

## City of Kenmore

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City of Kenmore - 18120 68th Avenue NE Kenmore, WA 98028 Phone: 425-398-8900  
Agendas also available at [www.kenmorewa.gov](http://www.kenmorewa.gov) E-mail: [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov)

### **City Council Special & Regular Meeting**

**March 14, 2022 - 6:30 p.m.**

**VIA ZOOM - LINK:**<https://us02web.zoom.us/j/81120782479>

US: +12532158782,,81120782479# or +16699009128,,81120782479#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 811 2078 2479

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**I. CALL SPECIAL MEETING TO ORDER- 6:30 PM**

**II. ROLL CALL**

**III. EXECUTIVE SESSION**

- A. RCW 42.30.110(1)(b), the City Council will enter an Executive Session to consider real estate acquisition; the session is set to conclude at 6:59 p.m.

**IV. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION**

**V. ADJOURN SPECIAL MEETING**

**VI. CALL REGULAR MEETING TO ORDER - 7 PM**

**VII. FLAG SALUTE**

**VIII. AGENDA APPROVAL**

**IX. PRESENTATION**

- A. Annual Bothell Kenmore Chamber of Commerce Update with Chair Carmin Dalziel and Executive Director Brittany Caldwell  
[2022 State of the Chamber City of Kenmore - March 14, 2022](#)

**X. PROCLAMATION**

**XI. PUBLIC COMMENTS**

- A. We welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. Please use the "raise hand" feature now if you wish to speak. Guest must address comments to the Mayor and City Council. The Clerk

will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to the allotted time. We will not split your time with others or reset your time except by express approval of the Presiding Officer. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make future decisions as those are quasi-judicial matters, and Councilmembers must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

## **XII. CONSENT AGENDA**

- A. Approve Minutes:  
[City Council February 14, 2022 Special and Regular Meeting Minutes](#)  
[City Council February 28, 2022 Special & Regular Meeting Minutes](#)
- B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.06 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 2/11/22 in the amount totaling \$187,642.66, and an ACH Payment to Thomco Construction in the amount of \$200,615.88.  
[Voucher Approval Report dated 2/18/22](#)
- C. Receive and File December 2021 Financial Report  
[Agenda Bill - Monthly Report- 12/31/21](#)

## **XIII. BUSINESS AGENDA**

- A. Adopt Ordinance No. 22-0544, Relating to Providing Fee Discount Options for Lower-Income Homeowners, Amending Section 20.05.050 of the Kenmore Municipal Code, presented by Permit Coordinator Tela Gardner and Development Services Director Bryan Hampson, *for Discussion and/or Adoption*  
[Agenda Bill - Ordinance No. 22-0544 Hardship Fee Discount](#)  
[Attachment 1 - Ordinance No. 22-0544](#)  
[Attachment 2 - ARCH Income Limit Table \(2021\)](#)  
[Attachment 3- Jurisdiction Examples](#)  
[Ordinance 22-0544](#)
- B. Americans with Disabilities Act (ADA) Transition Plan, presented by City Engineer John Vicente, *for Discussion*  
[Agenda Bill - ADA Transition Plan Update 20220314](#)  
[Attachment A - Curb Ramps](#)  
[Attachment B - Sidewalks](#)  
[Attachment C - Push buttons](#)  
[Attachment D - Crosswalks](#)  
[Attachment E - Parking](#)  
[Presentation - ADA Transition Plan Presentation March 2022 Web Version](#)



- C. Pedestrian Facilities Plan, presented by City Engineer John Vicente, *for Discussion*  
[Agenda Bill - 2022 Pedestrian Facility Program Update 20220314](#)  
[Attachment A - North Project Map](#)  
[Attachment B - South Project Map](#)  
[Attachment C - Project List](#)  
[Presentation - Pedestrian Facilities Plan Presentation March 2022 Web Version](#)
- D. Arterial Speed Study, presented by Traffic Engineer Tobin Bennett-Gold, *for Discussion*  
[Agenda Bill - Arterial Speed Evaluation](#)  
[Attachment A - Scope of Study](#)  
[Attachment B - Current and Target Speed Limits](#)  
[Attachment C - Recommended Action](#)  
[Arterial & Collector Speed Evaluation Presentation](#)

#### **XIV. STAFF REPORT**

- A. ARPA Direct Cash Assistance (Kenmore Cares) Update - presented by Assistant City Manager/ARPA Administrator Stephanie Lucash
- B. Cadman Materials Draft Permit - Update presented by Development Services Director Bryan Hampson  
[Cadman Draft NOC- Staff Memorandum](#)

#### **XV. COUNCILMEMBER REPORTS & COMMENTS**

- A. In-Person Council Meetings

#### **XVI. ADJOURNMENT**

#### **UPCOMING MEETINGS:**

- A. March 21, 2022  
March 28, 2022  
April 11, 2022



# Bothell Kenmore Chamber Annual Update March 14, 2022



## Our History

- Greater Bothell Association – 25 members
- Incorporated as the Greater Bothell Chamber of Commerce in 2003
- Rebranded to be the Bothell **Kenmore** Chamber in 2018

*Thank You City of Kenmore!*

- Have grown to nearly 400 members

# ***Your 2022 Chamber Board Members***

**Jeanie Ashe** - City of Bothell

**Jamyang Dorjee** - Community Transit

**Dr. Kristin Esterberg** - Chancellor, University of Washington Bothell

**Marne Garcia** - Chamber Board Associate Member

**Hoon Kang** - Cultivant LLC | Financial Planners & Investment Advisors

**Rob Karlinsey** - City of Kenmore

**Sandy Lane** - Sandy Lane Homes NW / Co-Owner, Rite Painting

**Leslie McFadden** - Leslie McFadden Real Estate

**Erik Moen** - Corpore Sano Physical Therapy

**Dr. Eric Murray** - President, Cascadia College

**Mike Rue** - Evergreen Wealth Managers

**Brittany Thody** - BECU Thrasher's Corner

**Madison Wean** - The Cottage Restaurant

**Mia Wyatt** - HR Kinections

**Lisa Youngblood Hall** - Northshore School District



# *Welcome New Chamber Board Members*



**Dr. Kristin Esterberg**

Chancellor, University of Washington Bothell



**Hoon Kang**

Cultivant LLC |  
Financial Planners & Investment Advisors

# ***Welcome New Chamber Board Members***



**Leslie McFadden**

Leslie McFadden Real Estate,  
Real Living Northwest Realtors



**Madison Wean**

The Cottage Restaurant

# *Welcome New Chamber Board Members*



**Mike Rue**

Evergreen Wealth Managers



## ***Your 2022 Executive Board Members***

**Chair:**

Carmin Dalziel,  
Northshore Schools Foundation

**Secretary:**

Jen Boyd,  
Cairn Brewing

**Immediate Past Chair:**

Andrea Schafer,  
Edward Jones

**Treasurer:**

Cheryl Bosh,  
Banner Bank

**Vice Chair:**

Ryan Mills,  
First Financial Northwest Bank

**Second Vice Chair:**

Brooke Knight,  
Good Knight Homes





## *Your Chamber Staff*



**Brittany  
Caldwell**

Executive  
Director



**Maurita  
Colburn**

Member &  
Community  
Relations  
Manager



**Eve  
Livingston**

Chamber  
Office &  
Visitor  
Center  
Manager



**Elizabeth  
Tackett**

Marketing  
Manager

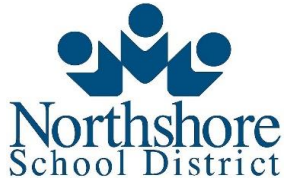


## *Thank You Patron Members*





## *Thank You Community Partners*





## What We Do

For over 17 years we have been actively involved in:

- **Local economic prosperity**
- **Supporting and promoting businesses**
- **Fostering strategic partnerships for our members**
- **Serving as the official Bothell Visitor Center**
- **Developing an active and vibrant community**



## What We Do



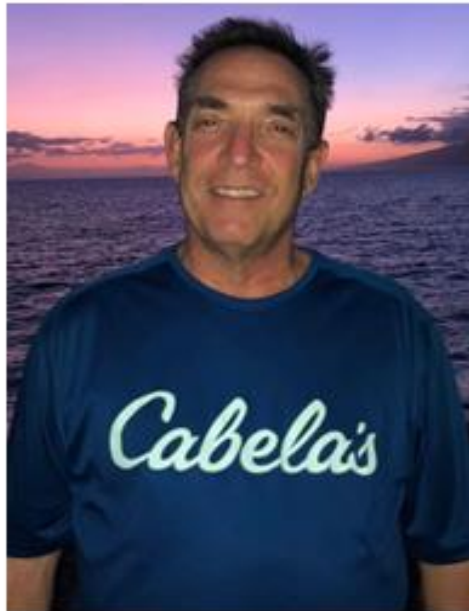
We are the  
**Kenmore  
Business Alliance**

Supported By:



# Kenmore Business Alliance Leadership

Thank You!



Carl Michelman

Welcome:



Steve Holmes







# 2021 Highlights



# Developing an Active and Vibrant Community





# 2021 Highlights:

# In-Person, Virtual & Hybrid Events



In 2021 we hosted  
**100+**  
Chamber events and meetings  
to connect our community!















# 2021 Highlights:

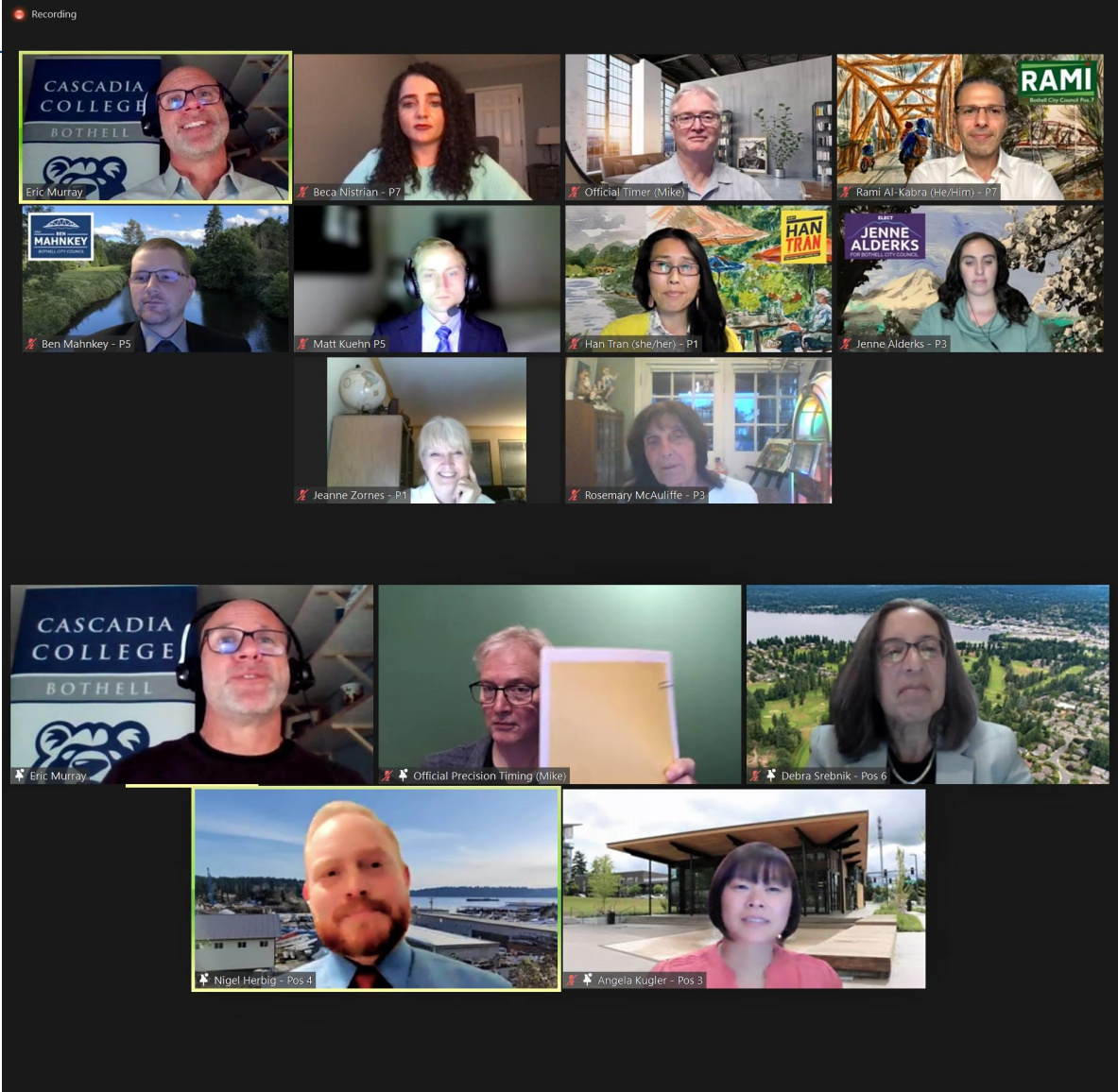
# Community Events

Meet *The* CANDIDATES Virtual Forums

Oct. 6 – Kenmore  
Oct. 7 – Bothell

BothellKenmoreChamber.org/events

**BothellKenmore**  
CHAMBER







2021  
**FLY AWAY**  
**5K**

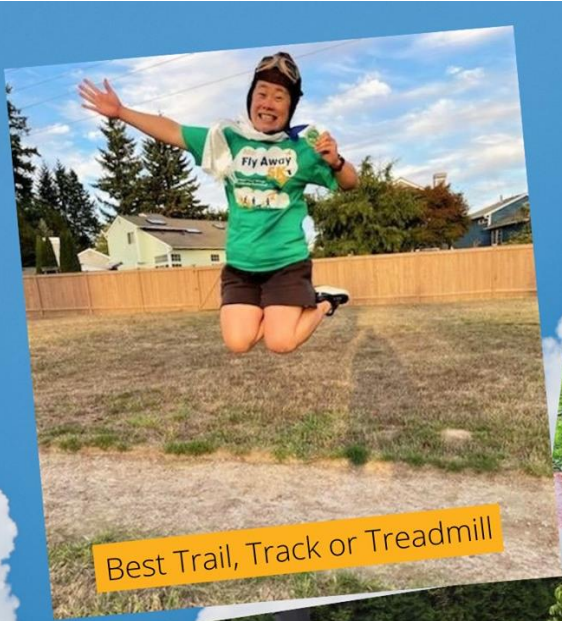
**SEPTEMBER**  
**18-26**

Bothell Kenmore CHAMBER

**BothellKenmoreChamber.org**

The poster features a light blue background with white clouds. At the top, a yellow airplane flies along a dashed yellow line. Below the title, a silhouette of a person is shown flying through the air, holding a string attached to a green kite. In the foreground, a group of diverse people are running on a green grassy field. The group includes a person in a wheelchair, a person with a dog, and a person with a backpack. The Bothell Kenmore Chamber logo is visible in the bottom right corner of the poster.





Best Trail, Track or Treadmill



Best Team



Best Costumes



Best Pet



# Honorable Mentions























# *UTSAV Diwali on Main Street - Thank You!*







## Cultural Development Committee

The Bothell Kenmore Chamber's **Cultural Development Committee** works to continuously develop our organization to be more inclusive and welcoming while offering equitable and diverse programming to serve our members.

We also provide resources to our local businesses so they can better serve all members of our community.

### Chamber Chairperson

Andrea Schafer

Immediate Past Chamber Board Chair

Edward Jones

425.337.9943





# 2021 Highlights:

# Business

# Grand Opening

# Ribbon Cuttings





















# 2021 Highlights:

# Business Support Programs



## Personal Protective Equipment (PPE) Distribution to the Business Community



We have distributed over **725** PPE Kits to our businesses



## Top Challenges for Small Businesses today

- Funding to sustain operations, rent, etc.
- Staffing and labor shortages
- Inventory and supply chain issues
- Retaining and Rebuilding their customer base
- Translated materials and in-language services
- Cyber crime and theft





# Covid Recovery Programs: *Staffing and Labor Shortages*

## Job Postings on our Website



Posted 08/14/2021

### **PCC Community Markets**

PCC Community Markets -  
Bothell

Categories: Customer Services



Posted 05/08/2021

### **Northshore School District**

Northshore School District

Categories: Education



Posted 01/31/2022

### **Wanted: Coach for spring and summer evening adult rowing team**

Kenmore Rowing Club

Categories: Sports and Recreation



Introducing



Business  
Health Trust

Washington's Source for Employee Benefits

A new member benefit from



# Group Rate Health Insurance for Small Businesses



## 2021 Highlights:

Covid Recovery Programs:

*Retain & Rebuild a Strong Customer Base*

# Creative Business Promotions



# Creative Business Promotions

## Eastside Restaurant Support Week

**4/19 - 4/26**

**Monday:** Italian/Greek - Pizza!

**Tuesday:** Asian

**Wednesday:** Healthy

**Thursday:** Burgers & Brews

**Friday:** Mexican

**Saturday:** Indian

**Sunday:** Indulgences

**Monday:** BIPOC/Woman Owned

**BONUS:** After Sunset / Ramadan

Every purchase shared and tagged with #EastsideEats is one entry to win one of the \$100 gift cards to local restaurants.

## Support Our Restaurants

Delivery

Take Out

Gift Cards

In Person

Kits & Merchandise







# Creative Business Promotions

## TAKE CARE OF YOUR TEETH!

Click link above to view our list of  
Chamber Member

**Dentists & Orthodontists**



## Local Industry Spotlight Sports & Fitness Businesses/Organizations

**Get active and healthier while having fun!**  
Check out this great list of local Chamber members  
who can help you & your family have fun  
& meet your health & fitness goals in 2021!

9Round Kickboxing  
Arena Sports  
Bothell Jr. Football Assoc.  
Club Pilates Bothell  
Cougar Football Club  
Cut and Flow  
Evergreen Karate  
& Jiu Jitsu  
F45 Training Bothell  
Fitness Together

Inglewood Golf Club  
Leela Yoga Studio  
North Creek Jr. Football Assoc.  
Northshore Senior Center  
Northshore YMCA  
NW Dance Arts  
Reign Fitness  
Seattle Electric Bike  
Seattle Water Sports  
WhatsUp Stand Up  
Paddle & Surf



[BothellKenmoreChamber.org](http://BothellKenmoreChamber.org)

## Local Industry Spotlight Personal Services & Care Businesses

**Treat Yourself To Something Special!**  
**You're worth it!**

Check out this great list of local Chamber members  
who provide personal services and care treatments.

Amazing Lash Studio  
Bristle and Strand Salon and Dry Bar  
Level Seven Salon  
Refine Men's Salon of Bothell  
Supercuts, Bothell Center  
Tao Cosmetics Aesthetics Surgical MedSpa  
The Lash Room  
White Lotus Salon



[BothellKenmoreChamber.org](http://BothellKenmoreChamber.org)

Local Industry  
Spotlight

## HOTELS & LODGING



**Our  
Chamber  
members  
welcome  
you!**

Country Inn & Suites by Radisson  
Hilton Garden Inn - Seattle/Bothell  
Holiday Inn and Suites  
Holiday Inn Express  
McMenamins Anderson School  
The Lodge at St. Edward Park



Visit: [BothellKenmoreChamber.org/find-a-business](http://BothellKenmoreChamber.org/find-a-business)



# Creative Business Promotions

## AMBASSADORS OUT-N-ABOUT VIDEOS





*Bothell Kenmore  
Chamber presents...*

# Window Wonderland

Storefront Window Displays

*Tour & Contest*



**Bothell  
Kenmore**  
CHAMBER













**Thank You**  
**For Investing In Our Mission**  
**To Develop an Active and Vibrant Community**



# Thank You for Your Partnership and Active Participation



**City of Kenmore  
City Council Meeting  
Special & Regular Meeting Minutes  
February 14, 2022**

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

**PRESENT:**

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

Staff: City Manager Rob Karlinsey  
Assistant City Manager Nancy Ousley  
Assistant City Manager/ARPA Administrator Stephanie Lucash  
City Clerk Anastasiya Warhol  
City Attorney Dawn Reitan  
Community Development Director Debbie Bent  
Development Services Director Bryan Hampson  
Leonora Palaña, Human Resources Manager  
Permit Coordinator Tela Gardner  
Jennifer Gordon, Public Works Operations Manager

Speaking Guests: Jon Culver, Kenmore Resident  
John Peeples, Kenmore Resident  
Randy Banneker, Seattle King County Realtors  
David Morton, Redmond Resident  
Lisa A, Kenmore Resident  
Monique Gallant, Kenmore Resident  
Dan Troyan, Kenmore Resident  
Linda Mitchell, Mary's Place  
Janet Hays, Kenmore Resident  
Stacey Valenzuela, Kenmore Resident  
Edmund Witter, Housing Justice Project  
Katie Wilson, Transit Riders Union  
Jim Henderson, Rental Housing Association of Washington

**CALL SPECIAL MEETING TO ORDER**

Mayor Herbig called the Special Meeting to order at 6:30 pm.

**EXECUTIVE SESSION**

Pursuant to RCW 42.30.110(1)(i), The City Council will enter an executive session to discuss pending or potential litigation. The session is expected to last 30 minutes. There was no action taken.



**ADJORN SPECIAL MEETING**

The Special Meeting was adjourned at 7 p.m.

**CALL REGULAR MEETING TO ORDER – 7PM**

**FLAG SALUTE**

The Mayor led the Council in the flag salute.

**AGENDA APPROVAL**

The agenda was approved as presented.

**PUBLIC COMMENT**

The Council took comments from the public from approximately 7:33 pm to 8:06pm.

Timestamped link included here: <https://youtu.be/mE6TWVKPTzU?t=2009>

**CONSENT AGENDA**

- A. Approve Minutes:  
[City Council January 10, 2022, Regular Meeting Minutes](#)  
[City Council January 24, 2022, Special and Regular Meeting Minutes](#)
- B. Approve Total Check #s 48843 through 48915 totaling \$1,228,925.79 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 1/14/22 in the amount totaling \$191,735.55 and an ACH Payment to Thomco Construction in the amount of \$133,987.84  
[Voucher Approval Report Dated 1/14/22](#)
- C. Approve Total Check #s 48916 through 48937 totaling \$586,335.16.  
[Voucher Approval Report Dated 1/22/22](#)
- D. Approve Resolution No. 22-380, Designating Certain Expenditures for Reimbursement from Proceeds of Tax-Exempt Obligations Issued by the City or by the State under its local Program for Acquisition, Construction, Improvement, and Equipping of Property, the Maximum Principal Amount of Reimbursement Bonds set at \$2,900,000  
[Agenda Bill and Resolution No. 22-380 - Designating Expenditures for Reimbursement from Proceeds of Tax- Exempt Obligations](#)
- E. Approve Resolution No. 22-376 Granting Final Plat Approval for Plat of Shannon Ridge  
[Agenda Bill - Resolution No. 22-376](#)  
[Exhibit 1 - Vicinity Map](#)  
[Exhibit 2 - Shannon Ridge Hearing Examiner's Decision](#)  
[Resolution 22-276 Shannon Ridge](#)  
[Exhibit A - FLP Map](#)
- F. Authorize the City Manager to execute agreement 22-C2779 in an amount not to exceed \$150,000 for stormwater system cleaning, vector services and pipe inspection  
[Agenda Bill - Stormwater System Maintenance Vector Contract](#)
- G. Receive and File November 2021 Financial Report.  
[November 2021 Financial Report](#)

H. Cancel the Tuesday, February 22, 2022, Regular Meeting.

**VOTE:** Consent Agenda was approved by UNANIMOUS CONSENT.

**PUBLIC HEARING**

- A. **Public Hearing Regarding Ordinance 22-0543 Adopting Six-Month Interim Regulations for the Development within the Transit Oriented Development (TOD) District Overlay, presented by Community Development Director Debbie Bent**  
[Agenda Bill - Ordinance No. 22-0543 Interim TOD Regulations](#)  
[Ordinance No. 22-0543 - Interim TOD Regulations](#)  
[TOD Interim Regulation](#)

Community Development Director Debbie Bent explained that A. Public Hearing is scheduled today to receive public testimony justifying the imposition of interim regulations for the Transit Oriented Development (TOD) District and repeal of the six-month moratorium (due to expire 2/16/22) for development with the TOD District. Staff recommends that following conclusion of the hearing and council discussion, Council adopts a motion repealing the moratorium and adopting interim regulations (Ordinance 22-0543, see Attachments #1 and #2) with immediate effect,

Mayor Herbig opened the Public Hearing at 7:39 p.m. One person gave testimony on the subject: <https://youtu.be/mE6TWVKPTzU?t=4155> Mayor Herbig closed the Public Hearing at 7:43 p.m.

- A. **Ordinance No. 22-0543 Repealing the Six-Month Moratorium and Establishing Interim Regulations for a six-month period for Development within the Transit Oriented Development (TOD) District Overlay Area, presented by Community Development Director Debbie Bent, for Discussion and Adoption**  
[Agenda Bill - Ordinance No. 22-0543 Interim TOD Regulations](#)  
[Ordinance No. 22-0543 Interim TOD Regulations](#)  
[TOD Interim Regulation](#)

**MOTION:** Councilmember Pfeil moved to amend language in Exhibit A (TOD Interim Regulations – Chapter 18.29), amending 18.29.030 subsection C (3) to read at least 25% instead of 10 %. Councilmember Baker seconded the motion.

**VOTE:** 7 For, 0 Against, 0 Abstain. MOTION CARRIED

**MOTION:** Councilmember Pfeil moved to Motion to adopt amended Ordinance 22-0543 repealing the six-month moratorium (Ordinance 21-0533 add 21-0535) and establishing interim regulations for a six-month period for development within the Transit Oriented Development (TOD) District Overlay Area. Councilmember Baker seconded the motion.

**VOTE:** 7 For, 0 Against, 0 Abstain. MOTION CARRIED

- B. **Residential Renter Protection Regulations, presented by Community Development Director Debbie Bent, *for Discussion and Direction***  
**Representatives of landlord and tenant groups have also been invited to be part of the discussion.**

[Agenda Bill - Residential Renter Protections - Revised](#)  
[Staff Memorandum - Renter Protection Memorandum - 2022 Council Retreat](#)  
[Model Ordinance from the Transit Riders Union](#)  
[King County Ordinance 19311](#)  
[Seattle Ordinance 126451](#)  
[Renter Protections Summary Table - Revised](#)  
[Staff PowerPoint Presentation](#)

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Community Development Director Debbie Bent introduced the City Attorney and guests Katie Wilson from the Transit Riders Union, Edmund Witter of the Housing Justice Project, and Jim Henderson, a lobbyist for Rental Housing Association of Washington. The City Attorney reviewed the current residential landlord tenant act laws. Katie Wilson and Edmund Witter provided an overview of a draft renter protection ordinance. The Council revisited current City renter protection regulations and offered suggestions for changing individual elements and components. Staff agreed to bring the topic back for future discussion or action.

**AGENDA CHANGE:** The Council agreed to move items C & D to a future meeting:

C. Ordinance No. 22-0544, Providing Development Fee Discount Options for Lower-Income Homeowners, Amending Section 20.05.050 of the Kenmore Municipal Code, presented by Permit Coordinator Tela Gardner, and Development Services Director Bryan Hampson, *for Discussion and Adoption*

D. Ordinance No. 22-0542, Adopting the Kenmore Automated Traffic Photo Enforcement Program (KAPE), presented by Traffic Engineer Tobin Bennet-Gold, *for Adoption*

- E. **ARPA Business Assistance Proposal for Urgent Needs, presented by Assistant City Manager Nancy Ousley, and Assistant City Manager/ARPA Administrator Stephanie Lucash, *for Discussion and Action***

[Agenda Bill - 14 Feb 2022 ARPA Urgent Business Assistance](#)

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Assistant City Manager Nancy Ousley explained that City staff have received a limited number of requests from local brick and mortar businesses in urgent need of assistance to continue operations. The ongoing effects of the pandemic have taken a toll on local businesses in a variety of business sectors. Though the business assistance is under consideration, funds are not likely to be available before April 2022 following the analysis of public comment on potential uses for the City's American Rescue Plan Act (ARPA) funds.

The Council expressed a need to allocate more than \$25,000 for urgent business assistance.

**MOTION:** Councilmember Pfeil moved to allocate \$75,000 for ARPA Business Assistance for Urgent Needs, distribution in allocations of \$10,000 - \$15,000. Councilmember Kugler seconded the motion.

**VOTE:** 7 For, 0 Against, 0 Abstain. MOTION CARRIED



F. **Personnel Policy Amendments, presented by Human Resources Manager Leonora Palaña and Public Works Operations Manager Jennifer Gordon, for Adoption**

[Agenda Bill - Resolution No. 22-377 Personnel Policy Amendments](#)  
[Resolution No. 22-377 Adopting Changes to the Personnel Policy](#)

Human Resources Manager Leonora Palaña and Public Works Operations Manager Jennifer Gordon outlined the proposed changes to the Personnel Policy related to the Public Works Operations Division staff. A summary of the proposed changes are as follows:

- Stand-by Pay increase from \$45.00 per day to \$55.00 per day;
- Creating a premium for Emergency Stand-by pay at \$60.00 per day; In the rare case of an emergency disaster, any employee would be eligible for emergency stand-by pay;
- Including holidays as hours worked when calculating overtime hours. This change will affect all non-FLSA exempt employees;
- Including holidays and vacation days as hours worked when calculating hours during emergency callout (including inclement weather) and other emergencies; and
- Increasing the annual clothing and boot allowance and issuing field staff uniforms with the City logo.

**MOTION:** Councilmember Baker moved to Approve Resolution 22-377 to Amend the Personnel Policies. Councilmember Kugler seconded the motion.

