



City of Kenmore, Washington

2023-2024 Adopted Biennial Budget

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For the Period January 1, 2023 – December 31, 2024

Copies of the 2023-2024 Adopted Biennial Budget are available for viewing on the City's website www.kenmorewa.gov, and at City Hall

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2023-2024 Adopted Budget
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City of Kenmore, Washington

Reader's Guide to the Budget

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

Organization of the Budget Document:

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

Introduction:

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

It includes the following:

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

City Profile:

This section tells the reader more about the City of Kenmore, the organization of the City, and the goals, and work plans that accomplish the work of the City. It includes an organizational chart, the City's Vision, Mission Statement and 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.

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

City of Kenmore, Washington

Reader's Guide to the Budget

Other Funds' Budgets:

Information about the budgets for the other funds of the City is included here and describes the purpose of each fund, 2021-2022 achievements, 2023-2024 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:

- 22-0562 Ordinance adopting the 2023-2024 Biennial Budget and Establishing Employee Positions and Salary Schedules for 2023
- 2022 Fee Resolution and Schedule
- The Investment Policy
- Glossary and Acronyms



City Of Kenmore, Washington

November 21, 2022

Honorable Members of the City Council
City of Kenmore
18120 68th Avenue NE
Kenmore, WA 98028

Honorable Mayor, Deputy Mayor, and City Council:

With great excitement, we present the 2023-2024 preliminary budget for your consideration. As the City Council, you control the purse strings of the City of Kenmore, and this preliminary budget is our attempt to advance your priorities while allocating the resources that are necessary to run effective and efficient government operations.

As we began to build the budget and write this budget letter, we reflected on this last biennium and all the way back to the beginning of the pandemic in early 2020. These last two (almost three) years of the pandemic will always stand out in history and will never be forgotten. Here is an excerpt from the budget message two years ago, written in the fall of 2020:

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.

The events of 2020 did indeed change many aspects of our lives, including how we work, how we interact with each other, and how we see more deeply that entrenched systems need to be eliminated and replaced.

With this profound change, the progress you envision for Kenmore marches on. Under your leadership and vision, we relentlessly and incrementally work to advance Kenmore on the continuous path of becoming a very special place, the Crown of the Lake—a place where all people love where they live.

Not only have you worked to make Kenmore a special place, but you have also been unafraid to explore new territory to advance important causes. For some of these causes, you are boldly going where few cities our size have gone before—you might even be considered modern day pioneers.

What do pioneers look like here and now in the early part of the 21st century?

To help answer this question, we looked up definitions of the word “pioneer” online and here are a couple of definitions that might resonate with the work we are doing here in Kenmore:

- A person who begins or helps develop something new and prepares the way for others to follow
- A person who pushes boundaries to advance a cause

In this budget letter, let’s keep these definitions in mind as we review what we have recently accomplished and explore what’s coming in 2023-2024.

Before we lay out the budget for the next biennium, let us take a walk down memory lane and reflect on and assess progress made in the previous biennium.

2021-2022 Accomplishments

Responding to the Pandemic

Dealing with the pandemic was a major workload item that continued to consume our time for much of 2021 and a fair amount of 2022. We continued to respond to the needs of the public while adjusting how we got work done as we protected our coworkers from the possibility of infection and did our part to help slow the spread of COVID-19. Our organization continued to be nimble as we changed the way we worked and interacted. Like every city, we had to be pioneers in this uncharted territory.

At the beginning of the pandemic, 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:

- Help slow the spread of the virus in our community
- Maintain essential City services
- Keep City employees safe
- Communicate like crazy
- Respond to budget impacts
- Look after each other
- Develop a recovery plan

Our coworkers have been amazing throughout this pandemic. In 2020 and 2021, we were frequently responding and adjusting to changes in gubernatorial and health department directives, and we couldn’t be more pleased with how our team came together and worked collaboratively, creatively, and compassionately to solve the problems of the pandemic.

Technology has been our friend during the pandemic and has allowed us to stay productive while practicing physical distancing. In fact, the combination of physical distancing caused by the pandemic and the use of technology has permanently changed the way we work and interact.

Many of our office workers are now on an ongoing work from home arrangement, and a significant percentage of our meetings are held online. Prior to the pandemic, we would have to drive to various parts of the county for intergovernmental meetings and trainings; with remote online meetings, we save travel time and travel costs, not to mention the reduced impact on the planet.

When we presented the budget to you in the fall of 2020, not a single City employee had tested positive for COVID-19. Back then, there was no vaccine available, and we were very cautious and strict about our interactions and the way we did business. Since then, the vaccine has become widely available, and most of us are fully vaccinated and boosted. Even with the vaccine, we would wager to guess that most of us have contracted and suffered through COVID-19.

Federal Funding for the Pandemic

Federal funding to help us respond to the pandemic has been a great benefit. It came in two main phases: The CARES Act funding in 2020 and the ARPA funds in 2021.

Thanks to the guidance and direction you provided, we put the federal funding right to work, including providing financial assistance to our business community, offsetting our pandemic-related costs, and helping our low-income and most vulnerable residents.

While the federal funding was much needed and timely, managing and administering these programs has been no small effort. We had to shift priorities and divert staff resources toward administering the grants.

In July 2021, the City received the first of two tranches of its \$6.4 million in American Rescue Plan Act (ARPA) funds, a \$1.9 trillion federal program designed to provide state, local, tribal, and territorial governments with assistance to help communities respond to and recover from the pandemic. With this new funding, in 2021 the City hired an Assistant City Manager/ARPA Administrator and the Council adopted guiding principles and a high-level strategy for utilizing these once-in-a-lifetime funds.

Council ARPA Guidance

Guiding Principles

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

High Level Strategy

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

The Council's first priority was to launch a \$1 million direct cash assistance program. The City issued an RFP and through a competitive process selected the Northshore Schools Foundation to partner with the City in this important work. The program they created, called *Kenmore Cares*, provided direct cash assistance to Kenmore's lowest income households, and each eligible primary applicant received \$2,000 with \$250 allocated to each additional household member. The primary requirements for the program were an income at or below 50% area median income (AMI) and Kenmore residency. Between September 2021 and March 2022, the *Kenmore Cares* program served 412 households and 789 individuals.



The City of Kenmore is prioritizing households that have been negatively affected by the Coronavirus pandemic, and in partnership with the Northshore Schools Foundation, will provide one-time cash assistance to help meet the basic needs of Kenmore residents experiencing financial hardship.

Here are some of the thanks we received from our community members who received *Kenmore Cares* funds:

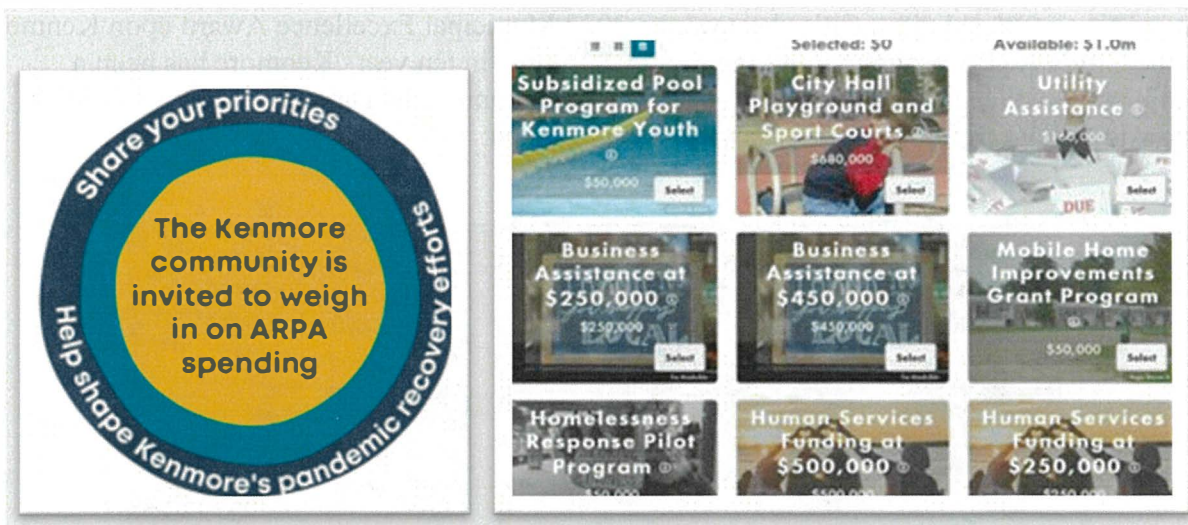
"I just got my mail and received the check from Kenmore Cares. I cannot say thank you enough for this. It help[ed] very much with my medical bills from so many surgeries and supplies that were necessary. I thought it was an advertisement and had to get my glasses to see what was sent and could not believe my eyes. It made a very dark week for me so much brighter. Thank you so very much."

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

“I would like to first say, thank you so much for thinking of Kenmore residents and [the] challenges some of us are facing due to COVID. The first cash payment came at a time that my car needed repairs. The second round of funds came and went directly to pay my rent...Thank you so much, these funds have directly made a difference in my life.”

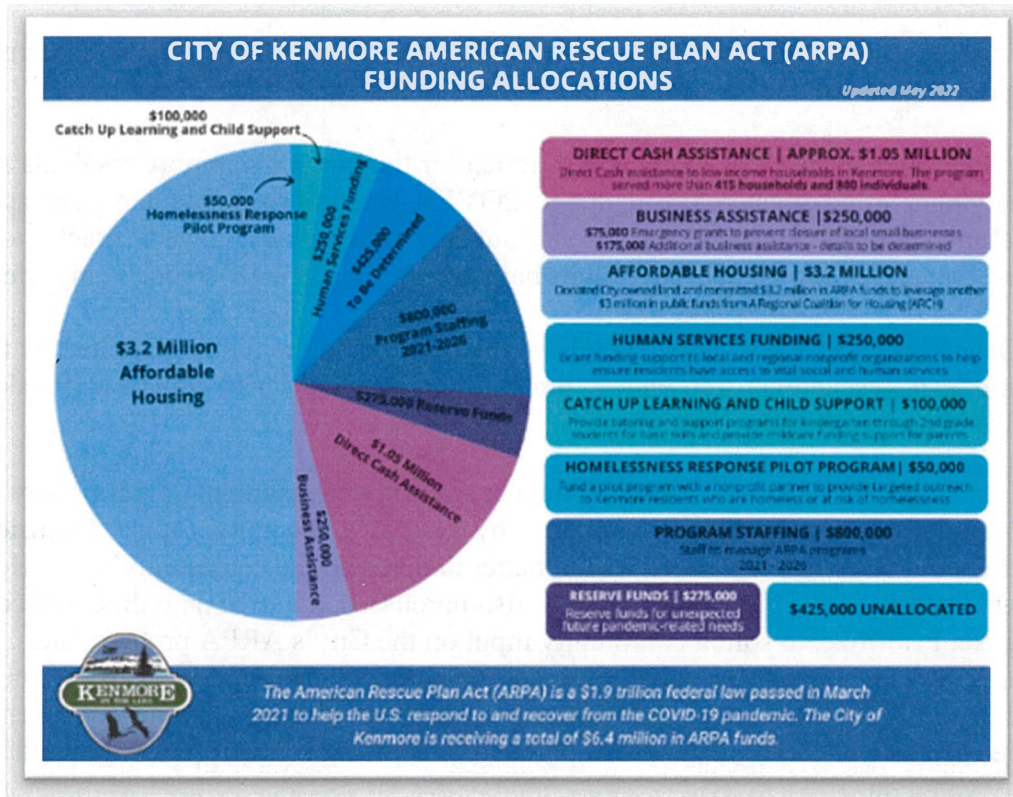
“Dear Kenmore City Council, You have included me in the funding granted by the American Rescue Plan Act. I am so grateful to all of you. Thank you, it will make a difference for sure.”

City staff also used ARPA funds to embark on a community engagement process. They held an ARPA Community Listening Session facilitated by the City’s Diversity, Equity, Inclusion and Accessibility consultant Chani Kelly-Rae to better understand the community’s experiences in the pandemic and generate project ideas. They also purchased and used an online tool called Balancing Act Prioritize, to solicit community input on the City’s ARPA program and expenditures. 806 respondents provided feedback via that tool, leading to a decision to fund four new programs in 2022, 2023, and 2024. Below are snapshots of the community engagement graphic we used as well as an image of the online tool showing some of the program ideas our community voted on.



To better understand the impacts of the pandemic on Kenmore businesses, City staff conducted a business recovery survey. Based on the results of that survey, staff launched an urgent business assistance program aimed at preventing brick and mortar businesses in Kenmore from closing their doors. You also allocated half of our ARPA dollars to affordable housing; more on that pioneering effort later in this letter.

The chart below shows how the City’s ARPA funds have been allocated to date:



The City continued to be recognized as a top performer by statewide organizations: The Association of Washington Cities bestowed a 2022 Municipal Excellence Award upon Kenmore for the City's ARPA program, marking the seventh time in ten years Kenmore has been a Municipal Excellence Award winner—an achievement unmatched among Washington cities. Below is a photo from the night the award was presented:



Finally, in anticipation of the work ahead, in August 2022, the City hired two new limited term positions to carry out this work through 2024: a Management Analyst and an Assistant to the City Manager.

Systemic Racism. Racial Equity. Diversity, Equity, Inclusion, and Accessibility.

2022 was a year of progress in our Diversity, Equity, Inclusion and Accessibility (DEIA) journey. Our consultant Chanin Kelly-Rae's work was quintessential as she guided us and the community through some important and sometimes difficult conversations. Ms. Kelly-Rae and our Human Resources & DEIA Manager Leonora Palana brought together a diverse task force of Kenmore residents, and with a lot of engagement and input from the community, advised us on a DEIA policy and made recommendations on how we can be more equitable and inclusive as a city and a community. The task force's recommended DEIA policy will be presented for your consideration this month, followed by a DEIA implementation plan soon thereafter.

The following is an excerpt from the DEIA policy that you adopted on November 14, 2022:

"The City of Kenmore honors its history while inspiring the future. This Diversity, Equity, Inclusion, and Accessibility (DEIA) policy is rooted in our core public service values for civil service: action, passion, and connection. These values will also guide the development and implementation of an aligned DEIA strategic initiative that represents an opportunity to improve systemic behaviors and actions that have not always been, and may not currently be, equitable and inclusive for every member of our community. The City of Kenmore must model best practices for the community, so that local businesses, organizations, and individuals might enjoy increased access and improved outcomes for all."

One of the most rewarding aspects of our DEIA journey has been observing how our employees have embraced this work. From supporting the DEIA task force, to attending DEIA training, to working internally on our processes, Kenmore employees have continually risen to the occasion and supported this work. In the latter half of 2022, employees completed a DEIA exercise to identify both current services that are helping us achieve our DEIA goals and future opportunities to add or enhance services to reach these goals and improve the customer experience. We have been heartened and impressed by the time and care employees invested in these efforts. This work product will help us as we build toward the development of a DEIA implementation plan which we expect to complete in the first half of 2023. The engagement and deep commitment of employees to these efforts will be essential to our long-term success.

Climate Action Plan

The United Nations has declared:

"Climate Change is the defining issue of our time, and we are at a defining moment. From shifting weather patterns that threaten food production, to rising sea levels that increase the risk of catastrophic flooding, the impacts of climate change are global in

scope and unprecedented in scale. Without drastic action today, adapting to these impacts in the future will be more difficult and costly.”

In 2020, you set the vision and priority for creating a climate action plan for the City. At the time, we created a path forward for development of a climate action plan, a “plan for a plan.” With our marching orders clear, the City team stepped up and worked with the community to create a plan.

We knew engaging the community in the development of the Climate Action Plan would be essential. As a result, we provided the following public engagement opportunities:

- Three community surveys yielding over 2,200 responses
- Two virtual forums
- Two opportunities for City staff to provide input
- Seven City Council meetings
- One pop-up event at the Hangar
- One online open house with community members and community organizations
- Our surveys and fact sheets were offered in English, Spanish, & Mandarin

The opportunities for the public to participate in the process and provide input on the plan were advertised in our printed quarterly newsletters, mailed directly to homes and businesses, as well as our in our online newsletters and social media posts.

After numerous outreach and public engagement efforts, on May 16, 2022, the Kenmore City Council unanimously voted to adopt the first City of Kenmore Climate Action Plan (CAP). The CAP establishes actions the City and community can take to reduce greenhouse gas (GHG) emissions and reach carbon neutrality by 2050. The CAP also provides strategies to adapt to future climate change impacts. The strategies and actions in the CAP include five focus areas: Buildings & Energy, Transportation & Land Use, Consumption & Materials Management, Natural Systems & Water Resources, and Community Resilience & Wellbeing.

Key goals in the CAP are a 50% reduction in GHG by 2030, a 75% reduction in GHG by 2040, and carbon neutrality by 2050.

Achieving these ambitious and urgent goals will require a significant investment of time and resources beyond what can be accomplished with General Fund dollars. We will say more about this later in this letter.

Affordable Housing

Affordable housing has been your top priority and we have been advancing this priority with multiple tactics, all of which fall under two main strategies:

1. Regulatory policies
2. Taking matters into our own hands to get affordable units built on the ground

On the policy side of the equation, we accomplished the following in 2021-2022 biennium:

- Comprehensive Plan Amendments: Housing Element, Land Use Element, and Capital Facilities Element. The Planning Commission started reviewing these elements in 2021 and presented their recommendations to the City Council in June of this year (2022). Based on Council direction on July 18, 2022 and July 25, 2022, a public hearing was held on September 26, 2022 to consider substantive amendments with ordinance adoption scheduled for October 24, 2022.
- Affordable Housing Special Permit Review Process. In early 2021, the City Council adopted Ordinance 21-0521, making it easier to permit affordable housing projects, particularly those on tax-exempt properties such as churches and on parcels owned by public agencies.
- Transit Oriented District Development Regulations. In August 2021, the City Council adopted Ordinance 21-0533 establishing a six-month moratorium through February of this year, at which time the City Council repealed Ordinance 21-0533 (the moratorium) and adopted Ordinance 22-0543 adopting interim regulations for the Transit Oriented Development (TOD) area, effective for six months. Ordinance 22-0555 extended interim regulations an additional six months through January of 2023. The Planning Commission recommendations on TOD regulations are estimated to be presented to you this fall with a City Council ordinance adoption January 2023.
- Missing Middle Housing Regulations. Planning Commission recommendations were presented to you in June of this year (2022), for an incremental approach allowing duplexes and triplexes in the R6 residential zone. In July, you gave direction to bring back comprehensive plan and implementing development regulation amendments to allow duplexes and triplexes throughout the R6 zone.

In July of this year (2022), the City Council passed a motion (consent agenda) authorizing the City Manager to execute a Washington State Department of Commerce contract for a grant award to continue work on Missing Middle Housing. A Request for Proposal (RFP) has been issued for a consultant to analyze additional Missing Middle Housing types in the R6 and other residential zones (R1 and R4). The results of this analysis will be presented to the City Council 2023.

Also in July of this year (2022), the City Council authorized staff to execute contract 22-C2836 with Opticos Design to conduct an exercise testing proposed Missing Middle housing regulations and developing a conceptual site plan on two parcels of land, one owned by the Northshore Utility District and one owned by the Northshore Fire District. Results are estimated to be presented soon.

- Residential Rental Eviction Moratorium and Tenant Protections Related to COVID-19. In June of 2021, the City Council adopted Ordinance 21-0525, extending the temporary tenant eviction moratorium (established in March 2020) through September of 2021. This ordinance also included the following renter protections: 1. Creates a defense to eviction for rental debt accrued due to pandemic related hardship; 2. Creates a defense to eviction

if a tenant has a rental assistance application in process; 3. Bans late fees for rent that became due during the pandemic; 4. Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent during the pandemic. In September of 2021, the City Council adopted Ordinance 21-0536, extending the temporary moratorium and residential tenant protections through January 15, 2022 to allow additional time to implement legislation on tenant protections and to give more time for tenants and landlords to access available funding.

- Residential Tenant Protection Regulations. In March of this year (2022), the City Council passed Ordinance 22-0545 (effective April 7, 2022) that included the following renter protections: increasing notice for rent increases; capping late fees; capping move-in fees and deposits; authorizing tenant payment plans; prohibiting the requirement for a Social Security number in screening materials; and authorizing alteration of rent due date due to a tenant's fixed income.

In July of this year, the City Council passed a follow up ordinance which includes the following renter protection measures: Just cause eviction protections that supplement state protections by removing exceptions and requiring landlords to give just cause for all evictions, refusals to continue or renew rental agreements, and other terminations of the tenancy of tenants within Kenmore. This ordinance also included a ban on abusive, deceptive, and unfair practices in rental housing.

We have also entered new partnerships in support of affordable housing and homelessness response.

- Partnership with King County Regional Homelessness Authority. The King County Regional Homelessness Authority (KCRHA) has convened a group of North King County cities (Shoreline, Lake Forest Park, Kenmore, Bothell, and Woodinville) to better coordinate homelessness response efforts in our geographic area. This fall, the KCRHA proposed an interlocal agreement, to be implemented for the next biennium, that would transfer management of all city contracts for homelessness services to the KCRHA. In addition, the agreement proposes a per capita funding commitment of \$1.10 for homelessness response, to be paid to the KCRHA, starting in 2025. We are proud to share that Kenmore already commits more than this minimum level of funding to homelessness services. Kenmore is deeply committed to these efforts and has been a major player in this work.
- Memorandum of Agreement (MOA) for North King County Coalition on Homelessness. A loose coalition of government and private agencies have been working on issues of homelessness in North King County. The City of Shoreline has taken the lead on organizing and staffing the group. In October of 2021, the City Council authorized the City Manager to sign a Memorandum of Agreement for this work.

Taking Matters into Our Own Hands: Building New Affordable Housing in Kenmore

As the second of the two main strategies for affordable housing, we have been taking matters into our own hands to accomplish the Council's #1 priority and get new affordable housing units built on the ground in Kenmore.

In the summer of 2021, City staff and two team members from A Regional Coalition for Housing (ARCH) formed an affordable housing working group. The group worked for several months to identify, review, and prioritize possible properties for affordable housing development in Kenmore.

In late 2021, the City of Kenmore submitted a proposal and was selected by a team of graduate students at the University of Washington's Evans School of Public Policy and Governance. From January to June 2022, the four students assisted in the City's affordable housing working group and efforts. Two of the students became full-fledged members of the RFP selection committee and participated in the selection of Plymouth Housing Group (more on that in a moment). The students' work culminated in a fabulous and comprehensive report that they presented to the City Council in June. We are incredibly grateful for these students and their efforts.

The affordable housing working group selected city-owned property at 6532 Bothell Way NE in the heart of Kenmore's downtown as their top priority for an affordable housing development. City staff worked with the City Council to propose that the City donate the land for affordable housing purposes and contribute half of the City's American Rescue Plan Act (ARPA) dollars (\$3.2 million) to build affordable units on the property. The City also received \$38,000 in support from Enterprise Community Partners, who helped fund some of the needed due diligence reports on the selected property.

In February 2022, the affordable housing working group developed and released a Request for Proposals (RFP) to solicit proposals with the following parameters:

"The mixed-use building to be designed in this proposal will consist of 100% affordable rental units (including some units affordable to households earning no more than 30% AMI) and will incorporate commercial or community space on the building's ground floor. This partnership will result in an equitable, cost efficient, visually appealing and high-quality mixed-use building to be constructed and ready for occupancy by the end of 2026."

It's fun to read that now, knowing we exceeded those expectations by a wide margin.

The RFP process closed in April 2022 and the City received three very strong and competitive proposals.

- Plymouth Partnership to Build 100 New Deeply Affordable Housing Units: In a huge win for Kenmore, the committee reviewed the proposals, conducted interviews, and ultimately selected Plymouth Housing Group in May 2022. Plymouth's proposal, which blew us away, is to build 100 new affordable housing units, all for those at or below 30% of our Area Median Income (AMI). The 100 rental units in Plymouth's proposal, all studios and one-bedrooms, are targeted for adult residents who are seniors, veterans, disabled individuals, and individuals who were formerly homeless.

The full proposal was approved by the City Council in June 2022; we couldn't be more excited about our partnership with Plymouth. On September 13th, Plymouth applied for \$5 million in Department of Commerce Housing Trust Fund dollars for this project; we should find out whether we receive those funds in November or December. More on this project, including renderings of the proposed building and courtyard, can be found later in this letter.

- A Future Project at the Holt Property: Earlier this year (2022), the City closed on the purchase of another property, three doors down from Kenmore City Hall, where we envision building additional housing units. We will say more about that later in this letter.

Walkways & Waterways

What a journey the Walkways & Waterways program has been! Spawned from the "Imagine Kenmore" initiative of 2015, the Walkways and Waterways Bond Measure was approved by voters in 2016. Five capital projects were approved in this bond measure:

- Rhododendron Park Boardwalk
- Log Boom Park Waterfront
- Tl' awh-ah-dees Park Waterfront
- 68th Avenue sidewalks and bike lanes
- Juanita Drive sidewalks and bike lanes

At the time of this writing, three of the above projects are complete, and the remaining two are nearing completion. The schedule for completing the Walkways and Waterways projects is similar to what we told the voters back in 2016. Project costs, on the other hand, are higher than was estimated back in 2016 before the projects were designed. However, rather than going back to the voters for more funding, my resourceful coworkers secured additional grant funding and other sources to deliver what was promised. What an incredible team.

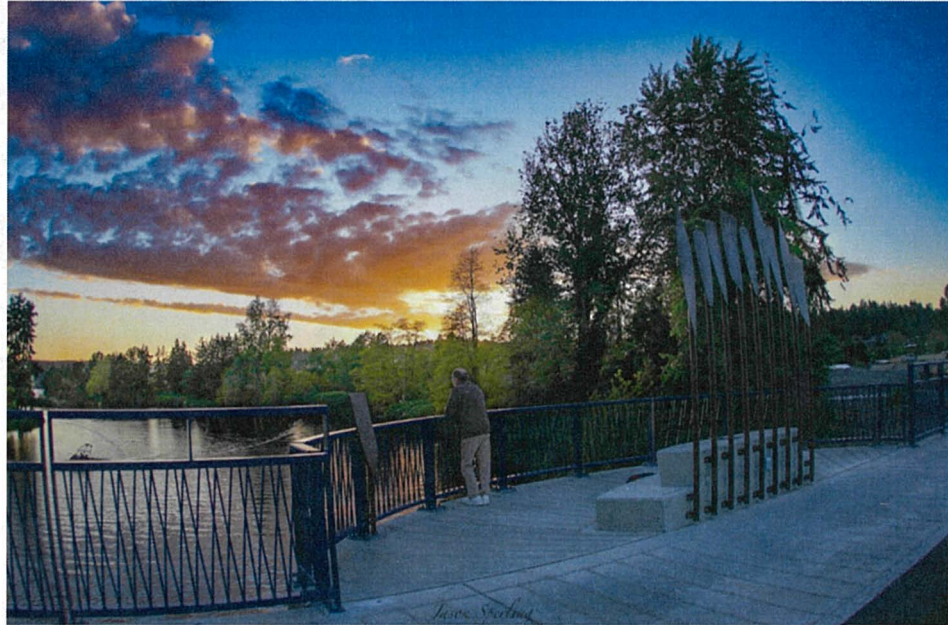


Log Boom Park Ribbon Cutting Ceremony on August 9, 2022

West (Southbound) Sammamish River Bridge

After many years of planning, seeking funding, designing, permitting, and constructing, the southbound bridge over the Sammamish River is complete! At a total cost of just under \$43 million, this bridge replacement is the largest capital project in the City's history. Under our City Engineer's leadership and tenacity, 90% of the project budget was funded with state and federal grants and contributions from utility companies. We were fortunate to have Ceccanti Construction as the bridge contractor. They did an excellent job and were great to work with.

As we have said before, the new Sammamish River bridge's purpose is not just to get people from point A to point B. The bridge, including its design and features, creates a sense of place. The promenade provides a comfortable and protected space for walkers and cyclists to cross. The lookout point in the middle of the bridge provides a place to gather, reflect, and relax.



The Bridge Lookout

Well done!



Bridge Opening Ribbon Cutting Ceremony, August 11, 2022

Events, Including the Pilot Farmers Market

This year our events team emerged from the pandemic with a splash. We went from virtual events during the pandemic, phased into a few events in 2021, and then produced 27 events so far this

year including the 14 farmers market days. Not including the farmers market, over 9,000 people came out for our events, including more than 2,000 people at the bridge opening event. We averaged just over a thousand shoppers per farmers market day. What a fantastic summer!



Bridge Opening Celebration Event on August 11, 2022

Public Works Facility—Site Acquisition

Last year we achieved a key milestone on our path to developing a permanent home for our Public Works Operations: site acquisition. The City purchased several adjacent parcels that will provide the much-needed space for Public Works to store equipment and materials and provide a base for the crews to operate from. This year we have been going through the process of zoning the property to Public Semipublic, site design, and refining costs and budget.

ADA Transition Plan and Pedestrian Facilities Plan

This year we completed phase 1 of the ADA Transition plan which identified the City's pedestrian infrastructure within the right of way and where improvements are needed. The overall cost of the plan was estimated at \$20 million. The next steps are implementation of the phase 1 plan and preparation for completing phase 2 (inventory pedestrian accessibility within public spaces and identifying improvements needed).

We also completed the update on the Pedestrian Facilities Plan (formerly known as the Sidewalk Program). This plan prioritizes where the City should prioritize its efforts in constructing new pedestrian facilities. The overall cost of the plan was estimated at \$185 million. The next steps are to identify and seek funding sources to begin implementing the plan.

Automated Photo Enforcement

Earlier this year you adopted the policy and approved the contract for the traffic photo enforcement program that will provide automated photo enforcement of school zone speeds at Arrowhead Elementary and Kenmore Elementary; as well as automated red light photo enforcement at the intersection of 61st Avenue and Bothell Way.

The cameras and associated technology have been installed and the two-month warning period and then will begin in the first half of 2023. This program will improve safety and slow vehicle speeds, as well as generate revenue for the multimodal safety program and pavement preservation.

Adopted City Council Priorities for 2023-2024

With the above-described accomplishments (and much more not listed above) as context, let us turn our attention to the City Council's vision for what's next. At the retreat in June of this year (2022), the City Council discussed and updated its top priorities for the upcoming biennium. The following month, the City Council formally adopted a list of priorities for the 2023-2024 biennium, as follows:

1. Implement the Adopted Climate Action Plan and Promote Environmental Stewardship, including Water, Air, Forest, and Habitat Restoration and Preservation
2. Increase and Preserve the Options for Affordable Housing Stock
3. Enhance Multimodal Transportation Implementation, Including Pedestrian and Bicycle Safety:
 - Pedestrian Facilities Plan
 - Target Zero
 - Bus Rapid Transit 522
 - Passenger Ferry
 - Photo Enforcement (KAPE) Program
4. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program
5. Complete Walkways and Waterways Projects
6. Enhance Public Safety
7. Continue to Seek Opportunities to Complete a Successful Lakepointe Project
8. Seek Opportunities to Promote Economic Development
9. Foster Community Engagement and Participation
10. Foster and Create Fun
11. Respond to the Pandemic

How well positioned are we financially to achieve the City Council's priorities and take care of the City's day-to-day operations? Let's take a look.

The Budget Picture Going Into 2023

Going into 2023, we will have a strong budget with a solid base of revenues and healthy fund balances. One-time sources and uses aside, our General Fund operating revenues exceed our operating sources every year. Taking out one-time sources and uses such as property purchases, transfers to capital, or interfund loans in anticipation of capital project grants, our General Fund's net operating revenues (revenues minus expenditures) have been as follows:

Year	General Fund Net Operating Revenues
2019	\$320,586
2020	\$1,381,616
2021	\$2,215,405
2022 Projected	\$580,201

By spending less than we take in, we have positioned ourselves to be able to take advantage of strategic opportunities as they arise. For example, this year (2022) we used net revenues to make strategic investments in our downtown by purchasing the old Cozy Inn property on Bothell Way and the Holt property on 181st Street.

Despite this good news, we have some operating budget challenges ahead. This year (2022), inflation has been the highest we have seen in decades. We have traditionally used the region's consumer price index (CPI-W) for June when calculating the next year's fee increases and wage adjustments. This year's June CPI was 9.5%.

In addition, we are seeing cost increases in our police budget that are even higher than inflation. King County notified us of a 13% increase in our 2023 contract for police services. The County attributes the cost increases to risk management and insurance costs, labor costs, and the cost of the new body-worn camera program that will be implemented in 2023.

We also need to right-size our organization to better align staff resources with increasing workload demands. Later in this letter we will outline a number of proposed new positions for the next biennium.

Lastly, for the upcoming biennium, our revenues are not projected to keep pace with inflation. We are predicting that sales tax, our second largest source of General Fund revenue, will be either flat or decline slightly in 2023. Our largest source of revenue, property tax, will grow by about 3.16% (assuming the City Council legislatively authorizes the use of banked capacity) from 2022 to 2023.

So, despite having a healthy budget year in 2022 and ending the year on a strong note, we will be moving into 2023 with some financial headwinds. Thankfully, in 2020 we engaged the community in a Financial Sustainability Plan (FSP) process. In the fall of that year, the City

Council adopted the FSP which included expenditure reductions and future new revenues. In keeping with the FSP, the City Council approved a cable TV utility tax earlier this year.

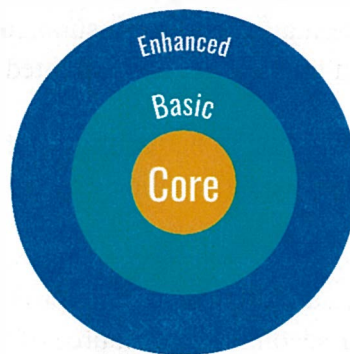
The FSP also plans for a surface water utility tax in 2023 and an admissions tax in 2024. The preliminary 2023-2024 budget assumes we are following the FSP and includes these new revenues. A six percent surface water utility tax ordinance was approved by the City Council on November 21, 2022. We anticipate that a five percent admissions tax will come before the City Council sometime in 2023 or the first half of 2024.

However, the FSP did not anticipate 9.5% inflation, large police contract cost increases, or the need to bring on additional staff to meet increasing core and basic workloads. While the proposed 2023-2024 budget is balanced, we need to keep a close eye on our finances, and we may need to revisit and adjust the FSP in the near future.

Service Level Budgeting

Amidst these budget challenges and limited resources, we have developed a tool to help us make budget recommendations and decisions. We call it Service Level Budgeting, or SLB. There are a variety of budget methods that governments use to evaluate and analyze their budgets and programs, but this year, learning from previous budgeting methods, we decided to create a home-grown lens through which to view the budget that makes sense to us and our organization.

SLB is our very own method to approach and build a city budget through the lenses of service levels and priorities, beginning with classifying programs as “core,” “basic,” or “enhanced.” SLB recognizes that programs and services are not all created equal and that some programs are more essential for public safety and order, while other programs are more discretionary.



At the City Council’s study session on September 26, we described SLB in further detail and provided the results of the work we did with SLB, including how the City’s various programs are categorized as core, basic, and enhanced. This work provides both context and a lens through which we can view the biennium budget and make recommendations and decisions on how to allocate the City’s financial resources.

The 2023-2024 Biennium Budget Plan: Key Components and Highlights

Now that we know our budget picture, the City Council's priorities, and a method to help us make budget decisions, let's dive into the key highlights of the preliminary 2023-2024 biennial budget.

Aligning Resources with Workload

Our first job is to run a good City and take care of our core and basic functions. As the City's population and infrastructure has grown, so has our workload and the corresponding need to provide resources to meet this growth. Service requests, permitting activity, facility needs, and overall expectations from our residents have gone up, especially in recent years. This growth in workload has impacted a number of our coworkers and their ability to do what they do best every day. As a result, we are proposing the following new positions in this budget:

Maintenance Workers (2). We have been planning for the addition of two maintenance worker positions in anticipation of the Walkways & Waterways projects being completed and coming online in 2023. These two positions will be needed to help with the added maintenance that will come with the new sidewalks and landscaping on 68th Avenue and Juanita Drive as well as the new improvements at TI' awh-ah-dees and Log Boom Parks. As a result, these two new positions will help meet workload demands in both core (streets and sidewalks) and basic (parks) service levels. When Twin Springs Park opens next year (2023), it will also generate additional new maintenance workload and require the assistance of these two new proposed maintenance worker positions.

Facilities and Fleet Manager. The increasing workload demands that come from new infrastructure and a growing population cannot be felt more than on our Public Works Operations team. In particular, the daily tasks associated with operating our fleet and city buildings have continued to grow. A Facilities and Fleet Manager position is sorely needed to take on these tasks and alleviate workload pressure on the Public Works Operations personnel, allowing them to more effectively direct attention and resources throughout the department.

A Facilities and Fleet Manager position would be responsible for managing all aspects of facility maintenance for all City-owned facilities including City Hall, the Hangar, the Post Office building, the Senior Center, the Rhododendron Park Boathouse, and the future Public Works Maintenance Facility. This position would also be responsible for fleet operations and maintenance, including purchasing new vehicles. This position would supervise others including the Senior Building Maintenance Technician and the Part-Time Building Maintenance Technician. Because this proposed new Facilities and Fleet Manager position will support facilities and fleet needs that are associated mostly with core and basic services, this position fits into both core and basic service levels.

The demands of the facilities and workload to support the facilities have significantly increased due to:

1. Adding buildings, especially the Hangar building. The Hangar is not just a building; it's a program. The Hangar's main purpose is to be a year-round living room for our community. Fulfilling this purpose means encouraging the public to come and use the Hangar as a gathering space and to produce community Love Notes. The Hangar program requires daily building cleaning and maintenance, managing the tenant, handling ongoing reservations of the Otter and Beaver Rooms, and providing a regular presence in the building.
2. Existing buildings, including City Hall, are aging and require more maintenance.
3. The need for increased fleet and facilities coverage to support maintenance activities during regular daytime business hours. Our current staff coverage is seven days a week, but only during the afternoon and evening hours. This makes it very difficult to schedule maintenance performed by contractors.
4. Overall workload generated in our facilities has increased so much that the department cannot complete tasks in a timely manner, resulting in less than satisfactory customer service both internally and externally.
5. The department is currently very behind on replacing City fleet vehicles due to demands in other department areas.
6. Additional help needed to manage increases in our fleet and equipment inventory to support the proposed new positions in Public Works Operations, Environmental Services, and Development Services.

The Facilities and Fleet Manager will enable proactive building and fleet maintenance and help move the department away from being in a mode of constantly putting out fires, so to speak. Not adding this position would mean that Public Works Operations personnel would continue to be frustrated and overwhelmed and both internal and external customer service would continue to suffer.

Permit Specialist (part-time at 25 hours per week). The Development Services Department currently has one full-time Permit Coordinator. The Permit Coordinator position is responsible for the intake, coordination, and issuance of nearly one thousand permits per year, manages the online permit portal (mybuildingpermit.com), and answers approximately 70% of all the City's incoming phone calls. This position is often the first point of contact for residents, developers, and contractors who have never interacted with City staff. Even with the highest performing person in this position, the workload continues to exceed what is possible for one person. To provide quality customer service and continue processing all the incoming permit applications in a timely manner, this new position is needed. Ideally this position would be a full-time employee; however, due to budget constraints, a part-time position at 25 hours per week is proposed. If this new position is approved, the current Permit Coordinator would be reclassified to Senior Permit Coordinator and would supervise the new position. This proposed new position is considered part of the core service level given its main function to process permits in a timely manner.

Construction Inspector. As property throughout Kenmore is developed or redeveloped, the City is responsible for reviewing civil engineering plans for streets, sidewalks, utilities, and drainage. As these projects get built, the City is also responsible for inspecting the new roads, sidewalks, and surface water facilities and drainage.

Much of this infrastructure built by private developers eventually becomes owned and/or maintained by the City (e.g., new public roads, sidewalks, etc.), and it is imperative that it be properly and thoroughly inspected prior to final approval. For the past few years, this inspection work has been completed by a consultant engineering firm. In 2020 the City spent \$107,000 on this contract, and in 2021 the City spent \$110,500. This year (2022), we're expected to spend over \$125,000 on this contract. Work done by a consultant can be convenient because of the on-call nature of the relationship; however, consultants, at an hourly rate, cost more than an in-house employee, experience more frequent turnover (and thus cause more time getting new consultants oriented with the City's codes), and do not have the same level of interaction and coordination with City staff.

As a result, we are proposing to discontinue the use of an engineering firm for construction inspections and use the money saved to help fund a full-time Construction Inspector position. This position would provide the level of service needed to meet the construction inspection workload demands and provide improved communication and coordination between departments (e.g., working closely with Public Works personnel). The new Construction Inspector position would also provide more consistent services and inspection scheduling for the public and help balance the workload of the current Development Review Engineer position (allowing that position to spend the time they need on review of engineering plans). Because this position focuses on safety, water quality, and state and local code compliance, this proposed position is in the core level of service. If this Construction Inspector position is approved, the Development Review Engineer will be reclassified to Senior Development Review Engineer and will supervise the new Construction Inspector Position.

Limited Term Parks Projects Manager. We currently have two Parks Project Managers, one of which is on a limited term through December of this year. We are proposing to extend the term of this position five more months through May of 2023. This extension is needed to allow the regular Parks Project Manager the time to finish and close out the two Walkways and Waterways parks projects. After the completion of the Walkways and Waterways projects, there will be a significant drop (both in number and scope) park projects to manage, and one Parks Projects Manager will be sufficient to manage the remaining projects.

Recreation Supervisor. We currently have a half-time recreation coordinator position in the Community Development Department. The person in this position also serves as a half-time administrative assistant. We are proposing to increase the recreation coordinator from half-time to full-time, reclassify the position to recreation supervisor, and move the position over to Public Works Operations. While the City's recreation model does not directly provide recreation

programs and instead contracts with other organizations to produce the recreation programming, these programs have been growing and require more supervision. In addition, in the first half of 2023, two new picnic shelters will come on-line for the public to reserve. Further, this position will take on coordination with the rowing programs in the first half of 2023 (due to the term of one of the Park Project Manager positions ending). Recreation programs are placed in the enhanced service level category; we are proposing this half time increase in this position to properly perform the work needed to support existing recreation programs, plus the anticipated addition of picnic shelter rentals (which should generate a small amount of off-setting revenue).

As for the half-time administrative assistant position remaining in Community Development, we are proposing to add five hours to this position, bringing it to 25 hours per week. This increase is needed to adequately keep pace with the department's administrative support needs, including Planning Commission meeting administration (scheduling, agendas, attendance, preparation, minutes, etc.).

Senior Environmental Services Technician. The City holds a National Pollutant Discharge Elimination System (NPDES) permit for its citywide surface water management system. The standards and requirements that go with this permit, with the goal of improving the quality of water that enters our rivers and lakes, continue to increase and become more rigorous. While this is a good thing and benefits our ecosystems, the new requirements mean increased workload in our Environmental Services Department. The year 2023 will bring higher NPDES permit standards we need to meet. As a result, we are proposing this new position be added in 2023 to help handle this increased workload in our last surface water utility rate study. This proposed position is considered at the core service level because it is needed to comply with NPDES requirements. This position will supervise the two existing Environmental Services Technician positions and will perform the additional work associated with the increased NPDES permit requirements.

GIS Analyst. Geographic Information Systems (GIS) have been the standard for data storage, analysis, and distribution for municipalities for many years. In addition to managing the city's assets, GIS also provides the framework that supports many other City functions, including the City's inspection/work order system, service request system, utility locates, permitting systems, surface water utility fee calculations, remote environmental monitoring systems, data analysis, website maps, map production, and public access to data.

The City's NPDES permit requires that the surface water utility infrastructure, which includes over a hundred miles of storm drainpipes and ditches, catch basins, tanks, vaults, ponds, bioswales, rain gardens, and more, must be mapped and maintained in GIS. Mapping and analysis requirements become more stringent each permit cycle.

Critical area data, including streams, wetlands, and steep slopes, is continually collected as projects develop in the City. Public Works has or needs GIS data on City assets located in the right-of-way, within easements, and on privately owned infrastructure that interacts with City

operations. Examples include assets such as pavement, roadway markings, sidewalks, signs, guardrails, vegetation/landscaping, light poles, transportation and traffic safety assets, and parks assets. Supporting data must also be continually updated and maintained, which may include items such as georeferenced aerial photography, LiDAR, impervious areas, topography, vegetation/tree canopy, property data, street updates, and addresses.

Moving forward, the City has adopted a Climate Action Plan which will require a host of new GIS datasets to be created, monitored and applications developed, such as solar power locations throughout the City, EV charging locations, air quality monitoring sites/data, tracking for grants and incentives, and carbon sequestration monitoring of restoration projects or tree planting locations. To date, staff have only kept surface water GIS up to date to meet minimum requirements for the NPDES permit; most of the City's assets are out of date.

We are far behind in getting information entered in GIS, and we are not keeping what has been entered up to date and current. If we can get this information more effectively entered and tracked, then we will be more effective and efficient with our customers as well as more proactive with the planning and maintenance of our infrastructure. To provide just one example, we would like to install a new customer service portal on our web page, but we lack the resources needed to enter the GIS data that is required to activate the portal.

As a result, we are proposing a GIS Analyst position starting in 2023. This position would maintain the city's GIS databases (such as critical areas, stormwater assets, parks assets, facilities assets, transportation assets, right-of-way assets, plats, property information, etc.), implement and support the city's GIS systems and services (including online applications such as the customer service portal and data sharing portal, Cityworks, Trakit, utility locates, and online maps), oversee updates and security maintenance of the City's GIS systems, and support staff with data analysis and map production.

Two-thirds of the cost of this position would be funded through the Surface Water Management utility, and the other third would be funded from the Street Fund. This proposed GIS analyst is at the core service level because it will support core functions such as surface water and streets. This position would report to the Environmental Services Director.

Other Organizational Changes. In addition to the proposed new positions described above, we will be making the following organizational changes:

- Change the title of Assistant City Manager to Deputy City Manager. Move Public Safety (police, court, jail, prosecutor, public defender) to her responsibilities. Move the City Clerk from Finance and Administration to the City Manager's Office; the City Clerk will report to the Deputy City Manager.
- To reflect their direct reporting relationship to the City Manager, change the titles of Public Works Operations Manager to Operations Director, City Engineer to City Engineer/Engineering Director, and Environmental Services Manager to Environmental Services Director.

- Move Emergency Management from the Development Services Director to the Community Development Director.
- The Volunteer and Events Supervisor and Events Specialist will move from the City Manager's Office to Public Works Operations.

Advancing the City Council's Priorities in the Next Biennium

In addition to taking care of our core and basic functions and right sizing our organization, we must focus on advancing your top priorities. Let's start with the City Council's number one priority, the Climate Action Plan and Environmental Stewardship.

Climate Action Plan and Environmental Stewardship

On April 4, 2022, the Intergovernmental Panel on Climate Change (IPCC) – the scientific group of the United Nations charged with monitoring and assessing global developments on climate change – issued its sixth report. According to the latest assessment, greenhouse gas (GHG) emissions continue to grow, and there is increased concern about our ability to limit global warming to 1.5°C above pre-industrial levels. According to the Climate Reality Project, once we arrive at the 1.5°C threshold, “We start getting into scenarios that make most dystopian horror movies look like children's coloring books.”¹

The IPCC's findings are clear: Local governments like ours must join regional, state, and national governments to drive action that facilitates a rapid transition to a low-carbon, climate-resilient, and sustainable global community. Now more than ever, cities like Kenmore have a critical role to play in addressing the climate change impacts already at our doorstep. IPCC Working Group Co-Chair Jim Skea stated the following: “It's now or never if we want to limit global warming to 1.5°C. Without immediate and deep emissions reductions across all sectors, it will be impossible.”

Kenmore's Adopted Climate Action Plan sets a goal to reduce our greenhouse gas emissions by 50% by 2030 and be net carbon neutral by 2050. The plan sets forth things the community can do, things the City can do, and things we can do together to meet this goal.

Using the actions identified in the newly adopted Climate Action Plan, our Environmental Services team has outlined the actions and the costs of achieving a 50% reduction in greenhouse gas emissions by 2030. Our estimates, including staffing, outreach, incentives, monitoring, fleet costs, building retrofits, EV charging stations, overhead, and other costs, project that full implementation to reach this target by 2030 could cost between \$1.5 million and \$1.9 million per year through 2030.

Based on our conversations we had with you during the City Council budget workshops in the fall of this year (2022), in January 2023 we plan to bring forward a phased approach that raises

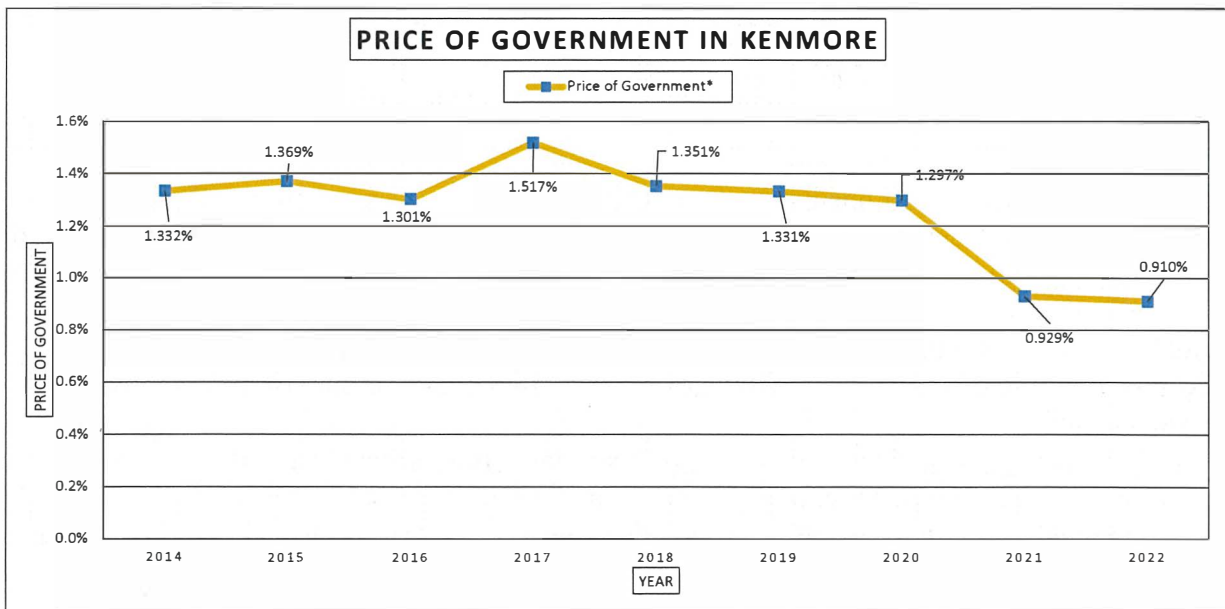
¹ [www. https://www.climaterealityproject.org/](https://www.climaterealityproject.org/)

new revenue to fund a Climate Action Plan Manager who will work on two main things in 2023 and 2024:

- Begin implementing higher priority CAP actions as soon as possible, and
- Assess resources available (grants, partnerships, etc.) to fully implement the CAP, harness those resources, and then propose new funding sources to fill the gap (if any). Include and engage the community in this process.

More details on this proposal can be found in the Climate Action Plan and Housing & Human Services Implementation and Funding Options report found in the November 7, 2022 City Council meeting agenda.

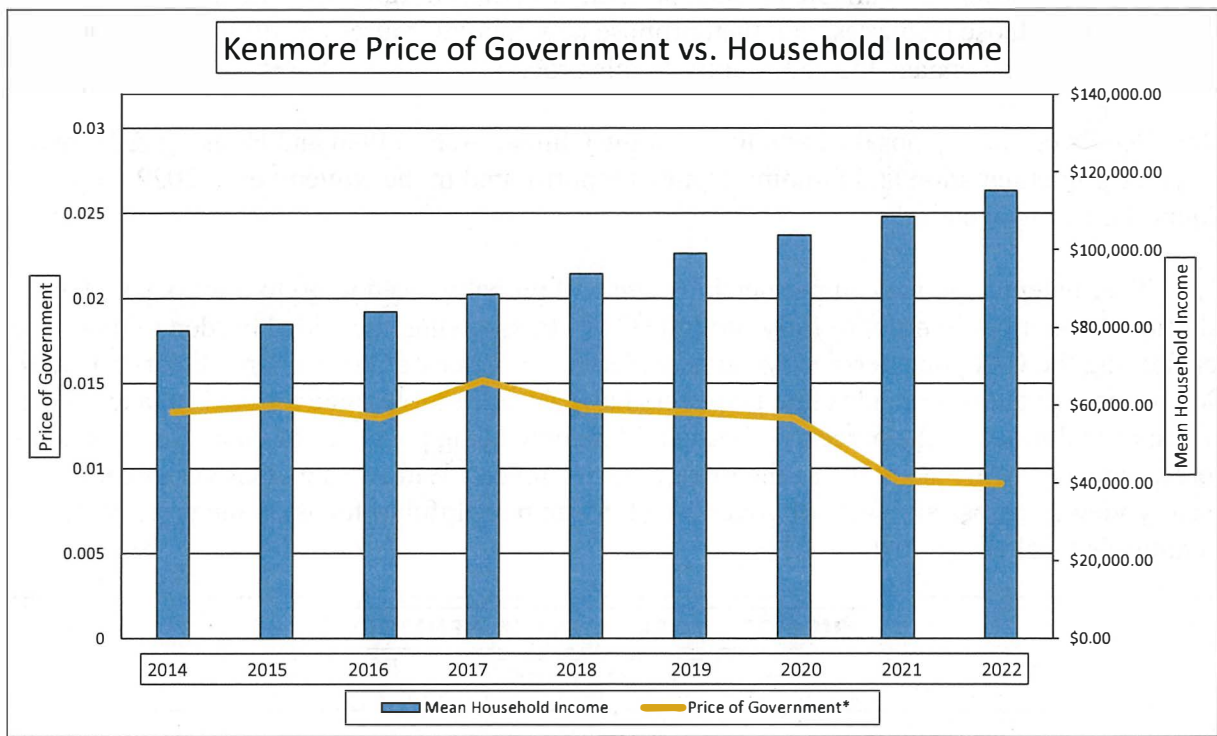
Even if we leverage grants and partnerships, we will probably need to go to our taxpayers for additional resources in order to fully fund the CAP. In assessing the added burden of a new tax for funding the CAP, one perspective to consider is the “Price of Government” theory.² Price of Government puts forth the idea that taxpayers have a range of tolerance for paying taxes. This tolerance is defined as the percent of household income being paid toward taxes. Taxes paid as percentage of income is known as the Price of Government. While Price of Government is usually viewed across all levels of government, it can be helpful to focus on the price of Kenmore’s local government:



For the purposes of the above graph, Price of Government includes taxes that Kenmore directly assesses on its residents and businesses, including property tax, utility taxes, and surface water management utility charges. The above graph does not include sales tax because both non-residents and residents pay sales tax in Kenmore; conversely, Kenmore residents pay sales taxes outside of the city.

² *The Price of Government: Getting the Results We Need in an Age of Permanent Fiscal Crisis*, by David Osborne and Peter Hutchinson, 2004

Note how Kenmore's tax burden, as a percentage of income, has declined since 2014. The following graph looks at both Kenmore's tax burden (Price of Government) and household income:³



Price of Government is just one data point in considering new revenue sources. Equity, such as whether a potential new revenue source has an exemption for low-income households, needs to be included as well.

In addition to funding a Climate Action Plan, there are other key actions we can take to be stewards of the earth's resources. Below are some environmental initiatives we are moving forward with:

- **Tree regulations.** If the part-time permit specialist is approved, we will be better able to answer the increased number of inquiries and permit requests regarding trees. You adopted the "Tier 1" list of tree regulations earlier this year, and you have discussed and asked for further analysis and study of the "Tier 2" list. We plan on bringing Tier 2 back for your consideration and approval soon, including an Exceptional Tree Ordinance.
- **Culverts Analysis.** The Environmental Services Department hired a firm to conduct an analysis of the stream culverts throughout the City. The analysis identified the culverts that prevent fish passage and has prioritized those culverts that would have the most positive impact on fish habitat. In 2023 we will explore ways to fund the replacement of these culverts.

³ Income data for both graphs is from the American Community Survey for 2014 to 2020 and the Census for 2022. 2021 income data for Kenmore was not available, so we used the average growth rate from 2014 to 2020 to estimate 2021.

- Habitat Restoration. We have many Kenmore residents who are passionate about the environment and have shown their passion through their actions, including resident-initiated habitat restoration efforts along Kenmore's streams. We should continue to support their efforts and promote similar opportunities for other residents to get involved. We can identify key areas along streams and creeks and then match residents who want to help with those habitat enhancement sites.
- Industrial Emissions and Air Quality. Included in the Strategic Opportunities fund is continued funding in 2023 to continue to monitor the asphalt plant's regulatory permit with the Puget Sound Clean Air Agency. We need to continue to advocate for clean air and reduce negative externalities from industrial sources as much as possible.

In summary, the City Council's number one goal for the 2023-2024 biennium is to implement the adopted Climate Action Plan and continue to promote stewardship of our natural environment. Taking a phased approach to first fund a CAP manager who can assess needs and resources while implementing high priority actions should set us on a solid path toward our climate goal. At the same time, we can continue and even magnify what we have already been doing to be good stewards of the environment.

Affordable Housing

The Puget Sound region is suffering from an acute housing affordability crisis. Over the last decade, home prices in King County have grown at a significantly higher rate than household income. Demand continues to outpace supply, and a recent study found that Washington ranks last in the nation for housing availability.⁴

There are countless people who would love to live in Kenmore and other close-in cities but just can't afford it. These are people who would like to live closer to their jobs. They are teachers, engineers, grocery store managers, firefighters, airplane machinists, wetland biologists, nonprofit administrators, university faculty, and many other workers.

To be able to afford to buy an average single-family home in Kenmore, a family must earn close to \$300,000 per year – nearly three times the King County median income. Lack of housing inventory in relation to jobs and population growth is the main cause of this crisis.

Lack of choice in housing types is also a major problem. The overwhelming majority of housing in Kenmore falls into the two ends of the housing spectrum: Midrise multifamily apartments and single-family homes, with hardly anything in between. In Kenmore we can do our part to help alleviate the problem by providing more attainable housing choices that are still "house-scale" and preserve the look and feel of our residential neighborhoods.

Kenmore is known as a first ring suburb to major job centers in Seattle and the Eastside. For the climate and for racial and social equity, cities near these job centers have an obligation to unlock and make more efficient and equitable use of their residential land. We also have an obligation to provide subsidized housing for lower wage earners and seniors and disabled residents on low

⁴ <https://seattleagentmagazine.com/2022/01/06/study-washington-ranks-last-in-housing-availability/>

fixed incomes. These members of the community should also have the ability to be closer to jobs, services, and transit.

Too, we need to do our part to end homelessness. A recent Department of Commerce study concluded that, contrary to the popular belief that drug addiction and mental illness are the primary causes of homelessness, lack of affordable housing is the main cause of homelessness.⁵

Another study found that for every \$100 increase in median rent, those living in poverty see a 14.5 percent increase in homelessness in metro areas in the U.S.⁶ In Kenmore, we are seeing rent increases in the hundreds of dollars per month.

The City Council's recent work in adopting tenant protections is an important step to help people stay housed and prevent homelessness. We also need to be engaged in the regional conversations and part of the solutions that come out of those conversations. We need to be partnered with the King County Regional Homelessness Authority, King County agencies, our neighboring cities, and key nonprofits such as Mary's Place.

Our two-pronged affordable housing strategy, 1) regulatory policies and 2) on-the-ground opportunities, will continue into this next biennium.

Regulatory Policies. On the policy prong, subject to your direction, we anticipate the following policies and regulations to move forward:

1. Missing Middle Housing (MMH) is a housing type between single-family homes and apartments which provides additional "house-scale" housing choices within single-family zones. The first phase of Missing Middle Housing concluding in the fall of 2022, is adopting comprehensive plan policies that support Missing Middle Housing (MMH) with implementing regulations allowing duplexes and triplexes in certain parts of the city. The next phase of MHH housing, continuing into 2023, will be to adopt implementing regulations for middle housing that are in keeping with the comprehensive plan policies that you adopted in the fall of this year (2022).
2. The adopted 2022 Comprehensive Plan amendments also support implementing regulations for smaller lot sizes and smaller footprints for single-family homes, which is also a potential 2023 land use regulation docket item before the City Council. The City Council typically gives direction on the docket in January or February each year.
3. The Planning Commission recommendation on Transit Oriented Development (TOD) regulations were presented to the City Council in November of this year(2022), and implementing regulations (i.e., the TOD ordinance) will be brought forward for City Council adoption in early 2023. A potential docket item for 2023 is expansion of the Multi-Family Tax Exemption (MFTE) to be concurrent with zones that support TOD development.

