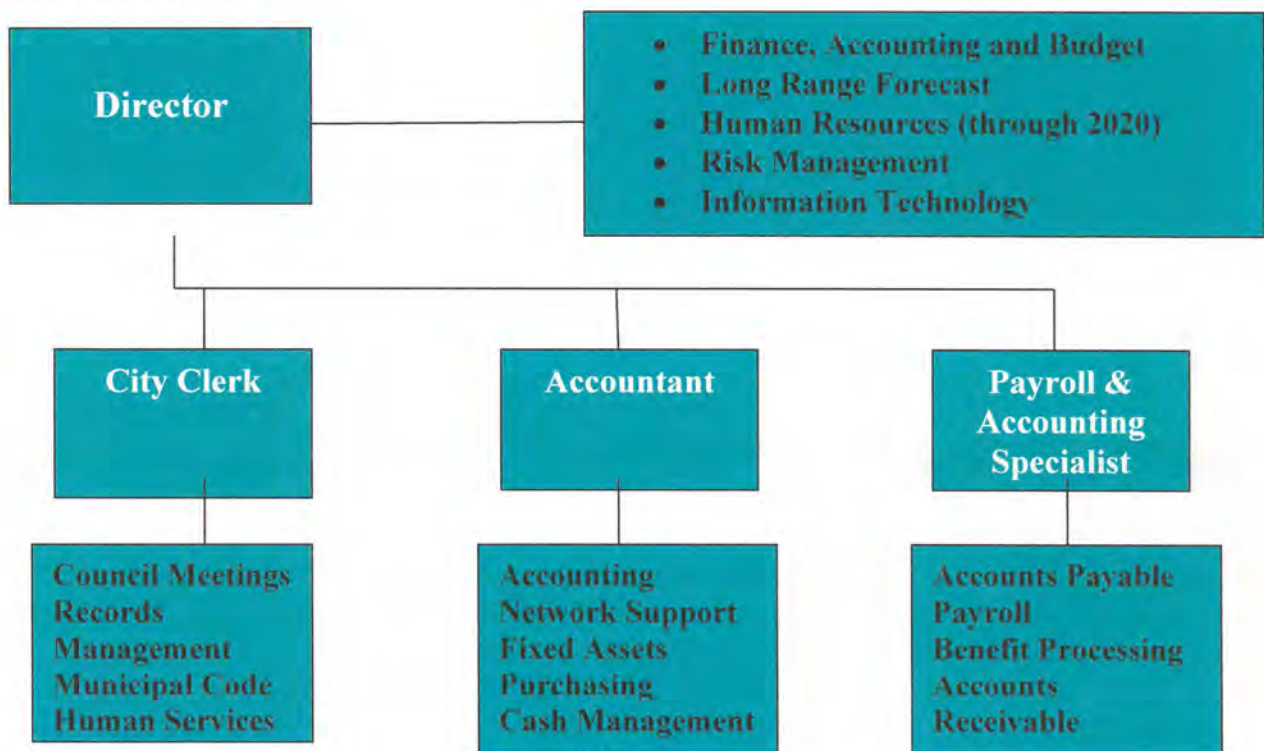
**Information Technology and Network Administration:**

Oversight of City computer network, telecommunications, internet, software and hardware.

**City Clerk Services:**

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

**Organization Chart:**



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

**2019-2020 Achievements:**

**Finance and Budget**

- Managed the City's biennial budget with minimal mid biennium adjustments.
- The City received an "unqualified" (clean) audit report for 2018 from the State Auditor's Office.
- Maintained the City's status as a Well City which resulted in a 2% medical insurance premium reduction for 2019 and 2020.
- Managed the Priority Based Budgeting process for consideration in development of the 2020-2021 Biennial Budget.
- Participated in successfully developing a six year Financial Sustainability Plan, scheduled for Council adoption in October 2020.
- Participated in identifying and recording expenditures resulting from the COVID19 Pandemic that may be reimbursable under the Federal CARES Covid Relief Funds.
- Collaborated with City Administration and departments to quickly respond to the economic downturn in early 2020 by reducing discretionary spending.

**Human Resources**

- Successfully recruited and hired a full time Administrative Assistant for Community Development and Development Services, Civil Engineer for Development Review, Communications Specialist, Part time Recreation Coordinator, Limited Term Parks Project Manager, Volunteer & Events Supervisor, City Clerk, Building Inspector/Plans Examiner (still vacant) and several part time specialists, interns and other seasonal employees. Recruitment is in progress for the position of Director of Finance and Administration.
- Planned and managed the City's first Employee Benefit Fair in October 2019.
- Completed the transition from Nationwide to ICMA RC as the provider of the City's 401(a) and 457 Plans.
- Participated in an independent salary study in 2020 which is anticipated to be complete by the end of the year.
- Implemented a P card (purchasing card) system for more efficient purchasing activities and use of credit.

**Information Technology**

- Executed a contract for Audio Visual upgrades to the City Council Chamber, financed by a four year lease. Improvements will include new microphones, dias monitors, new software/console and a new projector.
- Contracted with AWC GIS Consortium to accomplish several key City GIS tasks.
- Facilitated work from home technology purchases and processes in response to the COVID19 Pandemic.
- Progressed on transition to a new VOIP telephone system.

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

**City Clerk**

- Assumed responsibility for all human services applications, contracts and funding recommendations.
- Worked with a records specialist to identify organize, destroy and/or archive city records across all department. Project was suspended due to COVID19 and stay at home orders.
- Led efforts to create City Sharepoint site known as Kennect for document management and internal collaboration and sharing.
- Helped lead effort to design and implement the new City website.

**2021-2022 Objectives:**

- Recruit and hire Human Resources Manager who would also be responsible for DEI Plan and Implementation
- Complete installation and train on a new city-wide telephone system.
- Publish RFP for banking services.
- Facilitate efforts to improve the City's Geographic Information Systems (GIS) capabilities.
- 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 achieve an unqualified audit opinion with no findings.
- Continue and improve long term Financial Sustainability forecast efforts.
- Implement technology to improve electronic City Council agenda and agenda bill preparation and process using capabilities of ICompass Meeting Management.
- \$10M Walkways & Waterways bond measure issuance and bond rating.

**Budget Highlights:**

The budget includes salary, benefits, training, supplies, technology and furniture and equipment for the new Human Resource Manager position.



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

**Finance and Administration Department**

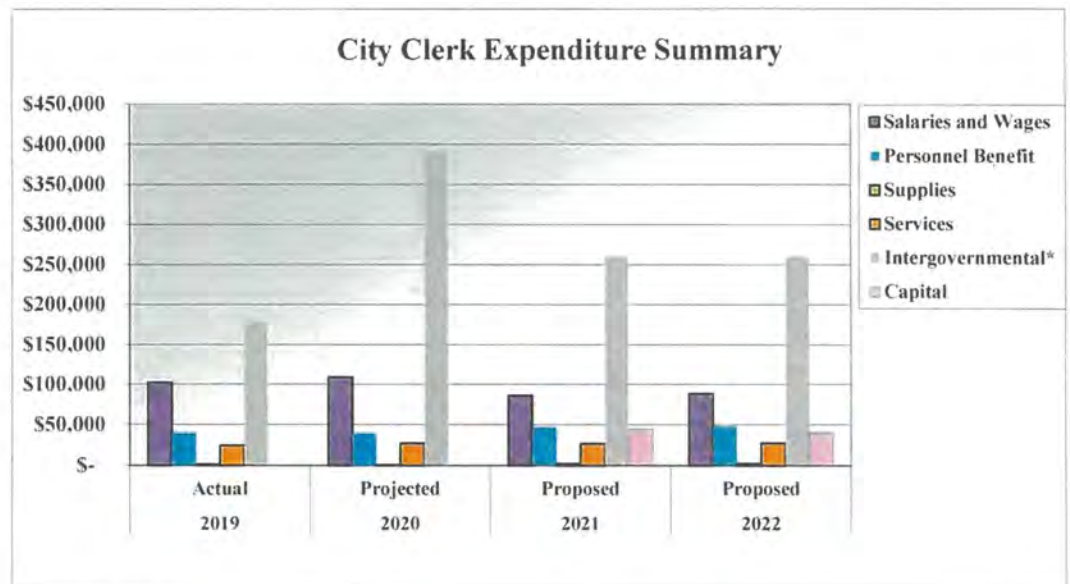
<b><u>Workload Measures</u></b>	<b>2019 Actual</b>	<b>2020 Projection</b>	<b>2021 Goal</b>	<b>2022 Goal</b>
Ordinances processed, including codification	27	10	10	10
Council Meetings supported	29	28	30	30
Number of invoices paid	3531	3000	2000	2000
Number of checks processed	2468	1800	2000	2000
FTE positions recruited and filled	16	4	5	5
Contracts processed	152	108	110	110
Number of registered voters	15,053	15,491	15,500	15,500
Computer and servers maintained	95	115	118	118
Number of network users supported	70	75	76	76
Number of tort claims filed				

<b><u>Performance Measures</u></b>	<b>2019 Actual</b>	<b>2020 Projection</b>	<b>2021 Goal</b>	<b>2022 Goal</b>
% of Council meeting minutes presented for approval at Council meeting within 30 days of meeting	95%	100%	100%	100%
% of Council meeting minutes posted to web within 48 hours of approval	100%	100%	100%	100%
% of Council meeting audio posted to web within 2 business days of meeting	80%	100%	100%	100%
Monthly financial reports to Council within 60 days	25%	83%	100%	100%
Clean audit report received	Yes 2018	Audit not yet completed	Yes	Yes
Number of years City has received Distinguished budget awards received from GFOA	12	12	12	12
Received Well City Award	Yes	Yes	Yes	Yes
Human Services Contributions Distributed	123,802	522,879 including COVID related Contributions	176,578	176,578

# General Fund

## City Clerk

Expenditure Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
City Clerk								
Salaries and Wages	\$ 211,643	\$ 102,641	109,002	\$211,643	\$86,310	\$88,704	\$175,014	
Personnel Benefit	81,642	41,050	40,593	81,643	47,526	48,906	96,432	
Supplies	2,000	1,405	595	2,000	2,200	2,000	4,200	
Services	52,500	25,051	27,449	52,500	27,300	27,950	55,250	
Intergovernmental*	571,681	180,025	391,656	571,680	260,578	260,578	521,156	
Capital	0	0	0	0	44,500	40,500	85,000	
Total Program Costs	\$ 919,466	\$ 350,172	569,295	\$919,466	\$468,414	\$468,638	\$937,052	

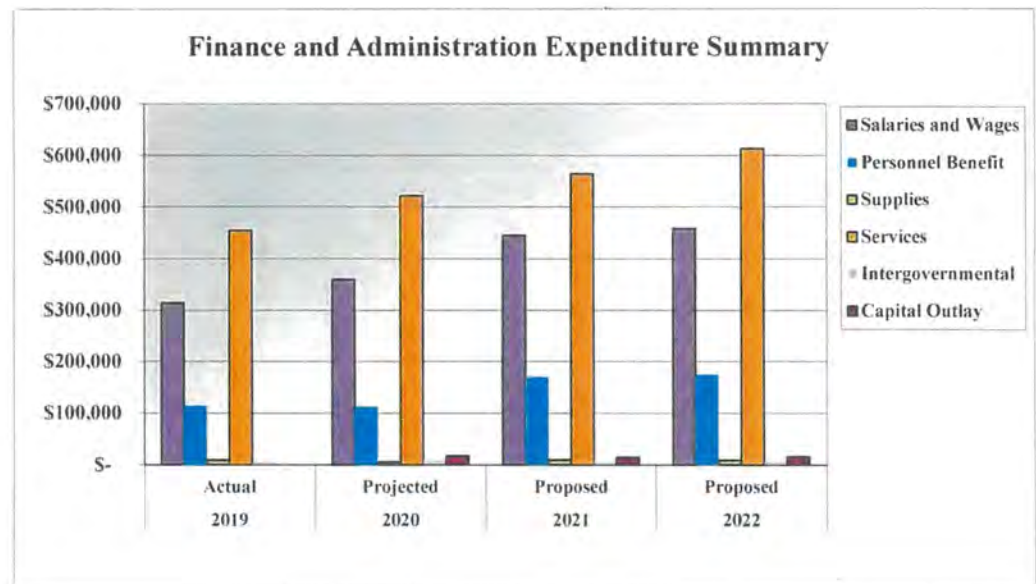


Employee Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
City Clerk Positions								
City Clerk	1	1	1	1	1	1	1	1
Total Positions	1	1	1	1	1	1	1	1

## General Fund

### Finance and Administration

Expenditure Summary Finance and Administration	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget
Salaries and Wages	\$ 672,859	\$ 313,893	\$ 358,966	\$ 672,859	\$ 445,597	\$ 457,957	\$ 903,554
Personnel Benefit	226,228	113,895	112,332	226,227	170,423	174,865	345,288
Supplies	15,150	9,435	5,715	15,150	10,150	9,650	19,800
Services	977,569	454,909	522,661	977,570	564,426	612,972	1,177,398
Intergovernmental	15,950	6,244	9,706	15,950	6,400	6,500	12,900
Capital Outlay	18,000	-	18,000	18,000	15,000	16,500	31,500
<b>Total Program Costs</b>	<b>\$ 1,925,756</b>	<b>\$ 898,376</b>	<b>\$ 1,027,379</b>	<b>\$ 1,925,756</b>	<b>\$ 1,211,996</b>	<b>\$ 1,278,444</b>	<b>\$ 2,490,440</b>



Employee Summary Finance and Administration	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget
Finance and Administration							
Director	1	1	1	1	1	1	1
Human Resources Manager*	0	0	0	0	1	1	1
Accountant	1	1	1	1	1	1	1
Payroll & Accounting Specialist	1	1	1	1	1	1	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>



## 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. 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. 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 Planning Commission; and represents the City before judicial and administrative bodies in civil proceedings.

#### **2019-2020 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 and a small number of other matters.

#### **2021-2022 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

#### **Special Counsel**

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

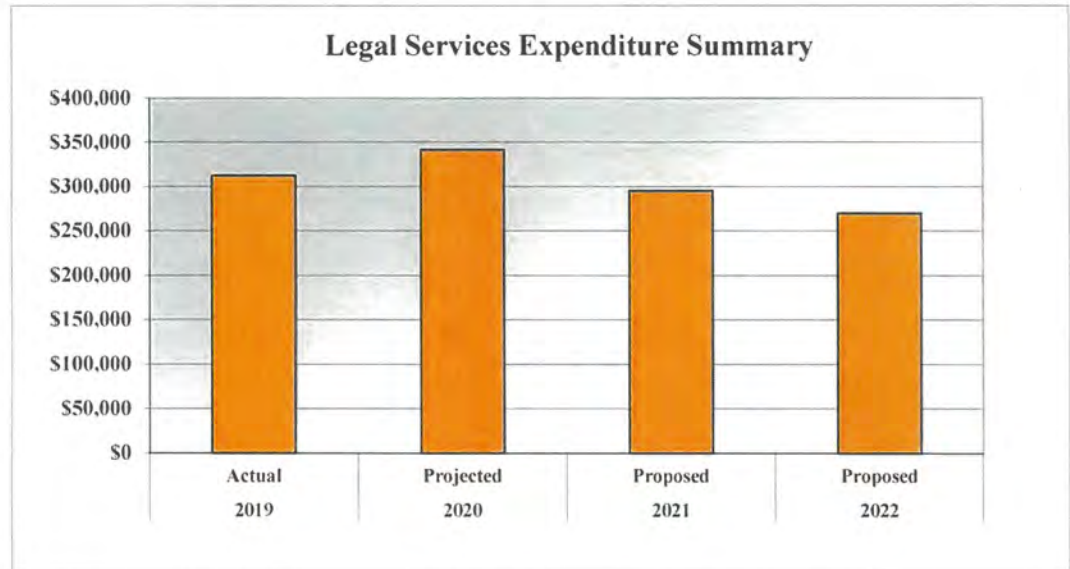
#### **Budget Highlights:**

- The 2021-2022 expenditures are not expected to increase significantly barring any unusual or unanticipated litigation or code enforcement issues.

## General Fund

### Legal Services

Expenditure Summary Legal Services	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
Services	\$ 654,782	\$ 312,722	\$ 342,060	\$ 654,782	\$ 295,000	\$ 270,000	\$ 565,000	
Capital Outlay	0	0	0	0	0	0	0	
Total Program Costs	\$ 654,782	\$ 312,722	\$ 342,060	\$ 654,782	\$ 295,000	\$ 270,000	\$ 565,000	



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

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, all costs are now 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 Clerk (Finance and Administration)
- 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 the City Clerk's cost center
- Animal control contracts; now in City Manager
- Emergency preparedness; now in Development Services

**2019-2020 Budget Highlights:**

Budgeted Interfund Transfers:

- \$1,982,529 the City Street Fund to support street maintenance, including the street slurry seal program.
- \$624,000 was transferred to the Strategic Opportunities Fund from General Fund reserves.

**2021-2022 Budget Highlights:**

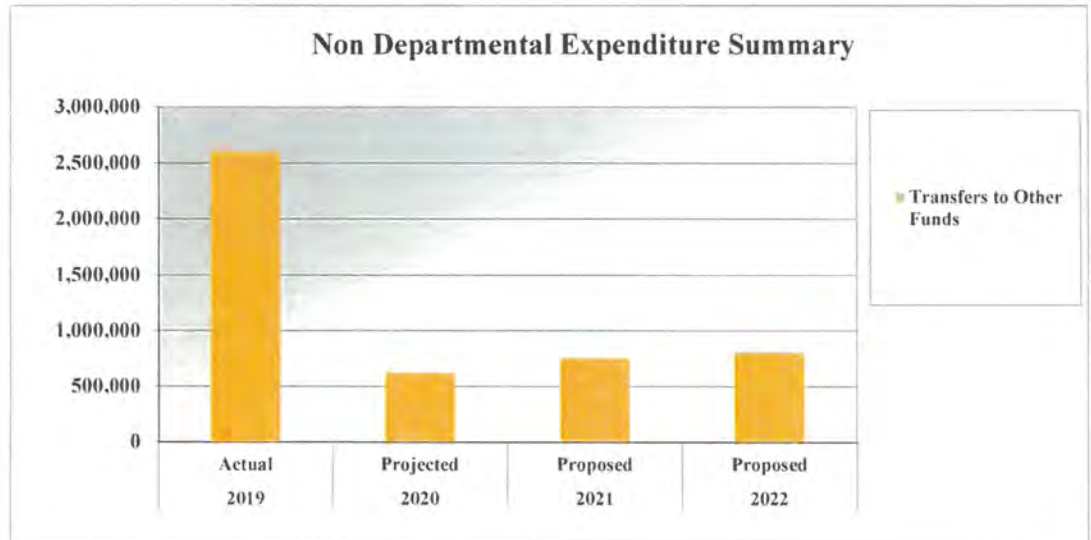
Transfers to other funds are budgeted as follows:

- Funds are proposed to be transferred to the Street fund for street maintenance, funded by Water/Sewer franchise fees and other General Fund revenues.



## General Fund Non Departmental

Expenditure Summary Non Departmental	2019-2020			2019-2020			2021-2022
	Final	2019	2020	Total	2021	2022	Proposed
	Budget	Actual	Projected	Biennium	Proposed	Proposed	Budget
Transfers to Other Funds	\$ 3,226,484	\$ 2,606,529	\$ 619,955	\$ 3,226,484	\$ 753,405	\$ 807,212	\$ 1,560,617
Total	\$ 3,226,484	\$ 2,606,529	\$ 619,955	\$ 3,226,484	\$ 753,405	\$ 807,212	\$ 1,560,617



2019 Transfers to Other Funds: 2,606,529 1,982,529 Transferred to Street Fund; 624,000 Transferred to Statagic Opportunities Fund  
 2020 Transfers to Other Funds: 619,955 Projected to be Transferred to Street Fund  
 2021 Transfers to Other Funds: 753,405 Budgeted: to Street Fund  
 2022 Transfers to Other Funds: 807,212 Budgeted: to Street Fund

**There are no full time equivalent positions budgeted in the Non Departmental Cost Center.**

## 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 a contract with the King County Sheriff's Office, 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 residents, embracing the philosophy of community-oriented policing and problem-solving to reduce crime and the fear of crime.

#### **2019-2020 Achievements:**

- The Public Safety contract with King County authorized 14 deputy sheriffs (twelve patrol officers, a burglary/larceny detective, and a sergeant). For the majority of the past biennium, one patrol vacancy was maintained due to staffing shortages in the Sheriff's Office and throughout law enforcement. The sergeant serves as Kenmore's police chief. The contract also provided the following additional services: 911 call receiving and dispatch, search and rescue (SAR), dive team, bomb squad, K9, SWAT, marine patrol, Major Accident Response and Reconstruction (MARR) investigations, major crimes investigations, special assault investigations, fire/arson investigations, public disclosure, internal investigations, and the advanced training unit. A school resource officer (SRO) was split between Inglemoor HS and Kenmore Junior High, with this position staffed daily as an overtime-filled position.
- The North Sound RADAR (Response Awareness De-escalation and Referral) program continued to be utilized by Kenmore officers regularly. The partnership between Kenmore, Shoreline, Lake Forest Park, Bothell, and Kirkland utilized Navigators/Mental Health Professionals to conduct outreach with community members in need of additional assistance, and referrals to mental health programs and resources.
- Kenmore Police hosted the annual "National Night Out," in 2019 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. Due to the pandemic, unfortunately the 2020 event was canceled.
- The Kenmore Police sponsored several teen activities, which included fall and spring dances at Kenmore Junior High. The dances were held with music provided by a professional DJ, and pizza and drinks were served by officers. A new program was also started in early 2020 called "Lunch with a Cop." This program has an officer having lunch in an elementary school classroom in an informal, social environment. These activities promote an opportunity for positive interaction between youth and police officers.
- The Kenmore Police Department continued efforts to increase traffic enforcement to support the City's "Target Zero" initiative, of achieving zero pedestrian and bicycle fatalities and serious injury accidents by 2025. Kenmore does not have a dedicated traffic officer, so traffic enforcement is normally conducted by on-duty officers in-between calls for service. Periodic emphasis patrols regarding distracted driving and DUIs were conducted as well, as part of grants from the Washington State Traffic Safety Commission (WSTSC).

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

- An informational pamphlet on resources available to the homeless in the region was created, and is now handed out by Kenmore officers to those that they encounter that would benefit from additional services.
- Social media accounts on Facebook and Twitter were created for use by Kenmore Police, allowing for the dissemination of information on notable police events, crime trends, hazards or scams that are being seen in the community, and community events.
- Kenmore Police began a program that allows a business or property owner to have officers trespass loitering individuals, particularly after hours, on their behalf. Several businesses have signed trespass authorization forms as part of this program, which has led to less nuisance or trespass complaints at these properties.
- The Kenmore Police Department maintained its Citizen Volunteer program. Our police volunteer assists department personnel with conducting the vacation house checks, transporting department mail between the Shoreline Precinct, the Kenmore Prosecutor, and the Kenmore Police Department, and also with the National Night Out event at City Hall.

**2021-2022 Objectives:**

- 2021-22 Public Safety services will continue to be provided through contract with the King County Sheriff's Office at the staffing level provided in the previous biennium. The only exception is that the City of Kenmore will no longer contribute funds towards a School Resource Officer with the Northshore School District.
- Kenmore Police will be provided additional training beyond that already facilitated by KCSO, specifically in areas such as peer intervention/bystandership, de-escalation, and bias awareness.
- Initially proposed in 2020 but delayed due to the pandemic, Kenmore Police will facilitate a series of "Nurturing Trust" workshops geared specifically towards the Spanish-speaking members of the community. These workshops will revolve around youth and parenting issues, as well as police and crime topics affecting the Kenmore community.
- Kenmore Police Officers will expand the use of the RADAR program to increase the amount of time that the Navigators are riding with Kenmore Officers, and allow this time to be specifically dedicated for outreach and mental health calls.
- Kenmore Officers will support the City of Kenmore's Engineering Department's proposed automated enforcement program. Infractions from this program must be reviewed individually by a commissioned police officer for validity before being processed.
- We will follow-up on recommendations proposed from the Mayor's Pledge process, and will continue listening sessions with the BIPOC community as part of the city's DEI process.



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

<b><u>Workload Measures</u></b>	2019 Actual	2020 Actual (through Mid- September)	2021 Estimate	2022 Estimate
Dispatch calls for service	3,964	2,312	4,000	4,100
Jail housing days (Misdemeanors)	1,529	452	1,550	1,550
Arrests: Adults	213	118	220	220
Arrests: Juveniles	14	10	15	15

<b><u>Performance Measures</u></b>	2019 Actual	2020 Actual (through Mid- September)	2021 Estimate	2022 Estimate
Reduce traffic collisions in the city by 1% per year through education and enforcement (collisions)	187	133	185	183
Increase referrals to the RADAR program by 10% each year (referrals)	25	21	28	32
Close 60% of all Detective assigned cases with charges (% closed)	71%	72%	60%	60%
Reduce Priority X and Priority 1 response times* (minutes)	4.67	4.94	4.5	4.5

*"Priority X" designates critical dispatches. These incidents pose an obvious danger to the 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 shootings, stabbings, robberies or burglaries. "Priority 1" designates immediate dispatches. These are calls that require immediate police action. Examples include silent alarms, injury traffic accidents, in-progress crimes or crimes so recent that the suspect may still be in the immediate area.*

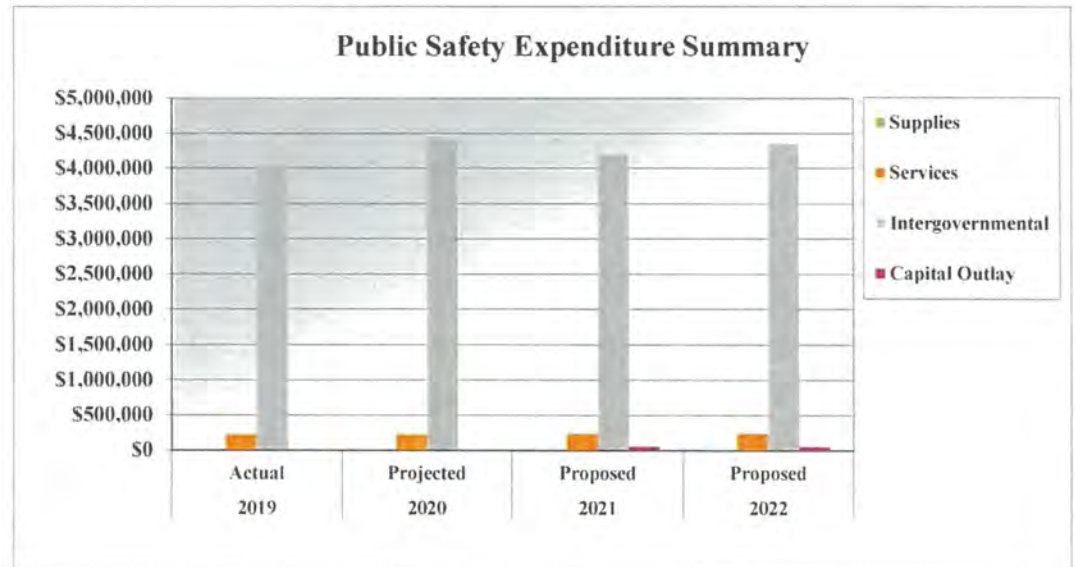
**Budget Highlights:**

- The Biennial Budget reflects only inflation costs increases for the police services contract. The 2020-2021 Biennial Budget has no new programs or personnel.
- The budget discontinues the city's portion of the School Resource Officer program funding.
- Dedicated funding is now allotted for mental health outreach through the RADAR program.

## General Fund

### Public Safety

Expenditure Summary	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget
Public Safety							
Supplies	\$ 9,184	\$ 4,771	\$ 4,413	\$ 9,184	\$ 5,750	\$ 5,750	\$ 11,500
Services	450,822	224,928	225,893	450,821	239,602	241,102	480,704
Intergovernmental	8,505,295	4,051,373	4,453,922	8,505,295	4,202,933	4,353,236	8,556,169
Capital Outlay	1,743	993	750	1,743	52,000	52,000	104,000
Total Program Costs	\$ 8,967,044	\$ 4,282,065	\$ 4,684,979	\$ 8,967,043	\$ 4,500,285	\$ 4,652,088	\$ 9,152,373

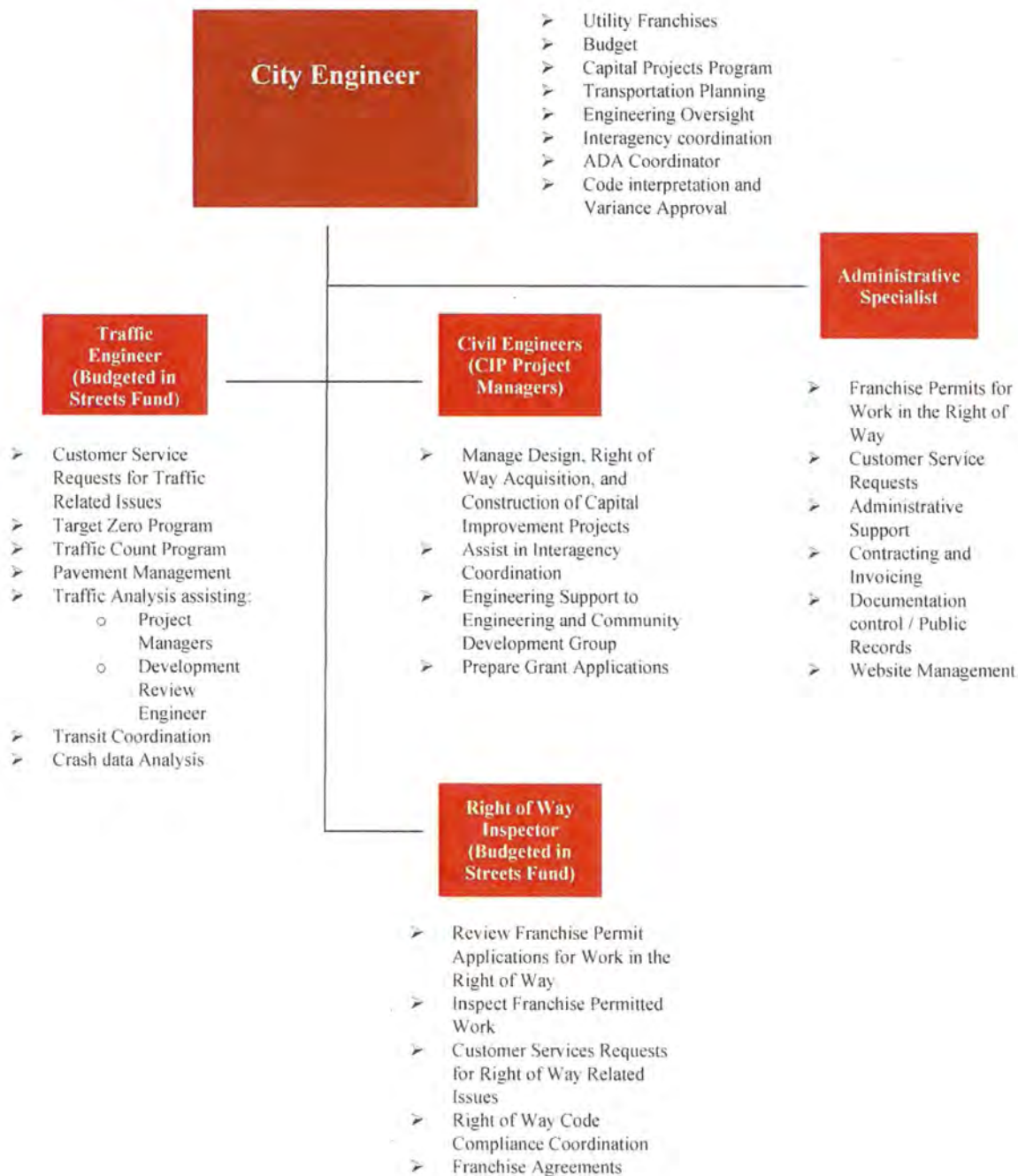


Public Safety Services are provided by contract with the King County Sheriff's Office  
 The Contract provides for one Chief, one Detective and 12 Officers to provide service to the City of Kenmore.

# City of Kenmore, Washington

## General Fund: Public Works Engineering Cost Center

The Engineering Division of the Public Works Department is responsible for project management of Capital Improvement Program transportation projects, traffic engineering, multimodal traffic monitoring and improvements, managing the six-year transportation improvement program, Target Zero implementation, City Road Standards, Right of Way accessibility, pavement management, Right of Way permitting and inspection, and assisting other City staff on issues related to engineering.





City of Kenmore, Washington  
General Fund: Public Works Engineering Cost Center

**2019-2020 Achievements:**

- Completed pavement sealing operations on several streets in the Uplake, Northlake, north east region, and Arrowhead.
- Simonds Road asphalt overlay and road diet.
- Awarded \$1.5M in Sound Transit System Access funds for the Juanita Dr Pedestrian and Bicycle Safety Improvement Project.
- Approval granted to transfer \$6M in Connecting Washington Funds from SR522 West B to the W Sammamish River Bridge Project
- Completed design and permitting and started construction on the W Sammamish River Bridge Project
- Completed design and started construction on the Juanita Dr. Pedestrian and Bicycle Safety Improvement Project (Walkways & Waterways)
- Completed Design and advertised 68th Avenue NE Pedestrian and Bicycle Safety Improvement projects (Walkways & Waterways)
- Applied for 12 grants for various sidewalk and multimodal safety projects – Awarded 1 grant from Sound Transit for the Juanita Walkways & Waterways Bicycle and Pedestrian Safety Improvements project. Decisions on 5 grants are still pending;
- Completed construction on the NE 153rd Place Safe Route to School project.
- Completed construction on the NE 181st (between 65th Ave and 67th Ave) sidewalk project.
- Participated in regional technical committees and planning including the Metro North Eastside Mobility Project, Metro 1025 Corridor Study, King County Project Evaluation Committee (KPEC), Sound Transit 3(ST3) Interagency Group, and Bicycle Pedestrian Advisory Committee.
- Coordinated with Northshore School District transportation and school staff on transportation issues within Kenmore.
- Continued implementation of the traffic count program – completed over 200 speed/volume studies
- Performed over 38 sight distance studies
- Continued to review crash data and perform overall analysis on roadway safety
- Updated the Local Road Safety Plan

City of Kenmore, Washington  
General Fund: Public Works Engineering Cost Center

- Updated the Pavement Preservation Program, completed pavement rating on all City streets
- ADA replacement ramps at 61<sup>st</sup> Ave NE and NE 190<sup>th</sup>
- Started design on the NE 190<sup>th</sup> Culvert Replacement Project
- Reviewed and inspected over 375 utility permits
- Implemented electronic utility permit processing and revise/improve utility billings
- Responded to over 450 Service requests
- Addressed over 100 right of way code compliance issues
- Begin update on the Road Standards
- Begin update on the Sidewalk Program

**2021-2022 Objectives**

- Complete construction of Transportation related projects (See Transportation Fund Narrative).
- Continue with pavement preservation through crack sealing, micro/slurry sealing, and pavement rating updates.
- Continue to address Service Requests on Right of Way related issues.
- Complete an update of the City's 6-year Capital Improvement Program and the Transportation Improvement Plan.
- Continue to collect and update traffic volume information on City streets to assist in monitoring potential problems and prioritizing improvements.
- Continue to maintain City's crash record system to identify potential problems and assist with prioritizing improvements.
- Ongoing design review and assistance of new private development proposals.
- Continue coordination with the Northshore School District to improve traffic safety around schools.
- Continuing implementing and supporting the City's Complete Streets and Target Zero programs.

City of Kenmore, Washington  
General Fund: Public Works Engineering Cost Center

- Participate in regional technical committees and planning including the King County Project Evaluation Committee (KPEC), Sound Transit 3(ST3) Interagency Group, Bicycle Pedestrian Advisory Committee, and other new committees that may arise.
- Complete update on the City Road Standards
- Complete update on the Sidewalk Program
- Complete the ADA Transition Plan
- Begin the update of Transportation Element of the City's Comprehensive Plan

**Budget Highlights:**

The 2021-2022 Biennial Budget includes the following changes:

- The General Consulting budget includes resources to 1) write and support grant applications for multimodal transportation and Complete Streets, 2) assist the City with an inventory of City buildings and parks and prepare a Transition Plan in compliance with the Americans with Disability Act (ADA), 3) traffic engineering support, 4) Consultant services for developing the update to the Transportation element of the City's Comprehensive Plan, and 5) other miscellaneous unforeseen engineering needs.