**VOTE:** 7 For, 0 Against, 0 Abstain. **MOTION CARRIED**

**STAFF REPORTS**

City Manager Rob Karlinsey explained that the City has not been able to set a date yet for a May/June retreat; timely response to the availability polls was requested.

**EXECUTIVE SESSION: 11:15 pm**

- A. Pursuant to RCW 42.30.110(1)(b), the City Council will enter an executive session to consider real estate acquisition. The session lasted approximately 20 minutes. No action was taken.

**ADJOURNMENT**

The Council concluded the executive session and Mayor Herbig adjourned the meeting at 11:38 p.m.

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Nigel Herbig, Mayor

**ATTEST:**

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Anastasiya Warhol, City Clerk

**City of Kenmore  
City Council Meeting  
Special & Regular Meeting Minutes  
February 28, 2022**

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**PRESENT:**

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

Staff: Acting City Manager Nancy Ousley  
Assistant City Manager/ARPA Administrator Stephanie Lucash  
City Clerk Anastasiya Warhol  
City Attorney Dawn Reitan  
Community Development Director Debbie Bent  
Development Services Director Bryan Hampson  
Leonora Palaña, Human Resources Manager  
Permit Coordinator Tela Gardner  
Traffic Engineer Tobin Bennett-Gold

Speaking Guests: Nathan Phillips, Northshore Senior Center  
Pasha Mohajerjasbi, Northshore Senior Center  
Paul Brodeur, King County Metro Transit  
Chris Arkills, King County Metro Transit  
Stephanie Lizza, EvergreenHealth  
Tim McLaughlin, EvergreenHealth  
Carmin Dalziel, Northshore Schools Foundation  
Heather Erickson, Northshore Schools Foundation  
Patrick O'Brien, Kenmore Resident  
Elizabeth Mooney, Kenmore Resident  
David Morton, Redmond Resident  
Stacey Valenzuela, Kenmore Resident  
Kevin Merriman, MainStreet Property Group  
Kim Faust, MainStreet Property Group

**CALL SPECIAL MEETING TO ORDER**

Mayor Herbig called the Special Meeting to order at 6:00 pm.

**EXECUTIVE SESSION**

Pursuant to RCW 42.30.110(1)(i), The City Council will enter an executive session to discuss pending or potential litigation and pursuant to RCW 42.30.110(1)(b), the City Council will also consider real estate acquisition. The session is scheduled to conclude at 6:59PM.

**POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**

**MOTION:** Councilmember Baker moved to authorize the City Manager or the City Manager's designee to take all actions necessary to close the purchase of the Cozy Inn Tavern Property located at 6215 NE Bothell Way, Kenmore, Washington pursuant to the Real Estate Purchase and Sale Agreement dated February 4, 2022 and approve the payment of the purchase price of \$650,000.00, together with all ordinary closing costs, with such closing documents subject to legal review. Councilmember Pfeil seconded the motion.

**VOTE:** 5 For, 2 Against, 0 Abstain. MOTION CARRIED.

**ADJORN SPECIAL MEETING**

The Special Meeting was adjourned at 7:02 p.m.

**CALL REGULAR MEETING TO ORDER – 7:03 PM**

**FLAG SALUTE**

Mayor Herbig led the Council in the flag salute.

**AGENDA APPROVAL**

**MOTION:** Councilmember Pfeil moved to amend the agenda to add an Executive Session following the flag salute Pursuant to RCW 42.30.110(1)(i) to discuss pending or potential litigation and pursuant to RCW 42.30.110(1)(b), to consider real estate acquisition. Councilmember Marshall seconded the motion.

**VOTE:** MOTION CARRIED by UNANIMOUS CONSENT.

**EXECUTIVE SESSION**

Pursuant to RCW 42.30.110(1)(i), The City Council entered an executive session to discuss pending or potential litigation and pursuant to RCW 42.30.110(1)(b), the City Council will also consider real estate acquisition. The Council announced that the session will conclude at approximately 7:25 pm. At 7:25 pm, the Mayor announced that the Council has extended the Executive Session, to conclude at 7:40pm. There was no action resulting from the executive session.

**PROCLAMATIONS**

Mayor Herbig proclaimed March 2022 as Women's History Month and read the proclamation to commemorate the action.

[Women's History Month Proclamation](#)

Mayor Herbig proclaimed March 9, 2022, as EvergreenHealth Day in celebration of 50 years of service to the community. Community Engagement Director Stephanie Lizza and Board Chair Tim McLaughlin of EvergreenHealth accepted the proclamation.

[Evergreen Health Proclamation](#)

**PRESENTATION**

Nathan Phillips, CEO, of the Northshore Senior Center highlighted the services offered by the Center. He also introduced Pasha Mohajerjasbi who updated the Council on recent offerings and events at the Northshore Senior Center.



Paul Brodeur, Government Relations Manager with the King County Metro Marine Division and Chris Arkills, the Marine Division Director of King County Metro Transit Department gave a brief King County Water Taxi update to the City Council.

[Marine Proviso - Kenmore Council Briefing](#)  
[Preliminary Water Taxi Expansion Progress Report](#)

#### **PUBLIC COMMENT**

The Council took comments from the public from approximately 8:05 pm to 8:22 pm.

Timestamped link included here: [https://youtu.be/Q1h0K\\_7rHJ8?t=7515](https://youtu.be/Q1h0K_7rHJ8?t=7515)

#### **CONSENT AGENDA**

- A. Approve Total Check #s 48938 through 49036 totaling \$693,539.94 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 1/28/22 in the amount totaling \$187,718.77, ACH Payment to KBA Inc. in the amount of \$91,843.88, ACH Payment to Road Construction NR in the amount of \$178,789.46, and ACH Payment to US Bank Purchase Cards in the amount of \$13,159.57.  
[Voucher Approval Report Dated 2/2/2022](#)
- B. Ratify Contract No. 21-C2757 between the City of Kenmore and the Department of Ecology accepting 2021-2023 Solid Waste Management Local Solid Waste Financial Assistance Funds  
[Agenda Bill - DOE Solid Waste Management Local Solid Waste Financial Assistance Agreement](#)  
[Contract 21-C2757-DOE- SWMLSWFA](#)
- C. Authorize the City Manager to Execute Contract No. 22-C2770 with Olympic Environmental Resources in the amount not to exceed \$122,500 for the Management of Residential Recycling Events and Administration of the Supporting Grant Funds.  
[Agenda Bill - Contract 22-C2770 Olympic Environmental Resources](#)  
[Contract 22-C2770 Olympic Environmental Resources](#)
- D. Approve January 8, 2022, City Council Retreat Report  
[Agenda Bill - January 2022 Retreat Report](#)  
[Retreat Report January 2022](#)
- E. Ratification of 2021 King County Countywide Planning Policies and the 2021 King County Growth Capacity Report  
[Agenda Bill - Ratification 2021 King County Countywide Planning Policies \(CPP\) and the 2021 Urban Growth Capacity Report](#)  
[Ordinance 19369](#)  
[Ordinance 19384](#)
- F. Authorize the City Manager to enter into an Interlocal Agreement with the Northshore Utility District to Construct the District's Water Main Replacement Project  
[Agenda Bill - NUD Interlocal - 190th Culvert - February 2022](#)

- G. Approve ARCH Work Plan Budget, Work Program, Fall 2021 Housing Trust Fund Projects, and Resolution No. 22-378 Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH  
[Agenda Bill - 28 Feb 2022 ARCH Work Plan, Budget, Trust Fund](#)  
[2022 ARCH Budget and Work Program](#)  
[Trust Fund Recommendations to Councils Fall 2021](#)  
[Resolution 22-378 ARCH ILA Amendment re Board Diversity 2022](#)  
[ARCH Budget Work Program, Trust Fund, ILA - PowerPoint](#)

Councilmember Marshall moved to approve the consent agenda including items A-G outlined above. Councilmember Herbig seconded the motion.

**VOTE:** Consent Agenda was approved by UNANIMOUS CONSENT.

### **PUBLIC HEARING**

- A. **Ordinance No. 22-0542, Adopting the Kenmore Automated Traffic Photo Enforcement Program (KAPE), presented by Traffic Engineer Tobin Bennet-Gold, for Adoption**  
[Agenda Bill - Automated Enforcement \(KAPE Program\)](#)  
[Attachment A - Tech Memo - Photo Enforcement Changelog](#)  
[Attachment B -Tech Memo - Photo Enforcement](#)  
[Attachment C - 22-0542 Ordinance Automated Traffic Safety Cameras](#)  
[Attachment D - KMC Automated Traffic Safety Cameras - Chap 10.45](#)  
[Attachment E - Tech Memo - Photo Enforcement Crash Data](#)  
[Attachment F - Tech Memo - Photo Enforcement Violation Data](#)  
[Attachment G - Memo - Photo Enforcement Court Data](#)  
[Photo Enforcement Presentation Slides](#)

Traffic Engineer Tobin Bennett-Gold provided a brief history of the evolution of the program and the community support behind it. He provided a presentation and covered the basic staff recommendations and proposed project timeline:

1. Implement an auto enforcement program based upon the Photo Enforcement Technical Memorandum (Attachment B) at the following locations:
  - 73<sup>rd</sup> Ave NE in the Kenmore Elementary School Zone for school zone speed violations,
  - Juanita Dr NE in the Arrowhead Elementary school zone or school zone speed violations, and
  - 61<sup>st</sup> Ave NE and NE Bothell Way (SR522) for eastbound-to-northbound left-turn red-light violations.
2. Implement a fine schedule for infractions detected by automated photo enforcement as follows:
  - Automated Red-Light Enforcement  
\$100 Failure to Stop at a Red Light
  - Automated School-Zone Enforcement  
\$100 Exceeding the School Zone Speed Limit by 6+ MPH When School Zone is Active
  - \$250 Exceeding the Regulatory Speed Limit 6+ MPH When School Zone is Active

3. The schedule for implementation of photo enforcement as follows:

Apr '22	Installation of advanced warning signs for photo enforcement locations, installation of photo enforcement cameras
Apr '22	Start of warning period: photo enforcement cameras become active, and warnings are issued in lieu of notices of infraction.
Summer '22	Automated red-light enforcement warning period ends no sooner than 2 months after cameras become active. School-zone speed enforcement cameras not active during summer.
Fall '22	Automated speed enforcement warning period ends, cameras begin issuing fines at start of school year. Photo enforcement program is now fully implemented.

**MOTION:** Councilmember Pfeil moved to adopt Ordinance 22-0542 for Implementation of the Automated Photo Enforcement Program and Amendment to Chapter 10 of the Kenmore Municipal Code. Councilmember Marshall seconded the motion.

**VOTE:** 6 For, 1 Against, 0 Abstain. MOTION CARRIED.

B. **Threshold Determination for MainStreet Property Group's Development Agreement, presented by Development Services Director Bryan Hampson, for Discussion and Action**

[Agenda Bill- MainStreet Development Agreement](#)

[Attachment 1 - MainStreet Property Group - Development Agreement Request Package February 2022](#)

Development Services Director Bryan Hampson introduced Kevin Merriman and Kim Faust of MainStreet Property Group. MainStreet Property Group proposes a 150-160 multifamily unit catalyst project in the City's TOD Overlay. The proposed multifamily building will replace underutilized land with a new project with high-quality design and materials and right-of-way improvements. The proposal will create an attractive and inclusive place, where residents can walk to transit and afford where they live. To achieve this project, MainStreet is requesting a development agreement to allow flexibility from specific zoning code regulations pursuant to Chapter 18.110 of the Kenmore Municipal Code (KMC). A development agreement requires that a "threshold determination (yay/nay)" is obtained from the City Council. In addition, a development agreement requires two public hearings for public participation.

**MOTION:** Councilmember Pfeil moved to approve Further Review of the MainStreet Property Group Development Agreement for the Project Located at 7520 NE Bothell Way. Councilmember Srebnik seconded the motion.

**VOTE:** 7 For, 0 Against, 0 Abstain. MOTION CARRIED

C. **Kenmore Cares Update with Assistant City Manager/ARPA Administrator Stephanie Lucash and partners from the Northshore Schools Foundation, for Information**



Assistant City Manager Stephanie Lucash and guests Carmin Dalziel and Heather Erickson of the Northshore Schools Foundation. To date, 296 families have been served. \$664,000 has been distributed. With some funds awaiting final processing, NSF hopes to disburse approximately \$110,000 by the end of March 2022.

- D. **Personnel Policy Wellness Program Amendment, Resolution 22-379, presented by Human Resource Manager Leonora Palaña and Wellness Committee Representative Tela Gardner, *for Approval***  
[Agenda Bill - Resolution 22-379 Personnel Policy Amendments](#)  
[Attachment A - Resolution 22-379 Resolution Adopting Change to the Personnel Policy](#)  
[Attachment B - Example Wellness Day Off Checklist](#)

Human Resources Manager Leonora Palaña explained that the City of Kenmore would like to update the Personnel Policy to restructure the accrual of the Wellness Day Floating Holiday to reflect current law, while continuing to promote a healthy work environment through the incentive of an award of a Wellness Day off to eligible full-time employees who participate in the Annual Wellness Program during a calendar year. If all eligibility and participation requirements are met by December 31 of a calendar year, eight (8) hours will be added to the full-time participating employee's holiday leave balance for the following calendar year. Permit Coordinator/Wellness Committee Representative Tela Gardner noted that a Wellness Day Off Checklist must reflect completion of the following:

- Providing Human Resources proof of earned and redeemed AWC Wellness Reward points (via Health Central).
- Participation in four (4) Wellness-sponsored activities.

**MOTION:** Councilmember Kugler moved to approve a Wellness Day Floating Holiday (Resolution No. 22-379). Councilmember Pfeil seconded the motion.

**VOTE:** 7 For, 0 Against, 0 Abstain. **MOTION CARRIED.**

#### **STAFF REPORTS**

Aqua Club Programming – Community Development Director Debbie Bent presented a small-scale opportunity to attempt Aqua Club Programming. The Council gave direction to proceed.

King County Aquatic Center Siting Study – Assistant City Manager Stephanie Lucash explained that the City did receive to grants to do a feasibility study for an aquatic center in North King County.

Urgent Business Assistance - Assistant City Manager Stephanie Lucash noted that urgent business need funding program is scheduled to roll out at the end of week.

#### **COUNCILMEMBER REPORTS & COMMENTS**

Coffee with Council – The Council discussed moving a coffee with Council time slot to a weekday evening. A survey or poll might be sent out in the future to gather feedback on suggested times.

Returning to in-person meetings – The Council agreed that it was a good idea to start discussing moving toward in-person meetings soon.

**ADJOURNMENT**

Mayor Herbig adjourned the meeting at 10:20 p.m.

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Nigel Herbig, Mayor

**ATTEST:**

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Anastasiya Warhol, City Clerk



## Voucher Certification and Approval

City of Kenmore

DATE RANGE:

02/05/2022 - 02/18/2022

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

Total Check #s 49037 through 49120: \$2,042,273.06

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 02/11/2022: \$187,642.66

ACH Payment to Thomco Construction: \$200,615.88

Rob Karlinsey  
Rob Karlinsey (Feb 18, 2022 13:27 PST)

Feb 18, 2022

City Manager / Date

Leticia Salcido  
Leticia Salcido (Feb 18, 2022 13:20 PST)

Feb 18, 2022

Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
THOMCO CONSTRUCTION, INC.	1086	02/18/2022	20-C2144 Jan. Juanita Dr. Ped/Bike Construction	200,615.88
TICOR TITLE	49037	02/08/2022	Earnest Money Deposit - Cozy Inn Property	50,000.00
AMERICAN GENERAL LIFE GPO/400S	49038	02/11/2022	Life Insurance	279.92
EMPLOYMENT SECURITY DEPARTMENT	49039	02/11/2022	Void	-
ICMA RETIREMENT C/O ALLFIRST BANK/109964	49040	02/11/2022	City of Kenmore 401a	21,091.35
ICMA RETIREMENT TRUST 457/304745	49041	02/11/2022	ICMA 457 Deferred Comp	8,506.79
ALPHAGRAPHS	49042	02/18/2022	Business Cards - 5 Employees	329.33
AM TEST, INC	49043	02/18/2022	Swamp Creek Water Sample Testing Svcs	200.00
AMERICALL	49044	02/18/2022	January After Hours Call Out Service	130.66
AURORA RENTS	49045	02/18/2022	Saw & Blade Rental for Surface Water Project	444.53
AURORA RENTS	49046	02/18/2022	Wet/Dry Vacuum Rental for SWM Project	30.87
BCN TELECOM, INC.	49047	02/18/2022	2/15-3/14/22 City Hall Phone Lines	384.79
BOTHELL KENMORE CHAMBER OF COMMERCE	49048	02/18/2022	Jan. KBA Support Services	300.00
CALPORTLAND COMPANY	49049	02/18/2022	Materials for Surface Water Repair WO #9406	61.97
CANON FINANCIAL SERVICES, INC.	49050	02/18/2022	Feb. Public Works Office Copier Lease	266.08
CASCADE PEST CONTROL	49051	02/18/2022	Rhododendron Park Pest Control	154.58
CBRE, INC. - VALUATION & ADVISORY SVCS	49052	02/18/2022	Appraisal - 6215 NE Bothell Wy Kenmore/Cozy Inn	4,800.00
CHANIN KELLY-RAE CONSULTING LLC	49053	02/18/2022	Jan. DEI Consulting Services	10,105.00
CITY OF BELLEVUE	49054	02/18/2022	2nd Qtr 2022 ARCH Contributions	12,314.25
CITY OF BELLEVUE	49055	02/18/2022	1st Qtr 2022 ARCH Contributions	12,314.25

XII. B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.0...



CITY OF KENT	49056	02/18/2022	Human Svcs Share1App Database Usage	500.00
COMCAST	49057	02/18/2022	Feb. City Hall & Hangar Internet	1,414.33
COMCAST BUSINESS	49058	02/18/2022	2/14-3/13 City Hall Cable & Internet	164.21
CONSOLIDATED PRESS	49059	02/18/2022	Printing of Winter Quarterly Newsletter	4,945.76
D.P. NICOLI, INC.	49060	02/18/2022	Drainage Materials for SWM WO #9748	166.67
DAVID EVANS	49061	02/18/2022	Vaccination Event Promotion Expenses	226.44
EVERGREEN FIRE AND SAFETY, INC.	49062	02/18/2022	City Hall Fire Alarm Maintenance	214.14
FERGUSON ENTERPRISES INC #3011	49063	02/18/2022	Surface Water Materials	311.39
FERGUSON ENTERPRISES INC #3011	49064	02/18/2022	Surface Water Materials WO #9406	885.68
FOSTER GARVEY PC	49065	02/18/2022	Jan. Attorney Svcs - General Condemnation	10,056.50
FOSTER GARVEY PC	49066	02/18/2022	Jan. Attorney Svcs - Moore Condemnation	55.00
FOSTER GARVEY PC	49067	02/18/2022	Jan. Atty Svcs - Ben Holt Ind. Property Acquisition	855.00
GRAINGER	49068	02/18/2022	Locate Paint for Surface Water Dept.	24.70
HDR ENGINEERING, INC	49069	02/18/2022	16-C1625 Jan. Juanita Dr. Ped/Bike Proj. Svcs	6,682.17
HOME DEPOT CREDIT SERVICES	49070	02/18/2022	Jan. Supplies, Materials, Equipment Purchased	974.63
HONEY BUCKET	49071	02/18/2022	2/7-3/6 Public Works Yard Rental	156.75
KING COUNTY ANIMAL SVCS	49072	02/18/2022	Pet Licensing 1/3-2/4/22	95.00
KING COUNTY FINANCE	49073	02/18/2022	Jan. Dump Fees - Materials Left in ROW	28.00
KING COUNTY FINANCE	49074	02/18/2022	Q4 '21 Liquor Profits/Excise Tax for Mental Health	1,735.84
KING COUNTY FINANCE	49075	02/18/2022	January Indigency Screening	81.00
KING COUNTY FINANCE	49076	02/18/2022	Jan. Road Svcs - Signs/Signal Maintenance	10,520.58
KING COUNTY SHERIFF	49077	02/18/2022	Police Overtime for Luminary Walk Security	220.23
KING COUNTY SHERIFF	49078	02/18/2022	Dec. 2021 Police Services	310,986.83
KLB CONSTRUCTION, INC.	49079	02/18/2022	20-C2143 Jan. 68th Ave. Ped/Bike Project	556,515.60
LIGHTHOUSE CONSULTING INC	49080	02/18/2022	January IT Consulting Svcs	2,281.35
LIGHTHOUSE CONSULTING INC	49081	02/18/2022	Jan. Protection/Archiving/Web Hosting/Antivirus	8,214.84
MILLER STEPHENS, MARY	49082	02/18/2022	January Public Defense Services @ SCORE	1,250.00
NORTHSHORE UTILITY DIST	49083	02/18/2022	Jan. Fleet Maintenance & Fuel	7,598.18
NORTHSHORE UTILITY DIST	49084	02/18/2022	11/30/21-01/31/22 Irrigation/Water/Sewer Chgs	2,560.39
OFFICE DEPOT	49085	02/18/2022	Misc. Office Supplies	318.84
OFFICE DEPOT	49086	02/18/2022	Misc. Office Supplies	161.42
OSBORN CONSULTING INC.	49087	02/18/2022	19-C2012 TI' awh-ah-dees Park Consulting Dec.	16,222.49
OSBORN CONSULTING INC.	49088	02/18/2022	19-C2012 Dec. Loq Boom Park Consulting	26,939.75
OWEN EQUIPMENT COMPANY	49089	02/18/2022	Gutter Broom for Street Sweeper	1,371.61
PAWS	49090	02/18/2022	January Animal Sheltering Services	416.00
PUGET SOUND ENERGY	49091	02/18/2022	HSIP 2018 Local Road Safety - Lighting	17,091.39
PUGET SOUND ENERGY	49092	02/18/2022	12/15-1/13 City Hall Electricity	2,811.66
PUGET SOUND ENERGY	49093	02/18/2022	1/4-2/1 Street lights	10,799.60

XII. B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.0...

QUALITY WATER FINANCIAL	49094	02/18/2022	1st Floor City Hall Filtered Water System	66.00
QUALITY WATER FINANCIAL	49095	02/18/2022	2nd Floor City Hall Filtered Water System	50.59
QUALITY WATER FINANCIAL	49096	02/18/2022	Public Works Office Filtered Water System	66.00
SCORE	49097	02/18/2022	Jan. Inmate Housing/Medical/Mental Health Svcs	23,006.16
SEATTLE TIMES	49098	02/18/2022	January Legal Notices	1,315.62
SISKUN POWER EQUIPMENT	49099	02/18/2022	Public Works Equipment Maintenance	373.34
SITEIMPROVE, INC.	49100	02/18/2022	Website Subscription Service Fee	3,356.95
STAPLES ADVANTAGE	49101	02/18/2022	Office & Operating Supplies	37.13
STAPLES ADVANTAGE	49102	02/18/2022	Parks Maintenance Supplies	309.31
STAPLES ADVANTAGE	49103	02/18/2022	City Hall & Hangar Bldg. Maintenance Supplies	161.49
STAPLES ADVANTAGE	49104	02/18/2022	Parks Maintenance Supplies	94.44
STAPLES ADVANTAGE	49105	02/18/2022	Hangar Bldg. Trash Liners	131.02
STAPLES ADVANTAGE	49106	02/18/2022	City Hall Covid Supplies	173.34
STEWART MACNICHOLS HARMELL, INC.	49107	02/18/2022	January Public Defense Services	5,000.00
STRIDER CONSTRUCTION CO., INC.	49108	02/18/2022	21-C2670 Jan. Squire's Landing Project	847,522.72
TOLO EVENTS LLC	49109	02/18/2022	Consulting Deposit - Bridge Grand Opening Event	10,000.00
TOTAL LANDSCAPE CORP	49110	02/18/2022	Northshore Summit/Squires/Moorlands Landscaping	1,128.53
TOTAL LANDSCAPE CORP	49111	02/18/2022	City Hall & Parks Landscaping	5,030.02
UTILITIES UNDERGROUND LOCATION CTR	49112	02/18/2022	January Utility Locates	278.64
VERIZON WIRELESS	49113	02/18/2022	1/27-2/26/22 Staff Cell Phones	87.53
WA TRUST FOR HISTORIC PRESERVATION	49114	02/18/2022	2022 Dues	75.00
WESTLAKE HARDWARE WA-153	49115	02/18/2022	12/22/21-1/18/22 Supplies & Materials Purchased	253.12
WHISTLE WORKWEAR	49116	02/18/2022	Work Boots	248.16
ZIPLY FIBER	49117	02/18/2022	1/28-2/27 City Hall Phones	650.66
COMMERCIAL FENCE CORPORTATION	49118	02/18/2022	Moorlands Ballfield Backstop Net	14,588.25
SHI INTERNATIONAL CORP.	49119	02/18/2022	Adobe Acrobat Software License	219.52
SOFTWAREONE, INC.	49120	02/18/2022	DEI Task Force Members Microsoft 365 Licenses	481.18
DRS 457	DFT0001214-1215	02/11/2022	DRS 457 Deferred Comp	1,210.57
AVIDIA HEALTH	DFT0001216	02/11/2022	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001217-1222	02/11/2022	Public Employees Retirement	30,971.00
NAVIA	DFT0001223	02/11/2022	Employee Flexible Spending Account	602.64
BANK OF AMERICA 941	DFT0001224	02/11/2022	Federal Taxes	23,805.00
PAYROLL	Electronic Dep.	2/11/2022	Direct Deposit	130,953.45
TOTAL				<u>\$ 2,430,531.60</u>

XII. B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.0...



City of Kenmore

## Vendor Purchasing Report

For Date Range 01/01/2022 - 02/18/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	668
0064	CASCADE PEST CONTROL	309.16
0067	CENTER FOR HUMAN SERVICES	5550
0076	CITY OF BELLEVUE	12314.25
0083	CITY OF LAKE FOREST PARK	51948
0099	CONSOLIDATED PRESS	4945.76
0109	DAILY JOURNAL OF COMMERCE	308.2
0121	REPUBLIC SERVICES	1071.69
0130	EMPLOYMENT SECURITY DEPARTMENT	2264.4
0137	FERGUSON ENTERPRISES INC #3011	1197.07
0151	CALPORTLAND COMPANY	78.52
0173	HOME DEPOT CREDIT SERVICES	974.63
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	23971.79
0191	INTERNATIONAL INST OF MUNI CLERKS	215
0197	JET CITY PRINTING	385.35
0204	KENMORE COMMUNITY CLUB	180
0205	KENMORE HERITAGE SOCIETY	25
0206	KENMORE MIDDLE SCHOOL	2650
0212	KING COUNTY FINANCE W.L.R.D.	5426
0213	KING COUNTY ANIMAL SVCS	230
0218	KING COUNTY FINANCE	1735.84
0251	LIGHTHOUSE CONSULTING INC	21035.34
0261	PENDLETON CONSULTING LLC	3575
0285	NORTHSHORE FIRE DEPT	860
0286	NORTHSHORE SCHOOL DISTRICT	35128
0287	NORTHSHORE SENIOR CENTER	9500
0288	NORTHSHORE UTILITY DIST	12198.17
0292	HONEY BUCKET	1430
0300	OFFICE DEPOT	646.43
0310	PACIFIC TOPSOILS	355.19
0327	PUGET SOUND CLEAN AIR AGENCY	19183
0328	PUGET SOUND ENERGY	69127.56
0345	SEATTLE TIMES	1315.62
0355	STAPLES ADVANTAGE	1525.66
0357	STEWART MACNICHOLS HARMELL, INC.	10000
0359	SOUND CITIES ASSOC	16314.32
0365	TOTAL LANDSCAPE CORP	11188.57
0371	UNITED STATES POSTMASTER	1928.18
0385	WA ASSOC OF BUILDING OFFICIALS	1375
0387	WA CITIES INSURANCE AUTHORITY	486509
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	315
0401	WA STATE DEPT OF TRANSPORTATION	8136.87
0405	WASHINGTON STATE OFFICE CASH MGMT	610.5
0424	ICMA RETIREMENT TRUST 457 / 304745	25398.55
0425	DRS 457	3596.95
0426	AFLAC	216.19
0428	BANK OF AMERICA 941	70298.17
0429	AWC EMPLOYEE BENEFIT TRUST	78903.5
0431	DEPARTMENT OF RETIREMENT SYSTEMS	92812.84
0432	DEPARTMENT OF LABOR AND INDUSTRIES	3937.47
0434	UNITED WAY OF KING COUNTY	80
0436	NATIONAL LIFE OF VERMONT	123.17