⁵ <http://www.commerce.wa.gov/wp-content/uploads/2017/01/hau-why-homelessness-increase-2017.pdf>

⁶ Journal of Urban Affairs, New Perspectives on Community-Level Determinants of Homelessness, 2012

4. Revisiting and updating the Affordable Housing Strategy is a future docket item potentially in 2024. The Affordable Housing Strategy was adopted in 2016.
5. If the appeals to the Manufactured Housing Ordinance adopted in 2019 are resolved in the next biennium, then the City Council could consider a Planning Commission docket work program on Comprehensive Plan and municipal code amendments on the future up-zoning outlined in Resolution 19-319 for the four mobile home parks north of SR-522.

On-the-Ground Opportunities. In addition, and as the second prong in our efforts to increase affordable housing, we are taking matters into our own hands and building actual housing units on the ground in Kenmore:

1. Partnership with Plymouth. The City's partnership with Plymouth Housing Group to build 100 new deeply affordable housing units is a game-changer and is another example of our fearless pioneering. We don't know of any other cities our size making this level of commitment to building new affordable units on the ground. All the units are for those at or below 30% of our Area Median Income (AMI) with all the units targeted for residents who are seniors, veterans, disabled individuals, and individuals who were formerly homeless.

We fondly remember your reactions on May 23, 2022 when staff unveiled the Plymouth partnership and project. We feel the same way about this project, which will be located in the heart of our downtown, on a major transit line, with many amenities within easy walking distance.

Plymouth Housing Group has applied for \$5 million in Department of Commerce Housing Trust Fund dollars for the project; we should find out whether they receive those funds in November or December. In addition, Plymouth will be applying for vouchers for residents through the federal Low Income Housing Tax Credit program.

The development, to be funded by \$3.2 million in ARPA funds and leveraging \$3 million from ARCH, is expected to break ground in mid-2023 and be completed by the end of 2024.

In the ground floor space, we are excited to have a commitment from Bastyr University to build a wellness clinic and apothecary/tea shop that will serve residents of the building as well as the greater Kenmore community.

Below are a few early renderings of the project, including a sketch of the proposed community courtyard that will be a new outdoor gathering space for all to enjoy.



- More Housing at the Holt Property. Thanks to your foresight and action, the City now owns the Holt property, located three doors down from Kenmore City Hall. We envision building new housing units at this location, which, as you know, is in an incredibly walkable location, across the street from a Safeway grocery store and a Rite Aid drug store and one block from transit as well as many other amenities. The Council's investment in this undeveloped property will give us the opportunity to repeat the process we used in 2022 with the Plymouth project, including formation of a working group, an RFP process, and preparation of a funding package. This time around we are hoping to include housing for working families at varying levels of affordability; this project is likely to also include some market rate housing. One possibility is a private/public partnership bringing a private sector developer together with an affordable housing organization to build a significant number of housing units.

It is not clear at this early stage how many units might be built, or whether there might be a possibility for home ownership as well as rental units; we need to be further along in the process to make those determinations.

We are also interested in bringing additional community benefits to the ground floor space; ideas being considered include a partnership with an nonprofit organization serving youth.

We are very excited about the possibilities this new property brings, which will come to fruition in the next biennium. Thank you for your leadership in acquiring this property as part of Kenmore's efforts to do our part to tackle our region's affordable housing crisis.

While all these housing and human services efforts are exciting and forward-looking, it does represent an ever-growing body of work that needs a dedicated person to give it the attention and care that it deserves. As discussed at the November 7, 2022 City Council meeting, we plan on bringing a proposal to you in January 2022 to fund a Housing and Human Services Manager position. More details on the justification for this position and the program around it can be found in the Climate Action Plan and Housing & Human Services Implementation and Funding Options report found in the November 7, 2022 City Council meeting agenda.

Multimodal Transportation, Including Pedestrian and Cyclist Safety

Our nation continues to see an alarming increase in the number of people killed while walking. Each day, almost 18 people are struck and killed while walking in the U.S. Pedestrian fatalities have steadily increased each year since 2009.⁷ Thankfully, Kenmore has bucked this national trend—our community has not seen a pedestrian or cyclist fatality or serious injury since 2017. But we absolutely cannot let our guard down. The priority of multimodal transportation and safety is back in the City Council's top five priorities. The Target Zero goal of no pedestrian or cyclist deaths or serious injuries by 2025 has remained firmly on our radar since 2014.

The tragic deaths of Caleb Shoop and Sarah Paulson back in 2014 are still painfully fresh in our minds. Caleb and Sarah were young Inglemoor High graduates who died within just a few days of each other by being struck by cars in marked crosswalks. We are not letting the separation of time fade our memories, and we continue to be aggressive in making walking and biking both safer and more comfortable in Kenmore.

Studies have conclusively shown that the most effective way to improve pedestrian and bicycle safety is to significantly reduce vehicle speeds. When collisions occur, a cyclist's or pedestrian's survivability goes exponentially up as vehicle speeds go down. When vehicle speeds are slower, drivers have more time to react and avoid a crash, and when crashes do occur at lower speeds, they are much less severe and much less likely to result in fatal injury. Also, the slower the speeds of vehicles, the more comfortable people feel walking and biking.

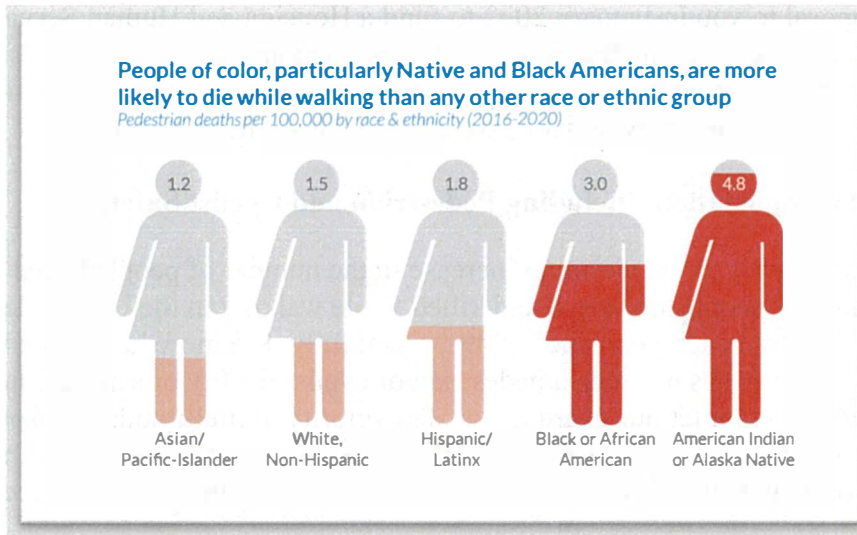
Getting vehicle speeds down isn't that popular among those whose only means of transportation is the automobile. But getting speeds down advances some important causes, including the following:

- Target Zero. Slowing down cars saves lives.
- Climate. The more we can get vehicle speeds down, the more safe and comfortable pedestrians and cyclists will feel; the more comfortable they feel, the more people will

⁷ <https://smartgrowthamerica.org/dangerous-by-design/>

choose to walk and bike instead of driving cars. The less cars on the road, the less greenhouse gas emissions and toxic pollutants in the air.

- **Equity and Inclusion.** The more we can facilitate less expensive and more healthy modes of transportation, the more equitable and accessible our community will be. Why should the cost to own and operate an automobile be a required entry fee to participate in society? And think about how regressive this entry fee is on lower income families. But economics is not the only equity issue when it comes to walking and biking. This illustration produced by Smart Growth America shows how deadly it is to walk in the U.S. by race:⁸



Let's improve racial and social justice by promoting more safe and equitable ways of getting around by slowing down cars.

- **Freedom.** Because of sprawl-oriented land use policies and auto-centric infrastructure, we have become prisoners to our cars. As author and former New York City Transportation Commissioner Jannette Sadik-Khan put it, "For a lot of people, a car means freedom and social status. But if a city provides you no choice but to drive, a car isn't freedom, it's dependence. If you have no choice but to drive for every trip, it's not your fault. Your city has failed."⁹
- **Sense of Place.** Fast moving cars create anti-place, not a sense of place. When it comes to our local streets and creating a safe and comfortable sense of place, urban planner and author Chuck Marohn contrasts two priorities: Throughput for automobiles and quality of place. If we put the priority on the latter, magic will happen. Kenmore will eventually become like the special places that our ancestors built. Think of the best downtowns you know, and you'll know what we're talking about. La Connor, Poulsbo, Gig Harbor, Port Townsend, and Walla Walla. Further away—Nantucket, Massachusetts, Key West, Florida, and across the pond in Europe, the countless towns and villages that were built before the automobile was invented.

⁸ <https://smartgrowthamerica.org/dangerous-by-design/>

⁹ "Build Cities for Buses, Bikes, and Feet—Not Cars," *Wired*, April 1, 2020. <https://www.wired.com/story/cities-without-cars-san-francisco-jeff-tumlin>

We believe we're in a transition period in Kenmore where our city is becoming more urban with more and more people walking and rolling. Some of us are not happy about this transition—we want to continue to drive uninterrupted, take corners at off-ramp speeds, and bristle and rage over 20 second delays. But more than ever, we need to let our inner pioneers help us see and understand that our streets, especially where there's complexity and human habitat, must be built to human scale, not to highway scale.

When it comes to transportation, we need to be fearless pioneers and start embracing some radical concepts:

- Cars don't have to dominate the public space
- People can walk to places by choice
- People and quality of place can be prioritized over throughput of automobiles
- It's OK for cars to go slow when they're in the thick of human habitat, especially in our downtown core and in and around our local neighborhoods

We see a future in Kenmore where these concepts are no longer radical—a place where we feel free and comfortable to get out of our cars and use healthier, less polluting, and more equitable modes of getting around. As a result, we can expect to see more transportation improvements that will advance this cause, including the 61st Avenue sidewalk replacement project and the 73rd Avenue project that will improve wheelchair, bicycle, and pedestrian access as well as provide some traffic calming treatments. We also plan on using some of the new revenue that will be generated from photo enforcement for these purposes.

Diversity, Equity, Inclusion, and Accessibility and Human Services

In the aftermath of George Floyd's murder, we knew things were never going to be the same and believed that much needed and overdue system reforms were finally going to happen. And yet two years later, the needle has moved very little (if at all) when it comes to systemic inequities such as household income and wealth, educational attainment, and other key indicators. Therefore, in this budget, we recognize that there is still a lot more work to be done.

We also need to embrace the fact that the DEIA work we do, including social and racial justice, needs to encompass everything we do. An example of this is the work you are doing around land use and housing. Opening the door for more affordable housing and housing choices in a first-ring city like Kenmore that is close to major job centers is very much a racial and social justice issue.

Furthermore, true and lasting DEIA change goes beyond changing attitudes and biases. It's about changing the underlying systems and institutions that hold racial inequity in place. As author Ijeoma Oluo put it:

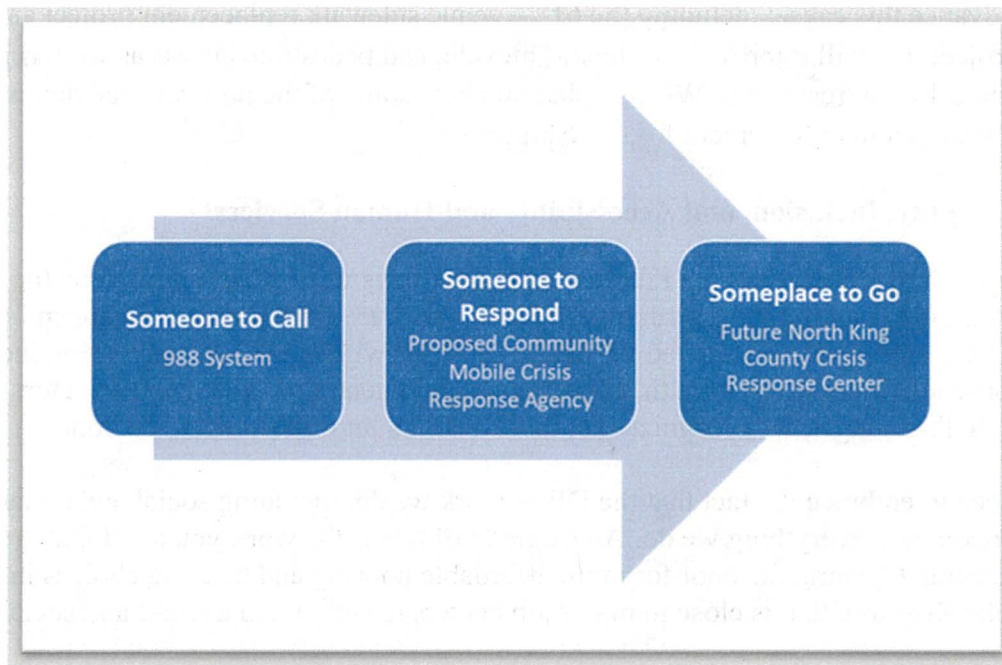
“Systemic racism is a machine that runs whether we pull the levers or not, and by just letting it be, we are responsible for what it produces. We have to actually dismantle the machine if we want to make it change. . . .

“We can get every person in America to feel nothing but love for people of color in their hearts, and if our systems aren’t acknowledged and changed, it will bring negligible benefit to the lives of people of color.”¹⁰

Thanks to the groundwork laid in the last biennium, there are several major initiatives planned for 2023 and 2024 that will help us to advance our DEIA goals, including changing our systems. As we fearlessly pioneer in the DEIA space, we see significant overlap with our human services efforts, so we will discuss all that work here.

Implementation of our DEIA Plan. Immediately following the adoption of the DEIA policy will be a DEIA action plan, with actionable steps and measures, including changes in our systems. Ms. Kelly-Rae is working with our departments on this plan and should have it completed in the first quarter of 2023. We will continue to engage with the DEIA Advisory Committee and the community as we finalize this action plan.

RADAR Expansion and New 24/7 Crisis Center. In the wake of the pandemic, we would wager there is not a single member of our community who has not felt the mental health effects of the crisis and struggled in some way. In the behavioral health services world, there is a continuum of care that looks like this:



A person in a behavioral health crisis needs three things: someone to call, someone to respond, and someplace to go. Kenmore, in partnership with a coalition of North King County cities (Bothell, Kirkland, Lake Forest Park, and Shoreline), is working to fill the gaps in this continuum for our collective residents.

¹⁰ *So You Want to Talk About Race* (2019), pages 30-31

In good news for the “someone to call” part of the continuum, the new federal 988 system, officially called the 988 Suicide and Crisis Lifeline, was rolled out in July 2022, providing an alternative to calling 911 when someone needs behavioral health support. In King County, our calls are directed to an agency called Crisis Connection. In August 2022, its first full month of operation, the system nationwide saw a 45% increase in calls compared to the previous August. We look forward to seeing an even greater usage of this new system in the next biennium.

In the “someone to respond” part of the continuum, we are fearlessly pioneering to expand the services of the existing Risk Awareness, De-escalation, and Referral (RADAR) Program, which pairs mental health professionals with police officers to respond to calls involving someone in a mental health crisis. These services are especially important to provide to our community in the wake of George Floyd’s murder in 2020, the Black Lives Matter movement that followed, and the growing awareness that we have an obligation as a community to make sure every resident feels safe calling for help when they need it.

Currently, RADAR services are provided five days a week; the partner cities are recommending expanding the program to seven day a week coverage (with on-call services available around the clock) and also changing the name to better reflect the services being provided. The challenge to us is the cost; the program will cost Kenmore \$171,259 in 2023, which will be next to impossible for us to absorb with General Fund dollars without cuts in other programs or a new revenue source. The table below shows the cost sharing proposed for the program among the five-city coalition:

City	2023 On-going Costs (Kirkland Covers +3.5 FTEs)	April 1, 2022 Population	2023 On-going Costs Distributed Per Capita	2023 One- Time Costs	2023 On-Going (Kirkland Covers +3.5 FTEs & One-Time
Bothell	\$ 265,509	48,940	\$ 380,103	\$ 82,412	\$ 347,921
Kenmore	\$ 130,693	24,090	\$ 187,100	\$ 40,566	\$ 171,259
Kirkland	\$ 1,070,865	93,570	\$ 726,732	\$ 157,567	\$ 1,228,432
Lake Forest Park	\$ 73,891	13,620	\$ 105,783	\$ 22,935	\$ 96,826
Shoreline	\$ 327,248	60,320	\$ 468,488	\$ 101,575	\$ 428,823
Total	\$ 1,868,206	240,540	\$ 1,868,206	\$ 405,055	\$ 2,273,261

At the November 28, 2022 City Council meeting, you approved the proposal to proceed with this expanded effort. The expanded program will roll out in the spring of 2023. We remain committed to finding alternative funding for these services.

In the “someplace to go” part of the continuum, we are fearlessly pioneering to bring a new 24/7 crisis care center to North King County. We have been working tirelessly with the Cities of Bothell, Kirkland, Lake Forest Park, and Shoreline on this effort. Data shows the urgent need for a facility like this to serve our community, so we are taking matters into our own hands to bring a crisis care center to our area.

In 2022, our five-city coalition interviewed providers and selected Connections Health Solutions as our partner. Connections is proposing a \$14.2 million, 40,000 square foot North King County Crisis Response Center with an outpatient clinic, crisis stabilization beds, 23-hour observation, and evaluation and treatment services; the table below shows more details about their proposal.

Connections Health Solutions Estimated Capital Costs and Financing

Level of Care		Square Footage	Est. Capital Costs ¹	Aligned Funding Sources
Outpatient Clinic	Urgent Care	10,000 sq. ft.	\$3,500,000	Adult Crisis Stabilization Unit/Triage Facilities Grant (Award decision anticipated by late-November)
	Transitions Clinic			
Crisis Stabilization	23-hour crisis observation	6,629 sq. ft. ²	\$2,320,000	BHF –Crisis Stabilization Trueblood Phase 2: King County Awarded on September 1, 2022
	23+hour crisis stabilization unit	12,000 sq. ft.	\$4,200,000	
Evaluation and Treatment		12,000 sq. ft.	\$4,200,000	No aligned funding from DOC
Total		40,629 sq. ft.	\$14,220,000	NA

In an exciting development, we found out on September 1st that the Department of Commerce has awarded Connections Health a \$4.2 million grant for the crisis stabilization unit in their proposal; you can see that award reflected in the table. Connections Health has also applied for additional Commerce funds, is exploring other possible funding sources, and is looking at potential sites for the center within our five-city geographic area. In September, Mayor Herbig attended a press conference with County Executive Dow Constantine where it was announced that King County will be asking voters to approve additional funding for crisis care centers in 2023 and that our coalition will be receiving up to \$11 million in County dollars for the construction of our facility, which will help ensure our residents, regardless of their financial or insurance situation, receive the behavioral health care they need and deserve. We are very excited to open the doors of a new 24/7 crisis care facility to serve our community in the next biennium.

Juneteenth. Juneteenth celebrates the freedom of enslaved people in the United States at the end of the Civil War. For more than 150 years, African American communities across the country have observed this holiday. In 2021, President Biden showed his own version of fearless pioneering and signed a bill to officially designate Juneteenth as a federal holiday, to be observed each year on June 19. It was the first new federal holiday since Martin Luther King Jr. Day was established in 1983.



On Monday, June 13, 2022 you [proclaimed](#) June 19th, 2022 as Juneteenth in Kenmore. Kenmore City Hall was closed on Monday, June 20, 2022 in observance of the holiday. The City's

Juneteenth flag was delivered on June 17, 2022, just in time to be officially flown over City Hall; below is an image of our new flag, which we will fly over City Hall on every future Juneteenth.

In the next biennium, we propose to celebrate Juneteenth with either an official City program. We are still brainstorming ideas for our Juneteenth celebration, but some ideas being considered include bringing in a civil rights speaker, hosting a Juneteenth program at City Hall, Juneteenth children's programming, and/or partnering with another organization(s) to provide meaningful service opportunities for our community in commemoration of this important day in our nation's history. We look forward to working on this new event next year, and to making a Juneteenth program a regular part of our annual events schedule. Celebrating holidays like Juneteenth is important to demonstrate our commitment to DEIA in our City.

Community Court. Another new initiative in 2023 will be our participation in the District Court's Community Court. Community Court is more a restorative way to help misdemeanants resolve their problems and get the help they need to find employment, training, and rehabilitative services. Instead of meeting in the courtroom, nonviolent offenders who voluntarily agree to participate in the program meet at Shoreline City Hall where they can access services and check in weekly with the judge, prosecutor, and public defender. We look forward to this partnership with our justice service partners and the City of Shoreline. We see this program as another way we can advance our DEIA goals by providing more equitable service and alternatives to formal courtroom experiences for our residents who need help to get back on their feet.

King County Regional Homelessness Authority. In the next biennium, we will continue our partnership with King County Regional Homelessness Authority (KCRHA) and will continue to participate in the North King County cities group convened by the KCRHA (Shoreline, Lake Forest Park, Kenmore, Bothell, and Woodinville) to better coordinate homelessness response efforts in our geographic area. There is a major element of our DEIA work that pertains to the way we show up for and serve our community members experiencing homelessness.

The work with KCRHA will likely include implementation of the ILA discussed earlier in this letter, as well as a new approach that gives the KCRHA a lead role in managing city homelessness services contracts. We remain deeply committed to these efforts and will also closely coordinate this work with the ARPA project to address homelessness in our City.

North King County Coalition on Homelessness. In the next biennium, we are making a commitment to fully staff the North King County Coalition on Homelessness, something we have not done in the current biennium. Our ARPA Assistant to the City Manager will be the lead for these efforts, and we look forward to being fully at the table for this important work.

Kenmore's Human Services Contracts. Human service agencies make important contributions to improve lives and make a positive difference for the greater community. The City of Kenmore supports community-based nonprofit organizations through human services funding. You approve the total funding amount for human service providers during the City's biennial budget process; the 2023-24 recommended funding allocations will be presented to you on October 10th. Interested nonprofit organizations submit applications for funding and the City Clerk oversees the evaluation process. Kenmore's human services funding is on a two-year cycle with

the second year's funding contingent on budget availability, contract performance, and program outcomes.

The City of Kenmore is a member of the Human Services Funding Collaborative (HSFC), an alliance of cities in East, North, and South King County. HSFC independently provides funding to organizations to provide critically needed human services in our communities but comes together as one alliance every two years to receive applications through a single portal. City staff have just completed their process of evaluating and determining which human services contracts to fund in the next biennium; their recommendations total approximately \$181,000 for 2023 and \$183,000 for 2024.

Walkways & Waterways

We are absolutely thrilled with all five of the Walkways and Waterways projects. Kenmore is a transformed city thanks to Walkways and Waterways. This is another example of how we are pioneering to deliver on what was promised in the 2016 Walkways & Waterways bond measure. The following is a recap of the five projects and what to expect in the coming biennium:

1. Rhododendron Park Boardwalk. Completed in 2019, the boardwalk connects the playfield with the waterfront through the wetland. Earlier this year artist Jennifer Dixon's cedar tree sculptures were installed at both ends of the boardwalk.

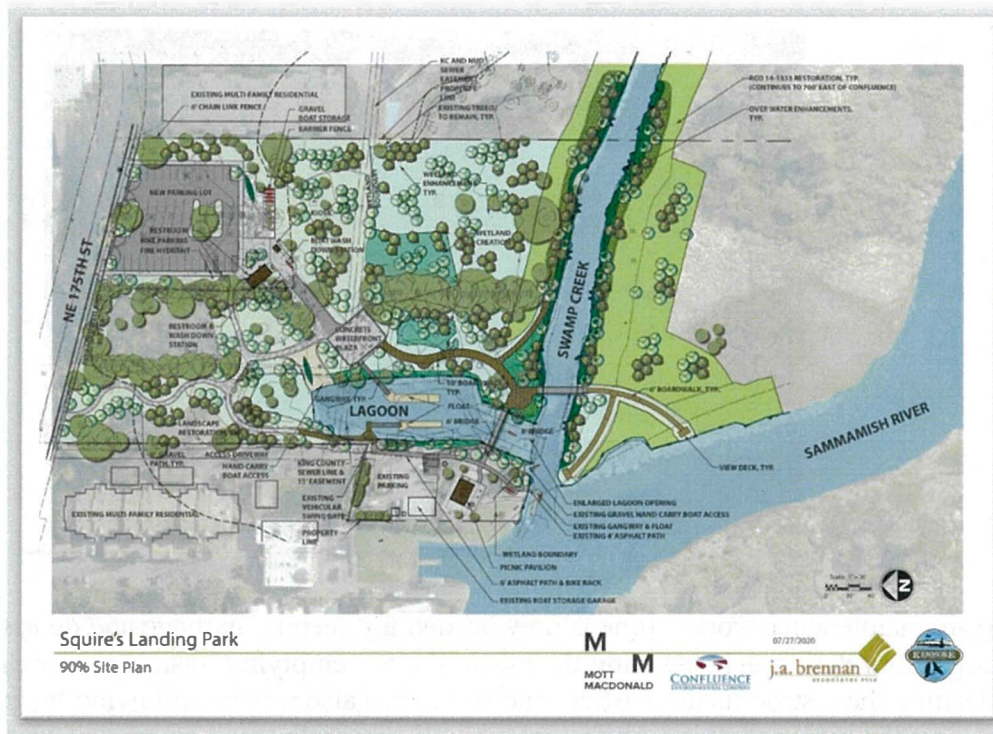


2. Log Boom Park. Now that Log Boom Park is complete, the next phase is making sure the habitat mitigation plantings get fully established. We have funding for this work planned in the capital improvement plan for the next ten years. In addition to the mitigation plantings, the newly improved park is wildly popular and requires a higher level of maintenance, especially in the summer.



More maintenance worker time is now needed for keeping garbage and debris off of the Log Boom Park beach, cleaning the picnic shelter, emptying trash cans more often, cleaning the restrooms more often, and so on. We also propose allowing the public to reserve the picnic shelter for a fee, which will bring in a small amount of revenue but also require more staff time to manage.

3. X'a Xw a d i s (Tl' awh-ah-dees) Park. Tl' awh-ah-dees Park is getting close to the finish line. We expect completion in early 2023 with public access and paddling programs up in full operation by mid-to-late spring. Like Log Boom Park, we have funding to make sure that habitat mitigation plantings get fully established and maintained for the next ten years. Also similar to Log Boom Park, Tl' awh-ah-dees Park will require a much higher level of maintenance, including a new restroom to clean and maintain. The new parking lot, trails, bridges, boardwalks, artwork, docks, picnic structure, and other features will need to be checked and maintained daily.



As discussed in the staffing needs earlier, we have two new maintenance workers proposed in this budget to help with the higher maintenance needs of all the Walkways & Waterways projects. We also plan on allowing the public to reserve the picnic shelter in this park, which will also have an impact on staff workload.

4. 68th Avenue. The 68th Avenue sidewalks and bike lanes project is 99.9% complete, with just a few finishing touches being delayed by supply chain issues. Despite the pandemic, labor, and supply chain challenges, this beautiful project is coming in on time and under budget. What a safety difference this project is going to make. We now have continuous sidewalk and bike lanes that can take you from the downtown to Wallace Swamp Creek Park, Kenmore Middle School, and all the way to the Snohomish County line. Now that the project is complete, we will dedicate resources to maintaining this new infrastructure, including the vegetation in the new planter strips along the sidewalk. New funding for this maintenance is proposed in this budget.
5. Juanita Drive. After delays caused by the pandemic and other causes, this pedestrian and bicycle safety project is nearing the finish line. Final details on landscaping and striping will be completed in early 2023. While some of the safety features on Juanita Drive are new to motorists, their purpose is to improve pedestrian and bicycle safety and give a higher priority to transit access.

Recently we received the following from a Kenmore resident who is pleased with the safety improvements on Juanita Drive:

I just wanted to send some encouragement and thanks from this bicycle commuter for continuing to push through car culture and make room for infrastructure that allows alternative transportation

to be safer. I ride an electric cargo bike with my kid (and sometimes we are now giving rides to friends). I was able to sell my car and get by solely on my bike during the week (when my partner uses our now one car to commute to work) because of the biking infrastructure and commitment to safety of Kenmore and surrounding cities.

Like 68th Avenue, new maintenance costs will come with the Juanita Drive improvements, including the new landscaped medians and amenity strips. We have funding for the cost of this increased maintenance included in this budget.

American Rescue Plan Act

We are entering the third year of our American Rescue Plan Act (ARPA) program. This once-in-a-lifetime opportunity to make a difference in our community came in response to the COVID-19 pandemic and offers a huge chance to fearlessly pioneer in service to our community. We can thank ARPA for our affordable housing partnership with Plymouth, as well as for all the lives positively impacted through the *Kenmore Cares* direct cash assistance program for Kenmore residents. Even though other priorities have moved “Respond to the Pandemic” down on your list of priorities for the next biennium, no one can deny that we are still in the throes of the pandemic, with many just now contracting COVID-19 for the first time, and with many of our residents and businesses still struggling to recover and recalibrate to their post-pandemic new normal.

Our commitment to care for our community using these special dollars remains strong, and the quote from Johnny Corn that started our ARPA discussion on July 26, 2021 is still incredibly accurate today:

“We have a chance to do something extraordinary. As we head out of this pandemic, we can change the world. Create a world of love. A world where we are kind to each other. A world where we are kind no matter what class, race, sexual orientation, what religion, or lack of or what job we have. A world where we don’t judge those at the food bank because that may be us if things were just slightly different. Let love and kindness be our roadmap.”

At the May 16, 2022 meeting, you approved the next phase of an ARPA work program for 2022-2026. The four projects you approved are as follows, along with our conceptual design for each program:

- \$50,000 for Homelessness Response Pilot Program – a collaboration with a non-profit organization to provide outreach services for Kenmore’s homeless and at-risk of homelessness community to connect them with resources that provide housing and stabilization
- \$100,000 for Catch-Up Learning and Childcare Support – an initiative with the Northshore School District to aid low-income students impacted by the pandemic
- \$250,000 for Human Services Funding – issuance of an RFP and contract(s) with human services organization(s) focused on better serving the behavioral health needs of our community

- \$185,000 for Business Assistance – grants to help Kenmore businesses continue to operate and recover from the pandemic. We are developing a partnership with the UW Bothell to explore ways to have business school students provide free assistance to Kenmore business owners; you will hear more about that partnership in early 2023.

Development of these programs is underway, and all four will be implemented in the next biennium, alongside the affordable housing project in partnership with Plymouth Housing. These programs are designed to follow your ARPA guiding principles and high-level strategy adopted on July 26, 2021:

Council ARPA Guidance

Guiding Principles

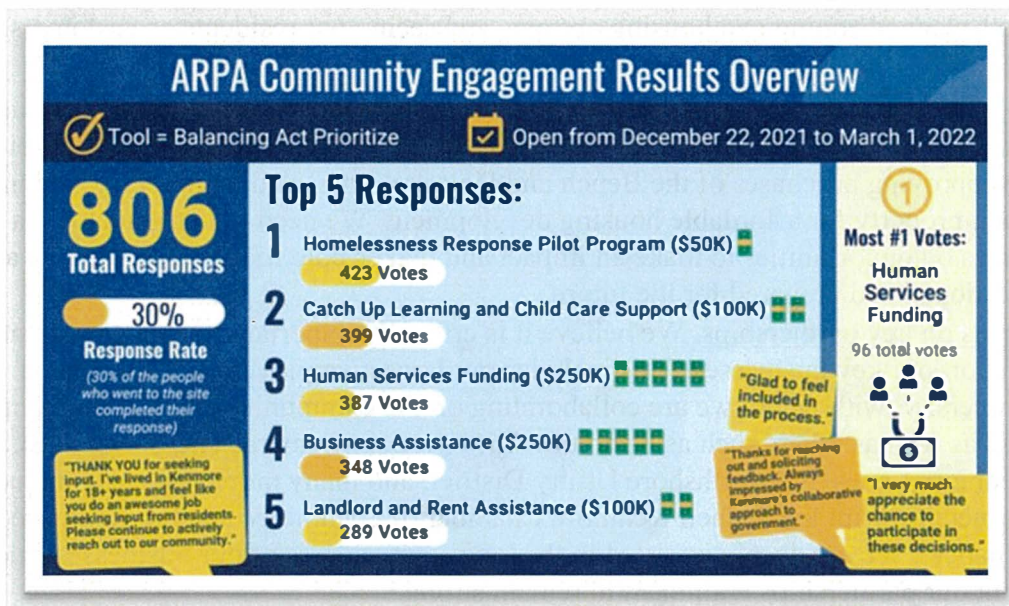
- 1) Center Equity
- 2) Provide Immediate Relief and Fund Legacy Work
- 3) Tie Funding Decisions to Pandemic Impacts
- 4) Consider Early Wins and Something for Everyone
- 5) Assess Long-Term Sustainability
- 6) Factor in Community Feedback
- 7) Leverage Other Funding Sources
- 8) Maximize Partnerships

High Level Strategy

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

Looking ahead, we will have an important opportunity to carry out our community's vision as shared with us in the Balancing Act Prioritize tool, along with your direction, on how to expend the remaining unallocated ARPA dollars. The community voting showed strong support for several additional programs as shown below, including strong first place vote support for a playground and sports court.

Programs	Allotted Cost	Votes	1st Place Votes
Homelessness Response Pilot Program	\$50,000	423	91
Catch-Up Learning & Childcare Support	\$100,000	399	88
Human Services Funding	\$250,000	387	96
Business Assistance	\$250,000	348	81
Landlord & Rent Assistance	\$100,000	289	46
Broadband/Wi-Fi Project	\$100,000	284	42
Subsidized Pool Program for Kenmore Youth	\$50,000	284	42
Mobile Home Improvements Grants Program	\$50,000	251	29
Assistance for the Local Arts Community	\$50,000	229	16
Pathways to Parks	\$500,000	228	80
Utility Assistance	\$160,000	218	30
City Hall Playground and Sport Courts	\$680,000	187	93
Septic-to-Sewer Conversions	\$395,000	168	48
Leveraging ARPA Funds for Other Eligible Projects	\$200,000	157	23



As we continue to fearlessly pioneer and implement your direction on our ARPA program, and with other projects increasingly demanding our Assistant City Manager's attention, hiring staff to implement the ARPA work program became essential. To that end, in August 2022 we hired an Assistant to the City Manager and a Management Analyst with limited terms through the end of 2024 to develop, implement, and manage the programs funded through ARPA resources. With a deadline of December 31, 2024 to allocate these funds and an expenditure deadline of year-end 2026, our goal is to be aggressive in putting these precious resources to work for our community.

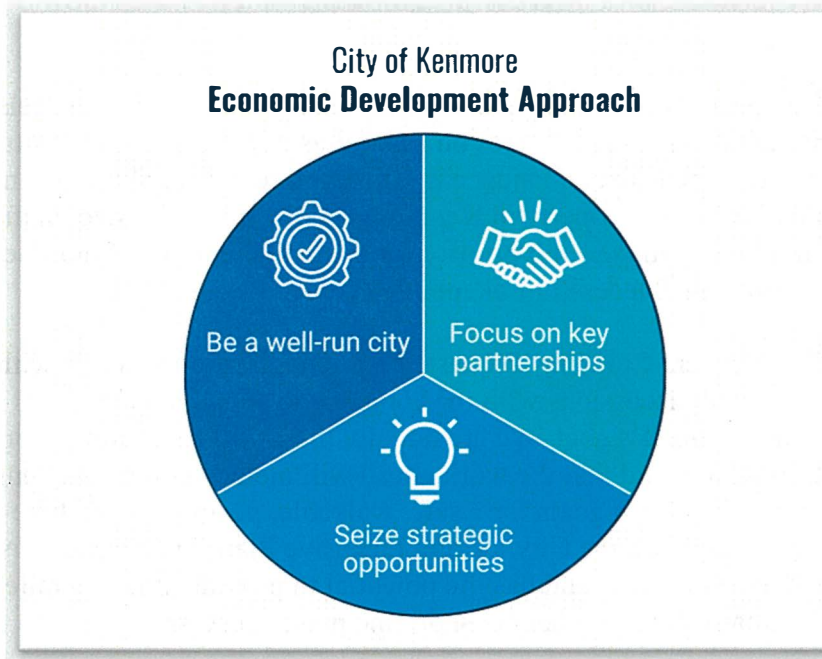
Economic Development

Over the last decade, your focus on economic development has shifted; for the next biennium, it is your eighth priority: Seek Opportunities to Promote Economic Development. Economic development is also categorized as an enhanced program in our Service Level Budgeting method, and given its shift on your list of priorities, it scored in the bottom (lowest) quartile of enhanced programs.

As a result, using our adopted Economic Development Strategy as a guide, we are using a three-pronged approach that will guide us as we carry out this work in the next biennium:

- Be a well-run city. We believe that the best thing we can do to promote economic development in Kenmore is to be sure we are a well-run city. This means that our community has positive experiences and interactions with the city. It means things like well-maintained roads, a safe, clean, walkable downtown core, an easy-to-navigate permitting process, caring for our ecosystems, having parks for the community to enjoy, well-planned zoning and housing options, and seeing our residents as customers, to name a few.
- Seize strategic opportunities. We believe in taking matters into our own hands and making things happen. You have embraced this part of our strategy in the last biennium by approving purchases of the Bench and Holt properties and by agreeing to donate the Shell property for affordable housing development. We need to continue to be a City that seizes on opportunities to make an impact and makes bold moves to ensure we are well positioned and prepared for the future.
- Focus on key partnerships. We believe it is critically important to engage with and support our key businesses. This includes our largest employers, such as Bastyr University, with whom we are collaborating on the community clinic at the Plymouth site, as well as others such as Kenmore Air, Kenmore Camera, The Lodge at St. Edward, Kenmore Lanes, the Northshore Utility District, and many more. This also includes our partnership with the Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance. We are deeply invested in the long-term success of our businesses, and we want our partnerships with them to remain strong.

This approach reflects the lower priority of this work (both in Council priorities and as a lower-scoring enhanced program in SLB) and the corresponding reductions we made to the City's economic development budget, including reductions in economic development consultant and promotional services.



Other Highlights for the Proposed 2023-2024 Biennium Budget

Public Works Facility

We envision the completion of a new home for Public Works Operations and Environmental Services by the end of this biennium. What an exciting prospect this will be after years of being located on the temporary and inadequate Shell property site. The new Public Works shop and yard will give them the space and tools to serve the community efficiently and effectively. We still have some important milestones to achieve before we can break ground, including the rezone of the property and designing a facility that we can afford, but we're excited to be on the path and moving forward.

Regional Aquatic Center

In partnership with the cities of Kirkland, Shoreline, and Lake Forest Park, Kenmore took the lead and applied for and received two grants from King County worth \$100,000 each, for a total of \$200,000 in grant dollars, to study the feasibility of regional aquatic center in North King County. We submitted draft budgets and scope of work documents to King County for their review and received contracts which we are currently reviewing. Once the grant contracts are executed, we will, in conjunction with our partners, issue a Request for Proposals (RFP) and hire a consultant to perform the studies. The consultant will identify potential sites in the four-city area and evaluate their suitability to host a state-of-the-art aquatic center with lap pools, therapy pools, and other amenities to benefit the community.

Lakepointe

The Lakepointe site, located at 6525 NE 175th Street, consists of multiple parcels that, when combined, comprise approximately 50 acres on Lake Washington. The site is situated where the Sammamish River enters the lake and is just east of Kenmore Air's Lake Washington Terminal. It is the largest underdeveloped property in Kenmore and the last of its size on the entire lake. Development of this site is your seventh priority for the next biennium: Continue to Seek Opportunities to Complete a Successful Lakepointe Project.

In 2021, Vector Development Company requested a pre-application meeting with the City; the City has been in continued discussions with the company to support their efforts in the accomplishment of the Council's goal. We are hopeful there will be continued progress on the project in the next biennium, and that the work ahead will include community engagement and a proposal that embodies the City's goals for a safe, walkable, pedestrian and bike-friendly mixed-use development consistent with the City's Comprehensive Plan. This property is a huge opportunity for fearless pioneering and has the potential to provide almost a mile of Lake Washington and Sammamish River channel shoreline public access.

Strategic Opportunities Fund

The Strategic Opportunities Fund was created by surpluses in the General Fund. Each year, portions of better-than-anticipated General Fund ending balances have been transferred to replenish the Strategic Opportunities Fund. This fund has been put to good use and helped us take advantage of strategic opportunities, including contributions to capital projects, property acquisitions, and jump start investments in pilot programs. This year we propose to fund the following out of the Strategic Opportunities Fund:

- Farmers Market. The pilot farmers market this year exceeded expectations and was such a boost for the community. We believe that long term, the farmers market should be produced by a nonprofit and supported with a modest subsidy from the city. This model is commonly used, including in neighboring cities. In the meantime, we are proposing to use Strategic Opportunities funds to buy the time necessary for the farmers market to transition over to a nonprofit business model.
- RADAR Program Expansion. Thanks to the initiative and partnership of Kenmore and its neighboring north King County cities, the highly successful RADAR Program is ready to expand to seven-day-a-week coverage. While expanding RADAR is a worthwhile endeavor, it has a cost. Up until now, the County has been paying for the program. Kenmore, its partner cities, and the County need to answer the policy question of who pays for the expansion and how. In the short term, we can see three potential funding sources for the cost of the RADAR expansion: Strategic Opportunities; ARPA, provided the community input process is honored; or the pursuit of additional funding from County, State, or other sources. The Association of Washington Cities is offering \$1.9 million in grants for cities starting co-response programs and, along with our partners, we are applying for one of those grants to help ease the burden of paying for this expansion. Nevertheless, long term funding strategies need to be explored, including the possible formation of a north-end regional taxing entity that would be formed by voter approval.

In the meantime, for this biennium budget, we are proposing to temporarily pay for Kenmore's share of the RADAR expansion from the Strategic Opportunities Fund.

- Asphalt Plant Emissions Consultant. As the Puget Sound Clean Air Agency (PSCAA) completes the permit process for the asphalt plant, we will need the continued advice and advocacy of the firm we have been using since the beginning of this process. We propose \$60,000 in consulting services be funded in 2023 for this purpose.
- Bastyr Partnership and Clinic at the Plymouth Housing Project. In the next biennium, we are delighted about a commitment from Bastyr University to house a community wellness clinic and apothecary/tea shop on the ground floor of our Plymouth Housing affordable housing development. This partnership is a huge win for our community, as Bastyr's proposed clinic will serve both residents of the building as well as our community at large. The clinic and tea shop will be adjacent to a community courtyard that will become a gathering space for all. We are proposing to utilize \$10,000 in Strategic Opportunities dollars to support an element of the Bastyr clinic proposal. Early brainstorming has included ideas such as seating or an art installation that will make their clinic, and the courtyard, a welcoming community space; the actual project will be decided through collaboration with Bastyr in 2023.



As a result of the spending as proposed above, the Strategic Opportunities fund balance at the end of the biennium will be close to zero (approximately \$32,000). While this projected balance will be the lowest since the Fund's inception, we anticipate that we will be able to partially replenish it in early 2023 with surplus fund balance in the General Fund.

The Budget Picture: Looking to the End of 2024

This two-year budget we are presenting to you is balanced in both 2023 and 2024. Balanced means that in our operating funds (General Fund and Street Fund), projected expenditures do not exceed projected revenues. As a result, we will maintain our strong fund balances in these funds through the end of 2024.

This budget is also what we call realistic, meaning that it's not too optimistic nor too pessimistic in its assumptions. In 2023 we are predicting a slight (-2%) pullback in sales tax and development fees, and in 2024 we assume normal historic growth in sales tax and closer-to-normal inflation. As mentioned earlier in this letter, the Consumer Price Index we use for wage adjustments and fee increases came in at 9.5%. Given that revenues are not predicted to grow at that rate, we are recommending a 6% wage increase for employees on January 1, 2023. We have

made inquiries with other King County cities and have found that most are taking a similar approach to wage increases.

Because of the financial headwinds described here and earlier in this letter, our financial forecast needs to be updated. As a result, our Financial Sustainability Plan will need to be updated as well. It is likely that the Financial Sustainability Plan's prediction of balanced budgets through 2028 is no longer the case, and we will need to revive our conversation with the community about how to maintain a sustainable budget in a city where our largest source of revenue, property tax, is limited to one percent growth per year.

That said, our healthy financial footing going into this next biennium will position us well for the challenges ahead. This 2023-2024 budget will provide resources to maintain core and basic service levels, provide a number of enhanced programs, and make progress toward the City Council's top priorities.

Conclusion

What thrills us about our City's programs and services is that they work together and are interconnected in making Kenmore even more livable and lovable. Just as exciting is how the City Council's priorities cause us to stretch ourselves to advance these important causes.

Which brings us back to the idea of being a pioneer. Earlier in this budget letter we offered two definitions of the word "pioneer," including, "a pioneer is one who pushes boundaries to advance a cause." May we offer one more definition? A pioneer is one who takes action to create the future; not someone who waits for or hopes for a better future, but some who creates a better future for themselves and others.

A true pioneer who creates a better future for others has the following characteristics:

- They have passion for and faith in their cause
- They have an outward mindset, meaning their goal is to lift and help others
- They put in consistent effort over long periods of time, and
- They have a growth mindset, meaning that they believe that they and the world around them can change for the better. These pioneers with a growth mindset know they need to stretch themselves and inspire others to do the same—they know that growth and change come from getting out of their comfort zones

This organization is made up of true, fearless pioneers. They have the characteristics just listed, and they work as a team to create an even better future for Kenmore.

Whether it's

- building the new bridge over the Sammamish River,
- preserving open space and restoring wildlife habitat,
- preventing crime and keeping our city safe,
- protecting our waterways,
- providing great places and spaces for people to walk, recreate, and enjoy the fresh air,
- ensuring our built environment is safe and adds to our quality of life,

- creating more housing choices through middle housing and transit-oriented development,
- maintaining our infrastructure,
- building transportation infrastructure that supports multiple ways of safely and comfortably getting around,
- building new affordable residential units close to jobs, services, and transit,
- or creating a sense of place,

this team creates a future that will improve lives and quality of life for thousands of people for many generations to come. Thanks to the resources provided in this budget and the City Council's vision, leadership, and support, we will more than live up to our service vision: Propelling Kenmore Upward: We create a thriving community where all people love where they live.

Sincerely,

Rob Karlinsey
City Manager

Acknowledgements

The entire city team came together to produce this budget document, and for that we are grateful. In particular, we want to acknowledge the tireless work of Leticia Salcido, our Finance & Administration Director. Her professionalism, expertise, work ethic, and attention to detail made this budget document and the immense amount of information therein possible. Everyone on the leadership team did their part to bring their portions of the budget together, as did other coworkers who compiled the data and information from each department. We appreciate the policy guidance of our department heads as we worked to produce a budget that advances the Council's priorities while making sure our core and basic services are taken care of. Thanks also to Assistant to the City Manager Garrett Oppenheim for helping us develop the new Service Level Budgeting Tool and updating the Price of Government model. We appreciate the City Council for providing the vision and policy direction we need to develop this budget. We especially appreciate all members of the Kenmore community—for providing the resources to accomplish all that is set forth in this budget. Thank you!



City of Kenmore, Washington

City Profile

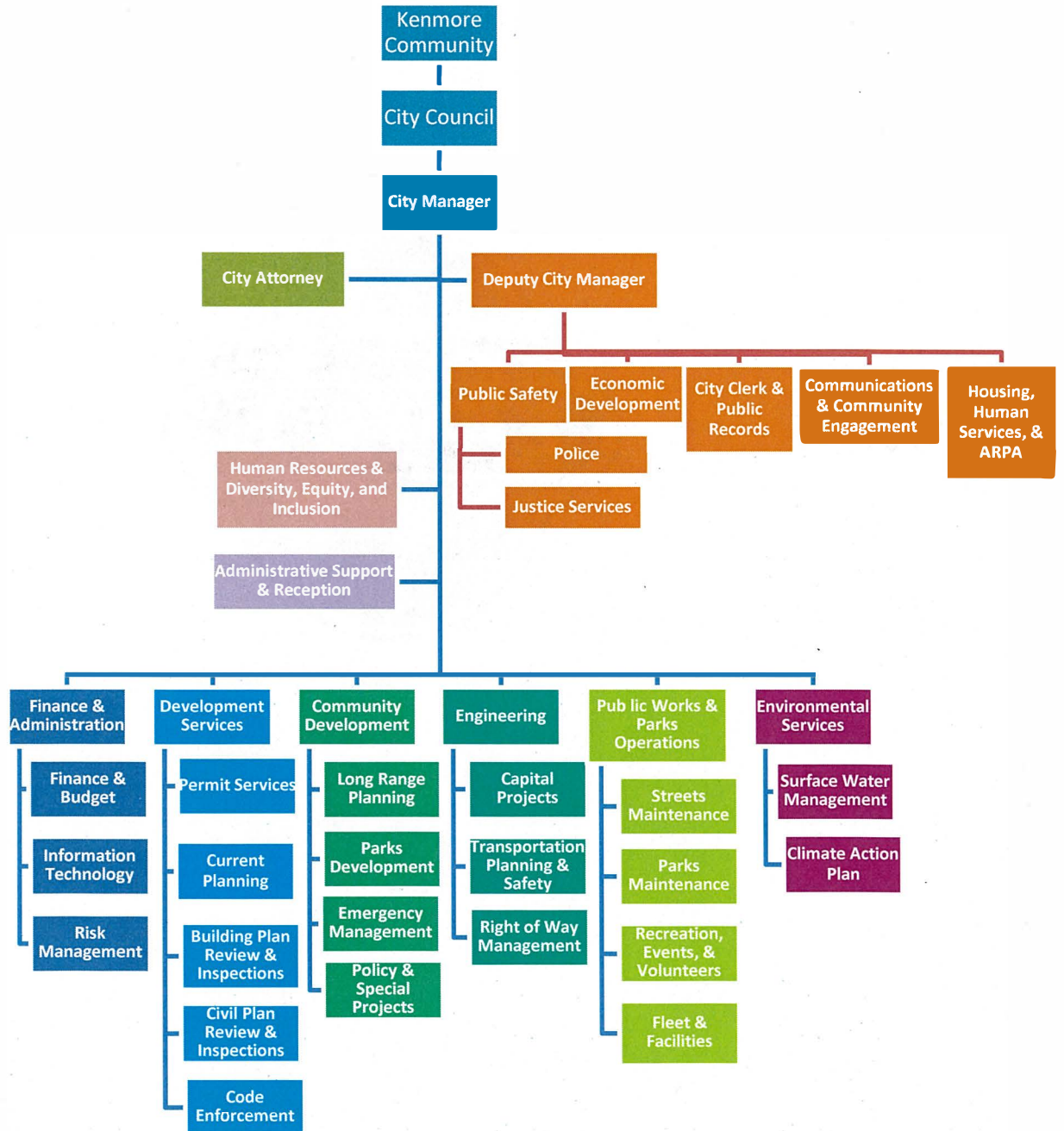
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2023-2024 Organizational Chart



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City of Kenmore, Washington

ELECTED OFFICIALS

Nigel Herbig, Mayor
Position #4, Term 2022-2025

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

David Baker,
Position #5, Term 2020-2023

Joe Marshall
Position #2, Term 2022-2025

Angela Kugler
Position #3, Term 2020-2023

Debra Srebnik
Position #6, Term 2022-2025

Corina Pfiel
Position #7, Term 2020-2023

CITY MANAGEMENT TEAM

Rob Karlinsey, City Manager

Stephanie Lucash, Assistant City Manager

Leticia Salcido, Finance and Administration Director

Debbie Bent, Community Development Director

Samantha Loyuk, Development Services Director

John Vicente, Engineering Director

Jennifer Gordon, Operations Director

Richard Sawyer, Environmental Services Director

Anastasiya Warhol, City Clerk

Brandon Moen, Chief of Police

Dawn Reitan, City Attorney



City of Kenmore, Washington

Planning Commission

Terms That Expire December 31, 2023:

Tracy Banaszynski

Dwight Thompson

Nathan Loutsis

Terms That Expire December 31, 2024:

Christiana Matthews

Mariel Torres Mehdipour

Michael Vanderlinde

Derek Wyckoff



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 hometown. 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 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 20th 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 24,090 and enjoys an ideal 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. Celebrating its 24th year in 2022, 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, regional trail, seaplane, or boat, make it an easy place to live and work.

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 1

Senator Derek Stanford

Representative Shelley Kloba

Representative Davina Duerr

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 took 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 170th Street)
- Wallace Swamp Creek Park (25 acres)
(19851 73rd Ave NE)
- Linwood Park (1.4 acres)
(5601 NE 193rd Street)
- Moorlands Park (4.5 acres)
(15221 84th Ave NE)
- Squires Landing Park (42.15 acres)
(7353 NE 175th Street)
- Northshore Summit (3.72 acres)
(6200 NE 193rd Street)
- Twin Springs Park (25 acres)
(80th Ave NE between NE 192nd St and NE 195th St)
- Jack V Crawford Skate Court
(18120 68th Ave NE)
- Swamp Creek Wetland Open Spaces 21.8 acres (including 7637 NE 192nd St.)
- Inglewood Wetlands 8.5 acres

County Parks

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

State Parks

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

School District:

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

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

University:

Bastyr University (14500 Juanita Drive NE).

Bastyr University is one of the world's leading academic centers for advancing knowledge in the natural health sciences.

Utility Services:

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

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
- * WA State Department of Licensing, Public Services
- * Safeway, Retail Grocery
- * SkiMasters Watersports
- * Plywood Supply, Inc, Wholesale
- * The Lodge @ St Edward Park
- * Les Schwab Tire Center #421, Retail Trade
- * Pagliacci Pizza, Services
- * O'Reilly Auto Enterprises, LLC, vehicle sales

Demographics *

<i>Square Miles</i>	6.1
<i>Population</i>	24,090 (2022)
<i>Occupied Housing Units</i>	7,984 (2010)
<i>Miles of Paved Streets</i>	63

Gender and age (2020 estimate)

Male	51%
Female	49%
Median age (years)	40.0
Under 5 years	6%
Under 18 years	21.6%
65 years and over	15.6%

Race (2020 estimates)

White alone	67.17%
Black or African American alone	2.1%
American Indian and Alaska Native alone	0.5%
Asian alone	15.0%
Native Hawaiian & Other Pacific Islander alone	0.3%
Two or more races	11.4%
Hispanic or Latino	9%
White alone not Hispanic or Latino	65.1%

City of Kenmore, Washington

Community Profile

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

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 (2020 Estimates)

High School graduate or higher (percent of persons age 25 years +) 96%
Bachelors degree or higher (percent of persons age 25 years+) 57.1%

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



2023 -2024 KENMORE CITY COUNCIL PRIORITIES

- 1. Implement the Adopted Climate Action Plan and Promote Environmental Stewardship, including Water, Air, Forest, and Habitat Restoration and Preservation.**
- 2. Increase and preserve the options for Affordable Housing stock.**
- 3. Enhance Multimodal Transportation Implementation, including Pedestrian and Bicycle Safety.**
 - Pedestrian Facilities Plan
 - Target Zero
 - Bus Rapid Transit 522
 - Passenger Ferry
 - Automated Photo Enforcement (KAPE) Program
- 4. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program.**
- 5. Complete Walkways and Waterways projects.**
- 6. Enhance Public Safety.**
- 7. Continue to seek opportunities to complete a successful Lakepointe Project.**
- 8. Seek opportunities to promote Economic Development.**
- 9. Foster Community Engagement and Participation.**
- 10. Foster and create Fun.**
- 11. Respond to the Pandemic.**

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.

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

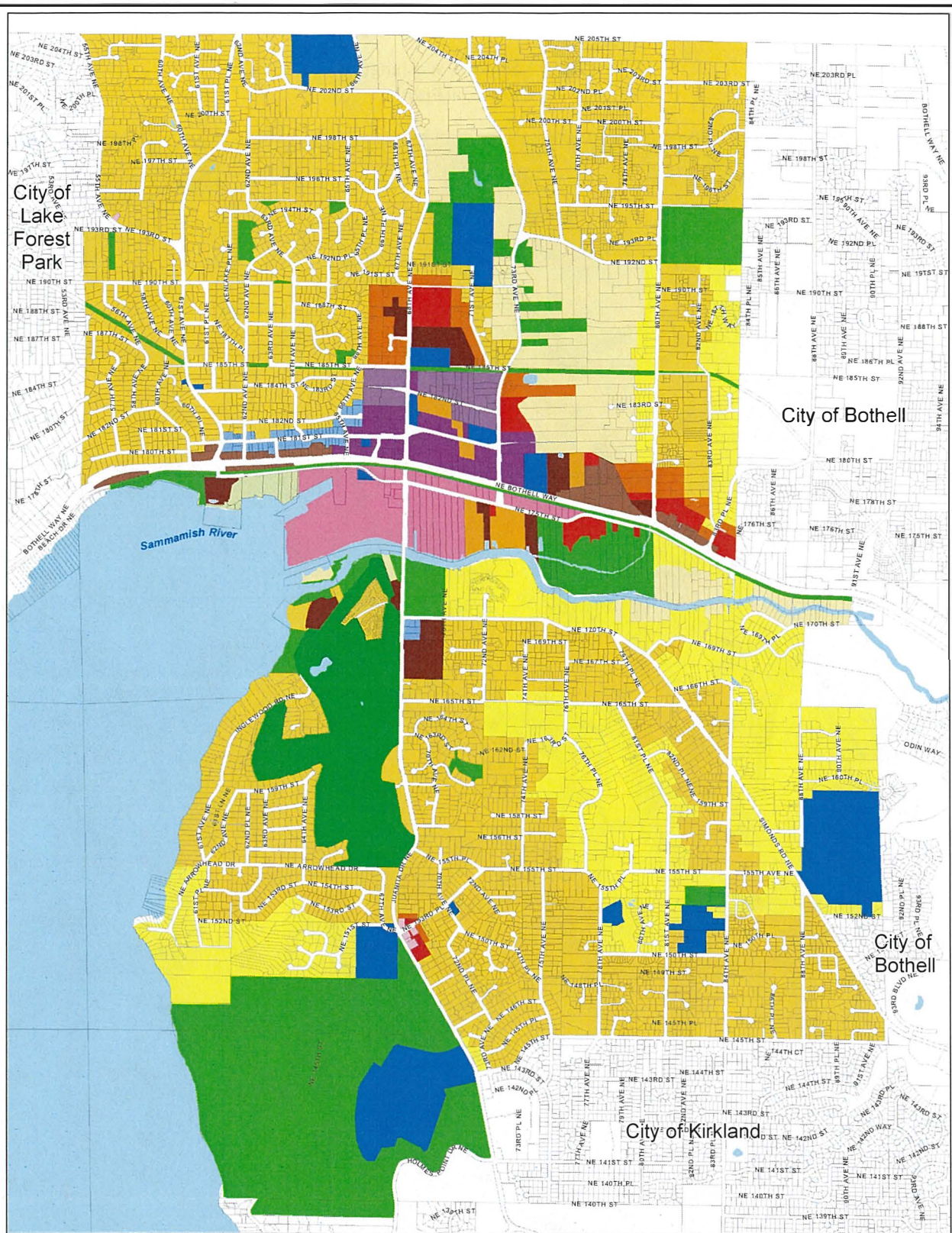
- I seek to know, understand, and anticipate the needs of the community and individuals I serve
- I exceed expectations others have of me
- I model an aspirational, "can do" attitude
- I find ways to make it easier for people to do business with us
- I seek continuous improvement and innovation

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

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Official Zoning Map | City of Kenmore

- | | | | |
|-----------------------|-----------------------|----------------------------------------|------------------------------------------|
| Regional Business | Downtown Residential | Parks* | R-6 (Residential 6 Dwellings Per Acre) |
| Urban Corridor | Community Business | Golf Course | Manufactured Housing Community |
| Waterfront Commercial | Neighborhood Business | R-1 (Residential 1 Dwelling Per Acre) | R-12 (Residential 12 Dwellings Per Acre) |
| Downtown Commercial | Public/Semi-Public | R-4 (Residential 4 Dwellings Per Acre) | R-18 (Residential 18 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.