**Workload and Performance Measures:**

<b>Workload Measures</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
CIP Projects in design phase	8	4	3	1
CIP Projects in construction phase	4	3	5	4
Utility billing cycles	4	4	12	12
Utility permits submitted	199	180	200	200
Speed/volume studies	NA	96	144	144
Service Requests Received	267	200	225	250
<b>Performance Measures</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Number of CIP Projects on Schedule	7 out of 8	5 out of 6	6 out of 6	5 out of 5
Number of CIP projects within approved budget	8 out of 8	5 out of 6	6 out of 6	6 out of 6
Utility billing cycles performed	4	4	12	12
Percent of permits reviewed within goal 15-day goal	85%	65%	80%	85%
Percent Speed/volume studies performed	NA	128%	100%	100%

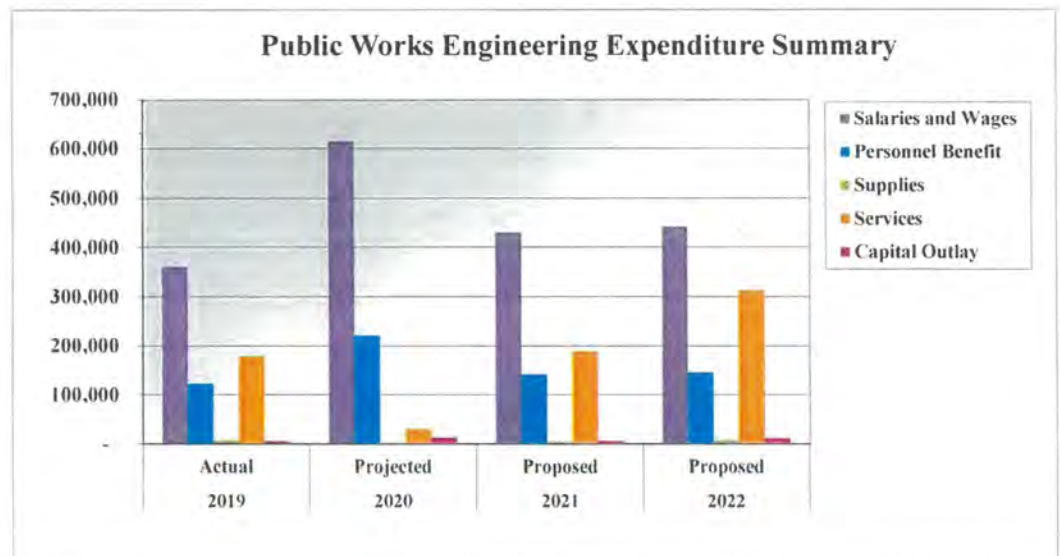


# General Fund

## Public Works

### Engineering

Expenditure Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
Public Works Engineering								
Salaries and Wages	976,194	360,690	615,504	976,194	429,997	441,923	871,920	
Personnel Benefit	344,943	123,157	221,786	344,943	141,578	146,036	287,614	
Supplies	9,395	6,913	2,482	9,395	4,650	7,750	12,400	
Services	207,758	178,368	29,390	207,758	188,080	312,759	500,839	
Capital Outlay	17,500	5,131	12,369	17,500	5,550	11,250	16,800	
Total Program Costs	\$ 1,555,790	\$ 674,259	\$ 881,531	\$ 1,555,790	\$ 769,855	\$ 919,718	\$ 1,689,573	



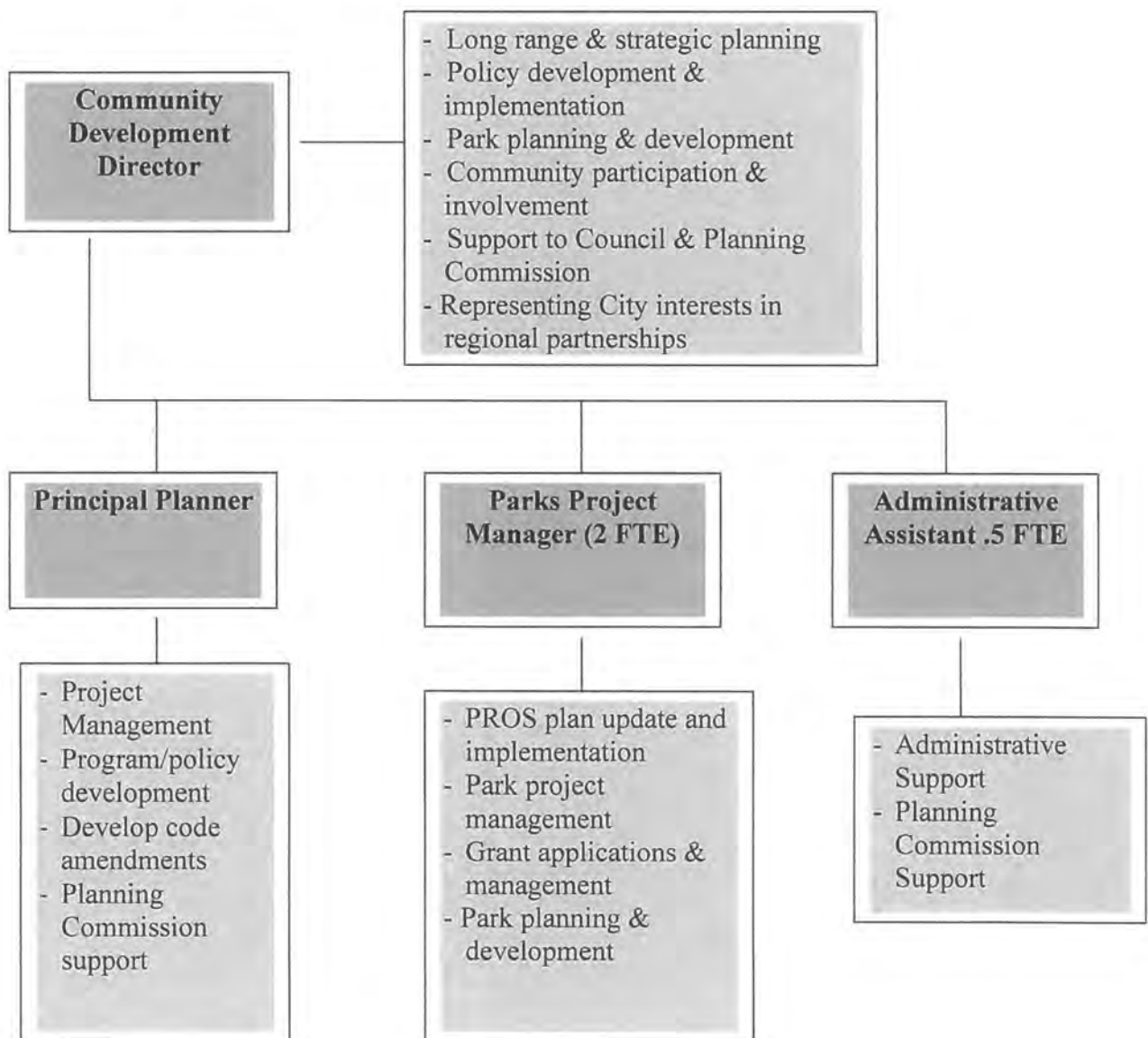
Employee Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
Public Works/Eng Positions								
Director of Public Works	1	0	0	0	0	0	0	
City Engineer	0	1	1	1	1	1	1	
Senior Engineer	1	1	1	1	1	1	1	
Traffic Engineer *	0	0	0	0	0	0	0	
Capital Projects Manager	1	1	1	1	1	1	1	
Administrative Specialist	0.4	0.4	1	1	1	1	1	
Total Positions	3.4	3.4	4	4	4	4	4	

\* This position is charged to Street Fund effective with 2017-2018 Budget and is included in that fund's position summary but reports to the City Engineer

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

**2019-2020 Achievements:**

➤ **Comprehensive Plan Implementation, Development Regulation Amendments**

- **Mobile Home Park (MHP) Regulations:** Ordinance 19-0481 adopted in April 2019. New regulations for the six mobile home park communities, preserving the parks and implementing the Affordable Housing Strategy. Council direction for Phase 2 of the project, was to establish regulations for the four parks north of SR522, limiting the preservation of the MHP to 10 years, and then allowing redevelopment at higher densities but including an affordable housing component. Phase 2 is on hold pending the outcome of appeals.
- **Rent Notification Regulations:** Ordinance 19-0484 adopted May 2019. Provided regulations for rent notification increases above 10%. Effective date of ordinance September 1, 2019.
- **Critical Area Regulations:** Ordinance 19-0488 adopted June 2019. New critical area regulations.
- **2019 Comprehensive Plan Amendments:** Ordinance 19-0489 adopted June 2019. New Shoreline Element of the Comprehensive Plan. Council repealed this ordinance and adopted Ordinance 20-0505 February 2020 based on the Department of Ecology findings and recommendations.
- **2020 Comprehensive Plan Amendments:** Planning Commission bring forward recommendations for Council ordinance adoption fall 2020. Amendments include the Parks Element (consistent with the adopted PROS plan) and updated Capital Facilities Element.
- **Shoreline Regulations:** Ordinance 19-0490 adopted June 2019. Council repealed this ordinance and adopted Ordinance 20-0506 February 2020 based on the Department of Ecology findings and recommendations for shoreline regulations.
- **Park Impact Fees:** Ordinance 19-0483 adopted July 2019. New Park Impact Fee Rate study adopted. New park impact fee rates effective January 2020.
- **School Impact Fees:** Council direction September 2019 on new school impact fees. Effective January 2020.
- **Local Sales Tax for Affordable Housing:** Resolution 19-326 and Ordinance 19- 0496 adopted September 2019 in accordance with HB1406 allowing retention of 0.0073% of the state sales tax for affordable housing. Receipts pooled to ARCH.
- **Hazard Mitigation Plan:** Update completed September 2019.
- **Park Recreation and Open Space (PROS) Plan:** Resolution 20-334 adopted February 24, 2020. The Washington State Recreation and Conservation Office (RCO) approved the plan March 2020.
- **Accessory Dwelling Unit (ADU) Regulations:** Planning Commission review and recommendations 2019. Amended regulations adopted by Ordinance in September 2020.
- **Affordable Housing Review Process:** 2020 docket work program. Planning Commission recommendations on amending the review process to assist affordable housing projects brought forward for Council consideration fall 2020.

➤ **Policy and Strategy Development/Implementation**

- **Affordable Housing Strategy:** The 2019 docket work program included preservation of existing affordable housing (mobile home park project) with regulations adopted in 2019.



## City of Kenmore, Washington

### General Fund: Community Development Cost Center

The 2020 docket included Accessory Dwelling Unit (ADU) project and review process for affordable housing projects with regulations anticipated to be adopted fall 2020. The missing middle housing project may begin fall 2020 or be deferred to a future docket.

- **Diversity, Equity, Inclusion (DEI) Policy:** Staff assisted and provided oversight of the City Manager's Intern in development of background information and a resolution for Council consideration September 14, 2020 for steps to move forward with a DEI policy.
- **Economic Strategies Responding to Covid-19:** Staff completed research and options for a strategy for reimbursement for Covid-19 related City expenses. Staff also researched other funding opportunities including those for business assistance and rental assistance. Staff is managing the contract with the State Department of Commerce for use of the \$699k of Coronavirus Relief Funds under the Coronavirus Aid Relief and Economic Security (CARES) Act. Council provided policy direction June 2020. Staff prepares monthly Economic Indicator Reports showing the impact of the pandemic on the economy (national, state and local) with periodic updates to Council.

#### ➤ Downtown Development/Economic Development

- **Downtown Properties:** Staff was part of the Lakepointe staff team, assisting with review of documents and strategy development. Staff also provided feedback on consistency with comprehensive plan policies for other downtown projects.
- **Economic Development Strategy:** Incentives for office development was a 2020 docket work program, as an implementation measure for the economic development strategy. On July 13, 2020 Council agreed to defer this item to a 2021 or later docket.

#### ➤ Working with Outside Agencies: The following are examples of working with outside agencies:

- **State Legislature and Lobbyists:** Reviewed many legislative drafts including significant review on HB1923 relating to increasing residential building capacity and HB 1406 on sales tax for affordable housing. September 2019 Council direction following staff recommendation to not pursue Department of Commerce grant opportunity related to HB1923.
- **Puget Sound Regional Council:** Review and comment on EIS and draft Vision 2050 document.
- **King County:** City required to determine the amount of land suitable for development and evaluate the capacity for growth based on measurement of development activity over the last five years. City provided data in 2019 and 2020. King County Buildable Lands Report update due 2021.
- **King County:** Staff member of the HIJT (Housing Interjurisdictional Team) supporting work of the Countywide Affordable Housing Committee. Staff also reviews amendments to King County Countywide Planning Policies.
- **Sound Transit:** Part of the internal staff team working with Sound Transit Staff on the planning and layout for the future parking garage at the King County Metro Park & Ride.

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

➤ **Park Capital Improvement Projects and Other Park Projects**

- **Squires Landing Waterfront Improvement Project (Walkways & Waterways Project):** Seven-acre project to improve public water access to the Sammamish River. Improvements will include new elevated walkways, trails, and viewpoints, as well as natural open space and other environmental enhancements. The project will also add new boating facilities including docks, ramps, and staging areas for hand-powered watercraft; parking; and a restroom. 60% plan design update to Council and public open house February 2020. A Shoreline Permit and SEPA approval were issued June 2020. Council approved the final art design and fabrication contract for public art June 2020. 90% plan design update to Council July 2020. Permits submitted in 2019 to the US Army Corps of Engineers, State Department of Fish and Wildlife, and King County are still under review. Application for City permits (engineering/building permit) estimated September 2020. The permit and regulatory review process is estimated to be completed by April 2021. Assuming all permits are received and bid documents are prepared, the project may be ready to go out for bid late April 2021. Assuming a bid is awarded, construction would be between August 2021 and June 2023. Assumption is a two-year construction cycle based on the July and November fish windows. As timing is uncertain, the official project end date, consistent with the bond measure approval, remains at the end of 2023.
- **Squires Landing Park Property Acquisition Project:** Property acquisition to comply with the State Recreation and Conservation Office (RCO) land conversion process. June 2019 RCO concurred with the City's proposal for property acquisition for retaining open space. Purchase of 6,350 sq. ft of Barnard property and the Johnson property in 2019, both in the vicinity of NE 192<sup>nd</sup> Street. Public comment period in 2019 on the proposed property acquisition. The property acquisition for open space is replacement property to allow part of the Squires Landing Park property to "convert" to more active use to accommodate the proposed Squires Landing Walkways & Waterways park project. Completion of the RCO process estimated year-end 2020, including a Council public hearing September 2020.
- **Squires Landing Park – Replacement Float Project:** Float replacement completed at the end of 2017 for hand-carry watercraft access to the Sammamish River. Five years of monitoring and maintenance are required for mitigation plantings (2018-2022). The City contracts with EarthCorps for monitoring/maintenance.
- **Log Boom Park Waterfront Improvement Project (Walkways & Waterways Project):** This project will improve public access to Lake Washington including beach expansion, new trails and viewpoints, picnic areas, waterfront pavilion, environmental and ecological enhancements, kayak concession building, and access for hand-powered watercraft. In 2019 a Shoreline Permit and SEPA approval were issued and the US Army Corps of Engineers permit, and State Department of Fish & Wildlife permit were also issued. 60% plan design update to Council and public open house February 2020. Council approved the final art design and fabrication contract for public art June 2020. 90% plan design update to Council July 2020. Continuing to work through the permit review process (City engineering and building permit, King County Permit) with a goal to obtain all permits by November 2020. Bid process and construction in 2021 assuming all

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

permits received and a successful bid process. As timing is uncertain, the official project end date, consistent with the bond measure approval, remains at the end of 2023.

- **Rhododendron Park Boathouse Project:** 40' x 70' steel boathouse to serve the school district rowing program and community rowing. Provides enclosed storage for 24-36 rowing shells. Small second story area for exercise machines, meeting and coaching space. October 2019 Council direction on funding and options for bid package. Council direction was for a private/non-profit fundraising committee to raise the budget shortfall, now estimated at \$410k. The committee has secured \$50k but fundraising has significantly slowed due to COVID-19. Bid award June 2020. Construction July 2020-November 2020. Construction closeout 2021. In January 2020 the Council also authorized a lease agreement with the Northshore School District (NSD) outlining the terms and conditions related to the contribution of \$250k NSD funds. Concurrently with execution of the lease, NSD will enter into a separate Management Agreement with the George Pocock Rowing Foundation (GPRF) for the management and operation of the boathouse. The uncertainty of programming, given Covid-19, is causing a delay in execution of both agreements. Staff has spent considerable time with both NSD and GPRF negotiating agreement terms and anticipates execution of both agreements by year-end 2020. NSD is still committed to provide the \$250k and GPRF is committed to fundraising. However, the City will need to advance the \$660k to complete boathouse project construction in 2020 from the Strategic Opportunity Fund which will be fully reimbursed upon receipt of funds estimated by year-end 2023.
- **Rhododendron Park Float Project:** A new boarding float for hand-carry watercraft was completed at the end of 2017 for hand-carry watercraft access to the Sammamish River. Five years of monitoring and maintaining are required for mitigation plantings (2018-2022). The City contracts with EarthCorps for monitoring/maintenance.
- **Rhododendron Park Boardwalk Project (Walkways & Waterways Project):** A new boardwalk connecting the interior of the park to the Sammamish River, parking/access road improvements and environmental enhancements were completed at the end of 2017. Five years of monitoring and maintaining are required for mitigation plantings (2018-2022). The City has contracted with EarthCorps for monitoring/maintenance. June 2020 Council approved the final art design and fabrication contract for public art. Art will be installed in 2021.
- **Twin Springs Park Opening Project:** A scope for minor improvements to do the bare minimum to open the park to the public, including construction of a maintenance path, refurbishing the existing parking lot and access at the entrance of 80<sup>th</sup> Ave/192<sup>nd</sup> and constructing a small parking pad off the entrance of 80<sup>th</sup> Ave/195<sup>th</sup>. The park is closed to the public, pending completion of minor improvements. The project is on hold through 2020. Final design work and permitting estimated to be completed in 2021. Park opening 2022.
- **St. Edward Park Ballfield Improvement Project:** Proposal to renovate an existing grass field with proposed improvements including turf and field lighting. A long-term lease with the Washington State Park Commission was required to provide the terms for field improvement. In June 2019 Council authorized an Interagency Agreement with State Parks for reimbursement of Phase 1 SEPA EIS costs and a SEPA lead agency agreement



## City of Kenmore, Washington

### General Fund: Community Development Cost Center

with State Parks as the lead agency. State Parks issued a Determination of Significance (DS) August 2019 and held an EIS Public Scoping Meeting August 2019. February 2020 Council direction to not move forward with the project and the next phase of the EIS due to environmental and fiscal concerns.

#### ➤ **Grant Opportunities (Awards and Applications) and other Awards**

- \$470,575 State Recreation and Conservation Office (RCO) 2019 grant award (2018 application) for the Log Boom Park proposed waterfront improvement project.
- \$500,000 State RCO 2019 grant award (2018 application) for the Squires Landing Park proposed waterfront improvement project.
- \$50,000 King County 2020 waterworks grant award for the Squires Landing Park proposed waterfront improvement project.
- \$50,000 King County 2020 King County Waterworks Grant Application
- \$151,900 State 2019 appropriation (2018 application) for Twin Springs for Phase I park opening plan.
- \$611,000 King County 2018 Youth Grant Award for the St. Edward Ballfield reallocated to the Rhododendron Boatshed project in 2019 based on Council direction January 2019.
- PSRC Vision 2040 Award: Prepared application for the downtown public/private partnership projects. Award presentation September 2019.
- AWC Municipal Excellence Award: Prepared application for the Downtown Hangar Project. Award presentation July 2020.
- HDC Municipal Champions Award: Award recognized the City's leadership and actions by elected officials and staff in creating an affordable community for all residents including preservation of manufactured housing communities and work on the Multi-Family Tax Exemption.

#### ➤ **Presentations and Education Opportunities:**

- American Institute of Architects (AIA) tour and presentation July 20, 2019 related to downtown development.
- American Planning Association (APA) presentation October 17, 2019 related to downtown development.
- Presentations to UW Bothell Students May and October 2019 related to downtown development, city planning and affordable housing.
- Missing Middle Housing panel event October 2019.

#### **2021-2022 Objectives:**

- **Comprehensive Plan Implementation and Development Regulation Amendments:** Staff will support the Planning Commission and Council on the 2021 and 2022 docket work program related to Comprehensive Plan amendments and amendments to development regulations. The annual docket is determined by Council January-February each year. The next State mandated deadline for updating the Comprehensive Plan is June 2024, so that will be a focus for the docket work program over the next four years.
- **Policy and Strategy Development/Implementation:** Staff will continue to identify opportunities to develop, update and implement policies and strategies that further the

## City of Kenmore, Washington

### General Fund: Community Development Cost Center

community's vision and Council goals. For example, implementing strategies identified in the affordable housing strategy.

- **Downtown Development/Economic Development:** Staff will continue to support downtown redevelopment. Staff will also assist with implementation of the updated Economic Development Strategy (adopted 2018).
- **Park Capital Improvement Project (CIP) and Other Park Projects:** Staff is responsible for managing park projects adopted in the six-year park capital improvement program including the Walkways & Waterways waterfront improvement projects at Squires Landing Park and Log Boom Park which continue through 2023. The mitigation monitoring projects at Squires Landing Park for the float replacement project at Rhododendron Park for the float project and for boardwalk project will continue through 2022. The public art installation at Rhododendron Park related to the boardwalk Walkways & Waterways project is planned for 2021. The project for opening Twin Springs Park includes plans for final design/permitting/construction in 2021 with park opening 2022. Other park projects included in the 2021-2022 CIP are determined based on priorities and available resources.
- **Grant Opportunities:** Identifying, assessing and applying for grant opportunities. In 2021 potential grant applications for King County Waterworks Grant (\$50,000), \$185,000 for the King County Conservation grant (\$185,000), State Appropriation (\$250,000) all for the Squires Landing Waterfront Improvement Project.
- **Working with Outside Agencies:** Continuing to partner with outside agencies on topics relevant to the City and City priorities.

#### **Budget Highlights:**

The 2021-2022 biennial budget includes the following changes:

1. Continuing funding the Interim Full Time Parks Project Manager position for 2021-2022. This position will be responsible for capital project management, grant management, and park planning.

Park Capital Projects:

- Rhododendron Park Boathouse Project Responsibilities include: project closeout related to construction and documentation; implementation and oversight of a contract for maintenance related to mitigation requirements; grant management; oversight and implementation of the interlocal agreement between the City and the Northshore School District (NSD) and also the related operating agreement between NSD and the Pocock Rowing Foundation for programming; working with public works to ensure plans, specifications etc. are provided and to address any ongoing maintenance questions; addressing programming issues particularly given uncertainties related to Covid-19; and City liaison with the fundraising committee.
- Twin Springs Park Project Responsibilities include: finalizing a design for minimal park opening improvements; permitting; bid process and construction oversight; grant management; working with public works to ensure plans, specifications etc. are provided and to address any ongoing maintenance questions
- Rhododendron Park Walkways & Waterways Project Responsibilities include: Oversight of the contract for maintenance/monitoring of mitigation plantings; Oversight of the public art installation.

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

- Rhododendron Park Float Project Responsibilities include: Oversight of the contract for maintenance/monitoring of mitigation plantings.
- Squires Landing Park Float Project Responsibilities include: Oversight of the contract for maintenance/monitoring of mitigation plantings.
- Log Boom Park Walkways & Waterways Project Assisting the Parks Project Manager as needed including: grant management or other project documentation during the permitting and construction process.
- Squires Landing Park Walkways & Waterways Project Assisting the Parks Project Manager as needed including: grant management or other project documentation during the permitting and construction process.
- Squires Landing Park Acquisition Project Meet the State Recreation and Conservation Office (RCO) requirements for the property purchased to satisfy conversion requirements for the Squires Landing Park Walkways & Waterways Project. Responsibilities include finalizing a design for minimal park opening improvements and any required environmental restoration work; permitting; bid process and construction oversight; grant management; working with public works to ensure plans, specifications etc. are provided and to address any ongoing maintenance questions.

**Park Planning Projects:**

- New Projects: Based on Council direction during the budget process or during the biennium. For example, direction to pursue a grant to complete a feasibility study for an aquatic facility, or direction to pursue a feasibility study in partnership with the Northshore School District to assess potential ballfield improvements, or addition of new park capital projects e.g. dog park feasibility. The Interim Parks Project Manager would be responsible for project management of new projects.
  - Park Land/Open Space Acquisition Strategy: Developing criteria for assessing requests or opportunities for park land and/or open space acquisition.
  - Updating Park Rules KMV Chapter 9.40: This chapter of the Kenmore Municipal Code has not been updated since 2001.
2. Continuing funding the half-time administrative assistant position. The administrative assistant position has been shared with the Development Services Department. The Development Services Department is requesting that the shared position becomes a full-time administrative assistant to meet their workload needs. The Community Development Department continues to need a half-time administrative assistant to meet department administrative needs. Community Development supports the proposal for a full-time position that is shared with the City Manager's Department. This new shared position would be a half-time administrative assistant for the Community Development Department and half-time recreation programming coordinator for the City Manager's Department.

**Workload and Performance Measures**

<b>Workload Measures</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Number of park capital projects managed	9	9	7	6
Number of new initiatives	0	2	1	1



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

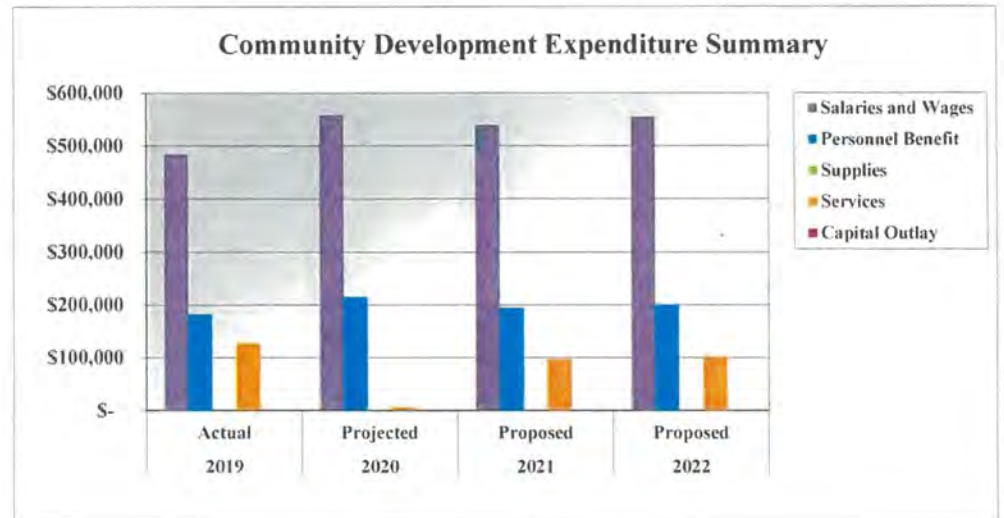
identified (policies, programs, services, funding strategies)				
Number of meetings with council and planning commission (related to department objectives/work program)	33	30	33	33
Number of grants identified/applications submitted	0	1	1	1
Number of work program projects managed	11	10	10	10

<b>Performance Measures</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Goal</b>	<b>2022 Goal</b>
% of park capital projects within scope, on time and within budget	80	80	100	100
Number of new initiatives brought forward for implementation	0	2	1	1
% of planning commission recommendations & council decisions consistent with options presented by staff	90	90	90	90
Number of grant applications awarded	3	1	1	1
% of work program projects meeting deadlines	90	90	90	90

## General Fund Community Development

### Expenditure Summary Community Development

	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget
Salaries and Wages	\$ 1,043,222	\$ 485,074	\$ 558,148	\$ 1,043,222	\$ 539,503	\$ 554,390	\$ 1,093,893
Personnel Benefit	398,652	182,995	215,657	398,652	194,988	201,061	396,049
Supplies	4,890	2,834	2,056	4,890	2,229	2,229	4,458
Services	133,628	127,575	6,053	133,628	97,296	102,211	199,507
Capital Outlay	434	134	300	434	960	960	1,920
<b>Total</b>	<b>\$ 1,580,826</b>	<b>\$ 798,612</b>	<b>\$ 782,214</b>	<b>\$ 1,580,826</b>	<b>\$ 834,976</b>	<b>\$ 860,851</b>	<b>\$ 1,695,827</b>



### Employee Summary

#### Community Development Positions

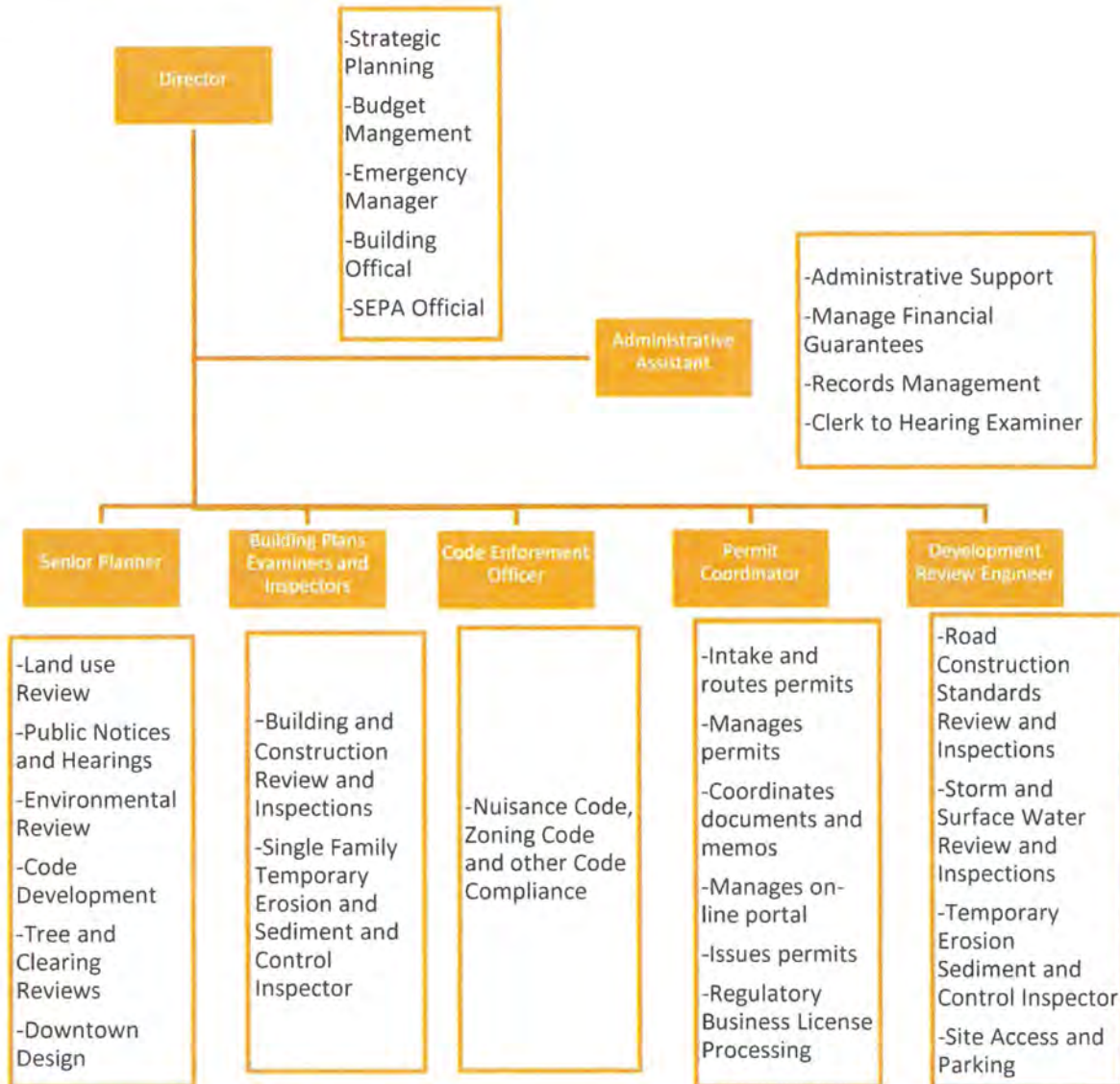
	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Actual	Total Biennium	2021 Budget	2022 Budget	Adopted Budget
Community Development Director	1	1	1	1	1	1	1
Principal Planner	1	1	1	1	1	1	1
Park Project Manager*	2	2	2	2	2	2	2
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Positions</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

\* One Limited Term Position Added in 2015-2016 and extended through 2022  
One Regular Position Added in 2017-2018

## City of Kenmore, Washington General Fund: Development Services

The Development Services Department is responsible for oversight of land and building 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.

### Organizational Chart



The Development Services Department is responsible for oversight of land and building development throughout the City. The Department's mission is to provide a safe and secure community; sustainable, healthy environment; and a desirable place to work and live.



## City of Kenmore, Washington

### General Fund: Development Services

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 homeowners 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 process. The process used by the Department and the goals of different phases of the process are described in more detail below.

## PERMITS

By Development Services

- |  |   |
|--|---|
| <b>1 Land Use Applications</b><br>Subdivisions, Conditional Uses, Variances, | <b>5 Plumbing Permits</b>   |
| <b>2 Building Permits</b><br>New buildings, remodels, tenant improvements    | <b>6 Special Event Permits</b>  |
| <b>3 Engineering Permits</b><br>Site development work, clearing and grading  | <b>7 Regulatory Business Licenses</b>   |
| <b>4 Mechanical Permits</b>  | <b>8 Solicitors/Peddler Licenses</b>  |
|  | <b>9 Right-of-Way Use Permits</b><br>New driveways, block parties, beautification |

While not all permits are processed by Development Services, we must coordinate with other agencies and departments on the ancillary permits listed below.

City of Kenmore, Washington  
General Fund: Development Services

## OTHER PERMITS

Not all permits are processed by Development Services

**1 Right-of-Way Franchise Permits**

Public Works Department

**2 Electrical Permits**

Labor & Industries (L&I)

**3 Department of Health Permits**

Food handlers, septic tank or well removal

**4 Northshore Fire Permits**

Fire alarms, fire sprinklers, oil tanks

**5 Northshore Utility Permits**

Water and sewer

**6 Puget Sound Clean Air Agency**

Burn permits, asbestos notification

### Permit Intake and Management

Often 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 the Permit Coordinator acts as 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 is designed to encourage an open and effective line of communication between parties involved in a project (owners, developers, design professionals) and the City's Development Services team which can include other agencies such as Northshore Utility District and Northshore Fire Department, among others. These meetings are structured to occur at pivotal points throughout the project:

- Pre-application – to provide applicants a clear understanding of the land use/permitting process
- Permit review – to explain any corrective items resulting during the review
- Pre-construction – to illustrate construction requirements to contractors and develops
- Pre-occupancy – to explain requirements to obtain occupancy approval

## City of Kenmore, Washington

### General Fund: Development Services

The purpose of these meetings is to resolve complex issues that may occur during the stages of development while ultimately making the City's permitting, review, and inspection process more expeditious and user friendly.

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#### **Permit Review**

Once an application is submitted it is routed to the applicable disciplines for review and given a review target date, typically 3 or 4 weeks for smaller projects and 6 to 8 weeks for larger projects. Review times can fluctuate depending on staffing levels, complexities of projects, and numbers of projects in the queue. 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.

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#### **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 to ensure the structure or improvements have been built to plan. There are also monitoring periods required for improvements that the City will inherit, associated with mitigation for a critical area or other site improvement activities, as required. This is to ensure that improvements perform as they were designed to. Examples of improvements that require monitoring include; roads, storm water 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.

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#### **2019-2020 Achievements:**

- Recruited a new Development Review Engineer
- Promoted a Code Enforcement Officer from internally
- Recruited a new Administrative Assistant
- Coordinated Services with Interim Fire Marshal
- Participated with updating the City's website
- Participated with the rollout of Kennect, an intranet for the organization
- Created an internal Resource Guide to aid staff when directing calls and inquiries
- Established Multi-Family Tax Exemption program in the City's Transit Oriented Development District
- Revised school impact fee Ordinance related to townhouses
- Updated the 2020 and 2021 fee schedules
- Minard Property Open Space Classification Attained (next to St. Edward State Park)



City of Kenmore, Washington  
General Fund: Development Services

- Conducted an Urban Tree Canopy Assessment
- Continued to pursue a Lakepointe project; met with numerous stakeholders; contracted with consultant to conduct feasibility study
- Continuous discussions with Northlake Lutheran Church, ARCH, and developers regarding affordable housing
- Amended the NEMCo Interlocal Agreement – Emergency Management
- Updated the City’s Hazard Mitigation Plan – Emergency Management
- Participated in the 2019 Seaplane Exercise – Emergency Management
- Conducted Emergency Operations Center (EOC) training – Emergency Management
- Pursued compliance on the Arrowhead nuisance, 61<sup>st</sup> Ave NE, steep slope, mobile home park and the 165<sup>th</sup> land slide affecting ROW cases
- Reviewed Solmax; mixed-use building (41 apartments & 7,667 Sf retail/comm) on 73<sup>rd</sup> Ave Ne between Bothell Way and NE 181<sup>st</sup> St
- Continued inspections on Flyway building; mixed-use building across from City Hall
- Continued inspections and compliance on Shannon Ridge project; 9 lot subdivision at end of NE 165<sup>th</sup> St
- Permitted and inspected new medical and dental building south of City Hall
- Preliminary and engineering reviews of Cedar Park Townhouse project; 80-unit project west of Cedar Park Church
- Conducted site plan and construction reviews and inspections for the Inglemoor High School Concert Hall
- Building review and inspections for Zeeks Pizza to be in the Fly Way building, the old Tai Ho, Griffith Insurance Group, tenant improvement, Inglewood Golf Club kitchen upgrade and the Lee Dental, located in the new Fly Way building
- Preliminary and construction reviews and construction inspections for Northshore Meadows, 12 lot plat, Benjamin Court, 13 lot plat, Glasshouse, 9 lot plat, Lumen 8 Townhomes, and Northshore Meadows, 12 lot plat
- Reviewed conditional use permit for Hiatt Springs 12-unit townhomes
- Continued environmental review process for the proposed athletic project at Saint Edward State Park until it was cancelled in early 2020
- Continuous reviews, discussions and workshops regarding the Sound Transit garage and ST3 bus rapid transit and King County Metro project
- Conducted shoreline and environmental reviews on the Squires Landing project, Log Boom Park project, and the Boat House project at Rhododendron Park
- While some of our work plan activities were postponed or delayed due to Covid-19, Development Services had to shift all public, person to person, interactions to virtual. Fortunately, because of the City’s investment in [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) (MBP), this was possible with only minor interruptions in service for our customers used to applying with paper applications. The City has been a partner of MBP since 2006 which is an on-line portal

## City of Kenmore, Washington

### General Fund: Development Services

to submit for all development applications (permitting and land use), schedule construction inspections, and where the public can check on the status of an application. The MBP program team, which includes Kenmore staff, spent a large portion of 2019 working on updating the Jurisdiction Dashboard by gathering & prioritizing requirements, testing the updates and training on the changes. The project revamped the look and functionality of the dashboard to help jurisdictions manage their submittals and upgraded the architecture of the back end for easier future updates. The permit applications, reviews, inspections and revenues did not drop as initially predicted at the beginning of Covid-19. Most of our time and effort pivoted to keeping up with development and postponing other non-essential work plan activities.

#### **2021-2022 Objectives:**

- Continue to implement the department's mission 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.

#### **2021-2022 Budget Highlights:**

- Continue to manage the effects of Covid-19 remotely;
- Continue to exceed customer expectations by providing exceptional customer service;
- Continue to provide inspections and services for the rehabilitation of the existing Saint Edward Seminary building;
- Facilitate the nomination of the Seminary building as a local landmark;
- Integration of permitting software, Trakit, with service request software, City Works, and
- Updating Trakit to latest version.

#### **Workload and Performance Measures:**

<b>Workload Measures</b>	<b>2019 Actual</b>	<b>2020 Projected</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Land-use applications applied for	161	121	116	104
Construction permits applied for	920	727	710	705
Construction inspections conducted	2,127	2,045	2,105	2,055

City of Kenmore, Washington  
General Fund: Development Services

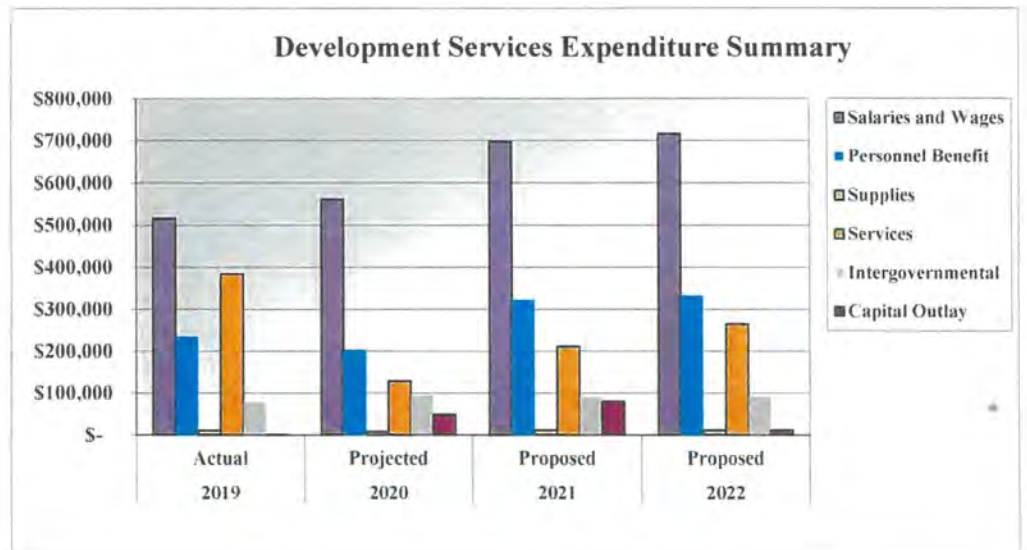
Code enforcement cases opened	43	41	49	58
Code enforcement cases closed	47	40	46	64
Service Requests received	176 out of 1,460 (12%)	356 as of Oct 416 projected	494	530
Public records request received	272 out of 420 (65%)	146 as of Oct 209 projected	262	328
Emergency Operations Training Exercises	2	1	1	2

<b>Performance Measures</b>	<b>2019 Actual</b>	<b>2020 Projected</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
% of applications applied for on-line	72%	92%	95%	95%
% of Service Requests responded to	100%	100%	100%	100%
% Public records requests closed	100%	100%	100%	100%



## General Fund Development Services

Expenditure Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget	
Development Services	\$ 1,076,638	\$ 515,886	\$ 560,752	\$ 1,076,638	\$ 696,808	\$ 716,136	\$ 1,412,944	
Salaries and Wages	\$ 439,463	\$ 235,471	\$ 203,992	\$ 439,463	\$ 322,814	\$ 333,569	\$ 656,383	
Personnel Benefit	\$ 18,961	\$ 10,949	\$ 8,012	\$ 18,961	\$ 12,300	\$ 12,300	\$ 24,600	
Supplies	\$ 512,563	\$ 383,902	\$ 128,661	\$ 512,563	\$ 211,800	\$ 265,000	\$ 476,800	
Services	\$ 175,673	\$ 79,823	\$ 95,850	\$ 175,673	\$ 90,100	\$ 92,100	\$ 182,200	
Intergovernmental	\$ 50,000	\$ 1,176	\$ 48,824	\$ 50,000	\$ 80,000	\$ 12,500	\$ 92,500	
Capital Outlay	\$ 2,273,298	\$ 1,227,207	\$ 1,046,092	\$ 2,273,298	\$ 1,413,822	\$ 1,431,605	\$ 2,845,427	
Total								



Employee Summary	2019-2020			2019-2020			2021-2022	
	Final Budget	2019 Actual	2020 Actual	Total Biennium	2021 Budget	2022 Budget	Adopted Budget	
Development Services Positions								
Development Services Director	1	1	1	1	1	1	1	
Civil Engineer Development Review	0	0	0	0	1	1	1	
Senior Planner	1	1	1	1	1	1	1	
Building Insp/Plans Examiner	1	1	1	1	1	1	1	
Part time Building Insp/Plans Examiner	1	1	0.75	0.75	0.5	0.5	0.5	
Building/Code Inspector	1	1	1	1	1	1	1	
Permit Specialist	1	1	1	1	1	1	1	
Administrative Assistant	0.5	0.5	0.5	0.5	1	1	1	
Total Positions	6.5	6.5	6.25	6.25	7.5	7.5	7.5	

## City of Kenmore, Washington

### General Fund: Public Works Parks and Facilities Maintenance

The Public Works 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).