XII. B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.0...



## Vendor Purchasing Report

For Date Range 01/01/2022 - 02/18/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0448	UPS STORE KENMORE	76.8
0450	AURORA RENTS	1710.9
0542	AMERICAN SOCIETY OF COMPOSERS	390
0617	KING COUNTY FINANCE	10629.58
0685	PACE ENGINEERS, INC.	932.5
0692	HDR ENGINEERING, INC	164776.84
0696	AMERICAN GENERAL LIFE GPO/400S	559.84
0764	OUSLEY, NANCY	23.99
0791	NORTHSHORE ROTARY CLUB	300
0817	GRAINGER	110.94
0892	JACOBS ENGINEERING GROUP	16321.51
0913	KENMORE ELEMENTARY	1250
0981	COMCAST BUSINESS	390.37
0994	GORDON THOMAS HONEYWELL	4300
1003	iWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	253.12
1034	EMERALD FIRE LLC	705
1053	INTERNATIONAL CODE COUNCIL, INC	600
1123	AM TEST, INC	200
1140	PAWS	416
1197	MILLER STEPHENS, MARY	1250
1215	STATE OF FLORIDA DISBURSEMENT UNIT	550
1226	CONTECH ENGINEERED SOLUTIONS, INC	600
1299	VERIZON WIRELESS	87.53
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2100
1331	KBA INC.	91843.88
1337	STATE OF WA DEPT. OF LICENSING	1.52
1356	KARLINSEY, ROB	1145
1358	ALPHAGRAPHS	329.33
1359	EVERGREEN FIRE AND SAFETY, INC.	214.14
1383	CHICAGO TITLE	3.86
1390	UTILITIES UNDERGROUND LOCATION CTR	282.51
1403	OSBORN CONSULTING INC.	57253.18
1431	BRIEN, GAYLYNN	50
1452	CITY OF KENT	500
1459	FLEMINGS HOLIDAY LIGHTING LLC	1491.99
1464	ROAD CONSTRUCTION NW, INC.	178789.46
1465	WA TRUST FOR HISTORIC PRESERVATION	75
1504	SCORE	62839.16
1555	LINCOLN NATIONAL LIFE INSURANCE	1696.86
1673	KPFF CONSULTING ENGINEERS	27412.19
1689	MOTT MACDONALD GROUP, INC.	15536.13
1711	SOFTWAREONE, INC.	13724.9
1712	SITEIMPROVE, INC.	3356.95
1754	RFI ENTERPRISES INC.	236.72
1774	OWEN EQUIPMENT COMPANY	1371.61
1816	NAVIA	8307.93
1820	PIPER SANDLER	23920
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	676.14
1829	SHI INTERNATIONAL CORP.	219.52
1838	AVIDIA HEALTH	300
1930	T MOBILE USA, INC.	1162.76
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	1500
1980	HRA VEBBA TRUST	20203.44
1993	HYAS GROUP, LLC	3750
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2004	RED BARN ENGINEERING, INC.	225
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	26952.48

XII. B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.0...

## Vendor Purchasing Report

For Date Range 01/01/2022 - 02/18/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2048	SMS CLEANING, INC.	6495
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	63395.03
2176	CANON FINANCIAL SERVICES, INC.	532.16
2183	SISKUN POWER EQUIPMENT	373.34
2209	MORUP SIGNS, INC.	522.98
2221	O'REILLY/FIRST CALL	46.2
2236	COMCAST	3504.43
2249	KING COUNTY BAR ASSOCIATION	250
2254	U.S. BANK PURCHASE CARDS	13346.75
2259	MINUTEMAN PRESS	4226.73
2270	LAKESIDE INDUSTRIES	1007.42
2285	QUALITY WATER FINANCIAL	365.18
2353	NORTHSHORE SCHOOLS FOUNDATION	300000
2368	JEFF LUKE PHOTOGRAPHY LLC	5364.77
2386	CECCANTI, INC.	303357.18
2396	ZIPLY FIBER	803.66
2402	PACIFIC OFFICE AUTOMATION	92.04
2403	AMERICALL	274.82
2425	THOMCO CONSTRUCTION, INC.	200615.88
2464	D.P. NICOLI, INC.	166.67
2486	CASCADIA LAW GROUP	4077
2489	THE ORIGINAL POOP BAGS	1453.2
2512	CARASOFT TECHNOLOGY CORPORATION	3633.3
2531	BCN TELECOM, INC.	769.58
2543	FOSTER GARVEY PC	14376.5
2544	ACTION SERVICES CORPORATION	1512
2545	KLB CONSTRUCTION, INC.	556515.6
2553	TICOR TITLE	50000
2573	WHISTLE WORKWEAR	248.16
2579	CHANIN KELLY-RAE CONSULTING LLC	20210
2584	AQUALIS	11538.48
2603	COMMERCIAL FENCE CORPORTATION	14588.25
2617	STRIDER CONSTRUCTION CO., INC.	847522.72
2618	STEPHANIE LUCASH	673.34
2621	TRACY BANASZYNSKI	47
2622	IMPERIAL NW CONSTRUCTION LLC	462.42
2623	TOLO EVENTS LLC	10000
2624	CBRE, INC. - VALUATION & ADVISORY SERVICES	4800
Vendor Set Vendor Set 01 Total:		4308177.28

XII. B. Approve Total Check #s 49037 through 49120 totaling \$2,042,273.0...









02-18-2022

Final Audit Report

2022-02-18

Created:	2022-02-18
By:	Carla Schnee (cschnee@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA67NyqV0wTGxcFD4QeX253BBVldE40I3

## "02-18-2022" History

-  Document created by Carla Schnee (cschnee@kenmorewa.gov)  
 2022-02-18 - 7:39:08 PM GMT- IP address: 50.235.209.34
-  Document emailed to Leticia Salcido (lsalcido@kenmorewa.gov) for signature  
 2022-02-18 - 7:41:56 PM GMT
-  Email viewed by Leticia Salcido (lsalcido@kenmorewa.gov)  
 2022-02-18 - 9:20:37 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Leticia Salcido (lsalcido@kenmorewa.gov)  
 Signature Date: 2022-02-18 - 9:20:44 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature  
 2022-02-18 - 9:20:46 PM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)  
 2022-02-18 - 9:27:17 PM GMT- IP address: 24.22.167.111
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)  
 Signature Date: 2022-02-18 - 9:27:58 PM GMT - Time Source: server- IP address: 24.22.167.111
-  Agreement completed.  
 2022-02-18 - 9:27:58 PM GMT



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Adobe Sign





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

**Subject/Topic:**

December 2021 Financial Report

For Council Meeting Agenda of: March 14, 2022

**Department:** Finance & Administration**Prepared by:** Leticia Salcido, Director of Finance & AdministrationInitial & DateApproved by Department Head: Approved by City Attorney: N/AApproved by Finance Director: Approved by City Manager: RGK  
RGK**Proposed Council Action/Motion:**

Receive &amp; file:

December 2021 Financial Report  
for the City of Kenmore Washington**Exhibits/Attachments:**December 2021 Financial Report  
for the City of Kenmore, Washington**INFORMATION/BACKGROUND:**

The December 2021 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2021-2022 adopted biennial budget. The budget was adopted on November 23, 2020.

**FISCAL CONSIDERATION:**

December is the 12th month of the 2021-2022, biennium budget period with 50% of the biennium elapsed.

**General Fund:**

The General Fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Activities within the General Fund include Public Safety, Public Works Engineering, Community Development, Development Services, Parks, Facility Maintenance, and administrative services such as City Manager, Legal, Finance, City Clerk and City Council.

**Revenues:**

As of December 31, 2021, biennium to date, revenues exceeded expenditures by \$2,193,579. Revenues totaled \$13.7 million while expenditures total \$11.5 million. Revenues in the amount of \$13.7 million represent 51% of the budget revenues in the amount of \$27.1 million. Major revenue sources in the General Fund include property taxes, sales taxes, utility taxes, franchise fees, building related fees and other.

Property tax which is the major revenue source for the City generated \$5.3 million through December 31, 2021. This represents 49% of the biennium budget amount. The budget for the biennium for this revenue source is \$10.9 million.

Sales Tax revenue generated \$3.6 million through December 31, 2021. This represents 68% of the amount budgeted for the biennium in the amount of \$5.3 million. Sales Tax revenues for the twelve months of 2021 are \$689,000 or 24% higher than the amount received in 2020. The major increase came from the industries in construction, retail, and services. The following is the increase from 2020 to 2021:

<b>Industry</b>	<b>Amount</b>	<b>% increase</b>
Construction	\$298,646	45%
Retail	\$166,915	15%
Services	\$155,456	21%

A review of the top 506 sales tax remitters accounting for 87% of total remittances in the month of December indicates that 24% of the total was generated from internet-based companies. In the retail category approximately 51% of the revenue was from internet sales.

Utility Taxes totaled \$933,662 or 39% of the amount budgeted of \$2.4 million.

Development fees & permits revenue was \$1.3 million or 75% of the amount budgeted for the biennium (\$1.7 million).

**Expenditures:**

Expenditures totaled \$11.5 million for the first twelve months of the biennium. This is 43% of the budgeted amount of \$27.1 million.

**Fund Balance:**

The ending fund balance for the General fund, as of December 31, 2020, was \$2.6 million. This reflects a loan to the Sammamish Bridge Fund in the amount to of \$2.3. The loan was paid back in 2021. The ending fund balance as of December 31, 2021, was \$4.9 million.

**Street Fund:**

As of December 31, 2021, the year-to-date revenues totaled \$608,148. Adding 50% of the budgeted transfers-in from the General Fund and REET Fund (normally transferred at the end of the year) increases revenues to \$1.5 million or 49% of total budgeted revenues (\$3.1 million). Expenditures for the first twelve months of the biennium totaled \$1.4 million. The ending cash balance in this fund as of December 31, 2021, was \$846,000 (prior to year-end transfer in the amount of \$880,000).

**Surface Water Management Fund:**

As of December 31, 2021, biennium to date revenues totaled \$2.9 million or 47% of the amended budgeted amount (\$6.2 million). Expenditures during the same time-period, totaled \$2.0 million or 26% of the amended biennial budgeted amount of \$7.8 million. Expenditures seem low because most of the capital expenditures are budgeted in 2022 which is when the transfer out (expense) to the Surface Water Management Capital Fund will happen.

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

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

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

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







18120 68<sup>TH</sup> AVE. NE  
KENMORE, WASHINGTON 98028

## MEMORANDUM

TO: Rob Karlinsey, City Manager  
FROM: Leticia Salcido, Finance Director  
DATE: February 9, 2022  
RE: December 2021 Financial Reports for the City of Kenmore, Washington

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

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

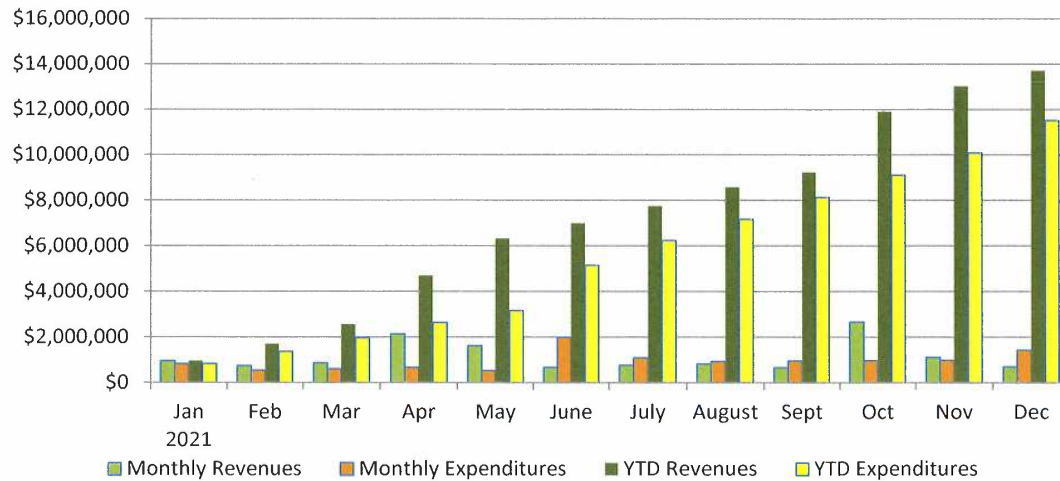
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, December is the twelfth month (50%) of the 2021-2022 biennial budget period. For the month of December, expenditures exceeded revenues in the General Fund by \$733,469. Biennium to date, revenues exceed expenditures by \$2,193,579.

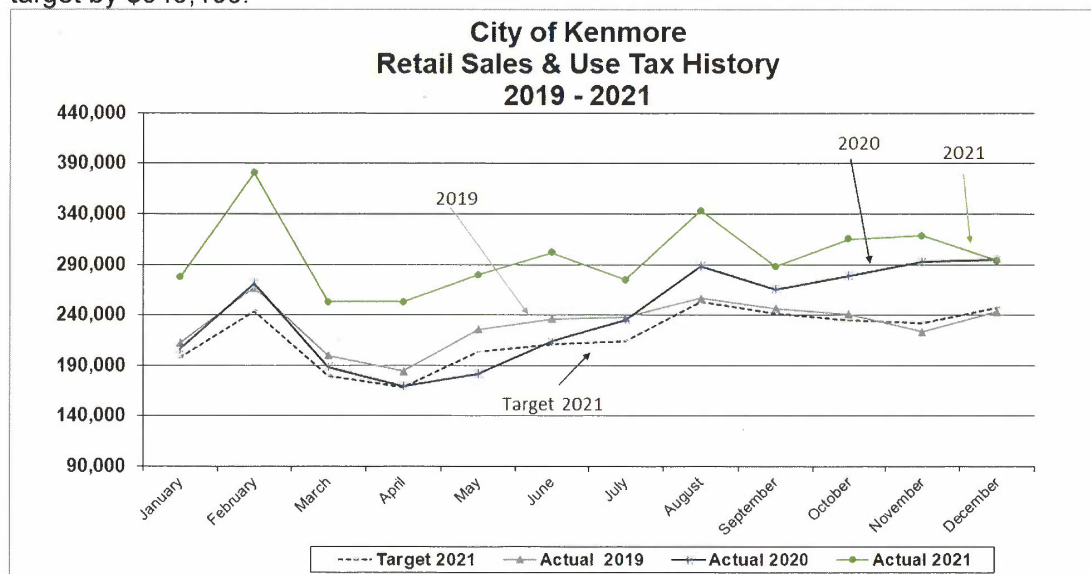
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through December 2021.

City of Kenmore, Washington  
Monthly Financial Report  
December 2021



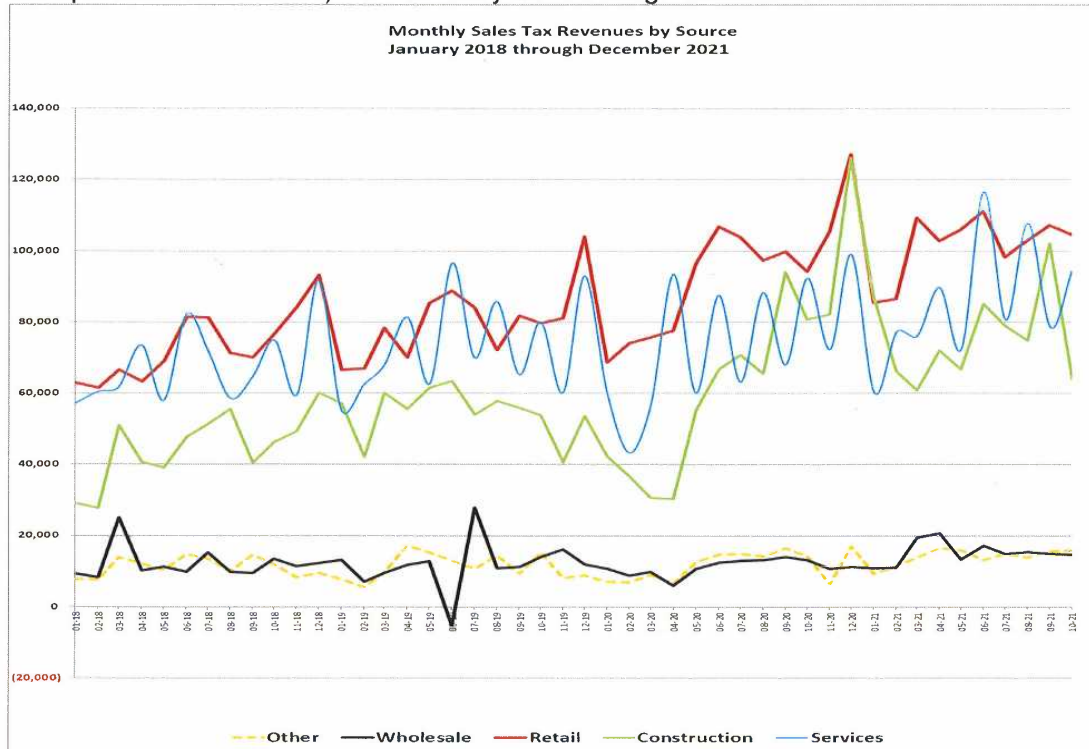
Total **revenues** for the month were **\$691,969**. Biennium to date revenues are \$13,713,599 which is 51% of the budgeted revenues of \$27,067,770. Primary sources of revenue for the month included property taxes in the amount of \$25,598, development fees & permits in the amount of \$214,678, retail sales and use taxes in the amount of \$293,680, intergovernment & grants in the amount of \$134,327, and utility taxes in the amount of \$13,774.

A summary of sales tax revenues received in **December** is attached. These receipts are based on **October** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2021 line is a monthly average of actual receipts during 2018, 2019, and 2020. The green line represents 2021 actual receipts, which are \$689,351 above 2020 and ahead of the 2021 target by \$949,106.



City of Kenmore, Washington  
Monthly Financial Report  
December 2021

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



In December, the top 506 sales tax remitters, accounting for 87% or \$256,412 of total remittances, were reviewed for internet sales activity.

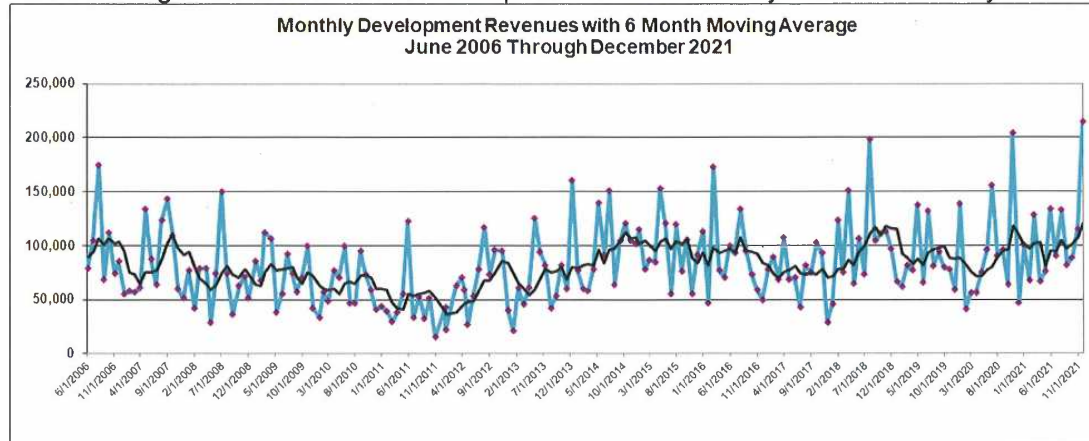
Of the \$256,412 of sales tax remitted by these companies in December, \$60,887 (24% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Total Sales Tax Remitted in December	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$82,384	\$42,244	51%
Information	8,569	2,351	27%
Services	74,456	14,441	19%
Wholesale	11,102	1,851	17%
Other	79,901	0	0%
	<b>\$256,412</b>	<b>\$60,887</b>	



City of Kenmore, Washington  
Monthly Financial Report  
December 2021

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



**December 2021 expenditures were \$1,425,438.** Biennium to date expenditures are \$11,520,020, which is 43% of the biennial budget expenditures of \$27,067,770.

Total City cash (\$28,015,823) and long-term investments (\$6,068,350), at the end of December, totaled \$34,084,173. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were \$4,770,134 and total non-General Fund expenditures were \$7,492,452.

In the **Street Fund** revenue from gas tax distributions were \$36,537. \$68,141 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$1,470,723 on pedestrian safety projects & street maintenance. The fund received \$1,349,546 in grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$975,049 in expenditures during the month. The fund received \$2,514,548 in bridge grant reimbursements during the month.

The **Park Impact Fee** fund received \$89,742 in revenues during the month.

There were \$240,082 in revenues for the **Transportation Impact Fee** fund during the month.

City of Kenmore, Washington  
Monthly Financial Report  
December 2021

The **Real Estate Excise Tax** Fund received \$204,700 of real estate excise taxes (REET) in December from sales activity that occurred in November. 46 transactions were reported during the month. The 2021 year to date revenue is higher than the 2020 revenue by \$1,183,710.

The **Park Capital** fund had \$1,055,685 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected \$3,671 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$774,135.

The **Transportation Benefit District** Fund received \$26,354 in vehicle license fees during the month.

#### **SUMMARY**

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

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



	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH <u>December 2021</u>	BIENNIUM TO DATE <u>2021-2022</u>	% of <u>BUDGET</u>	BIENNIUM BUDGET <u>2021-2022</u>	MONTH <u>October 2019</u>	BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2019-2020</u>
<b>REVENUES</b>								
Beginning Fund Balance		2,748,005		2,748,005		4,934,368		4,934,368
Property Taxes	25,598	5,347,981	49.2%	10,865,654	1,845,105	4,622,308	45.2%	10,224,205
Sales and Use Taxes	293,680	3,577,105	67.7%	5,282,280	301,802	2,899,148	46.7%	6,212,000
Utility Taxes	13,774	933,662	38.9%	2,399,290	63,332	870,381	35.3%	2,466,355
Other Taxes	2,551	103,114	56.6%	182,200	17,176	112,649	61.9%	181,868
Development Fees & Permits	214,678	1,297,301	75.4%	1,720,003	79,595	878,293	47.4%	1,854,042
Franchise Fees	0	848,118	48.6%	1,746,569	199,577	870,413	47.5%	1,831,835
Intergovernmental and Grants	134,327	1,433,882	58.5%	2,452,594	128,250	532,170	24.8%	2,142,292
Investment Interest	2,061	84,851	128.6%	66,000	11,692	88,345	92.7%	95,300
Fines and Forfeitures	0	2,341	0.0%	0	0	0	0.0%	0
Transfers and Other Revenues	5,299	85,243	3.6%	2,353,180	6,535	223,903	10.4%	2,155,352
Total Revenues	691,969	13,713,599	50.7%	27,067,770	2,653,063	11,097,610	40.9%	27,163,249

**City of Kenmore, Washington  
General Fund Summary Report  
December 31, 2021**



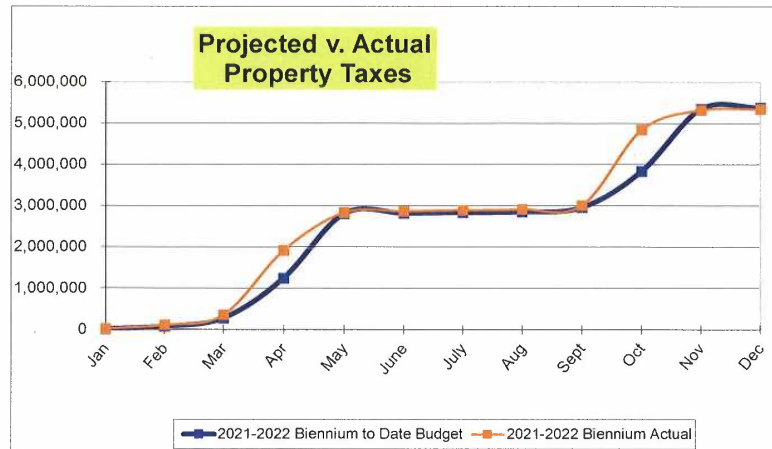
	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH	BIENNIUM TO DATE	% of	BIENNIUM BUDGET	MONTH	BIENNIUM TO DATE	% of	AMENDED BIENNIUM BUDGET
	<u>December 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>	<u>October 2019</u>	<u>2019-2020</u>	<u>BUDGET</u>	<u>2019-2020</u>
<b><u>EXPENDITURES</u></b>								
<u>Cost Center</u>								
City Council	10,078	141,202	42.4%	332,711	8,167	143,718	42.7%	336,208
City Manager	146,722	1,389,313	44.5%	3,121,846	103,724	1,360,357	42.9%	3,170,520
City Clerk	40,306	456,647	48.7%	937,052	22,091	284,087	30.9%	919,466
Finance	81,325	1,010,521	40.6%	2,490,440	45,014	781,727	40.6%	1,925,756
Human Resources	17,319	121,298	0.0%	0		0	0.0%	0
Legal	57,997	437,313	77.4%	565,000	15,470	235,051	35.9%	654,782
Coronavirus Relief Fund Expenditures	0	0	0.0%	0		0	0.0%	1,084,615
Interfund Transfers	0	0	0.0%	1,560,617	0	0	0.0%	3,226,484
Public Safety	492,427	3,716,797	40.6%	9,152,371	124,098	2,935,392	32.7%	8,967,044
Engineering & Environmental Services	116,176	705,502	41.8%	1,689,574	39,017	583,557	37.5%	1,555,790
Community Development	100,012	870,225	51.3%	1,695,828	56,241	674,614	42.7%	1,580,826
Developmental Services	126,063	1,298,773	45.6%	2,845,428	138,694	963,797	51.4%	1,874,061
Parks & Facility Maintenance	237,013	1,372,428	51.3%	2,676,904	237,582	1,533,230	47.2%	3,247,606
Total Expenditures	1,425,438	11,520,020	42.6%	27,067,770	790,098	9,495,530	33.3%	28,543,158
Revenues over Expenditures	(733,469)	2,193,579		0	1,862,965	1,602,080		(1,379,909)
Ending Fund Balance		4,941,584		2,748,005	1,862,965	6,536,448	0	3,554,460



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

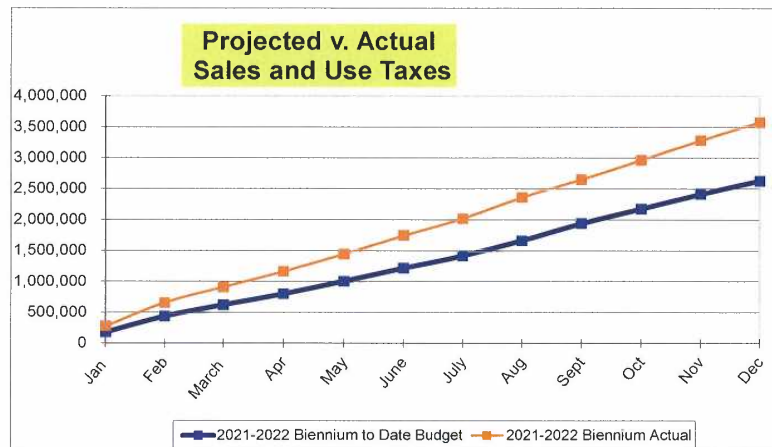
**PROPERTY TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	17,296	20,302
Feb	83,909	114,444
Mar	281,719	358,120
Apr	1,246,162	1,917,848
May	2,809,153	2,834,464
June	2,824,201	2,870,166
July	2,839,121	2,894,543
Aug	2,854,978	2,915,372
Sept	2,963,277	3,008,022
Oct	3,837,148	4,843,216
Nov	5,352,815	5,322,383
Dec	5,383,410	5,347,981
2021-22 Year To Date	10,865,654	
Actual v. Projected		99%



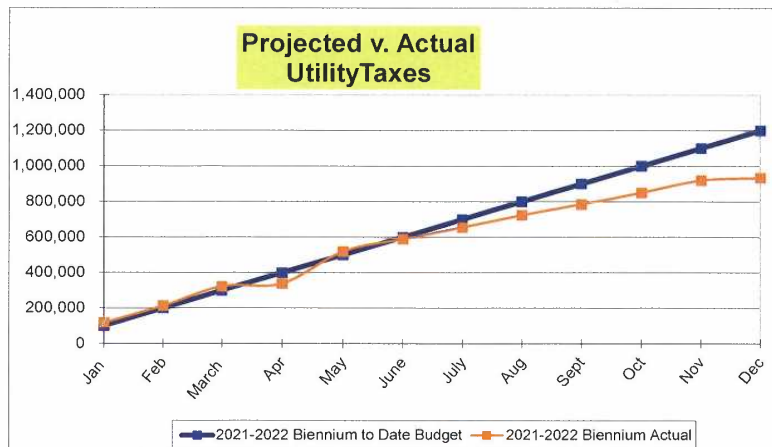
**SALES & USE TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	179,696	276,941
Feb	438,515	657,631
March	622,724	910,595
Apr	800,553	1,163,287
May	1,005,035	1,442,784
June	1,218,052	1,744,526
July	1,416,425	2,019,083
Aug	1,662,043	2,362,264
Sept	1,939,335	2,650,110
Oct	2,175,980	2,964,962
Nov	2,415,377	3,283,425
Dec	2,628,000	3,577,105
2021-22 Year To Date	5,282,280	
Actual v. Projected		136%



**UTILITY TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	99,970	118,064
Feb	199,940	213,229
March	299,910	322,764
Apr	399,880	338,584
May	499,850	519,099
June	599,820	589,169
July	699,790	654,697
Aug	799,760	723,493
Sept	899,730	784,938
Oct	999,700	850,125
Nov	1,099,670	919,887
Dec	1,199,640	933,662
2021-22 Year To Date	2,399,290	
Actual v. Projected		78%



I:\DEPARTMENT\_Admin & Finance\Monthly Reports\2021\December 2021 General Fund Rev Graphs

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

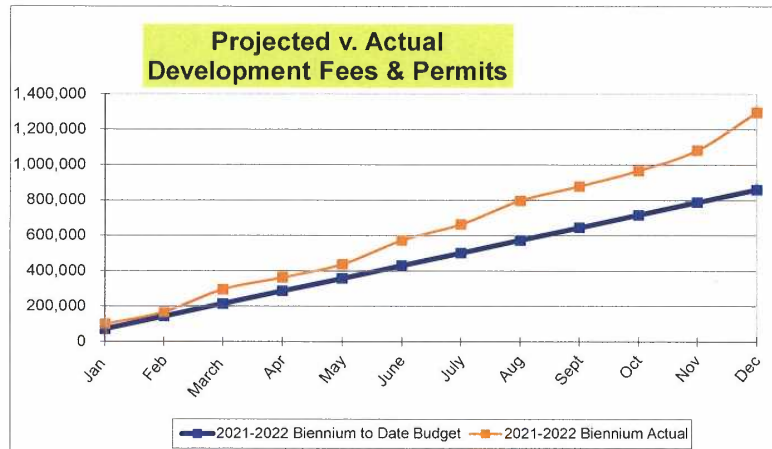
**DEVELOPMENT FEES & PERMITS**

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

Jan	71,667	100,365
Feb	143,334	167,642
March	215,001	296,069
Apr	286,668	362,649
May	358,335	438,650
June	430,002	572,687
July	501,669	663,511
Aug	573,336	796,747
Sept	645,003	878,665
Oct	716,670	967,145
Nov	788,337	1,082,623
Dec	860,004	1,297,301
'2021-22	1,720,003	