0 4,000
Feet



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

Map Date: March 2019

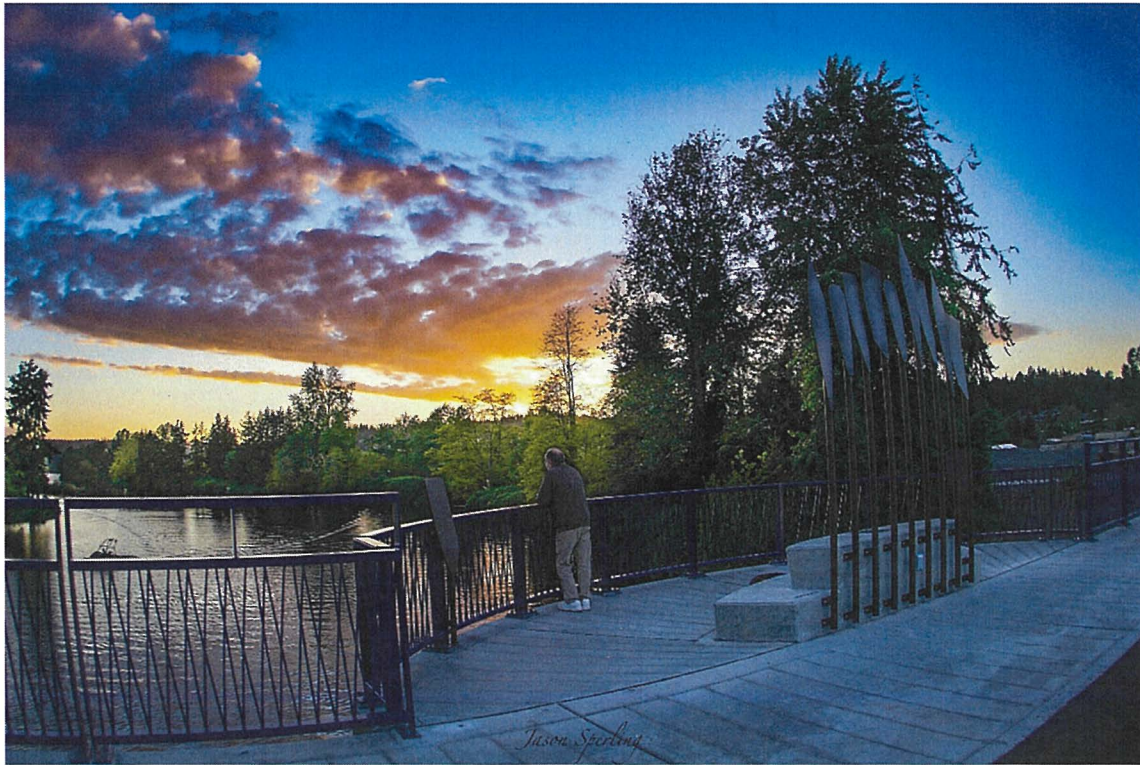
City of Kenmore, Washington
2017 Aerial Photo



City of Kenmore, Washington

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Major Task	2022-Target Date and/or Deadline
Pre-Budget Item City Council Budget Retreat	June 3-4
Service Level process – categorize programs into service levels <ul style="list-style-type: none"> • Core – Basic – Enhanced Prioritize & Score programs based on how well they advance city council priorities	May
Training to Departments on Incode budget Preparation	June
Departments Begin Preparation of 2023-2024 Budget Estimates for Revenue and Expenditures	June – July 29
Departments Complete and Submit to Finance Budget Estimates for Revenue and Expenditures	July 29 (Statutory Deadline for Budget Estimates September 26 (4 th Monday in September))
Finance Submits to City Manager: Complete Revenue Projections and Expenditure Requests For 2023-2024 biennium budget	August 1 (Statutory Deadline to Submit Preliminary Budget Estimates October 1)
Budget Meetings with City Manager & Departments	August
Department Complete/Update Accomplishments, Goals, Workload and Performance Measures, Budget Highlights Final Department YE 2022 Projections of Expenditures Due to Finance	August 26
Review and Update to 2023-2028 Capital Improvement Program	September
City Clerk Publishes: Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (scheduled for October 24 , November 7)	September 15 (Statutory Deadline: Publish once a week for two consecutive weeks for Hearings in October & November)
Business: City Manager Provides Council with Estimates of Revenues and Expenditures for current 2021-2022 Budget and Proposed 2023-2024 Biennium Budget	September 26 <i>Statutory Deadline: October 4</i>
Business: Capital Improvement Program 2023-2028 Review and Update	September 26
Public Hearing - Capital Improvement Program 2023-2028 Business – Capital Improvement Plan, for Adoption	October 3
Business: File with City Council City Manager's Budget Message & 2023-2024 Preliminary Budget Document	October 3 (Statutory Deadline for Presenting Preliminary Budget to City Council is November 2)

Major Task	2022-Target Date and/or Deadline
Public Hearing on the 2023 Property Tax Levy	October 10 <i>Statutory Deadline for Revenue Hearing is Mid October to Mid-November</i>
Business: Presentation of 2023-2024 Proposed Biennial Budget: City Council, City Manager, Finance & Admin, City Clerk, Legal, Police, Development Services, Proposed 2022 Salary Plan	October 10
Business: Presentation of 2023-2024 Proposed Biennial Budget: Community Development, Public Works Engineering, Maintenance, Street Fund, Parks Capital Fund, Transportation Capital Fund	October 17
Presentation of 2023-2024 Proposed Biennial Budget: SWM, SWM Capital Fund, Facility Capital Fund, Impact Fee Funds, TBD Fund, Other Funds	October 24
Copies of Preliminary Budget Document are made Available to the Public	October 24 (Statutory Deadline is November 20)
Business: Review 2021-2022 Budget Amendments	November 7
Public Hearing - 2023-2024 Preliminary Biennial Budget	November 7 <i>Statutory Deadline for Preliminary Budget Hearing is Prior to Final Budget Hearing</i>
Public Hearing - Final Biennial Budget 2023-2024	November 14 <i>Statutory Deadline for Final Budget Hearing December 7</i>
Public Hearing - Review 2021-2022 Budget Amendments	November 14
Public Hearing: Final Biennial Budget 2023-2024 Business: Ordinance to Adopt 2021-2022 Budget Amendments (2021/2022) Ordinance to Adopt 2023 Property Tax Levy Ordinance to Adopt 2023-2024 Biennial Budget	November 21 <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 2023-2024 began in January 2022 during the Council retreat. The Council and the staff began a refresh of the Priority Based Budgeting Process with an addition of a Service Level Budgeting layer. A budget retreat was held in June 2022. The City Manager, Director of Finance and 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) method that has been recently replaced by Service Level Budgeting.
- 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 more than 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>	-
2023 Budgeted Operating Expenditures	\$15,350,789
Multiplied by 20% = Policy Reserve	\$3,070,157

<u>General Fund</u>	-
2024 Budgeted Operating Expenditures	\$15,901,636
Multiplied by 20% = Policy Reserve	\$3,180,327

- 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>	-
2023 Operating Expenses	\$2,383,279
Multiplied by 20% = Policy Reserve	\$476,655

<u>Surface Water Management Fund</u>	-
2022 Operating Expenses	\$2,388,076
Multiplied by 20% = Policy Reserve	\$477,615

- 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 more than 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 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 to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: debt service as a percent of the City's operating budget should not exceed eight percent (8%).

16) CAPITAL FACILITIES PLAN (CFP) POLICIES

City of Kenmore, Washington

Financial 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 Councilmembers 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 community 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, ARPA Fiscal Recovery 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. Debt service over the term of the bonds will be approximately \$530,000 annually and the bonds will mature in 2036.
- A second series was issued on September 2021 in the amount of \$8,920,000, with a true interest cost of 1.88% and was assigned a Standard & Poor's AAA rating. Debt service over the term of the bonds will be approximately \$634,000 annually and the bonds will mature December 2040.

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 61st/190th 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.

In 2021 the City Council authorized State of Washington Certificates of Participation (COP'S) through the Washington Office of State Treasurer. The COP'S were in the amount of \$2.6 million. The all-inclusive cost of financing was 2.42% for a twenty-year

City of Kenmore, Washington

Debt Obligations and Debt Calculations

term and approximate annual debt service of \$210,000. The proceeds were for acquisition cost of property for future public works facility.

In 2022 City Council authorized \$6.6 million of limited tax general obligation bonds for additional property acquisition costs, design, and initial construction costs of public works shop facility. Interest rate of 3.45% over 22 years and estimated annual debt service payments of \$462,000.

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 2023 preliminary assessed valuation of \$8,122,805,871 was used for the calculations below. The four categories of debt are described below.

1. General Purpose Non Voted Debt: This requires only a vote of the City Council and debt must be paid from operational revenue sources. The Council can levy up to 1.5% of the City's assessed value or \$121,842,088 for 2023.
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 \$203,070,146 for 2023. 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 \$203,070,146 for 2023.
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 \$203,070,146 for 2023.

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 September 29, 2022, is as follows:

2023 Preliminary Assessed Value for 2023 taxes	\$8,122,805,871
Debt limit – 7.5% of total assessed value	\$609,210,440
Less: Total Outstanding Debt	(20,405,111)
Total Remaining Debt Capacity	\$588,805,329

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

Revised Code of Washington

1.5% of assessed valuation (non voted debt limitation)

2.5% of assessed valuation (voted & non voted debt limitation)

Net Direct Overlapping Debt

**

pw trust fnd ln.	577,383
ost cop's	2,605,000
banner	2,582,728

Direct Debt of the City of Kenmore

<u>Outstanding General Obligation Debt:</u>	-
Outstanding Unlimited Tax General Obligation Debt	5,915,000
Outstanding Unlimited Tax General Obligation Debt	8,725,000
Outstanding Limited Tax General Obligation Debt	5,765,111
Total Net Direct Debt	20,405,111

bonds 2016

bonds 2021

**

5,765,111

Overlapping Debt (1)	Overlapping Debt
King County	5,406,658
King County Library	793,076
Fire Protection District No. 16	5,253,212
Evergreen Hospital District #2	11,604,286
Northshore Parks & Recreation District	65,472
Port of Seattle	2,552,485
Northshore School District	118,615,933
Total Overlapping Debt	144,291,122

Total Net Direct and Overlapping Debt	164,696,233
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(1) This is the amount of debt owed by jurisdiction w/boundaries that overlap the City of Kenmore. The information for other taxing agencies is as of 2019. this w/b updated for 2021 for the final budget.

BONDED DEBT RATIOS

2023 Preliminary Assessed Valuation (A.V.)	8,122,805,871
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2022 Population	24,090
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Ratio of:

Net Direct Debt to Assessed Value	0.25%
Net Direct Debt and Overlapping Debt to A.V.	2.03%

Per Capita:

Net Direct Debt	\$ 847
Net Direct Debt and Overlapping Debt	\$ 6,837
Assessed Value to population	\$ 337,186

PRELIMINARY

LEVY LIMIT WORKSHEET – 2023 Tax Roll

TAXING DISTRICT: **City of Kenmore**

The following determination of your regular levy limit for 2023 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: 0.44808

Estimated Library rate: 0.23474

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
5,924,534	Levy basis for calculation: (2022 Limit Factor) (Note 2)	5,924,534
1.0100	x Limit Factor	1.0646
5,983,779	= Levy	6,307,081
77,460,319	Local new construction	77,460,319
0	+ Increase in utility value (Note 3)	0
77,460,319	= Total new construction	77,460,319
0.88749	x Last year's regular levy rate	0.88749
68,745	= New construction levy	68,745
6,052,524	Total Limit Factor Levy	6,375,826
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
6,052,524	Total Limit Factor Levy + new lid lifts	6,375,826
8,122,805,871	÷ Regular levy assessed value less annexations	8,122,805,871
0.74513	= Annexation rate (cannot exceed statutory maximum rate)	0.78493
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
6,052,524	+ Limit Factor Levy	6,375,826
6,052,524	= Total RCW 84.55 levy	6,375,826
24,143	+ Relevy for prior year refunds (Note 5)	24,143
6,076,667	= Total RCW 84.55 levy + refunds	6,399,969
	Levy Correction: Year of Error (+or-)	
6,076,667	ALLOWABLE LEVY (Note 6)	6,399,969
Increase Information (Note 7)		
0.74810	Levy rate based on allowable levy	0.78790
5,471,579	Last year's ACTUAL regular levy	5,471,579
512,200	Dollar increase over last year other than N/C – Annex	835,502
9.36%	Percent increase over last year other than N/C – Annex	15.27%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	8,122,805,871
	x Maximum statutory rate	2.91718
	= Maximum statutory levy	23,695,687
	+Omitted assessments levy	0
	=Maximum statutory levy	23,695,687
	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.

Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***

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City of Kenmore, Washington

Executive Summary

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City of Kenmore, Washington

Personnel Summary 2019 -2024

<u>Cost Center</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
City Manager	7.84	7.84	7.34	7.34	6.34	6.34
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	3.00	3.00
Human Resources	0.00	0.00	1.00	1.00	1.00	1.00
Community Development	4.50	4.50	5.00	5.00	3.625	3.625
Development Services	7.00	7.00	7.50	7.50	9.125	9.125
Engineering	3.40	4.00	4.00	4.00	4.00	4.00
Parks and Facility Maintenance	4.45	4.45	4.55	4.55	9.55	9.55
Street Fund/KAPE	4.85	4.85	4.75	4.75	6.08	6.08
ARPA Fiscal Recovery Fund	0.00	0.00	1.00	2.00	2.00	2.00
Surface Water Management Fund	6.00	6.00	6.50	6.50	8.17	8.17
Totals	42.04	42.64	45.64	46.64	53.89	53.89

Changes - 2023

City Manager

Transfer out Volunteer/Events Supervisor to Parks and Facility Maintenance

Community Development

transfer out Volunteer/Events supervisor to Park Facility Maint.

New administrative specialist position .625 time

project manager only 5 months in 2023 (reflected as reduction of 1 in 2023)

Development Services

Addition of Construction inspector position

Addition of permit specialist position at .625 time

Park & Facility Maint.

Addition of Facilities fleet manager

addition of maintenance worker position

addition of Farmer's market/special event coordinator (previously temp. status)

transfer in - recreation coordinator/admin. from community development

transfer in -volunteer/events supervisor from city manager office

Street Fund

Addition of GIS Analyst .33 time

Addition of 1 Maintenance Worker

Surface Water management Fund

Addition of Senior Environmental Tech. position

Addition of GIS Analyst position .67 time

City of Kenmore, Washington
Major Operational Revenue Assumptions 2023-2024

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 2023 and 2024.

The 2022 population figure used in the 2023 Budget is 24,090 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 640 (2.7%) from the City's 2021 population figure of 23,450.

The 2023 property tax levy is estimated to be \$5,609,624. This includes a 1% increase in the base levy and ½% increase from new construction and state assessed properties plus approximately \$100,000 from banked capacity. In 2024, the projected property tax levy is \$5,793,769 which assumes a 1% increase in the base levy and ½% increase from new construction and approximately \$100,000 from banked capacity.

The City's property tax levy rate for 2023 is expected to be about \$0.796 per \$1,000 assessed valuation based on preliminary assessed values from the King County Assessor. This is a slight decrease from the 2022 levy rate of \$0.887. In addition to this rate will be the voter approved tax levy which accounts for \$0.15.

Sales tax receipts in 2023 are budgeted to be about 2% less than the estimated 2022 revenue. A 3% increase is forecast for 2024. 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, 2023 is expected to be about 2% less than the estimated amount for 2022. A 3% increase is forecast for 2024.

Electric and gas utility taxes are budgeted to increase about 1% in 2023 and 1% in 2024. Telephone and cell phone utility taxes are expected to decline approximately 1% per year. 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% was implemented in 2022 and is projected to generate approximately \$383,000 per year.

A new surface water utility tax of 6% is proposed to be implemented starting in 2023. The forecast for this revenue source is \$125,000 in 2023 and \$128,750 in 2024.

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 \$372,363, about the same as 2021-2022. The revenue from Liquor Excise Tax is also not expected to increase.

City of Kenmore, Washington

Major Operational Revenue Assumptions 2023-2024

The franchise fee revenue on water and sewer is expected to increase 1% in 2023 and 1% in 2024; 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 2021-2022 about 7% in 2023 and increase by only 1% in 2024. The local economy, development activity, and the housing industry have been strong since 2013 and the last biennium had several significant new construction projects. Due to expected recession the projections for 2023 and 2024 are lower than previous biennium.

Investment interest is expected to increase in 2023-2024 from the previous 0.20% on average annual fund balances.

Overall, the budgeted revenues for the General Fund in 2023-2024 are 0.5% more than projected in the 2021-2022 biennium. This is due to the revenue enhancement measures adopted by City Council in the financial sustainability plan and included in the proposed budget.

STREET FUND

A 3% increase from 2021-2022 is expected in fuel tax revenues in the Street Fund, and \$18.20 per capita (24,090) is predicted by Municipal Research Services Center. Due to inflationary pressures the city started seeing an increase in this revenue source in 2022. The budget amount is \$452,170 for 2023 and \$465,735 for 2024.

\$1,858,313 in transfers from the General Fund for road maintenance from the water sewer franchise fees and other General Fund revenues.

The City will continue to collect license tab fees. The Kenmore Transportation Benefit District Fund generally collects about \$360,000 per year.

As recommended by the Financial Sustainability Task Force, the City implemented a traffic photo enforcement program in 2022 expecting to generate net revenues of approximately \$1 million per year. However, pending actual results, the budget amount for 2023/2024 is \$400,000 per year. These revenues will fund traffic safety and pavement preservation improvements.

City of Kenmore, Washington
Major Operational Expenditure Assumptions 2023-2024

GENERAL FUND

The City of Kenmore has developed a balanced proposed budget for the 2023-2024 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 6% increase for 2023 and a 4% increase for 2024. Medical insurance premiums were budgeted to increase 5% for 2023 and 5.0% for 2024, and dental premiums 3% for both years.

The following positions are proposed for the 2023-2024 biennium:

- Permit Specialist – 25 hours per week (62.5%) – Development Services
- Construction Inspector Full time permanent – Development Services
- Facility & Fleet Maintenance Supervisor – Public Works Park & Facility Maintenance
- 2 Maintenance worker positions – PW Park & Facility Maintenance & Street Fund (50%/50%)

The adopted 2021-2022 included a full-time position which was half time Recreation Coordinator and half-time administrative support in the Community Development Department. One half of the position was budgeted in the City Manager cost center and one half in Community Development. For 2023-2024 this position is being transferred to Public Works Parks & Facility division.

Human Services contracts are proposed to be funded at \$185,000 in 2023 and \$186,000 in 2024. This is based on the direction in 2017 to fund at \$7.53 per capita; the 2022 population estimate is 24,090. The increase is \$4,000 from 2021-2022.

Contributions of \$80,000 to A Regional Coalition for Housing (ARCH) were continued in the 2023-2024 General Fund budget and an additional \$22,000 annually is added from the 2019 implementation of an affordable housing sales tax.

The King County Sheriff contract for police services in 2023 has been budgeted with a 16% (\$579,561) increase over 2022 and a 6% (\$245,000) increase in 2024. The increase is due to a combination of body worn cameras, increase in risk insurance and labor costs.

The 2021-2022 approved budget included \$100,000 to supplement the RADAR program which provides mental health professionals to respond to calls with police officers and provide the necessary follow up. The 2023-2024 recommended budget includes an allocation for RADAR out of the Strategic Opportunities Fund at \$171,000 per year.

The Surface Water Management Fund approved budget for 2021-2022 included .5 FTE to enable planning for and implementation of a Climate Action Plan. The current .5 FTE Administrative Specialist was to be for this purpose. About 35% of the cost of this FTE was funded by the Strategic Opportunities Fund. The 2023-2024 budget includes this position as full time, and the Surface Water Management Fund has fully absorbed the cost.

City of Kenmore, Washington
Major Operational Expenditure Assumptions 2023-2024

\$1,858,313 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.

Overall, the proposed General Fund expenditure budget is 5.46% higher than budgeted and projected for 2021-2022.

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. The City pays directly for neighborhood streetlights from City revenues. This is an unfunded cost and is approximately \$200,000 per year.
3. This fund will pay for 33% of the new GIS Analyst position proposed in the 2023-2024 budget (67% funded by Surface Water Management).
4. The 2023-2024 proposed budget includes 1 new maintenance worker position.
5. As recommended in the Financial Sustainability Task Force, the City implemented a traffic photo enforcement program in 2022 expecting to generate net revenues of approximately \$1 million per year. However, pending actual results, the budgeted revenues for 2023-2024 is projected at \$400,000 per year. Expenditures for pavement preservation and personnel costs are included with this budget.



City of Kenmore, Washington

Service Level Budgeting

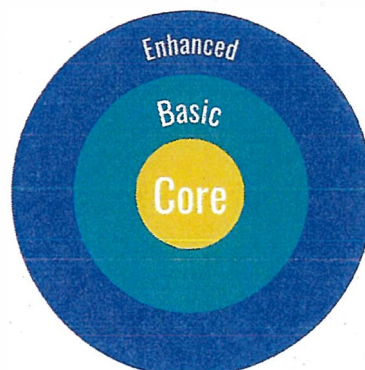
Service Level Budgeting (SLB) is a method to approach and build a city budget through the lenses of service levels and priorities, beginning with classifying programs as “core,” “basic,” or “enhanced.” SLB recognizes that programs and services are not all created equal and that some programs are more essential for public safety and order, while other programs are more discretionary.

SLB is similar to Priority Based Budgeting in that programs are identified, costed, and scored according to how well they advance goals and priorities. However, before going to the work of scoring programs, SLB separates the nondiscretionary programs in the budget from those that are discretionary. Only the discretionary programs are scored.

While other budgeting methods score or evaluate programs as if they were all discretionary (e.g. Priority Based Budgeting) or try to build the budget from the bottom up as if any service could be eliminated every year (e.g. Zero Based budgeting), SLB recognizes that there are some essential and basic programs and services that are not going to go away and that there are discretionary services that are more subject to budget limitations or that lend themselves to separate, dedicated funding sources.

At the same time, SLB does not dismiss the need for continuous improvement, improved efficiency, and evaluation on how services are delivered and by whom. In addition, within each program or service, varying levels of service can be evaluated regardless of how essential or discretionary the program.

In creating a SLB budget, services and programs are placed into three service level categories: Core, Basic, and Enhanced:



Core, basic, and enhanced service levels are described as follows:

Core

Core level services include those services and programs that are essential to public order and to maintain life safety. Examples include road maintenance, police patrol, criminal investigations, jail, court, emergency management. Core level services also include services that are mandated by state or federal law and where those services are the sole responsibility of the city. Examples include land use and building permit processing, planning under the Growth Management Act, and complying with state and federal stormwater permit requirements.

Some administrative functions also fall under core service levels. Examples include City Council governance, record keeping, financial accounting, and some personnel functions.

Note that a core service may be provided at a level that is above what is necessary for public order and life safety; or above what is mandated by federal or state law. For example, police patrol staffing may exceed the minimum level necessary to maintain safe response times and police presence. The portion of core services that exceeds the minimum level shall be categorized as basic or enhanced.

Basic

Basic level services are not necessarily required for public order, nor are they mandated by state or federal law, but they are considered elemental or inherent to what cities do, and it would be difficult to do without these services. Basic services are the sole responsibility of the city and do not fall under the responsibility of any other public or private entity. Examples of basic city services include public park maintenance, streetscape maintenance, capital project management, and traffic enforcement.

On the administrative side, examples of basic services and programs include employee training and development, employee benefits, website management, and information technology services.

Similar to core services, portions of a basic service may be provided at a level that is higher than what is considered to be basic and inherent to what cities do. For example, parks landscaping that provides golf course-quality lawn maintenance and manicured topiary bushes would be above the basic level. The portion of basic services that exceeds what cities inherently provide or is above industry standard shall be categorized as enhanced.

Enhanced

Enhanced services are for added quality of life, are more discretionary, and are not assumed to be an inherent city function. Enhanced services and programs may augment what other public, nonprofit, and private sector entities already provide.

Examples of enhanced programs and services include affordable housing, human services funding, recreation programs, city events, economic development programs, school resource officer programs, the RADAR Navigator program, state and federal lobbying, and some communications services such as social media management.

Affected Budgets

Service Level Budgeting will only apply to three of the City's funds: General Fund, Street Fund, and Surface Water Management Fund. All departments that are funded by one or more of these three funds will be part of the SLB process. Capital project funds and other funds will not be included in the SLB process.

The Surface Water Management Fund is a fee-supported, self-sustaining utility fund; therefore, its services and programs will not be grouped and compared with General Fund and Street Fund programs.

Because the General Fund and Street Fund are interconnected (the General Fund subsidizes the Street Fund), programs from these two funds will be considered and scored as if they are all part of the same fund.

Steps to Building a Service Level Based Budget

Step 1: Identify the Programs for Each Department

Step 2: Categorize Programs: Core, Basic, and Enhanced

Step 3: Assign Costs to the Programs

Step 4: Score the Programs

- Core services provided at a minimum necessary level are not subject to scoring.
- Basic services automatically receive a high priority rating.
- Enhanced services are scored on a 1-7 scale, based on how well they advance City Council priorities, the comprehensive plan 20-year vision statement, and the service vision and values.

Step 5: Make Budget Recommendations

Step 6: Build the budget and present it to the City Council and the Community.

SLB Results

Core Programs

Department	Program
City Council	City Council
City Manager's Office	Public Relations and City-Wide Communications
City Manager's Office	Public Records Requests
City Manager's Office	Leadership-General Administration
Community Development	Community Development
Development Services	Permitting & Inspections
Development Services	Code Enforcement
Development Services	Emergency Management
Finance & Administration	Financial Services- 2023
Finance & Administration	Financial Services- 2024
Finance & Administration	IT
Finance & Administration	Risk Management
Finance & Administration	City Clerk
Justice Services	Public Defense
Justice Services	Court
Justice Services	Jail
Justice Services	Prosecutor
Legal	Legal Services
Police Department	Patrol
Police Department	Investigations
Police Department	Special Services
Public Works- Engineering	ROW Use Management
Public Works- Engineering	Traffic Safety & Operations
Public Works- Engineering	Transportation Planning & Engineering
Public Works- Operations	Facilities & Fleet
Public Works- Environmental	Environmental Services
Public Works- Operations	Streets
Public Works- Operations	Surface Water Management

Basic Programs

Department	Program
City Manager's Office	Front Desk Reception
City Manager's Office	Public Relations and City-Wide Communications
City Manager's Office	Intergovernmental Relations
City Manager's Office	Leadership-General Administration
City Manager's Office	Special Projects
Community Development	Parks CIP
Community Development	Special Projects
Community Development	Community Development
Development Services	Code Enforcement
Development Services	Code Development
Human Resources	Human Resources
Human Resources	DEI
Police Department	Training
Police Department	Crime Prevention
Public Works- Engineering	ROW Use Management
Public Works- Engineering	Traffic Safety & Operations
Public Works- Engineering	Transportation Planning & Engineering
Public Works- Engineering	Capital Projects Management
Public Works- Operations	Parks
Public Works- Operations	Facilities & Fleet
Public Works- Operations	Streets

ENHANCED PROGRAM SCORING RESULTS

ENHANCED PROGRAMS- First Quartile

Scoring: Scale of 1-7; 1=low, 7=high

Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
Parks Maintenance	Rhodie Boathouse	6	4	7	5.4
Development Services	Code Development - Tree Regulations	6	6	4	5.6
Finance & Admin	Human Services	6	5	7	5.8
Community Development	Special Projects: Affordable Housing Regulations	6	6	5	5.8
City Manager's Office	Intergov Relations--ARCH	6	6	5	5.8
City Manager's Office	Special Initiatives: Exceptional Trees	7	6	4	6.0
Development Services	Redevelopment Initiatives - Lakepointe, Bench, etc.	7	5	7	6.2
Community Development	Comp Plan Element: Climate	6	7	5	6.2
City Manager's Office	Special Initiatives: Affordable Housing Developments	7	7	5	6.6
City Manager's Office	Intergov Relations--Lobbying	7	7	7	7.0
Legal Services	Legal Services in Support of Enhanced Programs	7	7	7	7.0

*One-Time Expense

** Has Own Dedicated Funding Source

ENHANCED PROGRAMS- Second Quartile

Scoring: Scale of 1- 7; 1=low, 7=high

Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
City Manager's Office	Intergov Relations	3	5	7	4.6
Community Development	Special Projects: Bench properties*	5	4	6	4.8
PW Engineering	Traffic Safety: Photo Enforcement**	4	5	6	4.8
Facilities Maintenance	Recycling Program	5	5	4	4.8
Community Development	Parks Capital: Boathouse	5	5	5	5.0
Community Development	Special Projects: Tenant Protections	5	5	5	5.0
PW Engineering	Transportation Planning: ADA/Sidewalk Maps	4	6	5	5.0
City Manager's Office	Special Initiatives: Lakepointe	6	4	6	5.2
Parks Maintenance	Log Boom Pier	6	4	7	5.4
Parks Maintenance	Log Boom Temporary Float	6	4	7	5.4
Parks Maintenance	Log Boom kayak concession building**	6	4	7	5.4

*One-Time Expense

** Has Own Dedicated Funding Source

ENHANCED PROGRAMS- Third Quartile

Scoring: Scale of 1-7: 1=low, 7=high

Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
PW Engineering	Transportation Planning: Regional Committees	4	4	3	3.8
Parks Maintenance	Special Events Support at Parks	4	3	5	3.8
Facilities Maintenance	Hangar & Town Square	4	3	6	4.0
City Manager's Office	Communications - Quarterly Printed Newsletter	5	3	5	4.2
City Manager's Office	Communications - Social Media	5	3	5	4.2
Development Services	Code Enforcement - Garbage Hauling Vouchers	5	2	5	4.2
PW Operations	NUD supplemental snow plowing	4	4	5	4.2
City Manager's Office	Volunteer Program	5	3	6	4.4
Community Development	Recreation Programs	5	3	6	4.4
Parks Maintenance	Recreation Programs Support at Parks	5	3	6	4.4
Facilities Maintenance	Recreation Programs Support in City Facilities	5	3	6	4.4

*One-Time Expense

** Has Own Dedicated Funding Source

ENHANCED PROGRAMS- Fourth Quartile

Scoring: Scale of 1-7: 1=low, 7=high

Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
PW Engineering	Traffic Safety: Non-safety traffic & parking service requests	2	2	2	2.0
Facilities Maintenance	City Hall Rentals	2	2	2	2.0
Facilities Maintenance	Special Events Support in City Facilities	2	2	3	2.2
City Manager's Office	Special Initiatives: Civics 101*	2	3	4	2.3
Facilities Maintenance	Post Office**	3	3	3	3.0
City Manager's Office	Economic Development	4	3	2	3.2
City Manager's Office	Communications - Enhanced Graphics	4	2	4	3.2
PW Operations	Street tree lightings during the holidays	4	2	5	3.4
Parks Maintenance	Memorial Bench program	4	2	5	3.4
City Manager's Office	Regional Aquatic Center Research	5	2	5	3.8
City Manager's Office	Events	4	3	5	3.8
Development Services	Code Enforcement - KC Housing Repair Program	5	2	5	3.8

*One-Time Expense

** Has Own Dedicated Funding Source

City of Kenmore, Washington
Summary of All Revenues and Expenditures By Fund
2021-2024

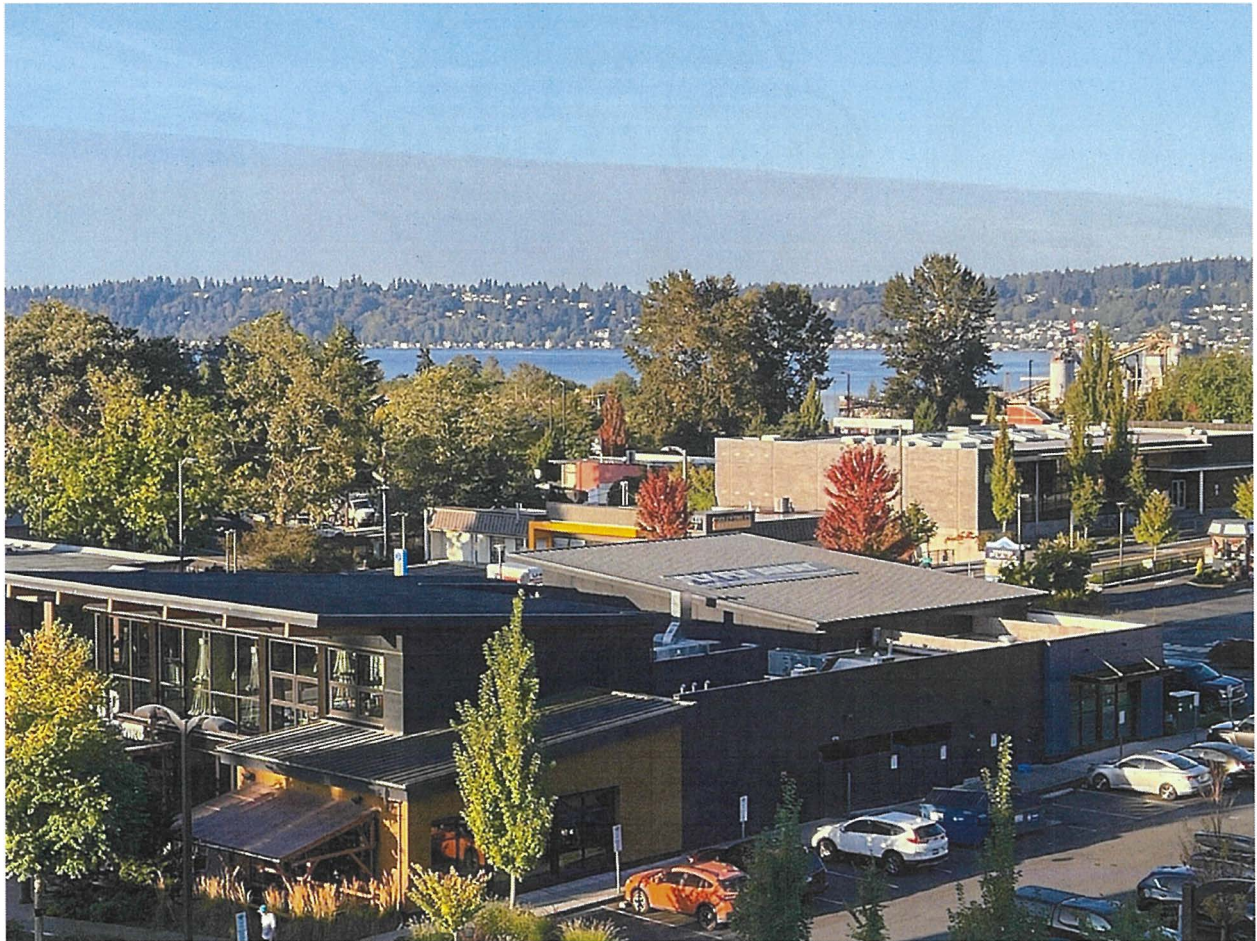
FUND	2021-2022 Amended	2021	2022	2021-2022 Biennial	2023	2024	2023-2024 Adopted
	Revenue Budget	Actual	Projected	Total	Adopted	Adopted	Revenue Budget
General Fund	\$ 28,289,770	\$ 14,427,485	\$ 15,717,874	\$ 30,145,359	\$ 15,379,292	\$ 15,925,839	\$ 31,305,131
Strategic Reserve Fund	22,000	7,174	8,500	15,674	13,610	13,746	27,356
Strategic Opportunities Fund	2,976,718	1,262,308	1,213,000	2,475,308	68,730	66,288	135,018
Street Fund	3,765,526	1,818,349	1,538,800	3,357,149	1,869,572	1,980,808	3,850,380
KAPE (kenmore Automated Photo Enf. Fund	0	0	0	0	400,000	400,000	800,000
Public Art Fund	400	687	700	1,387	700	700	1,400
Transportation Benefit District	700,000	369,122	361,300	730,422	361,439	364,866	726,305
ARPA Fiscal Recovery Fund	6,447,480	3,223,740	3,265,565	6,489,305	0	0	0
2016 & 2021 UTGO Debt Service Fund	1,824,000	774,135	1,050,000	1,824,135	1,059,500	1,057,250	2,116,750
Transportation Capital Fund	25,136,959	13,434,873	13,101,903	26,536,776	3,766,383	1,870,000	5,636,383
Real Estate Excise Tax Fund	5,574,459	3,671,215	2,920,262	6,591,477	2,443,815	2,452,353	4,896,168
Walkways & Waterways Bonds	10,047,000	10,127,397	70,014	10,197,411	11,300	11,400	22,700
Park Capital Fund	13,420,494	3,942,681	10,265,704	14,208,385	539,300	210,000	749,300
Park Impact Fee Fund	560,422	561,886	264,000	825,886	250,159	255,511	505,670
Transportation Impact Fee Fund	1,264,695	690,104	700,000	1,390,104	519,003	524,331	1,043,334
Sammamish River Bridge Fund	30,785,658	19,984,121	5,329,416	25,313,537	1,345,285	36,500	1,381,785
Public Works Shop Fund	9,410,000	5,925,048	2,875,183	8,800,231	4,575,604	11,375,402	15,951,006
Surface Water Management Fund	6,232,337	2,958,870	3,375,336	6,334,206	3,104,643	3,213,972	6,318,615
Surface Water Capital Fund	3,903,467	605,836	1,144,624	1,750,460	3,289,540	925,956	4,215,496
Swamp Creek Basin Fund	148,234	4,971	5,000	9,971	5,000	5,000	10,000
Equipment Replacement Fund	244,101	11,501	241,500	253,001	103,370	93,370	196,740
TOTAL	\$ 150,753,720	\$ 83,801,503	\$ 63,448,681	\$ 147,250,184	\$ 39,106,245	\$ 40,783,292	\$ 79,889,537

FUND	2021-2022 Amended	2021	2022	2021-2022 Biennial	2023	2024	2023-2024 Adopted
	Expenditure Budget	Actual	Projected	Total	Adopted	Adopted	Expenditure Budget
General Fund	\$ 31,030,904	\$ 14,303,405	\$ 16,337,671	\$ 30,641,076	\$ 15,350,789	\$ 15,901,636	\$ 31,252,425
Strategic Reserve Fund	0	0	0	0	0	0	0
Strategic Opportunities Fund	5,218,503	1,345,707	3,216,801	4,562,508	313,000	263,000	576,000
Street Fund	3,363,167	1,369,215	1,743,410	3,112,625	1,855,182	1,949,798	3,804,980
KAPE (kenmore Automated Photo Enf. Fund	0	0	0	0	176,500	464,700	641,200
Public Art Fund	144,473	36,110	75,000	111,110	0	0	0
Transportation Benefit District	720,000	350,000	363,372	713,372	350,000	350,000	700,000
ARPA Fiscal Recovery Fund	1,570,900	816,284	740,610	1,556,894	4,242,200	690,211	4,932,411
2016 & 2021 UTGO Debt Service Fund	1,835,100	778,654	1,056,150	1,834,804	1,059,500	1,057,250	2,116,750
Transportation Capital Fund	25,586,959	13,083,940	12,487,652	25,571,592	3,766,383	1,870,000	5,636,383
Real Estate Excise Tax Fund	7,298,412	1,551,102	3,854,248	5,405,350	4,219,888	1,629,012	5,848,900
Walkways & Waterways Bonds	13,347,681	7,317,896	5,782,265	13,100,161	0	0	0
Park Capital Fund	13,790,097	3,658,281	10,109,588	13,767,869	552,500	223,200	775,700
Park Impact Fee Fund	829,412	52,347	706,000	758,347	0	0	0
Transportation Impact Fee Fund	3,862,547	1,222,440	2,245,000	3,467,440	600,000	100,000	700,000
Sammamish River Bridge Fund	30,699,860	19,203,470	5,376,369	24,579,839	1,345,285	36,500	1,381,785
Public Works Shop Fund	8,868,000	5,895,424	2,900,618	8,796,042	4,575,604	11,375,402	15,951,006
Surface Water Management Fund	7,836,809	2,217,216	3,451,280	5,668,496	4,487,782	3,979,997	8,467,779
Surface Water Capital Fund	3,918,467	834,478	1,145,341	1,979,819	3,172,900	776,650	3,949,550
Swamp Creek Basin Fund	795,697	328,158	233,000	561,158	40,000	40,000	80,000
Equipment Replacement Fund	448,456	33,661	214,526	248,187	310,000	160,000	470,000
TOTAL	\$ 161,165,444	\$ 74,397,788	\$ 72,038,901	\$ 146,436,689	\$ 46,417,513	\$ 40,867,356	\$ 87,284,869

City of Kenmore, Washington

Operating Budget

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City of Kenmore, Washington

Summary of General Fund Revenues

2021-2022 to 2023-2024

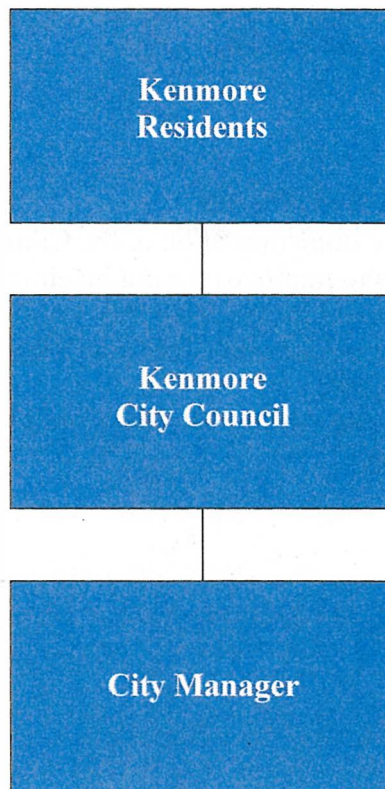
	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
REVENUES							
Beginning Fund Balance	\$2,286,068	\$2,286,068	\$4,710,148	\$2,286,068	\$4,090,351	\$4,118,854	\$4,090,351
Real Property Tax	10,865,654	5,347,981	5,428,201	10,776,182	5,609,623	5,793,769	11,403,392
Sales Tax	5,954,280	3,577,105	3,791,732	7,368,837	3,715,897	3,827,374	7,543,271
Criminal Justice 1/10 Sales Tax	1,309,000	766,121	820,000	1,586,121	803,600	827,708	1,631,308
B&O & Affordable Housing Tax	74,108	52,405	52,930	105,335	53,459	53,993	107,452
Electric Utility Tax	1,108,677	525,457	541,221	1,066,678	546,633	552,099	1,098,732
Gas Utility Tax	563,159	224,053	245,000	469,053	247,450	249,925	497,375
Telephone Utility Tax	207,940	84,263	80,050	164,313	79,249	78,457	157,706
Cellphone Utility Tax	328,000	99,889	92,897	192,786	91,968	91,048	183,016
Cable Utility Tax	191,514	0	0	0	383,000	383,000	766,000
Surface Water Utility Tax	0	0	0	0	125,000	128,750	253,750
Admissions Tax	0	0	0	0	0	200,000	200,000
Gambling Tax	146,800	59,909	64,115	124,024	65,397	66,695	132,092
Other Tax	6,400	1,423	1,437	2,860	1,452	1,466	2,918
Total Taxes	20,755,532	10,738,606	11,117,583	21,856,189	11,722,728	12,254,284	23,977,012
Business Licenses	6,700	8,033	6,150	14,183	5,903	5,957	11,860
Cable Franchise	622,600	297,181	294,209	591,390	294,209	294,209	588,418
Water/Sewer Franchise	1,123,969	550,937	551,000	1,101,937	556,510	562,075	1,118,585
Business Registration	14,570	8,080	8,080	16,160	8,080	8,080	16,160
Building Permits	708,675	584,579	593,678	1,178,257	524,631	529,878	1,054,509
Special Event Permits	2,207	796	955	1,751	955	965	1,920
Total Licenses & Permits	2,478,721	1,449,606	1,454,072	2,903,678	1,390,288	1,401,164	2,791,452
Local, State and Federal Grants	149,100	146,062	80,797	226,859	198,700	204,130	402,830
Marijuana Excise Tax	68,300	38,599	38,985	77,584	39,000	39,000	78,000
DUI/Other State Assistance	6,200	3,848	3,886	7,734	3,700	3,737	7,437
Liquor Board Excise Tax	266,784	164,553	166,199	330,752	164,537	166,182	330,719
Liquor Board Profits	372,367	185,274	187,127	372,401	185,255	187,108	372,363
Criminal Justice Distributions	160,137	82,425	83,249	165,674	84,081	84,922	169,003
Total Intergovernmental	1,022,888	620,761	560,243	1,181,004	675,273	685,079	1,360,352
Inspection & Investigation	6,714	82,778	15,107	97,885	15,107	15,258	30,365
Land Use	271,546	185,214	186,140	371,354	176,833	178,601	355,434
Plan Review and Other Fees	719,861	422,652	426,561	849,213	415,557	419,712	835,269
Event Fees	12,500	3,898	15,457	19,355	17,000	24,000	41,000
Credit Card Processing Fees	11,000	17,575	16,521	34,096	16,521	16,686	33,207
Total Charges for Services	1,021,621	712,117	659,786	1,371,903	641,018	654,257	1,295,275
Fines & Forfeitures	0	2,341	2,123	4,464	0	0	0
Code Enforcement	0	3,707	3,900	7,607	3,900	3,939	7,839
Total Fines and Penalties	0	6,048	6,023	12,071	3,900	3,939	7,839
Investment Earnings	66,000	29,779	33,000	62,779	33,300	33,603	66,903
Rent and Leases	141,000	44,373	44,741	89,114	73,185	73,317	146,502
Sponsorships	33,000	6,400	20,800	27,200	21,000	21,210	42,210
Overhead Reimbursements	1,942,210	768,957	758,285	1,527,242	755,000	735,000	1,490,000
Northshore School District Reimb	75,598	36,377	36,741	73,118	37,000	37,370	74,370
Interfund Transfers	750,000	0	1,025,000	1,025,000	25,000	25,000	50,000
Miscellaneous Revenue	3,200	14,461	1,600	16,061	1,600	1,616	3,216
Total Miscellaneous	3,011,008	900,347	1,920,167	2,820,514	946,085	927,116	1,873,201
Total General Fund Revenues	28,289,770	14,427,485	15,717,874	30,145,359	15,379,292	15,925,839	31,305,131
Total Revenues and Beginning Fund Balance	\$30,575,838	\$16,713,553	\$20,428,022	\$32,431,427	\$19,469,643	\$20,044,693	\$35,395,482

City of Kenmore, Washington
Summary of General Fund Expenditures
2021-2022 to 2023-2024

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
<u>EXPENDITURES</u>							
Cost Center							
City Council	\$332,711	\$141,201	\$202,850	\$344,051	\$198,729	\$206,284	\$405,013
City Clerk	937,052	456,645	533,250	989,895	486,650	492,100	978,750
City Manager	3,121,846	1,406,269	1,825,150	3,231,419	1,803,578	1,837,346	3,640,924
Finance and Administration	2,490,439	1,009,281	1,122,397	2,131,678	1,219,414	1,308,447	2,527,861
Legal	565,000	437,313	520,000	957,313	350,000	350,000	700,000
Human Resources	198,134	121,298	201,400	322,698	270,752	239,552	510,304
Non Dept: Transfers to Other Funds	3,125,617	2,753,405	566,000	3,319,405	909,967	1,040,546	1,950,513
Non Dept: Land Purchase Holt	2,200,000	0	2,200,000	2,200,000	0	0	0
Public Safety	9,152,373	3,716,797	4,412,224	8,129,021	4,710,600	4,956,350	9,666,950
Public Works Engineering	1,689,575	701,751	920,450	1,622,201	872,335	872,700	1,745,035
Community Development	1,695,824	869,569	913,850	1,783,419	999,378	1,039,345	2,038,723
Development Services	2,845,428	1,297,448	1,423,900	2,721,348	1,655,748	1,715,328	3,371,076
Public Works Maintenance	2,676,905	1,392,428	1,496,200	2,888,628	1,873,638	1,843,638	3,717,276
Total Expenditures	31,030,904	14,303,405	16,337,671	30,641,076	15,350,789	15,901,636	31,252,425
Ending Fund Balance Before Interfund Loan	-455,066	2,410,148	4,090,351	1,790,351	4,118,854	4,143,057	4,143,057
Interfund Loan to West Samm Bridge	-2,300,000	-2,300,000	0	-2,300,000	0	0	0
Total Interfund Loan/Repayments	-2,300,000	-2,300,000	0	-2,300,000	0	0	0
Ending Fund Balance After Interfund Loan	1,844,934	4,710,148	4,090,351	4,090,351	4,118,854	4,143,057	4,143,057
Total Expenditures and Ending Fund Balance	\$30,575,838	\$16,713,553	\$20,428,022	\$32,431,427	\$19,469,643	\$20,044,693	\$35,395,482

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.



2021-2022 Achievements:

- The City Council continued to respond to the pandemic and allocated Federal American Rescue Plan Act (ARPA) funding, including \$1 million in direct cash assistance to low-income residents impacted by the pandemic.
- The City Council adopted a Climate Action Plan for the community and the city organization that sets a goal to reduce greenhouse gas emissions by 50% by 2030 and 100% by 2050.
- The City Council appointed a Diversity, Equity, and Inclusion Task Force, directed a community engagement process, and as a result, adopted a Diversity, Equity, Inclusion, and Accessibility Policy.
- The City Council adopted a number of tenant protections.

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

- The City Council adopted new policies aimed at improving housing choices and affordability.
- The City Council presided over several key ribbon cutting events, including the Log Boom Park ribbon cutting and the West Sammamish River Bridge ribbon cutting celebration.
- The Council accepted several awards, including the Association of Washington Cities Municipal Excellence Award for the City's ARPA response, including the direct cash assistance program. Three awards were given for the new Kenmore Public Boathouse, including the Governor's Smart Communities Award.

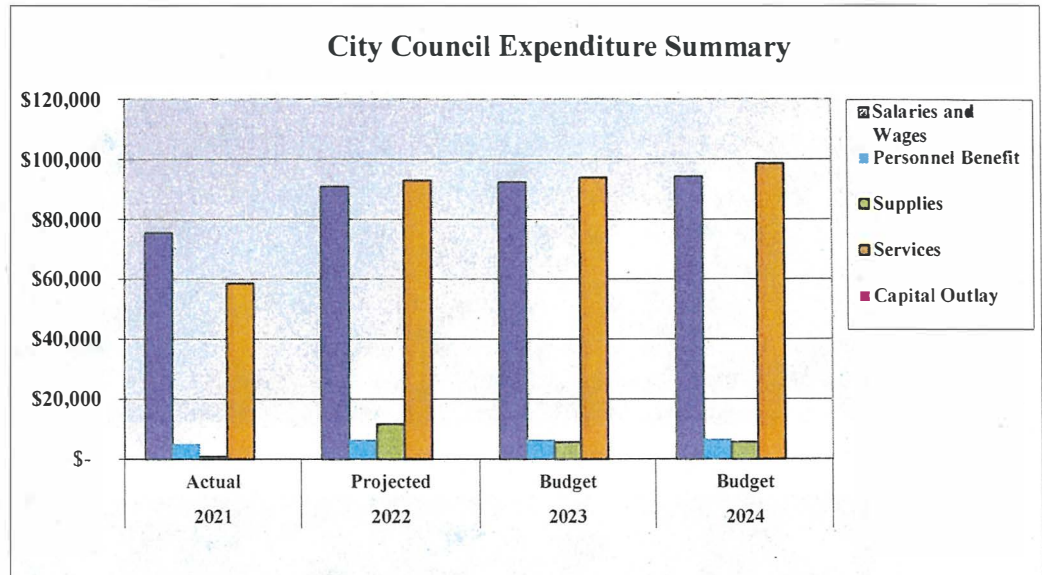
2023-2024 Objectives:

- See the City Council's adopted priorities
- Approve a plan to fund the implementation of the Climate Action Plan
- Continue to adopt policies to improve housing inventory, choice, and affordability
- Approve a site plan and budget for the design and construction of the new Public Works facility
- Break ground on the Plymouth affordable housing project on the old Shell property (NW corner of 67th Avenue and Bothell Way)
- Select a developer and housing development program for the Holt property (north side of 181st Street across from Safeway)

General Fund

City Council

Expenditure Summary City Council	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Salaries and Wages	\$ 152,548	\$ 75,519	\$ 91,000	\$166,519	\$92,500	\$94,300	\$186,800	
Personnel Benefit	10,544	5,292	6,500	11,792	6,600	6,720	13,320	
Supplies	8,844	769	11,750	12,519	5,664	5,664	11,328	
Services	159,574	58,611	93,000	151,611	93,965	98,600	192,565	
Capital Outlay	1,200	1,010	600	1,610	-	1,000	1,000	
Total Program Costs	\$332,710	\$141,201	\$202,850	\$344,051	\$198,729	\$206,284	\$405,013	



Employee Summary City Council Positions	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
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	

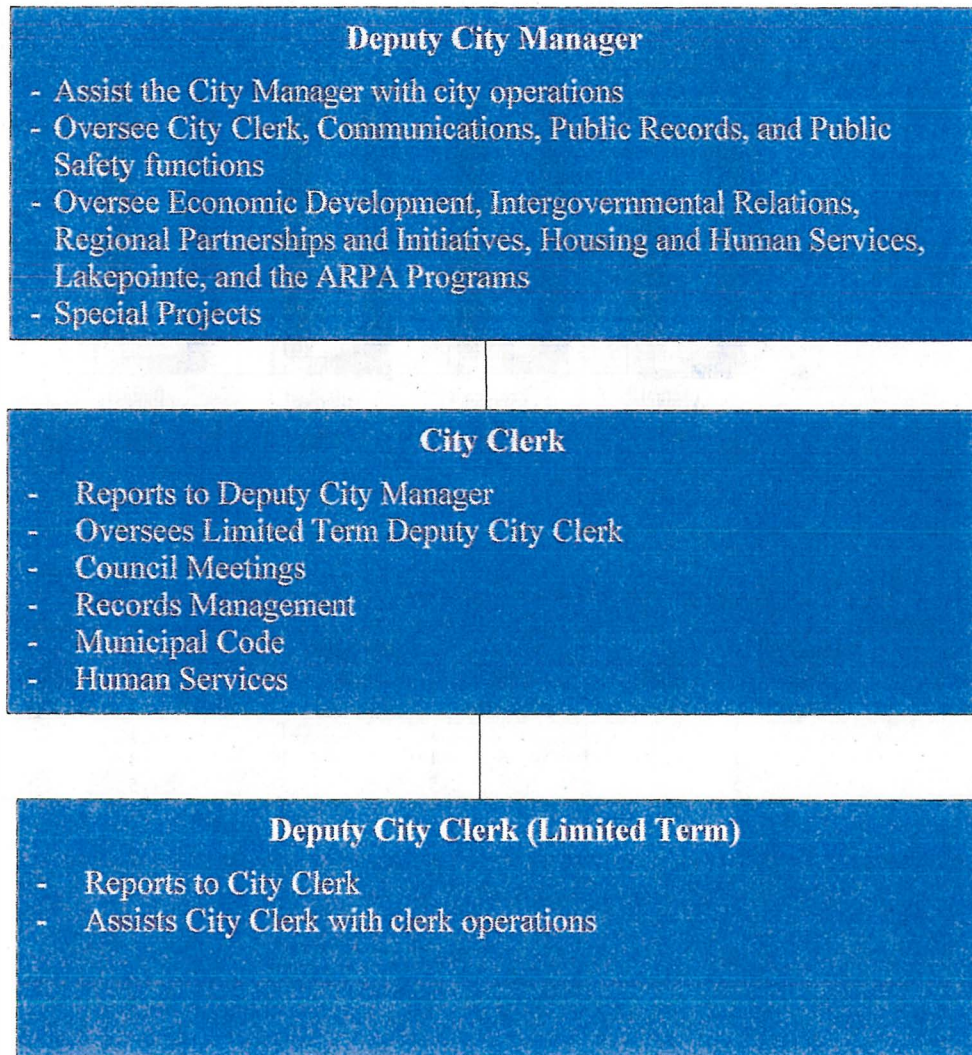
City of Kenmore, Washington
General Fund: City Clerk Cost Center

The City Clerk department consists of the city clerk functions which provide the following services.

City Clerk Services:

The City Clerk provides Council meeting support by preparing agendas, attending meetings, accurately recording proceedings, and producing meeting minutes. The City Clerk oversees City records management and update of the Kenmore Municipal Code. The City Clerk also processes and is the custodian of official City documents, including ordinances, resolutions, contracts as well as manages human services applications, contracts, and funding.

Organization Chart:



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

2021-2022 Achievements:

City Clerk

- Continued support of the City Council and OPMA meetings during the pandemic.
- Supported the Diversity, Equity, Inclusion Task Force governing body through hosting Zoom meetings.
- Facilitated the Hybrid OPMA Meetings Project, including council chamber room enhancements and hybrid-meeting training program.
- Resumed responsibility for all human services applications, contracts, and funding recommendations.
- Worked with Public Records Officer to establish the STORE (Staff Tackle Office Records Engagement) project team; initiated the inaugural series on city-wide records training.

2023-2024 Objectives:

- Support the Deputy City Clerk (limited term) who will provide interim coverage for minimal operational disruption.
- In collaboration with the Public Works/Operations Director, implement the Pulse Monitoring System in the Council Chambers.
- Spearhead the Codify Policies Project involving the inventory, collection, and codification of Kenmore's suite of policies; scheduled to be hosted alongside the Municipal Code; tentative completion date end of 2023.
- Continue to improve records management processes through electronic imaging, storage, retrieval, and destruction program assistance for all department records which have retention value.
- Research and lay groundwork for a potential Work-Study program; tentative launch date in 2024.
- Implement technology to improve electronic City Council agenda and agenda bill preparation and process using capabilities of I-Compass Meeting Management.