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

**2019-2020 Achievements:**

- Execution of Public Works In-house transition
- Public Works Shop acquisition process.
- Hosted a total of four residential grant funded recycling events.
- Routine and emergency maintenance performed on Parks and Facilities.
- Advertised, interviewed, and hired for Public Works In-house positions.
- Hired and managed summer seasonal workers.
- Capital Project support for Moorlands Park Improvements, Walkways and Waterways projects at Log Boom Park and Squire's Landing.
- Take on maintenance for new parks properties or facilities: Rhododendron Boardwalk, Moorlands Park and Athletic Field Improvements
- Kenmore Senior Center facility support.
- City Hall and Hangar facility rental support and coordination.
- Property management for Post Office and Diva Espresso providing tenant support, maintenance, and coordination.
- Kenmore Business Incubator (KBI) support and maintenance. KBI Close out by the end of 2020. Surplus property and transitioning out of operation.
- City Hall and Hangar green roof maintenance and documentation requirements.
- Manage facilities consultants for City Hall, Hangar and Post Office buildings.
- Holiday Lighting at City Hall.
- City Hall lighting repairs (Garage and exterior lights).
- Playground inspections and maintenance.
- Log Boom Park seasonal float (annual installation and removal).
- Schmidt and Baha'is of Kenmore memorial benches at Log Boom Park and Wallace Swamp Creek Park.
- City event support for City events (Summer Concerts, 4<sup>th</sup> of July celebrations, Kenmore Playday, Jack Crawford Day and other parks volunteer events, National Night Out events, Kenmore Summer Party, Hangar Movie Nights, and Tree Lightings), recreation programs/camps at Rhododendron Park and Skate Park, and Rhododendron Park shelter rentals.
- Recreation program (summer camps and KWAC) support and coordination.
- Volunteer program – developed scopes of work, provided support and coordination.
- Special Events support and coordination.
- Covid-19/Pandemic – Create new protocols and procedures for both department and City-wide operations, transition planning and implementation. Procuring of PPE-Personal Protective Equipment for all City staff. Covid-19 related signage for parks and facilities. Procured supplies for small business kit giveaways.



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

**2021-2022 Objectives:**

- Manage parks and facilities maintenance and repair program with in-house Public Works staff and other private contractors.
- Provide 7 day a week service and emergency after hours calls.
- Provide support and coordination with other departments for City facilities, City owned leased facilities, events, recreation and volunteer programs.
- Provide ongoing review and support to Parks Capital Improvement Projects.
- Implement an asset management program for parks and facilities through Cityworks.
- Operation planning for future parks.
- Locate permanent Public Works Shop site, complete site planning and constructing the facility.
- Continue to host residential community recycling events partnering with the City of Lake Forest Park.

**2021-2022 Budget Highlights:**

- Public Works Shop site acquisition and construction.
- Town Square, Hangar and Post Office operations and maintenance has been included in this budget.
- A general increase and/or changes in scopes of work as a result of the pandemic.
- Continued support on planning and designing Walkways & Waterways projects; Rhododendron Park Boathouse, Squire's Landing Park Improvements and Log Boom Park Improvements.

**Work Load Measures:**

<b><u>Workload Measures</u></b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Number of Service Requests	1416	874 as of 9/22/20	1000	1200
Special Events Applications	19	9 as of 9/22/20	10	15
Facility Rental Applications	52	15 as of 9/22/20	20	40
Park Restrooms	4	4	5	5

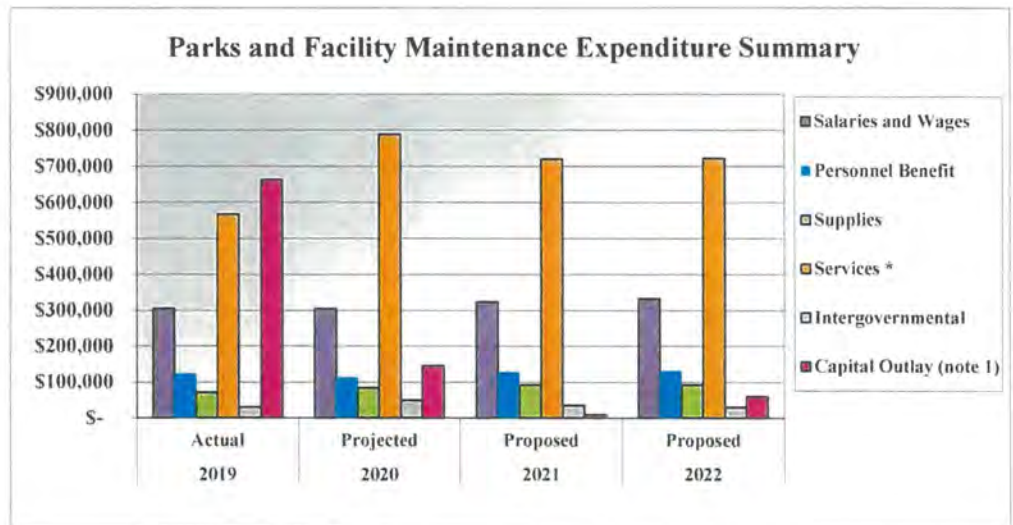
# General Fund

## Public Works

### Parks and Facility Maintenance

Expenditure Summary	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget
Parks and Facility Maintenance	\$ 609,685	\$ 305,233	\$ 304,453	\$ 609,686	\$ 323,458	\$ 331,945	\$ 655,403
Salaries and Wages	239,602	124,622	114,980	239,602	128,591	133,010	261,601
Personnel Benefit	154,641	70,880	83,761	154,641	92,000	92,000	184,000
Supplies	1,355,353	567,062	788,291	1,355,353	719,450	721,450	1,440,900
Services *	79,251	29,584	49,667	79,251	35,000	30,000	65,000
Intergovernmental	809,075	662,984	146,090	809,074	10,000	60,000	70,000
Capital Outlay (note 1)							
Total	\$ 3,247,607	\$ 1,760,364	\$ 1,487,242	\$ 3,247,607	\$ 1,308,499	\$ 1,368,405	\$ 2,676,904

note 1: \$809,075 are one time start up costs for the new in house public works operation. At the close of 2020, a substantial portion of these costs may be reallocated to the Street Fund and the Surface Water Fund.



Employee Summary	2019-2020			2019-2020			2021-2022
	Final Budget	2019 Actual	2020 Projected	Total Biennium	2021 Proposed	2022 Proposed	Proposed Budget
Parks and Facility Maintenance							
Lead Parks Maintenance Worker	1	1	1	1	1	1	1
PT Maintenance Worker	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Senior Facilities Technician	1	1	1	1	1	1	1
PT Facilities Technician	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Administrative Specialist	0.4	0.4	0.4	0.4	0.5	0.5	0.5
Maintenance Supervisor	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Maintenance Workers (4 fte @25%)	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Positions	4.45	4.45	4.45	4.45	4.55	4.55	4.55

# City of Kenmore, Washington

## Other Funds Budgets

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## **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 a 2021 preliminary assessed value of \$5,253,651,031, the fund could be increased from its current balance of approximately \$1.3M to \$1,970,119, its statutory limit.

#### **2019-2020 Achievements:**

- Increased the reserve balance by a prorated share of interest earned on investments city wide.

#### **2021-2022 Objectives:**

- Maintain the reserve at no less than its current balance and the addition of interest earned on investments. The preliminary assessed value for 2021 is \$5,253,651,031 which allows a reserve fund limit of \$1,970,119.
- No expenditures are proposed from this fund.

## STRATEGIC RESERVE FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$1,309,783	\$1,309,783	\$1,333,970	\$1,309,783	\$1,340,577	\$1,352,577	\$1,340,577
Beginning Fund Balance	1,309,783	1,309,783	1,333,970	1,309,783	1,340,577	1,352,577	1,340,577
Investment Interest	25,900	24,187	6,607	30,794	12,000	10,000	22,000
Revenues	25,900	24,187	6,607	30,794	12,000	10,000	22,000
Total Strategic Reserve Fund	\$1,335,683	\$1,333,970	\$1,340,577	\$1,340,577	\$1,352,577	\$1,362,577	\$1,362,577

## STRATEGIC RESERVE FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$1,335,683	\$1,333,970	\$1,340,577	\$1,340,577	\$1,352,577	\$1,362,577	\$1,362,577
Total Ending Fund Balance	1,335,683	1,333,970	1,340,577	1,340,577	1,352,577	1,362,577	1,362,577
Expenditures	0	0	0	0	0	0	0
Total Strategic Reserve Fund	\$1,335,683	\$1,333,970	\$1,340,577	\$1,340,577	\$1,352,577	\$1,362,577	\$1,362,577

## **City of Kenmore, Washington**

### **Strategic Opportunities Fund**

The Strategic Opportunities Fund was first established in 2013 due to the strong fund balances in the City's tax-supported operating funds, especially the General Fund. At the beginning of 2013, approximately \$2.5 million was transferred from the General Fund to the Strategic Opportunities Fund. The two main reasons for transferring this amount from the General Fund to the Strategic Opportunities Fund were to 1) Allow investment earnings from the fund balance to accrue separately rather than being absorbed into the General Fund to support ongoing operations; and 2) Create the opportunity for the community to benefit from the City's past and present fiscal discipline by allocating a portion of the strong General Fund balance to a separate "savings account" or reserve that can position the City to respond to strategic opportunities or support City services or initiatives on a start-up or temporary basis.

In 2016 the following policy for the Strategic Opportunities Fund was developed and discussed with the City Council:

Use of the Fund's resources for strategic opportunities should be used for projects and initiatives that are one-time, temporary, or start-up in nature and will not require indefinite operational funding from the Strategic Opportunities Fund. Eligible expenditures from this Fund include the following:

- 1) Real Estate purchases for future public benefit.
- 2) Capital construction projects that create high-value for the community and physically construct tangible public improvements. As stated in the City's Financial Policies, consideration for any capital project should include how to pay for ongoing operation and maintenance (O&M) costs beyond project completion. As stated above, the Strategic Opportunities Fund is not a source for funding a capital project's O&M.
- 3) Grant matches for capital projects.
- 4) Funding for new strategic economic development initiatives. These initiatives may be on a pilot or trial period as determined by the City.
- 5) Temporary support of City services in economic downturns that result in declining operating revenues.

The City Manager recommends adjusting the wording in number 4 above as follows:

- 4) Funding for the development of new strategic economic development community initiatives. These initiatives may be on a pilot or trial period as determined by the City.

Replenishment of the Fund should consider the following:

- 1) New revenues generated by the enterprises/activities funded through the Strategic Opportunity Fund should go back into the fund.
- 2) Surplus reserves from unrestricted operating funds (General Fund, for example), defined as the excess of actual ending fund balance over the budgeted ending fund balance, if not otherwise designated, may be used to replenish the fund.
- 3) The City may also use General Fund operating revenues, undesignated fund balances from unrestricted funds, and grant reimbursements to build up the Strategic Opportunities Fund.



## **City of Kenmore, Washington**

### **Strategic Opportunities Fund**

- 4) When Strategic Opportunities Fund resources are used for capital project purposes, this Fund may be “paid back” with funds from special revenue funds such as the Real Estate Excise Tax Fund, subject to conditions set forth in State Law.

Each biennial budget cycle, the City Council will establish a target amount for this fund, with the goal of building back up to or maintaining the Fund’s original balance at \$2.5 million or higher.

If drawn down, the Strategic Opportunities Fund should be replenished back to the targeted amount within three years, although extended economic downturns may lengthen that time frame. The City should use periods of revenue growth and economic upturns to replenish and build the Strategic Opportunities Fund.

The budget for expenditures from this Fund shall be adopted by the City Council.

#### **2019-2020 Accomplishments:**

- Transferred the Kenmore Business Incubator program revenues and expenditures from the Strategic Opportunities Fund into the City Manager cost center in the General Fund effective January 1, 2019. The program will wind down with no further City support by December 31, 2020.
- Received \$360,000 during the biennium from the Real Estate Excise Tax Fund as a repayment for advance of funds for new sidewalk projects in 2015-2016.
- Advanced the Park Capital Fund \$660,000 for the Rhododendron Boathouse project. The COVID19 Pandemic delayed contracting and fund raising efforts to raise these funds which were expected to include \$250,000 from the Northshore School District and up to \$410,000 from a non-profit rowing foundation. It is expected that recovery of these funds will occur beginning in 2021.

#### **2021-2022 Objectives:**

The Fund will provide resources for the following:

- \$120,000 for air quality and emissions consulting and legal expertise
- \$300,000 for a Lakepointe re-visioning and subarea plan
- \$150,000 for a Diversity, Equity, and Inclusion (DEI) Plan and Implementation consulting services
- \$160,000 for Climate Action Plan consulting services
- \$1,333,503 for Transportation Capital Project T42, 68<sup>th</sup> Ave Pedestrian and Bicycle Safety, to be repaid in 2024-2027.

## STRATEGIC OPPORTUNITIES FUND REVENUES

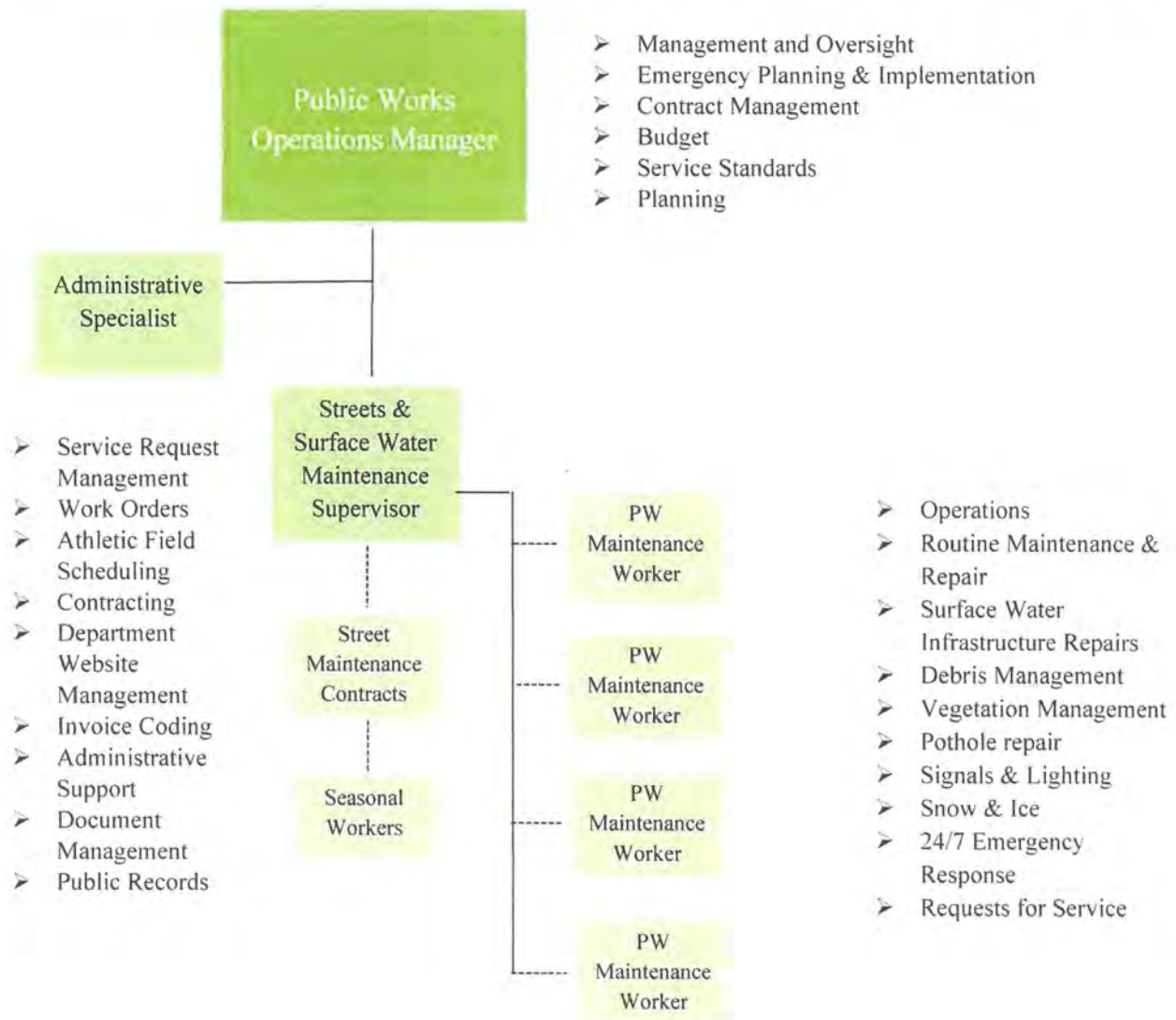
	2019-2020 Amended Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$2,169,363	\$2,169,363	\$3,036,070	\$2,169,363	\$2,551,108	\$2,410,526	\$2,551,108
Beginning Fund Balance	2,169,363	2,169,363	3,036,070	2,169,363	2,551,108	2,410,526	2,551,108
Investment Interest	47,000	42,707	15,038	57,745	39,418	37,300	76,718
Initial Transfer from Gen Fund	624,000	624,000	0	624,000	0	0	0
Transfer from Park Capital Fund	0	0	0	0	250,000	150,000	400,000
Transfer from REET	360,000	200,000	160,000	360,000	0	0	0
Revenues	1,031,000	866,707	175,038	1,041,745	289,418	187,300	476,718
Total Strategic Opportunities Fund	\$3,200,363	\$3,036,070	\$3,211,108	\$3,211,108	\$2,840,526	\$2,597,826	\$3,027,826

## STRATEGIC OPPORTUNITIES FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$3,200,363	\$3,036,070	\$2,551,108	\$2,551,108	\$2,410,526	\$964,323	\$964,323
Total Ending Fund Balance	3,200,363	3,036,070	2,551,108	2,551,108	2,410,526	964,323	964,323
Advance to Park Capital Fund for Boathouse	0	0	660,000	660,000	0	0	0
Air Quality/Emissions Consulting	0	0	0	0	60,000	60,000	120,000
Lakepointe Planned Action/Subarea Plan	0	0	0	0	150,000	150,000	300,000
DEI Plan and Implementation	0	0	0	0	120,000	30,000	150,000
Climate Action Initiative	0	0	0	0	70,463	29,200	99,663
Transfer to SWM Fund for CAP Staffing	0	0	0	0	29,537	30,800	60,337
Transfer to Transportation Capital for T42	0	0	0	0	0	1,333,503	1,333,503
Expenditures	0	0	660,000	660,000	430,000	1,633,503	2,063,503
Total Strategic Opportunities Fund	\$3,200,363	\$3,036,070	\$3,211,108	\$3,211,108	\$2,840,526	\$2,597,826	\$3,027,826

## City of Kenmore, Washington Street Fund

The Street Fund accounts for maintenance and operation expenditures on street, traffic control devices, sidewalks and right of way maintenance. The Traffic Engineer is also budgeted in the Street Fund. Maintenance responsibilities include road repairs, surface water repairs, snow and ice control, rights of way management, sign maintenance, landscape maintenance, and other non-specialized services. Maintenance is provided through a combination of in-house maintenance staff and contracted services with King County and other 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.





## City of Kenmore, Washington

### Street Fund

#### **2019-2020 Achievements:**

- Maintained over 2,000 street signs throughout the City.
- Snow and Ice response – provided 24/7 response to the extraordinary 2019 snow season with in-house public works crew with supplemental support provided by Northshore Utility District through our interlocal agreement.
- Provided 24/7 on-call response to after hour for street and surface water issues.
- Completed annual striping and thermoplastic inspection and installation.
- Street Banner Program in 2019; removed from the 2020 budget during pandemic reductions.
- Installation and maintenance of summer hanging flower baskets downtown in 2019; removed from 2020 budget during pandemic reductions.
- Maintenance of roadside vegetation.
- ROW Vegetation letter to property owners on arterials September 2020.
- Annual bridge inspections, maintenance, and repair work.
- Support Transportation CIP and transition to maintenance; NE 181<sup>st</sup> St/67<sup>th</sup> Ave NE & NE 153<sup>rd</sup> St/Juanita DR NE.
- Completion of surface water work orders and service requests.

#### **2021-2022 Objectives:**

- Continue to maintain over 2,000 street signs throughout the City.
- Maintain roadside vegetation.
- Continue with roadway marking maintenance.
- Pothole and roadway maintenance as needed.
- Continue with annual bridge inspections, maintenance, and repair work.
- Support Transportation CIP construction projects and transition to maintenance when completed; West Sammamish Bridge Replacement Project and Walkways and Waterways projects including Juanita DR NE and 68<sup>th</sup> Ave NE corridor.
- Support Surface Water CIP construction projects.

<b><u>Workload Measures</u></b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Road Lane Miles	125.88	125.88	125.88	125.88
Number of Kenmore Traffic Signals	8	8	8	8
Number of Rapid Rectangular Flashing Beacons (RRFB)	16	16	16	16

City of Kenmore, Washington  
Street Fund

**2021-2022 Budget Highlights:**

- Reductions spread throughout street maintenance line items as part of overall City budget reductions. Major reduction highlights include the hanging flower baskets in downtown, street banner program, a reduction in services in ROW vegetation maintenance which includes reductions in maintenance contracts and reduction in work completed by our public works crew and private contractors.
- Increase for street lighting electrical expenditures due to the takeover of residential street lighting costs that had been previously paid by Northshore Utility District.
- Reduction in some areas of ROW vegetation maintenance by contractor with an increase in maintenance performed by public works crew.

## STREET FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
<b>REVENUES</b>							
Beginning Fund Balance	\$926,961	\$926,961	\$1,896,371	\$926,961	\$1,311,996	\$1,141,293	\$1,311,996
Fuel Tax	1,006,385	483,214	402,603	885,817	435,000	503,058	938,058
Multi-modal Distribution	62,910	31,730	23,843	55,573	31,423	31,737	63,160
Investment Interest	5,000	13,424	10,872	24,296	3,100	3,131	6,231
ROW Permit fees & Inspections	240,000	157,260	132,887	290,147	146,000	147,460	293,460
Plat Signs/Misc	2,000	1,320	5,160	6,480	2,000	2,000	4,000
Transfer from General Fund	2,602,484	1,982,529	619,955	2,602,484	753,405	807,212	1,560,617
Transfer from REET	0	0	0	0	100,000	100,000	200,000
Transfer from TBD	716,000	358,000	358,000	716,000	0	0	0
Insurance Recovery and Other	0	8,986	0	8,986	0	0	0
<b>Total Revenues</b>	<b>4,634,779</b>	<b>3,036,463</b>	<b>1,553,320</b>	<b>4,589,783</b>	<b>1,470,928</b>	<b>1,594,598</b>	<b>3,065,526</b>
<hr/>							
Total Street Fund Revenues	\$5,561,740	\$3,963,424	\$3,449,691	\$5,516,744	\$2,782,924	\$2,735,891	\$4,377,522

## STREET FUND EXPENDITURES

	2019-2020 Amended Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
<b>EXPENDITURES</b>							
Salary and Benefits	1,330,680	651,626	687,886	1,339,512	663,341	681,883	1,345,224
Maintenance & Operations	2,828,606	1,393,915	1,449,249	2,843,164	928,290	954,653	1,882,943
Pedestrian Safety Program	30,000	6,049	560	6,609	50,000	50,000	100,000
Capital (Wayfinding and Banners)	15,463	15,463	0	15,463	0	0	0
<b>Total Expenditures</b>	<b>4,204,749</b>	<b>2,067,053</b>	<b>2,137,695</b>	<b>4,204,748</b>	<b>1,641,631</b>	<b>1,686,536</b>	<b>3,328,167</b>
<hr/>							
Ending Fund Balance	1,356,991	1,896,371	1,311,996	1,311,996	1,141,293	1,049,355	1,049,355
<hr/>							
Total Street Fund Expenditures	\$5,561,740	\$3,963,424	\$3,449,691	\$5,516,744	\$2,782,924	\$2,735,891	\$4,377,522



## **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.

#### **2019-2020 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. Public art purchases included a wooden bench for city hall (\$1,500) and a piece of artwork (\$450).
- The Arts of Kenmore Gallery @ Kenmore City Hall featured a number of 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.
- Public art funds (\$10,000) were allocated to support performing arts, including the 2019 concert series at St. Edward State Park.
- Council direction to allocate \$9,000 from the public art fund and to also allow the 1% from the awarded construction contract for 68<sup>th</sup> Ave NE Walkways & Waterways project (estimated \$65,000) to supplement the 1% from the awarded construction contracts for the Rhododendron Park (\$17,214), Squires Landing Park (estimate \$39,259) and Log Boom Park (estimate \$13,000) Walkways & Waterways Projects. Total of \$143,743 available for the design, fabrication and installation of public art for the three park capital projects.
- Final public art designs approved for public art for the Rhododendron Park, Squires Landing Park and Log Boom Park Walkways & Waterways Projects. \$20,000 allocated for design out of the available \$143,743. The remaining funds \$123,743 available for fabrication and installation.

#### **2021-2022 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 at Rhododendron Park, Squires Landing Park and Log Boom Park, as an element of the three Walkways & Waterways park capital projects.

**City of Kenmore, Washington**  
**Public Art Fund**

**Budget Highlights:**

- \$1,000 for the biennium budgeted for annual public art acquisition from the Kenmore Arts Show.
- \$143,743 for the biennium budgeted for fabrication and installation of public art at Rhododendron Park, Squires Landing Park and Log Boom Park as elements of the three Walkways & Waterways park capital projects.

## PUBLIC ART FUND REVENUES

	2019-2020 Amended Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$69,514	\$69,514	\$70,798	\$69,514	\$193,921	\$50,148	\$193,921
Beginning Fund Balance	69,514	69,514	70,798	69,514	193,921	50,148	193,921
Contributions from Park Capital Projects	69,473	0	69,473	69,473	0	0	0
Contributions from Transportation Capital Projects	65,000	0	65,000	65,000	0	0	0
Investment Interest	2,062	1,284	600	1,884	200	200	400
Total Revenues	136,535	1,284	135,073	136,357	200	200	400
Total Public Art Fund	\$206,049	\$70,798	\$205,871	\$205,871	\$194,121	\$50,348	\$194,321

## PUBLIC ART FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$185,049	\$70,798	\$193,921	\$193,921	\$50,148	\$49,848	\$49,848
Ending Fund Balance	185,049	70,798	193,921	193,921	50,148	49,848	49,848
1% for Arts Program	21,000	0	11,950	11,950	143,973	500	144,473
Services/Capital	21,000	0	11,950	11,950	143,973	500	144,473
Total Expenditures	21,000	0	11,950	11,950	143,973	500	144,473
Total Public Art Fund	\$206,049	\$70,798	\$205,871	\$205,871	\$194,121	\$50,348	\$194,321



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

The Transportation Benefit District (TBD) 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 revenues collected from the vehicle license fee are used for the transportation related purposes authorized by Resolution No. 2012-008, which established the vehicle fee. The purpose fee is to support transportation improvements and road preservation efforts within the City that are consistent with state, regional and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels. In December 2016 the City assumed the rights, powers, functions, and obligations of Transportation Benefit District and it ceased to be a separate District. It is now classified as a Special Revenue Fund of the City.

**2019-2020 Accomplishments:**

- For the biennium, \$716,000 is expected to be distributed to the Street Fund for road maintenance purposes.

**2021-2022 Budget Highlights:**

Initiative 976 passed by the voters in 2019 repealed local Transportation Benefit District fees resulting in a loss of revenue to the City of about \$360,000 per year. As a result, no revenues are budgeted for the 2021-2022 biennium.

## TRANSPORTATION BENEFIT DISTRICT REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$114,360	\$114,360	\$114,188	\$114,360	\$111,811	\$111,811	\$111,811
Total Beginning Fund Balance	114,360	114,360	114,188	114,360	111,811	111,811	111,811
Vehicle Fees	710,000	353,384	354,215	707,599	0	0	0
Investment Interest	8,000	4,444	1,408	5,852	0	0	0
Total Revenues	718,000	357,828	355,623	713,451	0	0	0
Total Transportation Benefit District Fund	\$832,360	\$472,188	\$469,811	\$827,811	\$111,811	\$111,811	\$111,811

## TRANSPORTATION BENEFIT DISTRICT EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$116,360	\$114,188	\$111,811	\$111,811	\$111,811	\$111,811	\$111,811
Total Ending Fund Balance	116,360	114,188	111,811	111,811	111,811	111,811	111,811
Transfer to Street Fund	716,000	358,000	358,000	716,000	0	0	0
Total Transfers	716,000	358,000	358,000	716,000	0	0	0
Total Expenditures	716,000	358,000	358,000	716,000	0	0	0
Total Transportation Benefit District Fund	\$832,360	\$472,188	\$469,811	\$827,811	\$111,811	\$111,811	\$111,811

## **KENMORE, WASHINGTON**

### **UTGO 2016 Bonds Fund**

The UTGO 2016 Bonds Fund was created to account for the new special property tax levy, approved by the voters in November 2016, and provide for the annual debt service payments on the twenty-year bonds. The voters approved Proposition 1, Walkways & Waterways, to authorize the issuance of unlimited tax general obligation bonds in the amount of \$19,750,000.

A series of bonds in the amount of \$9,220,000, with a true interest cost of 2.96%, were issued in December 2016 and assigned a Standard & Poor's AAA rating. A second series, in the amount of \$10,000,000, is expected to be issued in early 2021. Debt service over the term of the bonds will be approximately \$1,200,000 annually and the bonds will mature in 2036.

#### **2019-2020 Accomplishments:**

- Debt service payments were timely paid as follows:
  - 2019 principal \$985,000 and interest \$238,150
  - 2020 principal \$285,000 and interest \$244,650

#### **2021-2022 Budget Highlights:**

- Debt service payments will be timely paid as follows:
  - 2021 principal \$295,000 and interest \$236,100
  - 2022 principal \$305,000 and interest \$227,250; this would change if additional bonds are issued in 2021.
- The second series of \$10M authorized General Obligation Bonds are expected to be issued in early 2021, including a bond rating process preceding the issuance.

The debt service requirements for the outstanding 2016 General Obligation Bonds are as follows:

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2021	295,000	236,100	531,100
2022	305,000	227,250	532,250
2023	310,000	218,100	528,100
2024	320,000	208,800	528,800
2025-2029	1,795,000	858,000	2,653,000
2030-2034	2,185,000	468,800	2,653,800
2035-2036	1,000,000	60,400	1,060,400
Totals	\$6,210,000	\$2,277,450	\$8,487,450



## UTGO 2016 BONDS REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$189,963	\$189,963	\$186,480	\$189,963	\$189,963	\$188,863	\$189,963
Beginning Fund Balance	189,963	189,963	186,480	189,963	189,963	188,863	189,963
Tax Levy Proceeds	1,752,800	1,219,667	533,133	1,752,800	530,000	1,050,000	1,580,000
Revenues	1,752,800	1,219,667	533,133	1,752,800	530,000	1,050,000	1,580,000
Total Walkways & Waterways Fund	\$1,942,763	\$1,409,630	\$719,613	\$1,942,763	\$719,963	\$1,238,863	\$1,769,963

## UTGO 2016 BONDS EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$189,963	\$186,480	\$189,963	\$189,963	\$188,863	\$188,863	\$188,863
Total Ending Fund Balance	189,963	186,480	189,963	189,963	188,863	188,863	188,863
Debt Service Principal	1,235,000	985,000	285,000	1,270,000	295,000	595,000	890,000
Debt Service Interest	517,800	238,150	244,650	482,800	236,100	455,000	691,100
Expenditures	1,752,800	1,223,150	529,650	1,752,800	531,100	1,050,000	1,581,100
Total Walkways & Waterways Fund	\$1,942,763	\$1,409,630	\$719,613	\$1,942,763	\$719,963	\$1,238,863	\$1,769,963

## **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.

#### **2019-2020 Achievements:**

- Completed Design of Walkways & Waterways Pedestrian and Bicycle Safety Improvements projects (Juanita Drive and 68th Avenue NE);
- Started construction of the Juanita Dr. Pedestrian and Bicycle Safety Improvements project
- Advertised for contractor for the 68<sup>th</sup> Ave NE Pedestrian and Bicycle Safety Improvements Project (October 2020)
- Started design on two Highway Safety Improvement Program (HSIP) grant projects – Project #1: adding speed feedback signs and RRFBs, Project #2: Adding new street lights
- Applied for 12 grants for various sidewalk and multimodal safety projects – Awarded 1 grant from Sound Transit for the Juanita Walkways & Waterways Bicycle and Pedestrian Safety Improvements project. Decisions on 5 grants are still pending;
- Completed construction on the NE 153rd Place Safe Route to School project;
- Completed construction on the NE 181st Street sidewalk project (between 65th Ave NE and 67th Ave NE)
- Replaced curb ramps at 61<sup>st</sup> Ave NE and NE 190<sup>th</sup> St with ADA accessible ramps
- Designed and completed construction of overlay for Simonds Road from NE 163<sup>rd</sup> Pl. to 92<sup>nd</sup> Ave NE.

#### **2021-2022 Objectives:**

- Complete construction on Walkways and Waterways Juanita Dr Pedestrian and Bicycle Project.
- Begin analysis and establish plan for sidewalk replacement on 61<sup>st</sup> Ave NE
- Start construction on Walkways and Waterways 68<sup>th</sup> Ave NE Pedestrian and Bicycle Safety Project
- Start design and complete overlay of 73<sup>rd</sup> Ave NE (limits pending budget approval amount).
- Construct and complete HSIP grant program projects (lighting and signage)

## **CITY OF KENMORE, WASHINGTON**

### **Transportation Capital Fund**

- Start design and apply for grant funding for SR522 West B Project (61<sup>st</sup> Ave NE to western City limits)
- Begin design on submitted grant projects, if awarded (T27-Arrowhead Sidewalks, T27-192<sup>nd</sup> St Sidewalk, 175<sup>th</sup> St Wayfinding)
- Complete installation of monument gateway sign on SR522 at east city limits (performed by Bothell as part of their SR522 roadway improvements)

### **Budget Highlights:**

See the Transportation Capital section of the budget for project description sheets regarding projects anticipated in 2021-2022:

T 6 SR 522 West B 61<sup>st</sup> - City border

T 27 Sidewalks:

Arrowhead Drive Sidewalk

192<sup>nd</sup> St Sidewalks (73<sup>rd</sup> – 75<sup>th</sup>)

Sidewalk Gaps/Repair Program

T 35 Overlay Program

T 41 Juanita Drive Pedestrian & Bicycle Safety Project

T 42 68<sup>th</sup> Ave Pedestrian & Bicycle Safety Project

T 44 61<sup>st</sup> Ave NE Sidewalk Replacement

T 48 HSIP Signage

T 49 HSIP Lighting

T 50 SR522 Gateway Sign East



# TRANSPORTATION CAPITAL FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$1,307,870	\$1,307,870	\$55,400	\$1,307,870	\$5,746,973	\$6,396,560	\$5,746,973
<b>Total Beginning Fund Balance</b>	<b>1,307,870</b>	<b>1,307,870</b>	<b>55,400</b>	<b>1,307,870</b>	<b>5,746,973</b>	<b>6,396,560</b>	<b>5,746,973</b>
TIB Sidewalks	435,410	0	0	0	0	0	0
Federal Preservation Grant	355,351	0	0	0	0	0	0
Federal WSDOT HSIP	0	0	0	0	326,000	0	326,000
NE 181st St Sidewalk-TIB Grant	0	406,124	0	406,124	0	0	0
T27 WSDOT SRTS	0	0	0	0	1,500	146,306	147,806
Sounds Transit Grant Juanita	0	0	0		1,278,000	0	1,278,000
Connecting WA	0	0	0		5,000	250,000	255,000
Dept of Commerce Juanita	0	0	0		194,000	0	194,000
T43 LEAP Grant Ped Crossing WA Ped & Bic Safety	500,000	0	0	0	0	0	0
T41 & T42 State DOE Grant	2,512,200	81,174	1,418,463	1,499,637	1,012,563	0	1,012,563
T41 WSDOT Juanita Dr Ped/Bike	525,600	275,260	250,340	525,600	1,704,000	0	1,704,000
T41 State TIB Grant	6,141,073	0	6,141,073	6,141,073	0	0	0
T47 & T45 SRTS Grant	681,516	395,984	285,532	681,516	0	0	0
<b>Intergovernmental</b>	<b>11,151,150</b>	<b>1,158,542</b>	<b>8,095,408</b>	<b>9,253,950</b>	<b>4,521,063</b>	<b>396,306</b>	<b>4,917,369</b>
Reimbursements from Other Agencies	0	0	0	0	2,765,330	0	2,765,330
Other Grants or Funding	0	0	0	0	0	25,000	25,000
Bastyr Contribution to 145th St Signal	18,500	18,500	0	18,500	0	0	0
<b>Other Revenues</b>	<b>18,500</b>	<b>18,500</b>	<b>0</b>	<b>18,500</b>	<b>2,765,330</b>	<b>25,000</b>	<b>2,790,330</b>
Transfer from Impact Fee Fund	820,887	0		0	3,458,848	403,699	3,862,547
Transfer from Walkways & Waterways Levy	7,531,894	0		0	5,908,160	400,000	6,308,160
Transfer From Strategic Opportunities Fund	0	0	0	0	0	1,333,503	1,333,503
Transfer From Surface Water Mgt Fund	0	0	0	0	649,587	15,000	664,587
Transfer from Real Estate Excise Tax Fund	3,945,050	200,000		200,000	3,015,050	3,086,913	6,101,963
<b>Transfers</b>	<b>12,297,831</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>13,031,645</b>	<b>5,239,115</b>	<b>18,270,760</b>
<b>Total Revenues</b>	<b>23,467,481</b>	<b>1,377,042</b>	<b>8,095,408</b>	<b>9,472,450</b>	<b>20,318,038</b>	<b>5,660,421</b>	<b>25,978,459</b>
<b>Total Transportation Capital Fund</b>	<b>\$24,775,351</b>	<b>\$2,684,912</b>	<b>\$8,150,808</b>	<b>\$10,780,320</b>	<b>\$26,065,011</b>	<b>\$12,056,981</b>	<b>\$31,725,432</b>

# TRANSPORTATION CAPITAL FUND

## EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$894,592	\$55,400	\$5,746,973	\$5,746,973	\$6,396,560	\$7,438,473	\$7,438,473
Ending Fund Balance	894,592	55,400	5,746,973	5,746,973	6,396,560	7,438,473	7,438,473
T 8 SR 522 West B	0	0	0	0	5,000	250,000	255,000
SR522 Ph II	0	50,000	0	50,000	0	0	0
<b>T 27 Sidewalk Program</b>							
Sidewalk Gaps/ADA Replacement Program	200,000	29,059		29,059	25,000	25,000	50,000
T27x NE 192nd Sidewalks	0	0	0	0	500	86,306	86,806
NE 202nd St	0	51,716	0	51,716	0	0	0
T 35 Overlay	900,000	114,382	871,736	986,118	150,000	990,000	1,140,000
T 38 175th St Swamp Creek Crossing	0	0	0	0	0	25,000	25,000
T 41 Juanita Dr Pedestrian & Bicycle Safety	11,173,923	767,651	1,391,173	2,158,824	9,897,233	358,699	10,255,932
T 42 68th Ave Pedestrian & Bicycle Safety	8,881,894	319,596	60,011	379,607	9,167,718	2,733,503	11,901,221
T 43 SR 522 Pedestrian Crossing Study	500,000	494	0	494	0	0	0
T 44 61 Ave	0	0	0	0	75,000	90,000	165,000
T 45 NE 153rd Pl	612,500	612,150	44,697	656,847	0	0	0
T 46 NE 181st (65th- 67th)	681,413	684,464	36,218	720,682	0	0	0
T 47 Arrowhead Dr	143,900	0	0	0	1,000	60,000	61,000
T 48 2018 Local Road Safety - Signing	0	0	0	0	292,000	0	292,000
T49 2018 Local Road Safety- Lighting	0	0	0	0	35,000	0	35,000
T50 - SR 522 Gateway Signs East	0	0	0	0	20,000	0	20,000
Total Capital Outlay	23,093,630	2,629,512	2,403,835	5,033,347	19,668,451	4,618,508	24,286,959
Reimbursement to General Fund	787,129	0	0	0	0	0	0
Transfers	787,129	0	0	0	0	0	0
Total Expenditures	23,880,759	2,629,512	2,403,835	5,033,347	19,668,451	4,618,508	24,286,959
Total Transportation Capital Fund	\$24,775,351	\$2,684,912	\$8,150,808	\$10,780,320	\$26,065,011	\$12,056,981	\$31,725,432

## **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).

#### **2019-2020 Accomplishments:**

- The beginning fund balance for the 2019-2020 biennium was \$771,264 and real estate excise tax receipts are expected to be \$2,952,718.
- Transfers to support park capital projects will be approximately \$72,997.
- Transfers to the Transportation Capital Fund are expected to be \$1,141,038
- \$360,000 was repaid to the Strategic Opportunity Fund for funds advanced in 2015-2016 for sidewalk projects.