Year To Date

Actual v. Projected 151%



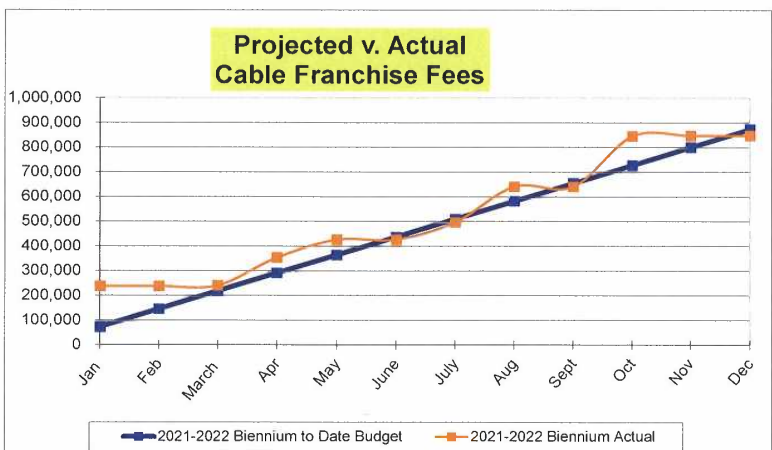
**CABLE/WATER/SEWER FRANCHISE FEES**

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

Jan	72,774	237,631
Feb	145,548	237,631
March	218,322	240,707
Apr	291,096	353,538
May	363,870	426,574
June	436,644	426,574
July	509,418	496,605
Aug	582,192	641,561
Sept	654,966	641,561
Oct	727,740	845,637
Nov	800,514	848,118
Dec	873,288	848,118
'2021-22	1,746,569	

Year To Date

Actual v. Projected 97%



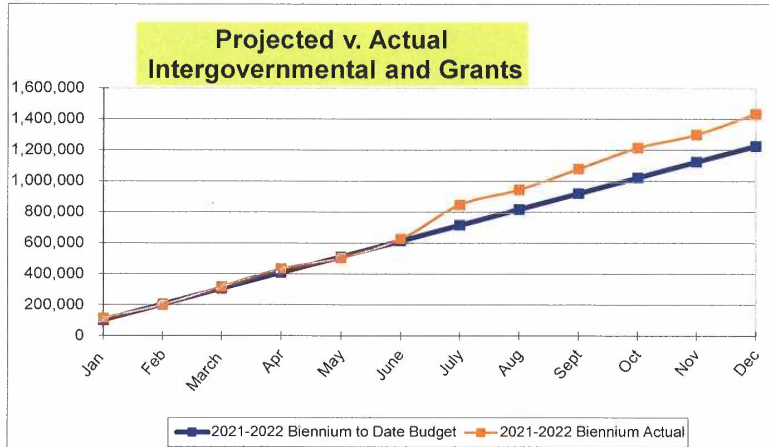
**INTERGOVERNMENTAL & GRANTS**

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

Jan	102,191	115,861
Feb	204,382	200,346
March	306,573	318,216
Apr	408,764	434,090
May	510,955	504,436
June	613,146	625,114
July	715,337	846,350
Aug	817,528	943,219
Sept	919,719	1,078,467
Oct	1,021,910	1,213,730
Nov	1,124,101	1,299,555
Dec	1,226,292	1,433,882
'2021-22	2,452,594	

Year To Date

Actual v. Projected 117%

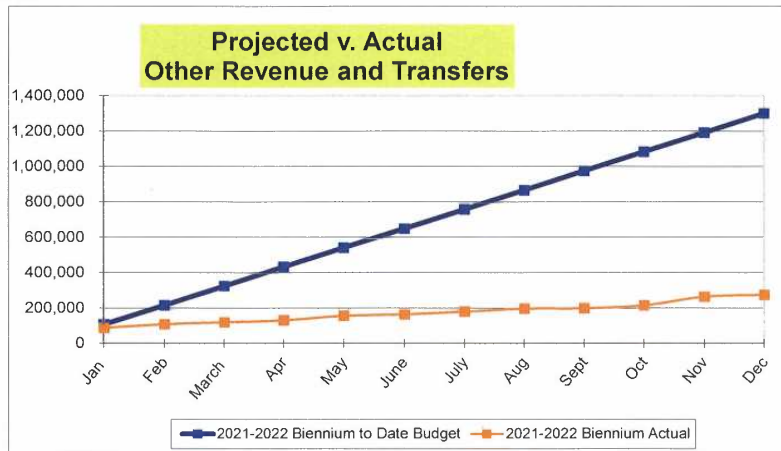


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**City of Kenmore, Washington  
General Fund Revenue Graphs  
December 31, 2021**

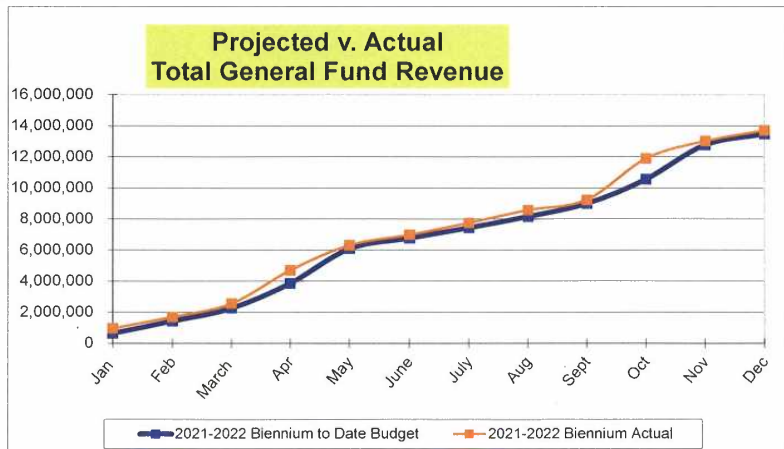
**OTHER REVENUES AND TRANSFERS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	108,391	88,547
Feb	216,782	109,548
March	325,173	120,893
Apr	433,564	131,319
May	541,955	157,500
June	650,346	166,014
July	758,737	180,512
Aug	867,128	198,243
Sept	975,519	199,776
Oct	1,083,910	217,158
Nov	1,192,301	265,638
Dec	1,300,692	275,550
'2021-22 Year To Date	2,601,380	
Actual v. Projected		21%



**TOTAL GENERAL FUND REVENUE**

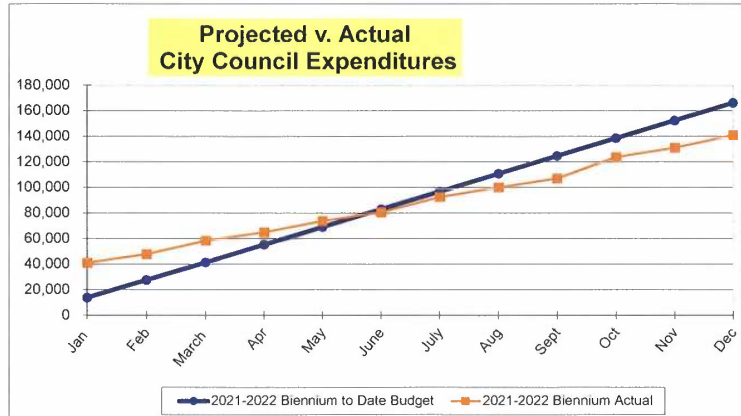
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	651,985	957,711
Feb	1,432,410	1,700,470
March	2,269,422	2,567,363
Apr	3,866,688	4,701,314
May	6,089,153	6,323,506
June	6,772,211	6,994,249
July	7,440,498	7,755,301
Aug	8,156,965	8,580,897
Sept	8,997,549	9,241,539
Oct	10,563,059	11,901,972
Nov	12,773,116	13,021,630
Dec	13,471,326	13,713,599
'2021-22 Year To Date	27,067,770	
Actual v. Projected		102%



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

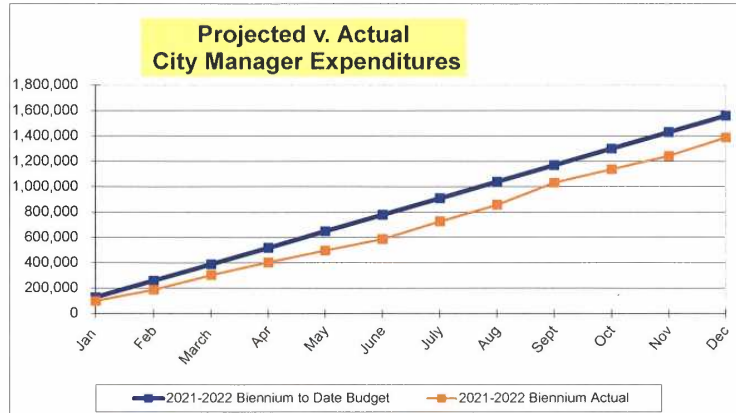
**CITY COUNCIL**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	13,863	41,298
Feb	27,726	48,025
March	41,589	58,526
Apr	55,452	65,250
May	69,315	73,889
June	83,178	80,701
July	97,041	92,716
Aug	110,904	100,305
Sept	124,767	107,136
Oct	138,630	123,925
Nov	152,493	131,124
Dec	166,356	141,202
2021-22	332,711	
Year To Date		
Actual v. Projected		85%



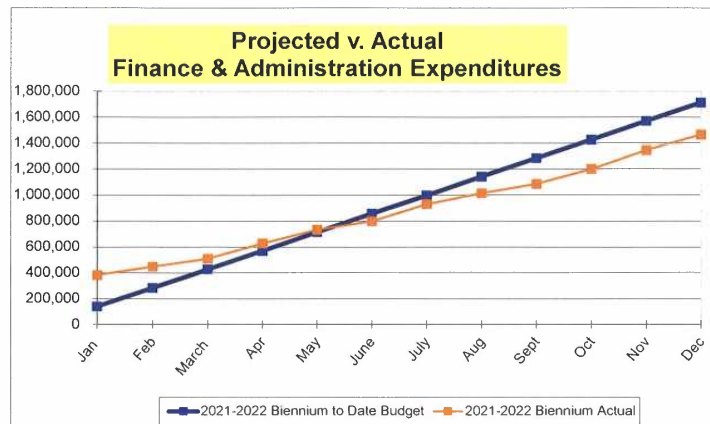
**CITY MANAGER**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	130,077	100,082
Feb	260,154	189,398
March	390,231	305,038
Apr	520,308	404,553
May	650,385	497,277
June	780,462	587,726
July	910,539	727,494
Aug	1,040,616	858,815
Sept	1,170,693	1,032,310
Oct	1,300,770	1,138,112
Nov	1,430,847	1,242,591
Dec	1,560,924	1,389,313
2021-22	3,121,846	
Year To Date		
Actual v. Projected		89%



**FINANCE & ADMINISTRATION**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	142,812	384,213
Feb	285,624	449,756
March	428,436	510,982
Apr	571,248	628,583
May	714,060	732,521
June	856,872	799,738
July	999,684	931,858
Aug	1,142,496	1,015,729
Sept	1,285,308	1,086,249
Oct	1,428,120	1,201,421
Nov	1,570,932	1,345,536
Dec	1,713,744	1,467,168
2021-22	3,427,491	
Year To Date		
Actual v. Projected		86%



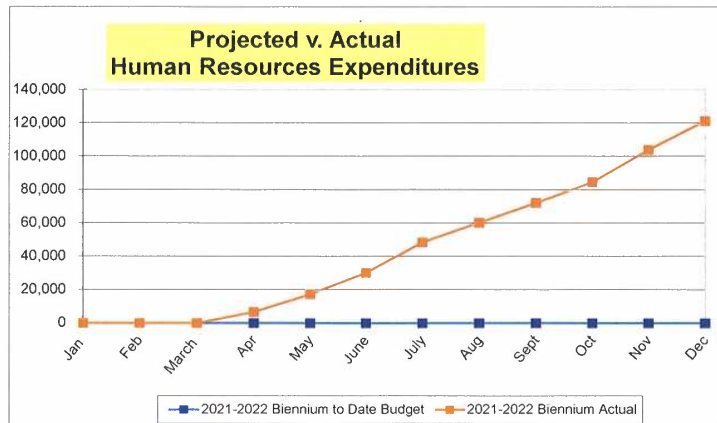
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**City of Kenmore, Washington**  
**General Fund Expenditure Graphs\***  
**December 31, 2021**

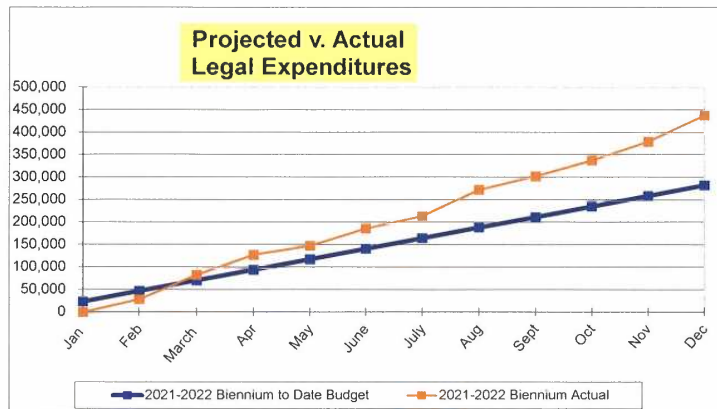
**HUMAN RESOURCES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	0	0
Feb	0	0
March	0	0
Apr	0	6,773
May	0	17,390
June	0	30,167
July	0	48,460
Aug	0	60,213
Sept	0	72,171
Oct	0	84,628
Nov	0	103,979
Dec	0	121,298
2021-22 Year To Date	0	
Actual v. Projected		0%



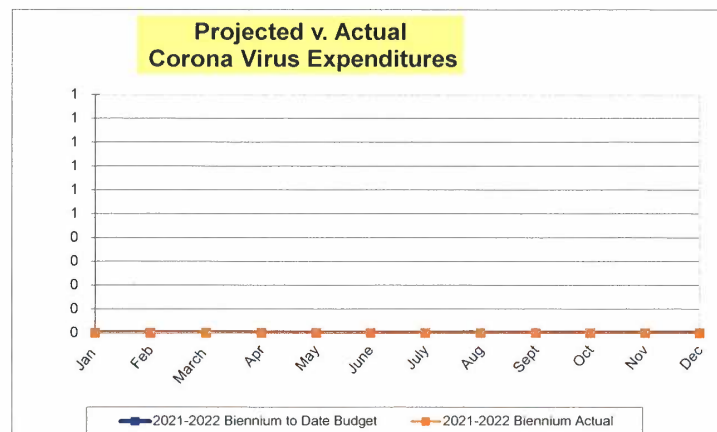
**LEGAL**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	23,542	0
Feb	47,084	28,346
March	70,626	82,657
Apr	94,168	127,665
May	117,710	147,726
June	141,252	186,239
July	164,794	213,320
Aug	188,336	272,358
Sept	211,878	302,388
Oct	235,420	337,836
Nov	258,962	379,316
Dec	282,504	437,313
2021-22 Year To Date	565,000	
Actual v. Projected		155%



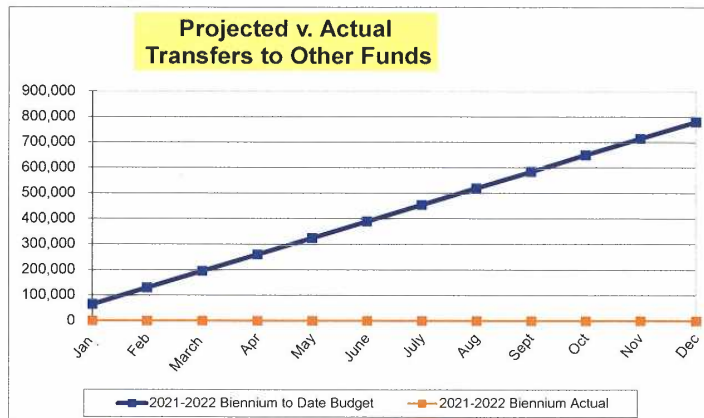
**Coronavirus Relief**

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



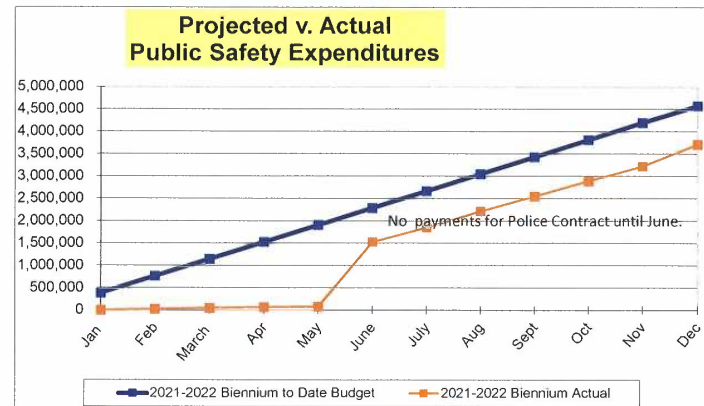
**City of Kenmore, Washington**  
**General Fund Expenditure Graphs\***  
**December 31, 2021**  
**TRANSFERS TO OTHER FUNDS**

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



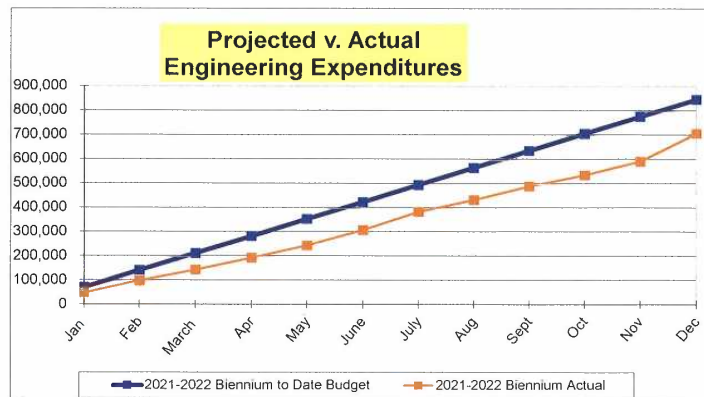
**PUBLIC SAFETY**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	381,349	230
Feb	762,698	22,715
March	1,144,047	47,733
Apr	1,525,396	66,345
May	1,906,745	77,519
June	2,288,094	1,526,194
July	2,669,443	1,850,494
Aug	3,050,792	2,218,082
Sept	3,432,141	2,548,824
Oct	3,813,490	2,889,493
Nov	4,194,839	3,224,371
Dec	4,576,188	3,716,797
2021-22	9,152,371	
Year To Date		
Actual v. Projected		81%



**ENGINEERING**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,399	47,917
Feb	140,798	97,475
March	211,197	143,101
Apr	281,596	192,196
May	351,995	243,045
June	422,394	306,820
July	492,793	381,802
Aug	563,192	430,933
Sept	633,591	487,559
Oct	703,990	533,395
Nov	774,389	589,326
Dec	844,788	705,502
2021-22	1,689,574	
Year To Date		
Actual v. Projected		84%



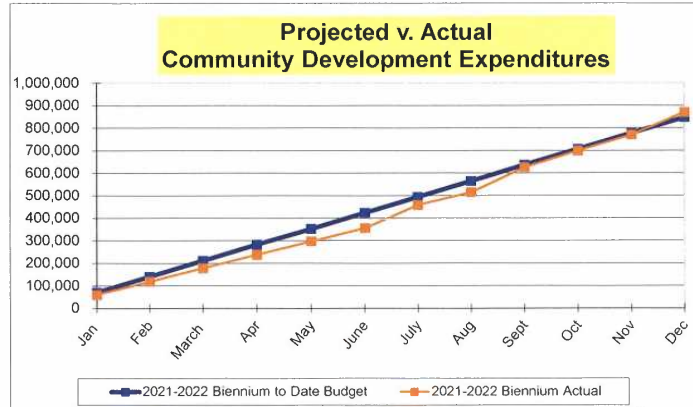
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**City of Kenmore, Washington**  
**General Fund Expenditure Graphs\***  
**December 31, 2021**

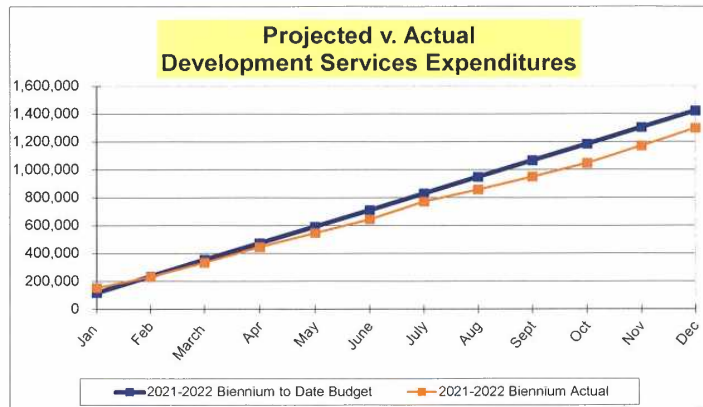
**COMMUNITY DEVELOPMENT**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	70,659	60,865
Feb	141,318	119,485
March	211,977	178,637
Apr	282,636	238,199
May	353,295	298,056
June	423,954	356,556
July	494,613	458,501
Aug	565,272	515,689
Sept	635,931	626,116
Oct	706,590	699,208
Nov	777,249	770,214
Dec	847,908	870,225
2021-22	1,695,828	
Year To Date		
Actual v. Projected		103%



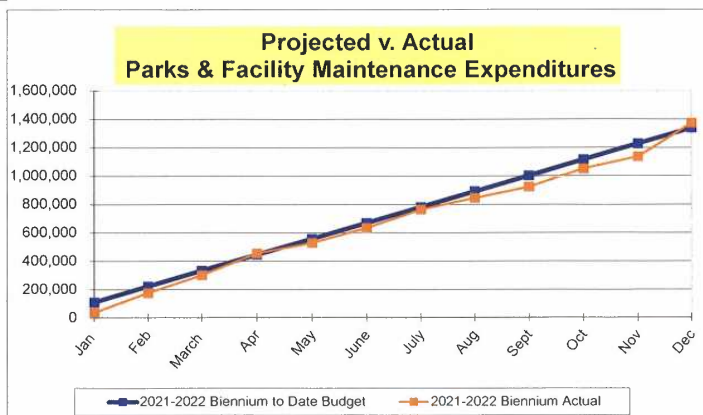
**DEVELOPMENT SERVICES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	118,559	153,789
Feb	237,118	233,352
March	355,677	333,970
Apr	474,236	446,157
May	592,795	546,960
June	711,354	644,804
July	829,913	771,326
Aug	948,472	858,281
Sept	1,067,031	949,839
Oct	1,185,590	1,046,392
Nov	1,304,149	1,172,710
Dec	1,422,708	1,298,773
2021-22	2,845,428	
Year To Date		
Actual v. Projected		91%



**PARKS & FACILITY MAINTENANCE**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	111,538	39,100
Feb	223,076	176,065
March	334,614	302,828
Apr	446,152	456,508
May	557,690	529,731
June	669,228	633,857
July	780,766	764,409
Aug	892,304	845,912
Sept	1,003,842	924,187
Oct	1,115,380	1,052,234
Nov	1,226,918	1,135,415
Dec	1,338,456	1,372,428
2021-22	2,676,904	
Year To Date		
Actual v. Projected		103%



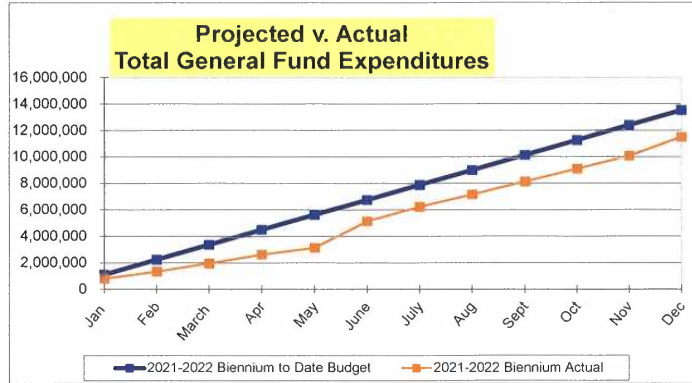
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**City of Kenmore, Washington**  
**General Fund Expenditure Graphs\***  
**December 31, 2021**

**TOTAL GENERAL FUND EXPENDITURES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
Jan	1,127,824	827,494
Feb	2,255,648	1,364,616
March	3,383,472	1,963,470
Apr	4,511,296	2,632,229
May	5,639,120	3,164,115
June	6,766,944	5,152,802
July	7,894,768	6,240,379
Aug	9,022,592	7,176,318
Sept	10,150,416	8,136,778
Oct	11,278,240	9,106,645
Nov	12,406,064	10,094,582
Dec	13,533,888	11,520,020
2021-22	27,067,770	
Year To Date		
Actual v. Projected		85%



City of Kenmore, Washington  
Street Fund Summary Report  
December 31, 2021



	2021 - 2022			
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>December 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>REVENUES</b>				
Beginning Fund Balance		1,605,323		1,311,996
Fuel Tax	36,537	427,129	45.5%	938,058
Investment Interest	359	2,171	70.0%	3,100
Miscellaneous	0	8,397	117.7%	7,131
ROW Permit Fees/Inspections	0	118,182	40.3%	293,460
Multimodal Transportation	7,945	31,547	49.9%	63,160
MVA Transpo City	6,952	20,722	0.0%	0
Transfer from General Fund	0	0	0.0%	1,560,617
Transfer from REET	0	0	0.0%	200,000
Total Revenues	51,794	608,147	19.8%	3,065,526

	2021 - 2022			
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>December 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
<b>EXPENDITURES</b>				
Salary and Benefits	73,510	651,327	48.1%	1,355,214
Maintenance & Operations	68,141	693,703	37.0%	1,872,953
Capital	880	24,187	24.2%	100,000
Total Expenditures	142,531	1,369,216	41.1%	3,328,167
Revenues over Expenditures	(90,737)	(761,069)		(262,641)
Ending Fund Balance		844,254		1,049,355

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**City of Kenmore, Washington  
Other Funds Monthly Activity**

**December 31, 2021**

**STRATEGIC OPPORTUNITIES FUND**

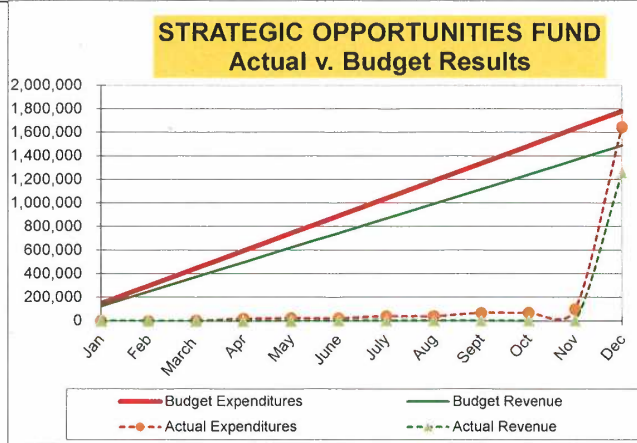
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
Jan	148,479	0	124,030	423
Feb	296,958	0	248,060	623
March	445,437	2,943	372,090	831
Apr	593,916	19,552	496,120	1,017
May	742,395	23,329	620,150	1,141
June	890,874	23,329	744,180	2,655
July	1,039,353	40,398	868,210	3,236
Aug	1,187,832	40,398	992,240	3,411
Sept	1,336,311	69,552	1,116,270	3,555
Oct	1,484,790	70,157	1,240,300	3,709
Nov	1,633,269	100,499	1,364,330	4,079
Dec	1,781,748	1,645,707	1,488,360	1,255,111
2021-22	3,563,503		2,976,718	

Total Actual to Date vs  
Total Budget

46%

42%

**The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.**



**TRANSPORTATION BENEFIT DISTRICT FUND**

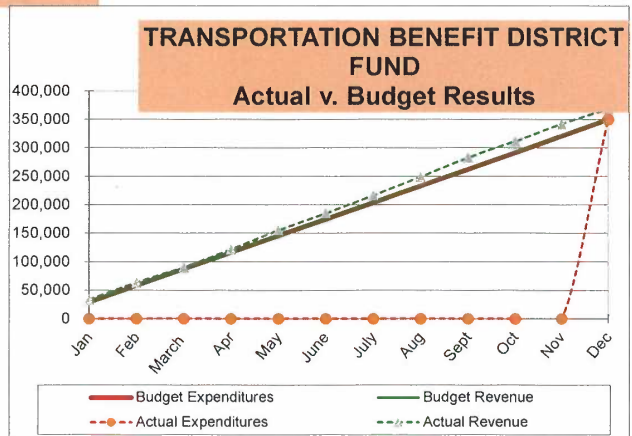
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
Jan	29,167	0	29,167	33,613
Feb	58,334	0	58,334	63,643
March	87,501	0	87,501	90,372
Apr	116,668	0	116,668	121,831
May	145,835	0	145,835	155,247
June	175,002	0	175,002	185,332
July	204,169	0	204,169	216,913
Aug	233,336	0	233,336	249,291
Sept	262,503	0	262,503	283,271
Oct	291,670	0	291,670	312,105
Nov	320,837	0	320,837	342,077
Dec	350,004	350,000	350,004	368,638
2021-22	700,000		700,000	

Total Actual to Date vs  
Total Budget

50%

53%

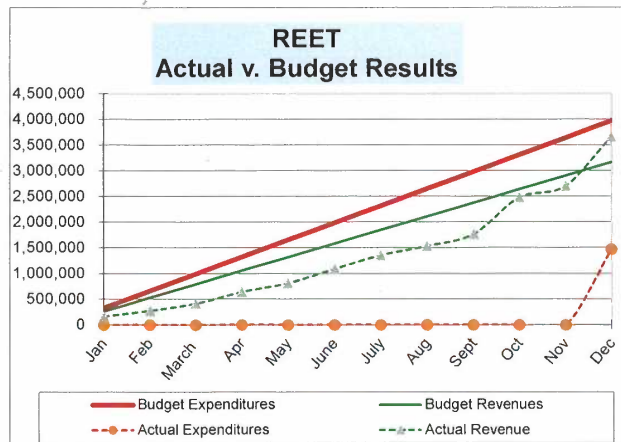
**The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.**



**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**December 31, 2021**

**REAL ESTATE EXCISE TAX FUND**

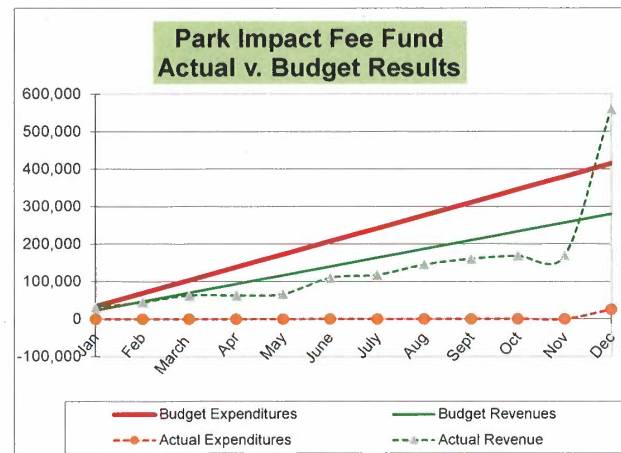
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
Jan	330,838	0	263,590	167,161
Feb	661,676	0	527,180	273,136
March	992,514	0	790,770	413,415
Apr	1,323,352	0	1,054,360	636,595
May	1,654,190	0	1,317,950	810,667
June	1,985,028	0	1,581,540	1,085,956
July	2,315,866	0	1,845,130	1,353,082
Aug	2,646,704	0	2,108,720	1,531,094
Sept	2,977,542	0	2,372,310	1,765,055
Oct	3,308,380	0	2,635,900	2,473,743
Nov	3,639,218	0	2,899,490	2,698,943
Dec	3,970,056	1,467,680	3,163,080	3,657,334
2021-22	7,940,122		6,326,171	
Total Actual to Date vs Total Budget		18%	58%	



The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements. include transfers to the Park Capital Fund for park improvements and and Transportation Capital Fund for transportation improvements.