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

Budget Highlights:

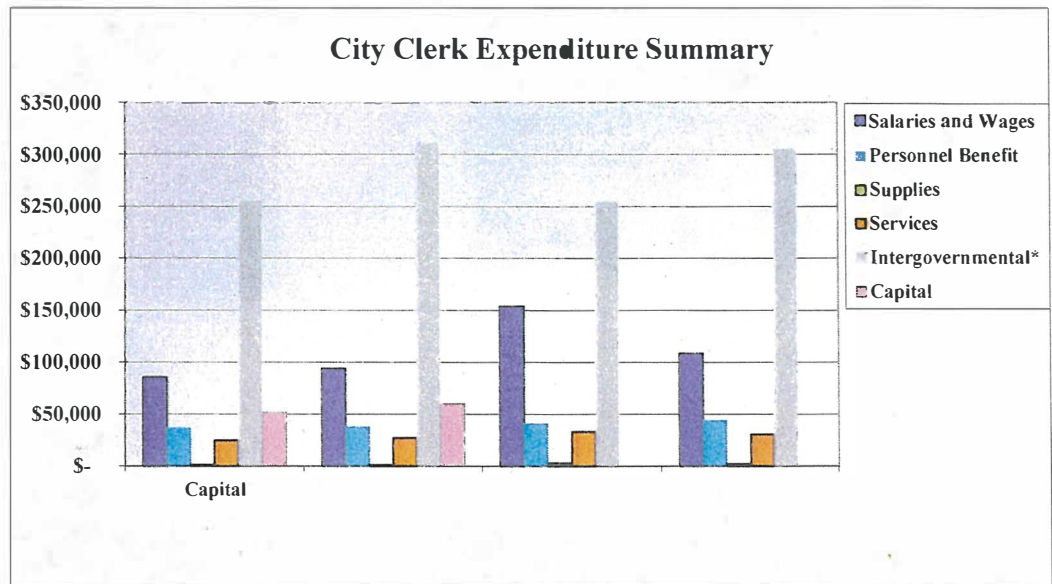
<u>Workload Measures</u>	2021 Actual	2022 Estimate	2023 Estimate	2024 Estimate
Ordinances processed, including codification	15	10	10	10
Council Meetings supported	36	28	30	30
Contracts processed	106	108	110	110
Number of registered voters	15,336	15,491	15,500	15,500
Number of claims processed	16	18	18	18

<u>Performance Measures</u>	2021 Actual	2022 Estimate	2023 Estimate	2024 Estimate
% of Council packets published 10 days prior to the scheduled meeting	98%	95%	100%	100%
% of Council meeting minutes presented for approval at Council meeting within 30 days of meeting	98%	95%	100%	100%
% of Council meeting minutes posted to web within 48 hours of approval	98%	100%	100%	100%
% of Council meeting audio posted to web within 2 business days of meeting	98%	100%	100%	100%
Human Services Contributions Distributed	\$176,578	\$176,578	\$181,398	\$181,398

General Fund

City Clerk

Expenditure Summary	2021-2022			2021-2022			2023-2024
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget
City Clerk							
Salaries and Wages	\$ 175,014	\$ 85,728	94,000	\$179,728	\$153,900	\$108,600	\$262,500
Personnel Benefit	96,432	37,327	38,500	\$75,827	41,500	44,550	86,050
Supplies	4,200	1,282	1,350	\$2,632	3,000	2,200	5,200
Services	55,250	24,945	27,150	\$52,095	33,250	30,750	64,000
Intergovernmental*	606,156	255,771	312,000	\$567,771	255,000	306,000	561,000
Capital	0	51,592	60,250	\$111,842	0	0	0
Total Program Costs	\$ 937,052	\$ 456,645	\$ 533,250	\$ 989,895	\$ 486,650	\$ 492,100	\$ 978,750

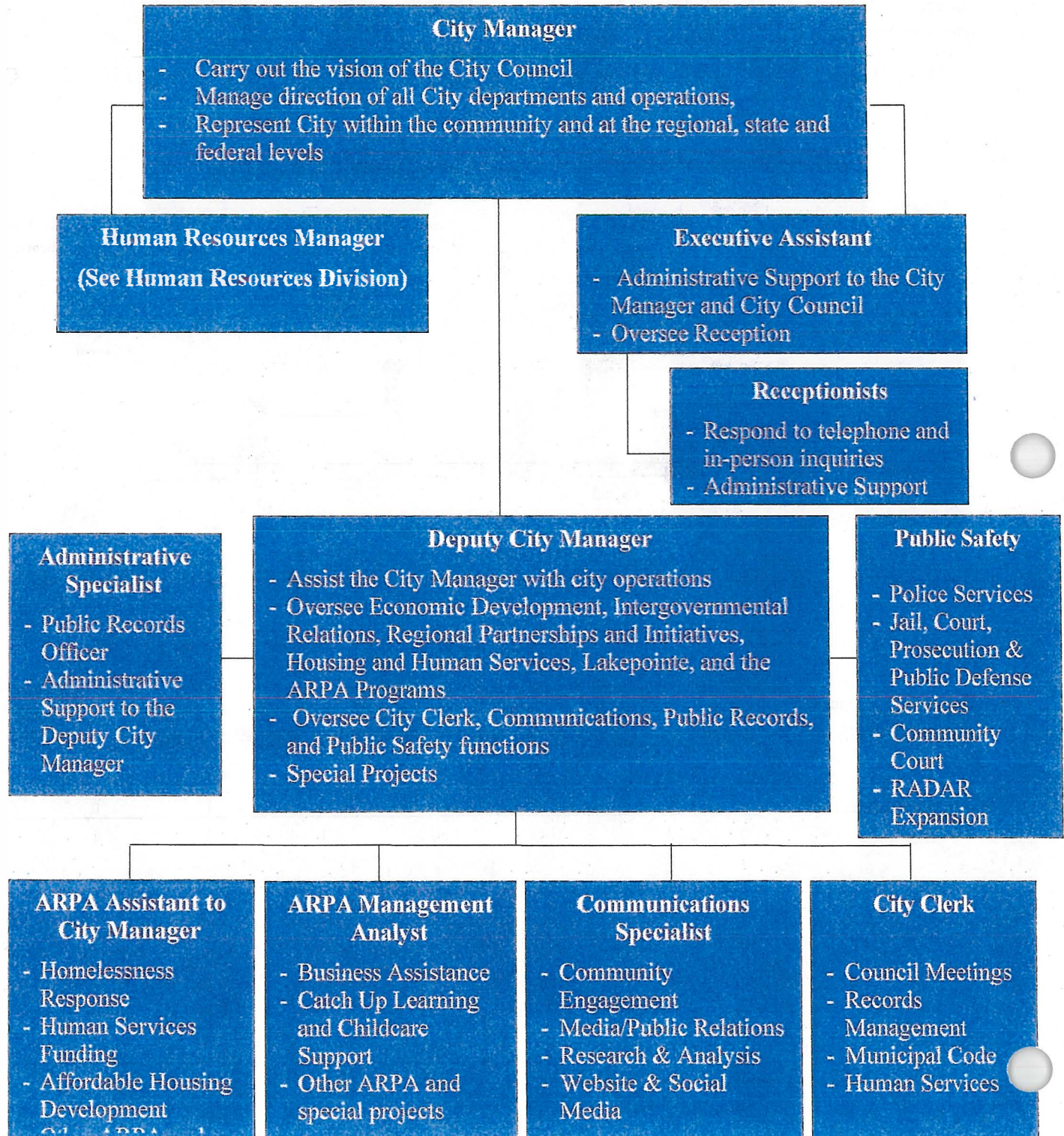


Employee Summary	2021-2022			2021-2022			2023-2024
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget
City Clerk Positions							
City Clerk	1	1	1	1	1	1	1
Deputy Clerk (limited Term)	0	0	0	0	1	0	1
Total Positions	1	1	1	1	2	1	1

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 priorities 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 city clerk functions, communications, public relations, front desk reception, and public records requests program, for the city.



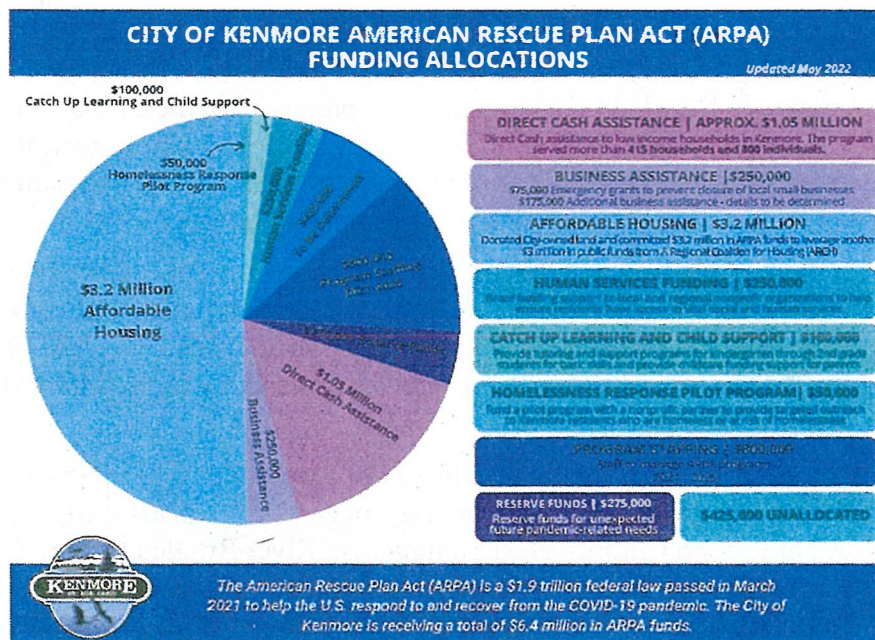
City of Kenmore, Washington

General Fund: City Manager Cost Center

2021-2022 Achievements:

In 2021-2022, the City Manager's Office provided management leadership in the efforts to accomplish City Council goals.

- Continued to navigate the challenges posed by the COVID-19 pandemic. City staff modified service provision, public meetings and community engagement to ensure public health and safety while preserving the public's access to government services.
- In July 2021, the City received the first of two tranches of its \$6.4 million in American Rescue Plan Act (ARPA) funds, a \$1.9 trillion federal program designed to provide state, local, tribal and territorial governments with assistance to help communities respond to and recover from the COVID-19 pandemic. With this new funding, in 2021 the City hired an Assistant City Manager/ARPA Administrator and launched a \$1 million direct cash assistance program in partnership with the Northshore Schools Foundation. This program, called Kenmore Cares, served 412 households and 789 individuals.
- The City also used ARPA funds to embark on a community engagement process using a tool called Balancing Act prioritize, to solicit community input on the City's ARPA program and expenditures. 802 respondents provided feedback via that tool. The City also hosted an ARPA Community Listening Session, facilitated by the City's Diversity, Equity and Inclusion consultant, Chanin Kelly-Rae, that was well attended by our community and generated additional ideas for ways to utilize the City's ARPA funds. This outreach led to the City Council's decision to fund four new programs, to be implemented in 2023 and 2024. The City also hired two new positions to carry out this work: a Management Analyst and an Assistant to the City Manager.
- Conducted a business recovery survey and provided urgent business assistance to six businesses. The table below shows more detail about the City's ARPA program.



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

- The City continued to be recognized as a top performer by statewide organizations: The Association of Washington Cities bestowed a 2022 Municipal Excellence Award upon Kenmore for the City's ARPA program, marking the seventh year since 2013 that Kenmore has been a Municipal Excellence Award winner—an achievement unmatched among Washington cities.
- Successfully applied for and received \$200,000 in feasibility study grant funds to study a possible future regional aquatic center for North King County.
- Partnered with A Regional Coalition for Housing (ARCH), Enterprise Community Partners, and Plymouth Housing Group on a proposal to build 100 new affordable housing units, all for those at or below 30% of our Area Median Income (AMI), on city-owned property in the heart of Kenmore's downtown. The rental units are targeted for residents who are seniors, veterans, disabled individuals and individuals who were formerly homeless. The project, to be funded by \$3.2 million in ARPA funds and leveraging \$3 million from ARCH, is expected to break ground in mid-2023 and be completed by the end of 2024.
- Partnered with a coalition of North King County cities and a group called Connections Health on an effort to build a 24/7 crisis center in North King County; as of this writing the project has already received \$4.2 million in Department of Commerce funding for the facility with more funding requests outstanding.
- Partnered with a coalition of North King County cities on an effort to expand the existing RADAR program that provides mental health professionals to accompany police on certain calls. This effort would include a nonprofit to house the work and would be launched in the next biennium if approved by the City Council.
- Supported the community engagement process that led up to the adoption of the Climate Action Plan.
- Celebrated the opening of a new hotel, The Lodge at St. Edward State Park, in 2021. This opening was the result of many years of work on the part of countless City staff, elected officials and community members. The project won an Historic Preservation Award from King County.
- Economic Development: Continued to partner with the Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support, recruit and retain local businesses. Continued with the business registration program and business directory. Continued to implement the City's Economic Development Strategy.
- In partnership with the Port of Seattle's Economic Development Grant Program, the City launched a "Back Our Businesses" shop local campaign, with a focus on supporting businesses who were negatively impacted by the pandemic. The Grant Program also supported outreach, advertising, and small business support for the 2022 Kenmore Farmers Market.
- Produced and hosted a diverse lineup of successful community-building events, including the Kenmore Farmers Market, Summer Concert Series, Kids Concert, Movies at the Square, Log Boom Ribbon Cutting, West Sammamish River Bridge Opening Celebration, National Night Out, Kenmore Play Day with Step It Up Camp, Fly Away 5K with Bothell Kenmore Chamber, More Trees in Kenmore, Jack Crawford Day, Pet Costume Contest, Winter Porch Light Parade and Luminary Walk. The 2021 Winter Porch Light Parade was selected as the

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

WRPA Spotlight Program Excellence Award winner in the category of "Other Program, Initiative, or Special Events.

- Continued the Volunteer Program featuring Adopt-A-Street and Adopt-A-Park volunteers, Park Stewards and Events Interns and Volunteers. The Wallace Swamp Creek Adopt-A-Park group (SnoKing Watershed Council) hosts work parties twice a month and will be celebrating their 3rd year anniversary in November 2022.
- Launched a pilot Farmers Market program in 2022; every Wednesday 3-7pm June 1- August 31. The market vendors included: fresh produce, baked goods, processed foods such as coffee and toffee, fresh flowers, prepared hot foods, and food trucks. The market location on NE 181st St in front on Town Square activates the downtown core of Kenmore creating a sense of place and community, and serves as an economic development driver.
- Processed nearly 800 Public Records Requests, ensuring that responses to requests were provided within the required timelines.
- Integrated City website (GovAccess) with our Listserv (GovDelivery) for additional communications efficiency.
- Produced in-house, all publications of the Kenmore Quarterly Newsletter (print and digital). Monthly E-news subscribers increased by 20% in 2021.
- Increased use of social media to inform the public on City issues and events. Social media followers increased by 20% in 2021.
- Represented the City's interests in intergovernmental organizations such as A Regional Coalition for Housing (ARCH), the E-City Gov Alliance, the King County Regional Homelessness Authority, and north King County partnerships to bring a 24/7 crisis center and expanded co-responder model to police response, and the police contract cities oversight committee.

2023-2024 Objectives:

- The City Manager will assist the Council in establishing annual priorities including supporting a City Council priority setting retreat.
- Continue to implement the American Rescue Plan Act (ARPA) Program, including the four projects in the ARPA work program approved by the City Council in May 2022
 - Business Assistance
 - Catch Up Learning and Childcare Support
 - Homelessness Response Pilot Program
 - Human Services Funding
- Work to secure funding and break ground in 2023 on the Plymouth affordable housing project located at 6532 Bothell Way NE. The project includes 100 rental units for seniors, veterans, disabled individuals and individuals who were formerly homeless and will include a Bastyr University community clinic on the ground floor that will serve both building residents and the Kenmore community at large.

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

- Lead an affordable housing working group, develop and implement a plan to bring additional housing units and ground floor space to serve the community on city-owned property, located at 7010 NE 181st Street.
- Continue to support a regional effort to bring a 24/7 crisis center to North King County to better serve our residents with behavioral health needs.
- Continue to support expansion of the RADAR co-response program that pairs mental health professionals with police officers when responding to behavioral health calls.
- Continue to support efforts to study the feasibility and eventually bring a new aquatic center to North King County.
- Look for opportunities to promote Kenmore businesses and the Kenmore community as we celebrate the City's 25th anniversary in 2023.
- Continue to implement a Diversity Equity and Inclusion program.
- Support the implementation of the Climate Action Plan, including pursuing funding options and community education and engagement.
- Update the Financial Sustainability Plan.
- Support more downtown redevelopment and strengthen partnerships with key businesses, including our largest employer, Bastyr University.
- 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 advocate at the state and federal levels for City priorities and projects.
- Support participation in key regional and state policy discussions to ensure that Kenmore's interests are well represented.
- Promote City activities, important project and construction updates through multiple communications channels, including website, social media, and publications.
- Further develop the community engagement strategy and employ more effective and accessible engagement tools.

2023-2024 Budget Highlights:

- Break ground on the Plymouth Project; find a temporary home for Public Works Operations
- Holt property development: Request for Proposals Process
- Lakepointe Development: Potential Development Agreement
- ARPA Programs:
 - Business Assistance
 - Catch Up Learning and Childcare Support
 - Homelessness Response Pilot Program
 - Human Services Funding
- 24/7 Crisis Center Funding and Development

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

- RADAR Navigator Program Expansion and Funding Options
- Kenmore 25th Anniversary Celebration
- Economic development activities and partnerships with key businesses
- Farmers Market Transition to Nonprofit Business Model

Workload Measures:

	2021** Actual	2022 Estimate	2023 Estimate	2024 Estimate
Population Served*	24,050	24,090	24,130	24,150
Public Records Requests Received	331	400	400	400
Average number of Inquiries to Front Desk (phone & in-person)	170/week	200/week	250/week	300/week
Businesses completed the Business Acceleration Training Series	10	10	10	10
Pet license applications processed at city hall	37	54	100	150
Pet license revenue (in-person applications)	\$815	\$1,000	\$2,000	\$2,500
Webpages managed & monitored	300	335	340	345

**Estimates of April 1, 2022 Population Density and Land Area by City and Town (Office of Financial Management, Forecasting and Research Division)*

Performance Measures:

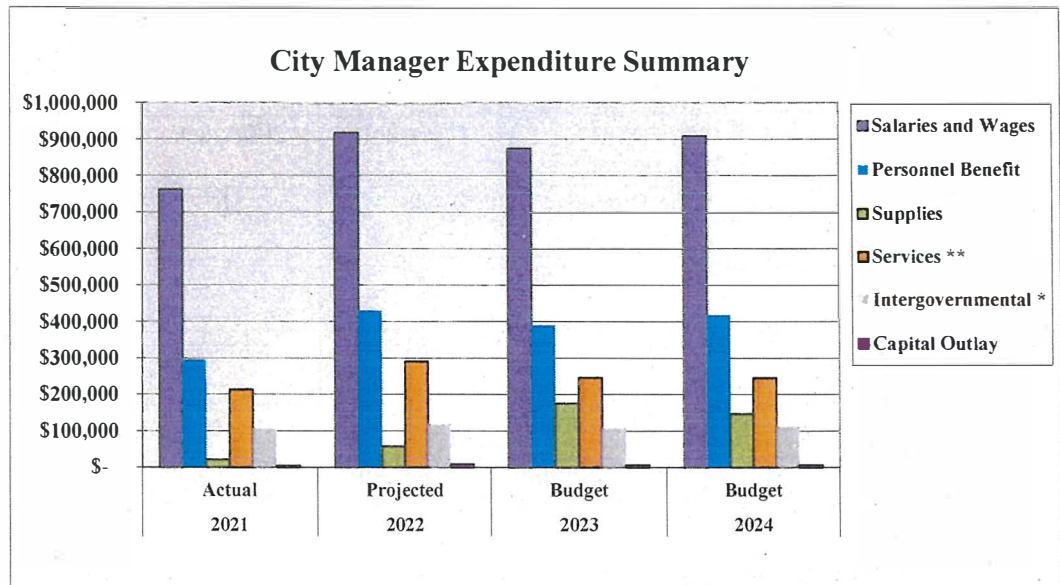
	2021** Actual	2022 Estimate	2023 Estimate	2024 Estimate
Public records requests closed	321	325	325	325
Facebook "likes"	3,400	3,700	4,000	4,300
Instagram Followers	1,150	1,450	1,600	1,800
Twitter Followers	2,660	2,750	3,000	3,200
Event Attendees	2,285	23,100	29,000	30,000
Event Sponsorship	\$10,000	\$26,000	\$30,000	\$30,000
Farmers Market Revenue	n/a	\$10,000	\$14,000	\$16,000
Number of E-News Subscribers	4,000	5,100	6,000	7,000
Average number of website visits per month	Not available	19,000	20,000	21,000

***Numbers may have been affected by partial closure of City Hall and cancelled events in 2021.*

General Fund

City Manager

Expenditure Summary City Manager	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Salaries and Wages	\$ 1,627,879	\$ 761,865	\$ 918,000	\$ 1,679,865	\$ 874,534	\$ 908,801	\$ 1,783,335	
Personnel Benefit	591,719	296,460	431,750	728,210	390,400	418,400	808,800	
Supplies	99,672	21,695	57,000	78,695	176,219	146,720	322,939	
Services **	528,356	214,091	290,200	504,291	247,075	245,075	492,150	
Intergovernmental *	256,120	107,738	119,500	227,238	109,000	112,000	221,000	
Capital Outlay	18,100	4,420	8,700	13,120	6,350	6,350	12,700	
Program Costs	\$ 3,121,846	\$ 1,406,269	\$ 1,825,150	\$ 3,231,419	\$ 1,803,578	\$ 1,837,346	\$ 3,640,924	



Employee Summary City Manager Positions	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
City Manager	1	1	1	1	1	1	1	1
Deputy 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	1.3	1.3	1.3	1.3	1.2	1.2	1.2	1.2
Recreation Coordinator	0.5	0.5	0.5	0.5	0	0	0	0
ARPA Mgt. Analyst	0	0	1	1	1	1	1	1
ARPA Asst. to City Manager (limited duration)	0	0	1	1	1	1	1	1
Total Positions	6.8	6.8	8.8	8.8	7.8	8.2	8.2	8.2

City of Kenmore, Washington

General Fund: Finance & Administration Cost Center

The Finance and Administration department consists of the financial 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.

Risk Management:

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

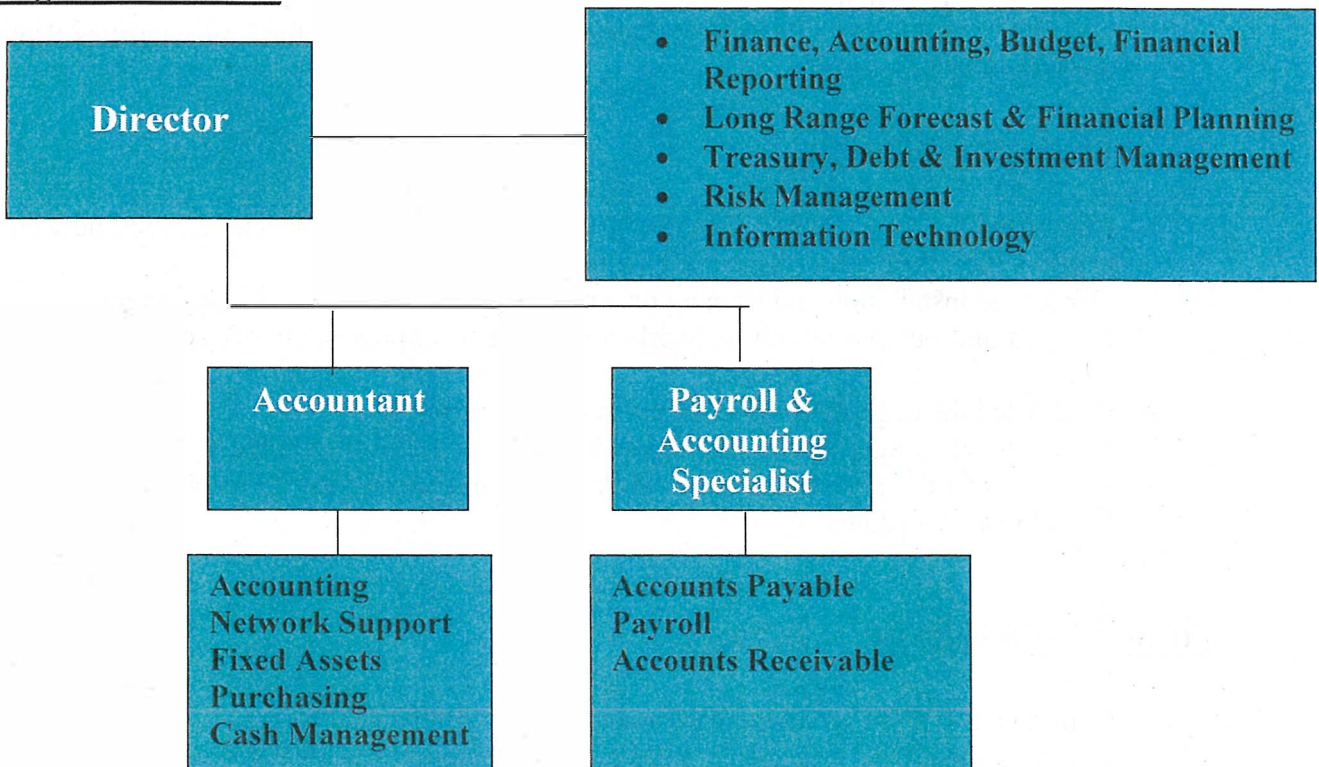
Information Technology and Network Administration:

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

City Clerk Services:

As part of a citywide reorganization this function reports to the City Manager as of 2021.

Organization Chart:



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

2021-2022 Achievements:

Finance and Budget

- Managed the City's biennial budget with minimal mid biennium adjustments.
- The City received an "unqualified" (clean) audit report for 2020 from the State Auditor's Office.
- Managed the Service Level Budgeting process for consideration in development of the 2023-2024 Biennial Budget.
- Managed the six-year Financial Sustainability Plan (approved by council in October 2020). Implemented elements of the plan by researching and presenting to Council for approval the Cable Utility Tax and Surface Water Utility Tax.
- Issued \$10 million in Unlimited Tax General Obligation Bonds for the Walkways & Waterways Project.
- Obtained AAA rating from S&P Rating Agency
- Partnered with the State of Washington Treasurer Office and issued \$3.3 million in Certificates of Participation for City Facilities Project land purchase
- Issued \$6.6 million in Limited Tax General Obligation Bonds for City Facilities Project land purchase and construction

Information Technology

- Completed the City Council Chamber Audio Visual upgrades which included new equipment to allow for hybrid City council & Planning commission meetings.
- Completed installation and training on a new city-wide VOIP telephone system.
- Updated and purchased new network equipment to improve network security and protection of data
- Completed the upgrade improvements to the City's website
- Completed the migration of the I drive citywide electronic files to the new server
- Facilitated in the purchase of new work from home equipment in response to pandemic and hybrid work schedules

2023-2024 Objectives:

- Continue to achieve an unqualified audit opinion with no findings.
- Continue and improve long term Financial Sustainability forecast efforts.
- Develop a long-term financing plan for the construction costs related to the public works facility.

Budget Highlights:

City of Kenmore, Washington

General Fund: Finance & Administration Cost Center

The budget includes salary, benefits, training, supplies, computer technology, WCIA liability and property insurance, computer and software maintenance, and audit costs.

Finance and Administration Department

<u>Workload Measures</u>	2021 Actual	2022 Projection	2023 Goal	2024 Goal
Number of invoices paid	2900	2750	3000	3000
Number of checks processed	2445	2200	2500	2500
Computer and servers maintained	112	121	129	128
Number of network users supported	76	77	85	84

<u>Performance Measures</u>	2021 Actual	2022 Projection	2023 Goal	2024 Goal
Monthly financial reports to Council within 60 days	58%	83%	100%	100%
Clean audit report received	Yes 2020	Audit not yet completed	Yes	Yes

General Fund

Finance and Administration

Expenditure Summary

Finance and Administration

Salaries and Wages

Personnel Benefit

Supplies

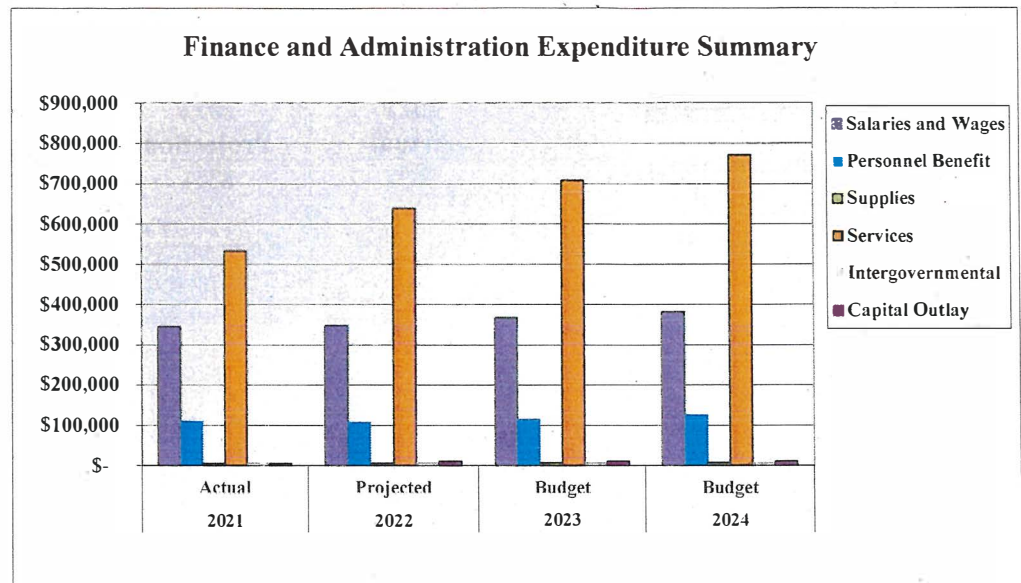
Services

Intergovernmental

Capital Outlay

Total Program Costs

	2021-2022			2021-2022			2023-2024
	Final	2021	2022	Total	2023	2024	Adopted
	Budget	Actual	Projected	Biennium	Budget	Budget	Budget
Salaries and Wages	\$ 903,555	\$ 344,545	\$ 348,500	\$ 693,045	\$ 367,300	\$ 382,000	\$ 749,300
Personnel Benefit	345,288	112,075	110,000	222,075	117,100	128,200	245,300
Supplies	11,800	5,416	6,000	11,416	7,417	7,417	14,834
Services	1,185,396	533,168	638,647	1,171,815	708,597	771,830	1,480,427
Intergovernmental	12,900	8,600	9,000	17,600	9,000	9,000	18,000
Capital Outlay	31,500	5,477	10,250	15,727	10,000	10,000	20,000
Total Program Costs	\$ 2,490,439	\$ 1,009,281	\$ 1,122,397	\$ 2,131,678	\$ 1,219,414	\$ 1,308,447	\$ 2,527,861



Employee Summary

Finance and Administration

Finance and Administration

Director

Accountant

Payroll & Accounting Specialist

Total Positions

	2021-2022			2021-2022			2023-2024
	Final	2021	2022	Total	2023	2024	Adopted
	Budget	Actual	Projected	Biennium	Budget	Budget	Budget
Finance and Administration	1	1	1	1	1	1	1
Director	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1
Payroll & Accounting Specialist	1	1	1	1	1	1	1
Total Positions	3	3	3	3	3	3	3

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.

2021-2022 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 property acquisition, asphalt plant emissions, environmental issues and a small number of other matters.

2023-2024 Program Objectives:

The City Attorney's office will provide the following programs identified during Priority Based/Service Level 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.

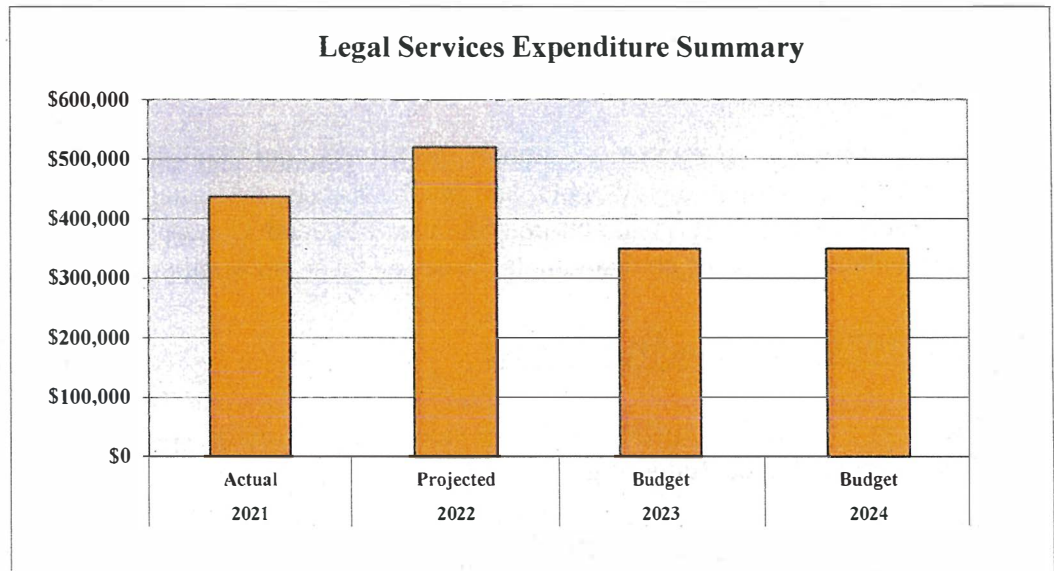
Budget Highlights:

- The 2023-2024 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	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Services	\$ 565,000	\$ 437,313	\$ 520,000	\$ 957,313	\$ 350,000	\$ 350,000	\$ 700,000	
Capital Outlay	0	0	0	0	0	0	0	
Total Program Costs	\$ 565,000	\$ 437,313	\$ 520,000	\$ 957,313	\$ 350,000	\$ 350,000	\$ 700,000	



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

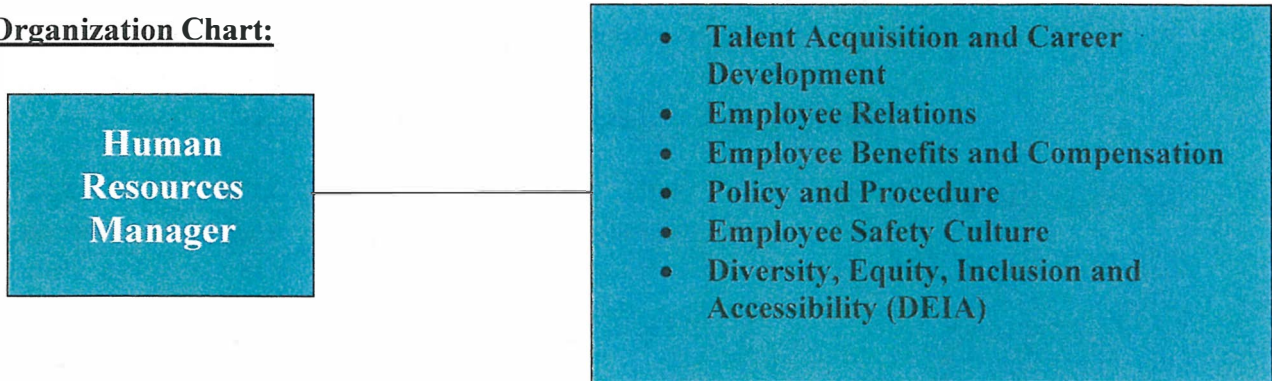
City of Kenmore, Washington
General Fund: Human Resources and Diversity, Equity, Inclusion, & Accessibility

The Human Resources department provides the following services.

Personnel Services:

Human resources management and administration. Diversity, Equity, Inclusion, & Accessibility.

Organization Chart:



2021-2022 Human Resources & DEIA Achievements:

- Human Resources Manager hired during the Pandemic
- Identified DEI Consultant – Chanin Kelly-Rae Consulting (CKR)
- Collaborate with CKR and City Council in Recruiting DEI Task Force
- Leadership interviews with CKR for current DEI information and perspective
- DEI Organization-wide Gap Analysis
- DEI Community Survey
- DEI Staff Survey
- Adoption of DEI and Accessibility Policy
- DEI Strategic Initiative Creation
- Transition of Benefits and Compensation to Human Resources
- Participated in an independent salary study to be completed by the end of the year
- City of Kenmore participated first time in the Seattle Pride Parade
- Implemented Wellness Floating Holiday
- Adjusting and pivoting to assist employees with accommodations, listening to and meeting their needs throughout the Pandemic
- Mental Health Workshop and Resources offered to employees during the Pandemic
- Successful transition of staff back to City offices.
- Implemented Teleworking Policy
- Successfully recruited and hired: Administrative Specialist for Public Works Engineering, Environmental Services Technician for Environmental Services, Human Resources Manager,

City of Kenmore, Washington
General Fund: Human Resources and Diversity, Equity, Inclusion, & Accessibility

Part-time Receptionist, Streets & Surface Water Supervisor for Public Works Maintenance and several, interns and other seasonal/limited term employees

- Successfully recruited and transferred: ARPA Limited Duration Assistant To the City Manager, ARPA Limited Duration Management Analyst and Assistant City Manager

2023-2024 Objectives:

- Create, finalize and implement DEIA Strategic Plan
- Continue DEI Advisory Committee
- Finalize and Implement Onboarding process

Finance and Administration Department

<u>Workload Measures</u>	2021 Actual	2022 Projection	2023 Goal	2024 Goal
Regular PT/FTE positions recruited and filled	2	4	6	6
Number of internal promotions/transfers	0	4	4	4

<u>Performance Measures</u>	2021 Actual	2022 Projection	2023 Goal	2024 Goal
Received Well City Award	Yes	Yes	Yes	Yes

General Fund

Human Resources

Expenditure Summary

Finance and Administration

Salaries and Wages

Personnel Benefit

Supplies

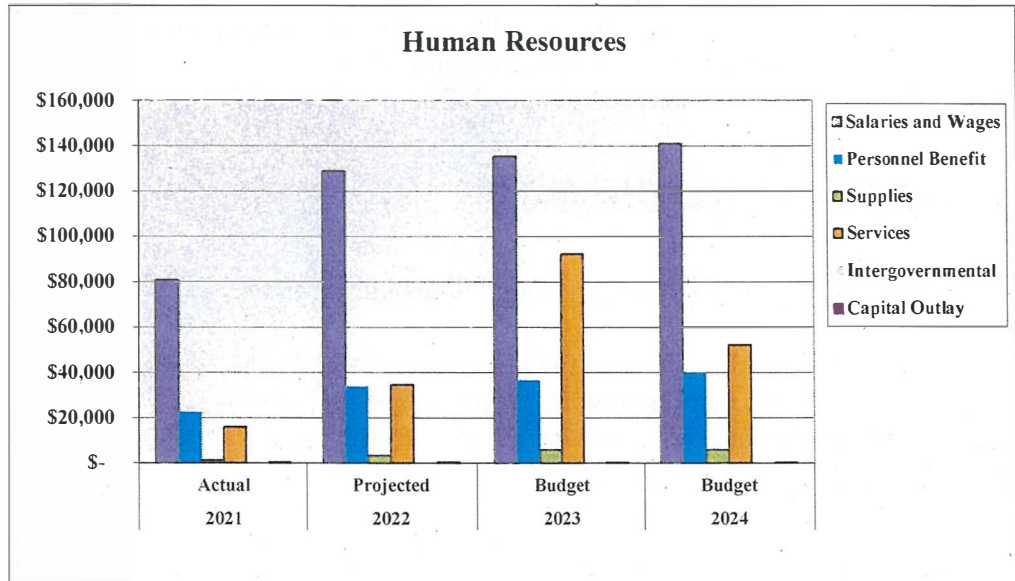
Services

Intergovernmental

Capital Outlay

Total Program Costs

	2021-2022			2021-2022			2023-2024
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget
Salaries and Wages	\$ 130,000	\$ 80,858	\$ 129,000	\$ 209,858	\$ 135,400	\$ 141,000	\$ 276,400
Personnel Benefit	35,000	22,742	34,000	56,742	36,800	40,000	76,800
Supplies	1,400	1,401	3,400	4,801	5,972	5,972	11,944
Services	31,234	15,864	34,500	50,364	92,330	52,330	144,660
Intergovernmental	-	-	-	-	-	-	-
Capital Outlay	500	433	500	933	250	250	500
Total Program Costs	\$ 198,134	\$ 121,298	\$ 201,400	\$ 322,698	\$ 270,752	\$ 239,552	\$ 510,304



Employee Summary

Human Resources

	2021-2022			2021-2022			2023-2024
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget
Human Resources Manager	1	1	1	1	1	1	1
Total Positions	1	1	1	1	1	1	1

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

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. In 2022 City Council approved the purchase of Holt Property which was partially funded by the General Fund. The General Fund portion of this expenditure is reflected in non-departmental division in 2022.

2021-2022 Budget Highlights:

Budgeted Interfund Transfers & land purchase:

- \$1,000,000 was transferred to the Strategic Opportunities Fund from General Fund reserves.
- \$15,000 was transferred to the Public Works Shop Fund for debt service payment.
- \$2.2 million for purchase of Holt Property.
- \$1 million interfund loan in 2021 for PW Facility CIP.

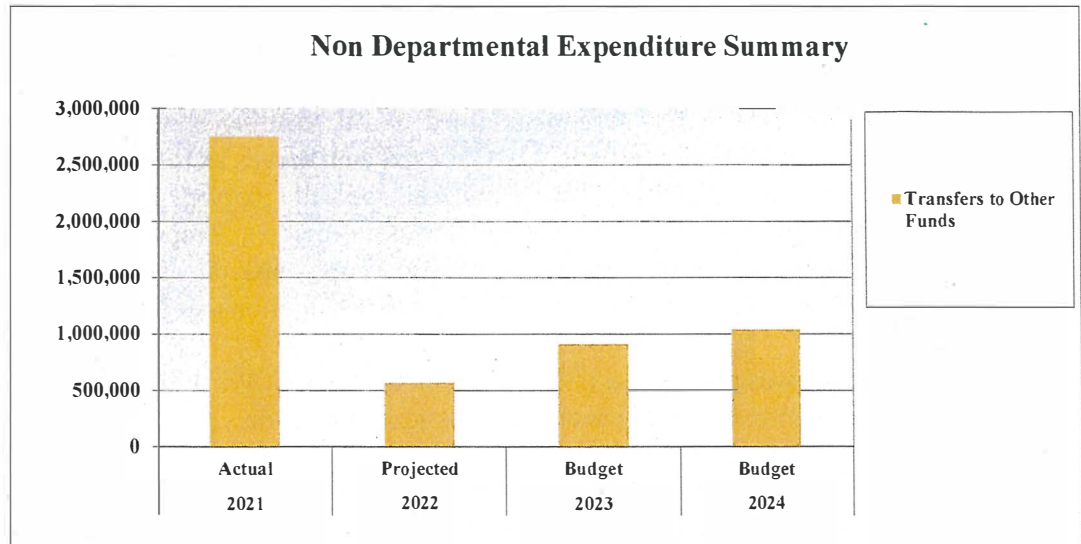
2023-2024 Budget Highlights:

Transfers to other funds are budgeted as follows:

- As in prior years funds are proposed to be transferred to the Street fund for street maintenance, funded by Water/Sewer franchise fees and other General Fund revenues.
- Funds are proposed to be transferred to the Public Works Shop Fund for debt service payments.

General Fund Non Departmental

Expenditure Summary	2021-2022 Final	2021	2022	2021-2022 Total	2023	2024	2023-2024 Adopted
Non Departmental	Budget	Actual	Projected	Biennium	Budget	Budget	Budget
Transfers to Other Funds	\$ 3,125,617	\$ 2,753,405	\$ 566,000	\$ 3,319,405	\$ 909,967	\$ 1,040,546	\$ 1,950,513
Land Purchase (Holt Property)	\$ 2,200,000	\$ -	\$ 2,200,000	\$ 2,200,000	\$ -	\$ -	\$ -
Total	\$ 5,325,617	\$ 2,753,405	\$ 2,766,000	\$ 5,519,405	\$ 909,967	\$ 1,040,546	\$ 1,950,513



2021 Transfers to Other Funds: 2,753,405 Street Fund-\$753,405/Strategic Opportunities Fund \$1 million
Interfund Loan to PW Shop Fund \$1 million

2022 Transfers to Other Funds: 564,373 Street Fund - \$551,000 / PW Shop Fund \$13,373

2023 Transfers to Other Funds: 909,967 Budgeted: to Street Fund \$881,187 / PW Shop Fund for Debt Service \$28,780

2024 Transfers to Other Funds: 1,040,546 Budgeted: to Street Fund \$977,126 / PW Shop Fund for Debt Service \$63,420

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 (KCSO), 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.

2021-2022 Achievements:

- The Public Safety contract with King County provides for 14 deputy sheriffs (twelve patrol officers, a burglary/larceny detective, and a sergeant). For the majority of the past biennium, two patrol vacancies were maintained due to staffing shortages in the Sheriff's Office and throughout law enforcement. A KCSO sergeant serves as Kenmore's police chief. The contract also provided the following additional specialty services such as 911 call receiving and dispatch, 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.
- Kenmore was ranked the 5th safest city in the State of Washington in 2022 by Safewise, a private organization that analyzes crime statistics nationwide.
- 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. The program is now utilizing full-time Navigators, and the future expansion of the program is currently being planned among the involved cities.
- Kenmore Police hosted the annual "National Night Out," in both 2021 and 2022 which is an annual event that brings neighborhoods together to take a stand against crime, and to interact with Officers. In 2021, the event was held at City Hall and included a bike rodeo for kids. In 2022, the NNO event was held in conjunction with the Farmer's Market, and included a number of specialty units from KCSO and community partners.
- A number of large scale drug arrests were made involving the distribution of methamphetamines, heroin, and fentanyl. These arrests were primarily focused on a property whose residents were causing consistent criminal activity and disruption in a Kenmore neighborhood.
- The Kenmore Police participated in a number of community events, including the hosting of a bike rodeo at a bicycle event at Town Center, several community group presentations, and multiple classroom presentations at Kenmore Elementary on a variety of safety topics.
- The Kenmore Police Department continued to assist the engineering department in preparation for implementation of the automated enforcement program.

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

- In an effort to continue our community engagement efforts, social media accounts were used regularly for Facebook, Twitter, and NextDoor, allowing for the consistent dissemination of information on notable police events, crime trends, hazards or scams that are being seen in the community, and community events.
- Kenmore Police continued utilizing the trespass authorization program, which 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 continued its efforts with the Safe Place program, which is a partnership with area businesses that provides for the victims of crimes, particularly hate crimes, to stay at that business until police arrive. The department also made available a number of free items for residents to pick-up at City Hall, including locking prescription drug bags and gun cable locks. The department also provides free disposal of prescription drugs at a secure drop box at City Hall.
- The department continued providing vacation house check services to residents. Officers check on homes while residents are gone, giving them peace of mind while they are on vacation.

2023-2024 Objectives:

- 2023-24 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.
- 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. RADAR will continue to evolve with increased Navigator hours, and potential solo response to non-emergent calls for service.
- Kenmore Officers will support the City of Kenmore's Engineering Department's automated enforcement program, reviewing each potential violation for validity before being processed.
- We will continue with augmented training identified during the Mayor's Pledge process initiated in 2020, including implementing Active Bystandership for Law Enforcement (ABLE) training.
- Body worn cameras to be implemented in 2023 or early 2024.

<u>Workload Measures</u>	2021 Actual	2022 Actual (through Mid- August)	2023 Estimate	2024 Estimate
Dispatch calls for service	3,610	2,144	3,800	4,000
Jail housing days (Misdemeanors)	568	426	730	750
Arrests: Adults	139	73	150	165
Arrests: Juveniles	6	1	5	8

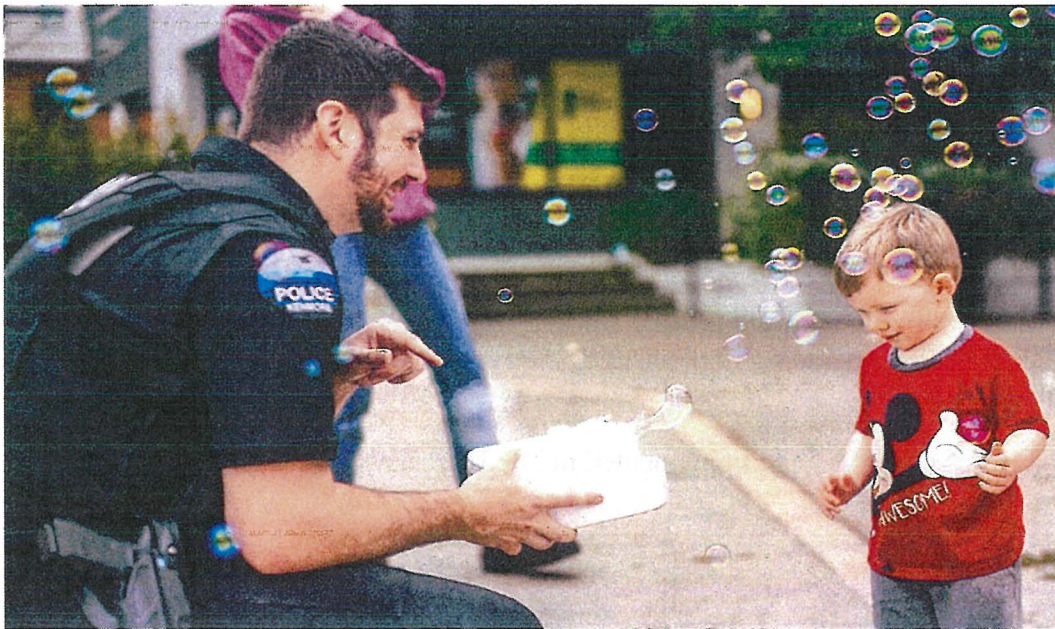
City of Kenmore, Washington
General Fund: Public Safety Cost Center

<u>Performance Measures</u>	2021 Actual	2022 Actual (through Mid- August)	2023 Estimate	2024 Estimate
Reduce traffic collisions in the city by 1% per year through education and enforcement (collisions)	157	105	150	145
Close 60% of all Detective assigned cases with charges (% closed)	90%	63%	60%	60%
Reduce Priority X and Priority 1 response times* (minutes)	5.37	4.90	4.75	4.75

"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:

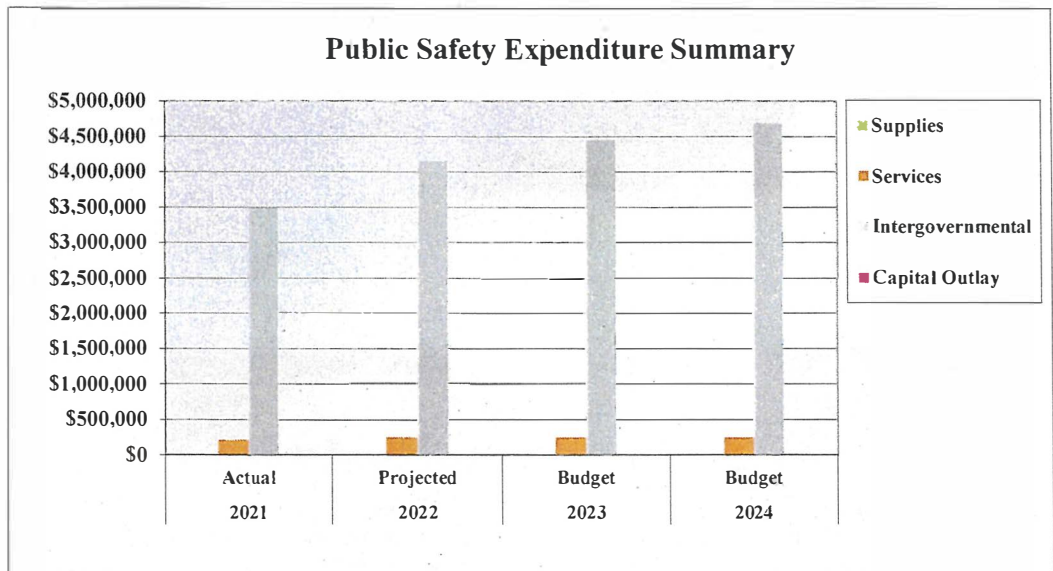
- The Biennial Budget reflects costs increases for the police services contract associated with labor, risk pool, and KCSO projects anticipated to be implemented soon, including body worn cameras.
- The 2023-2024 Biennial Budget has no new programs or personnel. Additional funding for the RADAR program is budgeted outside of the police portion of the budget.
- Existing funding for community outreach and programs is maintained.



General Fund

Public Safety

Expenditure Summary	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Supplies	\$ 8,000	\$ 2,505	\$ 4,800	\$ 7,305	\$ 5,300	\$ 5,300	\$ 10,600	
Services	484,202	213,630	245,400	459,030	248,600	248,600	497,200	
Intergovernmental	8,656,169	3,493,808	4,160,024	7,653,832	4,454,200	4,699,950	9,154,150	
Capital Outlay	4,000	6,854	2,000	8,854	2,500	2,500	5,000	
Total Program Costs	\$ 9,152,371	\$ 3,716,797	\$ 4,412,224	\$ 8,129,021	\$ 4,710,600	\$ 4,956,350	\$ 9,666,950	

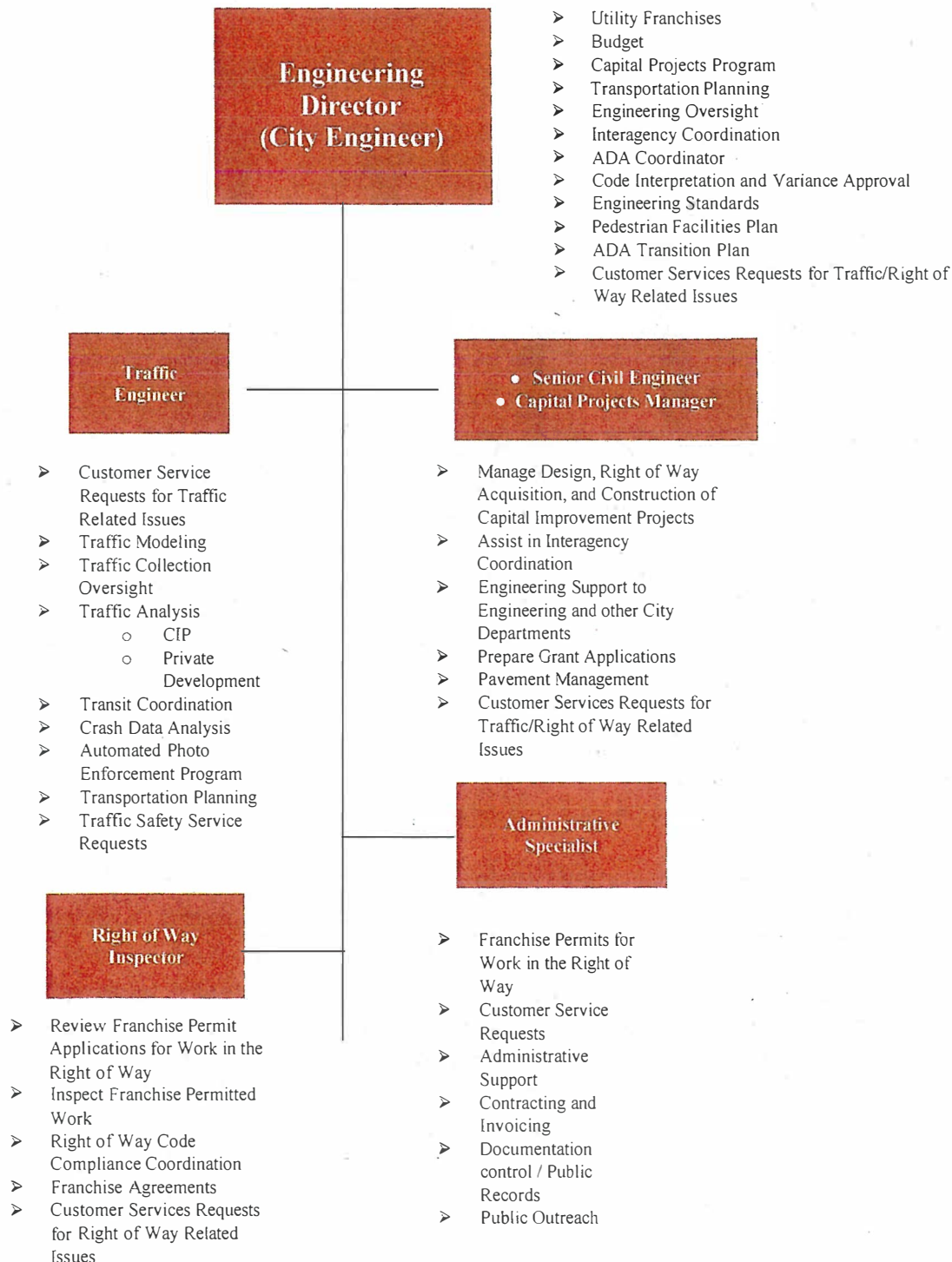


Public Safety Services are provided by contract with the King County Sheriff's Office
The Contract provides for one Chief, one Detective and 12 Officers to provide service to the City of Kenmore.

City of Kenmore, Washington

General Fund: Engineering Department Cost Center

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



City of Kenmore, Washington
General Fund: Engineering Department Cost Center

2021-2022 Achievements:

- Completed the West Sammamish River Bridge Project.
- Completed the Walkways and Waterways 68th Ave NE Pedestrian/Bike Project.
- Completed the Walkways and Waterways Juanita Drive Pedestrian/Bike Project.
- Applied for 8 grants for various sidewalk and multimodal safety projects
- Implemented the Kenmore Automated Photo Enforcement Program (KAPE) and activated cameras.
- Completed construction on the HSIP Signing and Lighting projects.
- Completed SR522 east entrance gateway sign.
- Participated in regional technical committees and planning including the Lynnwood Link Project, King County Project Evaluation Committee (KPEC), Sound Transit 3(ST3) Interagency Group, and Bicycle Pedestrian Advisory Committee.
- Coordinated with other agencies on transportation related issues within Kenmore.
- Filed and collected \$27.7M in state and federal grant dollars.
- Continued implementation of the traffic count program – completed over 331 speed/volume studies
- Performed over 30 sight distance studies
- Continued to review crash data and perform overall analysis on roadway safety
- Upgraded 4 traffic signals with new Gridsmart technology.
- Completed city-wide arterial/collector road speed evaluation and recommended reduction of several streets. Completed speed reduction on 84th Ave, 175th St, Juanita Dr, 68th Ave/202nd St.
- Added new school zone speed zone on Simonds Rd (at NE 155th St vicinity) and installed speed feedback signs.
- Continue to support the City's Target Zero program by utilizing the Local Road Safety Plan, continuous review of citizen concerns regarding roadway safety, and executing the High Visibility Vest give-way program.
- Updated the Pavement Preservation Program, updated pavement rating on all City streets

City of Kenmore, Washington
General Fund: Engineering Department Cost Center

- Completed the ADA Transition Plan
- Completed update on the Pedestrian Facilities Plan
- Reviewed and inspected 263 utility permits in 2021 and 200 (as of 8/15/2022) in 2022
- Responded to 260 service requests in 2021 and over 200 (as of 8/15/2022) in 2022
- Addressed 19 right of way code compliance issues in 2021 and 27 (as of 8/15/2022) in 2022.
- Completed update on the Road Standards
- Adapted to the Pandemic to maintain same level of service as pre-pandemic times (went electronic on most processes) and altered traffic data collection. Saw some increases in LOS with the electronic process.
- Began design on the following projects: 61st Ave NE sidewalk Replacement Project, 73rd Ave NE Overlay and Sidewalk Repair Project, NE 190th St Culvert Replacement Project, NE 175th St Wayfinding Project
- Supported the City's DEI and Climate Action Plan initiatives
- Assisted with the City's ARPA program by supporting Kenmore Cares direct cash assistance, launching the Balancing Act Prioritization tool to collect resident input, designing, and carrying out the Urgent Business Assistance grant program, and leading the City's ARPA reporting.

2023-2024 Objectives

- Begin/continue design of Transportation related projects
 - 61st Ave NE Sidewalk Replacement Project
 - SR522 West B
 - NE 181st (61st-63rd) Sidewalk Project (pending funding)
 - Lower Swamp Creek Bridge evaluation update
- Complete construction of Transportation related projects
 - 175th St Wayfinding Project
 - 73rd Ave Overlay and Sidewalk Replacement Project
- 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.

City of Kenmore, Washington
General Fund: Engineering Department Cost Center

- 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 other agencies on transportation related issues within Kenmore.
- Continue implementing and supporting the City's Complete Streets and Target Zero programs.
- Continue implementing the Kenmore Automated Photo Enforcement (KAPE) program.
- Implement the Pedestrian Facilities Plan
- Implement the ADA Transition Plan
- Complete the update of Transportation Element of the City's Comprehensive Plan
- Complete negotiations for new franchise agreements with Comcast and Ziply Fiber.

City of Kenmore, Washington
General Fund: Engineering Department Cost Center

Budget Highlights:

The 2023-2024 Biennial Budget includes the following changes:

- The General Engineering budget includes resources to 1) consultant assistance to write and support grant applications for multimodal transportation and Complete Streets, 2) temporary administrative support to address records management backlog), 3) other miscellaneous unforeseen engineering consultant needs.