#### **2021-2022 Budget Highlights:**

- The 2021-2022 biennial budget anticipates a beginning fund balance of \$4,715,924 and real estate excise tax receipts of \$2,000,000.
- The REET fund will transfer funds to support Parks and Transportation Capital Projects.
- Starting in 2021, REET will contribute to limited funding to support road maintenance activities in the Street Fund

## REAL ESTATE EXCISE TAX FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$771,264	\$771,264	\$1,433,170	\$771,264	\$5,326,827	\$3,259,344	\$5,326,827
Beginning Fund Balance	771,264	771,264	1,433,170	771,264	5,326,827	3,259,344	5,326,827
Real Estate Excise Taxes	2,600,000	1,523,880	1,484,728	3,008,608	1,000,000	1,000,000	2,000,000
Transfer from West Samm Bridge	0	0	2,000,000	2,000,000	0	0	0
Intergovernmental	2,600,000	1,523,880	3,484,728	5,008,608	1,000,000	1,000,000	2,000,000
Investment Interest	65,916	38,026	62,361	100,387	47,567	26,892	74,459
Other Revenues	65,916	38,026	62,361	100,387	47,567	26,892	74,459
Total Revenues	2,665,916	1,561,906	3,547,089	5,108,995	1,047,567	1,026,892	2,074,459
Total Real Estate Excise Tax Fund	\$3,437,180	\$2,333,170	\$4,980,259	\$5,880,259	\$6,374,394	\$4,286,236	\$7,401,286

## REAL ESTATE EXCISE TAX FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	(\$1,767,870)	\$1,433,170	\$5,326,827	\$5,326,827	\$3,259,344	\$1,099,323	\$1,099,323
Ending Fund Balance	(1,767,870)	1,433,170	5,326,827	5,326,827	3,259,344	1,099,323	1,099,323
Transfer to Park Capital Fund (reversed)	900,000	500,000	(500,000)	0	0	0	0
Park Transfers	900,000	500,000	(500,000)	0	0	0	0
Transfer to Street Fund	0	0	0	0	100,000	100,000	200,000
Strategic Opportunity Fund Repayments	360,000	200,000	160,000	360,000	0	0	0
Transfer to Transportation Capital Fund	3,945,050	200,000	(6,568)	193,432	3,015,050	3,086,913	6,101,963
Transportation Transfers	4,305,050	400,000	153,432	553,432	3,115,050	3,186,913	6,301,963
Total Expenditures	5,205,050	900,000	(346,568)	553,432	3,115,050	3,186,913	6,301,963
Total Real Estate Excise Tax Fund	\$3,437,180	\$2,333,170	\$4,980,259	\$5,880,259	\$6,374,394	\$4,286,236	\$7,401,286



## **KENMORE, WASHINGTON**

### **Walkways & Waterways Fund**

The Walkways & Waterways Fund was created to account for the proceeds of the sale of unlimited tax general obligation bonds, approved by the voters in November 2016, as Proposition 1. The voters approved Proposition 1, Walkways & Waterways, to authorize the issuance of unlimited tax general obligation bonds in the amount of \$19,750,000.

A first series of bonds in the amount of \$9,220,000, with a true interest cost of 2.96%, were issued in December 2016 and assigned a Standard & Poor's AAA rating. The proceeds of the bonds were deposited to this fund and will be transferred as needed to Transportation and Park Capital Project Funds to finance the construction of new sidewalks and pedestrian and bicycle safety improvements along Juanita Drive and 68<sup>th</sup> Avenue, and the construction of and improvements to waterfront access, viewpoints, walkways, facilities, open spaces, and natural habitats at City parks. A second series, in the amount of \$10,000,000, is expected to be issued in 2021, including a bond rating process to precede the issuance. This second issuance, along with other funding sources, will fund the remainder of the Walkways & Waterways improvements.

#### **2019-2020 Accomplishments:**

- Transfers from the Walkways & Waterways Fund provided funding for the design and/or construction of the following Walkways & Waterways projects in 2019 and 2020:
  - Rhododendron Park Boardwalk construction and closeout
  - Log Boom Park waterfront improvements design and permitting
  - Squire's Landing Park natural open space and waterfront improvements design and permitting
  - Juanita Drive pedestrian and bicycle improvements final design and commencement of construction
  - 68<sup>th</sup> Avenue pedestrian and bicycle improvements design and permitting
- The Walkways & Waterways bond funded projects are more fully described on the Transportation Capital and Park Capital budget pages.

#### **2021-2022 Budget Highlights:**

- 2021-2022 Transfers to the Transportation Capital Fund and the Parks Capital Fund are shown in the accompanying table.
- The second bond issuance and bond rating will occur in 2021

## WALKWAYS & WATERWAYS REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$6,793,791	\$6,793,791	\$6,382,198	\$6,793,791	\$2,100,574	\$3,161,921	\$2,100,574
Beginning Fund Balance	6,793,791	6,793,791	6,382,198	6,793,791	2,100,574	3,161,921	2,100,574
Investment Interest	45,000	188,407	63,816	252,223	37,000	10,000	47,000
Bond Proceeds (assumes bond issuance)	10,000,000	0	0	0	10,000,000	0	10,000,000
Revenues	10,045,000	188,407	63,816	252,223	10,037,000	10,000	10,047,000
Total Walkways & Waterways Fund	\$16,838,791	\$6,982,198	\$6,446,014	\$7,046,014	\$12,137,574	\$3,171,921	\$12,147,574

## WALKWAYS & WATERWAYS EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$8,152,997	\$6,382,198	\$2,100,574	\$2,100,574	\$3,161,921	\$911,581	\$911,581
Total Ending Fund Balance	8,152,997	6,382,198	2,100,574	2,100,574	3,161,921	911,581	911,581
Transfers to Park Capital Projects	1,153,000	600,000	553,600	1,153,600	3,067,493	1,860,340	4,927,833
Transfers to Transportation Capital Projects	7,531,894	0	3,791,840	3,791,840	5,908,160	400,000	6,308,160
Bank Fee	900	0	0	0	0	0	0
Expenditures	8,685,794	600,000	4,345,440	4,945,440	8,975,653	2,260,340	11,235,993
Total Walkways & Waterways Fund	\$16,838,791	\$6,982,198	\$6,446,014	\$7,046,014	\$12,137,574	\$3,171,921	\$12,147,574

## **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 state and county grants, in lieu fees, private funding, real estate excise tax, park impact fees and bond funds. The City expends monies from this fund based on the adopted Capital Facilities Plan and the Park Recreation and Open Space Plan. Each project is described in more detail in the Capital Improvement Program section of this budget.

#### **2019-2020 Achievements:**

- P1 Twin Springs Park – Interim Use: The project is on hold through 2020. Park remains closed to the public.
- P6 Moorlands Park Improvements: Installation of field netting, addition of a protective fence cap and completion of 81<sup>st</sup> Ave NE storm drain repair.
- P18 Rhododendron Park Waterfront & Natural Open Space: Completed two years of required maintenance and monitoring of mitigation plantings.
- P18a Rhododendron Park Float/Dock: Completed two years of required maintenance and monitoring of mitigation plantings.
- P26 Squires Landing Park Dock/Float: Completed two years of required maintenance and monitoring of mitigation plantings.
- P27 Squires Landing Park Waterfront & Natural Open Space: Continued permit review. 90% plan design complete.
- P28 Log Boom Park Waterfront Access and Viewing: Continued permit review. 90% plan design complete.
- P29 St. Edward Ballfield Improvements: EIS scoping completed. February 2020 Council direction to not move forward with the project and the next phase of the EIS due to environmental and fiscal concerns.
- P30 Rhododendron Park Boathouse: Construction complete year-end 2020.
- P31 Squires Landing Park Land Acquisition: Property acquisition complete and estimate RCO conversion process complete year-end 2020.

#### **2021-2022 Objectives:**

- P1 Twin Springs Park – Interim Use: Complete minor park improvements with park opening 2022.
- P18 Rhododendron Park Waterfront & Natural Open Space: Complete final two years of required maintenance and monitoring of mitigation plantings. Installation of public art.

## **CITY OF KENMORE, WASHINGTON**

### **Park Capital Fund**

- P18a Rhododendron Park Float/Dock: Complete final two years of required maintenance and monitoring of mitigation plantings.
- P26 Squires Landing Park Dock/Float: Complete final two years of required maintenance and monitoring of mitigation plantings.
- P27 Squires Landing Park Waterfront & Natural Open Space: Obtain all required permits in 2021. Assuming a successful bid process, construction start 2022 with completion in 2023.
- P28 Log Boom Park Waterfront Access and Viewing: If all permits are received January 2021 and a successful bid process, then construction 2021-2022.
- P30 Rhododendron Park Boathouse: Complete two years of required maintenance and monitoring of mitigation plantings.
- P31 Squires Landing Park Land Acquisition: Complete minimal improvements and open the property to the public.
- P32 Moorlands Park Improvements: No budget allocation in 2021-2022.

#### **Budget Highlights:**

Park Impact Fees, General Fund Real Estate Excise Taxes (REET), Swamp Creek Basin Funds, Public Art Funds, Walkways & Waterways Bond Funds, King County Park Levy Funds and various grants (State, King County) provide the resources to accomplish Park Capital Project.

See the Parks Capital section of the budget for project description sheets regarding projects anticipated in 2021-2026.



## PARK CAPITAL FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$130,204	\$130,204	\$67,378	\$130,204	\$925	\$46,725	\$925
Beginning Fund Balance	130,204	130,204	67,378	130,204	925	46,725	925
Park Levy Proceeds	52,000	57,080	155,000	212,080	155,000	155,000	310,000
Dept of Commerce Grant	209,000	41,390	167,610	209,000	0	0	0
King County Grants	611,000	0	611,000	611,000	50,000	50,000	100,000
State Appropriation Unsecured	0	0	0	0	0	250,000	250,000
Dept of Commerce Grant Twin Springs	151,900	0	0	0	151,900	0	151,900
King County Conservations Futures Trust	850,000	0	850,000	850,000	92,500	92,500	185,000
School District Contribution	255,000	0	0	0	0	0	0
RCO Grant Reimbursement	115,000	0	0	0	485,288	485,288	970,576
Intergovernmental	2,243,900	98,470	1,783,610	1,882,080	934,688	1,032,788	1,967,476
Transfers from Real Estate Excise Tax Fund	900,000	500,000	(500,000)	0	0	0	0
Transfer from Strategic Opp Fund	660,000	0	660,000	660,000	0	0	0
Transfer from Public Art Fund	10,000	0	10,000	10,000	32,779	48,351	81,130
Transfers from Walkways & Waterways Fund	1,158,947	600,000	0	600,000	3,067,493	1,860,340	4,927,833
Transfers from Swamp Creek Basin Fund	400,000	400,000	0	400,000	476,135	319,562	795,697
Transfers from Park Impact Fees	467,000	400,000	(400,000)	0	449,495	379,917	829,412
Transfers	3,595,947	1,900,000	(230,000)	1,670,000	4,025,902	2,608,170	6,634,072
Total Revenues	5,839,847	1,998,470	1,553,610	3,552,080	4,960,590	3,640,958	8,601,548
Total Park Capital Fund	\$5,970,051	\$2,128,674	\$1,620,988	\$3,682,284	\$4,961,515	\$3,687,683	\$8,602,473

## PARK CAPITAL FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$1,748,932	\$67,378	\$925	\$925	\$46,725	\$52,525	\$52,525
Ending Fund Balance	1,748,932	67,378	925	925	46,725	52,525	52,525
Transfer to General Fund	50,000	25,000	25,000	50,000	100,000	100,000	200,000
P 1 Twin Springs Interim Use Plan	251,900	23,235	0	23,235	227,900	0	227,900
P 2 Tolt Pipeline Trail Ph I	0	2,776	0	2,776	0	0	0
P 6 Moorlands Park Improvements	50,000	30,488	0	30,488	0	0	0
P 18 Rhododendron Park Waterfront	80,000	9,467	70,533	80,000	18,000	8,000	26,000
P 18a Rhododendron Park Float	4,000	17,664	0	17,664	2,000	2,000	4,000
P 26 Squires Landing Park Expansion	8,000	19,878	0	19,878	4,000	4,000	8,000
P 27 Squire's Landing Park Waterfront	720,000	517,880	202,120	720,000	3,158,831	2,337,250	5,496,081
P 28 Log Boom Park Waterfront	420,000	196,603	223,397	420,000	1,250,708	1,180,708	2,431,416
P 29 St. Edward Ballfields	220,000	88,250	0	88,250	0	0	0
P 30 Rhody Park Boathouse	1,167,219	156,165	973,054	1,129,219	3,200	3,200	6,400
P 31 Squire's Landing Land Acquisition	1,250,000	973,890	125,959	1,099,849	150,151	0	150,151
Capital Outlay	4,221,119	2,061,296	1,620,063	3,681,359	4,914,790	3,635,158	8,549,948
Total Expenditures	4,221,119	2,061,296	1,620,063	3,681,359	4,914,790	3,635,158	8,549,948
Total Park Capital Fund	\$5,970,051	\$2,128,674	\$1,620,988	\$3,682,284	\$4,961,515	\$3,687,683	\$8,602,473

## **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 2019 park impact fee for a single-family residence was \$2,737. The fee may be increased annually based on the 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.

#### **2019-2020 Achievements:**

In 2019 and 2020, Park Impact Fees provided supplemental funding for the following projects:

#### **2021-2022 Objectives:**

- In 2019 and 2020, Park Impact Fees provided supplemental funding to support the City's park and trail capital projects, including Twin Springs P1, Rhododendron Park Boathouse P30, Log Boom Park Waterfront P28, and St. Edward Ballfield Environmental Impact Statement (EIS) P30.

#### **2022-2022 Budget Highlights:**

- For the 2021-2022 biennium, Park Impact Fees will provide supplemental funding to support the City's park capital projects, including Twin Springs P1, Squires Landing Park Waterfront P27 and Log Boom Park Waterfront Park P28.

## PARK IMPACT FEE FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$590,514	\$590,513	\$198,478	\$590,513	\$650,066	\$295,418	\$650,066
Total Beginning Fund Balance	590,514	590,513	198,478	590,513	650,066	295,418	650,066
Park Impact Fees	486,892	92,554	92,995	185,549	88,346	87,462	175,808
Investment Interest	4,972	12,130	2,070	14,200	6,501	2,954	9,455
Total Revenues	491,864	104,684	95,065	199,749	94,847	90,416	185,263
Total Park Impact Fee Fund	\$1,082,378	\$695,197	\$293,543	\$790,262	\$744,913	\$385,834	\$835,329

## PARK IMPACT FEE FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$615,378	\$198,478	\$650,066	\$650,066	\$295,418	\$5,917	\$5,917
Total Ending Fund Balance	615,378	198,478	650,066	650,066	295,418	5,917	5,917
Transfer to Park Capital Fund	467,000	496,719	(356,523)	140,196	449,495	379,917	829,412
Total Transfers	467,000	496,719	(356,523)	140,196	449,495	379,917	829,412
Total Expenditures	467,000	496,719	(356,523)	140,196	449,495	379,917	829,412
Total Park Impact Fee Fund	\$1,082,378	\$695,197	\$293,543	\$790,262	\$744,913	\$385,834	\$835,329

## **City of Kenmore, Washington**

### **Transportation Impact Fee Fund**

This fund accounts for City-imposed transportation impact fees on new construction. The revenues are received from new development activity that creates additional demand and need for transportation improvements. The 2020 transportation impact fee for a new single-family residence was \$9,945.64. The fee may be increased annually based on the 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 to growth-related capital project costs and any other related expenses which can be capitalized.

#### **2019-2020 Achievements:**

- In 2019 and 2020, Transportation Impact Fees provided supplemental funding for the following projects:
  - West Sammamish Bridge
  - Juanita Drive Pedestrian and Bicycle Safety
  - NE 153<sup>rd</sup> Sidewalk

#### **2021-2022 Objectives:**

- For the 2021-2022 biennium, Transportation Impact Fees will provide supplemental funding to support the City's transportation capital projects, including the West Sammamish Bridge replacement as well as the Walkways & Waterways pedestrian and bicycle improvements on Juanita Drive and 68<sup>th</sup> Avenue.



## TRANSPORTATION IMPACT FEE FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$2,711,968	\$2,711,968	\$3,162,094	\$2,711,968	\$3,223,577	\$125,716	\$3,223,577
Total Beginning Fund Balance	2,711,968	2,711,968	3,162,094	2,711,968	3,223,577	125,716	3,223,577
Transportation Impact Fees	1,952,346	430,137	332,072 0	762,209	328,751	325,464	654,215
Investment Interest	29,645	55,643	31,621	87,264	32,236	1,257	33,493
Total Revenues	1,981,991	485,780	363,693	849,473	360,987	326,721	687,708
Total Transportation Impact Fee Fund	\$4,693,959	\$3,197,748	\$3,525,787	\$3,561,441	\$3,584,564	\$452,437	\$3,911,285

## TRANSPORTATION IMPACT FEE FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$3,477,296	\$3,162,094	\$3,223,577	\$3,223,577	\$125,716	\$93,738	\$93,738
Total Ending Fund Balance	3,477,296	3,162,094	3,223,577	3,223,577	125,716	93,738	93,738
Transfer to Transportation Capital Fund:	820,887	35,654	302,210	337,864	3,458,848	358,699	3,817,547
Transfer to W Samm Bridge Fund	395,776	0	0	0	0	0	0
Total Transfers	1,216,663	35,654	302,210	337,864	3,458,848	358,699	3,817,547
Total Expenditures	1,216,663	35,654	302,210	337,864	3,458,848	358,699	3,817,547
Total Transportation Impact Fee Fund	\$4,693,959	\$3,197,748	\$3,525,787	\$3,561,441	\$3,584,564	\$452,437	\$3,911,285

## **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 1970's. Studies showed that the West Bridge had increased cracking and tilting that required full replacement of the bridge. This fund was originally intended to provide for maintenance, study, and evaluation and is now the fund that accounts for funding, design and replacement of the Bridge.

#### **2019-2020 Accomplishments:**

- Completed design
- Advertised for a contractor
- Started construction
- Acquired an additional \$6M in State Connecting Washington funds
- Completed 1<sup>st</sup> fish window milestone work

#### **2021-2022 Budget Highlights:**

- Continue construction
- Complete majority of construction and open roadway to traffic
- Due to time lags in receiving grant reimbursement requests from various funding agencies, the Fund requires a cash Interfund Loan of \$1,500,000 as of December 31, 2020. The funds will be borrowed on a short term basis from the General Fund which projects an adequate ending cash balance to accomplish this transaction.

## SAMMAMISH RIVER BRIDGE FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance (note 1)	\$1,422,970	\$1,422,970	\$1,930,855	\$1,422,970	\$23,475	\$23,475	\$23,475
Total Beginning Fund Balance	1,422,970	1,422,970	1,930,855	1,422,970	23,475	23,475	23,475
Federal BRAC Grant	8,536,136	739,929	4,268,864	5,008,793	3,692,856	0	3,692,856
Federal STP Grant	6,900,000	62,411	424,819	487,230	0	0	0
TIB Grant	0	0	1,139,926	1,139,926	3,650,023	1,295,403	4,945,426
Utility Reimbursements	0	0	758,493	758,493	412,699	0	412,699
Connecting WA Funds	5,791,144	199,676	715,429	915,105	9,619,546	6,306,631	15,926,177
Intergovernmental	21,227,280	1,002,016	7,307,531	8,309,547	17,375,124	7,602,034	24,977,158
Interfund Loan from General Fund	0	0	1,500,000	1,500,000	0	1,041,913	1,041,913
Transfer from Surface Water Capital	465,240	0	550,413	550,413	649,587	0	649,587
Transfer from Transportation Impact Fees	395,776	0	395,776	395,776	0	0	0
Total Interfund Transfers	861,016	0	2,446,189	2,446,189	649,587	1,041,913	1,691,500
				0			0
Total Revenues	22,088,296	1,002,016	9,753,720	10,755,736	18,024,711	8,643,947	26,668,658
Total Sammamish River Bridge Fund	\$23,511,266	\$2,424,986	\$11,684,575	\$12,178,706	\$18,048,186	\$8,667,422	\$26,692,133

## SAMMAMISH RIVER BRIDGE FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$1,422,970	\$1,930,855	\$23,475	\$23,475	\$23,475	\$23,475	\$23,475
Total Ending Fund Balance	1,422,970	1,930,855	23,475	23,475	23,475	23,475	23,475
T 37 West Samm Bridge	22,088,296	494,131	9,661,100	10,155,231	18,024,711	8,643,947	26,668,658
Total Capital Outlay	22,088,296	494,131	9,661,100	10,155,231	18,024,711	8,643,947	26,668,658
Transfer (Repayment) to REET	0	0	2,000,000	2,000,000	0	0	0
Total Expenditures	22,088,296	494,131	11,661,100	12,155,231	18,024,711	8,643,947	26,668,658
Total Sammamish River Bridge Fund	\$23,511,266	\$2,424,986	\$11,684,575	\$12,178,706	\$18,048,186	\$8,667,422	\$26,692,133

## **KENMORE, WASHINGTON**

### **Public Works Shop Fund**

The Public Works Shop Fund was created in 2019 to account for the future development of a public works shop facility in the City. At the end of 2018, the long-standing contract for public works maintenance provided by the City of Lake Forest Park ended and Kenmore created a new in-house Public Works maintenance operation starting on January 1, 2019. There is currently no property or shop to house this in-house operation and a new site will need to be identified and purchased so that a public works shop can be build.

This fund is created to account for that acquisition and the financing that is anticipated to be required. Based on a comprehensive analysis of the potential cost of a suitable site and construction of a building, the City is budgeting a total cost of \$6.5 Million to be financed with a 20-year bank note at 4.5% interest. Repayment of the debt is expected to begin in 2023 and funded by expected savings from the termination of the Lake Forest Park contract. This project has been included in the adopted Capital Improvement Program.

#### **2019-2020 Budget Highlights:**

- Plan for acquisition of land and construction of public works shop beginning in 2022 at a total cost of \$6.5 Million over the period 2022-2023
- Include funding for site investigation and acquisition consulting services in 2021
- Work with the City Council to revise site selection criteria in early 2021
- Outside financing is expected to be secured in 2022



## PUBLIC WORKS SHOP FUND REVENUES

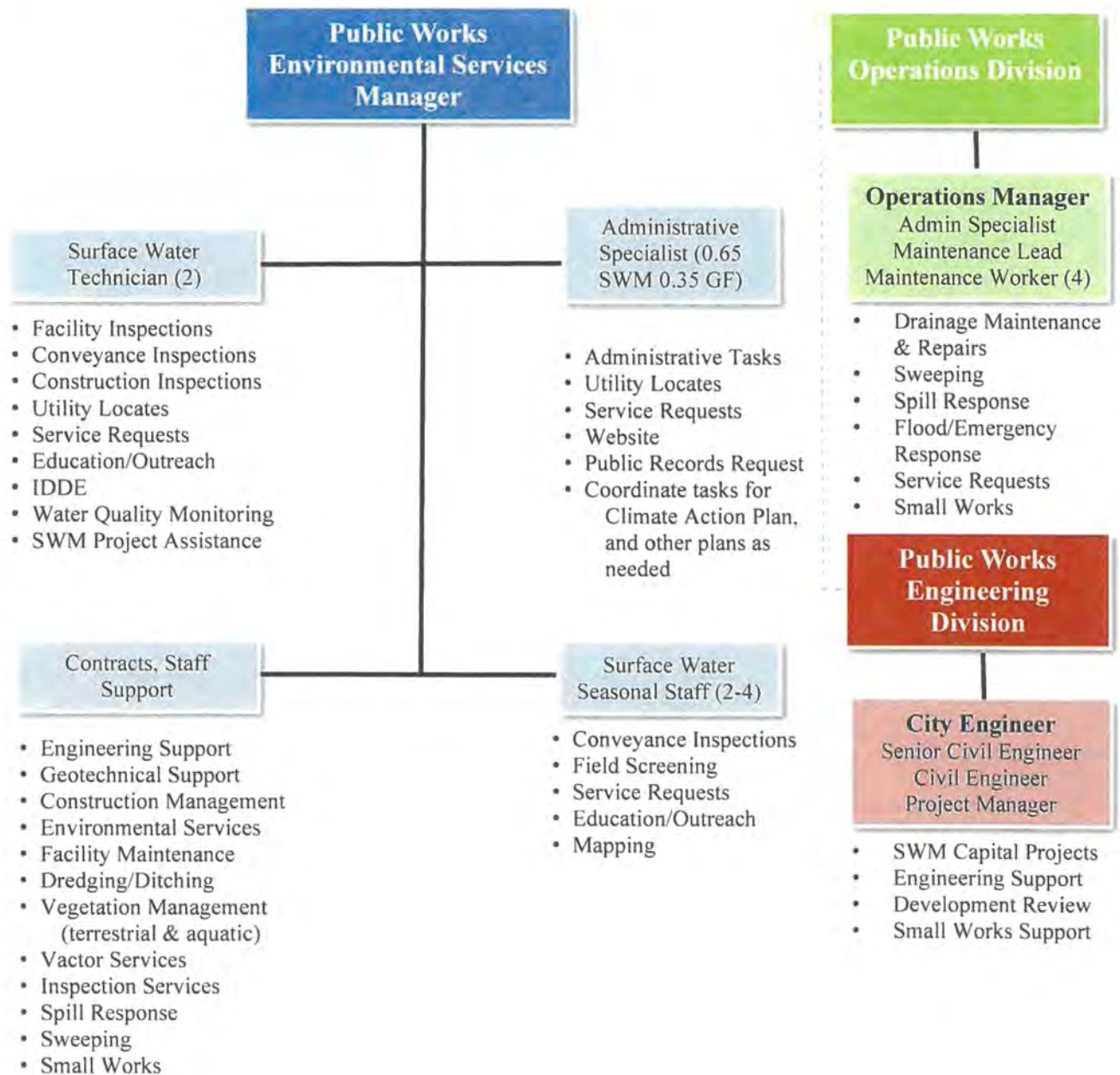
	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	0.00	\$0
Beginning Fund Balance	0	0	0	0	0	0.00	0
Proceeds from Note	6,500,000	0	0	0	0	6,500,000	6,500,000
Revenues	6,500,000	0	0	0	0	6,500,000	6,500,000
Total Public Works Shop Fund	\$6,500,000	\$0	\$0	\$0	\$0	\$6,500,000	\$6,500,000

## PUBLIC WORKS SHOP FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$3,000,000
Total Ending Fund Balance	0	0	0	0	0	3,000,000	3,000,000
Land Acquisition	2,000,000	0	0	0	0	3,500,000	3,500,000
Expenditures	2,000,000	0	0	0	0	3,500,000	3,500,000
Total Public Works Shop Fund	\$2,000,000	\$0	\$0	\$0	\$0	\$6,500,000	\$6,500,000

## 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 \$230.24 and \$239.45 per year in 2021 and 2022, respectively. The charge for multi-family, commercial and industrial properties varies based on the size of the parcel and the area of impervious surface. The goal of surface water management is to develop, maintain, manage and improve a surface water system that serves the community, enhances the quality of life and protects the environment.



## **City of Kenmore, Washington**

### **Surface Water Management Fund**

#### **2019-2020 Achievements:**

##### **Operations & Maintenance**

- The City's Interlocal Agreement with the City of Lake Forest Park, which provided operations and maintenance services to the City of Kenmore, ended on December 31, 2018. This agreement included maintenance services for the City's many drainage facilities. Beginning in 2019, the City expanded the Public Works Department and hired four maintenance workers and one supervisor in order to continue these services in-house. The SWM Fund provides for half of the salary for these employees and half of the resources needed to support them (i.e. vehicles, materials, office needs, training, etc.).
- Staff inspect privately owned and maintained drainage facilities to ensure that they continue providing the water quality treatment and flood control that was required as part of the private development. In 2010, the City was inspecting 80 private facilities and in 2020 that number has increased to 144 (an increase of 80%). Private facility inspections include an initial inspection in spring/summer, followed by a six week period allowing the property owner to conduct any required maintenance. Once completed, a follow up inspection is conducted and, if needed, enforcement action.
- Staff inspect public drainage facilities, which are facilities that provide water quality treatment and flood control to public roads and residential neighborhoods. In 2010, the City was inspecting 105 public facilities and in 2020 that number has increased to 210 (an increase of 100%). Typically, 50%-60% of the facility inspections result in maintenance of some kind, which was completed through various maintenance contracts and in-house staff. For larger maintenance projects, construction management and follow up inspection is also conducted.
- Seasonal staff annually inspect the City's public drainage conveyance system (pipes, ditches, and catch basins). In 2020, this included approximately 4,740 catch basins, 70.2 miles of pipes and 13.1 miles of ditches. Typically, approximately 400-500 catch basins require cleaning each year, which is conducted through a vector maintenance contract. Repairs were conducted through various maintenance contracts and in-house staff.
- Staff conducted annual field screening for illicit connections and discharges into the City's public drainage conveyance system. Each structure is inspected for spills, leaks, dumping and dry weather flows. Each year, a handful of issues are discovered and addressed by removing the discharge, cleaning the system and, if applicable, addressing the source.
- Staff respond to service requests and provide technical assistance to residents and businesses in Kenmore on a variety of surface water and environmental issues ranging from water quality issues, flooding, vegetation problems, animal issues, general inquiries, etc. Many service requests may result in maintenance, which is provided through contracts or in-house staff.
- 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. Sweeping is provided through both contracted services and in-house staff.

## **City of Kenmore, Washington**

### **Surface Water Management Fund**

#### **Programs & Projects**

- Began implementation of the new 2019-2024 (NPDES) Western Washington Phase II Municipal Stormwater Permit. Several new programs and updates to existing programs were added for implementation in this Permit cycle.
  - Comprehensive stormwater planning (new)
  - Low impact development code review (updated)
  - Stormwater management action planning (new)
  - Effect behavior change, increase general awareness of stormwater through education and outreach and evaluate effectiveness (updated)
  - Mapping standards and reporting (updated)
  - Illicit discharge, detection and elimination (IDDE) standards and reporting requirements (updated)
  - Operations and maintenance standards and requirements (updated)
  - Source control program for existing development (new)
- Implemented Education and Outreach Program through various regional collaboration groups and individual City efforts. Utilized media outlets including City Newsletters, City E-News and City Social Media to educate broad audiences of Stormwater BMP's. Attended City Summer events to interact with the public and share positive stormwater messaging. Conducted the third iteration of a General Awareness Survey to gauge public knowledge of surface water issues to better tailor future programs. Contracted with Environmental Coalition of South Seattle (ECOSS) for source control and spill response procedures at local businesses.
- Continued implementation of low impact development principles and best management practices, which were integrated into the City's codes and standards at the end of 2016 through several code changes and the adoption of the 2016 King County Surface Water Design Manual.
- The City became a member of the King County-Cities Climate Collaboration (K4C) and ICLEI Local Governments for Sustainability and brought on a graduate intern to start development of the City's Climate Action Plan. Phase one of this effort (conducting a green house gas inventory) was completed in 2020.
- Maintained two monitoring stations to collect water quality data in Swamp Creek and Tributary 0056. The information assisted staff in implementing the City's Swamp Creek TMDL, provide an educational opportunity for the public to learn about local streams and develop baseline stream data for parameters such as temperature, pH, conductivity, and turbidity.
- Implemented pesticide/herbicide application in Lake Washington and Sammamish River in 2019 to continue the City's effort to reduce and eliminate invasive aquatic weeds from these areas. Updated the City's Integrated Aquatic Vegetation Management Plan (IAVMP) to evaluate progress and plan for 2021 and 2022 treatments.



## **City of Kenmore, Washington**

### **Surface Water Management Fund**

#### **2021-2022 Objectives:**

##### **Operations & Maintenance**

- Continue to conduct annual surface water inspections for publicly and privately maintained stormwater facilities and public drainage conveyance systems.
- Conduct maintenance, based on the annual inspection programs, on the public stormwater conveyance system and public stormwater facilities, using contracted services and in-house maintenance staff.
- 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.

##### **Programs & Projects**

- Implement and comply with the 2019-2024 (NPDES) Western Washington Phase II Municipal Stormwater Permit. Several new programs and updates to existing programs will require planning and implementation in 2021 - 2022. The updates, with their required compliance dates, include:
  - Comprehensive Plan Review for stormwater planning (2021)
  - Low Impact Development code review (2021, 2022)
  - Stormwater Management Action Planning (2022)
  - Effect behavior change, increase general awareness of stormwater through education and outreach and evaluate effectiveness (2021)
  - Mapping standards and reporting (2021)
  - Update development standards for development and construction (2022)
  - Update operations and maintenance standards (2022)
  - Source control program for existing development (2022)
- Continue to collaborate with regional partners to implement large scale education and outreach efforts. Use City media outlets as a platform to reach broad audiences with specific stormwater BMP's and information. Implement a Behavior Change Program to meet NPDES requirements as well as improve water quality.
- Conduct stream evaluation of Tributary 0057 (similar to previous evaluations of other Sammamish River tributaries) with a focus on erosion and flow characteristics to address sedimentation issues impacting public drainage facilities and Sammamish River.
- Participate with the Salmon-Safe organization to develop sustainable land management practices that protect water quality and aquatic biodiversity in Kenmore and throughout the Northwest. The program provides a certification demonstrating that the City has undergone a rigorous assessment and independent verification to achieve these goals.

## **City of Kenmore, Washington**

### **Surface Water Management Fund**

- Continue development and implementation of the City's Climate Action Plan. Implementation will be accomplished through the continued use of consultants, graduate interns and an additional 0.5 FTE City staff in the Environmental Services Division.
- Continue conducting aquatic weed management in Lake Washington and Sammamish River to reduce and eliminate invasive aquatic weeds from these areas and continue to push for regional coordination with upstream jurisdictions on the Sammamish River.
- Increase surface water management awareness and public involvement through website improvements, surface water newsletters, public events and Council interaction.
- Implementation of the City's water quality monitoring activities, including improvements to in-house stream monitoring at Swamp Creek and Tributary 0056, coordination with regional monitoring efforts through the City's NPDES permit and continued TMDL monitoring of Swamp Creek for bacterial pollution.
- Continue managing Swamp Creek flooding, sedimentation and water quality issues. Coordinate with City residents and Swamp Creek enthusiasts to assist with volunteer efforts in the Swamp Creek watershed.
- Management of Cityworks and ArcGIS, which provides service request, inspection, work order and mapping services for both the department and City.

#### **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 were evaluated again in 2018 resulting in incremental increases from 2019 through 2024. Additionally, a Capital Facilities Charge was implemented to collect revenue from new construction and is based on a per equivalent residential unit model. Additional revenue sources expected during this biennium budget may 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.

	<b>2019 Actual</b>	<b>2020 As of 9/2020</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
<b>Workload Measures</b>				
Number of Public Facilities	196	210	215	240
<b>Performance Measures</b>				
Number of Public Facilities Inspected	196	110	215	240
Public Facilities Requiring Maintenance	101	65	103	106

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

Public Facilities Receiving Maintenance	101	11	103	106
<b>Workload Measures</b>				
Number of Private Facilities	138	144	150	200 <sup>A</sup>
<b>Performance Measures</b>				
Number of Facilities Inspected	138	144	150	200
Facilities Requiring Maintenance	71	50	55	105
Facilities Re-inspected	64	32	35	55
Enforcement Actions	0	0	0	0
<b>Workload Measures</b>				
Number of Public Catch Basins	4,734	4,740	4,800	4,900
Number of Private Catch Basins	2,261	2,621	2,650	2,700
Feet of Public Open Conveyance	69,452	69,452	69,700	70,000
Feet of Private Open Conveyance	28,943	28,943	29,000	29,300
Feet of Public Enclosed Conveyance	370,393	370,393	371,000	372,000
Feet of Private Enclosed Conveyance	273,180	273,180	273,500	274,000
<b>Performance Measures</b>				
Number of Catch Basins Inspected	5,470	2,100 <sup>B</sup>	5,500	5,600
<b>Workload Measures</b>				
Surface Water Service Requests Initiated	185	126	190	200
Surface Water Service Requests Closed	169	100	170	180
Surface Water Work Orders Initiated	808	330	800	850
Surface Water Work Orders Closed	730	144	700	750

<sup>A</sup> New NPDES source control requirements will add several new private business properties into the private facility inventory that historically were not inspected.