**PARK IMPACT FEE FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
Jan	34,559	0	23,351	30,514
Feb	69,118	0	46,702	44,841
March	103,677	0	70,053	62,754
Apr	138,236	0	93,404	62,783
May	172,795	0	116,755	66,688
June	207,354	0	140,106	109,690
July	241,913	0	163,457	117,565
Aug	276,472	0	186,808	145,049
Sept	311,031	0	210,159	160,618
Oct	345,590	0	233,510	168,419
Nov	380,149	0	256,861	168,495
Dec	414,708	25,358	280,212	558,994
2021-22	829,412		560,422	
Total Actual to Date vs Total Budget		3%	100%	



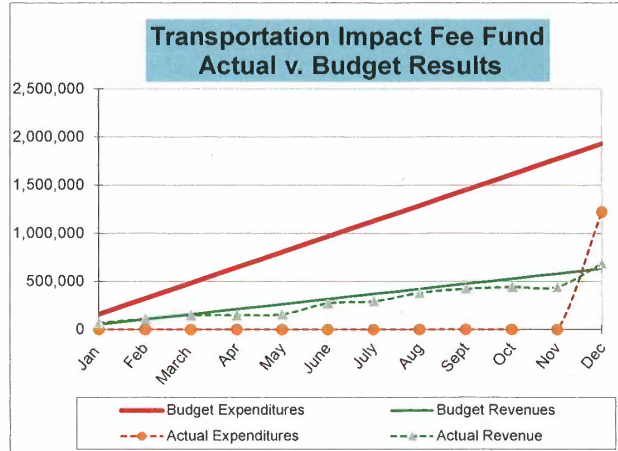
This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.



**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**December 31, 2021**

**TRANSPORTATION IMPACT FEE FUND**

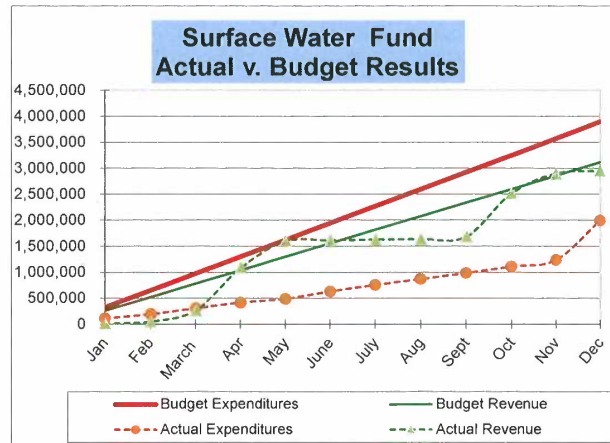
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
Jan	160,939	0	52,696	69,458
Feb	321,878	0	105,392	109,605
March	482,817	0	158,088	147,536
Apr	643,756	0	210,784	147,736
May	804,695	0	263,480	157,987
June	965,634	0	316,176	270,962
July	1,126,573	0	368,872	291,857
Aug	1,287,512	0	421,568	380,286
Sept	1,448,451	0	474,264	420,920
Oct	1,609,390	0	526,960	441,337
Nov	1,770,329	0	579,656	441,794
Dec	1,931,268	1,222,440	632,352	683,261
2021-22	3,862,547		1,264,695	
Total Actual to Date vs Total Budget		32%		54%



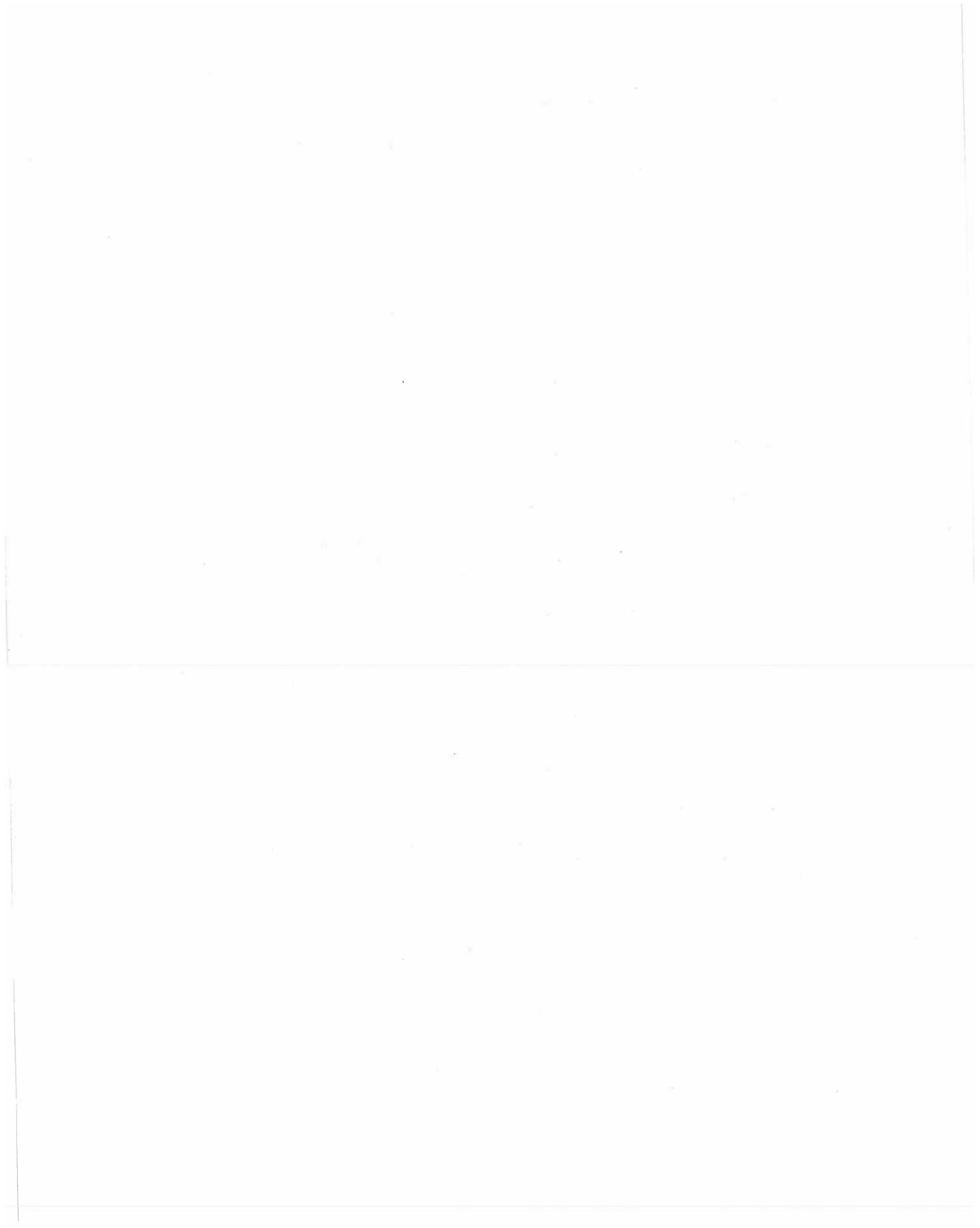
This fund accounts for City imposed transportation impact fees on new development. Expenditures are for public transportation improvements

**SURFACE WATER MANAGEMENT FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
Jan	324,590	111,818	259,681	7,827
Feb	649,180	193,251	519,362	48,841
March	973,770	306,739	779,043	265,050
Apr	1,298,360	416,467	1,038,724	1,083,999
May	1,622,950	489,406	1,298,405	1,595,805
June	1,947,540	632,637	1,558,086	1,613,814
July	2,272,130	755,029	1,817,767	1,627,620
Aug	2,596,720	868,207	2,077,448	1,637,072
Sept	2,921,310	983,948	2,337,129	1,680,294
Oct	3,245,900	1,108,904	2,596,810	2,513,534
Nov	3,570,490	1,235,564	2,856,491	2,898,439
Dec	3,895,080	1,994,545	3,116,172	2,947,604
2021-22	7,790,152		6,232,337	
Total Actual to Date vs Total Budget		26%		47%



This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements. collected in May and November.



**City of Kenmore, Washington**  
**Cash and Investment Report**  
**December 31, 2021**



Fund	Beg. Cash & Inv.	Monthly	Monthly	End. Cash & Inv.
	from Prev. Mo.	Revenues	Expenditures	Current Month
General	\$5,213,429	\$691,969	\$1,425,438	4,479,960
Street	936,466	51,794	142,531	845,729
Transportation Capital	-6,626,068	1,349,546	1,470,723	(6,747,244)
Public Art	154,277	50	35,932	118,394
Park Impact Fee	506,902	89,993	0	596,895
Transportation Impact Fee	3,044,391	241,467	0	3,285,858
Swamp Creek Basin	1,093,914	461	0	1,094,375
Transportation Benefit District	468,963	26,561	0	495,525
ARPA Fiscal Recovery Fund	2,828,740	0	431,030	2,397,709
Sammamish Bridge Replacement	1,205,461	2,514,548	975,049	2,744,960
Walkways & Waterways Debt Service	841,848	3,671	660,604	184,916
Real Estate Excise Tax	4,694,358	206,680	0	4,901,038
Park Capital	883,460	39,483	1,055,685	(132,742)
Walkways & Waterways Bond	12,973,316	999	28,920	12,945,394
Surface Water Management	4,106,518	19,628	205,687	3,920,459
Surface Water Capital	340,343	187,884	77,029	451,198
Public Works Shop Fund	-260,390	0	2,349,983	(2,610,373)
Strategic Reserve	1,347,431	568	0	1,347,999
Strategic Opportunities	2,463,802	1,032	15,670	2,449,164
Equipment Replacement	458,500	193	0	458,694
Trust & Agency	864,299	35,573	43,609	856,264
Totals	\$37,539,960	\$5,462,103	\$8,917,889	\$34,084,174

Fund	Cash, Savings,	(> One Year)	
	Local Govt Investment Pool	Fixed Investments	Total
General	\$3,546,610	\$933,350	4,479,960
Street	-4,270	850,000	845,730
Transportation Capital	-6,747,244	0	(6,747,244)
Public Art	103,394	15,000	118,394
Park Impact Fee	-333,102	930,000	596,898
Transportation Impact Fee	3,255,861	30,000	3,285,861
Swamp Creek Basin	-305,624	1,400,000	1,094,376
Transportation Benefit District	495,524	0	495,524
ARPA Fiscal Recovery Fund	2,397,709	0	2,397,709
Sammamish Bridge Replacement	2,744,960	0	2,744,960
Walkways & Waterways Debt Service	184,915	0	184,915
Real Estate Excise Tax	4,901,036	0	4,901,036
Park Capital	-132,742	0	(132,742)
Walkways & Waterways Bond	12,945,394	0	12,945,394
Surface Water Management	3,410,459	510,000	3,920,459
Surface Water Capital	451,198	0	451,198
Public Works Shop Fund	-2,610,373	0	(2,610,373)
Strategic Reserve	498,000	850,000	1,348,000
Strategic Opportunities	2,449,165	0	2,449,165
Equipment Replacement	8,693	450,000	458,693
Trust & Agency	756,259	100,000	856,259
Totals	\$28,015,823	\$6,068,350	\$34,084,173

note: negative balances are due to pending transfers from other funds, not yet recorded.

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City of Kenmore, Washington  
Investment Schedule  
December 31, 2021



Average Yield to Maturity-Securities								Overall	0.23%
								Average Yield	0.11%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield		Principal or Balance	Yield	Equivalents
<b>Time Value Investments</b>									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%		1,501,588.50		3,003.18
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%		1,501,500.00		4,504.50
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%		1,000,000.00		1,900.00
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%		1,065,261.38		1,917.47
<b>Total TVI Purchases</b>							<b>5,068,349.88</b>		<b>11,325.15</b>
<b>Pacific Premier CD's</b>									
11495975	CD	8/10/2021	8/10/2022	0.25%	0.25%		1,000,000.00		2,500.00
<b>Total Pacific Premier CD's</b>							<b>1,000,000.00</b>		<b>2,500.00</b>
<b>TOTAL ALL SECURITIES</b>							<b>\$ 6,068,349.88</b>	<b>\$</b>	<b>13,825.15</b>
<b>Banner Checking and Savings</b>				<b>0.02%</b>			<b>1,497,770.44</b>		<b>299.55</b>
<b>Pacific Premier Savings</b>				<b>0.10%</b>			<b>3,157,109.95</b>		<b>3,122.38</b>
<b>LGIP - Primary Account</b>				<b>0.09%</b>			<b>10,401,853.74</b>		<b>9,434.48</b>
<b>LGIP - Bond Proceeds Account</b>				<b>0.09%</b>			<b>12,959,088.56</b>		<b>11,753.89</b>
<b>Total Accounts</b>							<b>\$ 34,084,172.57</b>		<b>38,435.46</b>



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

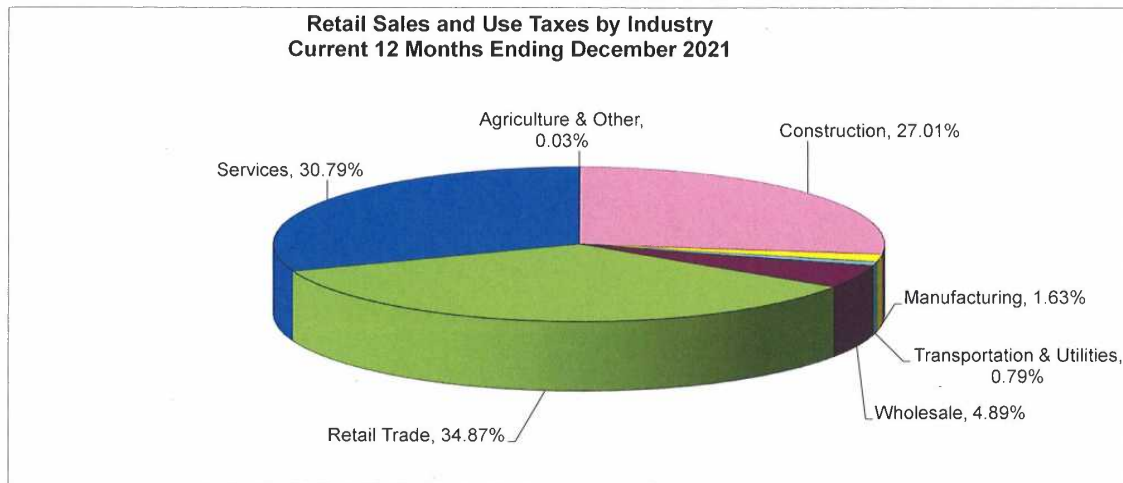
	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	26.85	0.00	26.85	0.0%
CONSTRUCTION	62,451.58	1,494.38	63,945.96	21.8%
MANUFACTURING	5,329.18	23.99	5,353.17	1.8%
TRANSPORTATION & UTILITIES	1,077.99	385.76	1,463.75	0.5%
WHOLESALE	14,686.42	46.99	14,733.42	5.0%
RETAIL TRADE	104,368.84	247.62	104,616.45	35.6%
SERVICES	83,502.66	535.25	84,037.91	28.6%
INFORMATION	9,976.99	349.22	10,326.20	3.5%
PUBLIC SERVICES	12.33	9,163.80	9,176.13	3.1%
	<u>281,432.84</u>	<u>12,247.00</u>	<u>293,679.84</u>	<u>100.0%</u>



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

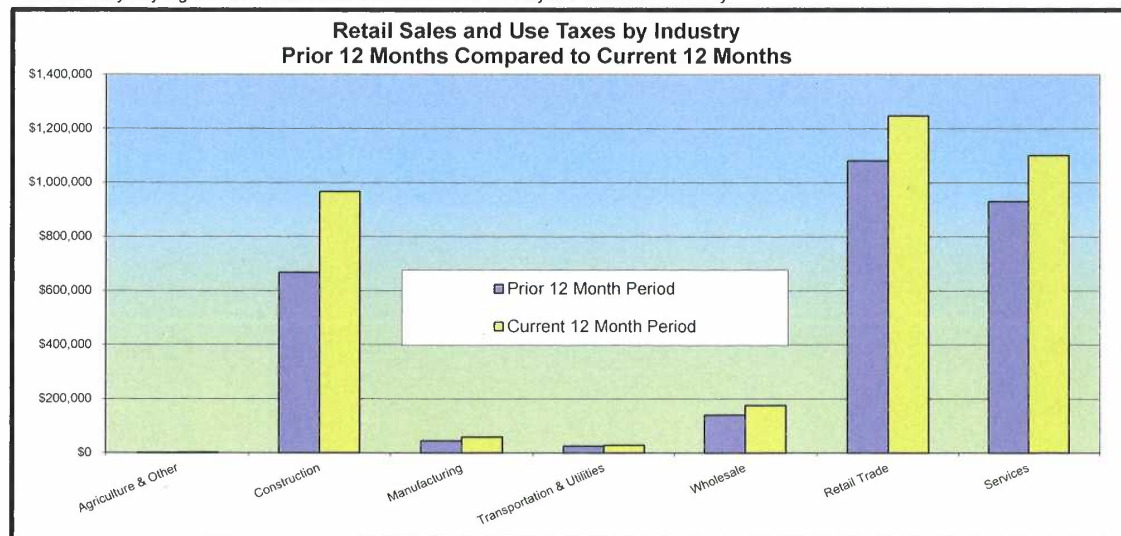


Industry	Prior 12 Months ending December 2020	Current 12 Months ending December 2021	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$744	\$929	24.94%	0.03%
Construction	667,533	966,179	44.74%	27.01%
Manufacturing (Printing, Publishing, Other Manuf.)	44,151	58,411	32.30%	1.63%
Transp/Comm/Utilities (Telecomm., Air Transport.)	24,633	28,301	14.89%	0.79%
Wholesale (Lumber, Other Wholesale)	140,013	174,760	24.82%	4.89%
Retail Trade (Eating, Merchandise, Food Stores)	1,080,397	1,247,312	15.45%	34.87%
Services (Auction, Recreation, Auto Repair, Financial)	930,286	1,101,213	18.37%	30.79%
<b>Totals</b>	<b>\$2,887,756</b>	<b>\$3,577,105</b>	<b>23.87%</b>	<b>100%</b>
<b>Increase/(Decrease)</b>		<b>\$689,349</b>	<b>23.87%</b>	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



I:\DEPARTMENT\_Admin & Finance\Monthly Reports\2021\December 2021SalesTaxDist

**Signature:** Rob Karlinsey  
Rob Karlinsey (Mar 8, 2022 14:01 PST)  
**Email:** rkarlinsey@kenmorewa.gov



# AB-Monthly Report-12-31-21

Final Audit Report

2022-03-08

Created:	2022-03-08
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAhWzXv-R_8sohdEAuMlj6fJv6d-29fhPb

## "AB-Monthly Report-12-31-21" History



Document created by Leticia Salcido (lsalcido@kenmorewa.gov)

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Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature

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

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

Signature Date: 2022-03-08 - 10:01:36 PM GMT - Time Source: server- IP address: 50.235.209.34



Agreement completed.

2022-03-08 - 10:01:36 PM GMT



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Adobe Sign



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

**Subject/Topic:** Deliberation and Action  
Relating to Ordinance No. 22-0544

**Proposed Council Action/Motion:**  
Adopt Ordinance No. 22-0544 Relating to  
Providing Fee Discount Options for Lower-  
Income Homeowners, Amending Section  
20.05.050 of the Kenmore Municipal Code and  
Establishing an Effective Date.

**For Council Meeting Agenda of:** March 14, 2022

**Department:** Development Services

**Prepared by:** Tela Gardner, Permit Coordinator &  
Bryan Hampson, Development Services  
Director

**Approved by Department Head:** BH 1-28-22

**Approved by City Attorney:** JSR 1-28-22

**Approved by Finance Director:** \_\_\_\_\_

**Approved by City Manager:** RGK 1-28-22

**Exhibits/Attachments:**

1. Ordinance No. 22-0544 with Code Amendment
2. ARCH Income Limit Table (2021)
3. Jurisdiction Examples

**INFORMATION/BACKGROUND:**

For Kenmore residents who are below a certain income level, the cost of submitting for a building permit or land use application can become cost prohibitive, potentially resulting in unsafe structures or living conditions. On October 11, 2021, while discussing the 2022 Fee Schedule, City Council directed staff to research hardship fee waivers and/or discounts for potential adoption.

In 2016, Development Services hired the FCS Group to study the current development fee rates and make a recommendation for updated fees. Based on their final report, Council adopted the 2018 fee schedule with a 90% cost recovery for building services and 80% cost recovery for planning (land use) services. While state law limits the maximum cost recovery for permit processing, it doesn't require a minimum. The discount is also not considered a gift of public funds because the homeowner will demonstrate through the standards of the application process that there is a need for reduced permit fees.

The code amendment attached to the Ordinance proposes additional language to an existing code section regarding fee waivers and expands staff's ability to waive a portion of development review fees for property owners that can demonstrate their income level meets the levels of KMC 18.20.098 for ownership. Staff proposes discount rates as outlined in the table below:

Total gross household income level	Discount	Approximate cost recovery rate
Moderate-income or less: 80 percent of median income or less	70%	27%

To demonstrate eligibility with this program, on an application form provided by Development Services, the property owner must certify to the income level criteria or provide an approved free meal application from Northshore School District. Besides attesting to income levels, the property owner must sign the application attesting to residing in the property six months per year and that their homeowner's insurance company is not responsible for the permit cost(s). Staff will review the application per the most recent ARCH income limit

table (Attachment 2) household income limits. For plan review permits, the application can be submitted with other application materials, but for over-the-counter permits such as mechanical and plumbing, the owner will need to follow up with the paperwork and request a refund as these are automatically issued through MyBuildingPermit.com when requested.

The scenarios below illustrate the discount amounts for two different permitting scenarios which are based on real-life examples. The starred total in both scenarios includes the 5% technology fee and WA State Surcharge (\$6.50).

#### Scenario #1

A homeowner would like to remove their wood fireplace and chimney due to a weather event and subsequent tree damage that was not covered by insurance. The estimated project cost is \$10,000 for labor and materials.

##### Scenario 1 - Standard permit cost (based on project valuation and 2022 Fee Schedule)

<i>Line Item</i>	<i>Cost</i>
<i>Building permit</i>	\$210.76
<i>Building plan review</i>	\$137.00
<i>Subtotal</i>	\$347.76
<b><i>Total*</i></b>	<b>\$371.65</b>
	90% cost recovery

##### Scenario 1 – With 70% discount

<i>Line Item</i>	<i>Cost</i>
<i>Building permit</i>	\$63.23
<i>Building plan review</i>	\$41.10
<i>Subtotal</i>	\$104.33
<b><i>Total*</i></b>	<b>\$116.04</b>
	27% cost recovery
<i>Discount</i>	\$255.61

#### Scenario #2

A manufactured homeowner would like to install a new entry ramp & front porch on their unit near the Slough. The estimated project cost is \$3,000 for labor and materials and is eligible for a shoreline exemption since the entry porch is relatively small.

##### Scenario 2 - Standard permit cost (based on project valuation and 2022 Fee Schedule)

<i>Line Item</i>	<i>Cost</i>
<i>Building permit</i>	\$97.22
<i>Building plan review</i>	\$63.20
<i>Shoreline exemption</i>	\$914
<i>Site plan review</i>	\$115
<i>Subtotal</i>	\$1,189.42
<b><i>Total*</i></b>	<b>\$1,255.39</b>
	~90% cost recovery

##### Scenario 2 – With 70% discount

<i>Line Item</i>	<i>Cost</i>
<i>Building permit</i>	\$29.17
<i>Building plan review</i>	\$18.96
<i>Shoreline exemption</i>	\$274.20
<i>Site plan review</i>	\$34.50
<i>Subtotal</i>	\$356.83
<b><i>Total*</i></b>	<b>\$381.17</b>

Discount	27% cost recovery \$874.22
<p>Based on research to the surrounding areas, here are some examples of what other jurisdictions do (see the supporting documentation in Attachment 3):</p> <ul style="list-style-type: none"> <li>• <b>City of Auburn</b> offers a building permit fee reduction for homeowners enrolled in another City program that benefits low-income residents.</li> <li>• <b>Pierce County</b> offers to waive fees when the applicant can demonstrate they meet one of the criteria in the exception section: the dwelling is intended for low-income families the construction involved volunteer labor, is being coordinated by a non-profit or any new unit approved as Affordable Housing.</li> <li>• <b>Puyallup</b> offers to waive fees when all of the conditions apply: if the dwelling must be a residential structure intended for low-income families, the construction of the structure involves some volunteer labor, and the structure is being constructed by an organization classified as a nonprofit.</li> </ul>	
<p><b><u>FISCAL CONSIDERATION:</u></b> Allowing for 70% discounts on a permit reduces the cost recovery on individual permits to approximately 27%. If we had this in place in the last few years, we estimate this would have only affected a handful of applications. For example, if 5 homeowners a year requested a discount on their minor building alterations (Scenario 1 above), the permit cost would change from approximately \$372 to \$116, over 5 years, City would absorb approximately \$6,400. If the ordinance is approved, Development Services will track the overall revenue impacts of this program.</p>	
<p><b><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u></b> Priority #1: Increase and preserve the options for affordable housing stock.</p>	



**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 22-0544**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,  
AMENDING SECTION 20.05.050 OF THE KENMORE MUNICIPAL  
CODE TO ALLOW THE CITY'S COMMUNITY DEVELOPMENT  
DIRECTOR TO WAIVE CERTAIN DEVELOPMENT REVIEW FEES FOR  
REPAIR OF SINGLE-FAMILY HOMES BASED ON HARDSHIP;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE.**

---

**WHEREAS**, the City of Kenmore as a member of ARCH has been working to help people with lower incomes obtain stable and safe housing; and

**WHEREAS**, the ARCH income standard for homeownership is 80 percent of Area Median Income (AMI) as adjusted for family size; and

**WHEREAS**, some Kenmore homeowners have incomes that are at or below 80 percent AMI; and

**WHEREAS**, homeowners who are lower income may have difficulty in paying for repairs and necessary improvements to their homes in order to provide for safety and accessibility; and

**WHEREAS**, many people who live in Kenmore have also been financially impacted by the COVID-19 pandemic; and

**WHEREAS**, one component of performing repairs or safety/accessibility improvements on a home is obtaining permits from the City; and

**WHEREAS**, the costs of these permits add to the overall costs of repairing or improving the home and can make it financially infeasible from some homeowners to maintain their homes in a safe and accessible manner; and

**WHEREAS**, in order to assist homeowners with incomes at or below 80 percent AMI in maintaining their homes in a safe and accessible manner, the City Council deems it in the public interest to allow the Community Development Director to waive certain development review fees; and

**WHEREAS**, the City Council finds that waiving some of these fees as set forth in this Ordinance will benefit the public health and welfare of its residents and it will encourage low income homeowners to repair their homes to make them safe and accessible;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON  
ORDAINS AS FOLLOWS:**

Section 1.     Amendment. The City Council amends Section 20.05.050 of the Kenmore Municipal Code to read as follows:

**20.05.050 Fee waivers.**

The director shall have the discretion to waive all or a portion of the development review fees administered by the department and required pursuant to this title; provided, the waiver is warranted in the director's judgment or building permit fees are assessed to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster. In addition, the director may waive a portion of development review fees for certain permits necessary to repair single-family dwelling units when the property owner(s) demonstrates, on a form provided by the department, their income level meets the level(s) described in KMC 18.20.098. The types of permits eligible are single family addition and/or alteration building permit for repair or maintenance of the existing structure, including accessibility or safety reasons, manufactured homes addition and/or alteration building permit for manufactured homes occupied as single-family residences, temporary mobile home permits, single family plumbing and mechanical permits, and shoreline substantial development permit exemptions for any of the previously mentioned permit types. Additional fee reduction provisions may be specified elsewhere in this title.