Workload and Performance Measures:

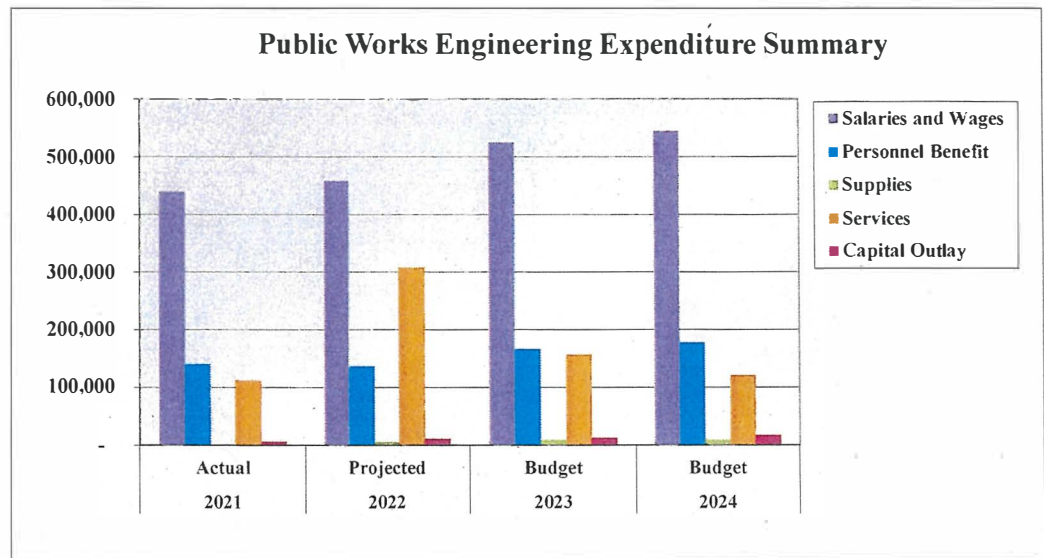
Workload Measures	2021 Actual	2022 Estimate	2023 Estimate	2024 Estimate
CIP Projects in design phase	4	4	6	9
CIP Projects in construction phase	3	5	4	3
Utility billing cycles	5	4	4	4
Utility permits submitted	264	313	250	250
Speed/volume studies	167	84	75	75
Service Requests Received	260	300	300	320
Performance Measures	2021 Actual	2022 Estimate	2023 Estimate	2024 Estimate
Number of CIP Projects on Schedule	7 out of 11	9 out of 10	5 out of 6	6 out of 6
Number of CIP projects within approved budget	10 out of 11	9 out of 10	6 out of 6	5 out of 5
Utility billing cycles performed	5 out of 12	4 out of 12	4	4
80 Percent of permits reviewed within goal 15-day goal	89%	85%	80%	80%
80 Percent of Speed/volume studies performed	100%	58%	80%	80%

General Fund

Public Works

Engineering

Expenditure Summary Public Works Engineering	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Salaries and Wages	871,920	440,168	458,500	898,668	525,200	545,200	1,070,400	
Personnel Benefit	287,615	141,481	137,300	278,781	167,900	178,850	346,750	
Supplies	12,400	1,803	5,350	7,153	9,633	10,308	19,941	
Services	500,840	112,031	308,050	420,081	156,802	121,042	277,844	
Capital Outlay	16,800	6,268	11,250	17,518	12,800	17,300	30,100	
Total Program Costs	\$ 1,689,575	\$ 701,751	\$ 920,450	\$ 1,622,201	\$ 872,335	\$ 872,700	\$ 1,745,035	



Employee Summary Public Works/Eng Positions	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Director of Public Works	1	0	0	0	0	0	0	
Engineering Director	0	1	1	1	1	1	1	
Senior Engineer	1	1	1	1	1	1	1	
Civil Engineer	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	

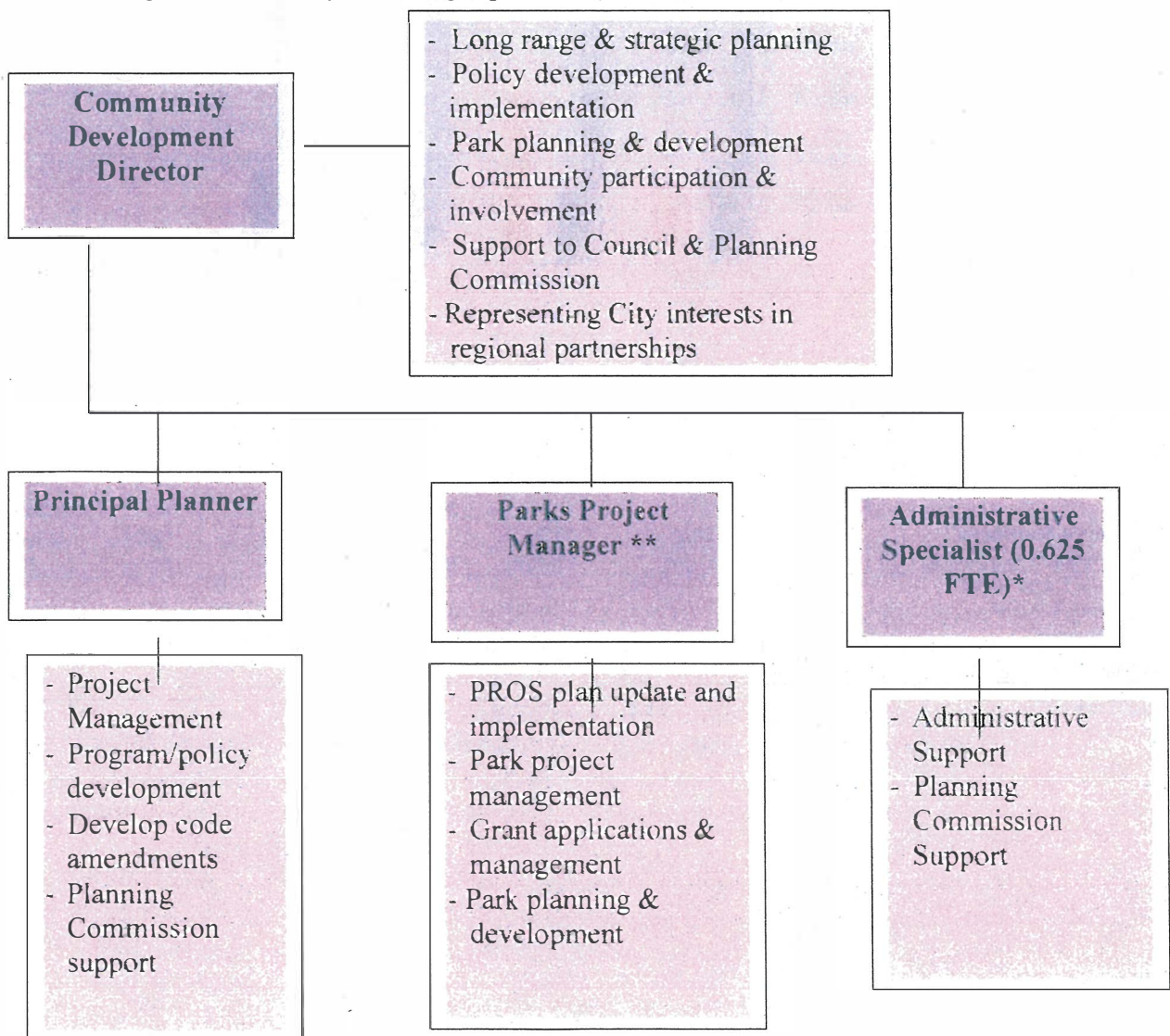
City of Kenmore, Washington
General Fund: Community Development Cost Center

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:

*Proposed Administrative Specialist position (0.625 FTE) to replace the Recreation Coordinator/Administrative Assistant position (1.0 FTE)

** The Interim Parks Project Manager position (1 FTE) is only proposed to be funded through May 2023, leaving one Parks Project Manager position (1 FTE).



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

2021-2022 Achievements:

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

- **Comprehensive Plan Amendments: Vision Statement, Housing Element, Land Use Element and Capital Facilities Element:** Planning Commission review 2021 with recommendations presented to Council 6/27/22. Based on Council direction 7/18/22 and 7/25/22, a public hearing scheduled 9/26/22 to consider substantive amendments with ordinance adoption October 2022.
- **Affordable Housing Special Permit Review Process:** 2/21/21 council adopted Ordinance 21-0521 making it easier to permit affordable housing projects particularly those on tax-exempt properties such as churches and on parcels owned by public agencies.
- **Transit Oriented District Development Regulations:** 8/16/21 council adopted Ordinance 21-0533 establishing a six-month moratorium through 2/16/22. On 2/14/22, Council repealed Ordinance 21-0533 (moratorium) and adopted Ordinance 22-0543 adopting interim regulations for the TOD area, effective for six months. Ordinance 22-0555 extended interim regulations an additional six months through 1/25/23. Planning Commission recommendations on Transit Oriented Development regulations are estimated to be presented to council fall 2022 with Council ordinance adoption January 2023.
- **Missing Middle Housing Regulations:** Planning Commission recommendations presented to council 6/27/22, for an incremental approach allowing duplexes and triplexes in the R6 residential zone. Council direction 7/25/22 to bring back comprehensive plan and implementing development regulation amendments to allow duplexes and triplexes throughout the R6 zone. A Public Hearing estimated 9/26/22 with Ordinance adoption October 2022.

On 7/25/22 Council passed a motion (consent agenda) authorizing the City Manager to execute a Washington State Department of Commerce contract for a grant award to continue work on Missing Middle Housing. A Request for Proposal (RFP) was issued 8/9/22 for a consultant to analyze additional missing Middle Housing types in the R6 and other residential zones (R1 and R4). Council authorization to execute the consultant contract is estimated in September. Results presented to Council 2023.

On 7/11/22 Council passed a motion (consent agenda) authorizing the City Manager to execute contract 22-C2836 with Opticos Design to conduct an academic exercise testing proposed Missing Middle housing regulations and developing a conceptual site plan on two parcels of land, one owned by the Northshore Utility District and One owned by the Northshore Fire District. Results are estimated to be presented to Council fall 2022.

➤ **Policy and Strategy Development/Implementation**

- **Residential Rental Eviction Moratorium and Tenant Protections Related to Covid-19:** On 6/14/21 Council adopted Ordinance 21-0525 extending the temporary moratorium (established March 2020) through 9/30/21 through ratification of Proclamation and Emergency Rule 20-03.6. This ordinance also included the following renter protections: 1. Creates a defense to eviction for rental debt accrued due to pandemic related hardship; 2. Creates a defense to eviction if a tenant has a rental assistance application in process; 3. Bans late fees for rent that became due during the pandemic; 4. Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent during the pandemic. On 9/27/21 council adopted Ordinance 21-0536 extending the temporary moratorium and residential tenant protections through 1/15/22 to allow

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

additional time to implement legislation on tenant protections and to give more time for tenants and landlords to access available funding.

- **Residential Tenant Protection Regulations:** On 3/28/22 Council passed Ordinance 22-545 (effective 4/7/22) that included the following renter protections: increasing notice for rent increases; capping late fees; capping move-in fees and deposits; authorizing tenant payment plans; prohibiting the requirement for a Social Security number in screening materials; and authorizing alteration of rent due date due to tenant's fixed income.
On 7/25/22 Council passed Ordinance 22-0554 which includes the following renter protection measures: Just cause eviction protections that supplement state protections by removing exceptions and requiring landlords to give just cause for all evictions, refusals to continue or renew rental agreements or otherwise terminate the tenancy of tenants within Kenmore and ban on abusive, deceptive, and unfair practices in rental housing.
- **Memorandum Of Agreement (MOA) North King County Coalition on Homelessness:** A loose coalition of government and private agencies have been working on issues of homelessness in North King County. The City of Shoreline has taken the lead on organizing and staffing the group. On 10/25/21 Council passed a motion (consent agenda) authorizing the City Manager to sign the Memorandum of Agreement.
- **Diversity, Equity, and Inclusion (DEI):** Collaborated with the Human Resource Manager on drafting an RFP for a consultant to develop a DEI policy. Drafted a charter for the Task Force. Presented information to the Task Force on zoning practices and redlining.
- **Aquatic Center Feasibility Study Team:** Staff was part of the team collaborating with partnering jurisdictions (Shoreline, Lake Forest Park, and Kirkland) preparing grant applications to King County for funding a feasibility study.

➤ **Downtown Development/Economic Development**

- **Downtown Properties:** Staff was part of the Lakepointe staff team, assisting with strategy development. Staff also provided feedback on consistency with comprehensive plan policies for other downtown projects.
- **Bench Properties, Bothell Way:** The City acquired the Cozy Inn property in June 2022. Building demolition is estimated to be complete year-end 2022 or early 2023.
On 7/25/22 Council passed a motion (consent agenda) authorizing execution of Contract 22-C2839 with Business Street LLC for a Development Strategy for the Bench Properties. Results are estimated to be presented to Council by year end 2022.
As part of an RFQ process early 2022, Schemata Design were also selected to prepare conceptual layouts for the Bench properties. Development of conceptual layouts will be coordinated with Business Street LLC.
- **Kenmore Designation as a King County Countywide Center:** On 7/11/22 Council passed a motion to submit a nomination for Kenmore to be designated as a Countywide Center to include the four downtown quadrants centered around the intersection of Bothell Way and 68th Ave NE. The nomination was granted. The designation is identified within the proposed comprehensive plan amendments being considered by Council in 2022 and will also be addressed in the 2023 update of the downtown element of the comprehensive plan.

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

- **Affordable Housing Team:** Staff was part of the team, providing input into the strategy and RFP process for selecting a developer for affordable housing on the city owned property (former Shell Gas station) on Bothell Way.
- **ST3 Team:** Staff was part of the internal staff team reviewing and providing feedback on Sound Transit bus rapid transit plans and the proposed parking garage at the Kenmore Park & ride, Bothell Way.
- **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 bills related to land use, housing, and climate.
 - **King County:** City provided data and feedback for the King County Buildable Lands Report. This report also established growth targets for Kenmore.
 - **King County:** Staff member through 2021 of the HIJT (Housing Interjurisdictional Team) supporting work of the Countywide Affordable Housing Committee. Staff also reviews amendments to King County Countywide Planning Policies.
 - **ARCH:** City staff worked closely with ARCH staff on developing the housing element of the comprehensive plan and on determining feasibility of affordable housing for the Transit Oriented District amendments. Staff is also part of a staff team with other ARCH jurisdictions on housing and code development.
- **Park Capital Improvement Projects:**
 - **λ' a ẏw a d i s (Tl' awh-ah-dees) Waterfront Improvement Project (Walkways & Waterways Project):** Construction of park improvements began November 2021. Improvements include new elevated walkways, trails, and viewpoints; natural open space and other environmental enhancements; new docks, ramps, and staging areas for hand-powered watercraft; parking; restroom; and public art. As timing for project completion 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 for a portion of λ' a ẏw a d i s Park. Purchase of 6,350 sq. ft of Barnard property and the Johnson property on NE 192nd Street was completed in 2020. In 2021 demolition of the house on the Johnson property was completed. A Boy Scout tree planting project was completed on the property in 2022. Fencing and compliance with RCO requirements will be completed in 2022.
 - **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 were required for mitigation plantings (2018-2022). The City contracted with EarthCorps for monitoring/maintenance.
 - **Log Boom Park Waterfront Improvement Project (Walkways & Waterways Project):** Construction completed July 2022 with a ribbon cutting event 8/9/22. Park improvements include beach expansion; trails; viewpoint; picnic pavilion; concession building for handcarry boat rental; shoreline and environmental enhancements; and public art. Five

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

years of maintenance and monitoring is required for mitigation plantings. A contract for this work is needed.

- **Rhododendron Park Public Boathouse Project:** Construction of the 40' x 70' boathouse was completed in 2021 with a ribbon cutting event 4/8/21. The boathouse provides community rowing programs offered by the Kenmore Rowing Club and high school rowing programs through the Northshore School District.
 - **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 required monitoring and maintaining for mitigation plantings was completed in 2022. The City contracted 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 required monitoring and maintaining for mitigation plantings completed in 2022. The City contracted with EarthCorps for monitoring/maintenance. Public art was installed in May 2022.
 - **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 80th Ave/192nd and constructing a small parking pad off the entrance of 80th Ave/195th. The park is closed to the public, pending completion of minor improvements. The project was on hold through 2020. Design and permitting 2021/2022. Construction and park opening estimated to be complete first quarter 2023.
- **Other Projects:**
- **Dog Park Feasibility:** 3/21/22 staff presentation to council on background/options/cost for location a dog park. Council direction to pursue a potential partnership with King County for Big Finn Hill Park, and/or City of Bothell for a dog park location in Bothell close to Kenmore's boundary. Status update provided prior to year end 2022.
 - **Native American Art at Tl' awh-ah-dees Park:** At the 6/27/22 Council meeting, Council approved: proposed artwork locations; authorization for the City Manager to execute any required contracts with the artist and/or Kenmore Historical Society; and authorization for use of up to \$6,000 of Public Art Funds (if needed) for certain project expenses. There are two proposed pieces of artwork: a free-standing mural and a metal spindle whorl, both to be designed by artist Ty Juvinel. Installation would occur following completion of park improvements in 2023.
 - **Ballfield Strategy:** 1/8/21 Council retreat, staff prepared a ballfield strategy memo. Council concurred with the direction to continue to pursue the following: Extending ballfield lease with Bastyr (expires 2025); Lakepointe opportunities as arise; Field lighting at Moorlands Park per the capital improvement program.
 - **Park Naming Policy:** 4/19/21 council meeting to discuss direction on park naming policy/criteria. Council voted to rename Squires Landing Park Tl' awh-ah-dees park. No council direction to move forward with a park naming policy.

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

- **Kenmore Public Boathouse Lease and Management Agreements:** Staff manages the boathouse lease agreement with Northshore School District and the associated boathouse management agreement. Staff serves as the liaison with the boathouse manager for programming and as the liaison with the fundraising committee. The fundraising committee provided quarterly updates to Council (starting in 2021) on progress for raising the \$503k budget shortfall.
- **Audubon Property Donation:** The Seattle Audubon, are proposing the donation of a 4.16-acre zoned R1 parcel (Parcel 0114100971, 73rd Ave NE) to the City. The deed restriction requires the property be retained as open space. The property is also part of the Swamp Creek wetland complex. Donations exceeding \$10,000 must be accepted by Council by Ordinance per the City's Donation Policy (Ordinance 19-0942). The donation and ordinance will be brought forward for Council consideration in fall 2022.
- **Recreation Programming:**
 - **2022 YMCA Summer Camp (new):** The City received a \$244,903 AWC SEEK grant award for a partnership between the City and YMCA to offer ten weeks of camps serving up to 700 youth at Wallace Swamp Creek Park. On 6/11/22 Council authorized the contract with the YMCA (Contract 22-C2797)
 - **2022 Pilot Swim Program:** On 3/21/22 council approved (consent agenda) an eight-week pilot free youth swim program (ages 6 years and up) at the Aqua Club with lessons provided by the McDonald Swim School with a budget of \$2,320 to cover program costs. Unfortunately, due to scheduling and staffing conflicts this program did not move forward. On 7/11/22 Council approved a pilot youth swim program in partnership with the Northshore YMCA authorizing scholarships (\$5,000) to pay for up to fifty youth for a four-week swim program.
 - **2021 Recreation Programs:** On 10/18/21 staff provided an update to council. In 2021 498 youth and adults participated in recreation programs including the following: Heartwood youth camp at Wallace Swamp Creek Park; YMCA free summer lunch at City Hall; Skyhawks youth summer camps at Rhododendron Park; WhatsUp paddle board rental at Log Boom Park; KWAC programs at Squires Landing Park; and nature walks at Wallace Swamp Creek Park.
 - **2022 Recreation Programs:** Staff will be providing an update to Council fall 2022 on program participation. The following spring/summer programs were offered: YMCA free summer lunch at City Hall; Skyhawks youth summer camps at Rhododendron Park; WhatsUp paddle board rental at Log Boom Park. The following fall/winter programs will be offered: Skyhawks youth fall camps at Rhododendron Park; December winter break youth half-day camps; and middle-school/teen nights at the Hangar.
 - **Love Notes:** Staff oversees the Love Note program. In 2021 the City's website documented seventeen community generated love notes. Staff will be providing an update to Council fall 2022.
 - **Logboom Park Concession Contract:** Following an RFP process, on 5/9/22 Council authorized a concession contract with WhatsUp for providing hand-carry watercraft rental at the new Log Boom Park building. Rentals started July 2022.
 - **KWAC Contract:** On 3/8/21 Council authorized addendum #1 to Contract 18-C1863 outlining terms for storage and equipment removal prior to start of the TI' awh-ah-dees Park waterfront improvement project. The contract ended 12/31/21. Staff are preparing terms

City of Kenmore, Washington

General Fund: Community Development Cost Center

for a new contract KWAC outlining terms for programming and storage to begin operations following completion of park improvements in 2023. Contract authorization is estimated to be considered by council prior to year-end 2022.

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

- 2021: \$50,000 King County Waterworks Council Allocated \$50,000 for the 'a' 'w' 'd' 'i' 's' (TI' awh-ah-dees) walkways & waterways park improvement project for habitat restoration.
- 2021: King Conservation District grant \$15,000 for 'a' 'w' 'd' 'i' 's' (TI' awh-ah-dees) walkways & waterways park improvement project for habitat restoration.
- 2022: King Conservation District grant \$15,000 for 'a' 'w' 'd' 'i' 's' (TI' awh-ah-dees) walkways & waterways park improvement project for interpretative signage.
- 2022: \$244,903 grant from AWC Summer Experiences & Enrichment for Kids Fund (SEEK Fund). On 6/13/22 Council passed a motion (consent agenda) authorizing the City Manager to execute Contract 22-C2797 with the YMCA of Greater Seattle. The grant and partnership with the YMCA provided a youth day camp at Wallace Swamp Creek Park to serve around 700 campers for kids in grades K-5.
- 2022: \$48,100 grant from the Port of Seattle supporting economic development. The City provides \$13,500 matching funds and \$16,539 in-kind matching funds. Contract 22-C2834 was executed June 2022. All funds need to be expended by 12/31/23.
- 2022: \$120,000 grant from the Washington State Department of Commerce for continued work on Missing Middle Housing. On 7/25/22 Council passed a motion (consent agenda) authorizing the City Manager to execute a grant contract.
- 2022: \$125,000 grant from the Washington State Department of Commerce to pursue additional work on the City's Comprehensive Plan update and associated development regulations. On 7/25/22 Council passed a motion (consent agenda) authorizing the City Manager to execute a grant contract.
- 2022 Governor's Smart Communities Award for smart partnerships for the Kenmore Public Boathouse.
- 2022 Local Outstanding Civil Engineering Achievement Award (LOCEA) from the American Society of Civil Engineers for the Kenmore Public Boathouse.
- 2022 Spotlight Award from the Washington Recreation & Parks Association for the Kenmore Public Boathouse.
- 2022 Public Relations Society of America (PRSA) Summit Award for the comprehensive's plan public engagement plan.

➤ **Presentations and Education Opportunities:**

- Missing Middle Housing community forum 11/16/21
- Transit Oriented Development developer panel 2/15/22
- Housing and Zoning staff presentation to DEI task force 4/7/22
- Tenant protection staff presentation to ARCH board 3/10/22
- Walkways & Waterways Park project improvement staff presentation to the Bothell Kenmore Chamber of Commerce 7/26/22
- Staff presentation to the City of Shoreline Planning Department on Kenmore's development and projects 9/8/22
- Missing Middle Housing presentation by Karen Parolek 9/21/22

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

2023-2024 Objectives:

- **Comprehensive Plan Implementation and Development Regulation Amendments:** Staff will support the Planning Commission and Council on the 2023 and 2024 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 all elements of the Comprehensive Plan is December 2024, so that will be a focus for the docket work program over the next two years, including completing updates of the following elements: transportation; climate (new element); downtown; community design; economic development; surface water; public services; and utilities. Amendments may also be needed to the housing element and land use element if for example missing middle housing is expanded to the R1 and R4 zones.
- **Policy and Strategy Development/Implementation:** Staff will continue to identify opportunities to develop, update and implement policies and strategies that further the community's vision and Council goals. For example, implementing strategies identified in the affordable housing strategy or economic development strategy. Updating the affordable housing strategy is also a potential docket work program item, 2024/2025.
- **Downtown Development/Economic Development:** Staff will continue to support downtown redevelopment and participate on internal staff teams including: the affordable housing team; Lakepointe team and ST3 team. Staff will oversee administration of the Seattle Port Grant for business development. Staff will oversee the implementation of the development strategy for the Bench properties developed by Business Street LLC in 2022. Staff will continue to prioritize downtown revitalization and economic development including the area around the downtown bullseye.
- **Park Capital Improvement Projects (CIP):** Staff is responsible for managing park projects adopted in the six-year park capital improvement program. Current projects in the six-year CIP (2023-2028) include: Tl'awh-ah-dees Park waterfront improvements (complete construction and project closeout 2023); Twin Springs minor park improvements (complete construction and project closeout 2023); and Moorlands Park field lighting (construction 2025/2026). Other Park projects included in the CIP are determined based on priorities and available resources.
- **Other Projects:**
 - **Aquatic Center Feasibility Study:** Staff potentially taking on project lead responsibilities from the Assistant City Manager. Working with the Assistant to the City Manager and coordination with City partners (Kirkland, Lake Forest Park, and Shoreline) on administration of the two \$100,000 King County Aquatic Facilities grants for completing a feasibility study assessing options for the location, cost, and funding strategy for a new joint aquatic center(s). Feasibility study estimated to be completed October 2023.
 - **Dog Park Feasibility Study:** Staff will continue to pursue a potential partnership with King County for Big Finn Hill Park, and/or City of Bothell for a dog park location in Bothell close to Kenmore's boundary. Status updates provided to council in 2023.
 - **Kenmore Public Boathouse Lease and Management Agreements:** Staff continues to manage the boathouse lease agreement with Northshore School District and the associated boathouse management agreement. Staff serves as the liaison with the boathouse manager for programming and as the liaison with the fundraising committee. Continuing

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

coordinating fundraising committee quarterly updates to council on progress for raising the \$503k budget shortfall.

- **Native American Art at TI' awh-ah-dees Park:** Staff coordination with the Kenmore Historical Society and managing the artist contract with Ty Juvinel to ensure the placement of two proposed pieces of artwork: a free-standing mural and a metal spindle whorl, following completion of park improvements in 2023.
- **City Hall Park Phase 2:** Council direction on use of ARPA funds estimated fall 2022. If Council direction is to use ARPA funds to fund a second phase park improvement on the north side of the City Hall site, then staff will manage the design/permitting/construction project.
- **Park Land/Open Space Acquisition Strategy:** Developing criteria for assessing requests or opportunities for park land and/or open space acquisition.
- **Updating Park Rules KMC Chapter 9.40:** This chapter of the Kenmore Municipal Code has not been updated since 2001.
- **NPRSA Coordination:** Staff potentially taking on project lead responsibilities from the Assistant City Manager on coordination related to a potential district levy, future levy, and/or community center/ballfields study.
- **Emergency Management:** Staff potentially taking on project lead responsibilities from the Development Services Director for emergency management.
- **Grant Opportunities:** Identifying, assessing, and applying for grant opportunities. Potentially applying for an RCO grant in 2024 for the Moorlands Field Lighting CIP project.
- **Working with Outside Agencies:** Continuing to partner with outside agencies on topics relevant to the City and City priorities.
- **Presentations and Education Opportunities:** Continuing to look for opportunities to provide presentations and education opportunities.

Budget Highlights:

The 2023-2024 biennial budget includes the following proposed staffing changes:

1. The Interim Full-Time Parks Project Manager (1 FTE) position has been funded since June 2019. The proposed budget only funds the Interim Full-Time Parks Project Manager position through May 2023. The remaining Park Project Manager position (1 FTE) will be responsible for capital project management, grant management, and park planning.
2. The budget proposes to move recreation programming (0.5 FTE Recreation Coordinator) to the Public Works Department in 2023 and re-classify this position as a Recreation Manager (1 FTE). Community Development will also lose the Administrative Assistant (0.5 FTE) position as both functions are performed by the same person. A 0.625 FTE Administrative Specialist (25 hours/week) position is proposed in the budget to perform administrative tasks for the department and clerk duties for the Planning Commission.

Since 2019, the Administrative Assistant position (1 FTE) was shared with the Development Services Department but in the 2021-2022 budget a full-time administrative assistant was funded for the Development Services Department. In the 2021-2022 budget a full-time position was shared with the City Manager's Department with a half-time administrative assistant for

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

the Community Development Department and half-time recreation programming coordinator for the City Manager's Department. In 2021 Recreation programming (0.5 FTE Recreation Coordinator) was moved from the City Manager's department to the Community Development Department and combined with duties of an administrative assistant (0.5 FTE).

Workload and Performance Measures

Workload Measures	2021 Actual	2022 Actual	2023 Estimate	2024 Estimate
Number of park capital projects managed	9	9	3	0
Number of new initiatives identified (policies, programs, services, funding strategies)	1	1	1	1
Number of meetings with council and planning commission (related to department objectives/work program)	30	33	33	33
Number of grants identified/applications submitted	2	6	1	1
Number of work program projects managed	11	10	10	10

Performance Measures	2021 Actual	2022 Actual	2023 Goal	2024 Goal
% of park capital projects within scope, on time and within budget	80	80	100	100
Number of new initiatives brought forward for implementation	1	1	1	1
% of planning commission recommendations & council decisions consistent with options presented by staff	90	90	90	90
Number of grant applications awarded	2	6	1	1
% of work program projects meeting deadlines	90	90	90	90

General Fund

Community Development

Expenditure Summary

Community Development

Salaries and Wages

Personnel Benefit

Supplies

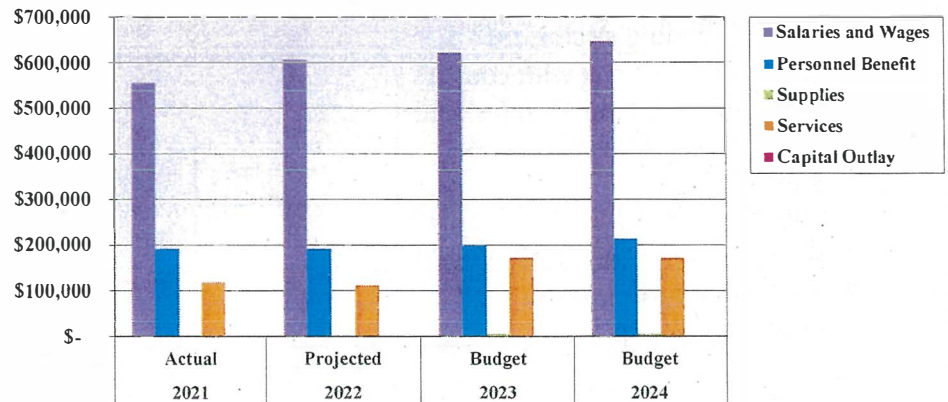
Services

Capital Outlay

Total

	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Salaries and Wages	\$ 1,093,892	\$ 555,688	\$ 606,000	\$ 1,161,688	\$ 621,965	\$ 646,682	\$ 1,268,647	
Personnel Benefit	396,049	193,022	193,000	386,022	199,650	215,000	414,650	
Supplies	4,456	1,404	2,000	3,404	5,323	5,323	10,646	
Services	199,507	118,826	111,900	230,726	171,960	171,860	343,820	
Capital Outlay	1,920	629	950	1,579	480	480	960	
Total	\$ 1,695,824	\$ 869,569	\$ 913,850	\$ 1,783,419	\$ 999,378	\$ 1,039,345	\$ 2,038,723	

Community Development Expenditure Summary



Employee Summary

Community Development Positions

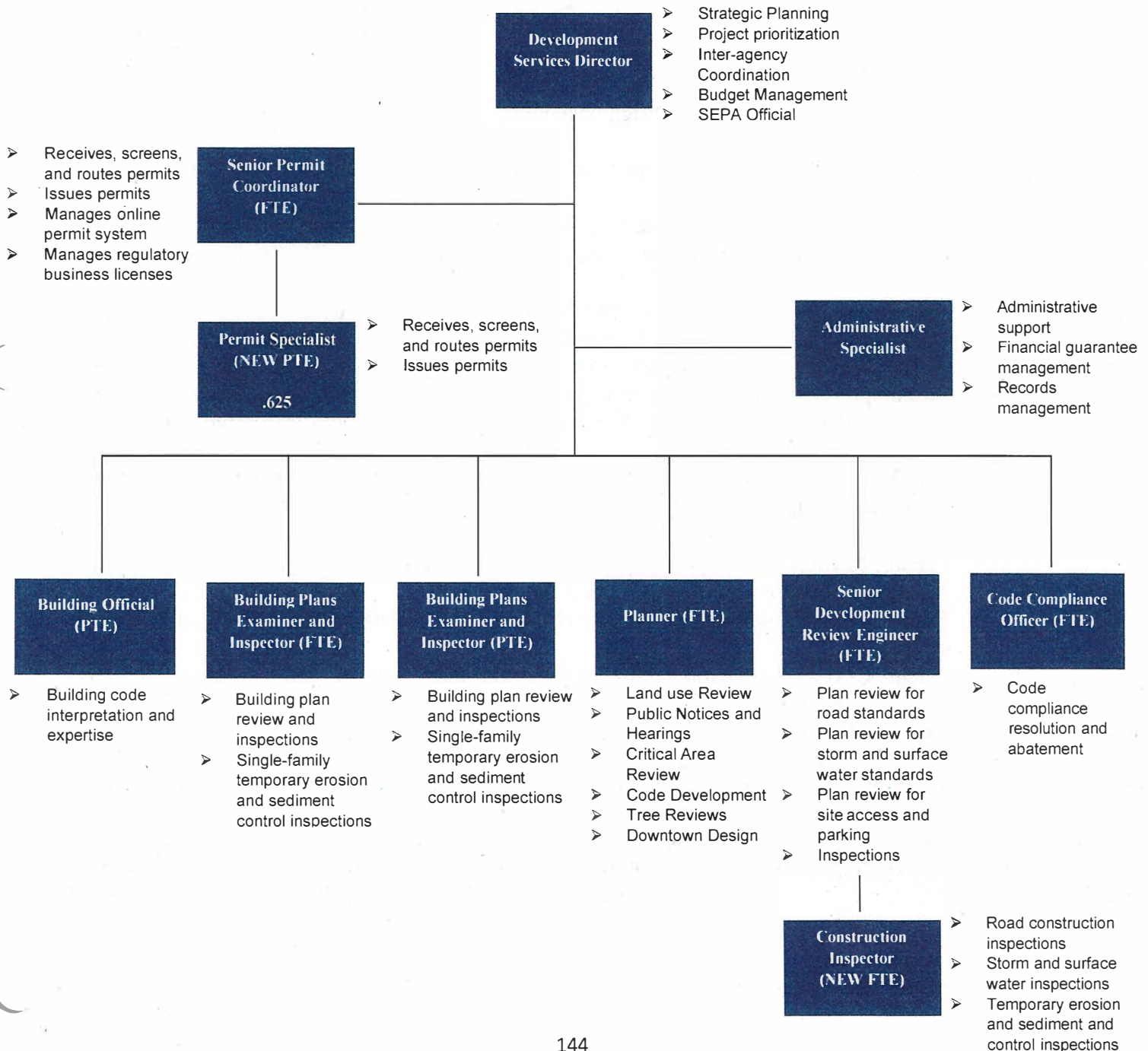
	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Actual	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Community Development Director	1	1	1	1	1	1	1	1
Principal Planner	1	1	1	1	1	1	1	1
Park Project Manager*	2	2	2	2	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	0.625	0.625	0.625	0.625
Total Positions	4.5	4.5	4.5	4.5	3.625	3.625	3.625	3.625

* One Limited Term Position Added in 2015-2016 and extended through 2022
Limited Term Position ends on June 1, 2023.

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 is also responsible for code enforcement which includes resolution and abatement of code violations. Land use applications and building permits for development proposals are reviewed by the department for compliance with adopted codes, regulations, and standards such as: the Kenmore Municipal Code (KMC), Kenmore Comprehensive Plan, International Building Code, International Residential Code, Washington State Energy Code, Kenmore Road Standards, King County Surface Water Design Manual, and others. Together these codes and dedicated staff members help create a safe, well-planned, environmentally responsible community where residents love where they live, work, and play.



City of Kenmore, Washington

General Fund: Development Services

Development Services staff are reliable and responsive, and the department is committed to providing permit services that are consistent, equitable, code-compliant, and efficient. The department's mission is to implement the City Council's vision and facilitate council priorities by:

- Supporting diversity and fostering a sense of belonging by having staff members who are friendly, welcoming, and inclusive.
- Protecting the natural environment, slowing climate change, and promoting environmental stewardship by upholding critical areas regulations, stormwater regulations, the Shoreline Management Act (SMA), and the State Environmental Policy Act (SEPA).
- Increasing affordable housing stock by expediting permits and helping customers navigate permit requirements.
- Enhancing the quality of life in Kenmore through resolution and abatement of code violations.
- Implementing zoning and design standards for attractive, functional, and enduring buildings and places.
- Helping create safe buildings, structures, and roads through quality inspections and detailed permit review.
- Connecting residents to the waterfront by facilitating capital projects and park projects.
- Embracing high-capacity transit by supporting transit projects as part of a regional effort.

Development Services plays an essential role in putting comprehensive plan goals into action. By implementing code requirements and providing efficient and reliable permitting services, Kenmore's built environment slowly transforms as the city gets closer to realizing the goals set forth in the comprehensive plan. At the center of the department is a genuine and firm commitment to providing excellent customer service to the community. This includes the current community (residents, developers, business owners, etc.) as well as future community members. Development Services staff are welcoming, inclusive, kind, fair, and efficient. While the department has many functions, six key functions are:

1. **Pre-application Meetings** that prepare the applicant prior to permit submittal and help to set expectations for a predictable permit process.
2. **Permit Intake and Management** that is accessible, consistent, predictable, equitable, and efficient.
3. **Permit Review** that analyzes projects for compliance with the codes, regulations, safety standards, and best management practices.
4. **Construction Inspections** that ensure safety and quality.
5. **Monitoring and Reporting** to ensure maintenance of improvements.
6. **Code Compliance** to keep the community safe and beautiful by resolving code violations.

Development Services represents the City of Kenmore as a key regulatory agency by reviewing and issuing a plethora of permits, including:

- Land Use Applications
- Building Permits
- Engineering Permits
- Mechanical Permits
- Special Event Permits
- Regulatory Business Licenses
- Solicitor/Peddler Licenses
- Right-of-Way Use Permits

City of Kenmore, Washington
General Fund: Development Services

- Plumbing Permits
- Temporary Use Permits

However, since there are numerous regulatory agencies that each play a specific role in development, the department coordinates with these agencies while they issue their own permits. Permits issued by other agencies include:

- Electrical Permits (Labor & Industries)
- Department of Health Permits
- Northshore Fire Permits
- Northshore Utility District Permits
- Puget Sound Clean Air Agency Permits
- Army Corps of Engineers Permits

2021-2022 Achievements:

- Adapted to the Pandemic by utilizing the Mybuildingpermit.com online permit tool to accept, review, and issue permits and land use applications electronically; expanded the online platform to accept all permit types.
- Completed a major software update to the permitting software system (Trakit) and integration work with online permit portal.
- Processed 957 permit applications and 121 land use applications in 2021 and projected to process 1,102 permit applications and 108 land use applications in 2022.
- Applied for and received a grant from King Conservation District (KCD) to fund a tree giveaway event (October 2022) and tree canopy assessment (fall/winter 2022).
- Promoted public engagement and participation by posting 12 public notice boards in 2021 and 17 in 2022 (as of 8/26/2022).
- Completed 2,827 inspections in 2021 and projected to complete 3,285 in 2022.
- Updated the 2022 fee schedule.
- Internally promoted Senior Planner to Development Services Director to fill a vacancy.
- Participated in the hiring process for the new Emergency Manager of Northshore Emergency Management Coalition (NEMCo).
- Coordinated services with Northshore Fire Department as they transition to Shoreline Fire Department.
- Held a pre-application meeting to discuss a potential development at Lakepointe; provided written comments to the developer and provided permit guidance on a potential permit application submittal.
- Held a pre-application meeting to discuss a potential redevelopment at Jay's Café for a 160-unit mixed-use building.
- Reviewed and issued a land use decision for 25 Degrees 276-unit condominium project. Reviewed initial clearing and grading permit for Phase I site work.
- Worked with the Assistant City Manager to on the Plymouth Housing 100-unit affordable housing project at the old Shell Property.
- Reviewed, issued, and inspected engineering and building permits for Balbirnie Park 84-unit multifamily townhome project.

City of Kenmore, Washington

General Fund: Development Services

- Assisted the Assistant City Manager in acquisition of the Holt property.
- Completed the final inspections and issued the Certificate of Occupancy for the Inglemoor High School Concert Hall
- Completed the final inspections and issued the Certificate of Occupancy St. Edwards Environmental Education & Research Center.
- Reviewed, issued permits, and inspected Copperworks restaurant redevelopment project.
- Continuous reviews, discussions, and workshops regarding the Sound Transit garage and ST3 bus rapid transit and King County Metro project.
- Processed numerous applications for single-family residential subdivision and new townhome projects.
- Issued land use decisions and building permits for the TI' awh-ah-dees park project, Log Boom Park project, and the Boat House project at Rhododendron Park.
- Participated in the Road Standards code update.
- Actively participated in the surface water code update.
- Supported the City's DEI and Climate Action Plan initiatives.

2023-2024 Objectives:

- Actively participate in the implementation of the Climate Action Plan (CAP).
- Adopt new building code.
- Promote affordable housing by prioritizing and expediting permit services for the Plymouth Housing 100-unit affordable housing project.
- Continue to provide excellent customer service to accomplish council priorities.
- Continue to improve the Department's services, processes and procedures.
- Continue providing accurate and efficient plan review and inspection services.
- Continue to promote public participation and transparency by processing records requests and providing public notice on development proposals.
- Continue to pursue preservation and expand of Kenmore's tree canopy by implementing new code requirements and pursuing additional amendments to the tree code.
- Continue to promote economic development in the downtown core.
- Update department forms (applications and checklists) to improve access to permitting services, provide clear direction on the permit process, and reflect DEI values.

Budget Highlights:

Over the last ten years, land use applications and construction permit applications have generally increased with occasional decreases reflecting the economic response to the Covid-19 Pandemic and other factors. Similarly, permit revenues have generally increased as well. As such, the workload demands on the department have increased to a level that justifies the following positions: One part-time Permit Specialist and one full-time Construction Inspector. The

City of Kenmore, Washington
General Fund: Development Services

Construction Inspector position would replace a contract with Red Barn Consulting valued at approximately \$150,000ⁱ.

Workload and Performance Measures:

Workload Measures	2021 Actual	2022 Projected	2023 Estimate	2024 Estimate
Land-use applications applied for	121	108	98 ⁱⁱ	89 ⁱⁱⁱ
Construction permits applied for	957	1,102	1,268 ^{iv}	1,459 ^v
Construction inspections conducted	2,827	3,285	3,500	3,500
Code enforcement cases opened	54	56	60	62
Code enforcement cases closed	56	52 ^{vi}	58	64
Service Requests received	226	289	360 ^{vii}	457 ^{viii}
Public records request received	331	552	718 ^{ix}	933 ^x

ⁱ The city spent over \$110,000 on this contract in 2021 and estimates to spend \$150,000 in 2022.

ⁱⁱ This projection is based on an estimated 10% decrease (as was seen from 2021 to 2022).

ⁱⁱⁱ This projection is based on an estimated 10% decrease.

^{iv} This projection is based on an estimated 15% increase (as was seen from 2021 to 2022).

^v This projection is based on an estimated 15%.

^{vi} The decrease is based on a change in process whereas the Code Enforcement Officer now waits to close a case until the permit is completed (previously cases were closed when the permit was issued but the work wasn't completed yet).

^{vii} This projection is based on an estimated 27% increase (as was seen from 2021 to 2022).

^{viii} This projection is based on an estimated 27% increase (as was seen from 2021 to 2022).

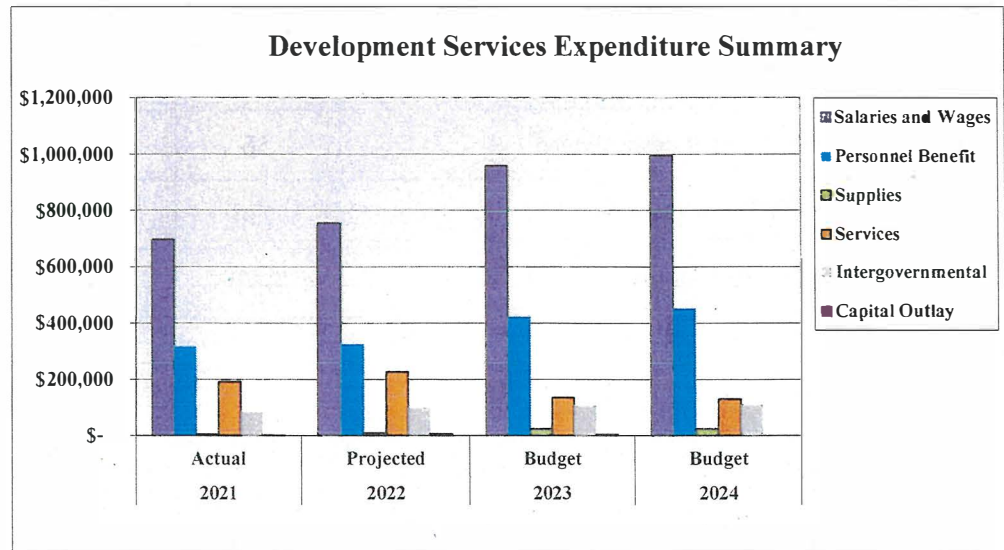
^{ix} This projection is based on an estimated 30% increase. There was a 66% increase from 2021 to 2022 but that seems abnormally high, so the projection was reduced to a 30% increase.

^x This projection is based on an estimated 30% increase.

General Fund

Development Services

Expenditure Summary	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Development Services								
Salaries and Wages	\$ 1,412,945	\$ 697,210	\$ 755,000	\$ 1,452,210	\$ 958,500	\$ 994,980	\$ 1,953,480	
Personnel Benefit	\$ 656,383	\$ 317,870	\$ 327,000	\$ 644,870	\$ 424,670	\$ 454,320	\$ 878,990	
Supplies	\$ 24,600	\$ 5,217	\$ 9,250	\$ 14,467	\$ 24,778	\$ 24,778	\$ 49,556	
Services	\$ 519,300	\$ 191,191	\$ 227,250	\$ 418,441	\$ 135,300	\$ 129,750	\$ 265,050	
Intergovernmental	\$ 182,200	\$ 84,247	\$ 99,400	\$ 183,647	\$ 107,500	\$ 111,500	\$ 219,000	
Capital Outlay	\$ 50,000	\$ 1,713	\$ 6,000	\$ 7,713	\$ 5,000	\$ -	\$ 5,000	
Total	\$ 2,845,428	\$ 1,297,448	\$ 1,423,900	\$ 2,721,348	\$ 1,655,748	\$ 1,715,328	\$ 3,371,076	

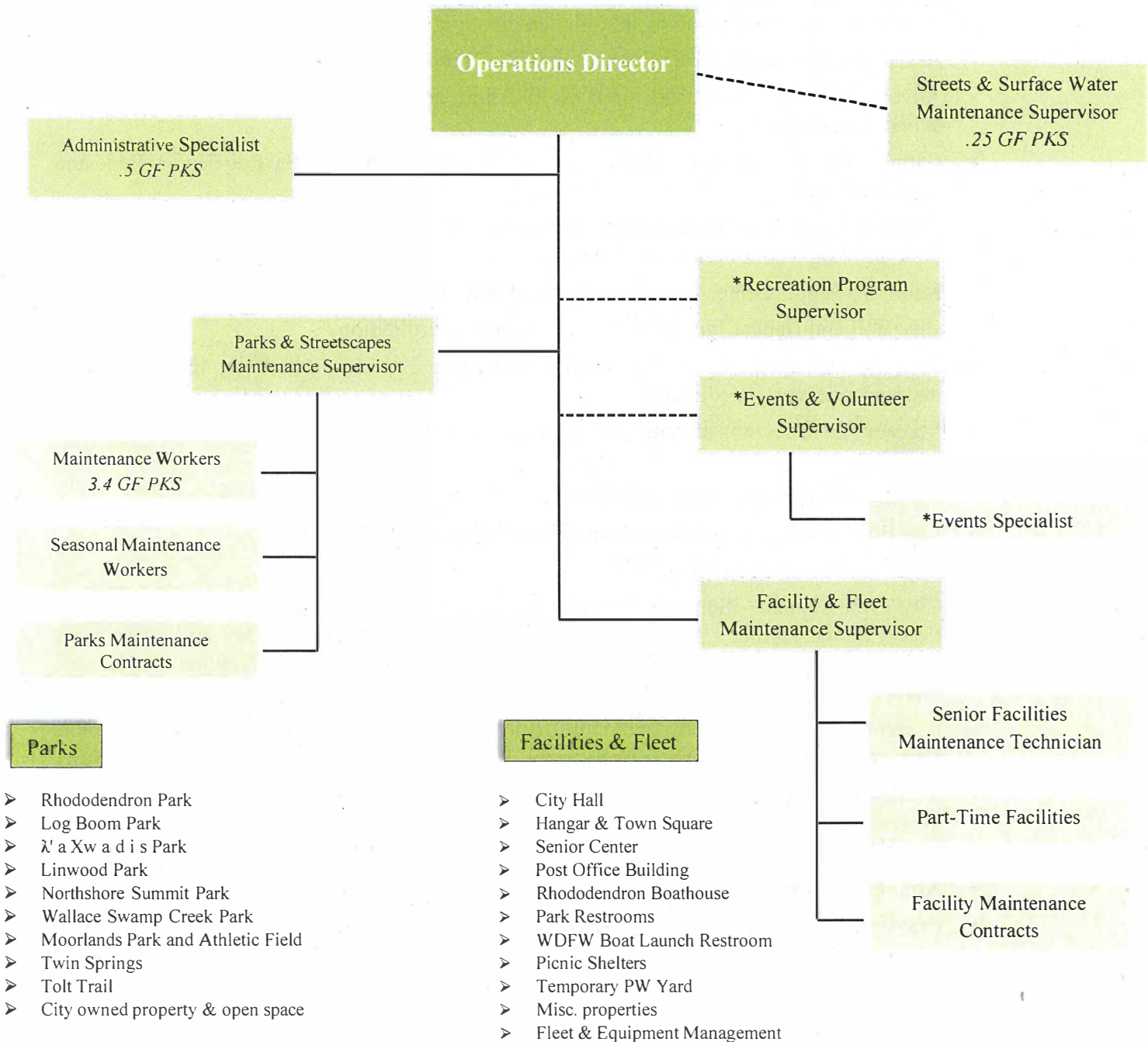


Employee Summary	2021-2022			2021-2022			2023-2024	
	Final Budget	2021 Actual	2022 Actual	Total Biennium	2023 Budget	2024 Budget	Adopted Budget	
Development Services Positions								
Development Services Director	1	1	1	1	1	1	1	1
Civil Engineer Development Review *	1	1	1	1	0	0	0	0
Senior Development Review Engineer	0	0	0	0	1	1	1	1
Senior Planner	1	1	1	1	1	1	1	1
Building Insp/Plans Examiner	1	1	1	1	1	1	1	1
Part time Building Insp/Plans Examiner	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Building/Code Inspector	1	1	1	1	1	1	1	1
Permit Coordinator *	1	1	1	1	0	0	0	0
Senior Permit Coordinator	0	0	0	0	1	1	1	1
Administrative Assistant *	1	1	1	1	0	0	0	0
Administrative Specialist	0	0	0	0	1	1	1	1
Construction Inspector	0	0	0	0	1	1	1	1
Permit Technician	0	0	0	0	0.625	0.625	0.625	0.625
Total Positions	7.5	7.5	7.5	7.5	9.125	9.125	9.125	9.125

City of Kenmore, Washington

General Fund: Parks and Facilities Maintenance

The Parks and Facilities Maintenance cost center accounts for the operation, maintenance, and repair of the City's public parks, properties, and facilities. 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; building maintenance and repair; routine systems maintenance and inspections (Fire, HVAC, Access Control, Elevator, and Generator).



*Staff and programs that support recreation, events and volunteers are funded by other budget divisions within the General Fund and/or Funds.

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

2021-2022 Achievements:

- Public Works Maintenance Facility acquisition and ongoing project planning.
- Hosted a total of four residential grant funded recycling events.
- Routine and emergency maintenance performed on Parks and Facilities.
- Covid-19 Pandemic Operational Management – Parks, Facilities, and Fleet Management related to the pandemic; supporting both internal and public facing operations. Continual review and modification of protocols and procedures for both department and City-wide operations, transition planning and implementation.
- Assisted with Council Chambers/Community Room AV upgrades project.
- Advertised, interviewed, and hired for full time and temporary positions within Public Works Operations.
- Capital Project support for Walkways and Waterways projects at Log Boom Park and Squire's Landing.
- Take on maintenance for new parks properties and facilities: Boathouse @ Rhododendron Park and Log Boom Park Improvements.
- Kenmore Senior Center facility support and new HVAC systems installation project.
- City Hall and Hangar facility rental support and coordination.
- Property management for Post Office and Diva Espresso providing tenant support, maintenance, and coordination.
- Manage facilities consultants and contractors for City Hall, Hangar and Post Office buildings.
- Playground inspections and maintenance.
- Log Boom Park seasonal float (annual installation and removal).
- Memorial Bench Program
- City event support - Summer Concerts, Movies at the Square, West Sammamish Bridge Celebrations, Farmer's Market Kenmore Playday, Jack Crawford Day and other parks volunteer events via Adopt a Park and Adopt a Street programs, National Night Out, recreation programs/camps at Rhododendron Park, and Rhododendron Park shelter rentals.
- Recreation program support and coordination – Kenmore Rowing Club (KRC), Kenmore Water and Activities Center (KWAC), and Boat Rental Concession Contract (WhatsSup).
- Volunteer programs – developed scopes of work, provided support and coordination for Wallace Swamp Creek, Linwood Park Adopt a Park programs, Eagle Scout projects and tree planting projects.
- Non- City Sponsored Special Events – application review, support, and coordination.
- Provided 24/7 on-call response for Facilities and Parks issues.

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

2023-2024 Objectives:

- Continue to manage parks, facilities, and fleet maintenance and repair programs using a combination of in-house Public Works staff and outside 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.
- Facilities CIP Management - Public Works Shop site planning, design and constructing the facility.
- Continue to host residential community recycling events partnering with the City of Lake Forest Park.

2023-2024 Budget Highlights:

- Facility Capital Projects
 - Public Works Facility Project - site plan, design, and construction.
- Continued CIP support for Walkways & Waterways projects; X' a Xw a d i s Park and Twin Springs Park.
- NEW positions to highlight – Facilities & Fleet Manager, 1 FTE Parks Maintenance Workers (to support Walkways and Waterways park project improvements).
- New Vehicle to support new FTE.
- Staff Reorganization; Recreation, Event, and Volunteer programs have been moved into the Public Works Operations Department. 2021-2022 budget achievements and 2023-2024 budget objectives as well as work load measures for those programs are highlighted within the City Manager's Office and Community Development cost centers.

Work Load Measures:

<u>Workload Measures</u>	2021 Actual	2022 Estimate	2023 Estimate	2024 Estimate
Number of Facilities and Parks Maintenance Service Requests	66*	220 as of 8/31/22	300	400
Special Events Applications	9*	8 as of 8/31/22	20	30

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

City Hall Facility Rental Applications	2 (KC Elections)	7 as of 8/31/22	20	30
Hangar Facility Rentals	0*	43 as of 8/31/22	500	700
Park Restrooms	5	5	6	6
Picnic Shelters Maintained	2	3	4	4
Playgrounds Maintained	5	5	5	5
City Fleet Vehicle Inventory	24	24	27	27
Other Large Equipment Inventory (Backhoe, Trailers, Plows, Sanders, Commercial Mowers, Compressor, Generator, etc.)	16	16	20	20

*Low numbers due to Covid-19.

General Fund

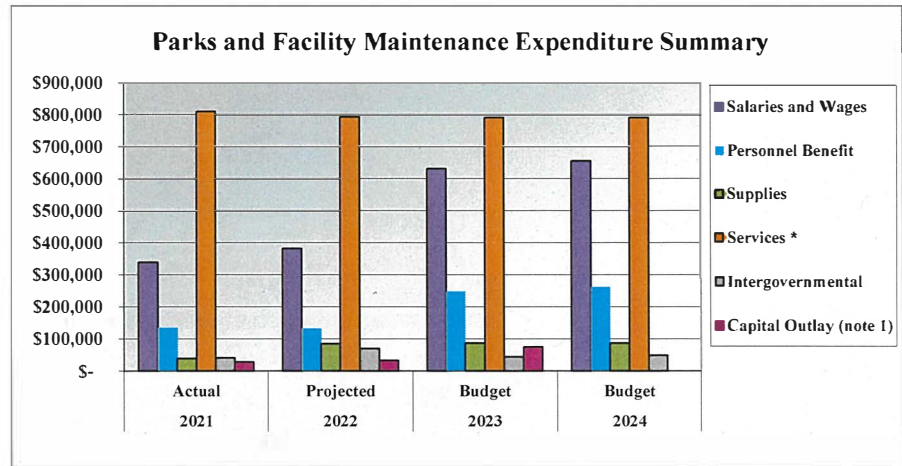
Public Works

Parks and Facilities Maintenance

Expenditure Summary Parks and Facility Maintenance

	2021-2022			2021-2022			2023-2024
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget
Salaries and Wages	\$ 655,403	\$ 339,299	\$ 382,500	\$ 721,799	\$ 630,500	\$ 655,000	\$ 1,285,500
Personnel Benefit	261,602	135,416	133,500	268,916	247,500	262,500	510,000
Supplies	184,000	39,464	85,500	124,964	87,513	87,513	175,026
Services *	1,460,900	808,842	791,700	1,600,542	789,125	789,125	1,578,250
Intergovernmental	65,000	41,217	70,000	111,217	44,000	49,500	93,500
Capital Outlay (note 1)	50,000	28,190	33,000	61,190	75,000	-	75,000
Total	\$ 2,676,905	\$ 1,392,428	\$ 1,496,200	\$ 2,888,628	\$ 1,873,638	\$ 1,843,638	\$ 3,717,276

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.



	2021-2022			2021-2022			2023-2024
	Final Budget	2021 Actual	2022 Projected	Total Biennium	2023 Budget	2024 Budget	Adopted Budget
Employee Summary							
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 **	1	1	1	1	2	2	2
Facilities & Fleet Manager	0	0	0	0	1	1	1
Events Specialist	0	0	0	0	1	1	1
Events & Volunteer Supervisor	1	1	1	1	1	1	1
Recreation Program Supervisor	0	0	0	0	1	1	1
Total Positions	5.45	5.45	5.45	5.45	9.55	9.55	9.55

** Maintenance Workers

4 FTE funded

25% General Fund

25% Street Fund

50% Surface Water Management Fund

2 FTE funded

50% General fund

50% Street Fund

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City of Kenmore, Washington

Other Funds Budgets

Strategic Reserve Fund 045	155
Strategic Opportunities Fund 046	157
Street Fund 101	160
Kenmore Automated Photo Enforcement Fund 105	164
Public Art Fund 110	166
Transportation Benefit District Fund 115	168
ARPA Fiscal Recovery Fund 130	170
2016 & 2021 UTGO Debt Service Fund 200	173
Transportation Capital Fund 300	175
Real Estate Excise Tax Fund 301	179
Walkways & Waterways Fund 302	181
Park Capital Fund 303	183
Park Impact Fee Fund 304	186
Transportation Impact Fee Fund 305	188
Sammamish River Bridge Fund 306	190
Public Works Shop Fund 307	192
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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 2023 preliminary assessed value of \$8,122,805,871, the fund could be increased from its current balance of approximately \$1.4M to \$3,046,052, its statutory limit.

2021-2022 Achievements:

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

2023-2024 Objectives:

- Maintain the reserve at no less than its current balance and the addition of interest earned on investments. The preliminary assessed value for 2023 is \$8,122,805,871 which allows a reserve fund limit of \$3,046,052.
- No expenditures are proposed from this fund.

STRATEGIC RESERVE FUND REVENUES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$1,345,298	\$1,345,298	\$1,352,472	\$1,345,298	\$1,360,972	\$1,374,582	\$1,360,972
Beginning Fund Balance	1,345,298	1,345,298	1,352,472	1,345,298	1,360,972	1,374,582	1,360,972
Investment Interest	22,000	7,174	8,500	15,674	13,610	13,746	27,356
Revenues	22,000	7,174	8,500	15,674	13,610	13,746	27,356
Total Strategic Reserve Fund	\$1,367,298	\$1,352,472	\$1,360,972	\$1,360,972	\$1,374,582	\$1,388,328	\$1,388,328

STRATEGIC RESERVE FUND EXPENDITURES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$1,367,298	\$1,352,472	\$1,360,972	\$1,360,972	\$1,374,582	\$1,388,328	\$1,388,328
Total Ending Fund Balance	1,367,298	1,352,472	1,360,972	1,360,972	1,374,582	1,388,328	1,388,328
Expenditures	0	0	0	0	0	0	0
Total Strategic Reserve Fund	\$1,367,298	\$1,352,472	\$1,360,972	\$1,360,972	\$1,374,582	\$1,388,328	\$1,388,328

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 the development of new strategic community 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.

City of Kenmore, Washington

Strategic Opportunities Fund

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.