<sup>B</sup> Reduced inspections in 2020 due to Covid-19

## SURFACE WATER MANAGEMENT FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$929,539	\$2,490,627	\$3,408,123	\$2,490,627	\$3,408,750	\$2,598,994	\$3,408,750
Beginning Fund Balance	929,539	2,490,627	3,408,123	2,490,627	3,408,750	2,598,994	3,408,750
Department of Ecology Grants		50,000	50,000	100,000	0	0	0
Intergovernmental	0	50,000	50,000	100,000	0	0	0
Surface Water Charges	4,070,000	2,272,237	2,546,188	4,818,425	2,457,652	2,555,958	5,013,610
Sweeper Rental Services	0	10,517	0	10,517	0	0	0
Charges for Service	4,070,000	2,282,754	2,546,188	4,828,942	2,457,652	2,555,958	5,013,610
Investment Interest & Miscellaneous	57,000	28,908	18,731	47,639	6,000	6,000	12,000
Miscellaneous	57,000	28,908	18,731	47,639	6,000	6,000	12,000
Transfer from Strategic Opps Fund (Climate Action Staff Support)	0	0	0	0	29,537	30,800	60,337
Total Revenues	4,127,000	2,361,662	2,614,919	4,976,581	2,493,189	2,592,758	5,085,947
Total Surface Water Mgt. Fund	\$5,056,539	\$4,852,289	\$6,023,042	\$7,467,208	\$5,901,939	\$5,191,752	\$8,494,697

## SURFACE WATER MANAGEMENT FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$0	\$3,408,123	\$3,408,750	\$3,408,750	\$2,598,994	\$673,299	\$673,299
Ending Fund Balance	0	3,408,123	3,408,750	3,408,750	2,598,994	673,299	673,299
Salaries and Wages	949,253	497,654	505,081	1,002,735	523,645	537,948	1,061,591
Benefits	390,767	199,042	218,696	417,738	222,590	229,775	452,365
Personnel	1,340,020	696,696	723,777	1,420,473	746,235	767,723	1,513,956
Supplies	232,000	60,733	135,419	196,152	173,500	174,000	347,500
Services	1,822,599	329,473	645,033	974,506	963,773	1,079,713	2,043,486
Furniture/Equipment/Vehicles	60,000	0	56,063	56,063	0	50,000	50,000
Computer Systems	66,400	30,316	46,449	76,765	36,200	36,200	72,400
Capital Outlay	126,400	30,316	102,512	132,828	36,200	86,200	122,400
Transfer To SWM Capital	672,450	0	680,551	680,551	1,056,237	2,083,817	3,140,054
Admin Reimbursement to General Fund	221,000	326,948	327,000	653,948	327,000	327,000	654,000
Transfers-Out	893,450	326,948	1,007,551	1,334,499	1,383,237	2,410,817	3,794,054
Total Expenditures	4,414,469	1,444,166	2,614,292	4,058,458	3,302,945	4,518,453	7,821,396
Total Surface Water Mgt. Fund	\$4,414,469	\$4,852,289	\$6,023,042	\$7,467,208	\$5,901,939	\$5,191,752	\$8,494,695



## **City of Kenmore, Washington**

### **Surface Water Capital Fund**

The Surface Water Capital Fund 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 the stormwater capital facilities charge. 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.

#### **2019-2020 Achievements:**

- Completed 30% design for SW-008 (Tributary 0056 Box Culvert Replacement). Construction is scheduled for 2022.
- Completed construction of SW-030 (Arrowhead DR NE Drainage Improvements).
- Completed 90% design of SW-029 (Drainage Facility Retrofit - Kenmore Lane). Construction is currently planned for 2025.
- Completed design and construction of three small works projects (SW-020).
- Contributed funds to the West Sammamish Bridge Replacement Project (T-37).

#### **2021-2022 Objectives:**

- Complete design and construction of SW-008 (Tributary 0056 Box Culvert Replacement).
- Complete design and construction of SW-020 (Small Works).
- Complete design and construction of SW-031 (66<sup>TH</sup> AVE NE & NE 196<sup>TH</sup> ST Drainage Improvement).
- Complete design and construction of SW-032 (61<sup>ST</sup> PL NE Slope Stabilization).
- Begin design of SW-034 (Blueberry Creek Culvert Replacements).
- Contribute funds to the West Sammamish Bridge Replacement Project (T-37).
- Contribute funds to the 61<sup>ST</sup> Ave NE Sidewalk Replacement Project (T-44)

#### **Budget Highlights:**

Transfers from the Surface Water Management Fund, revenue from stormwater capital facilities charges, in addition to reimbursements from utility agencies, proceeds from the King County Flood Control District and the Washington State Department of Ecology and a Public Works Trust Fund Loan, provide the resources to accomplish the capital projects.

See the Surface Water Capital section of the budget for project description sheets regarding projects anticipated in 2021-2026.

## SURFACE WATER CAPITAL FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance*	\$0	\$0	(\$170,364)	\$0	\$0	\$649,587	\$0
Beginning Fund Balance	0	0	(170,364)	0	0	649,587	0
Surface Water Trust Fund Loan Proceeds	1,500,000	0	229,676	229,676	316,000	912,000	1,228,000
Reimbursements from Other Agencies (SW19)	0	109,144	0	109,144	0	0	0
General Facility Charge	530,000	24,500	101,500	126,000	100,000	100,000	200,000
Intergovernmental	2,030,000	133,644	331,176	464,820	416,000	1,012,000	1,428,000
Transfer from Surface Water Mgmt Fund	672,450	0	680,551	680,551	1,056,237	1,434,230	2,490,467
Transfers	672,450	0	680,551	680,551	1,056,237	1,434,230	2,490,467
Total Revenues	2,702,450	133,644	1,011,727	1,145,371	1,472,237	2,446,230	3,918,467
Total Surface Water Capital Fund	\$2,702,450	\$133,644	\$841,363	\$1,145,371	\$1,472,237	\$3,095,817	\$3,918,467

## SURFACE WATER CAPITAL FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$269,210	(\$170,364)	\$0	\$0	\$649,587	\$0	\$0
Ending Fund Balance	269,210	(170,364)	0	0	649,587	0	0
SW-8 61st Fish Passable Culvert	1,632,450	3,556	268,364	271,920	316,000	2,074,580	2,390,580
SW-20 Small Works Projects	100,000	108,345	5,050	113,395	75,000	75,000	150,000
SW-25 Strawberry Hills SW Tank Retrofit	0	1,917	0	1,917	0	0	0
SW-29 Infiltration Tank Retrofit 61st/190th St	500,000	18,397	1,324	19,721	0	0	0
SW-30 Drainage Imp 153/Arrowhead Dr	175,000	171,793	9,651	181,444	0	0	0
SW-31 Drainag/Street Imp 66th/196th	215,000	0	0	0	200,000	0	200,000
SW 32 61st Ave Stabilization	0	0	0	0	150,000	0	150,000
SW34 Blueberry Creek Culverts	0	0	0	0	0	200,000	200,000
Transfer to West Samm Bridge T37	465,240	0	550,413	550,413	0	664,587	664,587
Capital Outlay	3,087,690	304,008	834,802	1,138,810	741,000	3,014,167	3,755,167
Debt Service	81,650	0	6,561	6,561	81,650	81,650	163,300
Debt Service	81,650	0	6,561	6,561	81,650	81,650	163,300
Total Expenditures	3,169,340	304,008	841,363	1,145,371	822,650	3,095,817	3,918,467
Total Surface Water Capital Fund	\$3,438,550	\$133,644	\$841,363	\$1,145,371	\$1,472,237	\$3,095,817	\$3,918,467

## **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.

Those projects were included in the City of Kenmore's Comprehensive Plan and are funded by an Memorandum of Agreement (MOA) with King County. Per the MOA, twelve percent (12%) of the King County disbursement to the City of \$10,750,000 was to be reserved for permanent maintenance of project which amounted to \$1,290,000. By December 31, 2020, the projected fund balance was \$1,483,899.

In October 2018 the City and King County entered into an agreement which revised the reservation on the permanent maintenance balances and expanded the use to "include acquiring and restoring land for flood prevention, open space and wildlife habitat in the Swamp Creek Basin..." This revision allowed the City to utilize these funds to acquire land for that purpose applicable to Park Capital Projects P 27 and P 31.

#### **2019-2020 Accomplishments:**

- A transfer was made to the Park Capital Fund to be utilized for the purchase of 4.8 acres of land adjacent to the City owned Swamp Creek Wetland, within the watershed basin, which will be retained for wildlife habitat and passive recreation.

#### **2021-2022 Objectives:**

- Provide funding to Park Capital Projects P 27 and P31 to complete infrastructure improvements to the recently acquired land in order to achieve public access.

## SWAMP CREEK BASIN FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$1,455,280	\$1,455,280	\$1,082,154	\$1,455,280	\$1,090,410	\$769,826	\$1,090,410
Total Beginning Fund Balance	1,455,280	1,455,280	1,082,154	1,455,280	1,090,410	769,826	1,090,410
Investment Interest	40,000	26,874	8,256	35,130	5,400	1,200	6,600
Total Revenues	40,000	26,874	8,256	35,130	5,400	1,200	6,600
Total Swamp Creek Basin Fund	\$1,495,280	\$1,482,154	\$1,090,410	\$1,490,410	\$1,095,810	\$771,026	\$1,097,010

## SWAMP CREEK BASIN FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$1,095,280	\$1,082,154	\$1,090,410	\$1,090,410	\$769,826	\$451,464	\$451,464
Total Ending Fund Balance	1,095,280	1,082,154	1,090,410	1,090,410	769,826	451,464	451,464
Transfer to Park Capital	400,000	400,000	0	400,000	325,984	319,562	645,546
Swamp Creek Pond Dredging	0	0	0	0	0	0	0
Total Expenditures	400,000	400,000	0	400,000	325,984	319,562	645,546
Total Swamp Creek Basin Fund	\$1,495,280	\$1,482,154	\$1,090,410	\$1,490,410	\$1,095,810	\$771,026	\$1,097,010



## **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.

### **2019-2020 Achievements:**

- Funds were used to acquire or replace network and computer equipment and licenses in the amount of \$34,705.
- Archiving software was purchased for \$3,861.
- A \$35,000 budget was established for replacement of the aging telephone system in City Hall which is expected to be complete by the end of 2020.
- Network server upgrades, virus protection, firewall, backup software, Office 365 licenses, Surface tablets and other desktop computer hardware and software upgrades and replacements were accomplished.
- Two 2019 Nissan Leaf electric vehicles were purchased to replace aging vehicles.

### **2021-2022 Objectives/Budget Highlights:**

- Five vehicles are budgeted for replacement in 2021 with the following balances having been accumulated in the fund:

2007 Ford Escape	\$18,000
2009 Ford Escape Hybrid	\$31,977
2010 Chevrolet Colorado	\$25,038
2010 Ford F550	\$57,031
2011 Ford F150	\$32,410
- \$40,000 has been budgeted in the biennium for Technology network servers, workstations and other equipment upgrades as needed.
- The City's street sweeper is budgeted for replacement in 2022 with a budget of \$244,000. The current sweeper is nine years old and originally scheduled for replacement in 2018.

## EQUIPMENT REPLACEMENT FUND REVENUES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Beginning Fund Balance	\$518,651	\$518,651	\$575,863	\$518,651	\$564,805	\$421,856	\$564,805
Beginning Fund Balance	518,651	518,651	575,863	518,651	564,805	421,856	564,805
Investment Interest	8,000	9,677	3,487	13,164	2,500	2,500	5,000
Insurance Recovery	0	0	15,343	15,343	0	0	0
Departmental Contributions	134,282	67,141	67,141	134,282	118,551	120,550	239,101
Revenues	142,282	76,818	85,971	162,789	121,051	123,050	244,101
Total Equipment Replacement Fund	\$660,933	\$595,469	\$661,833	\$681,439	\$685,856	\$544,906	\$808,906

## EQUIPMENT REPLACEMENT FUND EXPENDITURES

	2019-2020 Adopted Budget	2019 Actual	2020 Projected	2019-2020 Biennium Total	2021 Budget	2022 Budget	2021-2022 Proposed Budget
Ending Fund Balance	\$511,933	\$575,863	\$564,805	\$564,805	\$421,856	\$360,450	\$360,450
Ending Fund Balance	511,933	575,863	564,805	564,805	421,856	360,450	360,450
Equipment Replacement	149,000	19,606	97,028	116,634	264,000	184,456	448,456
Expenditures	149,000	19,606	97,028	116,634	264,000	184,456	448,456
Total Equip Replacement Fund	\$660,933	\$595,469	\$661,833	\$681,439	\$685,856	\$544,906	\$808,906

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# City of Kenmore, Washington

## Capital Program

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## **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. The Capital Improvement Program has been updated in this document for the 2019-2024 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**

#### **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, 1-5, or 1-405 are closed or impeded (in Kenmore, Simonds Road NE, Juanita Drive NE, 68<sup>th</sup> Avenue NE from NE 170th 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 of the streets called out in Kenmore's Layered Network could qualify as "regional" including:

- 80<sup>th</sup> Avenue NE
- 61<sup>st</sup> Avenue NE
- Simonds Road NE
- 73rd Avenue NE
- The Downtown Loop Road
- 68th Avenue NE to NE 185th 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. The Plan establishes the following LOS standards for roadways in Kenmore:

- Boulevards (Primary Arterials) — LOS E or better

- Urban Avenues, Neighborhood Connections (Minor Arterials) — LOS D or better
- Local Streets (Collectors) — LOS C or better

For most streets, it makes sense to continue measuring individual intersections. However, the City will measure LOS at the corridor level on SR 522 and 68th Avenue / Juanita Drive / Simonds Road rather than at the intersection level. Though a single intersection on these corridors may experience longer delays than indicated by the standard, the overall concern for residents and travelers on these roadways is to get through multiple intersections in a reasonable amount of time. In general, the 68th Avenue / Juanita Drive and SR 522 corridors exhibit the highest levels of congestion in the City.

The following maps are attached for illustration:

1. A functional classification map that shows Kenmore's Layered Network
2. Auto Average Daily Volumes in 2013
3. Congested hot spots in Kenmore's Transportation Network

## 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

**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2021-2026**

EXPENDITURES	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2025 Adopted	2026 Adopted	2021-2026 Totals
<b><u>PARKS</u></b>							
P 1 Twin Springs Interim Use	\$227,900	\$0	\$0	\$0	\$0	\$0	\$227,900
P 18 Rhododendron Park Waterfront & Open Space Mitigation	18,000	8,000	0	0	0	0	26,000
P 18a Rhododendron Park Float Mitigation	2,000	2,000	0	0	0	0	4,000
P 26 Squires Landing Float Mitigation	4,000	4,000	0	0	0	0	8,000
P 27 Squires Landing Park Waterfront & Mitigation	3,158,831	2,337,250	782,214	43,000	43,000	43,000	6,407,295
P 28 Log Boom Park Waterfront Access & Mitigation	1,250,708	1,180,708	60,000	42,500	42,500	42,500	2,618,916
P 30 Rhododendron Park Boathouse Pavilion	3,200	3,200	3,200	3,200	3,200	0	16,000
P 31 Squires Landing Park Land Acquisition-Opening	150,151	0	0	0	0	0	150,151
P 32 Moorlands Field Lighting	0	0	0	10,000	60,000	580,000	650,000
<b>Total Parks</b>	<b>\$4,814,790</b>	<b>\$3,535,158</b>	<b>\$845,414</b>	<b>\$98,700</b>	<b>\$148,700</b>	<b>\$665,500</b>	<b>\$10,108,262</b>
<b><u>TRANSPORTATION</u></b>							
T 8 SR 522 West B 57th to 61st	\$5,000	\$250,000	\$250,000	\$900,000	\$585,000	\$10,000	\$2,000,000
T 27 Sidewalk Program:							
Sidewalk Gaps/ADA Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	150,000
T27x NE 192nd Ave Sidewalks (73rd Ave -75th Ave)	500	86,306	344,194	0	0	0	431,000
T 47 Arrowhead Dr	1,000	60,000	85,900	980,348	0	0	1,127,248
T 35 Pavement Preservation	150,000	990,000	150,000	990,000	150,000	990,000	3,420,000
T 37 West Samm Bridge	18,024,711	8,643,947	893,176	9,757	9,759	78,632	27,659,982
T 38 175th St/ Swamp Creek Crossing	0	25,000	25,000	175,000	200,000	2,200,000	2,625,000
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segments	9,897,233	358,699	0	0	0	0	10,255,932
T 42 68th Ave Pedestrian & Bicycle Safety All Segments	9,167,718	2,733,503	0	0	0	0	11,901,221
T 44 61 Ave Sidewalk Replacement Project	75,000	90,000	90,000	90,000	90,000	90,000	525,000
T 48 2018 Local Road Safety - Signing	292,000	0	0	0	0	0	292,000
T 49 2018 Local Road Safety - Lighting	35,000	0	0	0	0	0	35,000
T 50 SR522 Gateway Sign East	20,000	0	0	0	0	0	20,000
<b>Total Transportation</b>	<b>\$37,693,162</b>	<b>\$13,262,455</b>	<b>\$1,863,270</b>	<b>\$3,170,105</b>	<b>\$1,059,759</b>	<b>\$3,393,632</b>	<b>\$60,442,383</b>
<b><u>SURFACE WATER</u></b>							
SW 8 190th St. Fish Passable Culvert	\$316,000	\$2,074,580	\$0	\$0	\$0	\$0	\$2,390,580
SW 8 Trust Fund Loan Repayment	81,650	81,650	81,650	81,650	81,650	81,650	489,900
SW 17 Little Swamp Creek Relocation	0	0	0	0	800,000	814,300	1,614,300
SW 20 Small Works Projects	75,000	75,000	75,000	75,000	75,000	75,000	450,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	0	0	0	0	500,000	0	500,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th P	200,000	0	0	0	0	0	200,000
SW 32 61st Ave Stabilization	150,000	0	0	0	0	0	150,000
SW 34 Blueberry Creek Culverts	0	200,000	300,000	1,000,000	0	0	1,500,000
SW 34 Blueberry Creek Culverts Bank Note Repayment	0	0	0	0	120,000	120,000	240,000
T 44 61 Ave Sidewalk Replacement Project	0	15,000	15,000	15,000	15,000	15,000	75,000
T 37 West Samm Bridge (SWM Component)	649,587	0	0	0	0	0	649,587
<b>Total Surface Water</b>	<b>\$1,472,237</b>	<b>\$2,446,230</b>	<b>\$471,650</b>	<b>\$1,171,650</b>	<b>\$1,591,650</b>	<b>\$1,105,950</b>	<b>\$8,259,367</b>
<b><u>CITY FACILITIES</u></b>							
F 1 Public Works Shop Land Acquisition & Development	\$0	\$3,500,000	\$3,000,000	\$0	\$0	\$0	\$6,500,000
Consultant and Acquisition Costs.	100,000	0	0	0	0	0	100,000
F 2 Debt Repayment	0	0	500,000	500,000	500,000	500,000	2,000,000
<b>Total City Facilities</b>	<b>\$100,000</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$8,600,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$44,080,189</b>	<b>\$22,743,843</b>	<b>\$6,680,334</b>	<b>\$4,940,455</b>	<b>\$3,300,109</b>	<b>\$5,665,082</b>	<b>\$87,410,012</b>



**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2021-2026**

REVENUES	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2025 Adopted	2026 Adopted	2021-2026 Totals
Real Estate Excise Tax (Transportation)	\$3,015,050	\$3,086,913	\$750,000	\$1,090,000	\$250,000	\$1,090,000	\$9,281,963
Transportation Impact Fee Revenue	3,458,848	403,699	352,770	9,757	9,759	78,632	4,313,465
Park Impact Fee Revenue	449,495	379,917	0	10,000	60,000	290,000	1,189,412
Street Fund	0	0	130,000	130,000	130,000	130,000	520,000
General Fund	50,000	0	125,000	125,000	125,000	125,000	550,000
Surface Water Utility Funds	1,755,824	1,449,230	631,650	331,650	671,650	715,950	5,555,954
Surface Water General Utility Charges	100,000	100,000	100,000	100,000	100,000	100,000	600,000
WSDOT Safe Routes to School - Sidewalks	1,500	146,306	430,094	980,348	0	0	1,558,248
Federal Highway Safety Impr Program - Sidewalks	326,000	0	0	0	0	0	326,000
BRAC Grant West Samm Bridge Replacement	3,692,856	0	0	0	0	0	3,692,856
TIB Grant: West Samm Bridge Replacement	3,650,023	1,295,403	0	0	0	0	4,945,426
Connecting WA Funds West Samm Bridge Replacement	9,624,546	6,556,631	290,406	900,000	585,000	10,000	17,966,583
Walkways & Waterways Bonds: Juanita and 68th Ave	5,908,160	400,000	0	0	0	0	6,308,160
WSDOT Grants: Juanita Drive	1,704,000	0	0	0	0	0	1,704,000
Sound Transit Grant Juanita Drive	1,278,000	0	0	0	0	0	1,278,000
State Department of Commerce Award: Twin Springs	151,900	0	0	0	0	0	151,900
Dept of Commerce: Juanita Drive	194,000	0	0	0	0	0	194,000
State Appropriation Unsecured	0	250,000	0	0	0	0	250,000
Utility Reimbursement: West Samm Bridge Replacement	412,699	0	0	0	0	0	412,699
Reimbursements from Other Agencies	2,765,330	0	0	0	0	0	2,765,330
DOE Grant: Juanita and 68th Ave	1,012,563	0	0	0	0	0	1,012,563
RCO Park Grants	485,288	485,288	0	0	0	290,000	1,260,576
King County Park Levy	9,200	49,200	93,200	45,700	45,700	42,500	285,500
King County Conservation District, Unsecured	92,500	92,500	0	0	0	0	185,000
King County Waterworks Grants	50,000	50,000	0	0	0	0	100,000
King County Flood Control District Resources	0	0	0	0	380,000	50,000	430,000
Public Works Trust Fund Loan: 190th Culvert	316,000	912,000	0	0	0	0	1,228,000
Walkways & Waterways Bonds: Log Boom, Squires	3,067,493	1,860,340	752,214	0	0	0	5,680,047
City Swamp Creek Basin Funds	476,135	319,562	0	43,000	43,000	43,000	924,697
Public Art Fund	32,779	48,351	0	0	0	0	81,130
Strategic Opportunity Fund	0	1,333,503	0	0	0	0	1,333,503
Other Grants or Funding	0	25,000	25,000	1,175,000	900,000	2,700,000	4,825,000
20 year Note Public Works Shop	0	6,500,000	0	0	0	0	6,500,000
<b>TOTAL REVENUES</b>	<b>\$44,080,189</b>	<b>\$25,743,843</b>	<b>\$3,680,334</b>	<b>\$4,940,455</b>	<b>\$3,300,109</b>	<b>\$5,665,082</b>	<b>\$87,410,012</b>

**CITY OF KENMORE, WASHINGTON  
PARK CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2021-2026**

Project Description	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals	Project Total
P 1 Twin Springs Interim Use	\$227,900	\$0	\$0	\$0	\$0	\$0	\$227,900	\$307,169
P 18 Rhododendron Park Waterfront & Open Space Mitigation	18,000	8,000	0	0	0	0	26,000	1,225,419
P 18a Rhododendron Park Float Mitigation	2,000	2,000	0	0	0	0	4,000	444,209
P 26 Squires Landing Float Mitigation	4,000	4,000	0	0	0	0	8,000	177,054
P 27 Squires Landing Park Waterfront & Mitigation	3,158,831	2,337,250	782,214	43,000	43,000	43,000	6,407,295	8,208,734
P 28 Log Boom Park Waterfront Access & Mitigation	1,250,708	1,180,708	60,000	42,500	42,500	42,500	2,618,916	3,913,345
P 30 Rhododendron Park Boathouse Pavilion	3,200	3,200	3,200	3,200	3,200	0	16,000	1,198,019
P 31 Squires Landing Park Land Acquisition-Opening	150,151	0	0	0	0	0	150,151	1,250,000
P 32 Moorlands Field Lighting	0	0	0	10,000	60,000	580,000	650,000	650,000
<b>Total Project Costs</b>	<b>\$4,814,790</b>	<b>\$3,535,158</b>	<b>\$845,414</b>	<b>\$98,700</b>	<b>\$148,700</b>	<b>\$665,500</b>	<b>\$10,108,262</b>	<b>\$17,373,949</b>

	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals
<b>Funding As Proposed:</b>							
Park Impact Fees	\$449,495	\$379,917	\$0	\$10,000	\$60,000	\$290,000	\$1,189,412
Real Estate Excise Taxes	0	0	0	0	0	0	0
City Swamp Creek Basin Funds	476,135	319,562	0	43,000	43,000	43,000	924,697
City Public Art Fund	32,779	48,351	0	0	0	0	81,130
RCO Grants	485,288	485,288	0	0	0	290,000	1,260,576
King County Waterworks Grant	50,000	50,000	0	0	0	0	100,000
King County Park Levy	9,200	49,200	93,200	45,700	45,700	42,500	285,500
King County Conservation District, unsecured	92,500	92,500	0	0	0	0	185,000
State Department of Commerce Award: Twin Springs	151,900	0	0	0	0	0	151,900
State Appropriation Unsecured	0	250,000	0	0	0	0	250,000
Walkways & Waterways Bonds: Log Boom, Squires	3,067,493	1,860,340	752,214	0	0	0	5,680,047
<b>Total Project Funding</b>	<b>\$4,814,790</b>	<b>\$3,535,158</b>	<b>\$845,414</b>	<b>\$98,700</b>	<b>\$148,700</b>	<b>\$665,500</b>	<b>\$10,108,262</b>





## City of Kenmore Capital Improvement Program

### Twin Springs Park – Phase 1

#### 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:** Parks Project Manager

**Project Description:** Phase 1, very minor improvements to do the bare minimum to open the park to the public, including construction of a maintenance path, refurbishing the existing parking lot and access at the entrance of 80<sup>th</sup> Ave/192<sup>nd</sup> and constructing a small parking pad off the entrance of 80<sup>th</sup> Ave/195<sup>th</sup>. Conduct survey and critical areas report for future master plan phases.

**Background:** King County completed the Brightwater Portal 44 project year end 2015. On 5/23/16 the Twin Springs property (approx. 25 acres) was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan. On 5/14/18 Council adopted the Twin Springs Park Master Plan which included a phasing plan and cost estimate for a Phase 1 trail project. The 2020 adopted Park Recreation and Open Space Plan, describes phased development to provide parking and trailhead elements that would allow the city to open the park to the public (Phase 1) for neighborhood level use. Additional improvements (Phase 2) would provide recreational elements suitable for the natural context of the park, such as opportunities for natural play, picnicking, educational opportunities, and trails as shown in the adopted Master Plan. The Capital Facilities Plan estimates \$100,000 for Phase 1 in the near-term six-year CIP and \$3.5m for Phases 2 and 3 in the mid-term 7-12 years.

	Exempt	DNS	EIS
<b>Environmental Review Status:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 including wetlands and slopes. Potential expiration of WA State appropriation of \$251,900 but the State has indicated they will have no problem extending the appropriation given the COVID-19 situation.

**Operations:** Ongoing maintenance and operations required following construction of park 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 starting in 2022 depending on park opening.





# City of Kenmore Capital Improvement Program

## Twin Springs Park – Phase 1

### Project P-1

#### CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	2021-2026
<b>Expenses</b>								
Design/permit/ construction	\$79,269	\$20,000						\$30,000
Construction		\$ 205,900						\$ 205,900
<b>Total</b>	<b>\$ 79,269</b>	<b>\$ 227,900</b>						<b>\$227,900</b>
<b>Revenue</b>								
Park Impact Fees		\$76,000						\$ 76,000
WA State Appropriation		\$ 151,900						\$ 151,900
<b>Total</b>		<b>\$227,900</b>						<b>\$227,900</b>

#### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Feasibility																								
Permitting																								
Final Design																								
Construction																								
Closeout																								





## City of Kenmore Capital Improvement Program

### Rhododendron Park Waterfront

(On-going mitigation/ monitoring plus public art)

#### Project P-18

**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 170<sup>th</sup> Street, Kenmore WA.



**Project Manager:** Parks Project Manager

**Project Description:** Five years of monitoring and maintaining are required for mitigation plantings (2018-2022) related to the boardwalk/trail project completed in 2017. The City has contracted with EarthCorps for monitoring/maintenance. In 2019 Council gave direction on public art funds related to the boardwalk/trail project with \$18,743 allocated for art design/installation. A budget amendment of \$10,000 will be needed in 2020 to allow the Public Artist to begin the fabrication of the artworks. The remaining \$10,000 will be needed in 2021 for final payment of the artwork installation.

**Background:** The boardwalk/trail project was one of the projects approved on the November 2016 Walkways & Waterways ballot measure. The new boardwalk/trail completed in 2017 connects the existing park improvements through the wetland to the Sammamish River. The access driveway was also improved to provide additional parking.

KMC Chapter 3.50 sets out the procedures for using the One Percent for the Arts funds on public projects. These funds may be used for selection, acquisition, and installation or display of visual art. City Council reviewed and approved the art selection criteria and process, and the draft Ad-Hoc Public Art Committee charter on November 18, 2019. A design/fabrication contract was approved with Jennifer Dixon. The design process was completed in 2019 and in June 2020 Council approved the final design and fabrication contract. Public art will be installed in 2021.

A park master plan was adopted 3/27/06 and other improvements at the park 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; 2010 new basketball court; 2017 new dock.

**Environmental Review Status:**

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

SEPA not required for public art installation.

**Potential Project Issues:** Non anticipated.

**Operations:** Addition of public art in 2021 will slightly increase the park operations budget for long-term maintenance. Once the mitigation/monitoring is complete in 2022, then maintenance will become part of on-going park maintenance and operations.





## City of Kenmore Capital Improvement Program

Rhododendron Park Boardwalk (On-going mitigation/monitoring, plus Public Art)

Project P-18

### CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total 2021-2026
<b>Expenses</b>								
Design								
Permit								
art fabrication & installation	\$10,000	\$10,000						\$10,000
monitoring	\$32,000	\$8,000	\$8,000					\$16,000
<b>Total</b>	<b>\$42,000</b>	<b>\$18,000</b>	<b>\$8,000</b>					<b>\$26,000</b>
<b>Revenue</b>								
REET								
Bond	\$10,947	\$8,000	\$8,000					\$16,000
in-lieu fees	\$21,053							
Federal								
1% For Arts	\$10,000	\$10,000						\$20,000
Park Impact Fees								
<b>Total</b>	<b>\$42,000</b>	<b>\$18,000</b>	<b>\$8,000</b>					<b>\$26,000</b>

### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Permitting																								
Final Design																								
Public Art Installation																								
Monitoring																								





## 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:** Parks Project Manager

**Project Description:** Monitoring and maintenance (2019-2022) of required mitigation plantings installed related to the Rhododendron dock project completed in 2017.

**Background:** Construction of a new dock was completed in 2017 to serve hand-carry watercraft access to the Sammamish River.

A park master plan was adopted 3/27/06 and other improvements at the park 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; 2010 new basketball court; 2017 new boardwalk and parking improvements; 2020, boathouse; and 2021 public art.

**Environmental Review Status:** Exempt ☐ DNS ☐ EIS ☐  
SEPA and shoreline permit obtained 2015.

**Potential Project Issues:** non anticipated.

**Operations:** Long-term maintenance will become part of ongoing park operations and maintenance after 2022.





## City of Kenmore Capital Improvement Program

### Rhododendron Park Dock/Float

#### Project P-18a

#### CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total 2021-2026
<b>Expenses</b>								
Pre-Design								
Design								
ROW/ Acquisition								
monitoring	\$4,000	\$2,000	\$2,000					\$4,000
<b>Total</b>		<b>\$2,000</b>	<b>\$2,000</b>					<b>\$ 4,000</b>
<b>Revenue</b>								
REET								
Strategic								
Federal								
KC Park Levy		\$2,000	\$2,000					\$ 4,000
Park Impact Fees	\$4,000							
<b>Total</b>		<b>\$2,000</b>	<b>\$2,000</b>					<b>\$4,000</b>

#### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								





## 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:** Parks Project Manager

**Project Description:** Monitoring and maintenance (2019-2022) of required mitigation plantings installed related to the Rhododendron dock project completed in 2017.

**Background:** Construction of a new dock was completed in 2017 to serve hand-carry watercraft access to the Sammamish River.

A park master plan was adopted 3/27/06 and other improvements at the park 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; 2010 new basketball court; 2017 new boardwalk and parking improvements; 2020, boathouse; and 2021 public art.

**Environmental Review Status:**      Exempt      DNS      EIS  
   ☐      ☐      ☐  
SEPA and shoreline permit obtained 2015.

**Potential Project Issues:** non anticipated.

**Operations:** Long-term maintenance will become part of ongoing park operations and maintenance after 2022.





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

## CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total 2021-2026
<b>Expenses</b>								
Pre-Design								
Design								
ROW/ Acquisition								
monitoring	\$4,000	\$2,000	\$2,000					\$4,000
<b>Total</b>		<b>\$2,000</b>	<b>\$2,000</b>					<b>\$ 4,000</b>
<b>Revenue</b>								
REET								
Strategic								
Federal								
KC Park Levy	\$ 4,000	\$2,000	\$2,000					\$ 8,000
Park Impact Fees								
<b>Total</b>		<b>\$2,000</b>	<b>\$2,000</b>					<b>\$4,000</b>

## SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								



## City of Kenmore Capital Improvement Program

### Squires Landing 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:** Parks Project Manager

**Project Description:** Monitoring and maintenance (2019-2022) of required mitigation plantings installed related to the Squires Landing dock replacement project completed in 2017.

**Background:** The City acquired the 0.65 acre Twedt property in June 2014 as an expansion to the adjoining Squires Landing park property (40 acres). The City obtained a 2014 RCO grant \$340,485 to assist with acquisition costs. 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. In 2015 SnoKing Watershed Council received \$70,000 in grant funds from the Salmon Recovery Funding Board to restore two acres of shoreline including City funding of approximately \$12,000, with project completion anticipated December 2018. A conceptual plan was developed for approximately 11 acres of Squires Landing in 2015 to enhance water access and this project was included on the November 2016 ballot measure for Walkways & Waterways. The conceptual plan design was updated in 2018. Construction of the Walkways & Waterways water access project is estimated in 2023. The City applied for an \$82,000 2016 RCO grant for the dock replacement (not awarded). In September 2016 the City applied for SEPA and a Shoreline Substantial Development Permit. Construction of the dock replacement project was completed in 2017.

**Environmental Review Status:** Exempt ☐ DNS ☐ EIS ☐  
Environmental review due to critical area and shoreline issues. SEPA issued 2017.

**Potential Project Issues:** non anticipated.

**Operations:** Long-term maintenance of mitigation plantings will become part of ongoing park operations and maintenance after 2022.







## City of Kenmore Capital Improvement Program

### Squires Landing Dock/Float

### Project P-26

#### CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
design								
Permitting								
Monitoring		\$4,000	\$4,000					\$8,000
<b>Total</b>		<b>\$4,000</b>	<b>\$ 4,000</b>					<b>\$ 8,000</b>
<b>Revenue</b>								
REET								
TIB								
Federal								
Private								
KC Park Levy		\$4,000	\$4,000					\$8,000
<b>Total</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>					<b>\$ 8,000</b>

#### SCHEDULE

	2021				2022				2023				2024				2025				2026		
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Design																							
Permitting																							
Final Design																							
Construction																							
Monitoring																							





## City of Kenmore Capital Improvement Program

### Squires Landing Waterfront

#### Project P-27

**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:** Enhance water access to the Sammamish River. Improvements will include new elevated walkways, trails, viewpoints as well as natural open space and other environmental enhancements. The project will also add new boating facilities including docks, ramps, and staging areas for hand-powered watercraft; parking; a restroom and public art.

**Background:** In 2015 a conceptual plan was developed for approximately 7 acres of Squires Landing Park to enhance public access to the Sammamish River. This project was included on the November 2016 ballot measure for Walkways & Waterways. Estimate receiving all permits in 2021. Construction phased over two years to accommodate in-water work with completion in 2023.

MDNS  
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EIS  
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Environmental review due to critical area and shoreline issues. SEPA issued.

**Potential Project Issues:** Obtaining all required agency permits.

**Operations:** Maintenance costs related to upkeep of new facilities begin 2023.





# City of Kenmore Capital Improvement Program Squires Landing Waterfront Project P-27

## CURRENT DOLLARS

Year	Prior Yr	2021	2022	2023	2024	2025	2026	Total 2021-2026
Admin	\$ 142,686	\$50,000	\$ 50,000	\$ 30,000	\$ 3,000	\$3,000	\$ 19,060	\$ 297,746
Permitting	\$ 14,246	\$5,754						\$5,754
Design & Bid	\$ 1,348,446	\$63,613						\$63,613
Construction		\$3,039,464	\$2,287,251	\$752,214				\$6,078,929
Monitor-Maintain					\$40,000	\$40,000	\$320,000	\$400,000
<b>Total</b>	<b>\$ 1,505,378</b>	<b>\$3,158,831</b>	<b>\$ 2,337,251</b>	<b>\$ 782,214</b>	<b>\$ 43,000</b>	<b>\$ 43,000</b>	<b>\$ 339,060</b>	<b>\$6,703,356</b>
<b>Revenue</b>								
REET								\$0
Bond	\$ 1,451,627	\$2,163,796	\$1,066,643	\$752,214				\$3,982,653
SC Basin Funds		\$ 325,984	\$ 319,562		\$43,000	\$43,000	\$339,060	\$ 1,070,606
Grants		\$392,500	\$ 642,500					\$1,035,000
Public Art Fund			\$ 25,573					\$25,573
Park Impact Fees	\$ 53,751	\$ 276,551	\$ 282,973	\$ 30,000				\$ 589,524
<b>Total</b>	<b>\$ 1,505,378</b>	<b>\$ 3,158,831</b>	<b>\$ 2,337,251</b>	<b>\$ 782,214</b>	<b>\$ 43,000</b>	<b>\$ 43,000</b>	<b>\$ 339,060</b>	<b>\$ 6,703,356</b>

## SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								



## Log Boom Park Waterfront Project P-28

**Project Location:** Log Boom Park (NE 175<sup>th</sup> St west of 61<sup>st</sup> Ave NE) 17415 61<sup>st</sup> Ave NE, Kenmore.

**Project Manager:** Parks Project Manager

**Project Description:** This project will improve public access to Lake Washington including beach expansion, new trails and viewpoints, picnic areas, waterfront pavilion, environmental and ecological enhancements, kayak concession building, and access for hand-powered watercraft.

**Background:** In 2015 a conceptual plan was developed for improvements at Log Boom park to enhance public access to Lake Washington. This project was included on the November 2016 ballot measure for Walkways & Waterways. Estimate receiving all permits by January 2021 leading to possible construction Summer 2021, assuming all permits received and a successful bid process.

<b>Environmental Review Status:</b>	Exempt	DNS	EIS
SEPA issued.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Potential Project Issues:** Obtaining the engineering and building permits in early 2021 to allow bid process and construction in 2021.

**Operations:** Maintenance costs related to upkeep of a new facilities begin 2022.







# City of Kenmore Capital Improvement Program Log Boom Park Waterfront Project P-28

## CURRENT DOLLARS

Year	Prior Yrs	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Admin	\$ 121,106	\$50,000	\$40,000	\$ 20,000	\$ 2,500	\$ 2,500	\$ 17,500	\$ 132,500
Permitting	\$ 12,495							
Design & Bid	\$ 905,828	\$42,500	\$42,500					\$ 85,000
Construction		\$1,158,208	\$1,098,208					\$ 2,256,416
Monitor-				\$40,000	\$ 40,000	\$ 40,000	\$ 280,000	\$ 400,000
<b>Total</b>	<b>\$ 1,039,429</b>	<b>\$ 1,250,708</b>	<b>\$ 1,180,708</b>	<b>\$ 60,000</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 297,500</b>	<b>\$ 2,873,916</b>
<b>Revenue</b>								
REET								
Bond	\$ 983,521	\$895,697	\$785,697					\$ 1,681,394
Grant		\$ 235,288	\$ 235,288					\$ 470,575
KC Park Levy			\$ 40,000	\$60,000	\$ 42,500	\$42,500	\$297,500	\$ 482,500
Public Art Fund		\$ 22,780	\$ 22,780					\$ 45,559
Park Impact Fees	\$ 55,908	\$ 96,944	\$ 96,944					\$ 193,888
<b>Total</b>	<b>\$ 1,039,429</b>	<b>\$ 1,250,708</b>	<b>\$ 1,180,708</b>	<b>\$ 60,000</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 297,500</b>	<b>\$ 2,873,916</b>

## SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								





## City of Kenmore Capital Improvement Program

### Rhododendron Park Boatshed

#### Project P-30

**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 170<sup>th</sup> Street, Kenmore WA.

**Project Manager:** Parks Project Manager

**Project Description:** Monitoring and maintenance (2021-2025) of required mitigation plantings installed related to the Rhododendron Boathouse project. The City will likely contract with EarthCorps or another agency for the five-year mitigation monitoring period. Until the City receives the \$250,000 from NSD and the \$410,000 from the fundraising committee, the City will need to advance the combined total of \$660,000 to complete boathouse project construction in 2020 from the Strategic Opportunity Fund. The Strategic Opportunity Fund will be reimbursed upon receipt of funds. Complete receipt of funds is estimated by year end 2023.