Section 2.     Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3.     Effective Date. This ordinance shall be published in the City's newspaper of record and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

CITY OF KENMORE

\_\_\_\_\_  
Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Anastasiya Warhol, City Clerk

Approved as to form:

\_\_\_\_\_  
Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
ORDINANCE NO.: 22-0544  
DATE OF PUBLICATION:  
EFFECTIVE DATE:

## Attachment 2

ARCH 2021 Income and Rent Limits  
Median Income: \$115,700

**HOUSEHOLD INCOME LIMITS**--determined by household size**ALL LAND USE & MFTE PROJECTS**

Percentage

of AMI	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons
30%	\$ 24,297	\$ 27,768	\$ 31,239	\$ 34,710	\$ 37,487	\$ 40,264	\$ 43,040
35%	\$ 28,347	\$ 32,396	\$ 36,446	\$ 40,495	\$ 43,735	\$ 46,974	\$ 50,214
40%	\$ 32,396	\$ 37,024	\$ 41,652	\$ 46,280	\$ 49,982	\$ 53,685	\$ 57,387
45%	\$ 36,446	\$ 41,652	\$ 46,859	\$ 52,065	\$ 56,230	\$ 60,395	\$ 64,561
50%	\$ 40,495	\$ 46,280	\$ 52,065	\$ 57,850	\$ 62,478	\$ 67,106	\$ 71,734
55%	\$ 44,545	\$ 50,908	\$ 57,272	\$ 63,635	\$ 68,726	\$ 73,817	\$ 78,907
60%	\$ 48,594	\$ 55,536	\$ 62,478	\$ 69,420	\$ 74,974	\$ 80,527	\$ 86,081
65%	\$ 52,644	\$ 60,164	\$ 67,685	\$ 75,205	\$ 81,221	\$ 87,238	\$ 93,254
70%	\$ 56,693	\$ 64,792	\$ 72,891	\$ 80,990	\$ 87,469	\$ 93,948	\$ 100,428
75%	\$ 60,743	\$ 69,420	\$ 78,098	\$ 86,775	\$ 93,717	\$ 100,659	\$ 107,601
80%	\$ 64,792	\$ 74,048	\$ 83,304	\$ 92,560	\$ 99,965	\$ 107,370	\$ 114,774
85%	\$ 68,842	\$ 78,676	\$ 88,511	\$ 98,345	\$ 106,213	\$ 114,080	\$ 121,948
90%	\$ 72,891	\$ 83,304	\$ 93,717	\$ 104,130	\$ 112,460	\$ 120,791	\$ 129,121
95%	\$ 76,941	\$ 87,932	\$ 98,924	\$ 109,915	\$ 118,708	\$ 127,501	\$ 136,295
100%	\$ 80,990	\$ 92,560	\$ 104,130	\$ 115,700	\$ 124,956	\$ 134,212	\$ 143,468
120%	\$ 97,188	\$ 111,072	\$ 124,956	\$ 138,840	\$ 149,947	\$ 161,054	\$ 172,162

1-person	2-person	3-person	4-person	5-person	6-person	7-person
0.7	0.8	0.9	1	1.08	1.16	1.24

**RENT LIMITS**--determined by bedrooms**LAND USE & MFTE PROJECTS EXECUTED BEFORE MAY 1, 2019**

Percentage

of AMI	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
30%	\$ 607	\$ 694	\$ 781	\$ 868	\$ 937
35%	\$ 709	\$ 810	\$ 911	\$ 1,012	\$ 1,093
40%	\$ 810	\$ 926	\$ 1,041	\$ 1,157	\$ 1,250
45%	\$ 911	\$ 1,041	\$ 1,171	\$ 1,302	\$ 1,406
50%	\$ 1,012	\$ 1,157	\$ 1,302	\$ 1,446	\$ 1,562
55%	\$ 1,114	\$ 1,273	\$ 1,432	\$ 1,591	\$ 1,718
60%	\$ 1,215	\$ 1,388	\$ 1,562	\$ 1,736	\$ 1,874
65%	\$ 1,316	\$ 1,504	\$ 1,692	\$ 1,880	\$ 2,031
70%	\$ 1,417	\$ 1,620	\$ 1,822	\$ 2,025	\$ 2,187
75%	\$ 1,519	\$ 1,736	\$ 1,952	\$ 2,169	\$ 2,343
80%	\$ 1,620	\$ 1,851	\$ 2,083	\$ 2,314	\$ 2,499
85%	\$ 1,721	\$ 1,967	\$ 2,213	\$ 2,459	\$ 2,655
90%	\$ 1,822	\$ 2,083	\$ 2,343	\$ 2,603	\$ 2,812
95%	\$ 1,924	\$ 2,198	\$ 2,473	\$ 2,748	\$ 2,968
100%	\$ 2,025	\$ 2,314	\$ 2,603	\$ 2,893	\$ 3,124
120%	\$ 2,430	\$ 2,777	\$ 3,124	\$ 3,471	\$ 3,749

**RENT LIMITS**--determined by bedrooms**LAND USE & MFTE PROJECTS EXECUTED AFTER MAY 1, 2019**

Percentage

of AMI	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
30%	\$ 607	\$ 651	\$ 781	\$ 902	\$ 1,007
35%	\$ 709	\$ 759	\$ 911	\$ 1,053	\$ 1,174
40%	\$ 810	\$ 868	\$ 1,041	\$ 1,203	\$ 1,342
45%	\$ 911	\$ 976	\$ 1,171	\$ 1,354	\$ 1,510
50%	\$ 1,012	\$ 1,085	\$ 1,302	\$ 1,504	\$ 1,678
55%	\$ 1,114	\$ 1,193	\$ 1,432	\$ 1,655	\$ 1,845
60%	\$ 1,215	\$ 1,302	\$ 1,562	\$ 1,805	\$ 2,013
65%	\$ 1,316	\$ 1,410	\$ 1,692	\$ 1,955	\$ 2,181
70%	\$ 1,417	\$ 1,519	\$ 1,822	\$ 2,106	\$ 2,349
75%	\$ 1,519	\$ 1,627	\$ 1,952	\$ 2,256	\$ 2,516
80%	\$ 1,620	\$ 1,736	\$ 2,083	\$ 2,407	\$ 2,684
85%	\$ 1,721	\$ 1,844	\$ 2,213	\$ 2,557	\$ 2,852
90%	\$ 1,822	\$ 1,952	\$ 2,343	\$ 2,707	\$ 3,020
95%	\$ 1,924	\$ 2,061	\$ 2,473	\$ 2,858	\$ 3,188
100%	\$ 2,025	\$ 2,169	\$ 2,603	\$ 3,008	\$ 3,355
120%	\$ 2,430	\$ 2,603	\$ 3,124	\$ 3,610	\$ 4,026

Older covenants use the same occupancy multipliers to adjust income and rent limits, shown in gray, above. Covenants executed after 5/1/19 use different multipliers for income and rent limits; new rent limit multipliers (in blue to the right) match those used by other programs, e.g. WSHFC.

1-person	1.5-person	3-person	4.5-person	6-person
0.7	0.75	0.9	1.04	1.16

**ALLOWANCES****ALL LAND USE & MFTE PROJECTS**

	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
Elect & Gas	\$ 54	\$ 81	\$ 107	\$ 134	\$ 161
W/S/G	\$ 76	\$ 76	\$ 87	\$ 108	\$ 127
Renter's insurance	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13
Sewer capacity	Actual	Actual	Actual	Actual	Actual
Pest control	Actual	Actual	Actual	Actual	Actual
Other*	Actual	Actual	Actual	Actual	Actual



**CITY OF AUBURN FEE SCHEDULE**  
**FEES FOR CITY PERMITS, LICENSES, PUBLICATIONS, AND ACTIONS**  
 Effective January 1, 2022.

**A. PLANNING FEES** (Per Ordinance No. 5707, Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4070, Resolution No. 4117, Resolution No. 4143, Ordinance No. 6077, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Ordinance No. 6295, Resolution No. 4868, Resolution No. 4880, Resolution 4964, Ordinance 6477, Resolution No. 5016, Resolution 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5228, Resolution No. 5255, Resolution No. 5312, Resolution No. 5319, Resolution No. 5388, Resolution No. 5470, Resolution No. 5549, and Resolution No. 5620.)

<b>1. Application Fees:</b> Applications for any action identified below shall not be accepted for filing, unless otherwise noted, until the fees per the below schedule have been paid to the City. <sup>1</sup>	
Additional Meeting Fee (beyond the specified number)	\$327.00 per meeting
Additional Re-submittal Fee (applied after 3 city reviews of the application)	\$112.00 per re-submittal
Administrative Use Permits (covers 1 meeting with staff after which additional meeting fees apply)	\$1,833.00
Appeal of Administrative Decisions issued under Chapter 1.25, Title 3, Title 5, Title 8, Title 14, Title 15, Title 16, Title 17, Title 18 or Title 19 to Hearing Examiner <sup>1</sup> . Hearing Examiner costs are included within the appeal fee and are therefore not billed separately.	\$1,267.00
Preliminary Binding Site Plan <sup>2</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$5,112.00 + \$68.00/lot
Boundary Line Adjustment <sup>1</sup> :	
Residential (Single Family & Multi-Family)	\$1,517.00
Non-Residential (includes mixed use projects)	\$2,275.00
Boundary Line Elimination <sup>1</sup>	\$596.00
Comprehensive Plan Map Amendments <sup>3</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$7,651.00 (includes rezone application fee)
Comprehensive Plan Text Amendments <sup>3</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$7,651.00
Conditional Use Permits <sup>1, 6</sup> (covers 2 meetings with staff after which additional meeting fees apply):	
Residential (Single Family & Multi-Family)	\$2,390.00 + Hearing Examiner expenses.
All Other (includes mixed use projects)	\$3,583.00 + Hearing Examiner expenses.

<sup>1</sup> Please note that the City of Auburn may collect a review fee on behalf of the Valley Regional Fire Authority for certain land use and/or environmental reviews which fee is collected in addition to the City's required fees.

<sup>2</sup> Per Auburn City Code, a modification to an approved binding site plan shall be processed in the same manner as the original binding site plan approval. Therefore, the specified fee shall apply to a new or modified binding site plan approval request.

<sup>3</sup> Fees for amendments to text or maps of the Comprehensive Plan apply only where an applicant seeks an amendment affecting specific properties rather than the City generally or property within the City generally.

will be applied in addition to the fee collected for the Valley Regional Fire Authority (VRFA) as identified in the VRFA Fee Schedule.			
<b>Manufactured Home:</b> The permit fee shall be equivalent to the adopted additional plan review and reinspection fee based on a minimum of four hours.			
<b>Permit Extensions:</b> For permits that are granted an extension beyond the expiration date or date of abandonment, whether issued or not, a permit extension fee is required to be paid prior to extension. The fee shall be the lesser of \$112 or 50% of the original application and permit fees.			
<b>Plan Review Fees:</b> When submitted documents are required by Section 106.3 of the Construction Administrative Code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.			
<b>Rack Permit Fee:</b> The permit fee shall be equivalent to the adopted additional plan review and reinspection fee based on a minimum of three hours.			
<b>Solar Permits – Over the Counter:</b> The permit fee for solar installations that qualify for the over-the-counter permitting shall be equivalent to the inspection fee based on a minimum of two hours.			
<b>Stock Plan Site Plan Review Fee:</b> The plan review fee for individual lot site plan that have an approved building stock plan shall be \$224.00.			
<b>Temporary Certificate of Occupancy Fees:</b> There shall be a fee equal to \$1,250.00 for issuance of a temporary certificate of occupancy and a fee of \$300.00 for each subsequent 30-day extension requested.			
<b>Building Permit Fee Reductions.</b> The Director is authorized to waive building, mechanical or plumbing permit fees for homeowners that are already enrolled in another City program that is intended to benefit low income residents (e.g. housing home repair program, utility discount program). This fee reduction may also be extended to contractors that are applying for permits on behalf of these homeowners provided that it can be documented that the discount is benefiting the homeowner and not supplementing a contractor's profit.			
<b>5. FIRE IMPACT FEES. Impact Fees By Land Use – Revenue Credit = 20% (Per Ordinance No. 5977, Resolution 3953, and Resolution No. 4022)</b>			
Land Use	Total Fire & EMS Cost per Unit of Development	Adjustment (Revenue Credit) at 20%	Fire and EMS Impact Fee per Unit of Development
<b>Residential – All calculations below are per dwelling unit – Total x Number of Units</b>			
Single Family, Duplex, Mobile Home	\$362.66	\$72.53	\$290.13
Multi-Family	\$383.09	\$76.62	\$306.47
<b>Non-Residential – All calculations below are per square foot - Total x Square Feet</b>			
Hotel/Motel	\$0.53	\$0.11	\$0.42
Hospital/Clinic	\$1.05	\$0.21	\$0.84
Group Living	\$2.63	\$0.53	\$2.10
Office	\$0.29	\$0.06	\$0.23
Retail	\$0.62	\$0.12	\$0.50

## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

### Sections:

- 17C.10.010 Adoption of Washington State Building Codes by Reference.**
- 17C.10.020 Implementation.**
- 17C.10.030 Creation of Enforcement Agency.**
- 17C.10.040 Conflicts Between Codes.**
- 17C.10.050 Violations and Penalties.**
- 17C.10.060 Appeals.**
- 17C.10.070 Fees.**
- 17C.10.080 Investigation Fee.**
- 17C.10.090 Reinspection Fee.**
- 17C.10.110 Application Expiration.**
- 17C.10.120 Conditions of Approval.**
- 17C.10.130 Permit Expiration.**
- 17C.10.140 Fully Completed Building Permit Application.**
- 17C.10.145 Access to Public or Private Road.**
- 17C.10.150 Severability.**

### **17C.10.010 Adoption of Washington State Building Codes by Reference.**

The following Codes are hereby adopted:

- A. International Building Code, published by the International Code Council, including Appendix C, Appendix E, Appendix G, Appendix H, and Appendix I (as adopted by PCC [17C.20.010](#));
- B. The International Residential Code, published by the International Code Council, including Appendix Chapters E, G, H, J, and K (as adopted by PCC [17C.30.010](#));
- C. The International Existing Building Code published by the International Code Council (as adopted by Chapter [17C.35](#) PCC);
- D. International Mechanical Code published by the International Conference of Building Officials International Code Council (as adopted by Chapter [17C.40](#) PCC);
- E. The Uniform Plumbing Code, including Appendix Chapters A, B, D, E, I, and L, published by the International Association of Plumbing and Mechanical Officials; provided, that Chapters 12 and 15 of such Code are not adopted (as adopted by Chapter [17C.50](#) PCC);
- F. The International Fire Code (as adopted by Chapter [17C.60](#) PCC), published by the International Code Council; provided that, notwithstanding any wording in this Code, participants in religious ceremonies shall not be precluded from carrying hand-held candles;

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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

- G. The Washington State Energy Code as adopted by the State Building Code Council (as adopted by Chapter [17C.70](#) PCC);
  - H. The International Swimming Pool and Spa Code published by the International Code Council (as adopted by Chapter [17C.75](#) PCC); and
  - I. The International Property Maintenance Code, published by the International Code Council (as adopted by Chapter [17C.80](#) PCC).
- The above Codes shall govern all buildings, structures and related equipment within unincorporated Pierce County.  
(Ord. [2016-85s](#) § 1 (part), 2016; Ord. [2010-4s](#) § 1 (part), 2010; Ord. [2007-55s](#) § 1 (part), 2007; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

**17C.10.020 Implementation.**

Pursuant to RCW [19.27.074](#), the State Building Code Council reviews and amends the Codes enumerated in PCC [17C.10.010](#), as appropriate. The updated editions of the Codes identified in PCC [17C.10.010](#) shall be incorporated by reference into the Pierce County Code on the effective date of their adoption and amendment by the State Building Code Council. The amendments contained in this Title shall govern over the published provisions of these Codes. (Ord. [2016-85s](#) § 1 (part), 2016; Ord. [99-24S](#) § 11 (part), 1999)

**17C.10.030 Creation of Enforcement Agency.**

The Division of Building Safety and Inspection is hereby created and the official in charge thereof shall be known as the Building Official. The provisions of the Codes listed in Section [17C.10.010](#) shall be administered by the Building Official.  
EXCEPTION: The provisions of the International Fire Code shall be administered by the Pierce County Fire Prevention Bureau, and the official in charge thereof shall be the Pierce County Fire Marshal.  
(Ord. [2004-30s](#) § 6 (part), 2004)

**17C.10.040 Conflicts Between Codes.**

In case of conflict among the Codes enumerated in PCC [17C.10.010](#), the International Building Code, the International Residential Code, the International Mechanical Code, International Fire Code, the Uniform Plumbing Code, Uniform Plumbing Code Standards, the International Existing Building Code, and International Swimming Pool and Spa Code, the first named Code shall govern over those following. (Ord. [2016-85s](#) § 1 (part), 2016; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

**17C.10.050 Violations and Penalties.**

- A. **Unlawful Acts.** It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, extend, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building, structure, or equipment, or cause same to be done, in conflict with or in violation of any of the provisions of the codes named in PCC [17C.10.010](#). It shall also be unlawful for any person, firm, or corporation to fail to comply with a written order issued by the Building Official or Fire Marshal.
- B. **Notice of Violation.** The Building Official and Fire Marshal are authorized to serve a notice of violation or order on the person responsible for the erection, construction, enlargement, alteration, extension, repair, movement, improvement, removal, conversion, demolition, use, maintenance, or occupancy of a building, structure, or equipment in violation of the provisions of any of the codes named in PCC [17C.10.010](#), or in violation of a detail statement or a plan approved there under, or in violation of a permit or certificate issued under the provisions of the Pierce County Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.



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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

C. **Public Nuisance.** Buildings, structures, or equipment that have been erected, constructed, enlarged, altered, extended, repaired, moved, improved, removed, converted, demolished, used, occupied, or maintained in conflict with or in violation of any of the provisions of this code are hereby declared to be public nuisances. The Building Official and Fire Marshal are authorized to serve a notice or order upon any person who owns, maintains, or occupies any property where any building, structure or equipment has been erected, constructed, enlarged, altered, extended, repaired, moved, improved, removed, converted, demolished, used, occupied, or maintained in conflict with or in violation of any of the provisions of this Code. Such order shall direct that the building, structure and/or equipment to be permitted or abated shall state the date by which such action must be completed.

D. **Penalties.**

1. **Misdemeanor.** It shall be a misdemeanor for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or equipment or cause or permit the same to be done in violation of the codes named in PCC [17C.10.010](#). It shall also be a misdemeanor for any person, firm or corporation to fail to comply with a lawfully issued written order of the Building Official or Fire Marshal. A misdemeanor under this Code shall be punishable by a fine of not more than \$1,000.00, or by imprisonment for not more than 90 days, or both. The imposition of a penalty for any violation shall not excuse the violation or allow it to continue.

Each person, firm or corporation found guilty of a misdemeanor shall be deemed guilty of a separate offense for each day during any portion of which any violation of any provision of this Code is committed, continued or permitted by such person, firm or corporation and shall be punishable as provided in this Section.

2. **Civil Infraction.** Failure to comply with any permit or decision issued pursuant to the Construction and Infrastructure Regulations in Title [17C](#) PCC constitutes a Class 1 civil infraction as defined in Chapter [1.16](#) PCC.

It shall be a separate offense for any person not authorized by the Building Official or Fire Marshal to remove, mutilate, destroy, or conceal any notice issued or posted by the Building Official or Fire Marshal, or his or her representative, pursuant to the provisions of this Code.

3. **Title Notification.** In addition to any other sanction or remedial procedure which may be available in any of the codes named in PCC [17C.10.010](#), the Building Official may record a Certificate of Noncompliance on the parcel upon which the violation is located. Once the violation has been remedied, the Building Official shall record a Certificate of Compliance. The property owner shall pay the cost of recording the Certificates of Noncompliance and Compliance prior to recording of the Certificate of Compliance.

Prior to recording a Certificate of Noncompliance, the Building Official shall provide written notice of intent to record to the property owner. Notice shall be delivered either personally or by mailing a copy of such notice by certified mail, postage prepaid, return receipt requested to the address of the owner as shown on the Assessor's tax record.

The property owner may appeal the notice of intent to record a Certificate of Noncompliance to the Building Official. The appeal must be filed within 14 days of the date of written notice of intent to record.

4. **Civil Penalty.** The provisions of this subsection are in addition to and not in lieu of any other penalty, sanction, or right of action provided by law. Any person who fails to obtain a necessary permit prior to conducting activities governed by the provisions of this Title and/or any person who fails to comply with a written order issued by the Building Official or Fire Marshal may be assessed a civil penalty as follows:

- a. The Building Official or Fire Marshal may assess the violator a civil penalty not to exceed \$1,000.00 for each violation. Each violation or each day of continued unlawful activity shall constitute a separate violation.

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- b. Any person who, through an act of commission or omission, aids in a violation shall be considered to have committed the violation for purposes of the civil penalty.
- c. The Building Official or Fire Marshal shall impose the penalty provided for in this Section by sending written notice, either by certified mail with return receipt requested or by personal service, to the person incurring the penalty. Such written notice shall describe the violation with reasonable particularity and shall order appropriate corrective action(s) to be taken within a specified time period.
- d. Within 14 days after the notice of penalty is received, the person incurring the penalty may apply in writing to the Building Official or Fire Marshal for remission or mitigation of such penalty. Upon receipt of the application, the Building Official or Fire Marshal may remit or mitigate the penalty upon whatever terms are deemed proper to bring about compliance with the applicable regulations.
- e. Any decision(s) regarding remission or mitigation of penalties imposed pursuant to this subsection may be appealed to the Pierce County Hearing Examiner under Chapter [1.22](#) PCC, as an appeal of an administrative official's decision.
- f. If the penalty is not appealed, the violator will have up to 30 days after receipt of notice for payment of the penalty, unless a written request is made to the Building Official or Fire Marshal, who may then grant a longer time period for payment.
- g. All civil penalties recovered pursuant to this subsection shall be deposited into a fund of the division taking the enforcement action. Any monies collected shall be deposited into an account to be used for the purpose of abatement.

(Ord. [2014-4s](#) § 1 (part), 2014; Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2007-55s](#) § 1 (part), 2007; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

**17C.10.060 Appeals.**

A. The written decision of the Building Official or Fire Marshal may be appealed under Chapter [1.22](#) PCC as an appeal of an administrative decision or order.

**B. Hearing Examiner Appeals.**

1. **Authority.** An application for appeal shall be based on a claim that the true intent of this Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner may approve alternate materials and methods of construction, provided they find that the proposed design is satisfactory and complies with the provisions of the code section being considered. The Hearing Examiner must also find the material or method of work offered is, for the purpose intended, at least the equivalent of that prescribed in that code in suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.

**2. Fees.**

- a. An Administrative Determination by the Building Official or the Fire Marshal can be appealed for a fee of \$3,360.00 that is required at time of application.
- b. When the Administrative Determination is directly related to a County enforcement action, a fee of \$250.00 is required at the time of application.
- c. Appeal application fees shall be fully refundable to any appellant who successfully appeals a decision of the Building Official or Fire Marshal to the Hearing Examiner.

(Ord. [2016-85s](#) § 1 (part), 2016; Ord. [2014-4s](#) § 1 (part), 2014; Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

**17C.10.070 Fees.**

The fee for each permit shall be as set forth in Tables 17C.10-1-A through 1-G:

A. The determination of value or valuation under any of the provisions of the Codes shall be made by the Building Official. The value used in computing the building permit and building plan review fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. The Building Official shall be guided by the "Building Valuation Data" table compiled by the International Code Council and published in the *Building Safety Journal* or other national standard in establishing a permit valuation minimum.

EXCEPTION: The determination of value or valuation under the International Fire Code, published by the International Code Council, as adopted by Chapter [17C.60](#) PCC, shall be made by the Fire Marshal.

Table 17C.10-1-A. Building Permit Fees	
Total Valuation	Fees for Other Than One and Two-Family, Group R, Division 3 and Private Garage and Agricultural Group U, Division 1 and 3 Occupancies.
\$1 to \$25,000	\$69.00 for the first \$2,000 plus \$12.21 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$349.75 for the first \$25,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$574.75 for the first \$50,000 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$887.75 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 and up	\$2,887.75 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof.

Table 17C.10-1-B. Building Permit Fees	
Total Valuation	Fees for One and Two-Family, Group R, Division 3 and Private Garage and Agricultural Group U, Division 1 and 3 Occupancies.
\$1 to \$2,000	\$69.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$50,000	\$99.00 for the first \$2,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.

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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

Table 17C.10-1-B. Building Permit Fees	
\$50,001 to \$100,000	\$315.00 for the first \$50,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$150,000	\$640.00 for the first \$100,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$150,000.
\$150,001 and up	\$1,065.00 for the first \$150,000 plus \$6.00 for each additional \$1,000 or fraction thereof.

Table 17C.10-1-C. Plan Review Fees	
Description	Plan Review Fee
For all occupancies.	65 percent of the building permit fee as shown in Tables 17C.10-1-A., 17C.10-1-B., 17C.10-1-D., and 17C.10-1-E.
For all occupancies other than Group R, Division 3 and Group U occupancies when the project involves deferred submittal items as defined in Section 106.3.4.2.	100 percent of the building permit fee as shown in Table 17C.10-1-A.
For all occupancies other than Group R, Division 3 and Group U occupancies, when submittal documents submitted in phases to accommodate a (fast track or expedited) design build process.	150 percent of the building permit fee as shown in Table 17C.10-1-A.
To create a Base Plan (1) for Group R, Division 3 and Group U occupancies.	100 percent of the building permit fee as shown in Table 17C.10-1-B.
The plan review fee for a Base Plan Permit (2).	30 percent of the building permit fee as shown in Tables 17C.10-1-A. and 17C.10-1 B.
Plan Review Fees for Fire Prevention Bureau	
For Group R, Division 3 and Group U occupancies	3 percent of the building permit fee in Table 17C.10-1-B.
For all occupancies other than Group R, Division 3 and Group U	20 percent of the building permit fee in Table 17C.10-1-A.



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**Table 17C.10-1-C. Plan Review Fees**

- (1) A Base Plan is a set of drawings and documents for a Group R, Division 3, One and Two-Family Dwelling, Group U, Private Garage and Agricultural Buildings. They are reviewed and approved to be built more than once in Pierce County.
- (2) Base Plan Permits are building permits obtained using a base plan.