2021-2022 Accomplishments:

- Received \$250,000 repayment from the Park Capital Fund. This was a contribution from the Northshore School District Foundation for the Rhododendron Boathouse Project. In 2020 a transfer was made to the Park Capital Fund in the amount of \$660,000 for this project. The amount was part of a fund-raising project that was delayed due to the COVID19 Pandemic. Fund raising efforts include and additional \$410,000 from a non-profit rowing foundation. It is expected that recovery of these funds will continue in 2023 and 2024.
- Diversity Equity and Inclusion (DEI) plan & implementation consulting services - \$150,000
- Climate Action Plan consulting services - \$160,000
- Holt Property acquisition - \$1 million
- Cozy Property acquisition - \$653,005
- \$1,333,503 for Transportation Capital Project T42, 68th Ave Pedestrian and Bicycle Safety, to be repaid in 2024-2027.

2023-2024 Objectives:

The Fund will provide resources for the following:

- \$10,000 Bastyr Clinic
- \$60,000 for air quality and emissions consulting and legal expertise
- \$164,000 for Farmer's Market
- \$342,000 for RADAR Program (Response Awareness, De-escalation & Referral)

STRATEGIC OPPORTUNITIES FUND

REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$2,560,223	\$2,560,223	\$2,476,824	\$2,560,223	\$473,023	\$228,753	\$473,023
Beginning Fund Balance	2,560,223	2,560,223	2,476,824	2,560,223	473,023	228,753	473,023
Investment Interest	76,718	12,308	13,000	25,308	4,730	2,288	7,018
Initial Transfer from Gen Fund	1,000,000	1,000,000	0	1,000,000	0	0	0
Farmer's Market Revenue	0	0	0	0	14,000	14,000	28,000
Transfer from Park Capital Fund	400,000	250,000	0	250,000	50,000	50,000	100,000
Transfer from REET	0	0	0	0	0	0	0
Interfund Loan Repayment	1,500,000	0	1,200,000	1,200,000	0	0	0
Revenues	2,976,718	1,262,308	1,213,000	2,475,308	68,730	66,288	135,018
Total Strategic Opportunities Fund	\$5,536,941	\$3,822,531	\$3,689,824	\$5,035,531	\$541,753	\$295,041	\$608,041

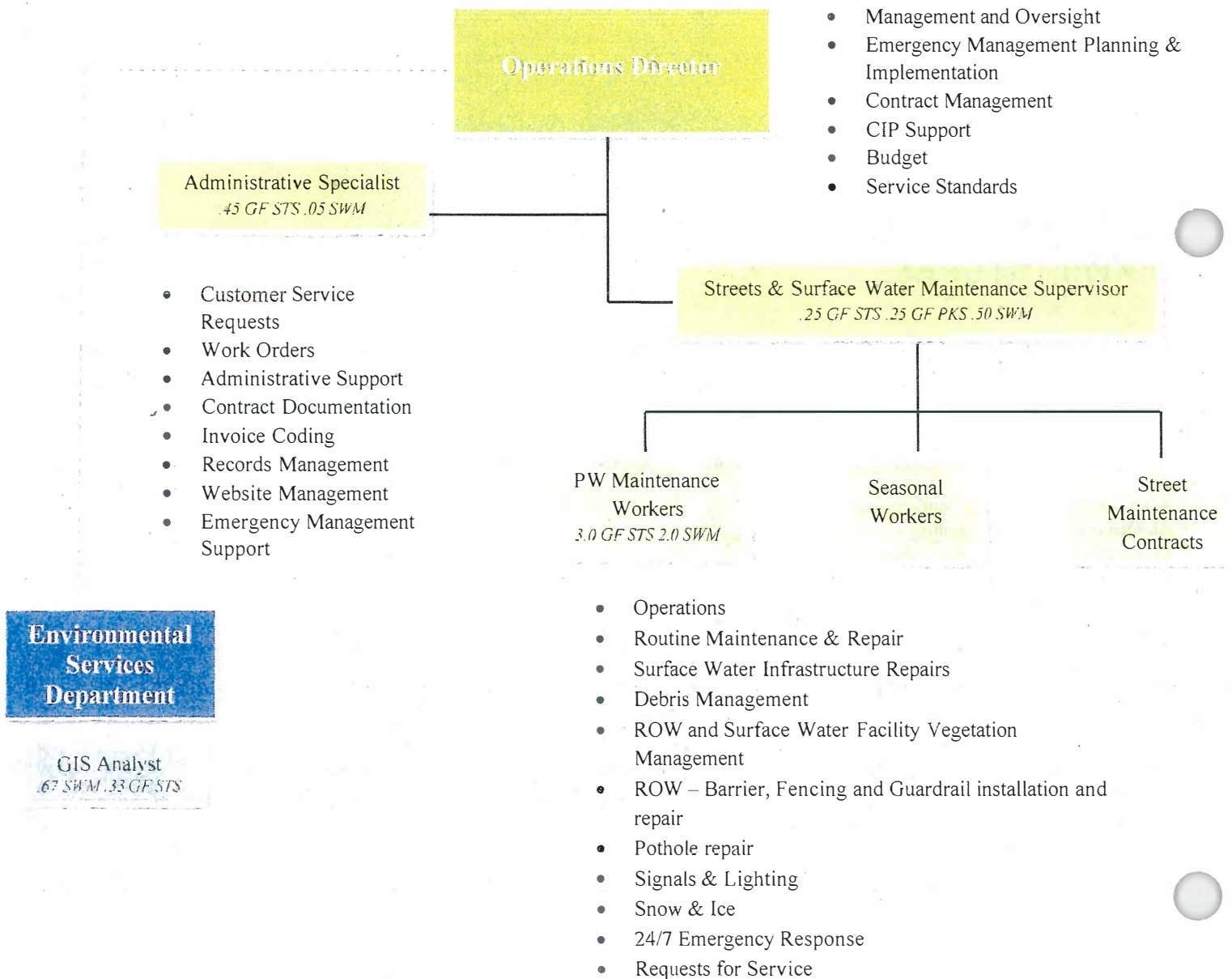
STRATEGIC OPPORTUNITIES FUND

EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$318,438	\$2,476,824	\$473,023	\$473,023	\$228,753	\$32,041	\$32,041
Total Ending Fund Balance	318,438	2,476,824	473,023	473,023	228,753	32,041	32,041
Advance to Park Capital Fund for Boathouse	0	0	0	0	0	0	0
Air Quality/Emissions Consulting	120,000	0	0	0	60,000	0	60,000
Lakepointe Planned Action/Subarea Plan	300,000	0	0	0	0	0	0
DEI Plan and Implementation	150,000	50,805	99,195	150,000	0	0	0
Climate Action Initiative	99,663	65,365	34,298	99,663	0	0	0
Land (property Purchase Cozy/Holt)	1,655,000	0	1,653,005	1,653,005	0	0	0
Bastyr Clinic	0	0	0	0	0	10,000	10,000
Farmer's Market	0	0	0	0	82,000	82,000	164,000
RADAR	0	0	0	0	171,000	171,000	342,000
Transfer to Parks Capital	0	0	66,000	66,000	0	0	0
Transfer to SWM Fund for CAP Staffing	60,337	29,537	30,800	60,337	0	0	0
Transfer to Transportation Capital for T42	1,333,503	0	1,333,503	1,333,503	0	0	0
Interfund Loan to Public Works Shop Fund	1,500,000	1,200,000	0	1,200,000	0	0	0
Expenditures	5,218,503	1,345,707	3,216,801	4,562,508	313,000	263,000	576,000
Total Strategic Opportunities Fund	\$5,536,941	\$3,822,531	\$3,689,824	\$5,035,531	\$541,753	\$295,041	\$608,041

City of Kenmore, Washington Street Fund

The Street Fund accounts for maintenance and operation expenditures on streets, traffic control devices (signs, flashers, RRFB's and signals), sidewalks, barriers, fencing, and right of way maintenance. The Traffic Engineer is also budgeted within 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 private contractors. 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

2021-2022 Achievements:

- Maintained over 2,000 street signs throughout the City.
- Installed new street signage associated with development and changes designed by the Traffic Engineer.
- Snow and Ice response – provided 24/7 response 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.
- Maintenance of roadside vegetation.
- Annual bridge inspections, maintenance, and repair work.
- Support Transportation CIP and transition to maintenance; West Sammamish Bridge.
- Completion of surface water work orders and service requests.

2023-2024 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; Walkways and Waterways projects including Juanita DR NE and 68th Ave NE corridor.
- Support Surface Water CIP construction projects.

<u>Workload Measures</u>	2021 Actual	2022 Actual	2023 Estimate	2024 Estimate
Road Lane Miles	125.88	129.8	130	130
Number of Kenmore Traffic Signals	8	8	8	8
Number of Streets Maintenance Service Requests	282	264 as of 9/9/2022	300	300

2023-2024 Budget Highlights:

- Continued CIP support for Walkway and Waterways sidewalk projects on Juanita DR and 68th Ave.

City of Kenmore, Washington
Street Fund

- Support other Transportation and Surface Water CIP projects.
- Increase for ROW Landscape Maintenance including new maintenance on West Sammamish Bridge, Juanita DR and 68th ROW landscaping coming online in 2023 as well as taking back over ROW landscape maintenance on NE 153rd/155th ST and Simonds Road.
- New Maintenance Worker FTE to support Walkways and Waterways projects on Juanita DR and 68th Ave.
- New Vehicle to support new FTE.
- New GIS Analyst position within the Environmental Services Department to be funded 1/3 Street Fund, 2/3 Surface Water Management Fund.
- Allocation for snow removal expenditures.

STREET FUND REVENUES

	2021-2022			2021-2022			2023-2024
	Amended	2021	2022	Biennium	2023	2024	Adopted
	Budget	Actual	Projected	Total	Budget	Budget	Budget
REVENUES							
Beginning Fund Balance	\$1,605,323	\$1,605,323	\$2,054,457	\$1,605,323	\$1,849,847	\$1,864,237	\$1,849,847
Fuel Tax	938,058	427,129	439,000	866,129	452,170	465,735	917,905
Multi-modal Distribution	63,160	31,547	31,500	63,047	31,815	32,133	63,948
Investment Interest	3,100	8,967	9,000	17,967	10,000	10,000	20,000
ROW Permit fees & Inspections	293,460	118,182	120,000	238,182	121,200	122,412	243,612
Plat Signs/Misc	7,131	21,248	23,300	44,548	23,200	23,402	46,602
Transfer from General Fund	1,560,617	753,405	551,000	1,304,405	881,187	977,126	1,858,313
Transfer from REET	200,000	100,000	0	100,000	0	0	0
Transfer from TBD	700,000	350,000	350,000	700,000	350,000	350,000	700,000
Photo Enforcement Revenue	0	0	0	0	0	0	0
Insurance Recovery and Other	0	7,871	15,000	22,871	0	0	0
Total Revenues	3,765,526	1,818,349	1,538,800	3,357,149	1,869,572	1,980,808	3,850,380
Total Street Fund Revenues	\$5,370,849	\$3,423,672	\$3,593,257	\$4,962,472	\$3,719,419	\$3,845,045	\$5,700,227

STREET FUND EXPENDITURES

	2021-2022			2021-2022			2023-2024
	Amended	2021	2022	Biennium	2023	2024	Adopted
	Budget	Actual	Projected	Total	Budget	Budget	Budget
EXPENDITURES							
Salary and Benefits	1,345,224	682,020	705,000	1,387,020	771,300	804,000	1,575,300
Maintenance & Operations	1,882,943	663,008	986,316	1,649,324	976,700	1,024,600	2,001,300
Pedestrian Safety Program	100,000	23,558	20,000	43,558	0	0	0
Capital (Wayfinding and Banners)	0	629	0	629	52,500	0	52,500
Transfer to Public Works Shop Fund	35,000	0	32,094	32,094	54,682	121,198	175,880
Total Expenditures	3,363,167	1,369,215	1,743,410	3,112,625	1,855,182	1,949,798	3,804,980
Ending Fund Balance	2,007,682	2,054,457	1,849,847	1,849,847	1,864,237	1,895,247	1,895,247
Total Street Fund Expenditures	\$5,370,849	\$3,423,672	\$3,593,257	\$4,962,472	\$3,719,419	\$3,845,045	\$5,700,227

KENMORE, WASHINGTON
Kenmore Automated Photo Enforcement Fund

The Kenmore Automated Photo Enforcement (KAPE) program was established in 2022. The KAPE will provide automated photo enforcement within school zones, at signalized intersections and at other state allowed locations. The KAPE program will track and identify traffic speed and red-light violations for processing by city police. The KAPE program will generate revenue and will contribute to the expenses of the Traffic Engineer position, pavement preservation, and traffic safety projects and programs.

2021-2022 Accomplishments:

- KAPE Program approved
- Advertised for and selected a contractor
- Completed installation of cameras and signage
- Completed warning period for school zone enforcement (73rd Ave NE and Juanita Dr.)
- Began issuing tickets for speed violations

2023-2024 Objectives:

- Begin warning period for red light camera enforcement (SR522 and 61st Ave NE)
- Begin issuing tickets for red light violations (SR522 and 61st Ave NE)
- Continue issuing speed violations for school zone enforcement.
- Evaluate program for success

Kenmore Automated Photo Enforcement Fund (KAPE)

REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$223,500	\$0
Total Beginning Fund Balance	0	0	0	0	0	223,500	0
Photo enforcement revenue	0	0		0	400,000	400,000	800,000
Investment Interest				0	0	0	0
Total Revenues	0	0	0	0	400,000	400,000	800,000
Total KAPE Fund	\$0	\$0	\$0	\$0	\$400,000	\$623,500	\$800,000

Kenmore Automated Photo Enforcement Fund

EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$0	\$0	\$0	\$0	\$223,500	\$158,800	\$158,800
Total Ending Fund Balance	0	0	0	0	223,500	158,800	158,800
Salary and Benefits	0	0	0	0	176,500	184,700	361,200
Transfer to Transportation Capital-T35	0	0	0	0	0	280,000	280,000
Total Transfers	0	0	0	0	176,500	464,700	641,200
Total Expenditures	0	0	0	0	176,500	464,700	641,200
Total KAPE Fund	\$0	\$0	\$0	\$0	\$400,000	\$623,500	\$800,000

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.

2021-2022 Achievements:

- The Arts of Kenmore Gallery at Kenmore City Hall featured a number of shows. The City assisted the Arts of Kenmore with the opening receptions for each show. The Arts of Kenmore is responsible for call for artists, art selection, mounting exhibits, sales transactions and opening receptions.
- Public art from the 1% of capital projects funded the Flume at Log Boom Park, the tree poles at Rhododendron Park, and the art features on the new West Sammamish Bridge.
- Approved the contract for a Coast Salish Story Pole. Paid for the 1st installment for this story pole.

2023-2024 Objectives:

- Continue to work with the Arts of Kenmore for art exhibits in the City Hall lobby
- Develop and adopt a new citywide public art policy
- If time and funding allow, conduct a request for proposals for an indigenous artist to paint a mural on the retaining wall at the northeast corner of 181st Street and 61st Avenue
- Complete the public art at Tl' awha dis Park

PUBLIC ART FUND REVENUES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$193,921	\$154,033	\$118,610	\$154,033	\$44,310	\$45,010	\$44,310
Beginning Fund Balance	193,921	154,033	118,610	154,033	44,310	45,010	44,310
Contributions from Park Capital Projects	0	0	0	0	0	0	0
Contributions from Transportation Capital Projects	0	0	0	0	0	0	0
Investment Interest	400	687	700	1,387	700	700	1,400
Total Revenues	400	687	700	1,387	700	700	1,400
Total Public Art Fund	\$194,321	\$154,720	\$119,310	\$155,420	\$45,010	\$45,710	\$45,710

PUBLIC ART FUND EXPENDITURES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$49,848	\$118,610	\$44,310	\$44,310	\$45,010	\$45,710	\$45,710
Ending Fund Balance	49,848	118,610	44,310	44,310	45,010	45,710	45,710
1% for Arts Program	144,473	36,110	75,000	111,110	0	0	0
Services/Capital	144,473	36,110	75,000	111,110	0	0	0
Total Expenditures	144,473	36,110	75,000	111,110	0	0	0
Total Public Art Fund	\$194,321	\$154,720	\$119,310	\$155,420	\$45,010	\$45,710	\$45,710

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.

2021-2022 Accomplishments:

- For the biennium, \$700,000 is expected to be distributed to the Street Fund for road maintenance purposes.

2023-2024 Budget Highlights:

- \$700,000 is programmed to be transferred to the Street Fund for road maintenance purposes.

TRANSPORTATION BENEFIT DISTRICT REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$126,884	\$126,884	\$146,006	\$126,884	\$143,934	\$155,373	\$143,934
Total Beginning Fund Balance	126,884	126,884	146,006	126,884	143,934	155,373	143,934
Vehicle Fees	700,000	367,891	360,000	727,891	360,000	363,600	723,600
Investment Interest	0	1,231	1,300	2,531	1,439	1,266	2,705
Total Revenues	700,000	369,122	361,300	730,422	361,439	364,866	726,305
Total Transportation Benefit District Fund	\$826,884	\$496,006	\$507,306	\$857,306	\$505,373	\$520,239	\$870,239

TRANSPORTATION BENEFIT DISTRICT EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$106,884	\$146,006	\$143,934	\$143,934	\$155,373	\$170,239	\$170,239
Total Ending Fund Balance	106,884	146,006	143,934	143,934	155,373	170,239	170,239
Transfer to Street Fund	700,000	350,000	350,000	700,000	350,000	350,000	700,000
Transfer Out-PW Shop Fund	20,000	0	13,372	13,372	0	0	0
Total Transfers	720,000	350,000	363,372	713,372	350,000	350,000	700,000
Total Expenditures	720,000	350,000	363,372	713,372	350,000	350,000	700,000
Total Transportation Benefit District Fund	\$826,884	\$496,006	\$507,306	\$857,306	\$505,373	\$520,239	\$870,239

City of Kenmore, Washington

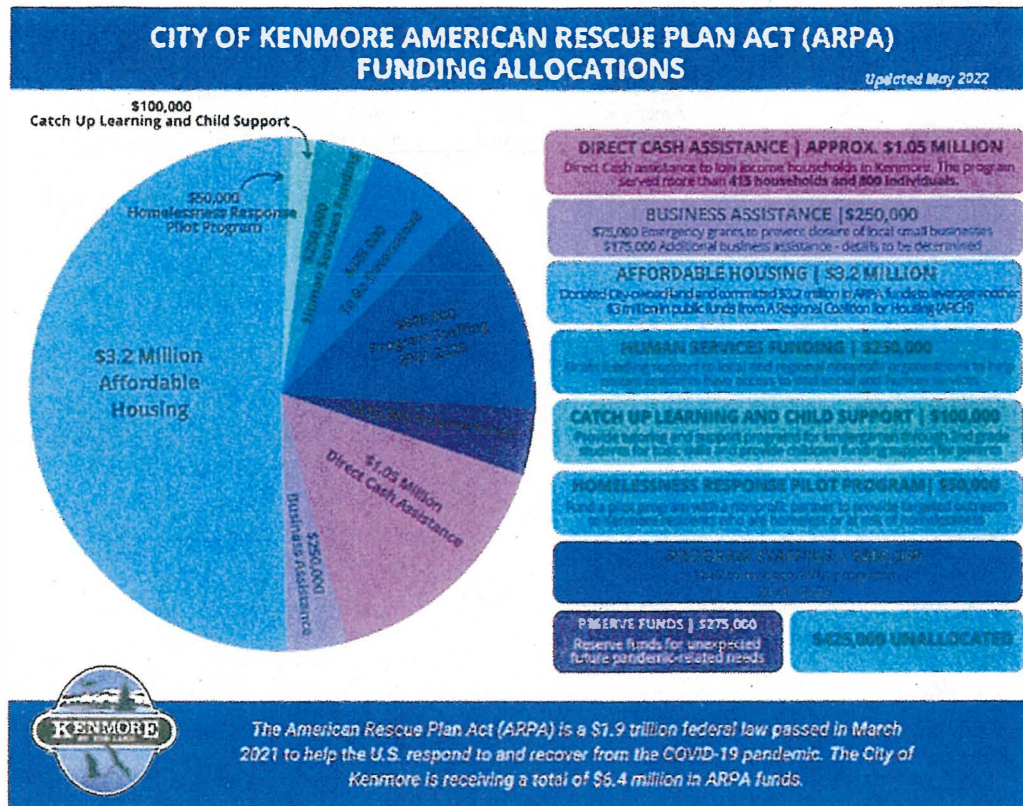
ARPA Fiscal Recovery Fund

This fund accounts for funds received from the federal government as Kenmore's allocation out of the American Rescue Plan Act (ARPA), \$1.9 trillion federal program designed to provide state, local, tribal, and territorial governments with assistance to help communities respond to and recover from the COVID-19 pandemic. The City received the first of its two tranches of the \$6.4 million in ARPA funds in June 2021 and the second and final allotment of funds in July 2022.

2021-2022 Achievements:

- In 2021, hired an Assistant City Manager/ARPA Administrator.
- In 2022, hired a Management Analyst and an Assistant to the City Manager to develop, implement, and manage the programs funded through ARPA resources.
- Partnered with A Regional Coalition for Housing (ARCH), Enterprise Community Partners, and Plymouth Housing Group on a proposal to build 100 new affordable housing units, all for those at or below 30% of our Area Median Income (AMI), on city-owned property in the heart of Kenmore's downtown. The rental units are targeted for residents who are seniors, veterans, disabled individuals, and individuals who were formerly homeless. The project, to be funded by \$3.2 million in ARPA funds and leveraging \$3 million from ARCH, is expected to break ground in mid-2023 and be completed by the end of 2024.
- Worked with DEI Consultant Chanin Rae-Kelly to host a Community Listening Session to solicit community input into ARPA programming that inspired program ideas proposed to the public to gauge support.
- Granted \$65,000 in urgent assistance to six brick-and-mortar small businesses in the City of Kenmore, helping to keep them afloat during the pandemic.
- Launched and completed a \$1 million direct cash assistance program in partnership with the Northshore Schools Foundation. This program, called Kenmore Cares, served 412 households and 789 individuals.
- Solicited community input to guide ARPA expenditures using an online engagement tool called Balancing Act Prioritize. There were 802 responses to that tool, which ultimately led Council to fund four new programs, to be implemented in 2023 and 2024.
- The Association of Washington Cities bestowed a 2022 Municipal Excellence Award to Kenmore for the City's ARPA program.
- The table below shows more detail about the City's ARPA program.

City of Kenmore, Washington ARPA Fiscal Recovery Fund



2023-2024 Objectives:

- Develop and implement the four programs City Council has authorized: Homelessness Response Pilot Program, Catch-Up Learning and Childcare Support, Human Services Funding, and Business Assistance.
- Build partnerships with organizations to bring those programs to fruition.
- Support the work of Plymouth Housing in developing the affordable housing project.
- Allocate remaining ARPA funds to an exciting legacy project.

Budget Highlights:

- \$50,000 for Homelessness Response Pilot Program.
- \$100,000 for Catch-Up Learning and Childcare Support.
- \$250,000 for Human Services Funding.
- \$185,000 for Business Assistance.

ARPA Fiscal Recovery Fund REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$0	\$0	\$2,407,456	\$0	\$4,932,411	\$690,211	\$4,932,411
Total Beginning Fund Balance	0	0	2,407,456	0	4,932,411	690,211	4,932,411
ARPA Relief Funds	6,447,480	3,223,740	3,226,889	6,450,629	0	0	0
ARPA Funds Reimbursements	0	0	38,676	38,676	0	0	0
Total Revenues	6,447,480	3,223,740	3,265,565	6,489,305	0	0	0
Total ARPA Fiscal Recovery fund	\$6,447,480	\$3,223,740	\$5,673,021	\$6,489,305	\$4,932,411	\$690,211	\$4,932,411

ARPA Fiscal Recovery Fund EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$4,876,580	\$2,407,456	\$4,932,411	\$4,932,411	\$690,211	\$0	\$0
Total Ending Fund Balance	4,876,580	2,407,456	4,932,411	4,932,411	690,211	0	0
Salary and Benefits	494,000	110,910	245,500	356,410	363,000	383,500	746,500
Supplies & Services	75,100	250,491	(62,800)	187,691	381,700	59,211	440,911
Catch-up Learning	0	0	0	0	50,000	50,000	100,000
Homelessness Response	0	0	0	0	25,000	25,000	50,000
Business Assistance Grants	0	0	65,000	65,000	92,500	92,500	185,000
Human Services Contributions	1,000,000	452,090	482,910	935,000	125,000	75,000	200,000
Capital	1,800	2,793	10,000	12,793	5,000	5,000	10,000
Plymouth Project	0	0	0	0	3,200,000	0	3,200,000
Total Transfers	1,570,900	816,284	740,610	1,556,894	4,242,200	690,211	4,932,411
Total Expenditures	1,570,900	816,284	740,610	1,556,894	4,242,200	690,211	4,932,411
Total ARPA Fiscal Recovery fund	\$6,447,480	\$3,223,740	\$5,673,021	\$6,489,305	\$4,932,411	\$690,211	\$4,932,411

KENMORE, WASHINGTON

2016 & 2021 UTGO Debt Service Fund

The UTGO 2016 & 2021 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. Debt service over the term of the bonds will be approximately \$530,000 annually and the bonds will mature in 2036.

A series of bonds in the amount of \$8,920,000, with a true interest cost of 1.88%, were issued on September 22, 2021, and assigned a Standard & Poor's AAA rating. Debt service over the term of the bonds will be approximately \$634,000 annually and the bonds will mature in 2040.

2021-2022 Accomplishments:

- Debt service payments were timely paid as follows:
 - 2021 principal \$490,000 and interest \$288,654
 - 2022 principal \$555,000 and interest \$501,150

2023-2024 Budget Highlights:

- Debt service payments will be timely paid as follows:
 - 2023 principal \$575,000 and interest \$484,500
 - 2024 principal \$590,000 and interest \$467,250

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

Year	Principal	Interest	Total
2023	575,000	484,500	1,059,500
2024	590,000	467,250	1,057,250
2025	605,000	449,550	1,054,550
2026	630,000	425,350	1,055,350
2027-2031	3,530,000	1,752,650	5,282,650
2032-2036	4,230,000	1,050,800	5,280,800
2037-2040	3,925,000	298,650	4,223,650
Totals	14,085,000	4,928,750	19,013,750

2016 & 2021 UTGO DEBT SERVICE FUND REVENUES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$189,433	\$189,433	\$184,914	\$189,433	\$178,764	\$178,764	\$178,764
Beginning Fund Balance	189,433	189,433	184,914	189,433	178,764	178,764	178,764
Tax Levy Proceeds	1,824,000	774,135	1,050,000	1,824,135	1,059,500	1,057,250	2,116,750
Revenues	1,824,000	774,135	1,050,000	1,824,135	1,059,500	1,057,250	2,116,750
Total 2016 & 2021 UTGO Debt Service Fund	\$2,013,433	\$963,568	\$1,234,914	\$2,013,568	\$1,238,264	\$1,236,014	\$2,295,514

2016 & 2021 UTGO DEBT SERVICE FUND EXPENDITURES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$178,333	\$184,914	\$178,764	\$178,764	\$178,764	\$178,764	\$178,764
Total Ending Fund Balance	178,333	184,914	178,764	178,764	178,764	178,764	178,764
Debt Service Principal	1,045,000	490,000	555,000	1,045,000	575,000	590,000	1,165,000
Debt Service Interest	790,100	288,654	501,150	789,804	484,500	467,250	951,750
Expenditures	1,835,100	778,654	1,056,150	1,834,804	1,059,500	1,057,250	2,116,750
Total 2016 & 2021 UTGO Debt Service Fund	\$2,013,433	\$963,568	\$1,234,914	\$2,013,568	\$1,238,264	\$1,236,014	\$2,295,514

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.

2021-2022 Achievements:

- Completed construction of Walkways & Waterways 68th Ave NE Pedestrian and Bicycle Safety Improvements project
- Completed substantial construction of Walkways & Waterways Juanita Dr Pedestrian and Bicycle Safety Improvements project
- Advertised for contractor and complete construction for the HSIP Safety signage (adding speed feedback signs and RRFBS) and lighting (adding new street lights) projects
- Applied for 9 grants for various sidewalk and multimodal safety projects – Decisions are still pending
- Completed design of the 2023 Overlay project:
 - 73rd Ave NE Overlay and Sidewalk Repair project;
 - NE 169th St Overlay (Simonds Rd to NE 169th Pl)
- Begin study on replacing sidewalks on 61st Ave NE, awarded additional \$3.5M in state funds.
- Begin design on the NE 175th Wayfinding Project (68th Ave NE bike lane connection to Burke Gilman Trail)
- Completed installation of monument gateway sign on SR522 at east city limits (performed by Bothell as part of their SR522 roadway improvements)

2023-2024 Objectives:

- Complete construction on Walkways and Waterways Juanita Dr Pedestrian and Bicycle Project
- Complete analysis and establish plan for sidewalk replacement on 61st Ave NE, begin design on the 61st Ave NE Sidewalk Replacement Project
- Start/complete construction on NE 175th Wayfinding Project

CITY OF KENMORE, WASHINGTON
Transportation Capital Fund

- Start/complete construction on the 2023 Overlay project:
 - 73rd Ave NE Overlay and Sidewalk Repair (NE 181st to NE 192nd)
 - NE 169th St Overlay (Simonds Rd to NE 169th Pl)
- Begin design on the SR 522 West B Project
- Begin 5-year mitigation monitoring for the 68th Ave NE Ped/Bike Repair Project
- Update the Lower Swamp Creek Bridge Evaluation (NE 175th St at 80th Ave NE)
- Begin Design on the 2024 Pavement Sealing Project

Budget Highlights:

See the Transportation Capital section of the budget for project description sheets regarding projects anticipated in 2023-2024.

TRANSPORTATION CAPITAL FUND

REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$476,335	\$476,335	\$827,268	\$476,335	\$1,441,519	\$1,441,519	\$1,441,519
Total Beginning Fund Balance	476,335	476,335	827,268	476,335	1,441,519	1,441,519	1,441,519
Federal WSDOT HSIP	326,000	45,070	345,000	390,070	0	0	0
T27 WSDOT SRTS	147,806	0	147,806	147,806			0
Sound Transit Grant Juanita Drive	1,278,000	328,306	700,000	1,028,306			0
Connecting WA	255,000	0	255,000	255,000	250,000	250,000	500,000
Dept of Commerce Juanita Drive	194,000	0	194,000	194,000		0	0
T41 & T42 State DOE Grant	1,012,563	1,746,326	468,585	2,214,911		0	0
T41 WSDOT Juanita Dr Ped/Bike	1,704,000	1,551,360	325,572	1,876,932		0	0
T44 WSDOT Ped/Bike Grant	0	0	26,000	26,000	185,000	137,500	322,500
T44 WA Ped & Bike Safety	0	0	526,047	526,047	0	0	0
T44 Move Ahead WA					50,000	137,500	187,500
T244 WSDOT Ped/Bike Grant					250,004		250,004
Intergovernmental	4,917,369	3,671,062	2,988,010	6,659,072	735,004	525,000	1,260,004
Reimbursements from Other Agencies	2,765,330	1,987,238	3,400,000	5,387,238	0	0	0
Other Grants or Funding	25,000	62,000	96,055	158,055	0	0	0
Bastyr Contribution to 145th St Signal	0	0	0	0	0	0	0
Other Revenues	2,790,330	2,049,238	3,496,055	5,545,293	0	0	0
Transfer from KAPE (Kenmore Automated Photo Enforcement)	0	0	0	0	0	280,000	280,000
Transfer from Impact Fee Fund	3,817,547	1,222,440	2,200,000	3,422,440	100,000	100,000	200,000
Transfer from Walkways & Waterways Levy	7,158,160	5,124,453	876,800	6,001,253	0	0	0
Transfer From Strategic Opportunities Fund	1,333,503	0	1,333,503	1,333,503	0	0	0
Transfer From Surface Water Mgt Fund	15,000	0	15,000	15,000	0	0	0
Transfer from Real Estate Excise Tax Fund	5,105,050	1,367,680	2,192,535	3,560,215	2,931,379	965,000	3,896,379
Transfers	17,429,260	7,714,573	6,617,838	14,332,411	3,031,379	1,345,000	4,376,379
Total Revenues	25,136,959	13,434,873	13,101,903	26,536,776	3,766,383	1,870,000	5,636,383
Total Transportation Capital Fund	\$25,613,294	\$13,911,208	\$13,929,171	\$27,013,111	\$5,207,902	\$3,311,519	\$7,077,902

TRANSPORTATION CAPITAL FUND

EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$26,335	\$827,268	\$1,441,519	\$1,441,519	\$1,441,519	\$1,441,519	\$1,441,519
Ending Fund Balance	26,335	827,268	1,441,519	1,441,519	1,441,519	1,441,519	1,441,519
T 8 SR 522 West B	255,000	0	0	0	250,000	250,000	500,000
T 27 Sidewalk Program	0	0	0	0	315,000	315,000	630,000
Sidewalk Gaps/ADA Replacement Program	50,000	104	50,000	50,104	0	0	0
T27x NE 192nd Sidewalks	86,806	0	50,000	50,000	0	0	0
NE 202nd St	0	0	0	0	0	0	0
T 35 Overlay	1,140,000	143,395	500,000	643,395	1,110,000	850,000	1,960,000
T 38 175th St Swamp Creek Crossing	25,000	0	0	0	35,000	15,000	50,000
T 41 Juanita Dr Pedestrian & Bicycle Safety	11,555,932	6,480,236	5,875,808	12,356,044	687,925		687,925
T 42 68th Ave Pedestrian & Bicycle Safety	11,901,221	6,422,477	5,441,844	11,864,321	180,745	25,000	205,745
T 44 61 Ave	165,000	583	100,000	100,583	250,000	275,000	525,000
T 47 Arrowhead Dr	61,000	0	0	0	0	0	0
T 48 2018 Local Road Safety - Signing	292,000	25,129	350,000	375,129	0	0	0
T49 2018 Local Road Safety- Lighting	35,000	12,016	25,000	37,016	0	0	0
T50 - SR 522 Gateway Signs East	20,000	0	20,000	20,000	0	0	0
T207-SR 522 Mid Block Crossing	0	0	0	0	42,500	0	42,500
T244 - Burk Gilman Trail/NE 175th St. Wayfinding	0	0	75,000	75,000	255,213	0	255,213
T252 ADA Transition Program	0	0	0	0	500,000	0	500,000
Total Capital Outlay	25,586,959	13,083,940	12,487,652	25,571,592	3,626,383	1,730,000	5,356,383
Reimbursement to General Fund	0	0	0	0	140,000	140,000	280,000
Transfers	0	0	0	0	140,000	140,000	280,000
Total Expenditures	25,586,959	13,083,940	12,487,652	25,571,592	3,766,383	1,870,000	5,636,383
Total Transportation Capital Fund	\$25,613,294	\$13,911,208	\$13,929,171	\$27,013,111	\$5,207,902	\$3,311,519	\$7,077,902

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).

2021-2022 Accomplishments:

- The beginning fund balance for the 2021-2022 biennium was \$1,995,414 and real estate excise tax receipts are expected to be \$5,796,524.
- Transfer from Parks Capital Fund for repayment of transfer over related expenditures.
- Transfers to support park capital projects will be approximately \$1,638,153.
- Transfers to the Transportation Capital Fund are expected to be \$3,560,215.
- Transfer to the Street Fund for road maintenance to be \$100,000.
- Transfers to the Public Works Shop Fund for debt service \$106,982.

2023-2024 Budget Highlights:

- The 2023-2024 biennial budget anticipates a beginning fund balance of \$3,181,541 and real estate excise tax receipts of \$3,624,000.
- The REET Fund will transfer funds to support Parks and Transportation Capital Projects.
- The REET Fund will transfer funds to the Public Works Shop Fund for debt service.
- Starting in 2024, REET will contribute to limited funding to support capital maintenance activities in the General Fund

REAL ESTATE EXCISE TAX FUND REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$1,995,414	\$1,995,414	\$4,115,527	\$1,995,414	\$3,181,541	\$1,405,468	\$3,181,541
Beginning Fund Balance	1,995,414	1,995,414	4,115,527	1,995,414	3,181,541	1,405,468	3,181,541
Real Estate Excise Taxes	4,000,000	2,898,262	2,898,262	5,796,524	2,400,000	2,424,000	4,824,000
Transfer from Park Capital Fund	0	751,712	0	751,712	0	0	0
Transfer from West Samm Bridge	1,500,000	0	0	0	0	0	0
Intergovernmental	5,500,000	3,649,974	2,898,262	6,548,236	2,400,000	2,424,000	4,824,000
Investment Interest	74,459	21,241	22,000	43,241	43,815	28,353	72,168
Other Revenues	74,459	21,241	22,000	43,241	43,815	28,353	72,168
Total Revenues	5,574,459	3,671,215	2,920,262	6,591,477	2,443,815	2,452,353	4,896,168
Total Real Estate Excise Tax Fund	\$7,569,873	\$5,666,629	\$7,035,789	\$8,586,891	\$5,625,356	\$3,857,821	\$8,077,709

REAL ESTATE EXCISE TAX FUND EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$271,461	\$4,115,527	\$3,181,541	\$3,181,541	\$1,405,468	\$2,228,809	\$2,228,809
Ending Fund Balance	271,461	4,115,527	3,181,541	3,181,541	1,405,468	2,228,809	2,228,809
Transfer to Park Capital Fund (reversed)	886,449	83,422	1,554,731	1,638,153	238,000	20,000	258,000
Park Transfers	886,449	83,422	1,554,731	1,638,153	238,000	20,000	258,000
Transfer to Transp. Capital Fund Samm. Bridge R	0	0	0	0	798,970	36,500	835,470
Transfer to Street Fund	200,000	100,000	0	100,000	0	0	0
Transfer to Public Works Shop Fund	110,000	0	106,982	106,982	251,539	557,512	809,051
Transfer to General Fund for Maintenance	0	0	0	0	0	50,000	50,000
Strategic Opportunity Fund Repayments	0	0	0	0	0	0	0
Transfer to Transportation Capital Fund	6,101,963	1,367,680	2,192,535	3,560,215	2,931,379	965,000	3,896,379
Transportation Transfers	6,411,963	1,467,680	2,299,517	3,767,197	3,981,888	1,609,012	5,590,900
Total Expenditures	7,298,412	1,551,102	3,854,248	5,405,350	4,219,888	1,629,012	5,848,900
Total Real Estate Excise Tax Fund	\$7,569,873	\$5,666,629	\$7,035,789	\$8,586,891	\$5,625,356	\$3,857,821	\$8,077,709

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 second series of bonds in the amount of \$8,920,000 were issued in September 2021 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 68th Avenue, and the construction of and improvements to waterfront access, viewpoints, walkways, facilities, open spaces, and natural habitats at City parks.

2021-2022 Accomplishments:

- Transfers from the Walkways & Waterways Fund provided funding for the design and/or construction of the following Walkways & Waterways projects in 2021 and 2022:
 - Log Boom Park waterfront improvements.
 - Squire's Landing Park natural open space and waterfront improvements
 - Juanita Drive pedestrian and bicycle improvements
 - 68th Avenue pedestrian and bicycle improvements
- The Walkways & Waterways bond funded projects are more fully described on the Transportation Capital and Park Capital budget pages.

2023-2024 Budget Highlights:

- 2023-2024 Transfers to the Transportation Capital Fund and the Parks Capital Fund are shown in the accompanying table.

WALKWAYS & WATERWAYS REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$3,347,911	\$3,347,911	\$6,157,412	\$3,347,911	\$445,161	\$456,461	\$445,161
Beginning Fund Balance	3,347,911	3,347,911	6,157,412	3,347,911	445,161	456,461	445,161
Investment Interest	47,000	5,262	70,014	75,276	11,300	11,400	22,700
Bond Proceeds	10,000,000	10,122,135	0	10,122,135	0	0	0
Revenues	10,047,000	10,127,397	70,014	10,197,411	11,300	11,400	22,700
Total Walkways & Waterways Fund	\$13,394,911	\$13,475,308	\$6,227,426	\$13,545,322	\$456,461	\$467,861	\$467,861

WALKWAYS & WATERWAYS EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$47,230	\$6,157,412	\$445,161	\$445,161	\$456,461	\$467,861	\$467,861
Total Ending Fund Balance	47,230	6,157,412	445,161	445,161	456,461	467,861	467,861
Transfers to Park Capital Projects	7,039,521	2,067,511	4,905,465	6,972,976	0	0	0
Transfers to Transportation Capital Projects	6,308,160	5,124,453	876,800	6,001,253	0	0	0
Bond Issuance Costs	0	0	0	0	0	0	0
Bank Fee	0	125,932	0	125,932	0	0	0
Expenditures	13,347,681	7,317,896	5,782,265	13,100,161	0	0	0
Total Walkways & Waterways Fund	\$13,394,911	\$13,475,308	\$6,227,426	\$13,545,322	\$456,461	\$467,861	\$467,861

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.

2021-2022 Achievements:

- P1 Twin Springs Park – Interim Use: 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 80th Ave/192nd and constructing a small parking pad off the entrance of 80th Ave/195th. The park is closed to the public, pending completion of minor improvements. The project was on hold through 2020. Design and permitting 2021/2022. Construction and park opening estimated to be complete first quarter 2023.
- P18 Rhododendron Park Waterfront & Natural Open Space: In 2022, completed the last two years of the five years of required maintenance and monitoring of mitigation plantings related to construction of the boardwalk. The City contracted with EarthCorps for monitoring/maintenance. Public art installed 2022.
- P18a Rhododendron Park Float/Dock: In 2022, completed the last two years of the required five years of maintenance and monitoring of mitigation plantings. The City contracted with EarthCorps for monitoring/maintenance.
- P26 Squires Landing Park Dock/Float: In 2022, completed the last two years of the required five years of maintenance and monitoring of mitigation plantings. The City contracted with EarthCorps for monitoring/maintenance.
- P27 Squires Landing Park, ʔ' a ʔw a d i s (Tl' awh-ah-dees) Waterfront & Natural Open Space: Construction of park improvements began November 2021. Improvements include new elevated walkways, trails, and viewpoints; natural open space and other environmental enhancements; new docks, ramps, and staging areas for hand-powered watercraft; parking; restroom; and public art. As timing for project completion is uncertain, the official project end date, consistent with the bond measure approval, remains at the end of 2023.
- P28 Log Boom Park Waterfront Access and Viewing: Construction completed July 2022 with a ribbon cutting event 8/9/22. Park improvements include beach expansion; trails; viewpoint; picnic pavilion; concession building for handcarry boat rental; shoreline and environmental enhancements; and public art. Five years of maintenance and monitoring is required for mitigation plantings. A contract for this work is needed.

CITY OF KENMORE, WASHINGTON

Park Capital Fund

- P30 Rhododendron Park Boathouse: Construction of the 40' x 70' boathouse was completed in 2021 with a ribbon cutting event 4/8/21. The boathouse provides community rowing programs offered by the Kenmore Rowing Club and high school rowing programs through the Northshore School District. Boathouse signage is estimated to be completed year end 2022.
- P31 Squires Landing Park Land Acquisition: Property acquisition to comply with the State Recreation and Conservation Office (RCO) land conversion process for a portion of the park. Purchase of 6,350 sq. ft of Barnard property and the Johnson property on NE 192nd Street was completed in 2020. In 2021 demolition of the house on the Johnson property was completed. A high school student tree planting project was completed on the property in 2022. Fencing with public access will be completed in 2022.

2023-2024 Objectives:

- P1 Twin Springs Park – Interim Use: Complete minor park improvements. Bid process, construction and park opening estimated first quarter 2023.
- P18 Rhododendron Park Waterfront & Natural Open Space: Complete replacement of the two wooden aging park signs with new park signage.
- P27 Squires Landing Park Waterfront & Natural Open Space: As timing for project completion is uncertain, the official project end date, consistent with the bond measure approval, remains at the end of 2023. 10 years of mitigation and monitoring of critical area, buffer, and habitat plantings is required.
- P28 Log Boom Park Waterfront Access and Viewing: Mitigation and monitoring of required critical area, buffer, and habitat plantings.
- P30 Rhododendron Park Boathouse: Mitigation and monitoring of required critical area, buffer, and habitat plantings.
- P32 Moorlands Park Improvements: Field lighting project.

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 2023-2028.

PARK CAPITAL FUND

REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$185,591	\$185,591	\$469,991	\$185,591	\$626,107	\$612,907	\$626,107
Beginning Fund Balance	185,591	185,591	469,991	185,591	626,107	612,907	626,107
Park Levy Proceeds	318,400	155,107	163,293	318,400	150,000	150,000	300,000
King County Grants	100,000	0	100,000	100,000	0	0	0
State Appropriation - Squires, Unsecured	250,000	0	0	0	0	0	0
State Appropriation - Twin Springs	0	0	0	0	111,300	0	111,300
Dept of Commerce Grant Twin Springs	151,900	0	151,900	151,900	0	0	0
Dept of Commerce Boathouse	201,110	201,110		201,110	0	0	0
King County Conservations Futures Trust	1,017,587	804,587	213,000	1,017,587	0	0	0
School District Contribution	250,000	250,000	0	250,000	0	0	0
RCO Grant Reimbursement	1,847,576	261	2,097,315	2,097,576	0	0	0
Intergovernmental	4,136,573	1,411,065	2,725,508	4,136,573	261,300	150,000	411,300
Transfers from Real Estate Excise Tax Fund	1,638,161	83,422	1,554,731	1,638,153	238,000	20,000	258,000
Transfer from Strategic Opp Fund	0	0	66,000	66,000	0	0	0
Transfer from Public Art Fund	81,130	178	75,000	75,178	0	0	0
Transfers from Walkways & Waterways Fund	5,939,521	2,067,511	4,905,465	6,972,976	0	0	0
Transfers from Swamp Creek Basin Fund	795,697	328,158	233,000	561,158	40,000	40,000	80,000
Transfers from Park Impact Fees	829,412	52,347	706,000	758,347	0	0	0
Transfers	9,283,921	2,531,616	7,540,196	10,071,812	278,000	60,000	338,000
Total Revenues	13,420,494	3,942,681	10,265,704	14,208,385	539,300	210,000	749,300
Total Park Capital Fund	\$13,606,085	\$4,128,272	\$10,735,695	\$14,393,976	\$1,165,407	\$822,907	\$1,375,407

PARK CAPITAL FUND

EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2019-2020 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	-\$184,012	\$469,991	\$626,107	\$626,107	\$612,907	\$599,707	\$599,707
Ending Fund Balance	(184,012)	469,991	626,107	626,107	612,907	599,707	599,707
Transfer to General Fund	200,000	-	175,000	175,000	100,000	100,000	200,000
Transfer to Strategic Opportunities Fund	250,000	250,000	-	250,000	0	0	0
Transfer to REET	751,712	751,712	-	751,712	0	0	0
Transfer to Park Impact Fee Fund	300,505	300,505	-	300,505	0	0	0
Transfer to Swamp Creek Fund	141,634	-	141,634	141,634	0	0	0
P 1 Twin Springs Interim Use Plan	227,900	52,347	41,000	93,347	111,300		111,300
P 2 Tolt Pipeline Trail Ph I	0		0	0	0	0	0
P 6 Moorlands Park Improvements	0		0	0	0	0	0
P 18 Rhododendron Park Waterfront	26,000	13,651	7,000	20,651	28,000		28,000
P 18a Rhododendron Park Float	4,000	3,622	4,000	7,622	0	0	0
P 26 Squires Landing Park Expansion	8,000	840	5,000	5,840	0	0	0
P27 K a x a d i s Park Waterfront & Open Space	8,507,952	319,166	8,139,589	8,458,755	230,000	60,000	290,000
P 28 Log Boom Park Waterfront	3,215,843	1,733,478	1,482,365	3,215,843	60,000	60,000	120,000
P 29 St. Edward Ballfields	0		0	0	0	0	0
P 30 Rhody Park Boathouse	6,400	223,968	66,000	289,968	23,200	3,200	26,400
P 31 Squire's Landing Land Acquisition	150,151	8,992	40,000	48,992	0	0	0
P32 Moorlands Field Lighting					0	0	0
P 33 Bench Property acquisition	0	0	8,000	8,000	0	0	0
Capital Outlay	13,790,097	3,658,281	10,109,588	13,767,869	552,500	223,200	775,700
Total Expenditures	13,790,097	3,658,281	10,109,588	13,767,869	552,500	223,200	775,700
Total Park Capital Fund	\$13,606,085	\$4,128,272	\$10,735,695	\$14,393,976	\$1,165,407	\$822,907	\$1,375,407

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 2022 park impact fee for a single-family residence was \$4,129.76. 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.

2021-2022 Achievements:

- The balance of impact fees carried forward to 2021 was \$338,408.
- Impact fee revenues of \$516,468 are anticipated for this biennium
- In 2021 and 2022, Park Impact Fees provided supplemental funding for the following City's park and trail capital projects:
 - \$353,900 Log boom Park Waterfront P28
 - \$328,313 is projected to be spent on Alki Park waterfront and open space P27
 - \$76,000 is projected to be spend on Twin Springs P1

2023-2024 Objectives:

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

2023-2024 Budget Highlights:

- The 2023-2024 biennial budget anticipates a beginning fund balance of 405,947 and receipts of \$495,100.
- Park Impact fees will be budgeted by project, in accordance with the approved capital facilities plan, and transferred to park Capital Fund as a resource for park improvements.

PARK IMPACT FEE FUND

REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$338,408	\$338,408	\$847,947	\$338,408	\$405,947	\$656,106	\$405,947
Total Beginning Fund Balance	338,408	338,408	847,947	338,408	405,947	656,106	405,947
Open Space In-Lieu-Of Fees							
Park Impact Fees	250,462	257,468	259,000	516,468	246,100	249,000	495,100
Investment Interest	9,455	3,913	5,000	8,913	4,059	6,511	10,570
Transfer from Capital Projects Fund	300,505	300,505	0	300,505	0	0	0
Total Revenues	560,422	561,886	264,000	825,886	250,159	255,511	505,670
Total Park Impact Fee Fund	\$898,830	\$900,294	\$1,111,947	\$1,164,294	\$656,106	\$911,617	\$911,617

PARK IMPACT FEE FUND

EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$69,418	\$847,947	\$405,947	\$405,947	\$656,106	\$911,617	\$911,617
Total Ending Fund Balance	69,418	847,947	405,947	405,947	656,106	911,617	911,617
Transfer to Park Capital Fund	829,412	52,347	706,000	758,347	0	0	0
Total Transfers	829,412	52,347	706,000	758,347	0	0	0
Total Expenditures	829,412	52,347	706,000	758,347	0	0	0
Total Park Impact Fee Fund	\$898,830	\$900,294	\$1,111,947	\$1,164,294	\$656,106	\$911,617	\$911,617

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 2022 transportation impact fee for a new single-family residence was \$10,751.95. 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.

2021-2022 Achievements:

- The balance of impact fees carried forward to 2021 was \$2,602,598.
- Impact fee revenues of \$1,362,197 are anticipated for this biennium.
- In 2021 and 2022, Transportation Impact Fees provided supplemental funding for the following projects:
 - Juanita Drive Pedestrian and Bicycle Safety - \$3,422,440
 - West Sammamish Bridge - \$45,000

2023-2024 Objectives:

- For the 2023-2024 biennium, Transportation Impact Fees will provide supplemental funding to support the City's transportation capital project West Sammamish Bridge replacement.

2023-2024 Budget Highlights:

- The 2023-2024 biennial budget anticipates a beginning fund balance of \$525,262, receipts of \$1,032,638 and transfers to the Sammamish Bridge Fund in the amount of \$500,000.
- Transportation Impact Fees will be budgeted by project, in accordance with the approved capital facilities plan, and transferred to Transportation Capital Fund or Sammamish Bridge Fund as a resource for transportation capital projects.

TRANSPORTATION IMPACT FEE FUND REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$2,602,598	\$2,602,598	\$2,070,262	\$2,602,598	\$525,262	\$444,265	\$525,262
Total Beginning Fund Balance	2,602,598	2,602,598	2,070,262	2,602,598	525,262	444,265	525,262
Transportation Impact Fees	1,000,000	677,197	685,000	1,362,197	513,750	518,888	1,032,638
Investment Interest	33,493	12,907	15,000	27,907	5,253	5,443	10,696
Transfer from Capital Projects Fund	231,202	0	0	0	0	0	0
Total Revenues	1,264,695	690,104	700,000	1,390,104	519,003	524,331	1,043,334
Total Transportation Impact Fee Fund	\$3,867,293	\$3,292,702	\$2,770,262	\$3,992,702	\$1,044,265	\$968,596	\$1,568,596

TRANSPORTATION IMPACT FEE FUND EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$4,746	\$2,070,262	\$525,262	\$525,262	\$444,265	\$868,596	\$868,596
Total Ending Fund Balance	4,746	2,070,262	525,262	525,262	444,265	868,596	868,596
Transfer to Transportation Capital Fund:	3,817,547	1,222,440	2,200,000	3,422,440	100,000	100,000	200,000
Transfer to W Samm Bridge Fund	45,000	0	45,000	45,000	500,000	0	500,000
Total Transfers	3,862,547	1,222,440	2,245,000	3,467,440	600,000	100,000	700,000
Total Expenditures	3,862,547	1,222,440	2,245,000	3,467,440	600,000	100,000	700,000
Total Transportation Impact Fee Fund	\$3,867,293	\$3,292,702	\$2,770,262	\$3,992,702	\$1,044,265	\$968,596	\$1,568,596

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.

2021-2022 Accomplishments:

- Completed construction
- Held ribbon cutting ceremony
- Total expenditures through 2022 estimated at \$41.1 million.

2023-2024 Objectives:

- Capital Improvement Program (CIP) proposed expenditures for this project through 2028 total \$1.7 million
- Close out construction contract
- Right of way plant establishment
- Close out project grants
- Begin 10-year mitigation plant monitoring and reporting

SAMMAMISH RIVER BRIDGE FUND REVENUES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance (note 1)	\$8,223	\$8,223	\$788,874	\$8,223	\$741,921	\$741,921	\$741,921
Total Beginning Fund Balance	8,223	8,223	788,874	8,223	741,921	741,921	741,921
Federal BRAC Grant	3,692,856	4,402,262	0	4,402,262	0	0	0
Federal STP Grant	0	0	0	0	0	0	0
TIB Grant	6,844,426	5,154,764	613,390	5,768,154	0	0	0
Utility Reimbursements	412,699	492,760	60,189	552,949	0	0	0
Connecting WA Funds	18,144,177	9,479,842	4,415,743	13,895,585	46,315	0	46,315
Intergovernmental	29,094,158	19,529,628	5,089,322	24,618,950	46,315	0	46,315
Interfund Loan from General Fund	0	0	0	0	0	0	0
Transfer from Real Estate Excise Tax	1,041,913	0	0	0	798,970	36,500	835,470
Transfer from Surface Water Capital	649,587	454,493	195,094	649,587	0	0	0
Transfer from Transportation Impact Fees	0	0	45,000	45,000	500,000	0	500,000
Total Interfund Transfers	1,691,500	454,493	240,094	694,587	1,298,970	36,500	1,335,470
				0			0
Total Revenues	30,785,658	19,984,121	5,329,416	25,313,537	1,345,285	36,500	1,381,785
Total Sammamish River Bridge Fund	\$30,793,881	\$19,992,344	\$6,118,290	\$25,321,760	\$2,087,206	\$778,421	\$2,123,706

SAMMAMISH RIVER BRIDGE FUND EXPENDITURES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$94,021	\$788,874	\$741,921	\$741,921	\$741,921	\$741,921	\$741,921
Total Ending Fund Balance	94,021	788,874	741,921	741,921	741,921	741,921	741,921
T 37 West Samm Bridge:	26,668,658	16,900,020	5,376,369	22,276,389	1,345,285	36,500	1,381,785
Total Capital Outlay	26,668,658	16,900,020	5,376,369	22,276,389	1,345,285	36,500	1,381,785
Transfer (Repayment) to REET Fund	1,500,000	0	0	0	0	0	0
Transfer (Repayment) to Impact Fee Fund	231,202	0	0	0	0	0	0
Transfer (Repayment) to General Fund	2,300,000	2,303,450	0	2,303,450	0	0	0
Total Transfers	4,031,202	2,303,450	0	2,303,450	0	0	0
Total Expenditures	30,699,860	19,203,470	5,376,369	24,579,839	1,345,285	36,500	1,381,785
Total Sammamish River Bridge Fund	\$30,793,881	\$19,992,344	\$6,118,290	\$25,321,760	\$2,087,206	\$778,421	\$2,123,706

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. In 2021, the City purchased land for a total cost of \$5.9M

This fund was created to account for the property acquisition and the associated financing that is anticipated to be required to complete construction of the new shop. Based on a comprehensive analysis of the property and construction costs of new building, the city is budgeting a total cost of \$20.0 million of which \$10 million is yet to be financed but is estimated for budgeting purposes with a 20-year bank note at 4.5% interest. Repayment of the debt for the initial financing is allocated in the budget in 2023 and 2024 and will be funded by transfers from the Surface Water Management Fund, REET, Street Fund, Transportation Benefit District Fund and General Fund. This project has been included in the adopted Capital Improvement Program.

2021-2022 Accomplishments:

- Land acquisition at a total cost of \$5.9 Million
- Financing secured for land acquisition and initial costs:
 - City participated in the local program offered by the Washington office of the State Treasurer and issued certificates of participation (bonds) which netted the City \$3.3 million. Additionally, the City issued \$6.6 million in limited tax general obligation. Approximately \$5.9 million was used for land acquisition costs and the remainder is for the initial consultant, design and construction costs.
- Additional outside financing is expected to be secured in 2023-2024.

2023-2024 Objectives:

- Complete design for the Public Works Operations and Maintenance Facility.
- Start/complete construction of Public Works Operations and Maintenance Facility.

Budget Highlights

- Allocation for construction expenditures in the amount \$14.1 million.
- Allocation for debt service expenditures in the amount of \$3.2 million.