January 27<sup>th</sup>, 2020 Council authorized the City Manager to execute Contract 20-C2133, a lease agreement between the City and the Northshore School District (NSD) for use of the Rhododendron Park boatshed. NSD will contribute \$250,000 upon lease execution. The lease has not yet been executed so funds have not been paid to the City. Concurrently with execution of the Lease, NSD will enter into a separate Management Agreement with the George Pocock Rowing Foundation (GPRF) for the management and operation of the boathouse facility. The uncertainty of programming, given Covid-19, is causing delay in lease execution but NSD is still committed to provide the \$250,000. In addition, a \$390,000 budget shortfall is anticipated for the boathouse project. In 2019 Council direction was that any budget shortfall would be filled by a private/non-profit fundraising committee. Covid-19 has significantly slowed down fundraising efforts.

**Background:** A 40' x 70' steel boathouse was constructed in 2020. The boathouse serves the school district rowing program and community rowing. The boathouse provides enclosed storage for 24-36 rowing shells. Small second story area for exercise machines, meeting and coaching space.

A park master plan was adopted 3/27/06 and other improvements at the park 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; 2010 new basketball court; 2017 new boardwalk and parking improvements; 2020, boathouse; and 2021 public art.



**Environmental Review Status:**

Exempt  
☐

DNS  
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EIS  
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**City of Kenmore Capital Improvement Program**  
**Rhododendron Park Boatshed**  
**Project P-30**

**CURRENT DOLLARS**

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total 2021-2026
Design								
Permit								
Construction								
monitoring		\$3,200	\$3,200	\$3,200	\$3,200	\$3,200		\$16,000
Funding								\$16,000
<b>Total</b>	<b>\$</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,200</b>		<b>\$16,000</b>
<b>Revenue</b>								
KC Park levy		\$3,200	\$3,200	\$3,200	\$3,200	\$3,200		\$16,000
fundraising								
School district								
Federal								
Grant								
Park Impact Fees								
<b>Total</b>		<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,200</b>		<b>\$16,000</b>

**SCHEDULE**

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Monitoring																								





## City of Kenmore Capital Improvement Program Squires Landing Park Land Acquisition (park opening) Project P-31

**Project Location:** 7637 NE 192<sup>nd</sup> Street

**Project Manager:** Parks Project Manager

**Project Description:** Create passive recreation infrastructure improvements to open the recently acquired property to the public in order to satisfy the State Recreation and Conservation Office requirements. Future improvements may include: park entry signage, striping parking spaces on existing asphalt, fencing and signage to identify critical areas, and habitat restoration to meet the State of Washington Recreation & Conservation Office (RCO) requirement to allow public access to the property.

**Background:** The City's Waterfront & Natural Open Space Access Project at Squires Landing Park will improve public access to the Sammamish River. 1.5 acres of the total 7.25-acre project includes the proposed plaza, walkway, restroom and parking lot. For the State Recreation and Conservation Office (RCO) to allow "conversion" (development) of this 1.5-acre area and remove the restrictive covenant, purchase of equivalent replacement land for wildlife habitat and passive recreation was required. The City purchased 4.8 acres of replacement land located at 7637 NE 192<sup>nd</sup> Street adjacent to the City owned 14.6-acre Swamp Creek Wetland within the Swamp Creek watershed basin to meet the conversion process requirements. A restrictive covenant was placed on this property to meet the RCO requirements to retain the property for wildlife habitat and passive recreation.



**Environmental Review Status:**

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

Anticipated minimal upland improvements are SEPA exempt.

**Potential Project Issues:** None anticipated.

**Operations:** Maintenance costs related to upkeep of new facilities begin 2021.



**City of Kenmore Capital Improvement Program**  
**Squires Landing Park Land Acquisition (park opening)**  
**Project P-31**

**CURRENT DOLLARS**

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total 2021-2026
Acquisition	\$ 1,044,849							
Permitting	\$ 10,000							
Construction	\$ 45,000	\$150,151						\$150,151
<b>Total</b>	<b>\$ 1,099,849</b>	<b>\$ 150,151</b>						<b>\$150,151</b>
<b>Revenue</b>								
REET								
Bond								
SC Basin Funds	\$244,303	\$150,151						\$150,151
Grant	\$804,587							
Park Impact Fees	\$ 50,959							
<b>Total</b>	<b>\$ 1,099,849</b>	<b>\$150,151</b>						<b>\$150,151</b>

**SCHEDULE**

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Acquisition																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								





## City of Kenmore Capital Improvement Program

### Moorlands Park Improvements -Lighting

#### Project P-32

**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:** Parks Project Manager

**Project Description:** Addition of field lighting.

**Background:** In July of 2018 park improvements (project P 6) were completed including renovated athletic field, new picnic shelter, restrooms, playground, landscaping and pathways. A new interlocal agreement with the Northshore School District regarding park use was authorized in December 2017. The 2020 adopted PROS Plan identifies develop and expand recreational opportunities at existing parks to add capacity, increase diversity in the types of amenities offered in the system, improve accessibility, and/or enhance the overall park experience. Adding field lighting would potentially increase capacity for field scheduling for youth sports. Existing park capacity improvements (expansion or new features) is included in the Capital Facilities plan as mid-term (7-12 years) and long-term goals (13+ years) with \$9.75 million estimated.

**Environmental Review Status:**

Environmental review likely required.

Exempt  
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**Potential Project Issues:** Addressing neighborhood concerns about adding field lighting. Potential environmental concerns related to overhead lighting.

**Operations:** The City took over all park maintenance following execution of the 2017 interlocal agreement with the Northshore School District. The proposed lighting improvements may result in an additional increase in the park operations budget.





**City of Kenmore Capital Improvement Program**  
**Moorlands Park Improvements - Lighting**  
**Project P-32**

**CURRENT DOLLARS**

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total 2021-2026
<b>Expenses</b>								
Grant prep					\$10,000			\$ 10,000
Design						\$50,000		\$ 50,000
Permitting						\$ 10,000	\$10,000	\$ 20,000
Construction							\$570,000	\$ 570,000
<b>Total</b>					<b>\$ 10,000</b>	<b>\$ 60,000</b>	<b>\$ 580,000</b>	<b>\$ 650,000</b>
<b>Revenue</b>								
REET								
Strategic								
KC Levy								
RCO Grant							\$290,000	\$290,000
Park Impact Fees					\$10,000	\$60,000	\$290,000	\$360,000
<b>Total</b>					<b>\$ 10,000</b>	<b>\$ 60,000</b>	<b>\$ 580,000</b>	<b>\$ 650,000</b>

**SCHEDULE**

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Grant materials/application																								
Permitting																								
Final Design																								
Construction																								
Closeout																								

**CITY OF KENMORE, WASHINGTON  
TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2021-2026**

Project Description	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals	Project Total
T 8 SR 522 West B 57th to 61st	\$5,000	\$250,000	\$250,000	\$900,000	\$585,000	\$10,000	\$2,000,000	\$2,000,000
T 27 Sidewalk Program								
Sidewalk Gaps/ADA Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	150,000	586,587
T27x NE 192nd Ave Sidewalks (73rd Ave -75th Ave)	500	86,306	344,194	0	0	0	431,000	431,000
T47 Arrowhead Dr Sidewalks	1,000	60,000	85,900	980,348	0	0	1,127,248	2,254,496
T 35 Pavement Preservation	150,000	990,000	150,000	990,000	150,000	990,000	3,420,000	3,420,000
T 37 West Samm Bridge	18,024,711	8,643,947	893,176	9,757	9,759	78,632	27,659,982	43,095,881
T 38 175th St/ Swamp Creek Crossing	0	25,000	25,000	175,000	200,000	2,200,000	2,625,000	2,648,218
T 41 Juanita Dr Pedestrian & Bicycle Safety	9,897,233	358,699	0	0	0	0	10,255,932	16,844,108
T 42 68th Ave Pedestrian & Bicycle Safety	9,167,718	2,733,503	0	0	0	0	11,901,221	13,021,875
T 44 61 Ave Sidewalk Replacement Project	75,000	90,000	90,000	90,000	90,000	90,000	525,000	616,988
T 48 2018 Local Road Safety - Signing	292,000	0	0	0	0	0	292,000	359,800
T 49 2018 Local Road Safety - Lighting	35,000	0	0	0	0	0	35,000	37,500
T 50 SR522 Gateway Sign East	20,000	0	0	0	0	0	20,000	20,000
<b>Total Project Costs</b>	<b>\$37,693,162</b>	<b>\$13,262,455</b>	<b>\$1,863,270</b>	<b>\$3,170,105</b>	<b>\$1,059,759</b>	<b>\$3,393,632</b>	<b>\$60,442,383</b>	<b>\$85,336,453</b>

	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals
<b>Funding as Proposed:</b>							
Real Estate Excise Taxes	\$3,015,050	\$3,086,913	\$750,000	\$1,090,000	\$250,000	\$1,090,000	\$9,281,963
Transportation Impact Fees	3,458,848	403,699	352,770	9,757	9,759	78,632	4,313,465
Surface Water Fund	649,587	15,000	15,000	15,000	15,000	15,000	724,587
Strategic Opportunities Fund	0	1,333,503	0	0	0	0	1,333,503
WSDOT Safe Routes to School Grant: Sidewalks	1,500	146,306	430,094	980,348	0	0	1,558,248
Federal Highway Safety Impr Program - Sidewalks	326,000	0	0	0	0	0	326,000
Reimbursements from Other Agencies	2,765,330	0	0	0	0	0	2,765,330
BRAC Grant: West Samm Bridge Replacement	3,692,856	0	0	0	0	0	3,692,856
Connecting WA Funds: West Samm Bridge, West B	9,624,546	6,556,631	290,406	900,000	585,000	10,000	17,966,583
TIB Grant: West Samm Bridge Replacement	3,650,023	1,295,403	0	0	0	0	4,945,426
Walkways & Waterways Bonds: Juanita and 68th Ave	5,908,160	400,000	0	0	0	0	6,308,160
Sound Transit Grant: Juanita Drive	1,278,000	0	0	0	0	0	1,278,000
WSDOT: Juanita Drive	1,704,000	0	0	0	0	0	1,704,000
Dept of Commerce: Juanita Drive	194,000	0	0	0	0	0	194,000
DOE Grant: Juanita and 68th Ave	1,012,563	0	0	0	0	0	1,012,563
Utility Reimbursement: West Samm Bridge Replacement	412,699	0	0	0	0	0	412,699
Other Grants or Funding	0	25,000	25,000	175,000	200,000	2,200,000	2,625,000
<b>Total Project Funding</b>	<b>\$37,693,162</b>	<b>\$13,262,455</b>	<b>\$1,863,270</b>	<b>\$3,170,105</b>	<b>\$1,059,759</b>	<b>\$3,393,632</b>	<b>\$60,442,383</b>





## City of Kenmore Capital Improvement Program

**Project Name:** SR 522 West B (57 Avenue NE to 61 Avenue NE)

**Project No.** T-8

**Project Location:** SR 522 from 57 Avenue NE to 61 Avenue NE

**Project Description:** This project will widen Highway 522 west of 61 Avenue NE to provide eastbound-to-westbound U-turn capability at the 61<sup>st</sup> Ave NE intersection, widening along the south side of SR 522 for new sidewalk and amenity strip, and provide access management to SR522.

**Background:** Since its incorporation, the City of Kenmore has completed improvements to SR 522 (Bothell Way) between 61<sup>st</sup> Avenue NE and the east city limits to increase safety, improve transit reliability, and ease congestion. Improvements included adding new traffic signals, street lighting and sidewalks, widening SR 522 for Business Access and Transit lanes, enhancing the corridor with new landscaping and medians to improve access management, replacing the Swamp Creek Bridge, undergrounding utilities, and more. The final segment, SR 522 West B (57 Avenue NE to 61 Avenue NE) will complete corridor improvements to the west City limits.

**Funding Sources:** This project is funded with \$2M from the State's Connecting WA program. Additional City funds may be needed to supplement the grant funds. Staff will apply for additional grant funds as they become available.







## City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

Project No. T-8

### CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design		\$ 5,000	\$ 250,000	\$ 250,000				\$ 505,000
ROW/ Acquisition								
Construction					\$ 900,000	\$ 585,000	\$ 10,000	\$ 1,495,000
<b>Total</b>		<b>\$ 5,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 900,000</b>	<b>\$ 585,000</b>	<b>\$ 10,000</b>	<b>\$ 2,000,000</b>
<b>Revenue</b>								
Connecting WA		\$ 5,000	\$ 250,000	\$ 250,000	\$ 900,000	\$ 585,000	\$ 10,000	\$ 2,000,000
<b>Total</b>		<b>\$ 5,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 900,000</b>	<b>\$ 585,000</b>	<b>\$ 10,000</b>	<b>\$ 2,000,000</b>

### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Grant Applications																								
Design																								
Right-of-way																								
Construction																								
Closeout																								



## City of Kenmore Transportation Improvement Program

**Project Name:** Sidewalk Gap/ADA Replacement Program

**Project No.:** T-27

**Project Location(s):** Citywide

**Project Description:** These projects are intended to complete gaps in existing sidewalk, replace non-compliant curb ramps and sidewalks at the identified locations throughout the city. Typical projects include new 5-6 foot wide sidewalk and ADA ramp improvements, curb ramp replacement, and sidewalk panel replacement.

**Background:** The City completed an inventory and assessment of its pedestrian facilities within the right of way. Several locations were identified as not being compliant with the American with Disabilities Act (ADA) standards. Also, filling sidewalk gaps is a cost effective way to improve mobility within the City. In 2013, the City completed its first Sidewalk Priority Plan. This plan will be updated in 2021 and will included a priority list for completing short sidewalk gaps within the City. Staff will utilize the pedestrian facility inventory completed in 2015 to identify priorities for replacing noncompliant accessible routes.

**Funding Sources:** \$100K per year of local City funds are allocated to this project. \$75K each year will be diverted to sidewalk replacement on 61<sup>st</sup> Ave NE (Project No. T-44).

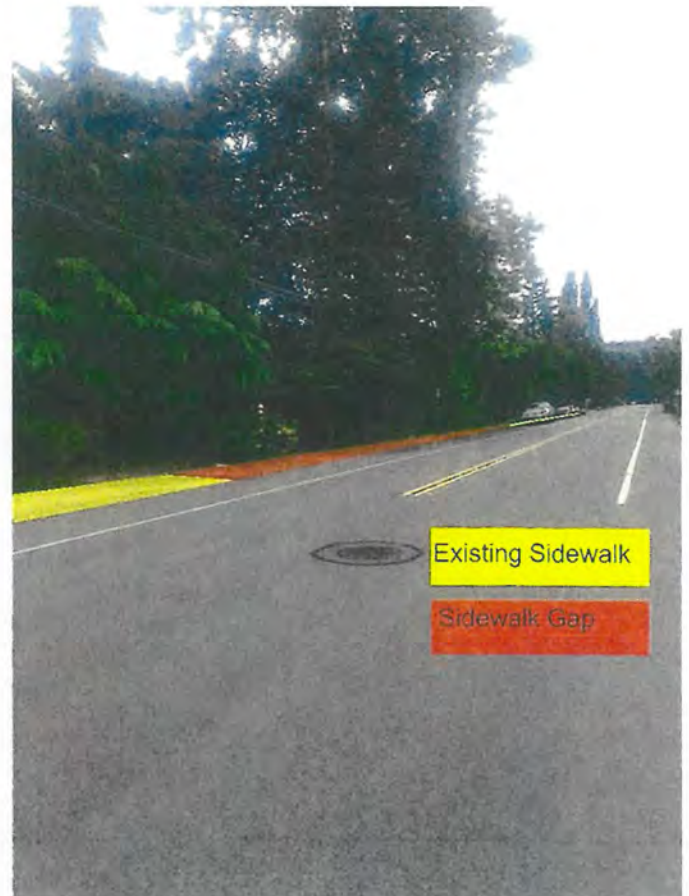


Figure A





## City of Kenmore Transportation Improvement Program

Project Name: Sidewalk Gaps/ADA Replacement Program

Project No.: T-27

### CURRENT DOLLARS

Year	Prior	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	\$ 83,571	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 113,571
ROW/ Acquisition		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 303,013	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 423,013
<b>Total</b>	<b>\$ 386,584</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 536,584</b>
<b>Revenue</b>								
REET	\$ 386,587	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 536,587
<b>Total</b>	<b>\$ 386,587</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 536,587</b>

### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Construction																								
Closeout																								



## City of Kenmore Transportation Improvement Program

**Project Name:** NE 192<sup>nd</sup> St Sidewalks (73<sup>rd</sup> Ave – 75<sup>th</sup> Ave)

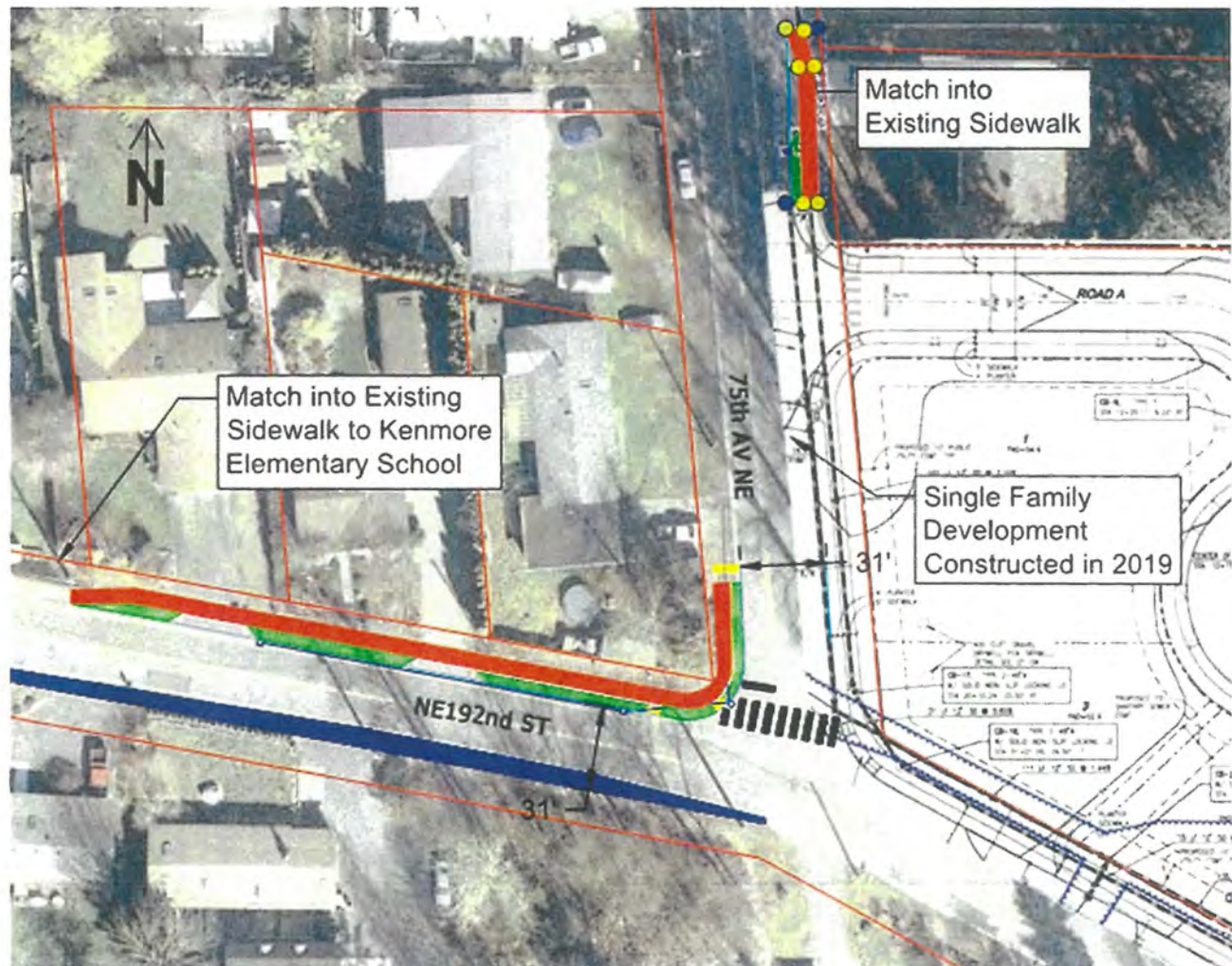
**Project No.:** T-27x

**Project Location:** NE 192<sup>nd</sup> Street between 73<sup>rd</sup> Ave NE and 75<sup>th</sup> Avenue NE.

**Project Description:** This project builds approximately 275 LF of new sidewalks on north side of NE192nd Street from 73<sup>rd</sup> Ave – 75<sup>th</sup> Ave and approximately 75 LF of sidewalk on the east side of 75<sup>th</sup> Ave NE to close the sidewalk gap.

**Background:** Sidewalk exists on NE 192<sup>nd</sup> Street at 73<sup>rd</sup> Avenue NE and terminates approximately 240 feet from 75<sup>th</sup> Ave NE. Approximately 500 LF of sidewalks were installed east of 75<sup>th</sup> Ave NE as part of private developments. Sidewalk also exists up 75<sup>th</sup> Ave NE. This project will close gaps and create a continuous sidewalk to Kenmore Elementary in this area. NE 192<sup>nd</sup> St is a designated walking route for Kenmore Elementary School students. Sidewalks at this location were identified as a high priority sidewalk in the Sidewalk Program.

**Funding Sources:** This project is currently unfunded. In May 2020, staff applied for a WSDOT Safe Route to Schools grant to fund this project. Grant results will be announced in the fall of 2020.







## City of Kenmore Transportation Improvement Program

Project Name: NE 192<sup>nd</sup> Ave Sidewalks (73<sup>rd</sup> Ave – 75<sup>th</sup> Ave)

Project No.: T-27x

### Current Dollars:

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design		\$ 500	\$ 82,706					\$ 83,206
ROW/ Acquisition			\$ 3,600					\$ 3,600
Construction				\$ 344,194				\$ 344,194
<b>Total</b>		<b>\$ 500</b>	<b>\$ 86,306</b>	<b>\$ 344,194</b>				<b>\$ 431,000</b>
<b>Revenue</b>								
State		\$ 500	\$ 86,306	\$ 344,194				\$ 431,000
<b>Total</b>		<b>\$ 500</b>	<b>\$ 86,306</b>	<b>\$ 344,194</b>				<b>\$ 431,000</b>

### Schedule:

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right of Way																								
Construction																								
Closeout																								



## City of Kenmore Transportation Improvement Program

**Project Name:** NE Arrowhead Drive Sidewalks

**Project No.:** T-47

**Project Location:** NE Arrowhead Drive between NE 151<sup>st</sup> Street and 64<sup>th</sup> Avenue NE.

**Project Description:** This project builds approximately 2,050 LF of new sidewalks on west side/south side of NE Arrowhead drive from NE 151<sup>st</sup> St to 64<sup>th</sup> Ave NE.

**Background:** NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan and is listed as a high priority sidewalk in the Sidewalk Program.

**Funding Sources:** This project is currently unfunded. In May 2020, staff applied for a WSDOT Safe Route to Schools grant to fund this project. Grant results will be announced in the fall of 2020.



*Proposed Improvements*





## City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

Project No.: T-47

### Current Dollars:

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design		\$ 1,000	\$ 60,000	\$ 80,000				\$ 141,000
ROW/ Acquisition				\$ 5,900				\$ 5,900
Construction					\$ 980,348			\$ 980,348
<b>Total</b>		<b>\$ 1,000</b>	<b>\$ 60,000</b>	<b>\$ 85,900</b>	<b>\$ 980,348</b>			<b>\$1,127,248</b>
<b>Revenue</b>								
State		\$ 1,000	\$ 60,000	\$ 85,900	\$ 980,348			\$1,127,248
<b>Total</b>		<b>\$ 1,000</b>	<b>\$ 60,000</b>	<b>\$ 85,900</b>	<b>\$ 980,348</b>			<b>\$1,127,248</b>

### Schedule:

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right of Way																								
Construction																								
Closeout																								



## City of Kenmore Transportation Improvement Program

**Project Name:** Pavement Overlay Program

**Project No.:** T-35

**Project Location:** Citywide.

**Project Description:** This program includes grind and overlay of selected streets within the City. Typically grind and overlay projects are completed on roadways with pavement ratings between 60 and 70 while pavement seal operations are completed on roadways with ratings above 70. As part of any pavement overlay, curb ramps within the project limits are upgraded to comply with the American's with Disabilities Act (ADA). In addition, pavement overlay may also include major pavement repairs, utility adjustments and pavement markings.

**Background:** The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. Focus is typically on arterials within the City. In addition, there are 3 goals listed in the Comprehensive Plan that support this program:

1. Provide a complete transportation network serving local and regional circulation needs, safely accommodating all users;
2. Promote a transportation system that contributes to fiscal and environmental sustainability;
3. Facilitate freight mobility and economic prosperity.

### CURRENT DOLLARS

Year	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>							
Design	\$ 150,000		\$ 150,000		\$ 150,000		\$ 450,000
ROW							
Construction		\$ 990,000		\$ 990,000		\$ 990,000	\$2,970,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 990,000</b>	<b>\$ 150,000</b>	<b>\$ 990,000</b>	<b>\$ 150,000</b>	<b>\$ 990,000</b>	<b>\$3,420,000</b>
<b>Revenue</b>							
REET	\$ 150,000	\$ 990,000	\$ 150,000	\$ 990,000	\$ 150,000	\$ 990,000	\$3,420,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 990,000</b>	<b>\$ 150,000</b>	<b>\$ 990,000</b>	<b>\$ 150,000</b>	<b>\$ 990,000</b>	<b>\$3,420,000</b>





## City of Kenmore Transportation Improvement Program

**Project Name:** West Sammamish River Bridge Replacement Project

**Project No:** T-37

**Project Location:** 68<sup>th</sup> Avenue NE between NE 170<sup>th</sup> Street and NE 175<sup>th</sup> Street

**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 new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68<sup>th</sup> Avenue NE between NE 170<sup>th</sup> Street and NE 175<sup>th</sup> Street.

**Background:** The West Sammamish River Bridge was constructed in the 1930's and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed an alternatives analysis, a scour analysis, a load rating analysis, and has applied load restrictions on the bridge (weight limits went into effect in 2014). The bridge continues to be monitored during the design of the new bridge.

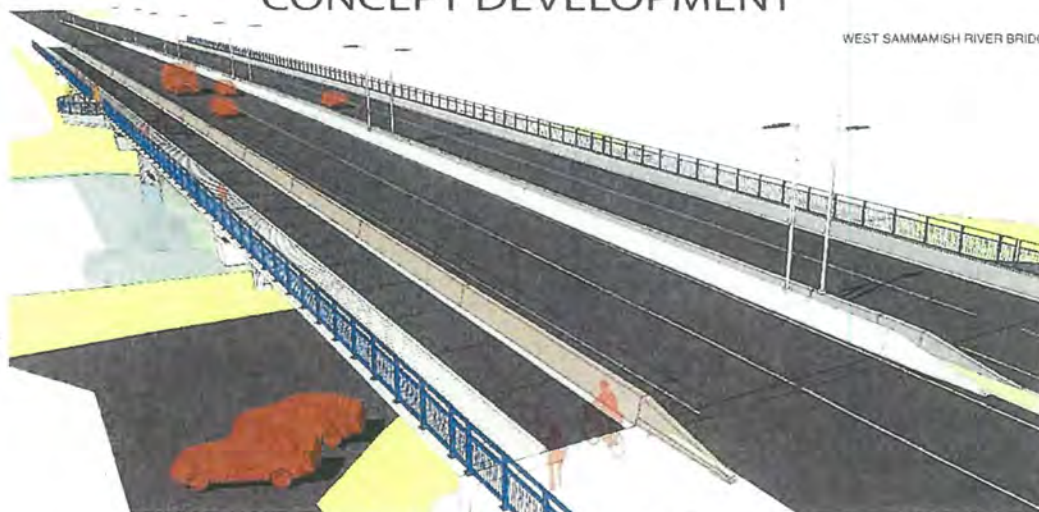
**Funding Sources:** The City has been awarded several grants for the project. The City was awarded \$12M in Bridge Program funds, \$1.06M in Surface Transportation funds, \$18M in Connecting Washington funds, and \$7M in TIB funds.



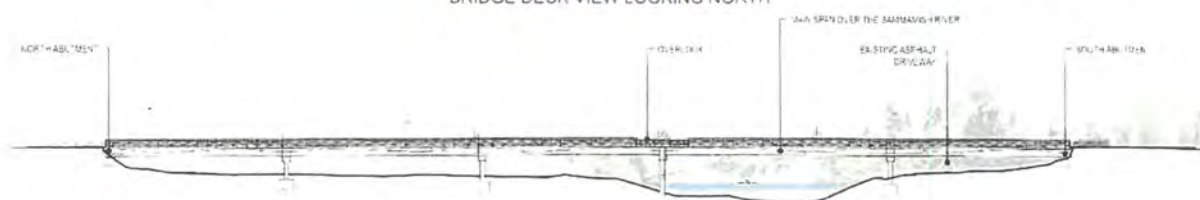
Project Location

### CONCEPT DEVELOPMENT

WEST SAMMAMISH RIVER BRIDGE



BRIDGE DECK VIEW LOOKING NORTH



MAKERS

BRIDGE DECK VIEW LOOKING EAST





**City of Kenmore Capital Improvement Program**  
**Project Name: West Sammamish River Bridge Replacement**  
**Project No. T- 37**

**CURRENT DOLLARS**

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Pre-Design	\$ 18,828							\$ 18,828
Design	\$ 3,229,584		\$ -					\$ 3,229,584
ROW/ Acquisition	\$ 1,293,473		\$ -					\$ 1,293,473
Construction	\$ 10,894,012	\$ 17,145,094	\$ 7,764,330	\$ 893,176	\$ 9,759	\$ 9,759	\$ 78,632	\$ 36,794,762
Contingency		\$ 879,617	\$ 879,617					\$ 1,759,234
<b>Total</b>	<b>\$ 15,435,897</b>	<b>\$ 18,024,711</b>	<b>\$ 8,643,947</b>	<b>\$ 893,176</b>	<b>\$ 9,759</b>	<b>\$ 9,759</b>	<b>\$ 78,632</b>	<b>\$ 43,095,881</b>
<b>Revenue</b>								
REET								\$ -
City	\$ 296,167		\$ 1,041,913	\$ 852,770	\$ 9,759	\$ 9,759	\$ 78,632	\$ 2,289,000
BRAC*	\$ 8,307,144	\$ 3,692,856						\$ 12,000,000
STP	\$ 1,063,994							\$ 1,063,994
SW Fund	\$ 550,413	\$ 649,587						\$ 1,200,000
Connect. WA	\$ 2,033,417	\$ 9,619,546	\$ 6,306,631	\$ 40,406				\$ 18,000,000
TIB	\$ 2,054,574	\$ 3,650,023	\$ 1,295,403					\$ 7,000,000
Utilities	\$ 1,130,188	\$ 412,699						\$ 1,542,887
<b>Total</b>	<b>\$ 15,435,897</b>	<b>\$ 18,024,711</b>	<b>\$ 8,643,947</b>	<b>\$ 893,176</b>	<b>\$ 9,759</b>	<b>\$ 9,759</b>	<b>\$ 78,632</b>	<b>\$ 43,095,881</b>
* \$837 dollars charged by WSDOT for services and deducted from invoices.								

**SCHEDULE**

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout/Plant Establishment/Mitigation																								



## City of Kenmore Capital Improvement Program

**Project Name:** Lower Swamp Creek Bridge Replacement

**Project No.:** T-38

**Project Location:** NE 175<sup>th</sup> Street/Swamp Creek Crossing

**Project Description:** The bridge over Swamp Creek at NE 175<sup>th</sup> Street has reaching its expected lifespan and is in need of replacement. An update of the alternatives analysis, cost estimates, funding alternatives will be conducted prior to design/construction.

**Background:** This structure is on NE 175<sup>th</sup> Street, adjacent to the Burke Gilman Trail and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. The existing structure is routinely evaluated by the King County Bridge Engineering group. Maintenance is provided to the structure as needed. King County recommended evaluation of the structure for rehabilitation vs. replacement. A study and alternatives analysis was performed in 2016 that recommended replacement of the bridge within the next 10 years.

**Funding Status:**

There is no funding set aside for design or construction for a new bridge. Local dollars are included to research and evaluate funding alternatives for the bridge.



Figure A: Existing Bridge

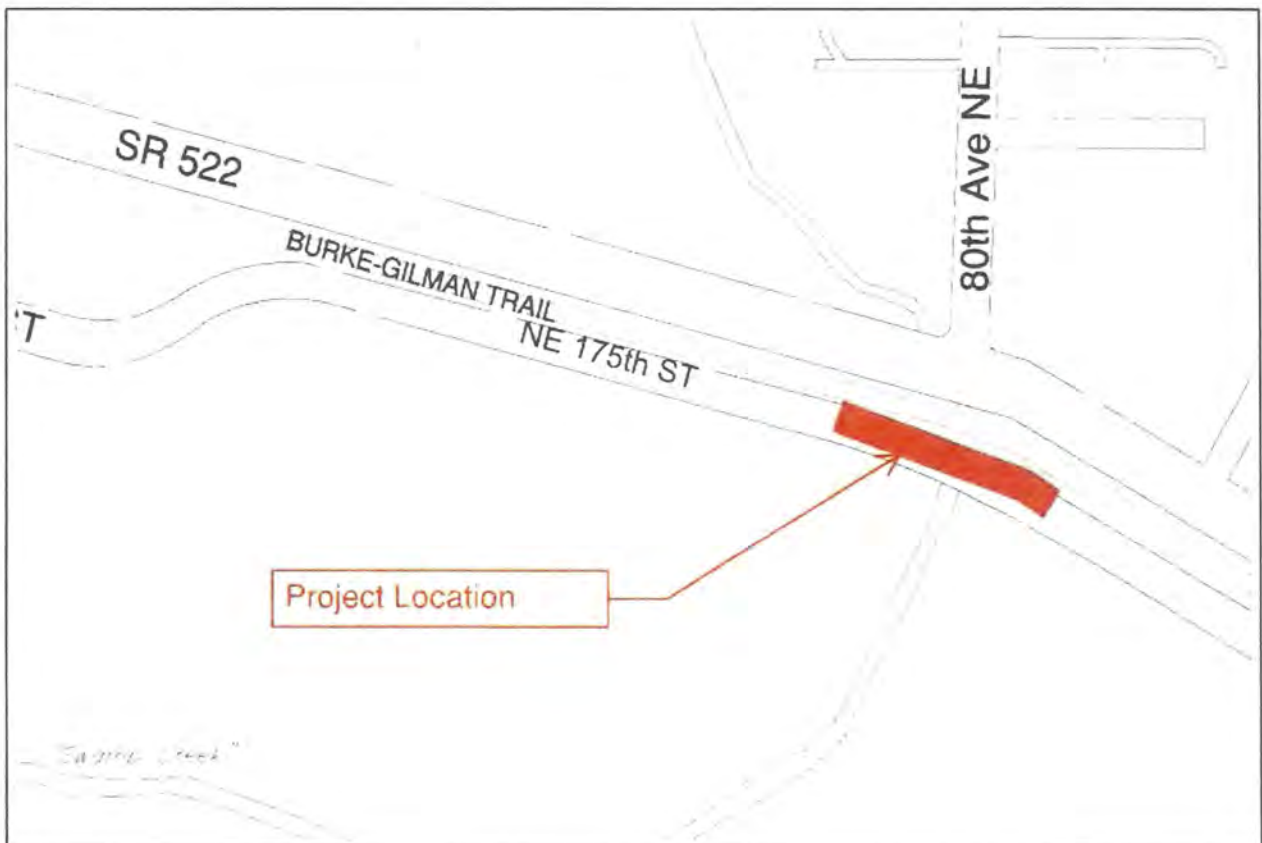


Figure B: Project Location





## City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

### CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Pre-Design	\$ 23,218		\$ 25,000	\$ 25,000				\$ 73,218
Design					\$ 175,000	\$ 175,000		\$ 350,000
ROW/ Acquisition						\$ 25,000		\$ 25,000
Construction							\$2,000,000	\$ 2,000,000
Contingency							\$ 200,000	\$ 200,000
<b>Total</b>	<b>\$ 23,218</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 175,000</b>	<b>\$ 200,000</b>	<b>\$2,200,000</b>	<b>\$ 2,648,218</b>
<b>Revenue</b>								
Impact Fees								\$ -
REET	\$ 23,218							\$ 23,218
Unfunded					\$ 175,000	\$ 200,000	\$1,800,997	\$ 2,175,997
<b>Total</b>	<b>\$ 23,218</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 200,000</b>	<b>\$1,800,997</b>	<b>\$ 2,199,215</b>

### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Design/Permitting																								
Right of Way																								
Construction																								
Closeout																								



## City of Kenmore Transportation Improvement Program

**Project Name:** Juanita Drive NE Pedestrian and Bicycle Improvements

**Project No.** T-41

**Project Location:** Juanita Drive NE (NE 143 Street to NE 170 Street)

**Project Description:** This project provides continuous ADA accessible sidewalk and buffered bike lanes on Juanita Drive NE between NE 143 Street and NE 170 Street. Specific project components include:

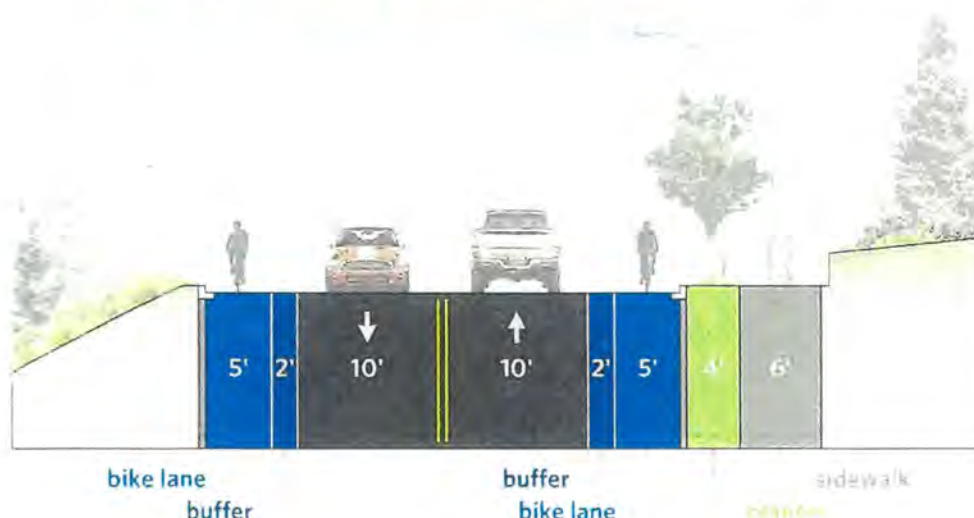
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Improved storm drainage, LED street lighting, landscaping and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.