**Table 17C.10-1-D. Plumbing Permit Fees**

1.	For issuing each permit.	\$50.00
2.	For issuing each supplemental permit.	\$25.00
<b>Unit Fee Schedule (in addition to items 1 and 2 above)</b>		
1.	For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefor).	\$7.00
2.	For each building sewer and each connection to a manufactured home in a trailer park sewer system.	\$15.00
3.	Rainwater systems-per drain (inside building).	\$7.00
4.	For each cesspool (where permitted).	\$25.00
5.	For each private sewage disposal system.	\$40.00
6.	For each water heater and/or vent.	\$7.00
7.	For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps.	\$7.00
8.	For each installation, alteration or repair of water piping and/or water treating equipment, each.	\$7.00
9.	For each repair or alteration of drainage or vent piping, each fixture.	\$7.00
10.	For each lawn sprinkler system on any one meter including backflow protection devices therefor.	\$7.00
11.	For atmospheric-type vacuum breakers not included in item 12:	
	1 to 5	\$5.00
	Over 5, each	\$1.00
12.	For each backflow protective device other than atmospheric type vacuum breakers:	

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Table 17C.10-1-D. Plumbing Permit Fees		
	2 inch (21 mm) diameter and smaller	\$7.00
	over 2 inch (51 mm diameter)	\$15.00
13.	For each:	
	Graywater system	\$200.00
	Nonpotable Reuse Water System	
	Rainwater Harvesting System	
14.	For initial installation and testing for a reclaimed water system.	\$200.00
15.	For each annual cross-connection testing of a reclaimed water system (excluding initial test).	\$200.00
16.	For each medical gas piping system serving one to five inlet(s)/outlet(s).	\$50.00
17.	For each additional medical gas inlet(s)/outlet(s).	\$5.00
18.	For the complete water distribution and drain waste and vent system installed concurrently with the initial construction of a single-family dwelling, and each unit in a duplex.	\$105.00

Table 17C.10-1-E. Mechanical Permit Fees		
Permit Issuance		
1.	For the issuance of each permit.	\$50.00
2.	For issuing each supplemental permit.	\$25.00
Unit Fee Schedule		
1.	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 Btu/h.	\$14.80
2.	For the installation or relocation of each forced air or gravity-type furnace or burner, including ducts and vents attached to each appliance over 100,000 Btu/h.	\$18.20
3.	For the installation or relocation of each floor furnace, including vent.	\$14.80
4.	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$14.80

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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

Table 17C.10-1-E. Mechanical Permit Fees		
5.	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$ 7.25
6.	For the repair of, alteration of, or addition to each heating appliance, refrigeration cooling unit, absorption unit, or evaporative cooling system, including installation of controls regulated by this Code.	\$13.70
7.	For the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system including 100,000 Btu/h.	\$14.70
8.	For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h.	\$27.15
9.	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,750,000 Btu/h.	\$37.25
10.	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	\$55.45
11.	For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h.	\$92.65
12.	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto.	\$10.65
	<b>Note:</b> This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this Code.	
13.	For each air-handling unit over 10,000 cfm.	\$18.10
14.	For each evaporative cooler other than portable type.	\$10.65
15.	For each ventilation fan connected to a single duct.	\$7.25
16.	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.	\$10.65
17.	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$10.65

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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

Table 17C.10-1-E. Mechanical Permit Fees		
18.	For the installation or relocation of each domestic-type incinerator.	\$18.20
19.	For the installation or relocation of each commercial or industrial-type incinerator.	\$14.50
20.	For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this Code.	\$10.65
21.	When Appendix B, Chapter 13 is applicable (see Section 103), permit fees for fuel-gas piping shall be as follows:	
	For each gas-piping system of one to four outlets	\$ 5.00
	For each gas-piping system of five or more outlets, per outlet	\$ 1.50
22.	When Appendix B, Chapter 14 is applicable (see Section 103), permit fees for process piping shall be as follows:	
	For each hazardous process piping system (HPP) of one to four outlets	\$ 8.05
	For each piping system of five or more outlets, per outlet	\$ 1.75
	For each nonhazardous process piping system (NPP) of one to four outlets	\$ 3.25
	For each piping system of five or more outlets, per outlet	\$ 1.00
23.	For the complete heating and ventilation system equipment, including State of Washington ventilation requirements and gas piping system if needed, installed concurrently with the initial construction of a single-family dwelling, and each unit in a duplex.	\$50.00

Table 17C.10-1-F. Fire Protection Permits			
<b>Fire protection systems as required by the International Building or International Fire Code shall require permits, plan review fees and payment of inspection fees in accordance with this Table.</b>			
Types of Fire Protection Systems		Plan Review	Inspection
<b>A.</b>	Fire alarm, new or additions, and sprinkler supervision		
	1. Base Fee	\$275.00	\$275.00
	2. New or Additional Devices over 25	\$7.50 per device	\$2.50 per device
	3. One- and two-family dwellings	\$55.00	\$165.00
<b>B.</b>	Fire Sprinkler Systems 13 & 13-R (Fees not to exceed \$20,000)		



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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

Table 17C.10-1-F. Fire Protection Permits			
Fire protection systems as required by the International Building or International Fire Code shall require permits, plan review fees and payment of inspection fees in accordance with this Table.			
Types of Fire Protection Systems		Plan Review	Inspection
	1. Each new riser	\$275.00 +\$3.75/head	\$192.50 +\$2.75/head
	2. Sprinkler underground	\$110.00	\$275.00
	3. Revisions to existing systems	\$110.00 + \$3.75/head	\$126.50
	4. High-piled stock or rack storage systems, add to riser fee	\$350.00	\$90.00
	5. 13-D Sprinkler Systems	\$110.00 + \$3.75/head	\$154.00
C.	Standpipe Systems		
	1. Each new Class 1, 2, or 3	\$275.00	\$275.00
D.	Fire Pumps	\$500.00	\$460.00
E.	Fire Suppression Systems	\$275.00	\$275.00
F.	Fixed Fire Suppression System	\$275.00	\$275.00
G.	Water Systems		
	1. Hydrant installation on existing main:		
	a. Building permit (1)	\$140.00	\$ 0.00
	b. Short plats and plats	\$140.00	\$ 0.00
	2. Installation of hydrants and mains on utility owned systems:		
	a. Building permit	\$140.00	\$ 0.00
	b. Short plats and plats	\$302.50	\$ 0.00
	3. Installation of hydrants and mains on privately owned systems:		
	a. without pumps and tanks for fire flow	\$275.00	\$275.00

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Table 17C.10-1-F. Fire Protection Permits			
Fire protection systems as required by the International Building or International Fire Code shall require permits, plan review fees and payment of inspection fees in accordance with this Table.			
Types of Fire Protection Systems		Plan Review	Inspection
	b. with pumps and tanks for fire flow	\$425.00	\$425.00
	4. Bond or assignment of funds	\$175.00	
H.	Reinspection (1) all categories		\$110.00
I.	Expedited review at discretion of the Fire Marshal	2x the base fee	2x the base fee

(1) Refer to PCC [17C.10.090](#), Reinspection Fee, for explanation of when to assess fee.

Table 17C.10-1-G. Other Fees		
These fees apply to all permits issued by the Building Inspection Division of Planning and Public Works.		
1.	Inspections outside of normal business hours.	\$140.00 per hour (minimum two hours)
2.	Reinspection fees assessed under provisions of PCC <a href="#">17C.10.090</a> .	\$110.00
3.	Inspections for which no fee is specifically indicated.	\$100.00* per hour (minimum one hour)
4.	Additional plan review required by changes, additions or revisions to approved plans.	\$100.00* per hour (minimum one hour)
5.	Expedited review at discretion of Building Official. Building Division Third Party Review	\$140.00 per hour \$124.00 per hour plus reprographics
6.	For use of outside consultants for plan checking and inspection, or both.	Actual cost (including overhead)
7.	Demolition.	\$150.00
8.	Moved Buildings and for the placement of Modular Buildings and Foundation Ready Manufactured Homes.	One-half of the required building permit fee in Tables 17C.10-1-A or 1-B
9.	Placement of Manufactured Homes.	\$200.00
10.	Swimming Pools.	

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Table 17C.10-1-G. Other Fees		
	In-ground pool	\$200.00
	Above-ground pool (Cost > \$500.00)	\$100.00
	Above-ground pool (Cost < \$500.00)	\$ 50.00
11.	For a gas or electric water heater permit obtained through the Internet online system. Includes venting and gas and water piping.	\$75.00
12.	For a gas or electric furnace permit obtained through the Internet online system. Includes venting and gas piping.	\$75.00

\* Per hour for each hour worked.

## EXCEPTIONS:

B. **Low Income.** Permit fees in building Tables 17C.10-1-B and 1-C, plumbing Table 17C.10-1 D, mechanical Table 17C.10-1-E and fire suppression Table 17C.10-1-F for the construction, alteration, or repair of one-family or two-family dwellings shall be waived when the applicant provides sufficient documentation showing, to the satisfaction of the Building Official, who shall make written findings, that one of the following conditions exist:

1. The one-family or two-family dwelling is intended for low-income families as defined through the low-income guidelines set forth by the Pierce County Department of Community Services and Department of Housing and Urban Development (HUD). The construction, alteration, or repair of the one-family or two-family dwelling involves some volunteer labor and is being coordinated by an organization classified as a 501(c)(3) non-profit organization by the Internal Revenue Service; or
2. Any new residential unit approved by the Department of Planning and Public Works through the requirements of Chapter [18A.65](#) PCC, "Affordable Housing Incentives," provided sufficient funds have been appropriated by the Pierce County Council and are available for transfer to the Department of Planning and Public Works to replace those fees waived or refunded to the builder/developer.

C. **Natural Hazard Damage.** Permit fees in building Tables 17C.10-1-A, 1-B and 1-C, plumbing Table 17C.10-1-D, mechanical Table 17C.10-1-E and fire suppression Table 17C.10-1-F for the repair and restoration of damage due to natural hazards shall be waived or deferred if all the following conditions are met:

1. Upon a declaration of emergency, issued by the Governor of the State of Washington, the Executive of Pierce County, by executive order, may implement the provisions of this Section.
2. Applications for permits for repair damage under the provisions of this Section must be applied for within 180 days of the declaration of emergency.
3. No expansion of the original building area shall be allowed.

Building owners with insurance coverage will be required to pay all fees upon reimbursement by the insurance carrier.

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When the total amount of fees waived exceeds 1 percent of the total budget for Planning and Public Works, the department shall notify the Executive, and shall prepare a supplemental budget request.

**D. Green Building.** A permit applicant who employs sustainable building practices in the construction of a residential structure shall be eligible for up to a 25 percent refund of the permit fee calculated and paid for said structure pursuant to Table 17C.10-1-B when all of the following requirements are met:

1. The structure receiving the fee reduction receives one of the following certifications within 90 days of the issuance of the certification of occupancy:
  - a. Tacoma-Pierce County Built Green/AE program – 4 or 5 star certification; or
  - b. U.S. Green Building Council LEED for Homes – Gold or Platinum certification.
2. The applicant submits a written request to the Building Official within 90 days of the issuance of the certification of occupancy which requests the refund and provides proof of certification required pursuant to 17C.10.070 D.1.a. above.
3. The maximum fee refund shall not exceed 25 percent of the permit fee calculated pursuant to Table 17C.10-1-B or \$350.00 whichever is less.
4. The total amount of all refunds granted by the Planning and Public Works Department pursuant to Subsection [17C.10.070](#) D. have not exceeded \$25,000 for the current fiscal year. In the event that this threshold is achieved, no further applicant shall be eligible for a refund in that fiscal year.

(Ord. [2018-68s](#) § 2 (part), 2018; Ord. [2017-12s](#) § 2 (part), 2017; Ord. [2016-71](#) § 1 (part), 2016; Ord. [2015-63](#) § 1 (part), 2015; Ord. [2014-81](#) § 1, 2014; Ord. [2010-71](#) § 1, 2010; Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2009-48s2](#) § 4, 2010; Ord. [2008-107](#) § 1 (part), 2008; Ord. [2006-118](#) § 3, 2006; Ord. [2004-116](#) § 3, 2004; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [2002-107s](#) § 4, 2002; Ord. [99-116S](#) § 2, 1999; Ord. [99-24S](#) § 11 (part), 1999)

#### **17C.10.080 Investigation Fee.**

**A. Investigation.** Whenever any work for which a permit is required by any code listed in Section [17C.10.010](#) has started without first obtaining the required permit, a special investigation shall be made before a permit may be issued for such work.

**B. Fee.** An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by code. The minimum investigation fee shall be the same as the minimum fee for that work but no less than \$250.00 nor more than \$5,000.00.

The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

**C. Innocent Purchaser.** The Building Official shall waive the investigation fee when credible evidence exists which demonstrates that the unpermitted activity occurred without the current property owner's knowledge and occurred prior to their ownership of the property in question. All other required fees shall continue to apply.

(Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2004-30s](#) § 6 (part), 2004)

#### **17C.10.090 Reinspection Fee.**

A reinspection fee may be assessed for each inspection or reinspection required by any code listed in PCC [17C.10.010](#), when such portion of work for which inspection is called is not complete or when corrections called for are not made.

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## Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

This Section is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for inspection or reinspection.

Reinspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Building Official.

To obtain a reinspection, the applicant shall pay the reinspection fee in accordance with Table 17C.10-1-G.

In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

(Ord. [2004-30s](#) § 6 (part), 2004)

#### **17C.10.110 Application Expiration.**

Applications for which no permit is issued within 180 days following the date of application shall expire and plans and other data submitted for review will thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may grant an extension or extensions pursuant to PCC [18.60.030](#).

If an application expires, the applicant shall make a new application and pay new fees.

Permit applications from codes listed in Section [17C.10.010](#) related to the main project building permit application shall expire together with the building permit application.

(Ord. [2007-55s](#) § 1 (part), 2007; Ord. [2004-30s](#) § 6 (part), 2004)

#### **17C.10.120 Conditions of Approval.**

No permit shall be issued for the construction or alteration of any building, structure or any project that does not meet all of the following conditions:

A. **Denial or Conditioning of Permit Due to Significant Adverse Environmental Impact(s).** Permits for the construction or alteration of any building, structure or any project which will cause significant adverse environmental impact may be denied or conditioned. The denial or conditional issuance of a building permit shall be based upon policy(ies) set forth in ordinances adopted by the Pierce County Council or by any applicable environmental impact statement or threshold determination prepared pursuant to the State Environmental Policy Act. Any denial or conditional issuance of a building permit by the Building Official must be in writing.

B. **Non-Issuance of Permit Prior to Sewage Disposal Approval.** No permit for the construction or alteration of any building requiring sewage disposal facilities of any kind shall be issued to any applicant until approved by the Tacoma-Pierce County Health Department and/or Pierce County Utilities Department. A copy of such approval shall be transmitted to the Building Official prior to the issuance of a building permit.

C. **Non-Issuance of Permit Prior to Storm or Surface Water Drainage Control Approval.** No permit for the construction of any building or structure requiring storm or surface water drainage control of any kind may be issued without approval of the storm or surface water drainage control facilities. A copy of such approval shall be transmitted to the building official prior to the issuance of a building permit.

D. **Non-Issuance of Permit Due to Noncompliance with State and County Laws or Regulations.** No permit shall be issued to any person who fails to provide sufficient evidence of compliance with all laws and regulations of the State of Washington and Pierce County relating to the use of land and/or the construction or improvement of structures thereon.

(Ord. [2004-30s](#) § 6 (part), 2004)



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**17C.10.130 Permit Expiration.**

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. No permit shall be extended beyond five years from the date it was issued. Except for the International Fire Code, permits from codes listed in PCC [17C.10.010](#), related to the main project building permit, shall expire together with the building permit.

(Ord. [2004-30s](#) § 6 (part), 2004)

**17C.10.140 Fully Completed Building Permit Application.**

Pursuant to RCW [19.27.095](#), a fully complete building permit application shall be any application including payment of all required fees and containing all the components that are applicable in Table 17C.10-1-H. Incomplete applications shall not be accepted.

Table 17C.10-1-H. Elements for a Complete Building Permit Application	
Description	Comments
Site Development Permit	When the project requires a Site Development Permit, it shall be applied for prior to or with the building permit application.
Geotechnical Report/Assessment	A Geotechnical Report/Assessment is required when a project is located in a slope hazard area, or where required in the Pierce County Stormwater and Site Development Manual.
Hydrogeologic Report	A Hydrogeologic Report is required when a project is located in an aquifer recharge area.
Critical Area Checklist	A title notification is required when a project is located in an aquifer recharge area.
Land Use Application	Any land use permits required to approve the building permit application shall be applied for prior to or with the building permit application. Rezone applications must be final prior to the building permit application being accepted as a complete application.
Environmental Checklist	A completed checklist is required if the project is located in a sensitive area.
Wetlands Application	A Wetlands Application is required if the project is located in a wetland area.

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<b>Table 17C.10-1-H. Elements for a Complete Building Permit Application</b>	
Septic Application Approval	Buildings served by on-site sewage systems require Approved As-Built plans or an application for an on-site system or system remodel submitted with building permit application.
Water Availability	A water availability letter signed by the water purveyor shall be provided at time of building permit application. Water source, quantity and quality review. RCW <a href="#">19.27.097</a> .
Health Sanitation Review	Schools, pools, restaurants and caps require review by Tacoma-Pierce County Health Department. Application for this review shall be made prior to or with the building permit application.
Pretreatment	A pretreatment application shall be applied for with or prior to building permit application when pretreatment is required.
Fire-Flow Letter	Provide form signed by water purveyor indicating hydrant placement (location on vicinity map) and water flow in GPM.
Construction Drawings	Plans shall include specifications, code analysis and statement of use, engineering calculations, diagrams, soil investigation reports, hazardous materials inventory statement (HMIS), special inspection and structural observation programs, deferred submittal information and architect/engineer stamp. Base plan work sheet. Mechanical Drawings, Plumbing Drawings, Fire Protection Drawings and Energy Code compliance information shall also be included with the construction drawings.
Site Plan	Site plans shall include, but not be limited to, the following: a vicinity map, all buildings on the same site, access drives, Emergency Vehicle Access, landscaping, on-site septic drain field location, parking dimensions, all setbacks from buildings and lot lines, hydrant location and grading contours if lot slope is 15 percent or greater. Site Plans should also include locations of stormwater facilities and on-site low impact development (LID) Best Management Practices (BMPs).

(Ord. [2017-28s](#) § 5, 2017; Ord. [2004-30s](#) § 6 (part), 2004)**17C.10.145 Access to Public or Private Road.**

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All properties for which a building permit is required shall adjoin or have access to a public or private road and a yard on not less than one side. Required access and yards shall be permanently maintained. (Ord. [2004-133](#) § 1, 2005)

**17C.10.150 Severability.**

If any provision of this Title or its application to any person or circumstance is held invalid, the remainder of the Chapter or the application of the provision to other persons or circumstances shall not be affected. (Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

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Chapter 17.04 BUILDING CODES

Attachment 3 City of  
Puyallup Municipal Code

## Chapter 17.04 BUILDING CODES

Sections:

- 17.04.010** Short title.
- 17.04.020** Purpose.
- 17.04.030** Adoption of codes by reference.
- 17.04.040** Local amendments of International Building Code.
- 17.04.050** Local amendments of International Residential Code.
- 17.04.060** Conflicts between codes.
- 17.04.070** Definitions.
- 17.04.080** Fees.
- 17.04.090** Construction plans.
- 17.04.100** Professional services.
- 17.04.110** Contractor registration.
- 17.04.120** Expiration of applications, permits or approvals.
- 17.04.130** Violation and enforcement.

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Chapter 17.04 BUILDING CODES

**17.04.140 Appeals.****17.04.010 Short title.**

This title is known as and may be referred to as the “building code of the city of Puyallup.” (Ord. 2962 § 6, 2010).

**17.04.020 Purpose.**

The purpose of this chapter is to promote the health, safety and welfare of the occupants or users of buildings and structures and the general public by the provision of building codes that are mandated throughout the state. (Ord. 2962 § 6, 2010).

**17.04.030 Adoption of codes by reference.**

The city of Puyallup hereby adopts the following codes by reference, which are incorporated herein, as they currently exist or are hereafter amended:

(1) The current edition of the International Building Code, published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-50](#) WAC. The following appendix of the International Building Code is specifically adopted in its entirety:

(a) Appendix E: Supplementary Accessibility Requirements.

(2) The current edition of the International Residential Code, published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-51](#) WAC.

(3) The current edition of the International Mechanical Code, published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-52](#) WAC, except that the standards for liquefied petroleum gas installations shall be NFPA 58 (Storage and Handling of Liquefied Petroleum Gases) and ANSI Z223.1/NFPA 54 (National Fuel Gas Code).

(4) The current edition of the International Fuel Gas Code published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-52](#) WAC.



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(5) Except as provided in RCW [19.27.170](#), the current edition of the Uniform Plumbing Code and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials, as adopted by the Washington State Building Code Council in Chapters [51-56](#) and [51-57](#) WAC.

(6) The rules adopted by the Washington State Building Code Council establishing standards for making buildings and facilities accessible to and usable by the physically disabled or elderly persons as provided in RCW [70.92.100](#) through [70.92.160](#), as they now exist or are hereafter amended.

(7) The current edition of the Washington State Energy Code, as adopted by the State Building Code Council in Chapter [51-11](#) WAC.

(8) The current edition of the National Electric Code, published by the National Fire Protection Association, as adopted by the Department of Labor and Industries in Chapter [296-46B](#) WAC, and Chapter [19.28](#) RCW.

(9) The 2012 Edition of the International Property Maintenance Code published by the International Code Council, Inc., effective July 1, 2013, and any subsequent editions published by the International Code Council, Inc., effective July 1st of the following calendar year. (Ord. 3043 § 4, 2013; Ord. 2962 § 6, 2010).

#### **17.04.040 Local amendments of International Building Code.**

The International Building Code adopted by reference in this chapter is hereby amended as follows:

(1) International Building Code (IBC) Section 101.1, entitled "Title," is hereby amended to read as follows:

These regulations shall be known as the Building Code of the City of Puyallup, Washington, hereinafter referred to as "this code."

(2) IBC Section 104, entitled "Duties and Powers of Building Official," is hereby amended to add the following new subsection 104.12:

Sec. 104.12 Lot lines and setback lines. Notwithstanding the authority of the building official to administer and enforce the building code, the building official shall have no duty to verify or establish lot lines or setback lines. No such duty is created by this code, and none shall be implied.

(3) IBC Section 113, "Board of Appeals," is hereby amended to delete subsection 113.3, entitled "Qualifications."

(4) IBC Section 1612.3, regarding the establishment of flood hazard areas, is amended to read as follows:

Section 1612.3. To establish flood hazard areas, the City Council hereby adopts the flood hazard map and supporting data identified by the Federal Emergency Management Agency in an engineering report entitled “The Flood Insurance Study for the City of Puyallup,” initially adopted in PMC [21.07.040](#), as it currently exists or may be subsequently amended.

(Ord. 3043 § 5, 2013; Ord. 2962 § 6, 2010).

**17.04.050 Local amendments of International Residential Code.**

The International Residential Code adopted in this chapter is hereby amended as follows.

(1) Section R104, entitled “Duties and Powers of Building Official,” is hereby amended to add subsection R104.12:

Section R104.12 Lot lines and setback lines. Notwithstanding the authority of the building official to administer and enforce the building code, the building official shall have no duty to verify or establish lot lines or setback lines. No such duty is created by this code, and none shall be implied.

(2) Section R105.2, entitled “Work exempt from permit,” subsection 10, entitled “Building,” is amended to read as follows:

Decks that are not more than 30 inches above adjacent grade at any point and are not over any basement or story.

(3) Section R110.1, entitled “Use and Occupancy,” subsection entitled “Exception,” is amended to read as follows:

Certificates of occupancy are not required for Group R, Division 3 occupancies and for work exempt from permits under Section R105.2.

(4) The following subsections are deleted from Section R112, “Board of Appeals”: Subsection R112.3, “Qualifications.”

(5) Table R301.2(1), Climatic and Geographical Design Criteria, is amended to read as follows:

**Table R301.2(1)**  
**Climatic and Geographical Design Criteria**

Ground Snow Load	Wind Design	Seismic Design Category <sup>f</sup>	Subject to Damage from	Winter Design Temp <sup>e</sup>	Ice Shield Underlay <sup>h</sup>	Flood Hazards <sup>g</sup>	Air Freeze Index <sup>i</sup>	Mean Annual Temp <sup>j</sup>

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Ground Snow Load	Wind Speed <sup>d</sup> (mph)	Topographical effects <sup>k</sup>	Seismic Design Category <sup>f</sup>	Weathering <sup>a</sup>	Frost Line Depth <sup>b</sup>	Termites <sup>c</sup>	Winter Design Temp <sup>e</sup>	Ice Shield Underlay <sup>h</sup>	Flood Hazards <sup>g</sup>	Air Freeze Index <sup>i</sup>	Mean Annual Temp <sup>j</sup>
	Speed <sup>d</sup> (mph)	Topographical effects <sup>k</sup>		Weathering <sup>a</sup>	Frost Line Depth <sup>b</sup>	Termites <sup>c</sup>					
20 lbs/ft	85	No	D-1	Moderate	12 inches	Slight to Moderate	22°	No	Puyallup Municipal Code 21.07	160	51°

(Ord. 3043 § 6, 2013; Ord. 2962 § 6, 2010).

#### 17.04.060 Conflicts between codes.

In case of conflict among the provisions of the State Building Code, i.e., the International Building Code, the International Residential Code, the International Mechanical Code, the International Fire Code, the Uniform Plumbing Code and Uniform Plumbing Code Standards, and the rules adopted by the Washington State Building Code Council establishing standards for making buildings and facilities accessible to and usable by the physically disabled or elderly persons, the first named code in this section shall govern over those that follow. In case of conflicts between other codes and provisions adopted by this chapter, the code or provision that is most restrictive, as determined by the city's building official, shall apply. (Ord. 2962 § 6, 2010).

#### 17.04.070 Definitions.

(1) Unless the context requires otherwise, any reference to "jurisdiction," "department of building safety," "department of mechanical inspection," "department of inspection," "department of prevention," or "department of property maintenance inspection" shall be construed to mean the city of Puyallup.

(2) Unless the context requires otherwise, any reference to "building official" or "code official" shall be construed to mean the city's building code official in the absence of any specific written designation from the city manager.

- (3) Unless the context requires otherwise, any reference to “fire code official” shall be construed to mean the city’s fire code official in the absence of any specific written designation.
- (4) Unless the context requires otherwise, any reference to “board of appeals” shall be construed to mean the hearing examiner. All appeals authorized by the codes adopted in the chapter shall be to the city’s hearing examiner.
- (5) Unless the context requires otherwise, any reference to “International Electric Code” shall be construed to mean the National Electric Code. (Ord. 2962 § 6, 2010).

**17.04.080 Fees.**

(1) Establishment. All fees and charges for permits, approvals, inspections or other services or items related to this title shall be established and amended from time to time by executive order of the city manager.

(2) Waiver of Fees. Building permit fees for the construction, alteration, and repairs of single-family or duplex dwellings may be waived when all of the following conditions apply:

- (a) The residential structure is intended for low-income families.
- (b) The construction of the structure involves some volunteer labor.
- (c) The structure is being constructed by an organization classified as a 501(c) nonprofit organization by the Internal Revenue Service.

(3) Fee Refund. The building official may authorize a fee refund in the following amounts:

- (a) One hundred percent of any fee erroneously paid or collected;
- (b) Up to 80 percent of the permit fee paid when no work had been performed under a permit or approval issued in accordance with this code;

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(c) Up to 80 percent of the plan review fee paid when an application for a permit or approval for which a plan review fee has been paid is withdrawn or cancelled before any plan review has been performed. The building official shall not authorize refunding of any fee paid except on written application filed by the original applicant not later than 180 days after the date of fee payment.

(4) Special Investigation Fee. Whenever any work for which a permit or approval is required by applicable law has commenced without a permit or approval, the city may perform a special investigation before issuance of a permit or approval. The building official is authorized to impose an investigation fee in an amount that compensates the city for performing the investigation. The subject of investigation shall pay the fee whether or not a permit or approval is subsequently issued. (Ord. 2962 § 6, 2010).

#### **17.04.090 Construction plans.**

A project proponent must submit project or construction documents that are of sufficient detail to show the entire project. The city may require more or less detail, depending on the nature and complexity of the project. (Ord. 2962 § 6, 2010).

#### **17.04.100 Professional services.**

When a project involves, or should involve, the practice of architecture as defined in RCW [18.08.320](#), a project proponent shall engage an architect to provide any architectural services that are related to the project, except as set forth in RCW [18.08.410](#). When a project involves, or should involve, the practice of engineering or practice of land surveying as defined in RCW [18.43.020](#), a project proponent shall engage an engineer or land surveyor to provide any engineering or land surveying services that are related to the project, except as set forth in RCW [18.43.130](#). (Ord. 2962 § 6, 2010).

#### **17.04.110 Contractor registration.**

The city shall refrain from issuing a construction building permit for work which is to be done by any contractor, as defined in RCW [18.27.010](#), when such contractor is required to be registered under RCW [18.27.020](#) without verification that such contractor is currently registered as required by law. All contractors shall have a city business license as required under Chapter [5.04](#) PMC. (Ord. 2962 § 6, 2010).

#### **17.04.120 Expiration of applications, permits or approvals.**

(1) Expiration of Application. Project applications that are subject to SEPA review shall be governed by applicable SEPA deadlines. All other applications shall expire by limitation if no permit or approval is issued within 180 days after the city determines that the application



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Chapter 17.04 BUILDING CODES

is complete, unless the city determines that a project proponent has pursued issuance of a permit or approval in good faith. The building official may extend the time for action on the application for one or more periods, each period not exceeding 90 days, upon written request by the applicant showing good cause. If an application has expired, plans and other data previously submitted for review may thereafter be returned to the applicant, except that the city shall retain originals or copies in order to comply with applicable record retention laws. In order to renew action on an expired application, the applicant shall resubmit plans and pay a new review or application fee.

(2) Expiration of Permits or Approvals. All permits or approvals shall expire by limitation and become void if:

- (a) Work authorized by the permit or approval is not commenced within 180 days of approval or permit issuance;
- (b) Work is suspended or abandoned for 180 days or more after work is commenced; or
- (c) After two years from the date of permit or approval issuance, regardless of whether work is finished.

The building official is authorized to grant one or more extensions of time for periods not more than 180 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

If a permit or approval expires, the City may issue a new permit or approval for the unfinished work upon a showing of good cause and payment by the project proponent of half of the original permit or approval fee. However, if any applicable law, regulation or rule has materially changed after the expiration of the permit or approval, the City shall have full discretion to decline to issue a new permit even upon a showing of good cause. The option for approval or permit renewal shall lapse two years after the permit or approval expires. (Ord. 2962 § 6, 2010).

#### **17.04.130 Violation and enforcement.**

(1) It is unlawful for any person or entity to violate any provision of this chapter, or any code adopted herein, or to erect, construct, enlarge, alter, repair, move, improve, remove, change, convert, demolish, equip, use, occupy or maintain any building, structure or equipment, or to use any land contrary to, or in violation of, any of the provisions of this chapter, or any code adopted herein.

1/26/22, 11:54 AM

Chapter 17.04 BUILDING CODES

(2) A violation of the provisions of this chapter shall be a Class 1 civil infraction pursuant to Chapter [1.02](#) PMC. Notwithstanding the foregoing, a violation of a stop work order a notice of violation or use of unsafe structures or equipment after notice shall be a misdemeanor.

(3) In addition to fines or penalties, a violator shall be liable for all costs and expenses occasioned by such violation.

(4) The permit or approval of a violator may be revoked by the city. (Ord. 2962 § 6, 2010).

**17.04.140 Appeals.**

All appeals arising from this chapter shall be to the city's hearing examiner as established by Chapter [2.54](#) PMC. The hearing examiner shall utilize the procedures and penalties set forth in Chapters [1.01](#) and [1.02](#) PMC. The hearing examiner shall serve in lieu of all boards of appeals mentioned or described in the codes as adopted and amended by the city. (Ord. 2962 § 6, 2010).