PUBLIC WORKS SHOP FUND REVENUES

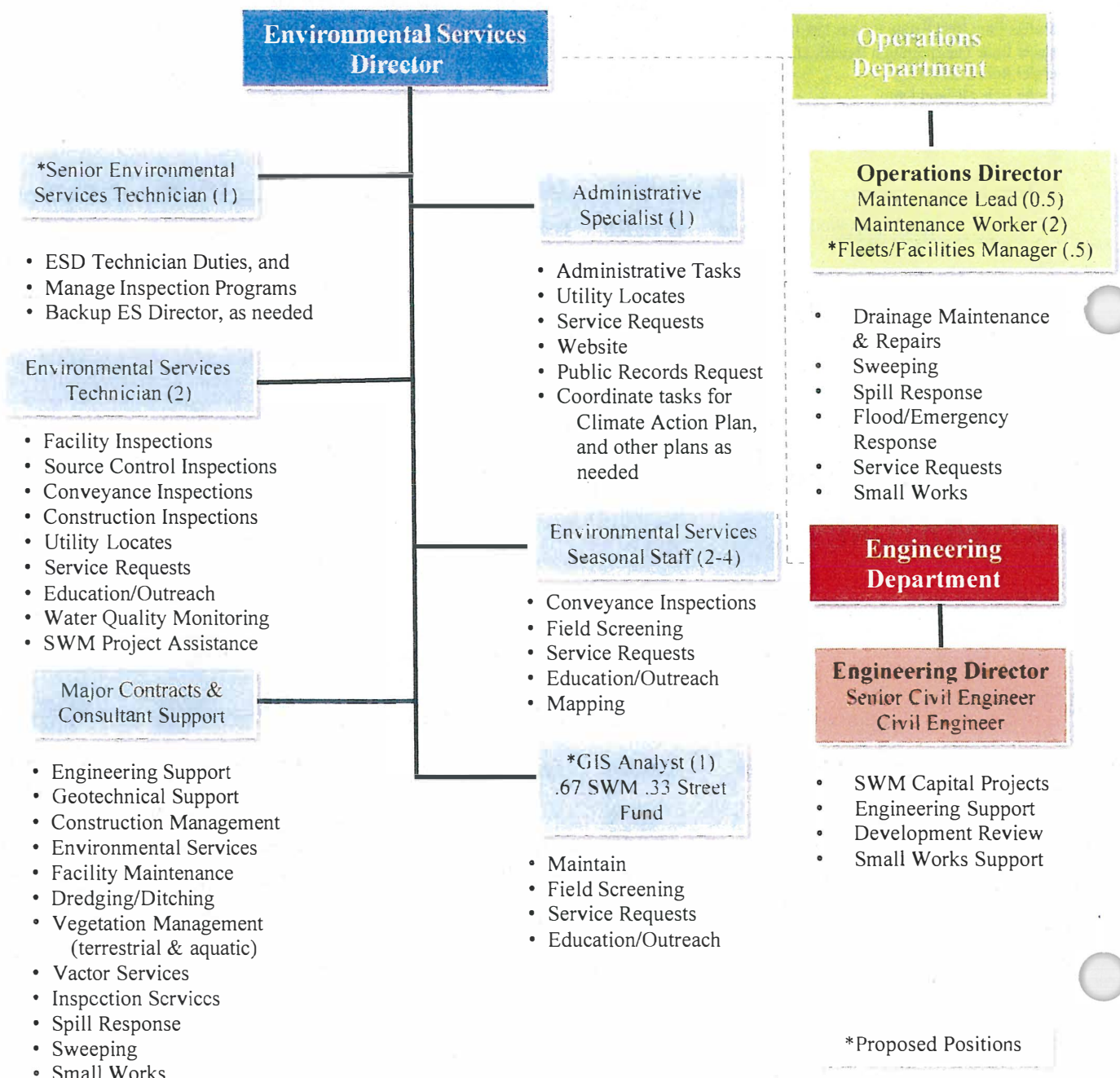
	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$0	\$0	\$29,624	\$0	\$4,189	4,189	\$4,189
Beginning Fund Balance	0	0	29,624	0	4,189	4,189	4,189
Interfund Loan	2,600,000	2,600,000	0	2,600,000	0	0	0
Proceeds from Note (assumed note)	6,500,000	0	0	0	0	0	0
Bond Proceeds (actual financing)	0	3,325,048	2,582,728	5,907,776	4,000,000	10,100,000	14,100,000
	9,100,000	5,925,048	2,582,728	8,507,776	4,000,000	10,100,000	14,100,000
Transfers from Surface Water Management Fund	130,000	0	126,634	126,634	240,603	533,272	773,875
Transfers from Real Estate Excise Tax Fund	110,000	0	106,982	106,982	251,539	557,512	809,051
Transfer from Transportation Benefit District	20,000	0	13,372	13,372	0	0	0
Transfer from Street Fund	35,000	0	32,094	32,094	54,682	121,198	175,880
Transfer from General Fund	15,000	0	13,373	13,373	28,780	63,420	92,200
Total Transfers	310,000	0	292,455	292,455	575,604	1,275,402	1,851,006
Total Revenues	9,410,000	5,925,048	2,875,183	8,800,231	4,575,604	11,375,402	15,951,006
Total Public Works Shop Fund	\$9,410,000	\$5,925,048	\$2,904,807	\$8,800,231	\$4,579,793	\$11,379,591	\$15,955,195

PUBLIC WORKS SHOP FUND EXPENDITURES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$542,000	\$29,624	\$4,189	\$4,189	\$4,189	\$4,189	\$4,189
Total Ending Fund Balance	542,000	29,624	4,189	4,189	4,189	4,189	4,189
F1 - PW Shop Land Acquisition & Development	6,000,000	5,865,095	-265	5,864,830	4,000,000	10,100,000	14,100,000
Bond Issuance Costs	0	30,329	33,429	63,758	0	0	0
Debt Service	268,000	0	267,454	267,454	575,604	1,275,402	1,851,006
Interfund Loan Repayment	2,600,000	0	2,600,000	2,600,000	0	0	0
Expenditures	8,868,000	5,895,424	2,900,618	8,796,042	4,575,604	11,375,402	15,951,006
Total Public Works Shop Fund	\$9,410,000	\$5,925,048	\$2,904,807	\$8,800,231	\$4,579,793	\$11,379,591	\$15,955,195

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 and is managed by the Environmental Services Department. The City contracts with King County to collect 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 \$249.03 and \$258.99 per year in 2023 and 2024, respectively. The charge for multi-family, commercial and industrial properties vary based on the size of the parcel and the area of impervious surface. Additionally, the City imposes a 6% utility tax on this fee, which is provided to the City's general fund. 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

2021-2022 Achievements:

Operations & Maintenance

- The Public Works Department includes four maintenance workers and one supervisor to provide operations and maintenance services for surface water management issues, including maintenance of the city's stormwater utility. 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.). Operation and maintenance of the City's surface water facilities is required to maintain compliance with the City's NPDES Permit.
- 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 2022 that number has increased to 154 (an increase of 93%). 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. Private facility inspections are required to maintain compliance with the City's NPDES Permit.
- 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 2022 that number has increased to 244 (an increase of 132%). 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. Public facility inspections are required to maintain compliance with the City's NPDES Permit.
- Seasonal staff annually inspect the City's public drainage conveyance system (pipes, ditches, and catch basins). In 2022, this included approximately 4,000 catch basins, 64.5 miles of pipes and 12 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. Conveyance system inspections and maintenance are required to maintain compliance with the City's NPDES Permit.
- 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. Field screening and responding to illicit discharges are required to maintain compliance with the City's NPDES Permit.
- 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.

City of Kenmore, Washington

Surface Water Management Fund

- Continued with an aggressive street sweeping program in an effort to reduce catch basin and drainage facility maintenance and proactively protect the natural environment from sediment, debris and pollutants. Sweeping is provided through both contracted services and in-house staff.

Programs & Projects

- Continued implementation of the 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.
- 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.
- Adopted the 2021 King County Surface Water Design Manual and the 2021 King County Stormwater Pollution Prevention Manual.
- The City developed and adopted its first Climate Action Plan in 2022. Additionally, the first greenhouse gas emissions inventory update was completed and the City continued its partnership with the King County-Cities Climate Collaboration (K4C) and ICLEI Local Governments for Sustainability.
- 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, salinity, conductivity, and turbidity.
- Adopted an updated Integrated Aquatic Vegetation Management Plan (IAVMP) in 2021, which emphasized the city's direction to provide non-herbicide management of aquatic plants. Implemented diver assisted suction harvesting (DASH) in Lake Washington and Sammamish River in 2022 to reduce and eliminate invasive and nuisance vegetation from these areas.

City of Kenmore, Washington
Surface Water Management Fund

- Completed a City-wide culvert assessment to create a plan for fish barrier removal.
- Completed two stormwater side sewer repair projects, which was a new program implemented this biennium to coordinate stormwater repair projects with property owners.

2023-2024 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 2023 - 2024.
 - Comprehensive Plan Review for stormwater planning
 - Low Impact Development code review
 - Stormwater Management Action Planning
 - Effect behavior change, increase general awareness of stormwater through education and outreach and evaluate effectiveness
 - Mapping standards and reporting
 - Update development standards for development and construction
 - Update operations and maintenance standards
 - Source control program for existing development
- 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.
- Several planning efforts are scheduled in this biennium, including, an update of the City's Surface Water Element of the Comprehensive Plan, development of a new Climate Action Element of the Comprehensive Plan, an update to the Surface Water Master Plan, and completion of the Stormwater Management Action Plan per the City's NPDES Permit.

City of Kenmore, Washington
Surface Water Management Fund

- Subject to approval of a Future Climate Action Plan Funding Package, 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.
- Subject to future approval of a funding package implementation of the City's Climate Action Plan. Seek approval of a funding package and develop programs to successfully implement the Climate Action Plan to achieve Council's goal of net zero carbon emissions by 2050.
- Continue conducting aquatic weed management in Lake Washington and Sammamish River to reduce and eliminate invasive aquatic weeds from public access areas. Continue to push for regional coordination with upstream jurisdictions on the Sammamish River.
- Manage GIS resources
- Participate with King County's Sammamish River Capital Investment Strategy (CIS) to coordinate with other Sammamish River jurisdictions and develop regional programs/projects that address issues such as degraded water quality, sedimentation, and habitat restoration.
- Coordinate with WSDOT on the 0056 culvert replacement under SR522.
- 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. With additional GIS resources added this biennium, the city will rely less on consultant resources to manage GIS projects. Projects that have been stalled to date will be implemented, including stream monitoring applications, utility locate services, additional databases/assets added to City maps and Cityworks, GIS access for City applications, updates (and continued scheduled updates) to existing databases, online security improvements and management, improved access to data for internal staff, and improved access to data for public records requests.
- Conduct surface water utility rate study in early 2023. Seek Council approval to adjust rates accordingly.

City of Kenmore, Washington
Surface Water Management Fund

- Based on the culvert assessment completed in 2022, develop a plan for fish barrier removal.

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.

	2021	2022 ^A	2023	2024
Workload Measures				
Number of Public Facilities	215	244	250	260
Performance Measures				
Number of Public Facilities Inspected	209	182	250	260
Public Facilities Requiring Maintenance	100	103	125	130
Workload Measures				
Number of Private Facilities	148	154	381	385
Performance Measures				
Number of Facilities Inspected	148	110	220	225
Facilities Requiring Maintenance	85	52	85	90
Facilities Re-inspected	46	15	90	95
Enforcement Actions	0	0	0	0
Workload Measures				
Number of Public Catch Basins	4,261	4,348	4,435	4,524
Number of Private Catch Basins	2,723	2,779	2,835	2,891
Feet of Public Open Conveyance	63,344	64,637	64,637	64,637
Feet of Private Open Conveyance	26,164	26,698	26,698	26,698
Feet of Public Enclosed Conveyance	359,715	367,056	374,397	381,885
Feet of Private Enclosed Conveyance	295,261	301,287	307,313	313,459
Performance Measures				
Number of Catch Basins Inspected	5,623	2,927	5,700	5,750
Workload Measures				
Surface Water Service Requests Initiated	133	103	150	160
Surface Water Service Requests Closed	151	110	150	160
Surface Water Work Orders Initiated	846	585	850	860
Surface Water Work Orders Closed				

^A As of September 1, 2022

SURFACE WATER MANAGEMENT FUND REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$2,443,643	\$2,443,642	\$3,185,296	\$2,443,642	\$3,109,352	\$1,726,213	\$3,109,352
Beginning Fund Balance	2,443,643	2,443,642	3,185,296	2,443,642	3,109,352	1,726,213	3,109,352
Department of Ecology Grants		50,000	0	50,000	0	0	0
Intergovernmental	0	50,000	0	50,000	0	0	0
WCIA Risk Grant 61st Ave. Stormwater		20,000	0	20,000	0	0	0
Surface Water Charges	5,610,000	2,841,669	2,955,336	5,797,005	3,073,549	3,196,491	6,270,040
Sweeper Rental Services	0	0	0	0	0	0	0
Charges for Service	5,610,000	2,861,669	2,955,336	5,817,005	3,073,549	3,196,491	6,270,040
Investment Interest & Miscellaneous	12,000	17,664	20,000	37,664	31,094	17,481	48,575
Miscellaneous	12,000	17,664	20,000	37,664	31,094	17,481	48,575
Interfund Loan Repayment from Public Works Shop Fund	550,000		400,000	400,000			0
Transfer from Strategic Opps Fund (Climate Action Staff Support)	60,337	29,537	0	29,537	0	0	0
Total Interfund Transfers	610,337	29,537	400,000	429,537	0	0	0
Total Revenues	6,232,337	2,958,870	3,375,336	6,334,206	3,104,643	3,213,972	6,318,615
Total Surface Water Mgt. Fund	\$8,675,980	\$5,402,512	\$6,560,632	\$8,777,848	\$6,213,995	\$4,940,185	\$9,427,967

SURFACE WATER MANAGEMENT FUND EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$839,171	\$3,185,296	\$3,109,352	\$3,109,352	\$1,726,213	\$960,188	\$960,188
Ending Fund Balance	839,171	3,185,296	3,109,352	3,109,352	1,726,213	960,188	960,188
Salaries and Wages	1,061,591	554,686	598,000	1,152,686	787,300	815,944	1,603,244
Benefits	452,365	229,540	230,250	459,790	316,792	336,906	653,698
Personnel	1,513,956	784,226	828,250	1,612,476	1,104,092	1,152,850	2,256,942
Supplies	347,500	15,441	177,000	192,441	136,050	136,050	272,100
Services	2,043,486	645,596	1,162,772	1,808,368	1,093,137	1,079,175	2,172,312
Furniture/Equipment/Vehicles	50,000	19,999	55,000	74,999	50,000	50,000	100,000
Computer Systems	72,400	48,862	56,000	104,862	52,000	52,000	104,000
Capital Outlay	122,400	68,861	111,000	179,861	102,000	102,000	204,000
Transfer To SWM Capital	2,475,467	30,000	780,624	810,624	1,471,900	656,650	2,128,550
Transfer to Public Works Shop Fund for Debt Service	130,000	0	101,634	101,634	240,603	533,272	773,875
Interfund Loan to Public Works Shop Fund	550,000	400,000	0	400,000	0	0	0
Admin Reimbursement to General Fund	654,000	273,092	290,000	563,092	340,000	320,000	660,000
Transfers-Out	3,809,467	703,092	1,172,258	1,875,350	2,052,503	1,509,922	3,562,425
Total Expenditures	7,836,809	2,217,216	3,451,280	5,668,496	4,487,782	3,979,997	8,467,779
Total Surface Water Mgt. Fund	\$8,675,980	\$5,402,512	\$6,560,632	\$8,777,848	\$6,213,995	\$4,940,185	\$9,427,967

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.

2021-2022 Achievements:

- Completed the design of SW-008 (Tributary 0056 Box Culvert Replacement), acquired property necessary for project, acquired all necessary permits and have project ready for advertisement for construction in 2024.
- Begin design of SW-034 (Blueberry Creek Culvert Replacement)
- Begin design of SW-35 (Muck Creek Restoration Project)
- Contribute funds to the West Sammamish Bridge Replacement Project (T-37).
- Contribute funds to the 61ST Ave NE Sidewalk Replacement Project (T-44)

2023-2024 Objectives:

- Construction of SW-008 (Tributary 0056 Box Culvert Replacement) in 2023.
- Construction of SW-034 (Blueberry Creek Culvert Replacement) in 2024.
- Construction of SW-035 (Muck Creek Restoration Project) in 2024.
- Contribute funds to the Public Works Facility Project.

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 2023-2028.

SURFACE WATER CAPITAL FUND REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance*	\$229,359	\$229,359	\$717	\$229,359	\$0	\$116,640	\$0
Beginning Fund Balance	229,359	229,359	717	229,359	0	116,640	0
Conservation Grant					365,000	0	365,000
Surface Water Trust Fund Loan Proceeds	1,228,000	311,636	100,000	411,636	890,000	0	890,000
Reimbursements from Other Agencies (SW19)	0	0	0	0	296,000	0	296,000
General Facility Charge	200,000	264,200	264,000	528,200	266,640	269,306	535,946
Intergovernmental	1,428,000	575,836	364,000	939,836	1,817,640	269,306	2,086,946
Transfer from Surface Water Mgmt Fund	2,475,467	30,000	780,624	810,624	1,471,900	656,650	2,128,550
Transfers	2,475,467	30,000	780,624	810,624	1,471,900	656,650	2,128,550
Total Revenues	3,903,467	605,836	1,144,624	1,750,460	3,289,540	925,956	4,215,496
Total Surface Water Capital Fund	\$4,132,826	\$835,195	\$1,145,341	\$1,979,819	\$3,289,540	\$1,042,596	\$4,215,496

SURFACE WATER CAPITAL FUND EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$214,359	\$717	\$0	\$0	\$116,640	\$265,946	\$265,946
Ending Fund Balance	214,359	717	0	0	116,640	265,946	265,946
SW-8 61st Fish Passable Culvert	2,390,580	351,536	98,597	450,133	2,866,250	20,000	2,886,250
SW-20 Small Works Projects	150,000	0	0	0	75,000	75,000	150,000
SW-25 Strawberry Hills SW Tank Retrofit	0	0	0	0	0	0	0
SW-29 Infiltration Tank Retrofit 61st/190th St	0	0	0	0	0	0	0
SW-30 Drainage Imp 153/Arrowhead Dr	0	0	0	0	0	0	0
SW-31 Drainag/Street Imp 66th/196th	200,000	6,565	25,000	31,565	0	0	0
SW 32 61st Ave Stabilization	150,000	0	0	0	0	0	0
SW34 Blueberry Creek Culverts	200,000	0	0	0	50,000	200,000	250,000
SW35 Muck Creek Restoration Project	0	0	730,000	730,000	100,000	400,000	500,000
Transfer to Transportation Capital Fund for T44	15,000	0	15,000	15,000	0	0	0
Transfer to West Samm Bridge T37	649,587	454,493	195,094	649,587	0	0	0
Capital Outlay	3,755,167	812,594	1,063,691	1,876,285	3,091,250	695,000	3,786,250
Debt Service	163,300	21,884	81,650	103,534	81,650	81,650	163,300
Debt Service	163,300	21,884	81,650	103,534	81,650	81,650	163,300
Total Expenditures	3,918,467	834,478	1,145,341	1,979,819	3,172,900	776,650	3,949,550
Total Surface Water Capital Fund	\$4,132,826	\$835,195	\$1,145,341	\$1,979,819	\$3,289,540	\$1,042,596	\$4,215,496

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, 2022, the projected fund balance is \$540,995.

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.

2021-2022 Accomplishments:

- Provided funding for P27 - Alameda Park project

2023-2024 Objectives:

- Provide funding for ten years of mitigation monitoring for the P-27 - Alameda Park project.

SWAMP CREEK BASIN FUND

REVENUES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$1,092,182	\$1,092,182	\$768,995	\$1,092,182	\$540,995	\$505,995	\$540,995
Total Beginning Fund Balance	1,092,182	1,092,182	768,995	1,092,182	540,995	505,995	540,995
Transfer from Park Capital Fund	141,634	0	0	0	0	0	0
Investment Interest	6,600	4,971	5,000	9,971	5,000	5,000	10,000
Total Revenues	148,234	4,971	5,000	9,971	5,000	5,000	10,000
Total Swamp Creek Basin Fund	\$1,240,416	\$1,097,153	\$773,995	\$1,102,153	\$545,995	\$510,995	\$550,995

SWAMP CREEK BASIN FUND

EXPENDITURES

	2021-2022 Amended Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$444,719	\$768,995	\$540,995	\$540,995	\$505,995	\$470,995	\$470,995
Total Ending Fund Balance	444,719	768,995	540,995	540,995	505,995	470,995	470,995
Transfer to Park Capital	795,697	328,158	233,000	561,158	40,000	40,000	80,000
Swamp Creek Pond Dredging	0	0	0	0	0	0	0
Total Expenditures	795,697	328,158	233,000	561,158	40,000	40,000	80,000
Total Swamp Creek Basin Fund	\$1,240,416	\$1,097,153	\$773,995	\$1,102,153	\$545,995	\$510,995	\$550,995

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.

2021-2022 Achievements:

- Funds were used to acquire or replace network, firewall, and computer equipment and licenses in the about of \$48,187.
- Replacement of the aging telephone system in City Hall was completed in 2021.
- 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.
- \$200,000 in vehicle purchases is estimated for 2022.

2023-2024 Objectives/Budget Highlights:

- The City's street sweeper is budgeted for replacement in 2023. The current sweeper is eleven years old and originally scheduled for replacement in 2018.
- \$450,000 has been budgeted in the biennium for vehicle replacement.
- \$20,000 has been budgeted in the biennium for Technology network servers, workstations and other equipment upgrades as needed.

EQUIPMENT REPLACEMENT FUND REVENUES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Beginning Fund Balance	\$482,376	\$482,376	\$460,216	\$482,376	\$487,190	\$280,560	\$487,190
Beginning Fund Balance	482,376	482,376	460,216	482,376	487,190	280,560	487,190
Investment Interest	5,000	2,448	2,500	4,948	2,500	2,500	5,000
Insurance Recovery	0	0	0	0	0	0	0
Sale of Surplus Property	0	9,053	0	9,053	0	0	0
Departmental Contributions	239,101	0	239,000	239,000	100,870	90,870	191,740
Revenues	244,101	11,501	241,500	253,001	103,370	93,370	196,740
Total Equipment Replacement Fund	\$726,477	\$493,877	\$701,716	\$735,377	\$590,560	\$373,930	\$683,930

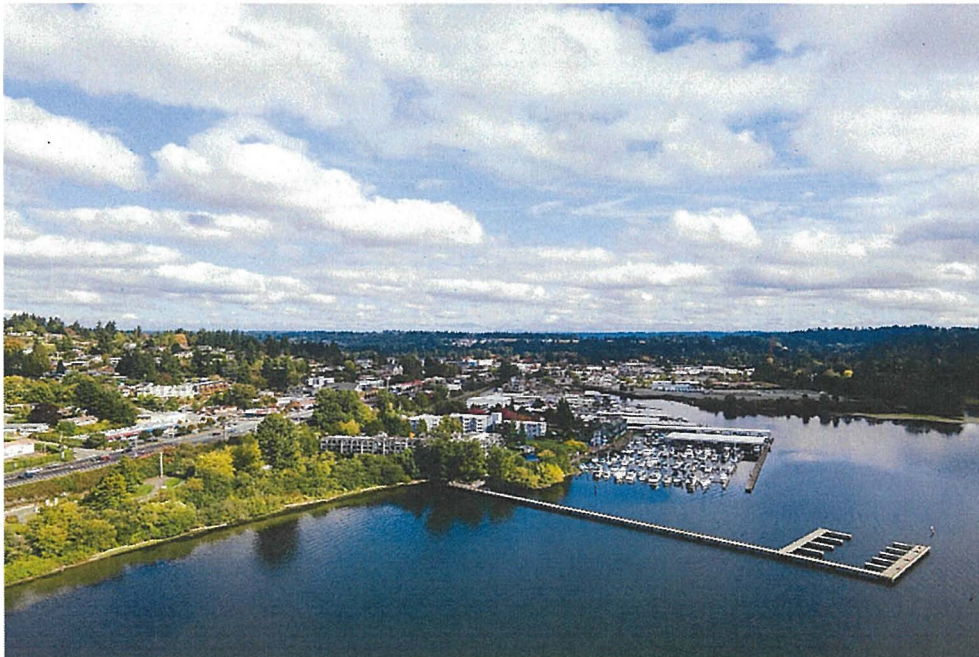
EQUIPMENT REPLACEMENT FUND EXPENDITURES

	2021-2022 Adopted Budget	2021 Actual	2022 Projected	2021-2022 Biennium Total	2023 Budget	2024 Budget	2023-2024 Adopted Budget
Ending Fund Balance	\$278,021	\$460,216	\$487,190	\$487,190	\$280,560	\$213,930	\$213,930
Ending Fund Balance	278,021	460,216	487,190	487,190	280,560	213,930	213,930
Equipment Replacement	448,456	33,661	214,526	248,187	310,000	160,000	470,000
Expenditures	448,456	33,661	214,526	248,187	310,000	160,000	470,000
Total Equip Replacement Fund	\$726,477	\$493,877	\$701,716	\$735,377	\$590,560	\$373,930	\$683,930

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 2023-2028 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 and amended in 2019.

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.

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

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**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 22-0559**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
ADOPTING A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, a Proposed 2023-2028 Six-Year Capital Improvement Program was submitted to the City Council and the City Clerk on September 26, 2022, and

WHEREAS, the City Council scheduled and held a Public Hearing on the Proposed 2023-2028 Six-Year Capital Improvement Program on October 24 2022,

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

Section 1. Adoption of City of Kenmore, Washington, Capital Improvement Program. The City of Kenmore hereby adopts a new City of Kenmore, Washington, Capital Improvement Program, attached as Exhibit "A."


Section 2. City of Kenmore, Washington, Capital Improvement Program. To the extent the City of Kenmore, Washington, Capital Improvement Program ("Capital Improvement Program") is different from the Capital Facilities Element of the City's Comprehensive Plan, including but not limited to the Capital Facilities Plan portion thereof ("Capital Facilities Element"), the Capital Improvement Program shall supersede and amend the Capital Facilities Element accordingly.

Section 3. 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 4. 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 publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th DAY OF OCTOBER, 2022.

CITY OF KENMORE



Nigel Herbig (Oct 27, 2022 07:23 PDT)
Mayor Nigel Herbig

Six-Year Capital Improvement Program

ATTEST/AUTHENTICATED:

Michelle Kang
Michelle Kang (Oct 26, 2022 09:10 PDT)

Michelle Kang, Deputy City Clerk

Approved as to form:

Dawn Reitan
Dawn Reitan (Oct 26, 2022 14:27 PDT)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 10/14/2022
PASSED BY THE CITY COUNCIL: 10/24/2022
PUBLISHED: 10/28/2022
EFFECTIVE DATE: 11/02/2022
ORDINANCE NO. 22-0559

**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
AS ADOPTED FOR THE YEARS 2023-2028**

EXPENDITURES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
PARKS							
P 1 Twin Springs Park Phase I	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
P 18 Rhododendron Park - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 Alameda Park Waterfront & Natural Open Space	\$230,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$530,000
P 28 Log Boom Park Waterfront Access & Mitigation	\$60,000	\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$320,000
P 30 Rhododendron Park Boathouse Pavilion	\$23,200	\$3,200	\$3,200	\$3,200	\$0	\$0	\$32,800
P 32 Moorlands Athletic Field Turf Replacement	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
Total Parks	\$452,500	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$1,797,100

TRANSPORTATION							
T 8 SR 522 West B 57th to 61st	\$250,000	\$250,000	\$1,485,000	\$15,000	\$0	\$0	\$2,000,000
T 27 Pedestrian Facilities Program	\$315,000	\$315,000	\$315,000	\$315,000	\$315,000	\$315,000	\$1,890,000
T 35 Pavement Preservation	\$1,110,000	\$850,000	\$1,070,000	\$200,000	\$1,520,000	\$200,000	\$4,950,000
T 38 Lower Swamp Creek Bridge Replacement	\$35,000	\$15,000	\$225,000	\$250,000	\$2,525,000	\$25,000	\$3,075,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Improvements	\$687,925	\$0	\$0	\$0	\$0	\$0	\$687,925
T 42 68th Ave Pedestrian & Bicycle Safety Improvements	\$180,745	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$305,745
T 44 61st Ave Sidewalk Replacement Project	\$250,000	\$275,000	\$4,154,265	\$240,000	\$25,000	\$25,000	\$4,969,265
T-207 - SR 522 Mid-block crossing	\$42,500	\$0	\$0	\$0	\$0	\$0	\$42,500
T-244 Burk-Gilman Trail/NE 175th St. Wayfinding & Connectivity	\$255,213	\$0	\$0	\$0	\$0	\$0	\$255,213
T252 ADA Transition Program	\$500,000	\$0	\$250,000	\$1,000,000	\$250,000	\$1,000,000	\$3,000,000
T 37 West Sammamish River Bridge Replacement	\$1,345,285	\$36,500	\$36,500	\$36,500	\$36,500	\$181,894	\$1,673,179
Total Transportation	\$4,971,668	\$1,766,500	\$7,560,765	\$2,081,500	\$4,696,500	\$1,771,894	\$22,848,827

SURFACE WATER							
SW 8 190th St. Fish Passable Culvert	\$2,816,250	\$0	\$0	\$0	\$0	\$0	\$2,816,250
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 (Phase 1)	\$0	\$0	\$800,000	\$814,300	\$0	\$0	\$1,614,300
SW 17 Little Swamp Creek Relocation (Phase 2)	\$0	\$0	\$0	\$0	\$165,840	\$4,600,000	\$4,765,840
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	\$650,000	\$0	\$0	\$0	\$650,000
SW 34 Blueberry Creek Culverts	\$50,000	\$200,000	\$0	\$0	\$0	\$0	\$250,000
SW 35 Muck Creek Restoration Project	\$100,000	\$400,000	\$0	\$0	\$0	\$0	\$500,000
T 44 61st Ave Sidewalk Replacement Project	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Total Surface Water	\$3,122,900	\$756,650	\$1,636,650	\$970,950	\$322,490	\$4,756,650	\$11,566,290

CITY FACILITIES							
F 1 Public Works Shop Land Acquisition & Development	\$4,000,000	\$10,100,000	\$0	\$0	\$0	\$0	\$14,100,000
Consultant and Acquisition Costs.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F 2 Debt Repayment	\$575,604	\$1,275,402	\$1,276,153	\$1,276,652	\$1,276,903	\$1,276,903	\$6,957,617
Total City Facilities	\$4,575,604	\$11,375,402	\$1,276,153	\$1,276,652	\$1,276,903	\$1,276,903	\$21,057,617

TOTAL EXPENDITURES	\$13,122,672	\$14,021,752	\$10,616,768	\$4,457,302	\$7,135,893	\$7,915,447	\$57,269,834
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**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
AS ADOPTED FOR THE YEARS 2023-2028**

REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
PARKS							
Park Impact Fee Revenue	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 160,000	\$ -	\$ 205,000
Real Estate Excise Tax (Parks)	\$ 238,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 368,000
Strategic Opportunities Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Art Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Swamp Creek Basin Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000
King County Park Levy	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000	\$ 302,800
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
TRANSPORTATION							
Transportation Impact Fee Revenue	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,100,000
Real Estate Excise Tax (Transportation)	\$ 2,791,379	\$ 825,000	\$ 730,000	\$ 1,305,000	\$ 1,065,000	\$ 1,315,000	\$ 8,031,379
Real Estate Excise Tax (Sammamish Bridge Replacement)	\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864
Surface Water Utility Funds	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
KAPE Funds	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000
Connecting WA Funds	\$ 296,315	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,046,315
Move Ahead WA	\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000	\$ -	\$ -	\$ 3,500,000
WSDOT pedestrian/bike grant	\$ 435,004	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,569,269
Walkways & Waterways Bonds: Juanita and 68th Ave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other grants or funding - unsecured	\$ -	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000
SURFACE WATER							
Surface Water Utility Funds	\$ 1,471,900	\$ 656,650	\$ 456,650	\$ 320,950	\$ 222,490	\$ 4,656,650	\$ 7,785,290
Surface Water General Utility Charges	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Reimbursement from Utilities	\$ 296,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296,000
Public Works Trust Fund Loan: 190th Culvert	\$ 890,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890,000
King County Flood Control District Resources	\$ -	\$ -	\$ 380,000	\$ 50,000	\$ -	\$ -	\$ 430,000
Conservation Grant	\$ 365,000	\$ -	\$ 390,070	\$ -	\$ -	\$ -	\$ 755,070
Other grants - unsecured	\$ -	\$ -	\$ 309,930	\$ 500,000	\$ -	\$ -	\$ 809,930
CITY FACILITIES							
20 year Note Public Works Shop	\$ 4,000,000	\$ 10,100,000	\$ -	\$ -	\$ -	\$ -	\$ 14,100,000
Surface Water Utility Funds	\$ 240,603	\$ 533,272	\$ 533,603	\$ 533,822	\$ 533,933	\$ 533,933	\$ 2,909,166
REET	\$ 251,539	\$ 557,512	\$ 557,857	\$ 558,087	\$ 558,202	\$ 558,202	\$ 3,041,399
Street Fund	\$ 54,682	\$ 121,198	\$ 121,273	\$ 121,323	\$ 121,348	\$ 121,348	\$ 661,172
General Fund	\$ 28,780	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 345,880
TOTAL REVENUES	\$13,122,672	\$14,021,752	\$10,616,768	\$4,457,302	\$7,135,893	\$7,915,447	\$57,269,834

PARK CAPITAL PROJECTS

**PARK CAPITAL IMPROVEMENT PROGRAM
PROPOSED FOR THE YEARS 2023-2028**

Project Description	Prior Years	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Future Years	Project Totals
P 1 Twin Springs Park Phase I	\$ 156,712	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300		\$ 268,012
P 18 Rhododendron Park - Sign Replacement	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000		\$ 28,000
P 27 K'a i' a d i s Park Waterfront & Natural Open Space	\$ 9,952,794	\$ 230,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 530,000	\$ 200,000	\$ 10,682,794
P 28 Log Boom Park Waterfront Access & Mitigation	\$ 5,125,942	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 320,000	\$ 200,000	\$ 5,645,942
P 30 Rhododendron Park Boathouse Pavilion	\$ 1,813,597	\$ 23,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 32,800		\$ 1,846,397
P 32 Moorlands Athletic Field Turf Replacement	\$ -	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -	\$ 775,000		\$ 775,000
Total Project Costs	\$17,049,045	\$452,500	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$1,797,100	\$400,000	\$19,246,145

Funding As Proposed:	Prior Years	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Future Years	Project Totals
Park Impact Fees	\$ 881,954	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 160,000	\$ -	\$ 205,000		\$ 1,086,954
Real Estate Excise Taxes	\$1,921,161	\$ 238,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 368,000	\$ 80,000	\$ 2,369,161
City Public Art Fund	\$ 67,442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 67,442
City Swamp Creek Basin Funds	\$ 550,486	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 950,486
King County Park Levy	\$ 450,130	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000	\$ 302,800	\$ 160,000	\$ 912,930
WA State Appropriation	\$ 40,600	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300		\$ 151,900
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000		\$ 220,000
Other Grants - unsecured	\$1,940,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000		\$ 2,290,000
Total Project Funding	\$17,049,045	\$452,500	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$1,797,100	\$400,000	\$19,246,145



City of Kenmore Capital Improvement Program

Twin Springs Park – Phase 1

Project P-1

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

Project Manager: Parks Project Manager

Project Description: Phase 1, minor improvements to open the park to the public, including construction of a maintenance path, refurbishing the existing parking lot and access at the entrance of 80th Ave/192nd and constructing a small parking pad off the entrance of 80th Ave/195th. Conducting surveys and critical areas report for future master plan phases will be added to the scope of phase 1 as the remaining budget allows.

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.

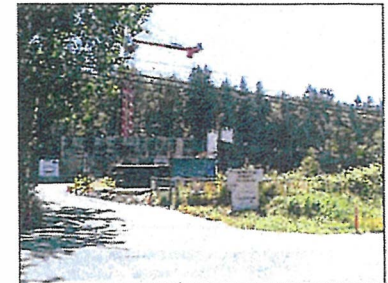
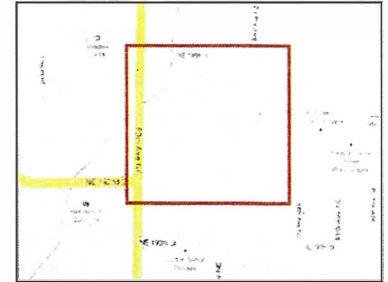
Environmental Review Status:

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

Due to the quantity of grading work the project is not SEPA exempt and is currently going through the SEPA review process.

Potential Project Issues: Site constrained by critical areas including wetlands and slopes. Various King County departments have conflicting requirements and desires for the site leading to several lengthy delays for negotiation of options. Potential expiration of WA State appropriation of \$151,900 but the State has extended 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 2023 depending on park opening.





City of Kenmore Capital Improvement Program

Twin Springs Park – Phase 1

Project P-1

CURRENT DOLLARS

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Total Project
Expenses									
Design	\$ 97,707							\$ -	\$ 97,707
Staff Admin	\$ 54,005	\$ 12,000						\$ 12,000	\$ 66,005
Construction		\$ 80,000						\$ 80,000	\$ 80,000
Permitting	\$ 5,000							\$ -	\$ 5,000
Signage & Amenities		\$ 19,300						\$ 19,300	\$ 19,300
Total	\$ 156,712	\$ 111,300	\$ -	\$ -	\$ -			\$ 111,300	\$ 268,012
Revenue									
REET								\$ -	\$ -
Bond								\$ -	\$ -
Grants								\$ -	\$ -
WA State Appropriation	\$ 40,600	\$ 111,300						\$ 111,300	\$ 151,900
Park Impact Fund	\$ 75,582	\$ -						\$ -	\$ 75,582
Park Levy	\$ 40,530							\$ -	\$ 40,530
Total	\$ 156,712	\$ 111,300	\$ -	\$ -	\$ -			\$ 111,300	\$ 268,012

SCHEDULE

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																								
Signage & Amenities																								
Closeout																								



City of Kenmore Capital Improvement Program

Rhododendron Park – Sign Replacement

Project P-18

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

Project Manager: Parks Project Manager

Project Description: Replace the two aging park entry signs.

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.

MKC 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 was installed in 2022. Mitigation and monitoring completed 2018-2022.

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 park signage.

Potential Project Issues: Non anticipated.

Operations: Signage and addition of public art will slightly increase the park operations budget for long-term maintenance. Following completion of mitigation/monitoring in 2022, maintenance becomes part of on-going park maintenance and operations.





City of Kenmore Capital Improvement Program Rhododendron Park - Sign Replacement

Project P-18

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Total Project
Expenses									
Design	\$ -							\$ -	-
Permit	\$ -							\$ -	-
Construction	\$ -	\$ 24,000						\$ 24,000	24,000
Art fabrication & installation	\$ -							\$ -	-
Monitoring	\$ -							\$ -	-
Staff Admin	\$ -	\$ 4,000						\$ 4,000	4,000
	\$ -								
Total	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000
REET	\$ -	\$ 24,000						\$ 24,000	24,000
BOND	\$ -							\$ -	-
In-lieu fees	\$ -							\$ -	-
REET (Staff Hrs)	\$ -	\$ 4,000						\$ 4,000	4,000
Art Fund	\$ -	\$ -						\$ -	-
Park Impact Fund	\$ -							\$ -	-
KC Park Levy	\$ -							\$ -	-
Total	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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																								
Sign Installation																								



City of Kenmore Capital Improvement Program Waterfront & Natural Open Space Access Project at Ł' a ẏw a d i s Park (pronounced Tl' awh-ah-dees)

Project P-27

Project Location: 7515 and 7353 NE 175th Street, Kenmore WA at Ł' a ẏw a d i s Park (pronounced Tl' awh-ah-dees) formerly named Squire's Landing.

Project Manager: 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. Permits were received August 2021. The project was advertised October 5, 2021 and bids opened November 9, 2021. Strider Construction Company was Awarded Contract 21-C2670. Construction began December 21, 2021. Construction and project closeout will continue in 2023.

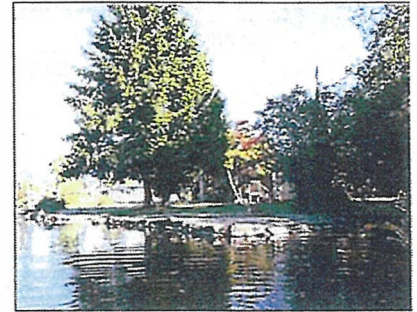
MDNS
☒

EIS
☐

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

Potential Project Issues: N/A

Operations: Maintenance costs related to upkeep of new facilities begin 2023. Mitigation Monitoring and maintenance begins 2023-28 through 2032 and beyond.





Waterfront & Natural Open Space Access Project **at Tl' a xw a d i s Park (pronounced TI' awh-ah-dees)**

Project P-27

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
Expenses										
Staff Admin	\$ 333,811	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 140,000	\$ 40,000	\$ 513,811
Permitting	\$ 147,573							\$ -		\$ 147,573
Design & Bid	\$1,481,285							\$ -		\$ 1,481,285
Construction	\$7,990,125	\$ 150,000						\$ 150,000		\$ 8,140,125
Monitor-Maintain		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 400,000
Total	\$ 9,952,794	\$ 230,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 530,000	\$ 200,000	\$ 10,682,794
Revenue										
REET	\$1,006,161	\$ 190,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 290,000	\$ 40,000	\$ 1,336,161
Bond	\$5,750,000							\$ -		\$ 5,750,000
Bond 1%	\$ -									\$ -
Public Art Fund	\$ 24,083									\$ 24,083
SC Basin Funds	\$ 550,486	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 950,486
Grants	\$1,940,000							\$ -		\$ 1,940,000
KC Trail Levy	\$ 300,000							\$ -		\$ 300,000
Park Impact Fund	\$ 382,064							\$ -		\$ 382,064
Total	\$ 9,952,794	\$ 230,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 530,000	\$ 200,000	\$ 10,682,794

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Access Project Project P-28

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

Project Manager: Parks Project Manager

Project Description: The project construction completed June 2022. 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. A ribbon cutting ceremony was held August 9, 2022. With construction complete at the end of June 2022, the project moves into mitigation maintenance, monitoring and reporting.

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. Permits were received in March 2021. Project was advertised May 4, 2021 and bids opened June 9, 2021. Road Construction Northwest was Awarded Contract 21-C2669. Construction began July 26, 2021 and ended June 28, 2022.



Environmental Review Status:
SEPA issued.

Exempt
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Potential Project Issues: N/A

Operations: Maintenance costs related to upkeep of a new facilities began July 2022. Mitigation Monitoring and maintenance begins 2023-28 and beyond.



City of Kenmore Capital Improvement Program Log Boom Park Waterfront Access & Viewing Project Project P-28

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
Expenses										
Admin	\$ 324,365	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 80,000	\$ 40,000	\$ 44,365
Permitting	\$ 945,256							\$ -		\$ 945,256
Design & Bid	\$ 904,010							\$ -		\$ 904,010
Construction	\$ 2,942,311							\$ -		\$ 2,942,311
Monitor	\$ 10,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 410,000
Total	\$ 5,125,942	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 320,000	\$ 200,000	\$ 5,645,942
Revenue										
REET	\$ 902,200				\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 40,000	\$ 972,200
Bond	\$ 3,200,000							\$ -		\$ 3,200,000
Bond 1% Arts	\$ -							\$ -		\$ -
Public Art Fund	\$ 43,359							\$ -		\$ 43,359
Grants	\$ 470,575							\$ -		\$ 470,575
KC Park Levy	\$ 100,000	\$ 60,000	\$ 60,000	\$ 50,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 290,000	\$ 160,000	\$ 550,000
Public Art Fund	\$ -							\$ -		\$ -
Park Impact Fund	\$ 409,808							\$ -		\$ 409,808
Total	\$ 5,125,942	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 320,000	\$ 200,000	\$ 5,645,942

SCHEDULE

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																								
Landscape Maintenance																								
Monitoring																								
Closeout																								



City of Kenmore Capital Improvement Program

Rhododendron Park Boatshed

Project P-30

Project Location: Rhododendron Park, located at the northeast intersection of NE 170th St (Simonds Rd) and 68th Ave NE (Juanita Drive). 6910 NE 170th 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 is contracting with EarthCorps for the five-year mitigation monitoring period. The City is still awaiting \$503,000 in funds to be raised by the fundraising committee. In the meantime, the City advanced the project this to complete boathouse project construction in 2021 from the Strategic Opportunity Fund. In the event that this fundraising does not take place, rent may be charged in lieu of fundraising to boathouse tenants. The Strategic Opportunity Fund will be reimbursed upon receipt of funds or collection of rent. Complete receipt of funds is estimated between 2023-2028.

January 27th, 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 boathouse. NSD contributed \$250,000 upon lease execution. Concurrently with execution of the Lease, NSD entered into a separate Management Agreement with the George Pocock Rowing Foundation (GPRF) for the management and operation of the boathouse facility. The Kenmore Community Rowing Club is also operating out of the boathouse. Negotiations are in progress as to the whether the GPRF will remain as the boathouse manager or be replaced by another entity in 2023. 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.

The City is looking to install permanent building signage by the end of 2022 or early 2023 at a projected cost of \$15,000.

Background: A 40' x 70' steel boathouse was constructed in 2021. 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 2022 public art.





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

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
Expenses										
Design/Consultant	\$ 245,146							\$ -		\$ 245,146
Construction	\$ 1,352,692							\$ -		\$ 1,352,692
Building Sign		\$ 15,000						\$ 15,000		\$ 15,000
Staff Admin	\$ 212,559	\$ 5,000						\$ 5,000		\$ 217,559
Monitoring	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200			\$ 12,800		\$ 16,000
	\$ -									
<i>Total</i>	<i>\$ 1,813,597</i>	<i>\$ 23,200</i>	<i>\$ 3,200</i>	<i>\$ 3,200</i>	<i>\$ 3,200</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 32,800</i>	<i>\$ -</i>	<i>\$ 1,846,397</i>
Revenue										
KC Park Levy	\$ 9,600	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200			\$ 12,800		\$ 22,400
SOF	\$ 673,098	\$ 15,000						\$ 15,000		\$ 688,098
NSD	\$ 250,000							\$ -		\$ 250,000
DoC Grant	\$ 242,499							\$ -		\$ 242,499
KC Grant	\$ 611,100							\$ -		\$ 611,100
Park Impact Fund	\$ 14,500							\$ -		\$ 14,500
REET	\$ 12,800	\$ 5,000						\$ 5,000		\$ 17,800
<i>Total</i>	<i>\$ 1,813,597</i>	<i>\$ 23,200</i>	<i>\$ 3,200</i>	<i>\$ 3,200</i>	<i>\$ 3,200</i>			<i>\$ 32,800</i>	<i>\$ -</i>	<i>\$ 1,846,397</i>

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 Moorlands Park - Athletic Field Turf Replacement Project P-32

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

Project Manager: Parks Project Manager

Project Description: replacing athletic field grass with turf

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. 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. Replacing grass with turf (organic fill not crumb rubber) adds capacity and local youth sports leagues (soccer, baseball) support this approach.

Environmental Review Status:

Environmental review likely required.

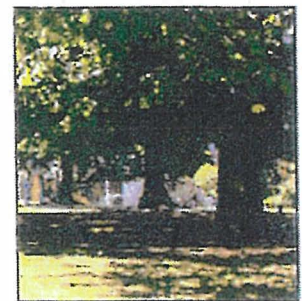
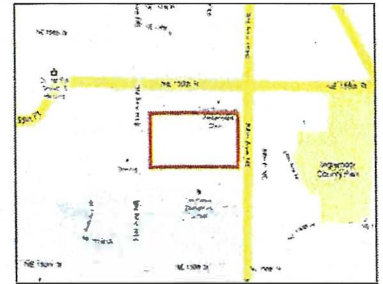
Exempt
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Potential Project Issues: Cost concerns about partial- or full-field turf conversion. It is currently unknown if the existing under field drainage can accommodate field turf.

Operations: The City took over all park maintenance and field scheduling following execution of the 2017 interlocal agreement with the Northshore School District. Proposed turf field will likely result in a reduced park operations budget but will require significant capital reinvestment in 10-15 years for repair/replacement.





City of Kenmore Capital Improvement Program
Moorlands Park Improvements – Athletic Field Turf Replacement
Project P-32

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
Expenses										
Staff Admin		\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 20,000		\$ 30,000		\$ 30,000
Design/grant prep				\$ 25,000	\$ -	\$ -		\$ 25,000		\$ 25,000
Permitting/Bid				\$ -	\$ 10,000	\$ 10,000		\$ 20,000		\$ 20,000
Construction					\$ -	\$ 700,000		\$ 700,000		\$ 700,000
										\$ -
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -	\$ 775,000	\$ -	\$ 775,000
Revenue										
REET										\$ -
Bond								\$ -		\$ -
SC Basin Fund								\$ -		\$ -
Grant - unsecured				\$ -	\$ -	\$ 35,000		\$ 350,000		\$ 350,000
Park Impact Fees				\$ 30,000	\$ 15,000	\$ 160,000		\$ 205,000		\$ 205,000
Sports Leagues						\$ 220,000		\$ 220,000		\$ 220,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -	\$ 775,000	\$ -	\$ 775,000

SCHEDULE

	2023				2024				2025				2026				2027				2028			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project Timeline																								
Grant application/admin																								
Permitting																								
Design																								
Construction																								
Closeout																								

TRANSPORTATION CAPITAL PROJECTS

CITY OF KENMORE, WASHINGTON
TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM
PROPOSED FOR THE YEARS 2023-2028

EXHIBIT C

Project Description	Prior Years Expenditures	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Project Total
T 8 SR 522 West B 57th to 61st	\$ -	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
T 27 Pedestrian Facilities Program	\$ 386,584	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 1,890,000	\$ 2,276,584
T 35 Pavement Preservation	\$ 7,408,674	\$ 1,110,000	\$ 850,000	\$ 1,070,000	\$ 200,000	\$ 1,520,000	\$ 200,000	\$ 4,950,000	\$ 12,358,674
T 38 Lower Swamp Creek Bridge Replacement	\$ 23,218	\$ 35,000	\$ 15,000	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,075,000	\$ 3,098,218
T 41 Juanita Dr Pedestrian & Bicycle Safety Improvements	\$ 17,454,125	\$ 687,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687,925	\$ 18,142,050
T 42 68th Ave Pedestrian & Bicycle Safety Improvements	\$ 13,296,731	\$ 180,745	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 305,745	\$ 13,602,476
T 44 61st Ave Sidewalk Replacement Project	\$ 141,988	\$ 250,000	\$ 275,000	\$ 4,154,265	\$ 240,000	\$ 25,000	\$ 25,000	\$ 4,969,265	\$ 5,111,253
T-207 - SR 522 Mid-block crossing	\$ 7,500	\$ 42,500						\$ 42,500	\$ 50,000
T-244 Burk-Gilman Trail/NE 175th St. Wayfinding & Connectivity	\$ 75,044	\$ 255,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,213	\$ 330,257
T252 ADA Transition Program	\$ -	\$ 500,000	\$ -	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000
T 37 West Sammamish River Bridge Replacement	\$ 41,140,749	\$ 1,345,285	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,673,179	\$ 42,813,928
Total Project Costs	\$79,934,613	\$4,971,668	\$1,766,500	\$7,560,765	\$2,081,500	\$4,696,500	\$1,771,894	\$22,848,827	\$102,783,440

Funding as Proposed:	Prior Years Revenues	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Project Total
Transportation Impact Fees	\$ 4,087,714	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,100,000	\$ 5,187,714
Real Estate Excise Taxes	\$ 11,639,164	\$ 2,791,379	\$ 825,000	\$ 730,000	\$ 1,305,000	\$ 1,065,000	\$ 1,315,000	\$ 8,031,379	\$ 19,670,543
Real Estate Excise Taxes-Sammamish Bridge		\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864	\$ 1,126,864
Surface Water Fund - other	\$ 1,100,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 1,130,000
KAPE		\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000	\$ 2,420,000
Connecting WA	\$ 17,953,685	\$ 296,315	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,046,315	\$ 20,000,000
Move Ahead WA		\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000			\$ 3,500,000	\$ 3,500,000
WSDOT ped/bike	\$ 7,653,143	\$ 435,004	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,569,269	\$ 9,222,412
W&W Bonds	\$ 6,054,950								\$ 6,054,950
Other grants or funding - unsecured	\$ 31,445,957	\$ -	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000	\$ 34,470,957
Total Project Funding	\$79,934,613	\$4,971,668	\$1,766,500	\$7,560,765	\$2,081,500	\$4,696,500	\$1,771,894	\$22,848,827	\$102,783,440



City of Kenmore Capital Improvement Program

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

Project No. T-8

Project Location: SR 522 from 57th Avenue NE to 61st Avenue NE

Project Description: This project will provide an American's with Disabilities Act (ADA) connection to the Burke Gilman Trail, ADA improvements to the sidewalk along SR 522, provide access management along this section of SR522 and a study of the south leg of 61st Avenue for conversion to one-way. Should additional funding become available, additional scope may consist of additional access points to the Burke Gilman Trail, undergrounding of utilities, new street lighting, and additional corridor landscaping.

Background: Since its incorporation, the City of Kenmore has completed improvements to SR 522 (Bothell Way) between 61st 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 (57th Avenue NE to 61st 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. 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	2023	2024	2025	2026	2027	2028	Total
Expenses								
Design		\$ 250,000	\$ 250,000					\$ 500,000
ROW/ Acquisition								\$ -
Construction				\$ 1,485,000	\$ 15,000			\$ 1,500,000
Total	\$ -	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000
Revenue								
Connecting WA		\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000			\$ 2,000,000
								\$ -
								\$ -
								\$ -
Total	\$ -	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000

City of Kenmore Capital Improvement Program

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

Project No. T-8

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: Sidewalk Program

Project No.: T-27

Project Location(s): Citywide

Project Description: This program is intended to provide matching funds for pedestrian improvements identified in the Pedestrian Facilities Plan. Projects would consist of extending existing sidewalks, filling gaps, or adding new facilities to connect to existing networks. Typical projects include new 6-foot-wide sidewalk with amenity strip but each site will be evaluated independently for the most appropriate pedestrian facility improvement. If no projects require matching funds, these funds would be used to build small sections of sidewalk identified in the Pedestrian Facilities Plan.

Background: In 2022, the City completed an update to its Pedestrian Facilities Plan (previously known as the Sidewalk Priority Plan). This Plan includes a priority list for completing sidewalk projects within the City. Staff will utilize this plan to determine where to fund projects and where to focus resources on grant applications.



Figure A



City of Kenmore Capital Improvement Program

Project Name: Sidewalk Program

Project No.: T-27

CURRENT DOLLARS

Year	Prior	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	\$ 83,571	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	\$ 173,571
ROW/ Acquisition		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 303,013	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,800,000	\$2,103,013
Art								\$ -	\$ -
Total	\$ 386,584	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 1,890,000	\$2,276,584
Revenue									
REET	\$ 386,584	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,290,000	\$1,676,584
Transportation Impact		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ 600,000
								\$ -	
Total	\$ 386,584	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 1,890,000	\$2,276,584

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: Pavement Preservation 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. The project also includes regular updates and analysis of existing pavement condition to assist in assessing future overlay locations.

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. 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.

Funding: The Pavement preservation program is partially funded through the Kenmore Automated Photo Enforcement Program.





City of Kenmore Capital Improvement Program

Project Name: Pavement Preservation Program

Project No.: T-35

Current Dollars:

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	\$ 1,182,134	\$ 120,000	\$ -	\$ 20,000	\$ 200,000	\$ 20,000	\$ 200,000	\$ 560,000	\$ 1,742,134
ROW								\$ -	\$ -
Construction	\$ 6,226,540	\$ 990,000	\$ 850,000	\$ 1,050,000		\$ 1,500,000		\$ 4,390,000	\$ 10,616,540
Total	\$ 7,408,674	\$ 1,110,000	\$ 850,000	\$ 1,070,000	\$ 200,000	\$ 1,520,000	\$ 200,000	\$ 4,950,000	\$ 12,358,674
Revenue									
REET	\$ 7,053,323	\$ 1,110,000	\$ 570,000	\$ 200,000	\$ 50,000	\$ 550,000	\$ 50,000	\$ 2,530,000	\$ 9,583,323
STP Grant	\$ 355,351							\$ -	\$ 355,351
KAPE			\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000	\$ 2,420,000
Total	\$ 7,408,674	\$ 1,110,000	\$ 850,000	\$ 1,070,000	\$ 200,000	\$ 1,520,000	\$ 200,000	\$ 4,950,000	\$ 12,358,674

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

Project Location: NE 175th Street/Swamp Creek Crossing

Project Description: An update of the alternatives analysis, cost estimates, funding alternatives will be conducted prior to design/construction of recommendations.

Background: The bridge over Swamp Creek at NE 175th Street is aging and is in need of rehabilitation/replacement. This structure is on NE 175th 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.

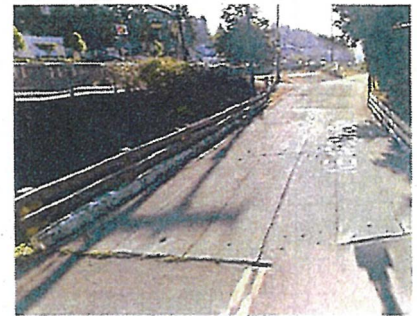
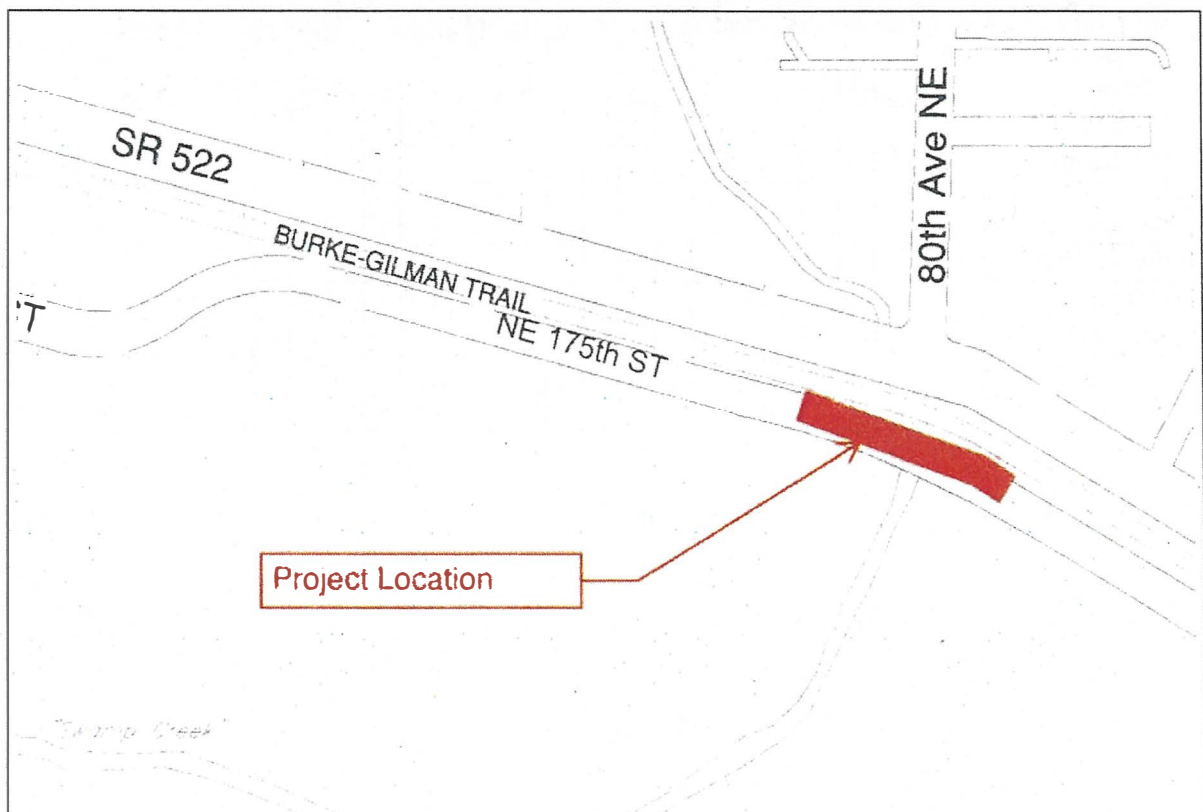


Figure A: Existing Bridge





City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Pre-Design	\$ 23,218	\$ 35,000	\$ 15,000					\$ 50,000	\$ 73,218
Design				\$ 225,000	\$ 250,000	\$ 25,000		\$ 500,000	\$ 500,000
ROW/ Acquisition								\$ -	\$ -
Construction						\$ 2,500,000	\$ 25,000	\$ 2,525,000	\$ 2,525,000
Total	\$ 23,218	\$ 35,000	\$ 15,000	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,075,000	\$ 3,098,218
Revenue									
Impact Fees								\$ -	\$ -
REET	\$ 23,218	\$ 35,000	\$ 15,000					\$ 50,000	\$ 73,218
Other grant Funded				\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000	\$ 3,025,000
Total	\$ 23,218	\$ 35,000	\$ 15,000	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,075,000	\$ 3,098,218

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital 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:

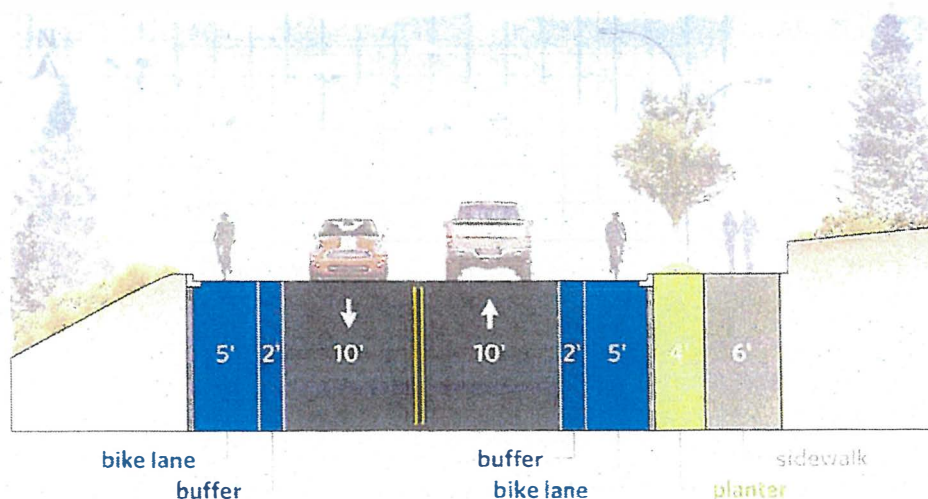
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of 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.
- Speed reduction to 30 MPH.