**Background:** Juanita Drive NE serves as a north-south critical link to the City's Downtown, SR 522 Corridor, Burke-Gilman Trail, Bastyr University, Kenmore Senior Center, Parks, and Arrowhead Elementary School for thousands of local residents and is part of the Lake Washington Loop, one of the region's most popular recreational cycling routes. Juanita Drive NE is an existing minor arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This roadway experiences a high number of accidents per year and contains several geometric deficiencies including lack of continuous sidewalks and bicycle lanes. Up to 250 bicycles and 15,000 vehicles use this corridor daily.

**Funding Status:** This project is funded through the Walkways and Waterways bond measure, WSDOT Pedestrian and Bicycle Safety Program, Sound Transit System Access Fund, WA State Department of Ecology, WA State Department of Commerce, Northshore Utility District, and local City dollars.

**Project Delivery Status:** Construction began on July 6, 2020 and is expected to continue through 2021.

### Typical Section – two lanes *(Looking North)*







## City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

### CURRENT DOLLARS

Year	Previous Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	\$ 1,871,364							\$ 1,871,364
ROW/ Acquisition	\$ 666,808							\$ 666,808
Construction	\$ 4,050,004	\$ 9,897,233	\$ 358,699					\$ 14,305,936
<b>Total</b>	<b>\$ 6,588,176</b>	<b>\$ 9,897,233</b>	<b>\$ 358,699</b>					<b>\$ 16,844,108</b>
<b>Revenue</b>								
REET		\$ 1,200,000						\$ 1,200,000
Traffic Impact Fees	\$ 275,000	\$ 3,157,848	\$ 358,699					\$ 3,791,547
Walkways & Waterways Bond Measure	\$ 2,713,573	\$ 2,286,427						\$ 5,000,000
Northshore Utility Dist	\$ 1,099,253	\$ 76,958						\$ 1,176,211
WSDOT Ped/Bike Grant	\$ 821,100	\$ 1,704,000						\$ 2,525,100
Dept of Ecology (SFAP)	\$ 1,457,250	\$ -						\$ 1,457,250
Sound Transit	\$ 222,000	\$ 1,278,000						\$ 1,500,000
WA St Dept. Commerce	\$ -	\$ 194,000						\$ 194,000
<b>Total</b>	<b>\$ 6,588,176</b>	<b>\$ 9,897,233</b>	<b>\$ 358,699</b>					<b>\$ 16,844,108</b>

### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								





## City of Kenmore Transportation Improvement Program

### Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

### Project No. T 42

**Project Location:** 68 Avenue NE / NE 202 Street

**Segment a:** West side of 68 Avenue NE from NE 182 Street to NE 185 Street

**Segment b:** East side of 68 Avenue NE from NE 185 Street to existing sidewalk

**Segment c:** West side of 68 Avenue NE from NE 185 Street to NE 201 Street

**Segment d:** North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

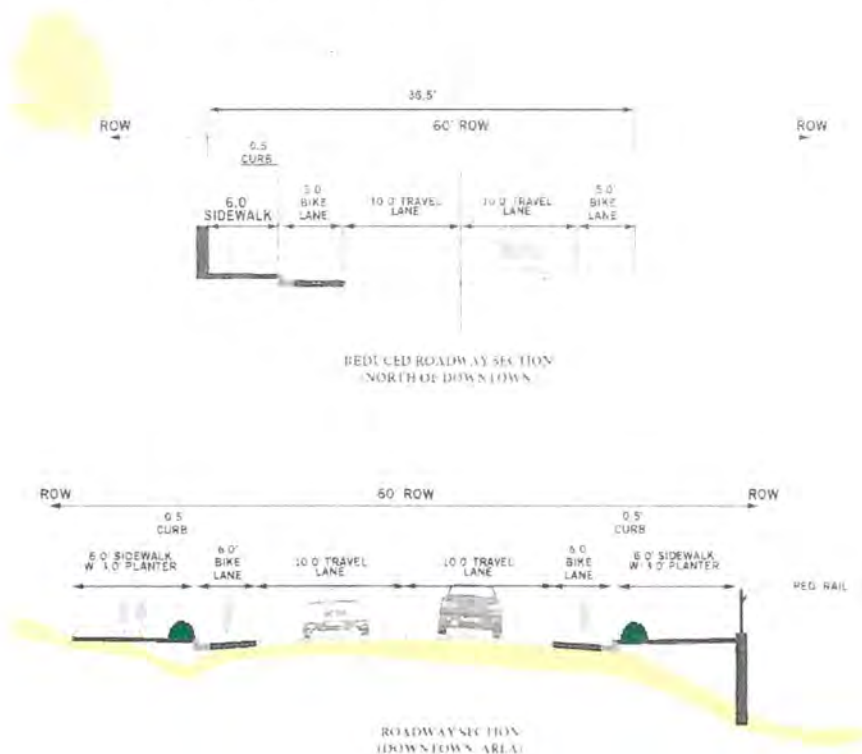
**Project Description:** This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new storm drainage, LED street lighting, landscaping in downtown area, RRFB ped crossing at NE185th Street, retaining walls and utility relocation where necessary.

**Background:** 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

**Funding Sources:** This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.



### Proposed Improvements:





## City of Kenmore Transportation Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project No. T 42

### CURRENT DOLLARS

Year	Previous Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	1,092,236							1,092,236
ROW/ Acquisition	28,418							28,418
Construction		9,167,718	2,733,503					11,901,221
<b>Total</b>	<b>1,120,654</b>	<b>9,167,718</b>	<b>2,733,503</b>					<b>13,021,875</b>
<b>Revenue*</b>								
REET		1,845,050	1,000,000					2,845,050
Strategic Op. Fund		-	1,333,503					1,333,503
Northshore Utility District		2,688,372						2,688,372
Walkways & Waterways Bond Measure	1,078,267	3,621,733	400,000					5,100,000
Dept of Ecology (SFAP)	42,387	1,012,563						1,054,950
<b>Total</b>	<b>1,120,654</b>	<b>9,167,718</b>	<b>2,733,503</b>					<b>13,021,875</b>

### SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								





## City of Kenmore Transportation Improvement Program

**Project Name:** 61<sup>st</sup> Avenue Sidewalk Replacement Project

**Project No.** T-44

**Project Location:** 61<sup>st</sup> Avenue NE (NE 190<sup>th</sup> Street north to 62<sup>nd</sup> Ave NE)

**Project Description:**

This project will update the alternatives analysis and include other possible scenarios. Sidewalk panels will be replaced as funding allows.

**Background:** 61<sup>st</sup> Avenue NE is an arterial that runs north to south (north of SR 522). The intersection with NE 193<sup>rd</sup> Street is a major intersection that could utilize additional control. The sidewalks north of NE 190<sup>th</sup> Street do not meet American with Disability Act (ADA) compliance and have suffered from street tree damage. In 2017, an alternatives analysis was completed evaluating options for replacement of the sidewalk in this area.

**Funding Sources:**

This project would be funded with City resources.

**Existing Conditions:** Traffic volumes on 61<sup>st</sup> Avenue NE will continue to increase as regional traffic grows. Over 70 locations along this corridor are experiencing sidewalk uplift due to nearby trees and several other panels have shifted and pedestrians with accessibility issues are sometimes forced into the existing shoulder/travel lane.







## CURRENT DOLLARS

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	\$ 91,988	\$ 75,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 216,988
ROW/ Acquisition								
Construction			\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
<b>Total</b>	<b>\$ 91,988</b>	<b>\$ 75,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 616,988</b>
<b>Revenue</b>								
REET	\$ 91,988	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 541,988
SWM Fund			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
<b>Total</b>	<b>\$ 91,988</b>	<b>\$ 75,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 616,988</b>

## SCHEDULE

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								



## City of Kenmore Transportation Improvement Program

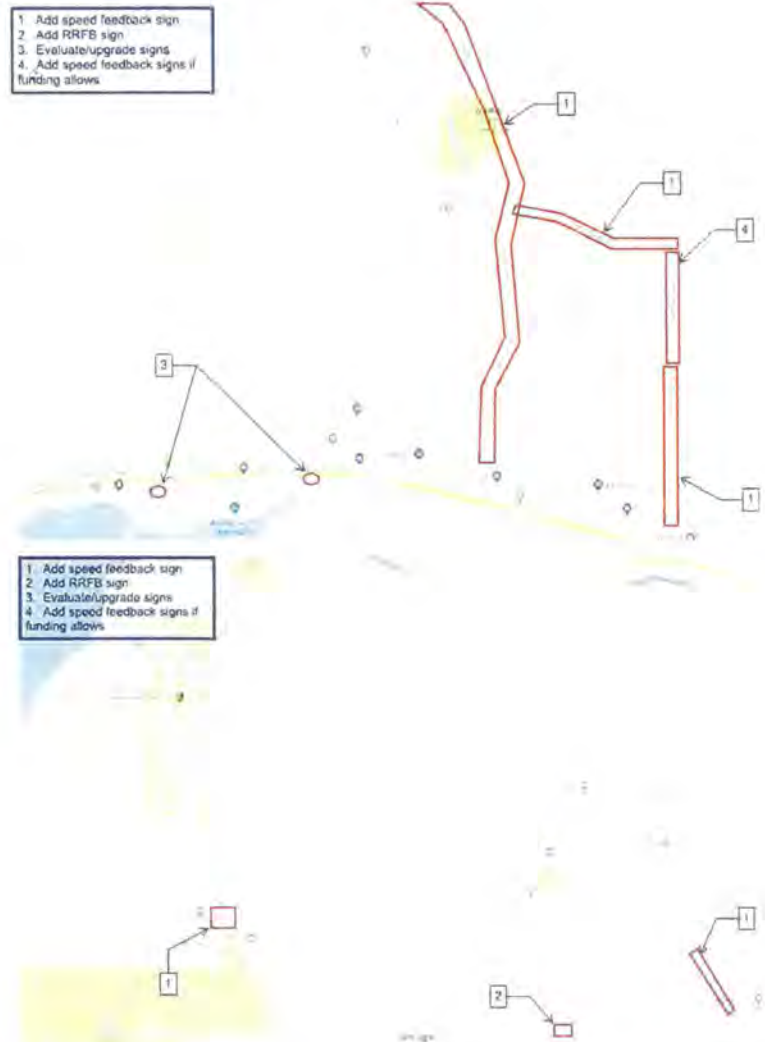
**Project Name:** 2018 Local Road Safety – Signing

**Project No.:** T-48

**Project Location:** Citywide

### Project Description:

1. Install 10 radar speed feedback signs at the following locations:
  - a) 80th Av. NE northbound between NE 179th Pl. and NE 185th St.
  - b) 80th Av. NE southbound between NE 179th Pl. and NE 185th St.
  - c) Simonds Rd. NE northbound between 92nd Av. and NE 151st St.
  - d) Simonds Rd. NE southbound between 92nd Av. and NE 151st St.
  - e) 73rd Av. NE northbound between NE 181st St. and NE 204th St.
  - f) 73rd Av. NE southbound between NE 181st St. and NE 204th St.
  - g) Juanita Dr. NE northbound south of the intersection with NE Arrowhead Dr./NE 153rd Pl.
  - h) Juanita Dr. NE southbound south of the intersection with NE Arrowhead Dr./NE 153rd Pl.
  - i) NE 192nd St. eastbound between 80th Av. NE and 73rd Av. NE
  - j) NE 192nd St. westbound between 80th Av. NE and 73rd Av. NE
2. Add 2 pedestrian actuated rectangular rapid flashing beacon signs for the crosswalk on the south leg of the intersection at 84th Av. NE and NE 145th St.
3. Evaluate the intersection of NE 175th St. at the 61st Ave NE and 65th Ave NE:
  - a) Evaluate traffic flow patterns
  - b) Upgrade/modify signage as needed
  - c) Evaluate/modify striping and access
  - d) Evaluate sight distance
4. If funds allow, install 2 additional speed feedback signs at the following locations:
  - a) 80th Av. NE northbound between NE 192nd St and NE 185th St.
  - b) 801h Av. NE southbound between NE 192nd St and NE 185th St.



**Background:** In 2015, the Local Road Safety Plan was created to identify improvements to enhance safety for pedestrians and bicyclists. One of the most effective and visible traffic calming measures for arterials are speed feedback signs and flashing beacons. These signs and beacons can be mounted at the roadside with solar panel power. There are currently several of these signs and beacons throughout the City. The signs allow for tracking of the effectiveness of the speed limit signs, identify locations where speed may be a continuing problem and allow for coordination with the police for targeted enforcement to supplement the feedback sign's traffic calming effect.

**Funding Sources:** This project is primarily funded by the WSDOT Highway Safety Improvement Program grant with minimal city funds.





## City of Kenmore Transportation Improvement Program

Project Name: 2018 Local Road Safety - Signing

Project No.: T-48

### Current Dollars:

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	\$ 67,800							\$ 67,800
ROW/ Acquisition								
Construction		\$ 292,000						\$ 292,000
<b>Total</b>	<b>\$ 67,800</b>	<b>\$ 292,000</b>						<b>\$ 359,800</b>
<b>Revenue</b>								
Impact Fees	\$ 13,800							\$ 13,800
HSIP	\$ 54,000	\$ 292,000						\$ 346,000
Other								
<b>Total</b>	<b>\$ 67,800</b>	<b>\$ 292,000</b>						<b>\$ 359,800</b>

### Schedule:

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Construction																								
Closeout																								





## City of Kenmore Transportation Improvement Program

**Project Name:** 2018 Local Road Safety – Lighting

**Project No.:** T-49

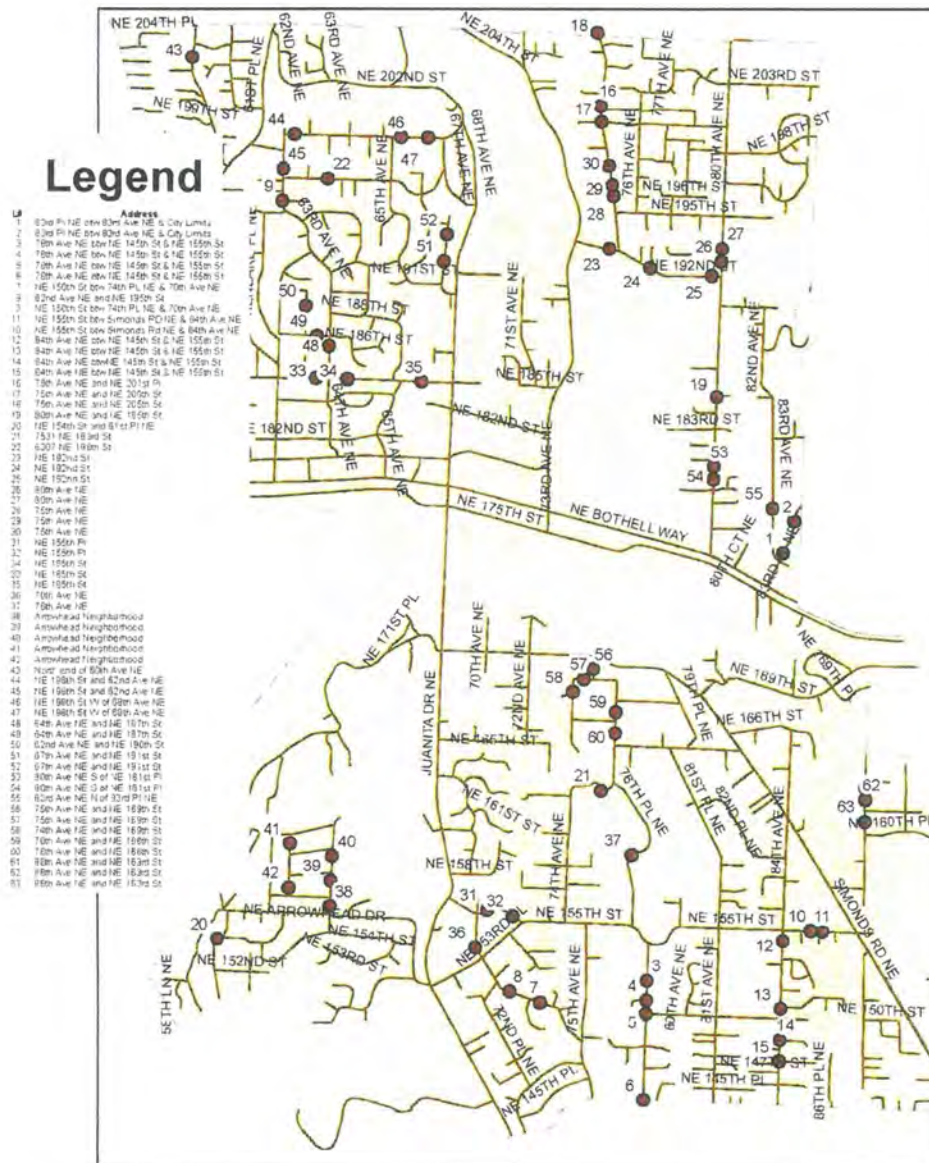
**Project Location:** Citywide

**Project Description:**

Add light emitting diode (LED) lighting to existing power poles (where lighting does not exist now) at approximately 60 locations throughout the city.

**Background:** A street lighting program involves a systematic review of street lighting on residential collector roadways. Roads lacking sidewalks, have frequent unlit intersections, horizontal or vertical curves or are heavily vegetated were considered higher priority candidates for street lighting.

**Funding Sources:** This project is primarily funded by the WSDOT Highway Safety Improvement Program grant with minimal city funds.





## City of Kenmore Transportation Improvement Program

Project Name: 2018 Local Road Safety - Lighting

Project No.: T-49

### Current Dollars:

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	\$ 2,500							\$ 2,500
ROW/ Acquisition								
Construction		\$ 35,000						\$ 35,000
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 35,000</b>						<b>\$ 37,500</b>
<b>Revenue</b>								
Impact Fees	\$ 2,500	\$ 1,000						\$ 3,500
HSIP		\$ 34,000						\$ 34,000
Other								
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 35,000</b>						<b>\$ 37,500</b>

### Schedule:

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Construction																								
Closeout																								





## City of Kenmore Transportation Improvement Program

**Project Name:** SR522 Gateway Sign East

**Project No.:** T-50

**Project Location:** SR522, East City Limits

### Project Description:

New monument gateway sign at entrance to City

**Background:** In 2011, standard templates for wayfinding signs, park signs, gateway and secondary entrance signs were developed.

The City of Bothell is constructing improvements to SR 522 (NE Bothell Way) as part of their SR 522 Stage 3 project. The SR 522 Stage 3 improvements extend approximately 375 feet into City of Kenmore limits. During PSRC's competitive grant funding process, the City sponsored Bothell and agreed to contribute \$50,000 towards the design of the SR 522 Stage 3 project improvements in Kenmore. In the later stages of design, city staff negotiated an interlocal agreement with Bothell to include a City of Kenmore's eastern gateway sign into the project.

**Funding Sources:** This project is funded by local dollars. Bothell's funding partner, Sound Transit, concluded that Kenmore's gateway sign is an eligible grant expenditure and committed to pay half of the Kenmore gateway sign construction cost, reducing the City's cost burden.

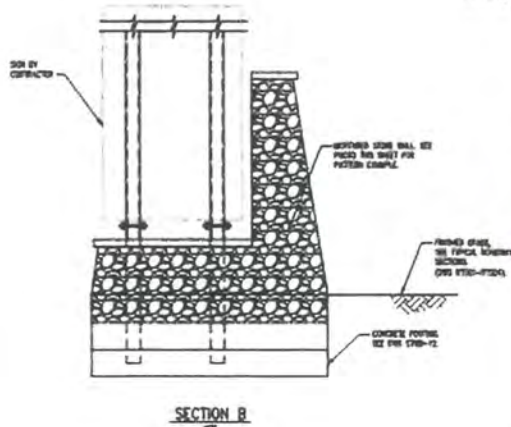
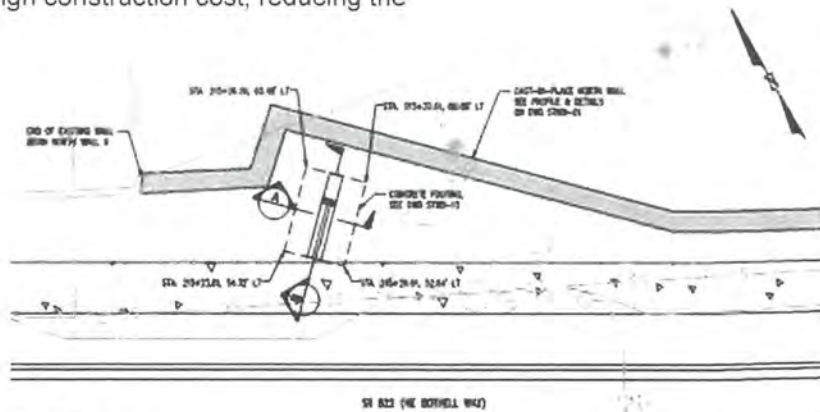
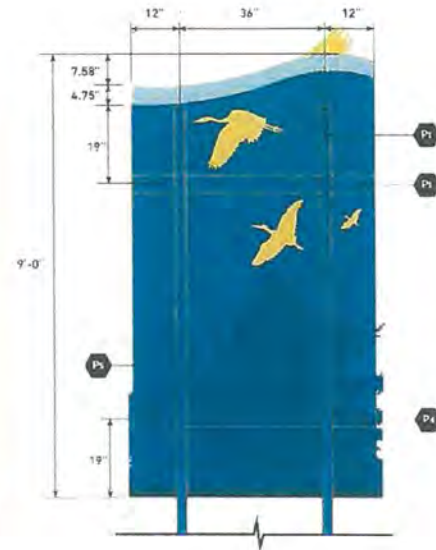


PHOTO EXAMPLE OF STONE PATTERN





## City of Kenmore Transportation Improvement Program

Project Name: SR522 Gateway Sign East

Project No.: T-50

### Current Dollars:

Year	Prior Years	2021	2022	2023	2024	2025	2026	Total
<b>Expenses</b>								
Design	\$ 11,610							\$ 11,610
ROW/ Acquisition								
Construction		\$ 20,000						\$ 20,000
<b>Total</b>	<b>\$ 11,610</b>	<b>\$ 20,000</b>						<b>\$ 31,610</b>
<b>Revenue</b>								
Local	\$ 11,610	\$ 20,000						\$ 31,610
<b>Total</b>	<b>\$ 11,610</b>	<b>\$ 20,000</b>						<b>\$ 31,610</b>


### Schedule:

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Construction																								
Closeout																								

**CITY OF KENMORE, WASHINGTON  
SURFACE WATER CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2021-2026**

Project Description	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals	Project Total
SW 8 190th St. Fish Passable Culvert	\$316,000	\$2,074,580	\$0	\$0	\$0	\$0	\$2,390,580	\$2,390,580
SW 8 Public Works Trust Fund Loan 20 year Repayment	81,650	81,650	81,650	81,650	81,650	81,650	489,900	0
SW 17 Little Swamp Creek Relocation	0	0	0	0	800,000	814,300	1,614,300	1,614,300
SW 20 Small Works Projects	75,000	75,000	75,000	75,000	75,000	75,000	450,000	929,359
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	0	0	0	0	500,000	0	500,000	500,000
SW 31 Drainage Impr & Street Repair at 66th Ave NE /196th Pl	200,000	0	0	0	0	0	200,000	315,000
SW 32 61st Ave Stabilization	150,000	0	0	0	0	0	150,000	150,000
SW 34 Blueberry Creek Culverts	0	200,000	300,000	1,000,000	0	0	1,500,000	1,500,000
SW 34 Blueberry Creek Culverts Bank Note Repayment	0	0	0	0	120,000	120,000	240,000	0
T 44 61 Ave Sidewalk Replacement Project	0	15,000	15,000	15,000	15,000	15,000	75,000	75,000
T 37 West Samm Bridge (SWM Component)	649,587	0	0	0	0	0	649,587	649,587
<b>Total Project Costs</b>	<b>\$1,472,237</b>	<b>\$2,446,230</b>	<b>\$471,650</b>	<b>\$1,171,650</b>	<b>\$1,591,650</b>	<b>\$1,105,950</b>	<b>\$8,259,367</b>	<b>\$9,057,326</b>

	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals
<b>Funding As Proposed:</b>							
Public Works Trust Fund 20 Year 1.66% Loan (SW8)	\$316,000	\$912,000	\$0	\$0	\$0	\$0	\$1,228,000
Bank Note for Blueberry Creek Culverts (10 Yr 2.5%)	0	0	0	1,000,000	0	0	1,000,000
General Facility Charge	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Surface Water Utility Funds	1,056,237	1,434,230	371,650	71,650	411,650	455,950	3,801,367
Flood Control District Resources	0	0	0	0	380,000	50,000	430,000
Grants	0	0	0	0	700,000	500,000	1,200,000
<b>Total Project Funding</b>	<b>\$1,472,237</b>	<b>\$2,446,230</b>	<b>\$471,650</b>	<b>\$1,171,650</b>	<b>\$1,591,650</b>	<b>\$1,105,950</b>	<b>\$8,259,367</b>


Project:	TRIBUTARY 0056 BOX CULVERT AT NE 190 <sup>TH</sup> ST		ID:	SW-008
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		Project Cost:	\$2,662,580
Problem:	Failing culvert, headwall and rockery causing erosion and safety concerns			
Narrative	<p>Tributary 0056 flows from north to south along the east side 61st Ave NE. There are three primary problems beginning where Tributary 0056 crosses NE 190th St continuing approximately 155 feet south, including:</p> <ul style="list-style-type: none"><li>• Rock wall headwalls are at the inlet and outlet of the culvert and protect 61st Ave NE from stream flow. Stream flows have eroded the existing slope and rock headwall north of NE 190th St, resulting in an unstable headwall. Stream flows have been observed bypassing the culvert. It is unknown where the bypassing water goes</li><li>• Sidewalk on the northeast side of NE 190th St. is being undermined by runoff from NE 190th St. Runoff concentrates where the sidewalk transitions to gravel, causing the sidewalk to be undermined.</li><li>• Stream channel bank erosion along a 50 foot section on the west side of Tributary 0056 adjacent to 61st AVE NE. Erosion has caused some of the rockery to collapse into the stream and ground penetrating radar (GPR) indicates that the stream is penetrating the rockery and eroding material under the sidewalk and street. The City confirmed some of the void locations during emergency repairs along 61st in 2015.</li></ul>			
Conceptual Design	<ul style="list-style-type: none"><li>• Removal of existing 60" diameter asphalt-lined pipe culvert (approximately 70 feet) and installation of new box culvert</li><li>• Construction of new headwall at box culvert inlet</li><li>• Re-grading of stream bed to match new culvert</li><li>• Removal, repair and stabilization of adjacent rockeries along west side of Tributary 0056 south of the culvert for approximately 50 feet</li><li>• Roadway and sidewalk repair/restoration</li></ul>			
Considerations for Implementation	<ul style="list-style-type: none"><li>• SEPA required</li><li>• HPA (Fish and Wildlife) required</li><li>• Army Corp of Engineer permit likely required</li><li>• Stream bypass and fish exclusion required</li><li>• Significant traffic control required</li><li>• Significant erosion and sediment control required</li><li>• Stream mitigation likely required</li></ul>			





Item	Unit	Unit Cost	Quantity	Cost
<b>Designs/Permits/Acquisition</b>				
Engineering Design and Permit Coordination				\$474,380
Permitting Fees				\$20,000
City Staff Time and Overhead Costs				\$80,000
Easement Acquisition				\$5,000
Property Acquisition				\$160,000
<b>Construction</b>				
Construction Management and Engineering Support				\$154,000
Site preparation, Stream Bypass, TESC and Misc. Costs				\$466,500
Precast Culvert (includes culvert, wingwall, headwall, footer)				\$200,000
Culvert Install				\$264,000
Retaining Walls				\$82,500
Stream Improvements				\$233,000
ROW Improvements				\$169,300
Construction Contingency				\$353,900
<b>Total Cost</b>				<b>\$2,662,580</b>

	2021												2022											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Preliminary Design																								
Permitting																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								


Project:	Little Swamp Creek Relocation Phase 1		ID:	SW-17
Location:	80 <sup>th</sup> Ave NE, between NE 196 <sup>th</sup> ST and NE 193 <sup>rd</sup> PL	Basin:	Little Swamp Creek	
Project Type:	<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 <input checked="" type="checkbox"/> Habitat	Preliminary Project Cost:	\$1,614,300	
Problem:	Stream flooding roadway, Degraded stream habitat			
Narrative	<p>Little Swamp Creek (LSC) flows from north to south along 80<sup>th</sup> Ave NE before turning west on NE 192<sup>nd</sup> ST and connecting with Swamp Creek. LSC crosses from the east side of 80<sup>th</sup> AVE NE to the west side just south of NE 198<sup>th</sup> ST. LSC is confined to a roadside ditch from this location until just north of NE 193<sup>rd</sup> PL.</p> <p>In addition to the obvious lack of proper stream function and habitat, during rainy months, LSC reaches full capacity in the roadside ditch and overflows the culvert at NE 195<sup>th</sup> ST and floods the roadway. Culvert inlet capacity issues and debris clogging structures have been observed contributing to the flooding problems.</p> <p>This project was identified by City Council in 2002 and Resolution 02-061 required developers to leave one hundred feet along the west side of 80<sup>th</sup> AVE NE open and make it available to the City so that a project could eventually separate the stream from the roadside ditch and relocate it in a proper stream corridor</p> <p>Issues as far north as NE 200<sup>th</sup> ST have been identified as part of this project overall, but this phase focuses on the segment of LSC contained within the roadside ditch on the west side of 80<sup>th</sup> AVE NE just south of NE 196<sup>th</sup> ST and just north of NE 193<sup>rd</sup> PL. The City would have liked to include all of LSC to the upstream culvert where it flows under 80<sup>th</sup> AVE NE, but the privately owned property at this location has indicated no interest in selling at this time.</p>			
Conceptual Design	<ul style="list-style-type: none"><li>• Restore 800 feet of stream corridor along the west side of 80<sup>th</sup> AVE NE (additional floodplain, woody debris, meandering channel centered along dedicated 100-foot stream buffer)</li><li>• Eliminate sharp stream bend at NE 193<sup>rd</sup> PL</li><li>• Install fish passable culvert for the LSC at NE 195<sup>th</sup> ST</li><li>• Upgrade the existing stormwater system along 80<sup>th</sup> AVE NE to meet current conveyance capacity requirements (potentially requiring new stormwater culvert under NE 195<sup>th</sup> ST)</li></ul>			
Considerations for Implementation	<ul style="list-style-type: none"><li>• Project will require environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits.</li><li>• Kenmore Resolution 02-061 includes frontage improvement requirements funded through property owner reimbursement or Local Improvement District.</li><li>• Easement or ROW acquisition.</li><li>• Downstream analyses will need to be conducted to ensure nothing is adversely affected. Adverse affects to that project are not anticipated.</li><li>• Temporary stream bypass and fish exclusion shall be used during construction.</li><li>• Traffic control will be needed.</li><li>• Potential water quality treatment along the west side of 80<sup>th</sup> AVE NE depending on scope of frontage improvements.</li></ul>			





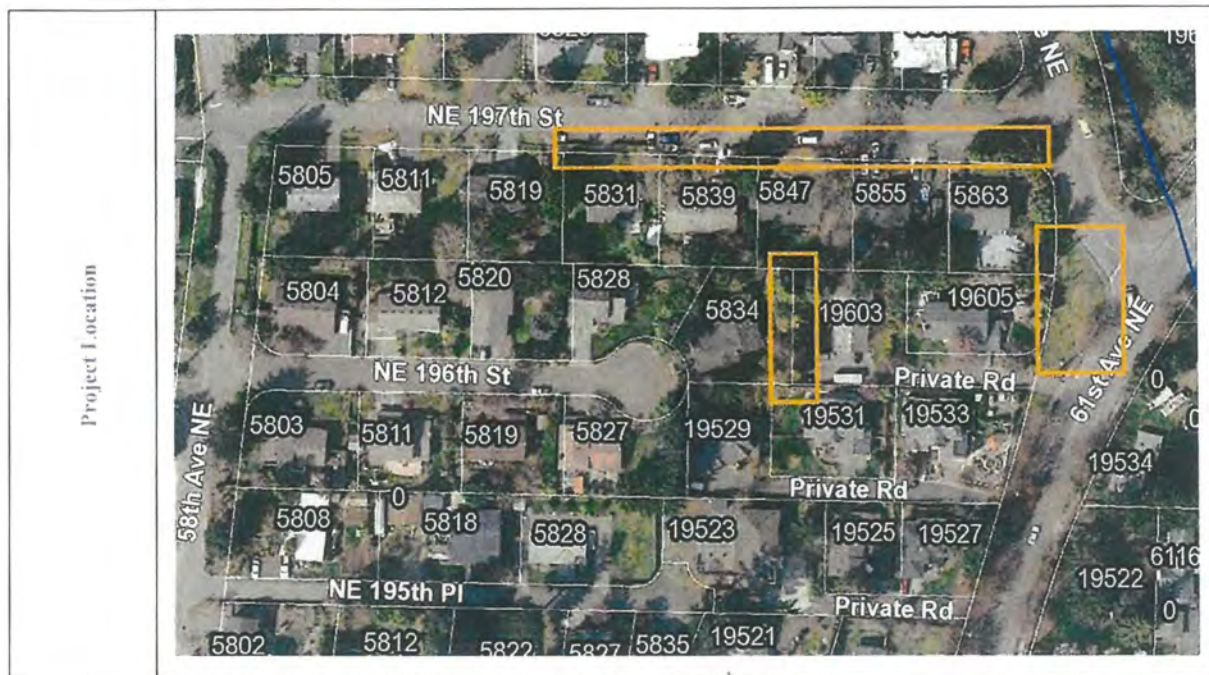
Project Cost Estimate	Project Cost Estimate				
	Item	Unit	Unit Cost	Quantity	Cost
	Project Design/Permits				\$300,000
	ROW/Easement Acquisition				\$14,300
	Construction Management/Engineering				\$100,000
	Construction				\$1,200,000
	Total Cost				\$1,614,300

[illegible]



Project:	Small Works Projects		ID:	SW-020
Location:	VARIOUS	Basin:	VARIOUS	
Project Type:	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding	Preliminary Project Cost:	\$75,000 per year	
Problem:	Erosion and drainage problems at various locations			
Narrative	<p>The annual small works projects will consist of an evolving list of projects. New problem areas will be identified each year and evaluated accordingly. Typical small works projects exceed the scope of basic maintenance, but don't meet the scope of a capital improvement project.</p> <p>City crews may be able to perform components of the work, but a contractor is required to complete these projects due. Small Works projects may also require design or technical evaluation by the City's on-call engineering consultant.</p> <p>The annual budget for these types of projects is \$75,000 per year.</p>			
	<p>Small Works Project Examples</p> 			


<b>Project:</b>	<b>Drainage Facility Retrofit – Kenmore Lane</b>		<b>ID:</b> SW-029
<b>Location:</b>	<b>61<sup>st</sup> Ave NE and NE 196<sup>th</sup> St.</b>	<b>Basin</b>	<b>Tributary 0056</b>
<b>Project Type:</b>	<input checked="" type="checkbox"/> <b>Water Quality</b> <input type="checkbox"/> <b>Fish Passage</b> <input checked="" type="checkbox"/> <b>Flow Control</b> <input checked="" type="checkbox"/> <b>Erosion</b> <input checked="" type="checkbox"/> <b>Drainage</b> <input type="checkbox"/> <b>Flooding</b>	<b>Preliminary Project Cost:</b>	<b>\$500,000</b>
<b>Problem:</b>	<b>Failing infiltration tank, failed control structure, difficult location, erosion issues with adjacent conveyance system</b>		
<b>Narrative</b>	<p>Kenmore Lane was developed in the late 1970s and this is the City's oldest public drainage facility. The infiltration tank is in poor condition and needs a complete reconstruction. Adjacent conveyance systems carry runoff from NE 197<sup>TH</sup> ST and NE 196<sup>TH</sup> ST and erosion has been observed in the open portions of those systems.</p> <p>The existing drainage facility is located within an easement on private property and access from 61<sup>ST</sup> AVE NE is through a private road. Access for inspection and maintenance is difficult.</p> <p>The City has designed an option to replace the system at its current location, which would make access for inspection and maintenance easier as well as enhance the performance of the existing facility to near current standards. The design includes moving this facility into the right-of-way and altering adjacent conveyance systems to minimize private property impacts and reduce erosion.</p> <p>Currently, the project design is at 90% and will be finalized when budget allows construction in 2025.</p>		
	 <p>Existing control structure</p>  <p>Facility located in private backyard</p>		
<b>Conceptual Design</b>	<ul style="list-style-type: none"> <li>• Remove existing infiltration drainage facility located within easement on private property</li> <li>• Install new facility in adjacent right-of-way location</li> <li>• Modify adjacent conveyance systems to reduce private property impacts and erosion issues</li> <li>• Utilize low impact development to retrofit this facility</li> </ul>		
<b>Considerations for Implementation</b>	<ul style="list-style-type: none"> <li>• Temporary construction easements</li> <li>• Utilities</li> <li>• Traffic control</li> <li>• Erosion and sediment control</li> </ul>		

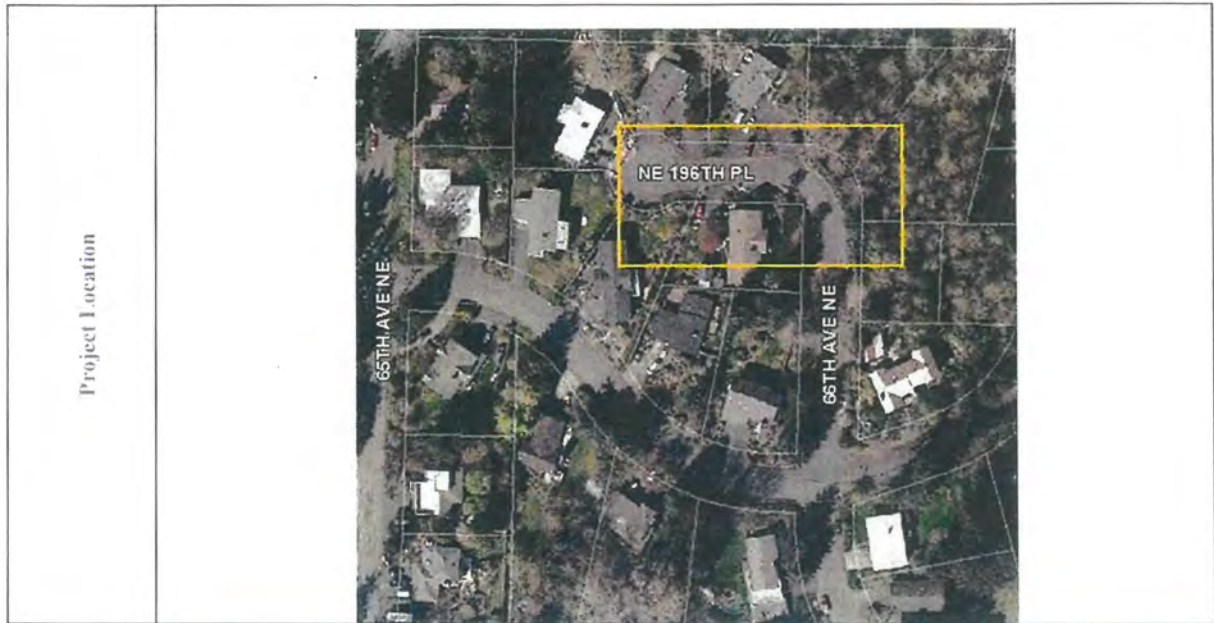


Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				\$10,000
	City Staff Time				\$0
	Permitting				\$0
	ROW/Easement Acquisition				\$0
	Construction				\$490,000
	<b>Total Cost</b>				<b>\$500,000</b>

Schedule		2025												2026											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								




Project:	66 <sup>TH</sup> AVE NE DRAINAGE IMPROVEMENT		ID: SW-031
Location:	66 <sup>TH</sup> AVE NE & NE 196 <sup>TH</sup> PL	Basin	Swamp Creek
Project Type:	<input type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding	Preliminary Project Cost:	\$200,000
Problem:	Road settlement and groundwater seeps		
Narrative	<p>Settlement of 66<sup>TH</sup> AVE NE has been observed at this location and several groundwater seeps coupled with poor subgrade material have been identified as the likely sources of the issue.</p> <p>A new drainage system will be installed to collect and manage groundwater upstream of the curve and reconstruction of the curve will be required. Monitoring of subsurface conditions and movement will occur before construction and continue after construction.</p>		
	 <p>Roadway cracking</p>		
Conceptual Design	<ul style="list-style-type: none"> <li>• Monitor ground movement under direction of geotech through winter</li> <li>• Install two new 12" perforated pipe west of curve under NE 196<sup>TH</sup> PL to capture groundwater.</li> <li>• Install new conveyance system to carry water from new perforated system to existing outfall.</li> <li>• Replace existing pipes at curve with new solid 12" pipes and connect to new Type 2 catch basins</li> <li>• Remove existing asphalt, subgrade, soils and debris at curve and provide compacted subgrade and base course as needed to match existing grade with new asphalt</li> </ul>		
Considerations for Implementation	<ul style="list-style-type: none"> <li>• Subsurface monitoring by licensed geotechnical engineer will be needed</li> <li>• Excavation and haul of material will be needed</li> <li>• Traffic control will be needed</li> <li>• Erosion and sediment control will be needed</li> <li>• Continued monitoring will be needed</li> </ul>		

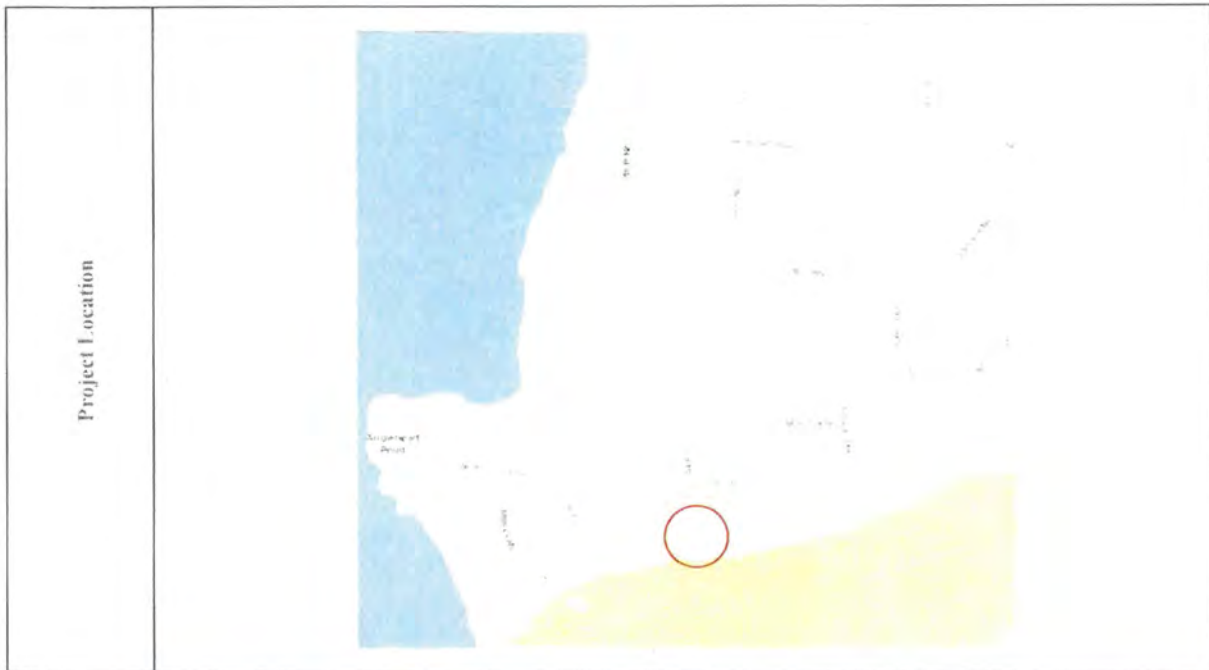


Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				\$25,000
	Erosion Sediment Control				\$10,000
	Traffic Control				\$5,000
	Construction				\$160,000
	Total Cost				\$200,000

Schedule		2021												2022											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

Project:	61 <sup>ST</sup> PL NE Slope Stabilization		ID:	SW-032
Location:	61 <sup>ST</sup> PL NE & 66 <sup>TH</sup> AVE NE	Basin	Arrowhead Creek	
Project Type:	<input type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding		Preliminary Project Cost:	\$150,000
Problem:	Road cracking with settlement			
Narrative	<p>The cul-de-sac at the south end of 61<sup>ST</sup> PL NE near the 15000 block has experienced cracking and settlement, which consulting geotechnical engineers determined was the result of past subsurface land movement.</p> <p>The land movement is likely a result of poorly placed and compacted fill soil bearing on low-strength landslide deposits, which is negatively affected by groundwater within and on top of the low-permeability landslide and glaciolacustrine deposits.</p> <p>To remedy the issue, the roadway and slope will be stabilized with spiralnails. Spiralnails are relatively easy to install and are driven deep into the ground, securing the roadway and shallow soils to the more stable soils underground.</p>			
	61 <sup>ST</sup> PL NE cul-de-sac at the 15000 block			
Conceptual Design	<p>A geotechnical engineering analysis was conducted by Shannon &amp; Wilson, Inc., and their recommendations include:</p> <ul style="list-style-type: none"><li>Spiralnails be considered for improving stability of this landslide. Based on previous experience with similar landslides, Spiralnails require comparatively little site preparation and can be installed quickly with minimal disturbance to traffic, residents, and utilities. Based on our analyses, landslide stability can be improved to an acceptable degree using 35-foot-long nails spaced 5 feet vertically and horizontally. In our opinion, the slope face could be treated using either spider hubs or other measures that would be relatively simple to construct. In our opinion, the Spiralnail alternative would provide a cost-effective means to provide landslide stability improvement.</li><li>Repairing the affected road shoulder by removing the distressed pavement, recompact and regrading the subgrade and subbase, and repaving with appropriate seam seal treatment at the new pavement joint. We recommend that repair and repaving be completed after stability improvement measures have been constructed.</li></ul>			
Considerations for Implementation	<ul style="list-style-type: none"><li>Excavation and haul of material will be needed</li><li>Traffic control will be needed</li><li>Erosion and sediment control will be needed</li></ul>			





Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design	CY	\$10.00	2,555	\$15,000
	Erosion Sediment Control	%	5%		\$5,000
	Traffic Control	%	7%		\$5,000
	Hydroseed	SY	\$6.00	3,407	\$125,000
					<b>\$150,000</b>

Schedule		2021												2022											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

Project:	Blueberry Creek Culvert Replacements		ID: SW-034
Location:	NE 202 <sup>ND</sup> ST & 62 <sup>ND</sup> AVE NE	Basin	Swamp Creek
Project Type:	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding <input checked="" type="checkbox"/> Habitat	Preliminary Project Cost:	\$1,500,000
Problem:	Flooding at low point in road		
Narrative	<p>To mitigate stream impacts identified in the City's 68<sup>TH</sup> AVE NE Pedestrian and Bicycle Improvement Project (68<sup>TH</sup> Project), the City is replacing four existing driveway culverts on Blueberry Creek (identified as fish passage barriers) with fish passable culverts. This mitigation will improve fish habitat and fish access.</p> <p>Blueberry Creek is a tributary to Swamp Creek and flows into the City from Snohomish County along 61<sup>ST</sup> PL NE. The creek heads south on 62<sup>ND</sup> AVE NE and east along NE 202<sup>ND</sup> ST before meeting with Swamp Creek just north of Wallace Swamp Creek Park. Blueberry Creek is identified as a Type F stream and represents accessible habitat for coho salmon and cutthroat trout, but not for Endangered Species Act (ESA) listed species.</p> <p>The project is required to be completed before the expiration of the 68<sup>TH</sup> Project's Hydraulic Project Approval (HPA) in March 2025. The City plans to begin design no later than 2022 and complete construction no later than 2024.</p>		
Conceptual Design	<p>The project expects to utilize typical precast fish passable driveway culverts designed to convey the 100-year event without flooding or overtopping.</p>		
Considerations for Implementation	<ul style="list-style-type: none"> <li>• Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits may be required.</li> <li>• Fish window limitations for construction will apply.</li> <li>• Temporary stream bypass and fish exclusion will be required during construction.</li> <li>• Traffic control will be needed.</li> <li>• These cost estimates have been derived during the conceptual phase of this project and are highly speculative. More precise estimates will be updated as design progresses in 2022 prior to the 2023-2024 biennium budget.</li> </ul>		



Project Location

Project Cost Estimate

Item	Unit	Unit Cost	Quantity	Cost
Project Design/Permits				\$90,000
ROW/Easement Acquisition				\$20,000
Construction Management/Engineering Support				\$90,000
Construction				\$1,300,000
<b>Total Cost</b>				<b>\$1,500,000</b>

Schedule

	2021						2022						2023						2024					
	JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV
Preliminary Design																								
Permitting/Acquisition																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								



**CITY OF KENMORE, WASHINGTON  
CITY FACILITY CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2021-2026**

Project Description	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals	Project Total
F 1 Public Works Shop Land Acquisition & Development	\$0	\$3,500,000	\$3,000,000	\$0	\$0	\$0	\$6,500,000	\$6,500,000
Consultant and Acquisition Costs	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
F 2 Debt Repayment	0	0	500,000	500,000	500,000	500,000	\$2,000,000	0
<b>Total Project Costs</b>	<b>\$100,000</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$8,600,000</b>	<b>\$6,500,000</b>

	2021 Proposed	2022 Proposed	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2021-2026 Totals
Bank Note, 20 Years, 4.5% Interest	0	6,500,000	0	0	0	0	6,500,000
Transfer from SWM Fund	50,000	0	245,000	245,000	245,000	245,000	1,030,000
Transfer from Street Fund	0	0	130,000	130,000	130,000	130,000	520,000
Transfer from General Fund	50,000	0	125,000	125,000	125,000	125,000	550,000
							0
<b>Total Project Funding</b>	<b>\$100,000</b>	<b>\$6,500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>8,600,000</b>

# City of Kenmore, Washington

## Appendix

Mid Biennium Ordinance No. 19-0500 Amending the

2019-2020 Biennial Budget 252

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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 19-0500**

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**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE 2019-2020 BUDGET; AMENDING THE 2019-2020 BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR THE GENERAL FUND, THE STREET FUND, THE STRATEGIC OPPORTUNITIES FUND, THE EQUIPMENT REPLACEMENT FUND, THE PARK CAPITAL FUND, THE PARK IMPACT FEE FUND, THE SAMMAMISH RIVER BRIDGE FUND, THE SURFACE WATER MANAGEMENT FUND AND THE SWAMP CREEK BASIN FUND; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

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

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

WHEREAS, by Ordinance No. 18-0474, the City Council adopted the 2019-2020 Biennial Budget on November 19, 2018; and

WHEREAS, the City Council scheduled and held a Public Hearing on the mid biennial proposed amendments to the 2019-2020 Biennial Budget on November 25, 2019; and

WHEREAS, the City Council finds it in the best interest of the City to adjust revenues and expenditures in the General Fund, the Street Fund, the Strategic Opportunities Fund, the Equipment Replacement Fund, the Park Capital Fund, the Park Impact Fee Fund, the Sammamish River Bridge Fund, the Surface Water Management Fund and the Swamp Creek Basin fund;

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

Section 1. Funds Appropriated. The 2019-2020 Biennial Budget is amended by fund to reflect the adjustments to revenues and appropriations as shown below:



<b><u>FUND</u></b>	<b>2019-2020 Adopted <u>Revenue Budget</u></b>	<b>2019 Mid Biennium <u>Amendments</u></b>	<b>2019-2020 Amended <u>Revenue Budget</u></b>
General Fund	\$ 25,927,871	\$ 550,000	\$ 26,477,871
Kenmore Village Fund	0	0	0
Strategic Reserve Fund	25,900	0	25,900
Strategic Opportunities Fund	407,000	624,000	1,031,000
Street Fund	3,634,778	1,000,000	4,634,778
Public Art Fund	2,063	0	2,063
Transportation Benefit District	718,000	0	718,000
UTGO 2016 Bond Fund	1,752,800	0	1,752,800
Transportation Capital Fund	23,863,257	0	23,863,257
Real Estate Excise Tax Fund	2,665,916	0	2,665,916
Walkways & Waterways Bonds	10,045,000	0	10,045,000
Park Capital Fund	3,886,947	1,532,900	5,419,847
Park Impact Fee Fund	491,864	0	491,864
Transportation Impact Fee Fund	1,981,991	0	1,981,991
Sammamish River Bridge Fund	21,623,056	465,240	22,088,296
Public Works Shop Fund	6,500,000	0	6,500,000
Surface Water Management Fund	3,727,000	400,000	4,127,000
Surface Water Capital Fund	2,702,450	0	2,702,450
Swamp Creek Basin Fund	40,000	0	40,000
Equipment Replacement Fund	142,282	0	142,282
<b>TOTAL</b>	<b>\$ 110,138,175</b>	<b>\$ 4,572,140</b>	<b>\$ 114,710,315</b>

<b><u>FUND</u></b>	<b>2019-2020 Adopted <u>Expenditure Budget</u></b>	<b>2019 Mid Biennium <u>Amendments</u></b>	<b>2019-2020 Amended <u>Expenditure Budget</u></b>
General Fund	\$ 25,927,871	\$ 2,599,000	\$ 28,526,871
Kenmore Village Fund	0	0	0
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	0	0	0
Street Fund	3,634,778	1,000,000	4,634,778
Public Art Fund	21,000	0	21,000
Transportation Benefit District	716,000	0	716,000
UTGO 2016 Bonds	1,752,800	0	1,752,800
Transportation Capital Fund	23,880,759	0	23,880,759
Real Estate Excise Tax Fund	5,205,050	0	5,205,050
Walkways & Waterways Bonds	8,685,794	0	8,685,794
Park Capital Fund	3,909,000	312,119	4,221,119
Park Impact Fee Fund	347,000	120,000	467,000
Transportation Impact Fee Fund	1,216,663	0	1,216,663
Sammamish River Bridge Fund	21,623,056	465,240	22,088,296
Public Works Shop Fund	2,000,000	0	2,000,000
Surface Water Management Fund	4,354,469	525,240	4,879,709
Surface Water Capital Fund	2,704,100	0	2,704,100
Swamp Creek Basin Fund	0	400,000	400,000
Equipment Replacement Fund	110,000	39,000	149,000
<b>TOTAL</b>	<b>\$ 106,088,340</b>	<b>\$ 5,460,599</b>	<b>\$ 111,548,939</b>

The City Manager is hereby authorized and instructed to effectuate the necessary changes to the 2019-2020 Biennial Budget and to make any necessary and appropriate line item entries and adjustments in order to reflect the amendments of this ordinance.

Section 2. Wage Adjustment. The amended 2019-2020 Biennial Budget includes a 1.7% wage adjustment for City employees, effective January 1, 2020.


Section 3. Positions and Salary Schedules. The various positions and salary ranges for City employees for 2020 are attached to this Ordinance as Exhibit A.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

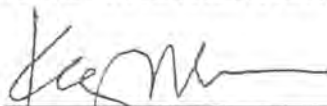
Section 5. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of the publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 25th DAY OF NOVEMBER, 2019.

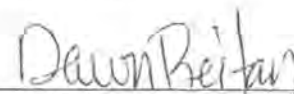
CITY OF KENMORE

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

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Kelly Chellin, City Clerk

Approved as to form:

  
\_\_\_\_\_  
Dawn Reitan, City Attorney

Publication Date: 12/2/19  
Effective Date: 12/7/19

**City of Kenmore**  
**2020 Salary Ranges**

Position	2020 Monthly Pay Ranges	
	Low	High
Assistant City Manager	10,307	14,224
Finance & Administration Director	9,584	13,227
Public Works Director	9,584	13,227
Community Development Director	9,455	13,049
Development Services Director	9,455	13,049
City Engineer	9,198	12,694
Public Works Operations Manager	7,874	10,866
Environmental Services Manager	7,183	9,912
Capital/Parks Project Manager	6,906	9,530
Senior Engineer	6,906	9,530
Traffic Engineer	6,906	9,530
Principal Planner	6,906	9,530
Civil Engineer	6,445	8,895
City Clerk	6,310	8,708
Planner	6,233	8,603
Building Inspector/Plans Examiner	5,881	8,117
Communications Specialist	5,635	7,778
Associate Planner	5,635	7,778
Streets & Surface Water Maintenance Supervisor	5,406	7,460
Accountant	5,359	7,396
Building Inspector/Code Compliance	5,359	7,396
Executive Assistant	5,231	7,219
ROW Inspector	5,140	7,093
Parks Lead Maintenance Worker	5,009	6,912
Surface Water Technician	4,830	6,664
Volunteer & Events Supervisor	4,745	6,548
Assistant Planner	4,745	6,548
Senior Facility Maintenance Technician	4,543	6,269
Permit & Administrative Specialist	4,300	5,934
Public Records Officer/Administrative Assistant	4,300	5,934
Payroll & Accounting Specialist	4,300	5,934
Maintenance Worker	4,266	5,886
Administrative Assistant	4,065	5,610
Facility Maintenance Technician	3,823	5,276
Receptionist	3,573	4,930
Half Time Recreation Coordinator	2,223	3,067
Seasonal Maintenance Worker	16.28	20.61
Intern or Temp Office Aide	16.28	23.88
Mayor*	974.19	974.19
Councilmembers*	865.95	865.95

\*Per Salary Commission, increase is 2% annually from 2017-2021  
 Other Positions increased by 1.7%



CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 19-332

**A RESOLUTION OF THE CITY OF KENMORE, WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING THE 2020 FEE SCHEDULE; REPEALING RESOLUTION NO. 18-314; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution pursuant to Ordinance No. 02-0139; 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

Section 1. Adoption. The City Council adopts the "City of Kenmore, Washington 2020 Fee Schedule", as set forth in "Exhibit A", attached hereto and incorporated by reference.

Section 2. Effective date. The fees adopted by this resolution shall be effective on January 1, 2020.

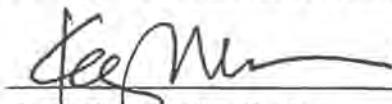
Section 3. Repealer. Resolution No. 18-314 is hereby repealed, effective January 1, 2020.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25<sup>th</sup> DAY OF NOVEMBER 2019.

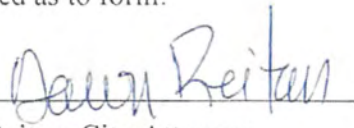
CITY OF KENMORE

  
David Baker, Mayor

ATTEST/AUTHENTICATED:

  
Kelly Chelin, City Clerk

Approved as to form:

A handwritten signature in blue ink, reading "Dawn Reitan", is written over a horizontal line.

Dawn Reitan, City Attorney

# City of Kenmore, Washington

## 2020 Fee Schedule



Resolution No. 19-332

Effective Date: January 1, 2020



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

## 1. Business Registration and Licenses

Business Registration	2020 Fee
General Business - New Application for a new business	\$10
General Business - Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation - Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$19 for new applications and \$11 for renewals.	
<b>Regulatory Business Licenses</b>	
Adult Entertainment	
Device	\$50 each
Operator	\$500 per year

Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year \$100 per six months \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Marijuana Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

## 2. Code Enforcement

Code Enforcement	2020 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a Stop Work Order	\$500

Housing Code Enforcement	2020 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
+ Appeal Fee	\$128 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	\$215 per hour

<b>The Following Fees Apply to all Enforcement Actions:</b>	
Inspection Warrant	\$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	\$60 per hour
Notary Services	\$10
Abatement	Actual City Costs
+ Code Enforcement Administrative Fee	15%

### 3. Comprehensive Plan and Development Regulation Amendments

Type	2020 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

### 4. Development Services

General Fees	2020 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	\$112
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate. Hourly fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%

Development Agreement	2020 Fee
Threshold review with City Council	\$200
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,000 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2020 Fee
Pre-application review fee	No fee

Zoning and Land-use	2020 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$869
\$100,001 - \$1,000,000 project value	\$2,770
> \$1,000,000 project value	\$2,770 + \$950 for each \$1M or portion thereof
Construction permit site plan review	\$108
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$484



> 1 – 2 site acres	\$877
> 2 site acres	\$877 + \$170 for each acre or portion over 2 thereof
Each plan revision review	\$339
Request for modification requiring public notice	\$126
Landscape and tree management inspections	
Landscape installation inspection	\$247
Landscape maintenance bond release inspection	\$196
Request for site specific rezone	\$2,567
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$1,883
SUP with public hearing	\$2,421
Daycare with 24 children or less	\$1,388
Request for time extension	\$87
Variances (including variances from KMC 18.55)	
Application review	\$1,377
Request for time extension	\$87
Boundary line adjustment	\$619
Communications facility application fee	\$1,476
Conditional Use permit (CUP)	\$4,080
Minor Adjustment	\$2,663
Major Adjustment	\$9,267
Accessory dwelling unit	\$433
Change of use (zoning only)	\$1,038
Land use inspections	Hourly
Reasonable use exception	\$1,343
Legal lot status request	\$399
Public agency and utility exception	\$1,343
Zoning letter inquiry/request	\$180
Design review	Hourly
Temporary Use Permit	\$721
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$200, whichever is greater

<b>Subdivision - Preliminary Application Review</b>	<b>2020 Fee</b>
Preliminary short subdivisions (9 lots or less)	
Base fee	\$460
Plus per lot	\$933
Revision to approved preliminary	Hourly
Short subdivision alteration	Hourly
Request for time extension	\$87
Preliminary subdivisions (10 lots or more)	
Base fee	\$1,381
Plus per lot	\$1,130

Major revision requiring new public hearing	\$2,558
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$765
Request for time extension	\$87
Subdivision alterations or subdivision vacations	
With public hearing	\$3,218
Without public hearing	\$1,562
Binding site plan	
Building permit, as-built or site plan review-based plan	\$2,463
Conceptual plan	\$2,377
Revision to a preliminary approved plan	\$1,108
Revision to a final binding site plan	\$1,231

Shoreline Management Permit	2020 Fee
Substantial development permit	
Total cost of proposed development:	
Up to and equal to \$100,000	\$1,783
Over \$100,000	Hourly
Single-family joint use dock	\$1,779
Shoreline conditional use permit	\$2,269
Shoreline variance	
Up to and equal to \$100,000 project value	\$2,269
>\$100,000 project value	Hourly
Shoreline re-designation	\$15,379
Shoreline review of other permits or approvals for conditions	\$339
Shoreline exemption	\$860
Supplemental fees	
Request for a time extension	\$87
Shoreline permit revision	Hourly
Surcharge when public hearing required	\$710
Permit compliance inspections	Hourly

Special Reviews	2020 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,572
After six hours	Hourly
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:	
Deposit – a percentage of total estimated cost	33%
All fixed and contract costs	Actual Cost
Staff preparation and review cost	Hourly

Critical areas review	
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).	
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:	
Site review base fee	\$1,360
Plus, per hour	Hourly
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:	
Site review base fee	\$1,360
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$404
Plus, per hour	Hourly
Review of mitigation plan compliance, per hour	Hourly
Critical areas inspection	Hourly
Inspection and monitoring, per hour	Hourly
Appeals	
Appeals to the hearing examiner from decisions of the City	\$128
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	Hourly

Engineering: General Permitting & Inspections	2020 Fee
Parking Review	
New or additional spaces	
First 0-25 spaces	\$25/each space
Next 26-50	\$23/each space
Next 51-75	\$19/each space
Next 76-150	\$19/each space
Anything above 150	\$12/each space
Minimum fee	\$324
Tree removal	\$80
Single-family drainage review	
Base Fee	\$261
Addition/rebuild drainage	\$321
New non-plat SFR drainage	\$740
Commercial/Multi-family drainage plan review	
Base Fee	\$624
Total distributed area	
0 – .50 site acre	\$1,228
.51 – 1 site acre	\$1,693
1.1 – 2 site acres	\$3,094
2.1 – 5 site acres	\$6,791
5.1 – 10 site acres	\$8,181



More than 10 acres	\$9,106
Traffic Impact Analysis review	
Level 1 (10 P.M. peak hour trips or less)	\$370
Level 2 (11-75 P.M. peak hour trips)	\$878
Level 3 (Over 75 P.M. peak hour trips)	\$1,756
Road standards/drainage standards variance	\$219
Wet season grading variance	Hourly
Small Project Grading permits:	
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.	\$328
Large Project Grading permits	
Disturbed Area	Base fee
Up to 1 acre	\$193 + \$863.33
>1 acre	\$418 + \$647.23
Grading plan revision	Hourly
Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)	
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.	
Annual Volume Table	
Volume deposited or removed	Base Fee
0 to 3,000 cubic yards	\$0 + \$107.68
>3,000 to 10,000 cubic yards	\$2,798 + \$18.12
>10,000 to 20,000 cubic yards	\$4,125 + \$5.37
>20,000 to 40,000 cubic yards	\$4,695 + \$2.63
>40,001 cubic yards	\$5,134 + \$1.26
Reclamation bond release inspection	\$281
Re-inspection of non-bonded actions	\$246
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	\$233 + \$125 / \$1,000 bond
>\$30,000 – 120,000	\$2,471 + \$54 / \$1,000 bond
>\$120,000	\$7,344 + \$15 / \$1,000 bond
Additional inspection after 1 year	Hourly
Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$505 + \$16.12 / \$1,000 bond
>\$30,000 – 120,000	\$844 + \$5.27 / \$1,000 bond
>\$120,000	\$1,279 + \$1.79 / \$1,000 bond
<b>Engineering: Subdivision Plan Review and Inspections</b>	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,289

## City of Kenmore, WA - 2020 Fee Schedule

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	Plus per lot	\$229
Short subdivision 5 to 9 lots		
	Base fee	\$4,552
	Plus per lot	\$229
Additional review in excess of initial fees		Hourly
Subdivision engineering plan review		
Subdivision 30 lots or less		
	Base fee	\$6,812
	Plus per lot	\$37
Subdivision 31 lots or more		
	Base fee	\$7,363
	Plus per lot	\$18
Revisions and re-submittals		
	Each occurrence	\$130
Additional review in excess of initial fees		Hourly
Planned unit development engineering plan review		
30 units or less		
	Base fee	\$6,812
	Plus per lot	\$50
31 units or more		
	Base fee	\$7,583
	Plus per lot	\$25
Revisions and re-submittals		
	Each occurrence	\$130
Additional review in excess of initial fees		Hourly
Conceptual binding site plan (including conceptual commercial binding site plan)		
	Plan and profile base fee	\$4,533
Revisions and re-submittals		
	Each occurrence	\$130
Additional review in excess of initial fees		Hourly
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	\$233 + \$125 / \$1,000 bond	
\$30,001 – 120,000	\$2,471 + \$54 / \$1,000 bond	
\$120,000 or more	\$7,344 + \$15 / \$1,000 bond	
Additional inspection after 1 year	Hourly	
Subdivision final approval		
Final short subdivision 4 lots or less		\$2,108
Final short subdivision 5 to 9 lots		\$4,249
Final short subdivision alteration		\$784
Final subdivision 30 lots or less		
	Base Fee	\$6,391
	Plus per lot	\$76
Final subdivision 31 lots or more		
	Base Fee	\$7,099

Plus per lot	\$52
Subdivision alteration	\$1,182
Modification of a recorded building envelope	\$593
Request for name change	\$211
Final planned unit development	\$4,970
Request for time extension	\$159
Request for name change	\$211
Final building site plan	\$3,379
Subdivision – post final fees	
Maintenance bond inspections	
Bond quantities worksheet amount	Initial fee + additional fee based on bond
\$0 – \$30,000	\$505 + \$16.12 / \$1,000 bond
>\$30,000 – 120,000	\$844 + \$5.27 / \$1,000 bond
>\$120,000	\$1,279 + \$1.79 / \$1,000 bond

**Building Permits**

Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.

Valuation Table	
Total Valuation	Fee
\$1 – \$500	\$26
>\$500 – \$2,000	\$26 for the first \$500 plus \$3.26 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$76 for the first \$2,000 plus \$15.26 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$430 for the first \$25,000 plus \$10.75 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$70 for the first \$50,000 plus \$7.49 for each additional \$1,000 or fraction thereof, to and including \$100,000.
>\$100,000 – \$500,000	\$1,090 for the first \$100,000 plus \$6.33 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$3,537 for the first \$500,000 plus \$5.27 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$6,153 for the first \$1,000,000 plus \$4.21 for each additional \$1,000 or fraction thereof.
Building plan review (except basic)	65% of the building permit
Building plan review (basic)	25% of the building permit
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	Hourly
For use of outside consultants for plan review and inspections	Actual Cost
Mobile Homes	
Mobile Home permit	\$908
Temporary mobile home permit	\$845
Temporary mobile home permit for hardship	\$908
Non-insignia mobile home inspection	\$725



Re-roof permits	
Single-family residential	\$202
Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	\$1,788
31 to 99 units	\$2,021
100 or more units	\$2,741
Plus per unit	\$304
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	\$399
Minimum housing or other code compliance	\$399
Relocation of structure	\$327
Demolition inspection	\$327
Re-inspection	Hourly
Inspection outside of normal hours	Overtime hourly
Inspection for which no fee is specifically indicate	Hourly
Extension and renewal (extension for final inspection only)	
Single-family residential	\$116
All other permits	\$116
State Building Code Council surcharge (effective July 1, 2018)	
Residential building permits	
Base Fee	\$6.50
Plus per unit	\$2.00
Commercial building permits	
Base Fee	\$25.00
Plus per unit	\$2.00

<b>Plumbing Permits</b>	
New single-family (one and two dwellings) and townhouses	\$775/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$114
Plus	
For each plumbing fixture on one trap or set of fixtures on one trap	\$11/each
Roof drain	\$11/each
Electric water heater	\$35/each
Water piping or water treating equipment	\$71/each
Back flow devices (other than atmospheric vacuum breakers)	\$71/each
Other	\$11/each

<b>Mechanical Permits</b>	
New single-family (one and two dwellings) and townhouses	\$362/unit

Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$114
Plus	
For the installation or relocation of each floor furnace, including vent	\$142
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$71
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$22
For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$213
For each ventilation fan connected to a single duct	\$11
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$11
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$11
Gas pipe (1-5 outlets)	\$71
Gas pipe (outlets over 5)	\$11/outlet
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$142
Gas water heater	\$142

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$6,214.21
Single-Family	1.45 per dwelling unit	\$10,114.72 per dwelling unit
Apartment	1.02 per dwelling unit	\$7,495.08 per dwelling unit
Condominium (townhomes)	0.85 per dwelling unit	\$6,286.20 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$6,760.28 per dwelling unit
Hotel	0.87 per room	\$6,959.67 per room
Motel	0.68 per room	\$5,451.75 per room
Light Industrial	1.06 per 1,000 sq ft	\$10.74 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$8.09 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$2.88 per sq ft
Marina	0.23 per boat berth	\$1,436.22 per boat berth
Golf Course	0.37 per acre	\$2,337.87 per acre
Movie Theater	0.09 per seat	\$403.30 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$26.69 per sq ft
High School	1.18 per 1,000 sq ft	\$4.69 per sq ft

Church	0.67 per 1,000 sq ft	\$4.93 per sq ft
Hospital	1.13 per 1,000 sq ft	\$11.31 per sq ft
Nursing Home	0.27 per bed	\$1,492.18 per bed
General Office	1.75 per 1,000 sq ft	\$17.85 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$40.34 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$7.63 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$30.73 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$80.07 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$24.57 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$24.57 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$66.66 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$86.61 per sq ft
Gas Station	9.80 per pump	\$34,853.80 per pump
Gas Station w/Convenience	7.24 per pump	\$26,356.62 per pump

**+ Parks Impact Fee\***

Single-family residence	\$3,885/unit
Multi-family (townhomes)	\$2,980/unit
Mobile Home	\$1,942/unit

**+ Schools Impact Fee\***

Single-family residence	\$14,000/unit
Multi-family (townhomes)	\$3,540/unit

**Fire Department Review\***

The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.

**Limited Right-of-Way Permits**

+ Type A Permit	Application Fee (review and 1 hour inspection)	\$219
	Inspections in excess of 1 hour	Hourly
+ Type B Permit	Application fee (includes review and inspection)	\$169*
Type C Permit	Application Fee (review and 1 hour inspection)	\$169*
	Inspections in excess of 1 hour	Hourly*
	Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater*

**Access Right-of-Way Permits\***

Application Fee (includes 1 hour review and 1 hour inspection)	\$219*
Review fee in excess of 1 hour	Hourly*
Inspection fee in excess of 1 hour	Hourly*



Use Fee	
Open to the Public	No fee
Limited (not open to the public)	Fee = (use area) x value* x 25% or a minimum of \$100 whichever is greater*
*value of adjacent land (in area, sq ft) according to the County Assessor records	

Encroachment Right-of-Way Permits	
Application Fee (includes 1 hour review and 1 hour inspection)	\$219
Review fee in excess of 1 hour	Hourly
Inspection fee in excess of 1 hour	Hourly
Use Fee	Fee = (use area) x value <sup>1</sup> x No. of Years x 12% or a minimum of \$100 whichever is greater
1. value of adjacent land (in area, sq ft) according to the County Assessor records	

+ <b>Utility Right of Way Permits*</b> : all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities	
Application	\$215
Review	Hourly
Inspection	Hourly
Use fee	No Fee
Violation of Lane Closure Hours	\$518
Accelerated Job Start	\$500

Annual Use Payment for Use of Right-of-Way*	
Type of Equipment/Facility within the right-of-way	
Separate support structure (such as a monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet, but not both	\$2,000/year

State Route 522 driveway connection permit*	
<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> <ul style="list-style-type: none"> <li>Agricultural, forest, utility operation and maintenance</li> </ul>	
	\$50

· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
Category II – Base fee for one connection:	
· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250
Category III - Base fee for one connection:	
· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100
Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a surety bond as specified in WAC 468-34-020(3).	

Special Event Permit	
Application Fee	100*
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

Memorial Sign	
Application fee and sign	\$300*

## 5. Animal Care and Control

Animal License and Registration	
Pet license - dog or cat	
Unaltered	\$60
Altered	\$30
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>	
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

<b>Civil Penalties</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

<b>Service Fees</b>	
Adoptions – including licensing and spaying or neutering of the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner's deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25



**6. Miscellaneous**

Type	
Credit Card Service Fee	3%
NSF (insufficient check)	\$25
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
+ City Sponsored Event - Vendor Fees	
Food Vendor	\$50/day
Craft Vendor	\$50/day
Non-Profit Booth or Vendor	\$10/day
+ City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour
Saturday Rental - Resident	\$75/hour
Saturday Rental - Non-Resident	\$125/hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.
+ The Hangar (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$100*
Damage & Food Deposit (for groups ≥ 30 people)	\$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes	
*100% of the deposit will be forfeited for "no-shows"	
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200
Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)	\$22/hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost*
*Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

**7. Public Records Requests**

Type	
<b>Copy charges may be combined to the extent more than one type of charge applies to a particular request</b>	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17"	
6 pages or less	No charge

7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

## 8. Surface Water

+ Surface Water Management Service Charge		
Class	Impervious Area	2019 Rate
Residential	N/A	\$221.39 per parcel
Very Light	0 to ≤ 10%	\$221.39 per parcel
Light	> 10% to ≤ 20%	\$664.16 per acre
Moderate	> 20% to ≤ 45%	\$1,439.01 per acre
Moderately Heavy	> 45% to ≤ 65%	\$2,435.25 per acre
Heavy	> 65% to ≤ 85%	\$3,320.80 per acre
Very Heavy	> 85% to ≤ 100%	\$4,095.65 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

+ Stormwater Capital Facilities	
Single family residential development on a single parcel, including townhomes	\$3,500
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,500. The minimum ERU shall be 1.0.

# CITY OF KENMORE

## WASHINGTON

### RESOLUTION NO. 18-315

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#### **A RESOLUTION OF THE CITY OF KENMORE, WASHINGTON, REVISING THE CITY SURFACE WATER MANAGEMENT PROGRAM ANNUAL SERVICE CHARGES, AND REPEALING RESOLUTION NO. 08-160.**

WHEREAS, KMC 13.30.010 establishes the City of Kenmore's surface water utility, and KMC 13.40.010 establishes the City's surface water management program; and

WHEREAS, KMC 13.40.050.A provides that the City Council shall determine the service charge revenue needs of the surface water management program, and shall impose annual service charges on all developed property in the City, pursuant to City Council resolution; and

WHEREAS, by Resolution No. 08-160, adopted on November 24, 2008, the City Council established annual service charges for the surface water management program; and

WHEREAS, the City has updated the surface water management program to respond to drainage capital needs, to address flooding and water quality problems, and to consider the 2000 Puget Sound Water Quality Management Plan, the 2007, 2012, 2013 and 2019 NPDES Phase II Municipal Stormwater Permits, the 2006 Swamp Creek Fecal Coliform Bacteria Total Maximum Daily Load Water Quality Improvement Report and Implementation Plan, the Underground Injection Control Rule, and the Endangered Species Act and associated Watershed and Salmon Recovery Plans; and

WHEREAS, current surface water management program annual service charges are insufficient to generate the annual income needed to develop and implement the updated surface water management program, requiring an increase in the annual service charges as set forth in this resolution; and

WHEREAS, the City Council held a public hearing on November 19, 2018 to receive public testimony and consider adoption of increased annual service charges;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE as follows:

Section 1. The City Council adopts the City of Kenmore Surface Water Management Program Annual Service Charges attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Resolution No. 08-160 is repealed.



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

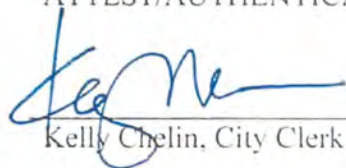
CITY OF KENMORE



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Mayor David Baker

ATTEST/AUTHENTICATED:



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Kelly Chelin, City Clerk

## Exhibit A

City of Kenmore Surface Water Management Program Annual Service Charges							
Class	Impervious Area	Annual Rates					
		2019	2020	2021	2022	2023	2024
Residential <sup>A</sup>	NA	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Very Light <sup>A</sup>	0 to ≤ 10%	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Light	> 10% to ≤ 20%	\$ 513.38	\$ 664.16	\$ 690.73	\$ 718.35	\$ 747.09	\$ 776.97
Moderate	> 20% to ≤ 45%	\$ 1,090.95	\$ 1,439.01	\$ 1,496.57	\$ 1,556.44	\$ 1,618.69	\$ 1,683.44
Moderately Heavy	> 45% to ≤ 65%	\$ 1,957.28	\$ 2,435.25	\$ 2,532.66	\$ 2,633.97	\$ 2,739.33	\$ 2,848.90
Heavy	> 65% to ≤ 85%	\$ 2,582.95	\$ 3,320.80	\$ 3,453.63	\$ 3,591.77	\$ 3,735.45	\$ 3,884.86
Very Heavy	> 85% to ≤ 100%	\$ 3,272.82	\$ 4,095.65	\$ 4,259.48	\$ 4,429.86	\$ 4,607.05	\$ 4,791.33
County Roads	NA						
State Highways	NA						

<sup>A</sup> Rate is per parcel; all other rates are per acre



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.



## **City of Kenmore, Washington Investment Policy 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 DEPOSITORIES:** 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.

## **City of Kenmore, Washington Investment Policy Glossary**

**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.



**City of Kenmore**  
**Glossary and Acronyms**

**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.

**City of Kenmore**  
**Glossary and Acronyms**

**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.

**City of Kenmore**  
**Glossary and Acronyms**

**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.



**City of Kenmore**  
**Glossary and Acronyms**

**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.

**City of Kenmore**  
**Glossary and Acronyms**

**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