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 in July 2020 and is expected to continue through 2022. Final paving and paint striping of Juanita Drive between NE 155th ST to NE 143rd PL may push to the Spring of 2023, weather depending.

Typical Section – two lanes *(Looking North)*





City of Kenmore Capital Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

CURRENT DOLLARS

Year	Previous Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	\$ 1,871,364							\$ -	\$ 1,871,364
ROW/ Acquisition	\$ 666,808							\$ -	\$ 666,808
Construction	\$ 14,915,953	\$ 687,925						\$ 687,925	\$ 15,603,878
Total	\$ 17,454,125	\$ 687,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687,925	\$ 18,142,050
Revenue									
REET	\$ 1,200,000	\$ 687,925						\$ 687,925	\$ 1,887,925
Traffic Impact Fees	\$ 3,791,547							\$ -	\$ 3,791,547
Other Local	\$ 579,578							\$ -	\$ 579,578
Walkways & Waterways Bond Measure	\$ 5,000,000							\$ -	\$ 5,000,000
Northshore Utility Dist	\$ 1,206,650							\$ -	\$ 1,206,650
WSDOT Ped/Bike Grant	\$ 2,525,100							\$ -	\$ 2,525,100
Dept of Ecology (SFAP)	\$ 1,457,250							\$ -	\$ 1,457,250
Sound Transit	\$ 1,500,000							\$ -	\$ 1,500,000
WA St Dept. Commerce	\$ 194,000							\$ -	\$ 194,000
Total	\$ 17,454,125	\$ 687,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687,925	\$ 18,142,050

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project Number: 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

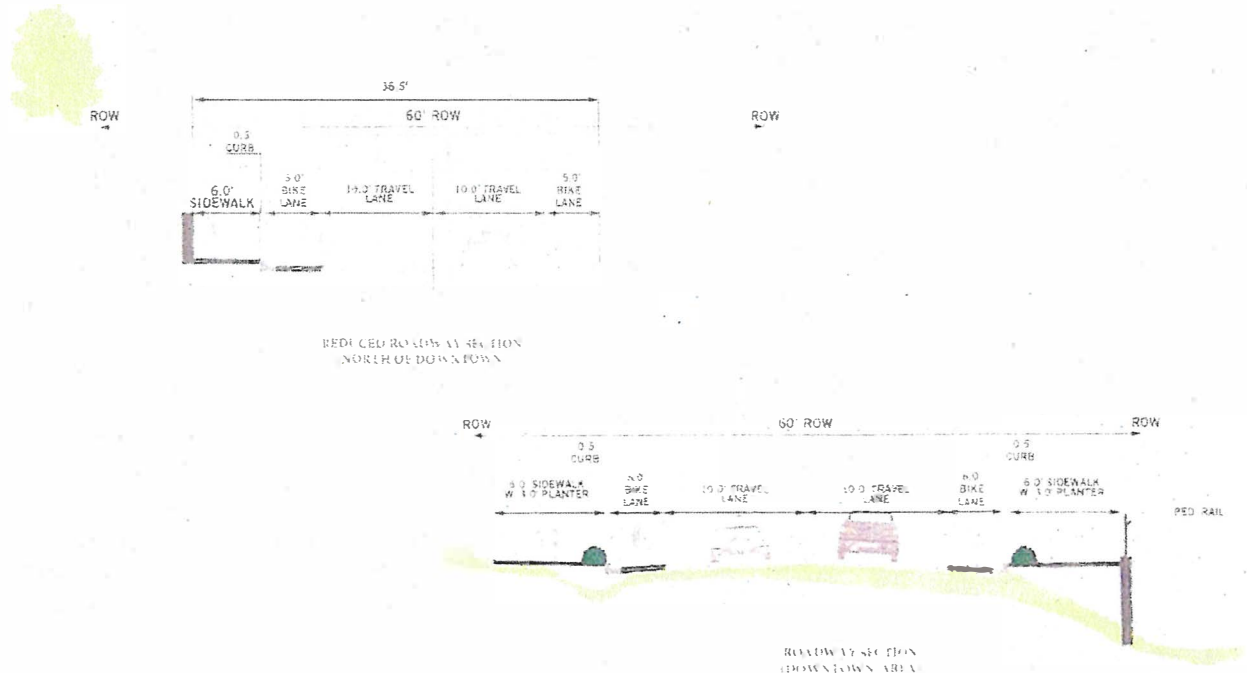
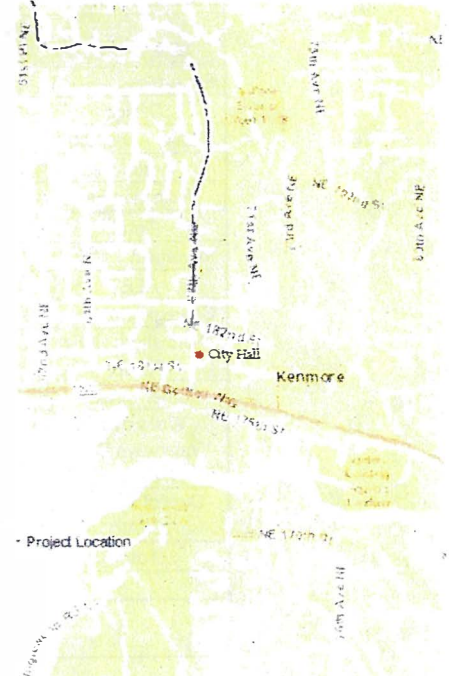
Project Description: This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new storm drainage, LED street lighting, landscaping in downtown area, RRFB ped crossing at NE185th Street, retaining walls and utility relocation where necessary. The speed limit will also be reduced to 25 MPH.

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.

Project Delivery Status: Construction began in late March 2021 and will be

Proposed Improvements:



City of Kenmore Capital Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project No. T 42

CURRENT DOLLARS

Year	Previous Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	994,839							-	994,839
ROW/ Acquisition	28,418							-	28,418
Construction	12,273,474	180,745						180,745	12,454,219
Mitigation Est.			25,000	25,000	25,000	25,000	25,000	125,000	125,000
Total	13,296,731	180,745	25,000	25,000	25,000	25,000	25,000	305,745	13,602,476
Revenue*									
REET	2,845,050	180,745	25,000	25,000	25,000	25,000	25,000	305,745	3,150,795
Strategic Op. Fund	1,152,758							-	1,152,758
Northshore Utility District	2,970,884							-	2,970,884
Other Utilities	246,089							-	246,089
Walkways & Waterways Bond Measure	5,027,000							-	5,027,000
Dept of Ecology (SFAP)	1,054,950							-	1,054,950
Total	13,296,731	180,745	25,000	25,000	25,000	25,000	25,000	305,745	13,602,476

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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																								
Mitigation																								



City of Kenmore Capital Improvement Program

Project Name: 61st Avenue Sidewalk Replacement Project
Project No. T-44

Project Location: 61st Avenue NE (NE 181st Street north to 62nd Ave NE)

Project Description:

This project will update the alternatives analysis and include other possible scenarios for sidewalk replacement. Non-ADA Sidewalk panels will be replaced on both sides of 61st Avenue north of NE 190th St. Sidewalk between NE 190th St. Sidewalk along the east side of 61st Ave approximately 500 feet north NE 181st St to approximately 400 feet south of NE 190th St. will be relocated west to provide additional buffer to the adjacent creek. The corridor will receive a 2 inch grind and HMA overlay and will be striped with bike lanes.

Background: 61st Avenue NE is an arterial that runs north to south (north of SR 522). The intersection with NE 193rd Street is a major intersection that could utilize additional control. The sidewalks north of NE 190th Street do not meet American with Disability Act (ADA) compliance with many location having gaps or uplift issues. 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.



City of Kenmore Capital Improvement Program

Project Name: 61st Avenue Sidewalk Replacement Project
Project No. T-44

CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	\$ 141,988	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 641,988
ROW/ Acquisition			\$ 25,000					\$ 25,000	\$ 25,000
Construction			\$ -	\$ 4,154,265	\$ 240,000	\$ -	\$ -	\$ 4,394,265	\$ 4,394,265
Mitigation Est.						\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000
Total	\$ 141,988	\$ 250,000	\$ 275,000	\$ 4,154,265	\$ 240,000	\$ 25,000	\$ 25,000	\$ 4,969,265	\$ 5,111,253
Revenue									
REET	\$ 96,988	\$ 15,000		\$ 40,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 120,000	\$ 216,988
WSDOT Ped Bike	\$ 45,000	\$ 185,000	\$ 137,500	\$ 996,765				\$ 1,319,265	\$ 1,364,265
Move Ahead WA		\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000			\$ 3,500,000	\$ 3,500,000
SWM Fund				\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
								\$ -	\$ -
								\$ -	\$ -
Total	\$ 141,988	\$ 250,000	\$ 275,000	\$ 4,154,265	\$ 240,000	\$ 25,000	\$ 25,000	\$ 4,969,265	\$ 5,111,253

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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																								
Mitigation Est.																								



City of Kenmore Capital Improvement Program

Project Name: State Route 522 Mid-Block Crossing

Project No.: T-207

Project Location: State Route 522 Between 73rd Avenue NE and 77th Court NE.

Project Description: This project builds a signalized mid-block pedestrian crossing at the existing King County metro Park and Ride. This project will be performed by Sound Transit who will provide a fund toward construction.

Background: SR 522 (NE Bothell Way) at this location has a speed limit of 40 mph. It is comprised of two general purpose lanes in each direction, one Business Access and Transit (BAT) lane in each direction, and a 425-foot westbound left-turn pocket leading up to the intersection with 73rd Ave NE. Additionally, the westbound BAT lane serves westbound right-turning traffic leading up to the intersection with 73rd Ave NE. There is an existing sidewalk on the north side of SR 522 and the multi-use Burke Gilman Trail runs along the south side of SR 522, separated by a 10 to more than 20 foot wide graded and vegetated planter strip. Sound Transit is planning to construction Bus Rapid Transit (BRT) stations at this location. To better facilitate crossing of SR522, a mid-block crossing at the station location was proposed. The mid-block crossing will be designed and construction as part of Sound Transit's BRT work. The city will secure permits and provide a funding contribution towards construction in excess to Sound Transit's \$2.5M contribution.



City of Kenmore Capital Improvement Program

Project Name: SR522 Mid-Block Crossing

Project No.: T-207

Current Dollars:

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	\$ 7,500	\$ 10,000						\$ 10,000	\$ 17,500
ROW/ Acquisition								\$ -	\$ -
Construction		\$ 32,500						\$ 32,500	\$ 32,500
Total	\$ 7,500	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500	\$ 50,000
Revenue									
REET	\$ 7,500	\$ 42,500						\$ 42,500	\$ 50,000
								\$ -	\$ -
								\$ -	\$ -
Total	\$ 7,500	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500	\$ 50,000

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: Burke-Gilman Trail/NE 175th St Wayfinding and Connectivity

Project No.: T-244

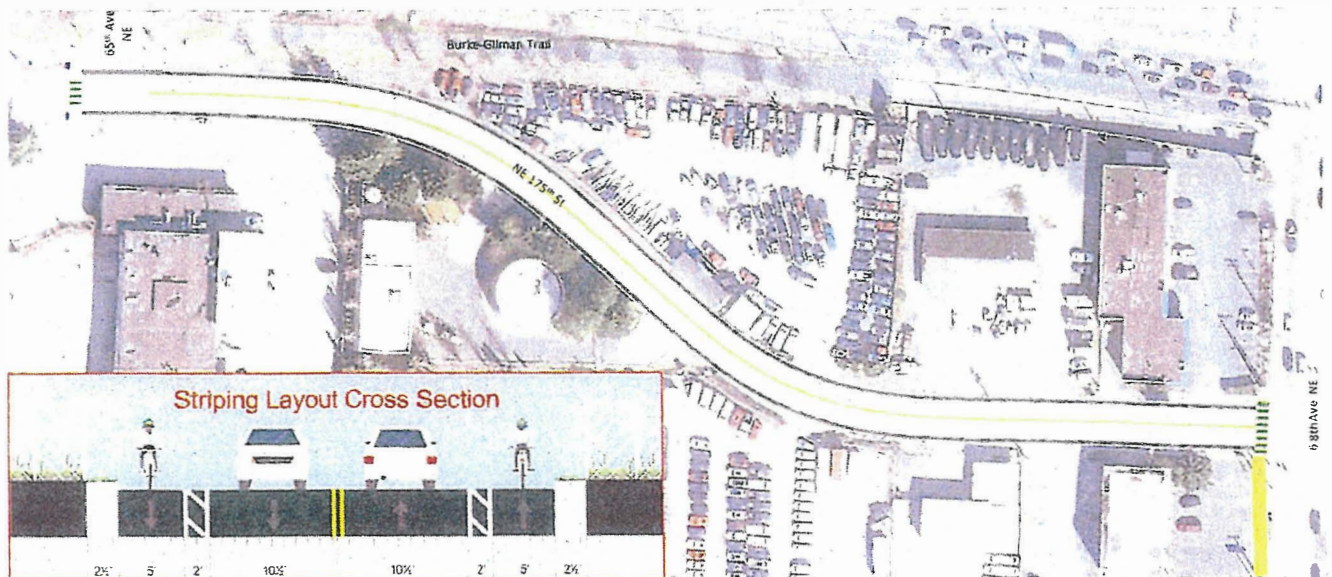
Project Location: NE 175th St

Project Description:

1. Install bike lanes between 65th Ave NE and 68th Ave NE.
2. Install green paint crossing treatments at 65th Ave NE and 68th Ave NE
3. Install wayfinding signs at the following locations:
 - a) 68th Ave NE intersection
 - b) Burke-Gilman Trail at 65th Ave NE
 - c) Burke-Gilman Trail just east of 73rd Ave NE
4. Install RRFB at 65th Ave NE intersection
5. Install pedestrian scale lighting at the 65th Ave NE intersection

Background: In 2015, the Local Road Safety Plan was created to identify improvements to enhance safety for pedestrians and bicyclists. There is limited connectivity with the Burke-Gilman Trail and other pedestrian/bicycle areas within the City. New bike lanes and sidewalks are under construction along 68th Ave NE and Juanita Dr. NE 175th St. experiences regular industry related traffic. This project will address the risk factors associated with the mixing of zones between the regionally significant Burke Gilman Trail and 68th Ave NE.

Funding Sources: This project is funded by the WSDOT Ped/Bike Program grant.



City of Kenmore Capital Improvement Program									
Project Name: Burk-Gilman Trail/NE 175 th St Wayfinding and Connectivity									
Project No.: T-244									
Current Dollars:									
Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design	\$ 75,044							\$ -	\$ 75,044
ROW/ Acquisition								\$ -	\$ -
Construction		\$ 255,213						\$ 255,213	\$ 255,213
Total	\$ 75,044	\$ 255,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,213	\$ 330,257
Revenue									
WSDOT Ped/Bike	\$ 56,043	\$ 250,004						\$ 250,004	\$ 306,047
Reet	\$ 19,001	\$ 5,209						\$ 5,209	\$ 24,210
Total	\$ 75,044	\$ 255,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,213	\$ 330,257

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: ADA Transition Program

Project No.: T-252

Project Location(s): Citywide

Project Description: This program is intended to replace curb ramps, sidewalks, crosswalks, pedestrian push buttons and marked on-street parking that are not compliant with ADA guidelines with ADA compliant facilities per the ADA Transition Plan.

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. The ADA Transition Plan was adopted in June 2022 and contains a list of all facilities that are out of compliance and the approximate cost to replace those facilities. The ADA Transition Plan is a living document that will updated regularly when changes are made to the City's infrastructure.



City of Kenmore Capital Improvement Program

Project Name: ADA Transition Program

Project No.: T-252

Current Dollars:

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Design		\$ -		\$ 250,000		\$ 250,000		\$ 500,000	\$ 500,000
ROW/ Acquisition								\$ -	\$ -
Construction		\$ 500,000			\$ 1,000,000		\$ 1,000,000	\$ 2,500,000	\$ 2,500,000
Total		\$ 500,000	\$ -	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000
Revenue									
REET		\$ 500,000		\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000
								\$ -	\$ -
Total		\$ 500,000	\$ -	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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 Capital Improvement Program

Project Name: West Sammamish River Bridge Replacement Project

Project No: T-37

Project Location: 68th Avenue NE between NE 170th Street and NE 175th Street

Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68th Avenue NE between NE 170th Street and NE 175th Street.

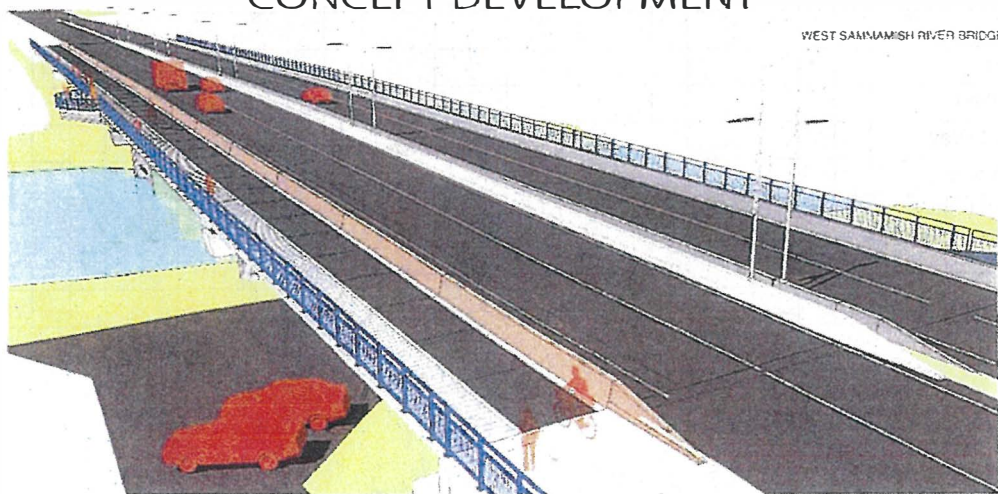
Background: The West Sammamish River Bridge was constructed in the 1930's and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed an alternatives analysis, a scour analysis, a load rating analysis, and has applied load restrictions on the bridge (weight 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.

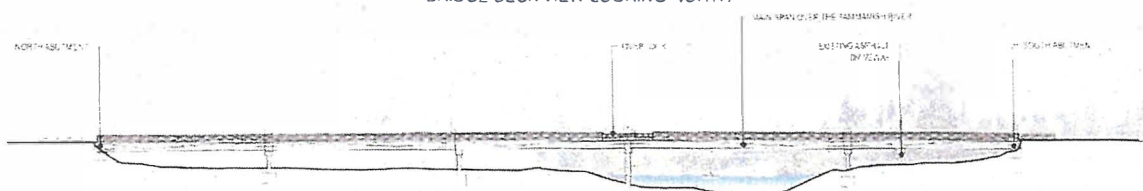


Project Location

CONCEPT DEVELOPMENT



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	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
Expenses									
Pre-Design	\$ 18,828							\$ -	\$ 18,828
Design	\$ 3,229,584							\$ -	\$ 3,229,584
ROW/ Acquisition	\$ 1,293,473							\$ -	\$ 1,293,473
Construction	\$ 36,598,864	\$ 1,345,285						\$ 1,345,285	\$ 37,944,149
Mitigation Est.			\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 327,894	\$ 327,894
Total	\$ 41,140,749	\$ 1,345,285	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,673,179	\$ 42,813,928
Revenue									
REET	\$ 219,644	\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864	\$ 1,346,508
Impact	\$ 443,329	\$ 500,000						\$ 500,000	\$ 943,329
BRAC*	\$ 11,999,163							\$ -	\$ 11,999,163
STP	\$ 1,063,994							\$ -	\$ 1,063,994
SW Fund	\$ 1,100,000							\$ -	\$ 1,100,000
Connect. WA	\$ 17,953,685	\$ 46,315						\$ 46,315	\$ 18,000,000
TIB	\$ 7,000,000							\$ -	\$ 7,000,000
Utilities	\$ 1,360,934							\$ -	\$ 1,360,934
Total	\$ 41,140,749	\$ 1,345,285	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,673,179	\$ 42,813,928

SCHEDULE

	2023				2024				2025				2026				2027				2028			
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/Miti gation																								

SWM CAPITAL PROJECTS

CITY OF KENMORE, WASHINGTON
SURFACE WATER CAPITAL IMPROVEMENT PROGRAM
PROPOSED FOR THE YEARS 2023-2028

EXHIBIT D

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
SW 8 190th St. Fish Passable Culvert	\$ 2,816,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,816,250
SW 8 Public Works Trust Fund Loan 20 year Repayment	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 489,900
SW 17 Little Swamp Creek Relocation (Phase 1)	\$ -	\$ -	\$ 800,000	\$ 814,300	\$ -	\$ -	\$ 1,614,300
SW 17 Little Swamp Creek Relocation (Phase 2)	\$ -	\$ -	\$ -	\$ -	\$ 165,840	\$ 4,600,000	\$ 4,765,840
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	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ 650,000
SW 34 Blueberry Creek Culverts	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
SW 35 Muck Creek Restoration Project	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
T 44 61st Ave Sidewalk Replacement Project	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Total Project Costs	\$ 3,122,900	\$ 756,650	\$ 1,636,650	\$ 970,950	\$ 322,490	\$ 4,756,650	\$ 11,566,290

Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Public Works Trust Fund 20 Year 1.66% Loan (SW8)	\$890,000	\$0	\$0	\$0	\$0	\$0	\$890,000
General Facility Charge - fund 402	100,000	100,000	100,000	100,000	100,000	100,000	\$600,000
Reimbursement from Utilities	\$296,000	\$0	\$0	\$0	\$0	\$0	\$296,000
Surface Water Utility Funds - (401 to 402)	1,471,900	\$656,650	456,650	320,950	\$222,490	\$4,656,650	\$7,785,290
King County Flood Control District Resources	\$0	\$0	380,000	50,000	\$0	\$0	\$430,000
Conservation Grant (Property Acquisition)	\$365,000		390,070				\$755,070
Other Grants	\$0	\$0	309,930	500,000	\$0	\$0	\$809,930
Total Project Funding	\$3,122,900	\$756,650	\$1,636,650	\$970,950	\$322,490	\$4,756,650	\$11,566,290

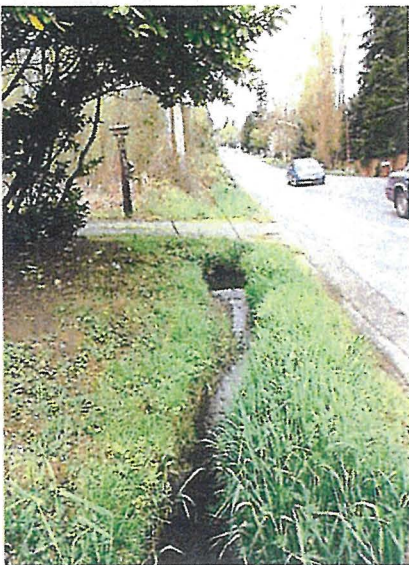
Project:	TRIBUTARY 0056 BOX CULVERT AT NE 190 TH ST		ID: SW-008
Location:	61 ST AVE NE and NE 190 TH ST	Basin	Tributary 0056
Project Type:	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> 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"> • 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. • 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. • 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. 		
Conceptual Design	<ul style="list-style-type: none"> • Removal of existing 60" diameter asphalt-lined pipe culvert (approximately 70 feet) and installation of new box culvert • Construction of new headwall at box culvert inlet • Re-grading of stream bed to match new culvert • Removal, repair and stabilization of adjacent rockeries along west side of Tributary 0056 south of the culvert for approximately 50 feet • Roadway and sidewalk repair/restoration 		
Considerations for Implementation	<ul style="list-style-type: none"> • SEPA required • HPA (Fish and Wildlife) required • Army Corp of Engineer permit likely required • Stream bypass and fish exclusion required • Significant traffic control required • Significant erosion and sediment control required • Stream mitigation likely required 		





Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Designs/Permits/Acquisition				
	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
	Construction				
	Construction Management and Engineering Support				\$154,000
	Site preparation, Stream Bypass, TFSC 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
	Total Cost				\$2,662,580




Schedule		2022												2023											
		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 th Ave NE, between NE 196 TH ST and NE 193 RD 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 80th Ave NE before turning west on NE 192ND ST and connecting with Swamp Creek. LSC crosses from the east side of 80TH AVE NE to the west side just south of NE 198TH ST. LSC is confined to a roadside ditch from this location until just north of NE 193RD 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 195TH 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 80TH 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 200TH 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 80TH AVE NE just south of NE 196TH ST and just north of NE 193RD PL. The City would have liked to include all of LSC to the upstream culvert where it flows under 80TH 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">• Restore 800 feet of stream corridor along the west side of 80TH AVE NE (additional floodplain, woody debris, meandering channel centered along dedicated 100-foot stream buffer)• Eliminate sharp stream bend at NE 193RD PL• Install fish passable culvert for the LSC at NE 195TH ST• Upgrade the existing stormwater system along 80TH AVE NE to meet current conveyance capacity requirements (potentially requiring new stormwater culvert under NE 195TH ST)			
Considerations for Implementation	<ul style="list-style-type: none">• Project will require environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits.• Kenmore Resolution 02-061 includes frontage improvement requirements funded through property owner reimbursement or Local Improvement District.• Easement or ROW acquisition.• Downstream analyses will need to be conducted to ensure nothing is adversely affected. Adverse affects to that project are not anticipated.• Temporary stream bypass and fish exclusion shall be used during construction.• Traffic control will be needed.• Potential water quality treatment along the west side of 80TH AVE NE depending on scope of frontage improvements.			



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

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/Acquisition																								
Final Design and PS&E																								
Advertise and Contractor Procurement																								
Construction																								

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>	
				
				
				

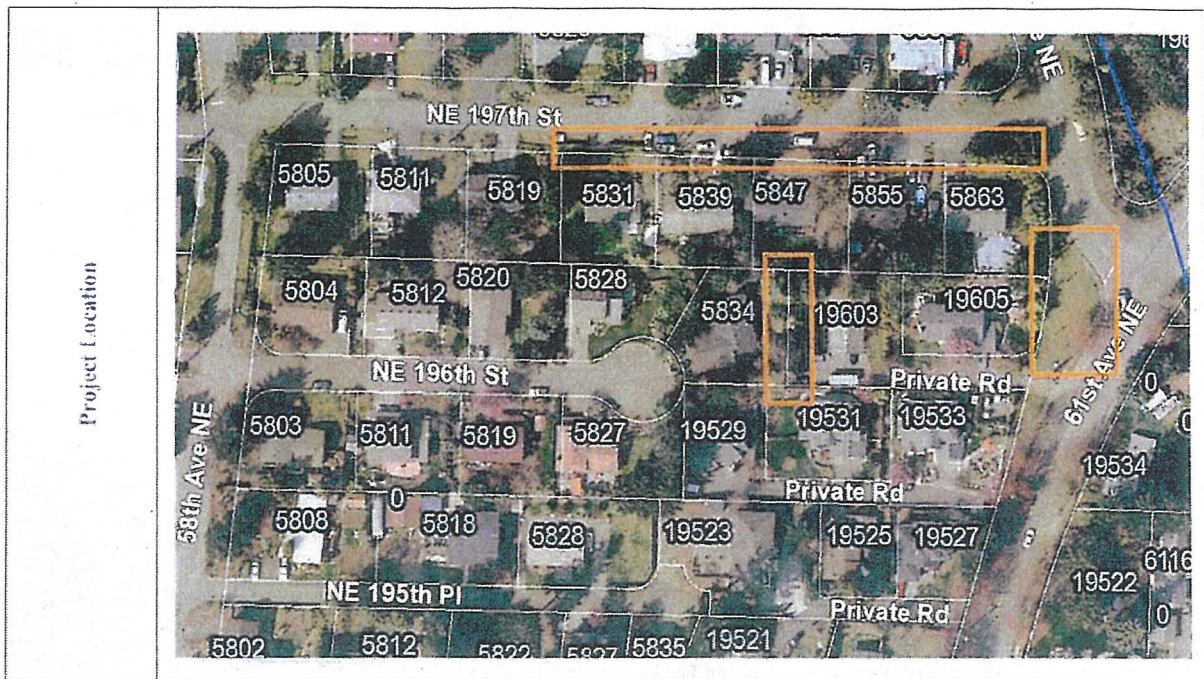
Project:	Drainage Facility Retrofit – Kenmore Lane		ID:	SW-029
Location:	61 st Ave NE and NE 196 th St.	Basin	Tributary 0056	
Project Type:	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding		Preliminary Project Cost:	\$500,000
Problem:	Failing infiltration tank, failed control structure, difficult location, erosion issues with adjacent conveyance system			
Narrative	<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 197th ST and NE 196th 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 61st 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>	
	Conceptual Design	<ul style="list-style-type: none">• Remove existing infiltration drainage facility located within easement on private property• Install new facility in adjacent right-of-way location• Modify adjacent conveyance systems to reduce private property impacts and erosion issues• Utilize low impact development to retrofit this facility		
Considerations for Implementation	<ul style="list-style-type: none">• Temporary construction easements• Utilities• Traffic control• Erosion and sediment control			



Existing control structure

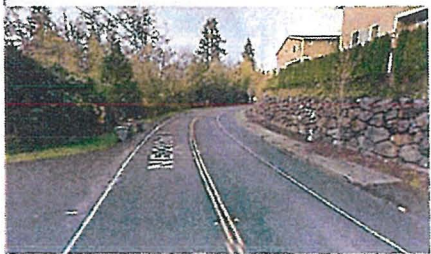


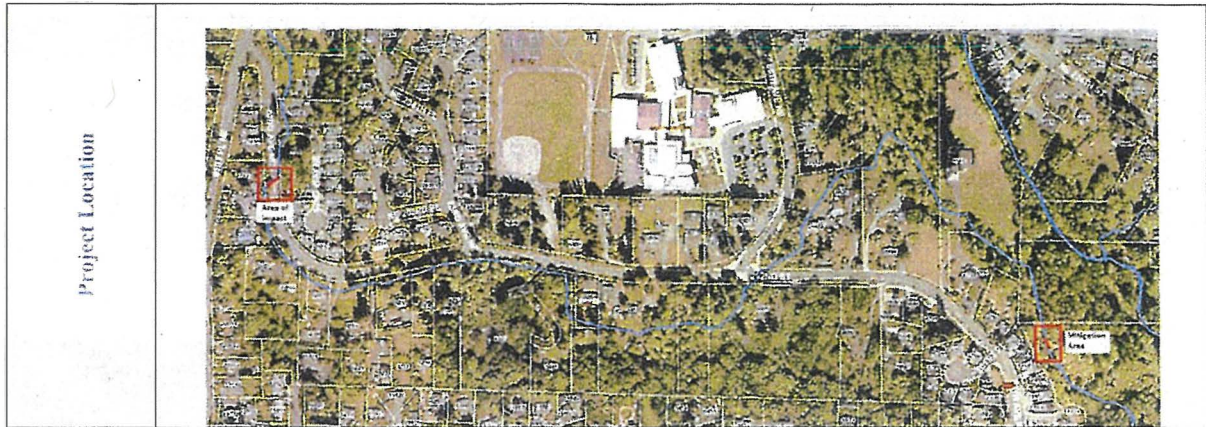
Facility located in private backyard



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
	Total Cost				\$500,000



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																								

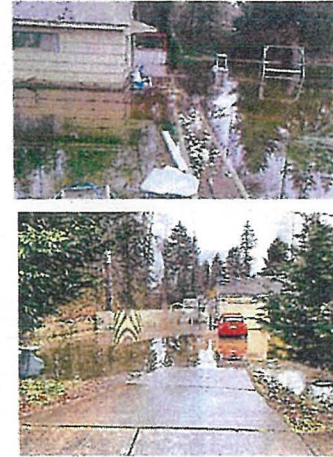
Project:	Blueberry Creek Culvert Replacements		ID:	SW-034
Location:	NE 202 ND ST & 62 ND AVE NE	Basin	Swamp Creek	
Project Type:	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding <input checked="" type="checkbox"/> Habitat		Preliminary Project Cost:	\$250,000
Problem:	Flooding at low point in road			
Narrative	<p>To mitigate stream impacts that occurred during construction of the City's 68th AVE NE Pedestrian and Bicycle Improvement Project (68th Project), the City is removing a fish barrier culvert located on Blueberry Creek. During the project, a failing culvert crossing 62ND AVE NE was identified when it started backing up and caused flooding. The City obtained emergency HPA 2021-4-815+02 to replace the existing culvert with a new culvert of the same size and position, which was identified as WDFW Site ID 102 S072 and a fish barrier. This mitigation will remove a fish barrier further downstream on Blueberry Creek, which is the first barrier encountered by fish as they come upstream from Swamp Creek.</p> <p>Blueberry Creek is a tributary to Swamp Creek and flows into the City from Snohomish County along 61ST PL NE. The creek heads south on 62ND AVE NE and east along NE 202ND 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 by June 2025. The City plans to begin design in late 2022 and complete construction no later than 2024 during the fish window.</p>			
Conceptual Design	The project expects to utilize typical precast fish passable driveway culverts designed to convey the 100-year event without flooding or overtopping.			
Considerations for Implementation	<ul style="list-style-type: none"> • Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits may be required. • Fish window limitations for construction will apply. • Temporary stream bypass and fish exclusion will be required during construction. • Traffic control will be needed. • 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 2023. 			



Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Project Design/Permits				\$50,000
	Construction				\$200,000
	Total Cost				\$250,000

Schedule		2022						2023						2024					
		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																		

Project:	Blueberry Creek Culvert Replacements		ID:	SW-035
Location:	NE 202 ND ST & 62 ND AVE NE		Basin	Swamp Creek
Project Type:	<input type="checkbox"/> Water Quality <input 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:	\$1,230,000
Problem:	Flooding at low point in road			
Narrative	<p>To mitigate approximately 1,306 square feet of stream impacts that occurred during construction of the City's 68TH AVE NE Pedestrian and Bicycle Improvement Project (68TH Project), the City is acquiring a 1.34 acre property on Muck Creek and restoring approximately 22,250 square feet of stream habitat. During the project, the City identified three stream segments previously unmapped by the Washington Department of Fish and Wildlife or the city within the project area. These stream segments connect to Muck Creek (classified as a Type F stream containing habitat suitable for salmonid fish), which is a tributary of Swamp Creek. One stream was determined not to have suitable habitat for Chinook Salmon, steelhead, or bull trout and the other two were considered non-fish bearing. The City's consultant determined that the project resulted in 1,306 SF of unavoidable impacts to the streams based upon the approximate stream bed areas of the existing ditch alongside 68th Ave NE. Functions lost due to impacts included open channel ditch, herbaceous organic litter input and degraded wildlife habitat.</p> <p>This mitigation was approved by WDFW in September 2022 as an alternative to the mitigation originally described in the project's HPA permit. When this property came onto the market, City staff met with WDFW and Muckleshoot Indian Tribe staff to discuss this option and it was mutually agreed that it provided better mitigation.</p> <p>The project will be completed by the original deadline of March 2025. The City plans to begin design in late 2022 and complete construction no later than 2024 during the fish window.</p>		 	
Conceptual Design	<p>The project will acquire a 1.34 acre property adjacent to Muck Creek located off of 73RD AVE NE just before Muck Creek crosses under the road. The project will remove existing structures, pavement and non-riparian vegetation and restore approximately 22,250 square feet of area. The project will include grading, planting, soil remediation, and stream habitat improvements.</p>			
Considerations for Implementation	<ul style="list-style-type: none">• Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits may be required.• Fish window limitations for construction will apply.• Temporary stream bypass and fish exclusion will be required during construction.• Traffic control will be minimal.• 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 2023.			





Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Property Acquisition				\$730,000
	Project Design/Permits				\$100,000
	Construction				\$400,000
	Total Cost				\$1,230,000

Schedule		2022						2023						2024					
		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 FACILITES CAPITAL PROJECT

CITY OF KENMORE, WASHINGTON
CITY FACILITY CAPITAL IMPROVEMENT PROGRAM
PROPOSED FOR THE YEARS 2021-2028

Project Description - Expenditures	2021 actual	2022 Approved	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Project Total
F 1 Public Works Shop Land Acquisition & Development	\$5,900,000	\$0	\$4,000,000	\$10,100,000	\$0	\$0	\$0	\$0	\$14,100,000	\$20,000,000
Consultant and Acquisition Costs	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
F 2 Debt Repayment	0	267,454	575,604	1,275,402	1,276,153	1,276,652	1,276,903	1,276,903	\$6,957,617	\$7,225,071
Total Project Costs	\$6,000,000	\$267,454	\$4,575,604	\$11,375,402	\$1,276,153	\$1,276,652	\$1,276,903	\$1,276,903	\$21,057,617	\$27,325,071

Funding As Proposed:

	2021 Approved	2022 Approved	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Project Total
Bank Note, 20 Years, 4.5% Interest	3,300,000	2,600,000	4,000,000	10,100,000	0	0	0	0	14,100,000	\$20,000,000
Transfer from SWM Fund	50,000	111,796	240,603	533,272	533,603	533,822	533,933	533,933	2,909,164	\$3,070,960
Transfer from REET		116,877	251,539	557,512	557,857	558,087	558,202	558,202	3,041,399	\$3,158,276
Transfer from Street Fund	0	25,408	54,682	121,198	121,273	121,323	121,348	121,348	661,174	\$686,582
Transfer from General Fund	50,000	13,373	28,780	63,420	63,420	63,420	63,420	63,420	345,880	\$409,253
Total Project Funding	\$3,400,000	\$2,867,454	\$4,575,604	\$11,375,402	\$1,276,153	\$1,276,652	\$1,276,903	\$1,276,903	\$21,057,617	\$27,325,071

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City of Kenmore, Washington

Appendix

Ordinance No. 22-0562 Adopting the Biennial Budget and Establishing the Employee Positions and Salary Schedules for 2023-2024	269
Resolution 21-370 Adopting the 2022 Fee Schedule	273
Resolution 18-315 Revising the City Surface Water Management Program Annual Service Charge	294
Investment Policy with Glossary	297
Glossary and Acronyms	303



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CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 22-0562

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, ADOPTING A BIENNIAL BUDGET FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2024; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2023-2024 BIENNIUM; AND ESTABLISHING POSITIONS AND SALARY SCHEDULES FOR 2023; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a Preliminary Proposed 2023-2024 Biennial Budget was submitted to the City Council and the City Clerk on October 3, 2022; and

WHEREAS, the City Council scheduled and held Public Hearings on the 2023 Tax Levy and Proposed 2023-2024 Biennial Budget on October 10, November 7, and November 14, 2022,

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

Section 1. Funds Appropriated. The Budget for January 1, 2023 through December 31, 2024 is appropriated by fund as follows:

<u>FUND</u>	<u>2023-2024 Revenue Budget</u>
General Fund	\$ 31,305,131
Strategic Reserve Fund	27,356
Strategic Opportunities Fund	135,018
Street Fund	3,850,380
KAPE (Kenmore Automated Photo Enf. Fund	800,000
Public Art Fund	1,400
Transportation Benefit District	726,305
ARPA Fiscal Recovery Fund	0
2016 & 2021 UTGO Debt Service Fund	2,116,750
Transportation Capital Fund	5,636,383
Real Estate Excise Tax Fund	4,896,168
Walkways & Waterways Bonds	22,700
Park Capital Fund	749,300
Park Impact Fee Fund	505,670
Transportation Impact Fee Fund	1,043,334
Sammamish River Bridge Fund	1,381,785
Public Works Shop Fund	15,951,006
Surface Water Management Fund	6,318,615
Surface Water Capital Fund	4,215,496
Swamp Creek Basin Fund	10,000
Equipment Replacement Fund	196,740
TOTAL	\$ 79,889,537

<u>FUND</u>	<u>2023-2024 Expenditure Budget</u>
General Fund	\$ 31,252,425
Strategic Reserve Fund	0
Strategic Opportunities Fund	576,000
Street Fund	3,804,980
KAPE (kenmore Automated Photo Enf. Fund	641,200
Public Art Fund	0
Transportation Benefit District	700,000
ARPA Fiscal Recovery Fund	4,932,411
2016 & 2021 UTGO Debt Service Fund	2,116,750
Transportation Capital Fund	5,636,383
Real Estate Excise Tax Fund	5,848,900
Walkways & Waterways Bonds	0
Park Capital Fund	775,700
Park Impact Fee Fund	0
Transportation Impact Fee Fund	700,000
Sammamish River Bridge Fund	1,381,785
Public Works Shop Fund	15,951,006
Surface Water Management Fund	8,467,779
Surface Water Capital Fund	3,949,550
Swamp Creek Basin Fund	80,000
Equipment Replacement Fund	470,000
TOTAL	\$ 87,284,869

Section 2. Wage Adjustment. The 2023-2024 Biennial Budget includes a 6.0% CPI based wage adjustment for City employees, effective January 1, 2023.

Section 3. Positions and Salary Schedules. The various positions and salary ranges for City employees for the biennium are attached to this Ordinance as Exhibit A.


Section 4. Transmittal. A complete copy of the budget as adopted, together with a copy of this adopting Ordinance, shall be transmitted by the City Clerk to the Division of Municipal corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 5. 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 6. 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 publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 21ST DAY OF NOVEMBER 2022.

CITY OF KENMORE


Nigel Herbig (Nov 22, 2022 15:06 PST)

Mayor Nigel Herbig

ATTEST/AUTHENTICATED:


Michelle Kang (Nov 22, 2022 14:23 PST)

Michelle Kang, Deputy City Clerk

Approved as to form:


Dawn Reitan (Nov 28, 2022 14:33 PST)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 11/09/2022
PASSED BY THE CITY COUNCIL: 11/21/2022
PUBLISHED: 11/25/2022
EFFECTIVE DATE: 11/30/2022
ORDINANCE NO. 22-0562

City of Kenmore
Proposed 2023 Salary Wage Plan

Exhibit A

Position	Proposed 2023 Monthly Salary & Wage Ranges	
	Low	High
Deputy City Manager	\$ 12,746	\$ 16,187
Assistant City Manager	\$ 12,746	\$ 16,187
Public Works Director	\$ 11,853	\$ 15,053
Finance & Administration Director	\$ 11,853	\$ 15,053
Community Development Director	\$ 11,693	\$ 14,851
Development Services Director	\$ 11,693	\$ 14,851
City Engineer/Engineering Director	\$ 11,375	\$ 14,447
Operations Director	\$ 9,736	\$ 12,365
Environmental Services Director	\$ 9,736	\$ 12,365
Human Resources Manager	\$ 8,882	\$ 11,281
Senior Engineer	\$ 8,540	\$ 10,846
Traffic Engineer	\$ 8,540	\$ 10,846
Senior Development Review Engineer	\$ 8,540	\$ 10,846
Principal Planner	\$ 8,540	\$ 10,846
Project Manager (Transportation, Parks, etc.)	\$ 8,540	\$ 10,846
Civil Engineer	\$ 7,971	\$ 10,123
Development Review Engineer	\$ 7,971	\$ 10,123
Building Official	\$ 7,971	\$ 10,123
City Clerk	\$ 7,803	\$ 9,910
Senior Planner	\$ 7,709	\$ 9,790
Maintenance Supervisor (Parks & Streetscape, Streets & SWM, Facilities & Fleet (new), etc.)	\$ 7,484	\$ 9,505
Communications Specialist	\$ 7,365	\$ 9,353
Assistant To the City Manager	\$ 7,365	\$ 9,353
Building Inspector/Plans Examiner	\$ 7,273	\$ 9,237
Senior Environmental Services Technician	\$ 7,273	\$ 9,237
Planner	\$ 6,970	\$ 8,852
Management Analyst	\$ 6,970	\$ 8,852
GIS Analyst	\$ 6,970	\$ 8,852
Accountant	\$ 6,628	\$ 8,417
Code Compliance Officer/Building Inspector	\$ 6,628	\$ 8,417
Executive Assistant	\$ 6,469	\$ 8,215
Deputy City Clerk	\$ 6,469	\$ 8,215
Inspector (Right of Way, Construction, etc.)	\$ 6,355	\$ 8,071
Senior Maintenance Worker	\$ 6,194	\$ 7,866
Environmental Services Technician	\$ 5,972	\$ 7,584
Senior Permit Coordinator (new)	\$ 5,972	\$ 7,584
Assistant Planner	\$ 5,868	\$ 7,453
Recreation Program Supervisor	\$ 5,868	\$ 7,453
Volunteer & Events Supervisor	\$ 5,868	\$ 7,453
Senior Facilities Maintenance Tech	\$ 5,618	\$ 7,135
Payroll Coordinator	\$ 5,618	\$ 7,135
Permit Coordinator	\$ 5,618	\$ 7,135
Specialist (Administrative, Permit, Events, Records, etc.)	\$ 5,318	\$ 6,753
Maintenance Worker	\$ 5,275	\$ 6,699
Administrative Assistant	\$ 5,027	\$ 6,384
Facility Maintenance Technician	\$ 4,728	\$ 6,005
Receptionist	\$ 4,419	\$ 5,612
Seasonal/Temporary Positions (hourly):	Hourly Low	Hourly High
Seasonal Maintenance Worker, Intern, Office Aide	\$ 20.00	\$ 31.00

CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 21-370

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE;
ADOPTING THE 2022 FEE SCHEDULE; REPEALING
RESOLUTION NO. 20-0356; 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 2022 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, 2022.

Section 3. Repealer. Resolution No. 20-0356 is hereby repealed, effective January 1, 2022.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11th DAY OF OCTOBER 2021.

CITY OF KENMORE



David Baker, Mayor

ATTEST/AUTHENTICATED:


Anastasiya Warhol (Oct 12, 2021 10:34 PDT)

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan
Dawn Reitan (Oct 13, 2021 09:19 PDT)

Dawn Reitan, City Attorney

City of Kenmore, Washington

2022 Fee Schedule



Resolution No. 21-370

Effective Date: January 1, 2022

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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	2022 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 \$90 for new or re-opened businesses, \$19 for new city registration and \$10 for renewals.	

Regulatory Business Licenses	
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	2022 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
Failure to perform Fire Watch	\$412/day
Violation of International Fire Code Section 109.4	\$255/day

Housing Code Enforcement	2022 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

The Following Fees Apply to all Enforcement Actions:	
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	2022 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	2022 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	\$119
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%
For use of outside consultants for plan review and inspections	Actual Cost

Development Agreement	2022 Fee
Threshold review with City Council	\$213
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,315 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2022 Fee
Pre-application review fee	No fee

Zoning and Land-use	2022 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$924

\$100,001 - \$1,000,000 project value	\$2,945
> \$1,000,000 project value	\$2,945 + \$1,010 for each \$1M or portion thereof
Construction permit site plan review	\$115
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$514
> 1 – 2 site acres	\$932
> 2 site acres	\$932 + \$181 for each acre or portion over 2 thereof
Each plan revision review	\$360
Request for modification requiring public notice	\$134
Landscape and tree management inspections	
Landscape installation inspection	\$263
Landscape maintenance bond release inspection	\$208
Request for site specific rezone	\$2,729
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$2,002
SUP with public hearing	\$2,574
Daycare with 24 children or less	\$1,475
Request for time extension	\$92
Variances (including variances from KMC 18.55)	
Application review	\$1,464
Request for time extension	\$92
Boundary line adjustment	\$658
Communications facility application fee	\$1,569
Conditional Use permit (CUP)	\$4,337
Minor Adjustment	\$2,831
Major Adjustment	\$9,851
Accessory dwelling unit	\$460
Change of use (zoning only)	\$1,103
Land use inspections	Hourly
Reasonable use exception	\$1,428
Legal lot status request	\$424
Public agency and utility exception	\$1,428
Zoning letter inquiry/request	\$191
Design review	Hourly
Temporary Use Permit	\$766
+ Affordable Housing Monitoring Fee	\$50/unit
+ Multi-Family Tax Exemption (MFTE) Application	\$539
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$213, whichever is greater

Subdivision - Preliminary Application Review	2022 Fee
-----------------------------------------------------	-----------------

Preliminary short subdivisions (9 lots or less)		
Base fee		\$489
Plus per lot		\$992
Revision to approved preliminary		Hourly
Short subdivision alteration		Hourly
Request for time extension		\$92
Preliminary subdivisions (10 lots or more)		
Base fee		\$1,468
Plus per lot		\$1,201
Major revision requiring new public hearing		\$2,719
Minor revisions submitted after preliminary approval (not necessitating additional hearings)		\$813
Request for time extension		\$92
Subdivision alterations or subdivision vacations		
With public hearing		\$3,421
Without public hearing		\$1,660
+ Binding site plan		
Final Binding Site Plan		\$2,618
(building permit, as-built or site plan review-based plan)		
Conceptual plan		\$4,819
Revision to a preliminary approved plan		\$1,178
Revision to a final binding site plan		\$1,309

Shoreline Management Permit	2022 Fee
Substantial development permit	
Total cost of proposed development:	
Up to and equal to \$100,000	\$1,895
Over \$100,000	Hourly
Single-family joint use dock	\$1,891
Shoreline conditional use permit	\$2,412
Shoreline variance	
Up to and equal to \$100,000 project value	\$2,412
>\$100,000 project value	Hourly
Shoreline re-designation	\$16,348
Shoreline review of other permits or approvals for conditions	\$360
Shoreline exemption	\$914
Supplemental fees	
Request for a time extension	\$92
Shoreline permit revision	Hourly
Surcharge when public hearing required	\$755
Permit compliance inspections	Hourly

Special Reviews	2022 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,671

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	\$1,446
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	\$1,446
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$429
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	2022 Fee
Parking Review	
New or additional spaces	
First 0-25 spaces	\$27/each space
Next 26-50	\$24/each space
Next 51-75	\$20/each space
Next 76-150	\$20/each space
Anything above 150	\$13/each space
Minimum fee	\$344
Tree removal	\$85
Single-family drainage review	

Base Fee	\$277	
Addition/rebuild drainage	\$341	
New non-plat SFR drainage	\$787	
Commercial/Multi-family drainage plan review		
Base Fee	\$663	
Total distributed area		
0 – .50 site acre	\$1,305	
.51 – 1 site acre	\$1,800	
1.1 – 2 site acres	\$3,289	
2.1 – 5 site acres	\$7,219	
5.1 – 10 site acres	\$8,696	
More than 10 acres	\$9,680	
Traffic Impact Analysis review		
Level 1 (10 P.M. peak hour trips or less)	\$393	
Level 2 (11-75 P.M. peak hour trips)	\$933	
Level 3 (Over 75 P.M. peak hour trips)	\$1,867	
Road standards/drainage standards variance	\$233	
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.	\$349	
Large Project Grading permits		
Disturbed Area	Base fee	Per acre
Up to 1 acre	\$205 +	\$917.72
>1 acre	\$444 +	\$688.01
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	Per 100 cubic yards
0 to 3,000 cubic yards	\$0 +	\$114.46
>3,000 to 10,000 cubic yards	\$2,974 +	\$19.26
>10,000 to 20,000 cubic yards	\$4,385 +	\$5.71
>20,000 to 40,000 cubic yards	\$4,991 +	\$2.80
>40,001 cubic yards	\$5,457 +	\$1.34
Reclamation bond release inspection		\$299
Re-inspection of non-bonded actions		\$261
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	\$248 + \$133 / \$1,000 bond	
>\$30,000 – 120,000	\$2,627+ \$57 / \$1,000 bond	
>\$120,000	\$7,807 + \$16 / \$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	\$537 + \$17.14 / \$1,000 bond
>\$30,000 – 120,000	\$897 + \$5.60 / \$1,000 bond
>\$120,000	\$1,360 + \$1.90 / \$1,000 bond

Engineering: Subdivision Plan Review and Inspections

Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,433
Plus per lot	\$243
Short subdivision 5 to 9 lots	
Base fee	\$4,839
Plus per lot	\$243
Additional review in excess of initial fees	Hourly
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$7,241
Plus per lot	\$39
Subdivision 31 lots or more	
Base fee	\$7,827
Plus per lot	\$19
Revisions and re-submittals	
Each occurrence	\$138
Additional review in excess of initial fees	Hourly
Planned unit development engineering plan review	
30 units or less	
Base fee	\$7,241
Plus per lot	\$53
31 units or more	
Base fee	\$8,061
Plus per lot	\$27
Revisions and re-submittals	
Each occurrence	\$138
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	\$248 + \$133 / \$1,000 bond
\$30,001 – 120,000	\$2,627 + \$57 / \$1,000 bond
\$120,000 or more	\$7,807 + \$16 / \$1,000 bond

Additional inspection after 1 year		Hourly
Subdivision final approval		
Final short subdivision 4 lots or less		\$2,241
Final short subdivision 5 to 9 lots		\$4,517
Final short subdivision alteration		\$833
Final subdivision 30 lots or less		
Base Fee		\$6,794
Plus per lot		\$81
Final subdivision 31 lots or more		
Base Fee		\$7,546
Plus per lot		\$55
Subdivision alteration		\$1,256
Modification of a recorded building envelope		\$630
Request for name change		\$224
Final planned unit development		\$5,283
Request for time extension		\$169
Request for name change		\$224
Final building site plan		\$3,592
Subdivision – post final fees		
Maintenance bond inspections		
Bond quantities worksheet amount	Initial fee + additional fee based on bond	
\$0 – \$30,000	\$537 + \$17.14 / \$1,000 bond	
>\$30,000 – 120,000	\$897 + \$5.60 / \$1,000 bond	
>\$120,000	\$1,360 + \$1.90 / \$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	\$28
>\$500 – \$2,000	\$28 for the first \$500 plus \$3.47 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$81 for the first \$2,000 plus \$16.22 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$457 for the first \$25,000 plus \$11.43 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$752 for the first \$50,000 plus \$7.96 for each additional \$1,000 or fraction thereof, to and including \$100,000.
>\$100,000 – \$500,000	\$1,159 for the first \$100,000 plus \$6.73 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$3,760 for the first \$500,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$6,541 for the first \$1,000,000 plus \$4.48 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
Mobile Homes	
Mobile Home permit	\$965
Temporary mobile home permit	\$898
Temporary mobile home permit for hardship	\$965
Non-insignia mobile home inspection	\$771
Re-roof permits	
Single-family residential	\$215
Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	\$1,901
31 to 99 units	\$2,148
100 or more units	\$2,914
Plus per unit	\$323
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	\$424
Minimum housing or other code compliance	\$424
Relocation of structure	\$348
Demolition inspection	\$348
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	\$123
All other permits	\$123
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

Plumbing Permits	
New single-family (one and two dwellings) and townhouses	\$824/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	\$121
Plus	

For each plumbing fixture on one trap or set of fixtures on one trap	\$12/each
Roof drain	\$12/each
Electric water heater	\$37/each
Water piping or water treating equipment	\$75/each
Back flow devices (other than atmospheric vacuum breakers)	\$75/each
Other	\$12/each

Mechanical Permits	
New single-family (one and two dwellings) and townhouses	\$385/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	\$121
Plus	
For the installation or relocation of each floor furnace, including vent	\$151
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$75
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$23
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	\$226
For each ventilation fan connected to a single duct	\$12
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$12
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$12
Gas pipe (1-5 outlets)	\$75
Gas pipe (outlets over 5)	\$12/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	\$151
Gas water heater	\$151

+

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$6,605.71
Single-Family	1.45 per dwelling unit	\$10,751.95 per dwelling unit
Apartment	1.02 per dwelling unit	\$7,967.27 per dwelling unit
Condominium (includes townhomes)	0.85 per dwelling unit	\$6,682.23 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$7,186.18 per dwelling unit

Hotel	0.87 per room	\$7,398.13 per room
Motel	0.68 per room	\$5,795.21 per room
Light Industrial	1.06 per 1,000 sq ft	\$11.42 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$8.60 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$3.06 per sq ft
Marina	0.23 per boat berth	\$1,526.70 per boat berth
Golf Course	0.37 per acre	\$2,485.16 per acre
Movie Theater	0.09 per seat	\$428.71 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$28.37 per sq ft
High School	1.18 per 1,000 sq ft	\$4.99 per sq ft
Church	0.67 per 1,000 sq ft	\$5.24 per sq ft
Hospital	1.13 per 1,000 sq ft	\$12.02 per sq ft
Nursing Home	0.27 per bed	\$1,586.19 per bed
General Office	1.75 per 1,000 sq ft	\$18.97 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$42.88 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$8.11 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$32.67 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$85.11 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$26.12 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$26.12 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$70.86 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$92.07 per sq ft
Gas Station	9.80 per pump	\$37,049.59 per pump
Gas Station w/Convenience	7.24 per pump	\$28,017.09 per pump

+ Parks Impact Fee*

Single-family residence	\$4,129.76/unit
Multi-family (includes townhomes)	\$3,167.74/unit
Mobile Home	\$2,064.35/unit

+ Schools Impact Fee*

Single-family residence	\$18,891/unit
Multi-family (includes townhomes)	\$1,392/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 Use Right-of-Way Permits (Types A, B, C & Beautification)

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 \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater
Beautification Permit	No Fee

+ 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		No fee
Open to the Public		
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 value1** x No. of Years x 12% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to the County Assessor records		

Utility Right-of-Way Permits*: 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
Permit Extension.		\$300
Violation of Lane Closure Hours		\$518
Accelerated Job Start		\$500
Work Without a Permit or Work Without Job Start Notice		\$1,000
See Section 4. Development Services for Current Hourly Rate		

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*

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:

Category I – Base fee for one connection:	
· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
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*
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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

Animal Business and Activity Permits	
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	
Adoptions – including licensing and spaying or neutering or 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	
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
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	2021 Rate
Residential	N/A	\$239.45 per parcel
Very Light	0 to ≤ 10%	\$239.45 per parcel
Light	> 10% to ≤ 20%	\$718.35 per acre
Moderate	> 20% to ≤ 45%	\$1,556.44 per acre
Moderately Heavy	> 45% to ≤ 65%	\$2,633.97 per acre
Heavy	> 65% to ≤ 85%	\$3,591.77 per acre
Very Heavy	> 85% to ≤ 100%	\$4,429.86 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.
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CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 18-315

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;

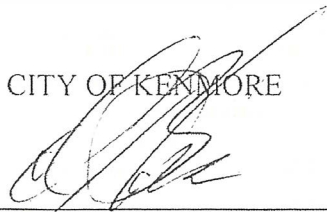
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE as follows:

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.

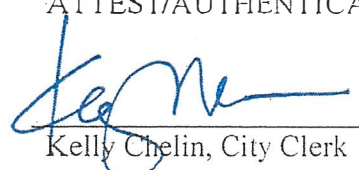
PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26TH
DAY OF NOVEMBER, 2018.

CITY OF KENMORE



Mayor David Baker

ATTEST/AUTHENTICATED:



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 ^A	NA	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Very Light ^A	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						

^A 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>
Certificates of Deposit	LGIP
LGIP	Federal Funds rate
Other securities	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, CO₂ 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
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MITIGATION FEES: Contributions made by developers toward future improvements of City facilities resulting from the additional demand on the City's facilities generated from a development.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures (other than accrued interest on long-term debt) are recorded at the time liabilities are incurred, and revenues are recorded when measurable and available to extinguish current liabilities.

MODIFIED CASH BASIS: The cash basis of accounting adjusted for Washington State statutes RCW 35.33.151 and RCW 35A.33.150 that require cities to keep their books open in order to pay December bills by the following January 20.

MRSC: The Municipal Research and Services Center is a private, nonprofit organization based in Seattle, Washington whose mission is to promote excellence in Washington local government through professional consultation, research and information services.

NON-OPERATING EXPENSE: An expense which is not directly related to the provision of the services, such as debt repayments.

NON-OPERATING REVENUE: Revenue which is generated from other sources not directly related to service activities, such as investment interest.

NONSPENDABLE FUND BALANCE: The portion of fund balance represented by amounts such as the value of inventories which are considered to be nonspendable.

NPDES: As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

NPRSA: Northshore Parks & Recreation Service Area.

OPERATING FUNDS: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

OPERATING TRANSFER: Routine and/or recurring transfers of assets between funds.

ORDINANCE: A statute or regulation enacted by City Council.

OTHER SERVICES AND CHARGES: A basic classification for services, other than personnel services, which are needed by the City. This item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

PARK IMPACT FEES: A charge to be paid by new development for its "fair share" of the system improvements cost of parks and recreational facilities that are required to serve the development (RCW 82.02.050-090).

City of Kenmore
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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.

City of Kenmore
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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



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