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The Puyallup Municipal Code is current through Ordinance 3245, passed December 7, 2021.

Disclaimer: The city clerk's office has the official version of the Puyallup Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.cityofpuyallup.org/>

City Telephone: (253) 841-5480

[Code Publishing Company](#)

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 22-0544**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,  
AMENDING SECTION 20.05.050 OF THE KENMORE MUNICIPAL  
CODE TO ALLOW THE CITY'S COMMUNITY DEVELOPMENT  
DIRECTOR TO WAIVE CERTAIN DEVELOPMENT REVIEW FEES FOR  
REPAIR OF SINGLE-FAMILY HOMES BASED ON HARDSHIP;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE.**

---

**WHEREAS**, the City of Kenmore as a member of ARCH has been working to help people with lower incomes obtain stable and safe housing; and

**WHEREAS**, the ARCH income standard for homeownership is 80 percent of Area Median Income (AMI) as adjusted for family size; and

**WHEREAS**, some Kenmore homeowners have incomes that are at or below 80 percent AMI; and

**WHEREAS**, homeowners who are lower income may have difficulty in paying for repairs and necessary improvements to their homes in order to provide for safety and accessibility; and

**WHEREAS**, many people who live in Kenmore have also been financially impacted by the COVID-19 pandemic; and

**WHEREAS**, one component of performing repairs or safety/accessibility improvements on a home is obtaining permits from the City; and

**WHEREAS**, the costs of these permits add to the overall costs of repairing or improving the home and can make it financially infeasible from some homeowners to maintain their homes in a safe and accessible manner; and

**WHEREAS**, in order to assist homeowners with incomes at or below 80 percent AMI in maintaining their homes in a safe and accessible manner, the City Council deems it in the public interest to allow the Community Development Director to waive certain development review fees; and

**WHEREAS**, the City Council finds that waiving some of these fees as set forth in this Ordinance will benefit the public health and welfare of its residents and it will encourage low income homeowners to repair their homes to make them safe and accessible;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON  
ORDAINS AS FOLLOWS:**

Section 1.     Amendment. The City Council amends Section 20.05.050 of the Kenmore Municipal Code to read as follows:

**20.05.050 Fee waivers.**

The director shall have the discretion to waive all or a portion of the development review fees administered by the department and required pursuant to this title; provided, the waiver is warranted in the director's judgment or building permit fees are assessed to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster. In addition, the director may waive a portion of development review fees for certain permits necessary to repair single-family dwelling units when the property owner(s) demonstrates, on a form provided by the department, their income level meets the level(s) described in KMC 18.20.098. The types of permits eligible are single family addition and/or alteration building permit for repair or maintenance of the existing structure, including accessibility or safety reasons, manufactured homes addition and/or alteration building permit for manufactured homes occupied as single-family residences, temporary mobile home permits, single family plumbing and mechanical permits, and shoreline substantial development permit exemptions for any of the previously mentioned permit types. Additional fee reduction provisions may be specified elsewhere in this title.

Section 2.     Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3.     Effective Date. This ordinance shall be published in the City's newspaper of record and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

CITY OF KENMORE

\_\_\_\_\_  
Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Anastasiya Warhol, City Clerk

Approved as to form:

\_\_\_\_\_  
Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
ORDINANCE NO.: 22-0544  
DATE OF PUBLICATION:  
EFFECTIVE DATE:





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

<p><b>Subject/Topic:</b> Americans with Disabilities Act Transition Plan Update</p> <p><b>Proposed Council Action/Motion:</b> No Council Action at this time. Discussion on proposed plan only.</p>	<p><b>For Council Study Session of:</b> 3/14/2022</p> <p><b>Department:</b> <u>Engineering – Public Works</u></p> <p><b>Prepared by:</b> <u>John Vicente, City Engineer</u></p> <p style="text-align: right;"><b><u>Initial &amp; Date</u></b></p> <p><b>Approved by Department Head:</b> <u>JFV 3/4/2022</u></p> <p><b>Approved by City Attorney:</b> <u>N/A</u></p> <p><b>Approved by Finance Director:</b> <u>N/A</u></p> <p><b>Approved by City Manager:</b> <u>RGK 3/5/2022</u></p> <p><b>Exhibits/Attachments:</b></p> <ul style="list-style-type: none"> <li>A. Curb Ramps</li> <li>B. Sidewalks</li> <li>C. Push Buttons</li> <li>D. Roadway Crossing</li> <li>E. Marked Parking</li> </ul>
<p><b><u>Staff Recommendation:</u></b> Confirm the pedestrian facility projects on the attached maps and the proposed ranking methodology and confirm staff to move forward with completing the draft of the Pedestrian Facility Plan and return to the City Council for review.</p> <p><b><u>What is being asked of the City Council this evening:</u></b> No formal action is being requested this evening. However, please review the attached maps and rating criteria used to determine priorities for replacing non-compliant pedestrian facilities.</p> <p><b><u>BACKGROUND:</u></b></p> <p>Our story begins with the enactment of the Civil rights Act of 1964 which prohibits discrimination on the basis of race, color, religion, sex, or national origin followed by the Rehabilitation Act of 1973 which provides for "equal opportunity" for people with disabilities. The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in and to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. The ADA requires governments to make public facilities accessible and establishes guidelines for what that accessibility means. Staff have separated the ADA facilities into three distinct areas:</p> <ul style="list-style-type: none"> <li>• The public right of way (sidewalks, crossings, parking),</li> <li>• Public facilities (parks, City Hall, community buildings), and</li> <li>• Communication and participation (events, website, notifications, meetings)</li> </ul> <p>Each area will be evaluated individually and at this time our focus is on the public right of way.</p> <p>To comply with the ADA, all public facilities must be brought up to compliance and made accessible per the Public Right of Way Accessibility Guidelines (PROWAG). The PROWAG identifies what aspects of the</p>	

public facilities need to be compliant and identifies the thresholds for compliances. To be compliant with the law, all jurisdictions must meet with the guidelines of the ADA. To verify compliance, an inventory of all facilities must be completed (see Exhibits A-E) and assessed. If any facilities are found to be non-compliant with the ADA, jurisdictions must create a Transition Plan. This plan lists all facilities within the jurisdiction, identifies how each facility is or isn't in compliance, determines a cost to bring the facility into compliance, and establishes a plan for when each facility will be brought into compliance.

Within the public right of way, there five main elements that are evaluated for compliance: Sidewalks, curb ramps, roadway crossings, pedestrian push buttons, and on-street parking. To determine compliance of each element, we look at the follow features:

**Sidewalks**

- Running slope
- Cross slope
- Width
- Horizontal openings
- Vertical obstructions (uplifted panels, vault lids, utility poles, mailboxes, etc.)
- Surface roughness and stability

**Curb Ramps:**

- The same as for sidewalks plus:
  - Detectable warning surfaces (both color, texture, and location)
  - Gutter slope
  - Cross slope (as you enter the road)
  - Orientation

**Crossings:**

- Width
- Running slope
- Cross slope
- Horizontal openings
- Surface roughness and stability

**Push Buttons:**

- Type
- Height
- Reach distance
- Location
- Turning space

**Parking:**

- Marked, if so, quantity
- Location

- Access Aisle
- Curb Ramp
- Signage

### **PRIORITIZATION CRITERIA**

To focus efforts on facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its proximity to public destinations such as schools, libraries, parks, transit, and city buildings will be completed.

Through the City's ADA survey, destinations of highest interest and distance willing to walk were used to assist in the prioritization of the facility upgrades. The result of this analysis produce a Location Index Score (LIS). The LIS is used to help establish a prioritized list identifying which order facilities should be addressed with the highest LIS score identified for correction first.

To complete this assessment, a multi-criteria analysis is conducted to determine which facilities do not meet existing ADA standards. Each attribute collected in the field is compared against PROWAG requirements. A number of criteria are used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Each facility is scored based upon each element that is out of compliance along with the severity of non-compliance. Pedestrian facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and have a higher score. Facilities with fewer barriers have a lower score.

If the facility does not meet PROWAG criteria and is located near a destination of public interest, points are assigned. Facilities with poor PROWAG compliance and that have a number of nearby public interest destinations receive a high score while facilities with few PROWAG compliance issues and are located far from public interest destinations have a low score. Once the LIS and AIS scores are generated, they are combined to create the Combined Index Score (CIS). The CIS is then used to rank each facility in order of priority for correction.

### **PUBLIC OUTREACH**

As part of the public outreach, staff created a website that provided information about ADA, the transition plan and also included an option to take a survey. The survey gathers information about the individual and asks them to let us know where they would like us to prioritize upgrades first. In an effort to reach as many individuals as possible, the following outreach efforts were conducted:

- Notification in the spring 2021 quarterly newsletter
- Notification in the June E-news
- In the summer of 2021, staff mailed a flier to all Kenmore addresses
- Postings on all street corners with a signalized intersection
- Posting at the library
- Direct outreach to the blind community
- Notification in the winter 2022 newsletter

The notifications alerted the public to the City's development of the Transition Plan and directed them to the ADA website and the survey.

Once the draft Transition Plan is completed, it will be posted on the City's website and another mailer will be sent out asking for public comment.

Staff will return to Council with the draft Transition Plan for discussion in April.

**FISCAL CONSIDERATION:**

The CIP currently allocated \$100,000 per year to the Sidewalk Gap/ADA Replacement program to address sidewalk gaps and/or ADA upgrades. In the next CIP, staff will recommend the Sidewalk Gap/ADA Replacement Program be converted to address ADA upgrades only. The Transition Plan will assume this funding strategy in the preparation of the plan to upgrade facilities. Continued funding is necessary to address the non-conforming facilities.

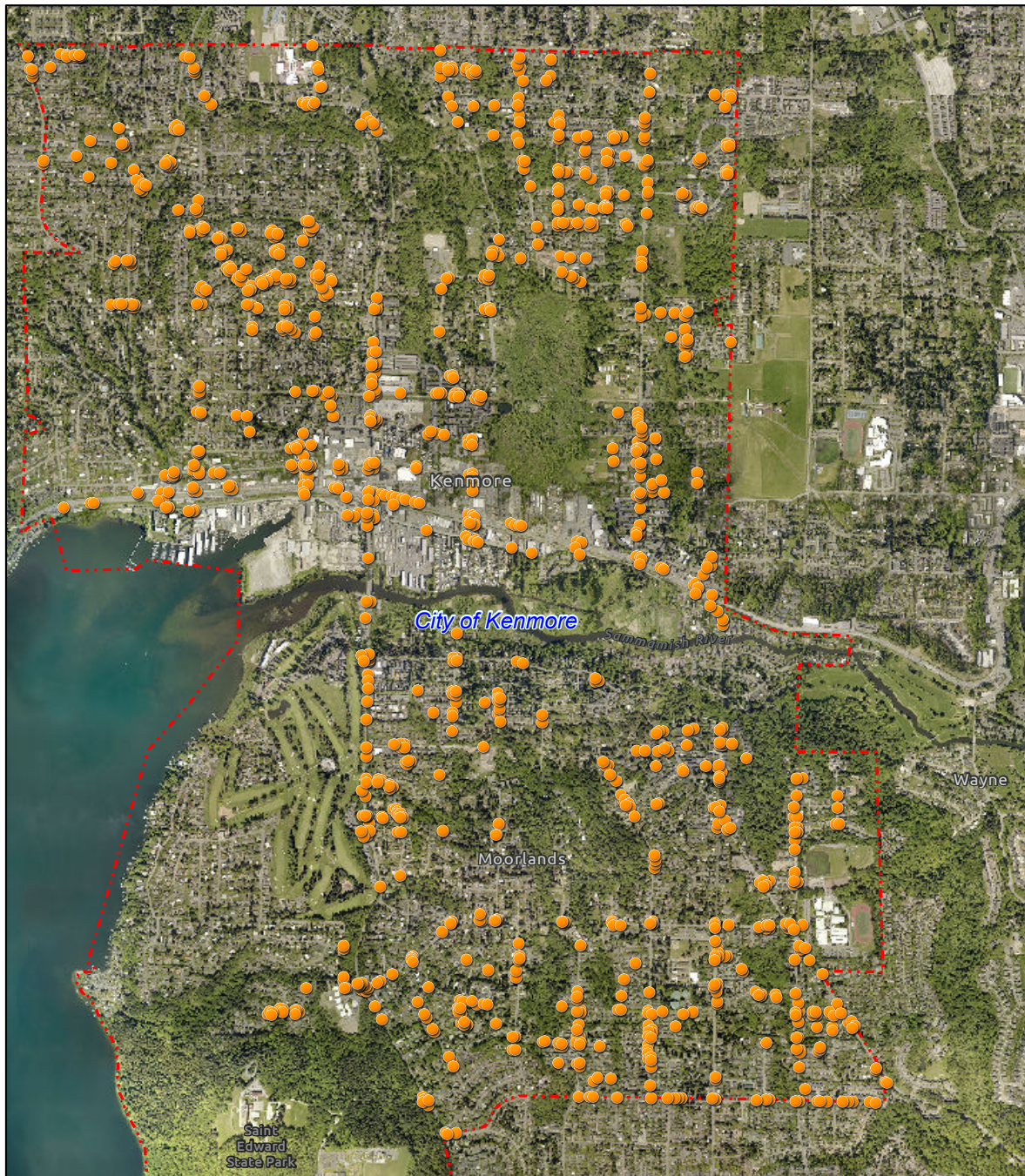
**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

Priority #3: Develop and implement a diversity, equity, and inclusion policy and program

Priority #6: Focus on and emphasize multimodal transportation in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.

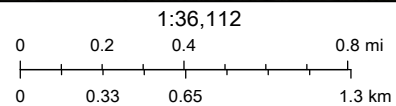


## EXHIBIT A - CURB RAMPS



2/14/2022, 1:44:26 PM

- Inventory (Curb Ramp)
- Kenmore City Boundary



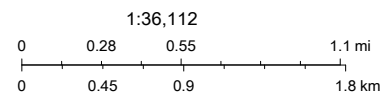


## EXHIBIT B - SIDEWALKS



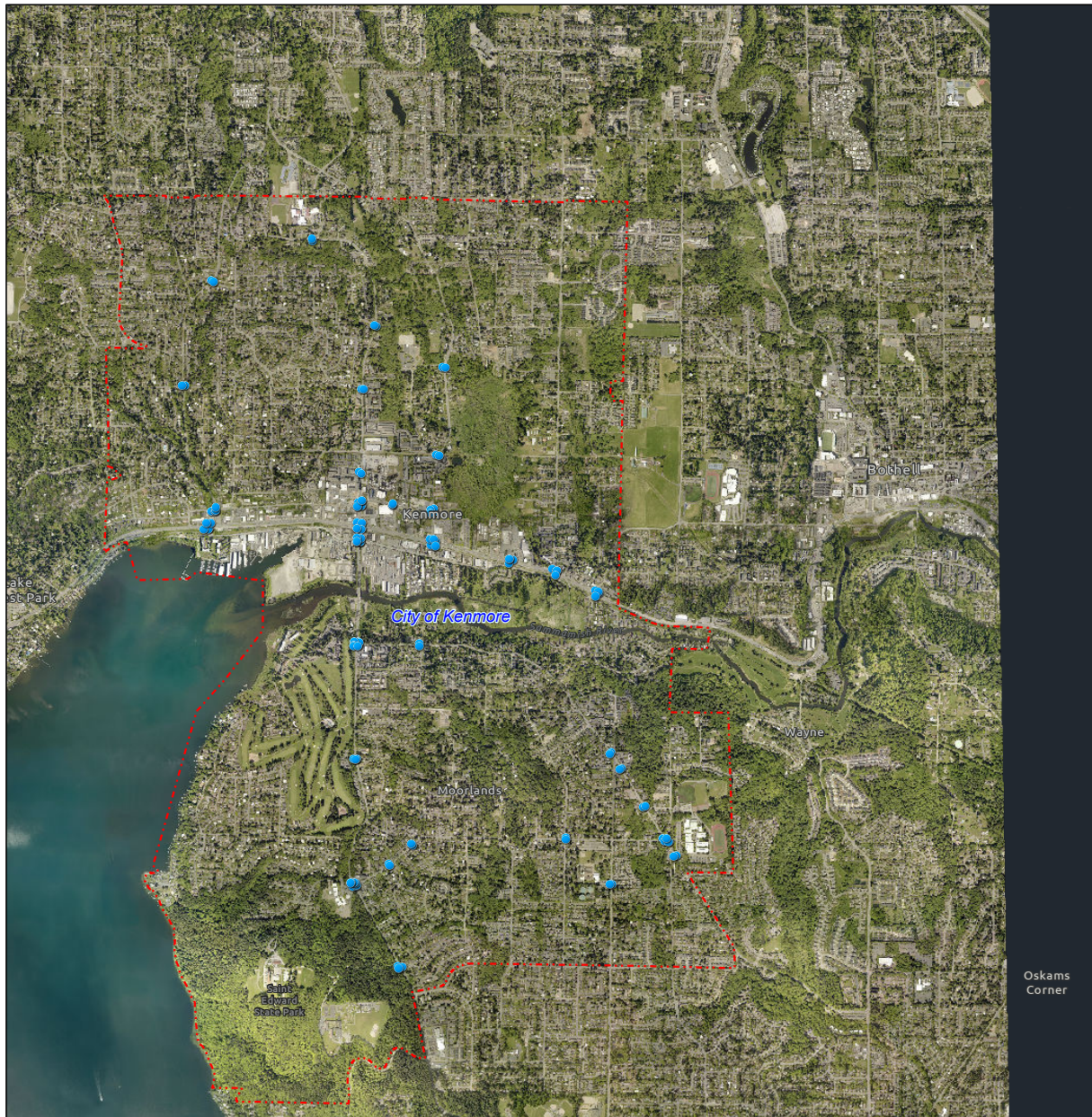
2/14/2022, 9:10:45 AM

- Inventory (Sidewalk)
- Kenmore City Boundary



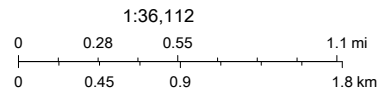


## EXHIBIT C - PUSH BUTTONS



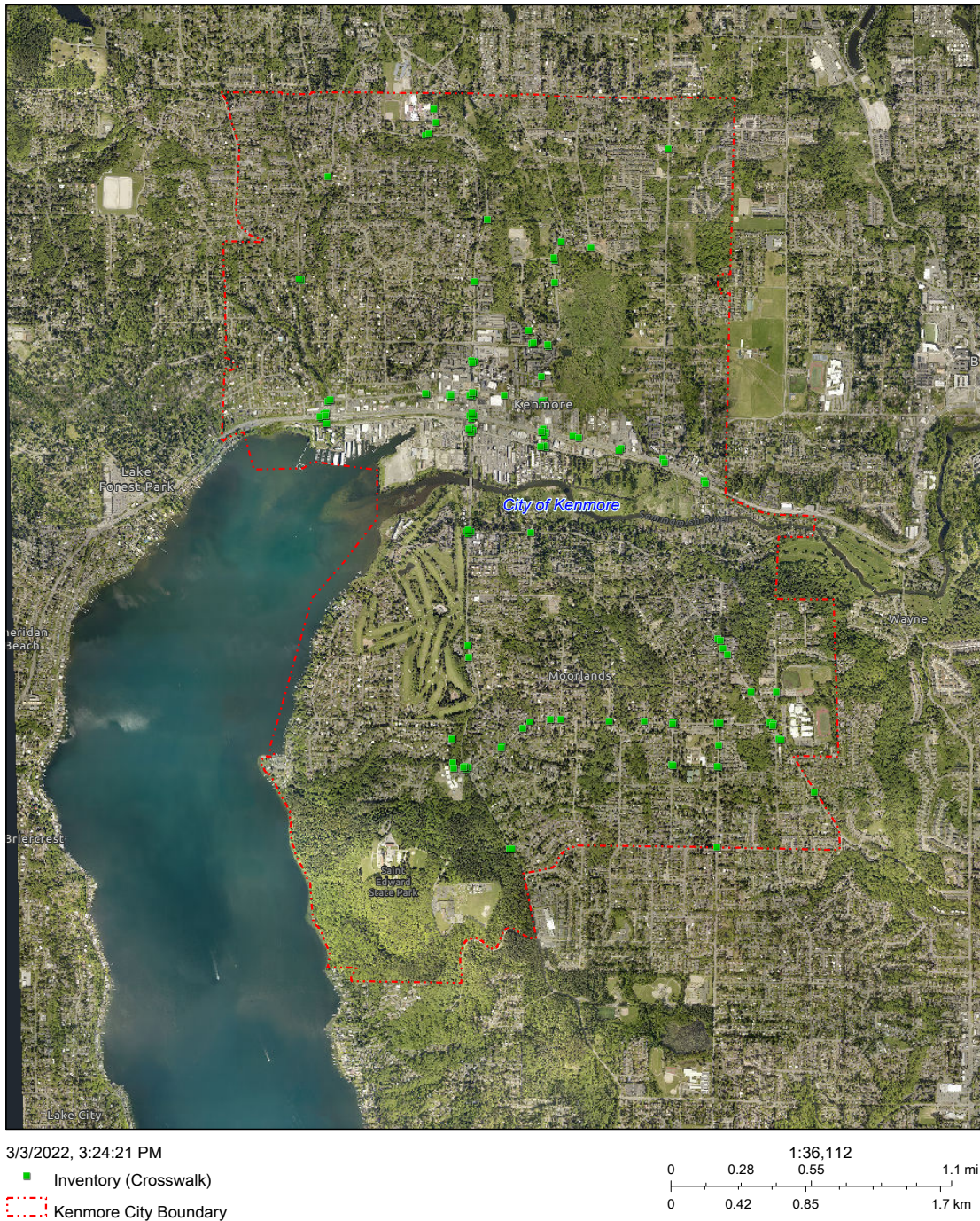
2/14/2022, 9:06:02 AM

- Inventory (Signal Push Button)
- Kenmore City Boundary





## EXHIBIT D - CROSSWALKS





## EXHIBIT E - PARKING



# ADA TRANSITION PLAN

Presented by: John Vicente, City Engineer



# TONIGHT'S GOAL:

- Review ADA Assessment
- Review Prioritization Criteria

No Action - comments on prioritization criteria

# BACKGROUND

- Civil Rights Act 1964 - Prohibits discrimination
- Rehabilitation Act 1973 - Adds disabilities
- Americans with Disabilities Act - July 1990
  - Title I - Employment
  - Title II - Local and state government programs and services
  - Title III - Public accommodation and services (private)
  - Title VI - Telecommunication
  - Title V - Miscellaneous provisions
- Public Right of Way Accessibility Guidelines
  - 2005 - First guideline adopted
  - 2011 - City adopted



**U.S. Access Board**

*Advancing Full Access and Inclusion for All*

# BACKGROUND, Cont'

- ADA Title II - Local and state government programs and services
  - Public right of way
  - Public parks
  - Public government buildings
  - Public sponsored events, recreational groups, community gatherings

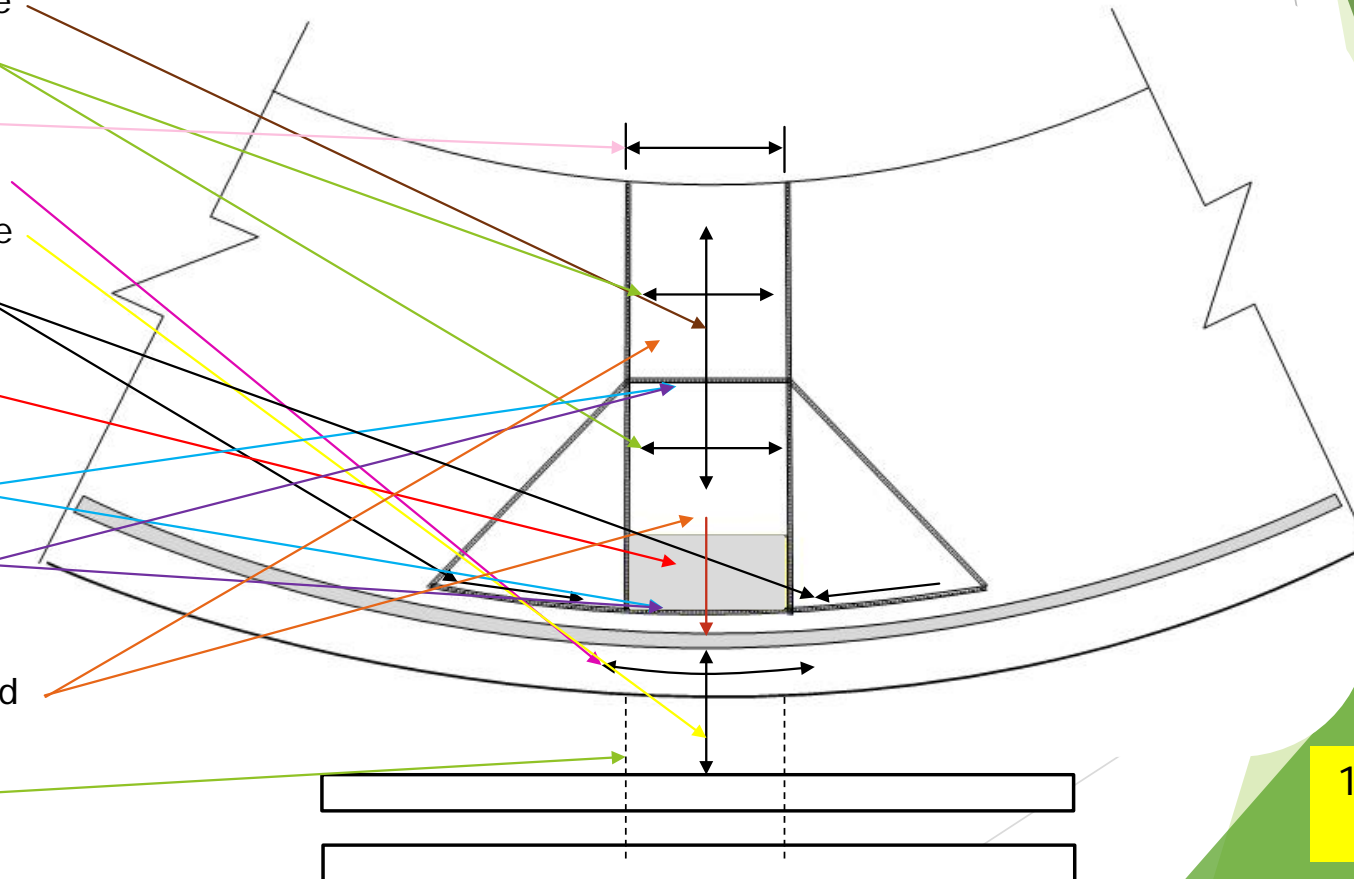
# PLAN REQUIREMENTS

- Inventory of all facilities
  - Curb ramps
  - Pedestrian push buttons
  - Sidewalks
  - Marked parking
  - Crosswalks
- Identify physical barriers
- Detail method for obtaining accessibility
- Schedule for achieving accessibility
- Identify official responsible for implementation
- Grievance policy

# INVENTORY OF FACILITIES

- Curb Ramps

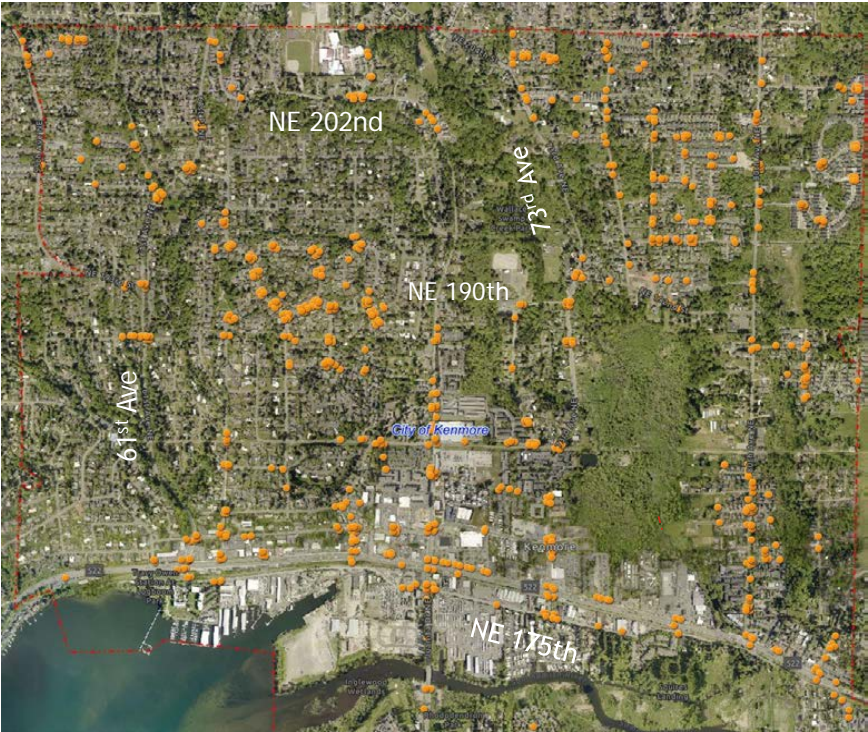
- Running slope
- Cross Slope
- Width
- Gutter slope
- Counter slope
- Flare slope
- Detectable Warning Surface
- Horizontal openings
- Vertical obstructions
- Surface roughness and stability
- Orientation



14 Parameters to Measure



# CURB



## Existing Ramps

# NORTH END



# RAMP S

# CURB

Non-Compliant Ramps



Existing Ramps



# SOUTH END



## Curb Ramps Continued

- ▶ 944 existing curb ramps
- ▶ 243 locations where curb ramps are missing
- ▶ 1,187 total locations
- ▶ 802 significantly non-compliant
- ▶ 346 Minor non-compliant

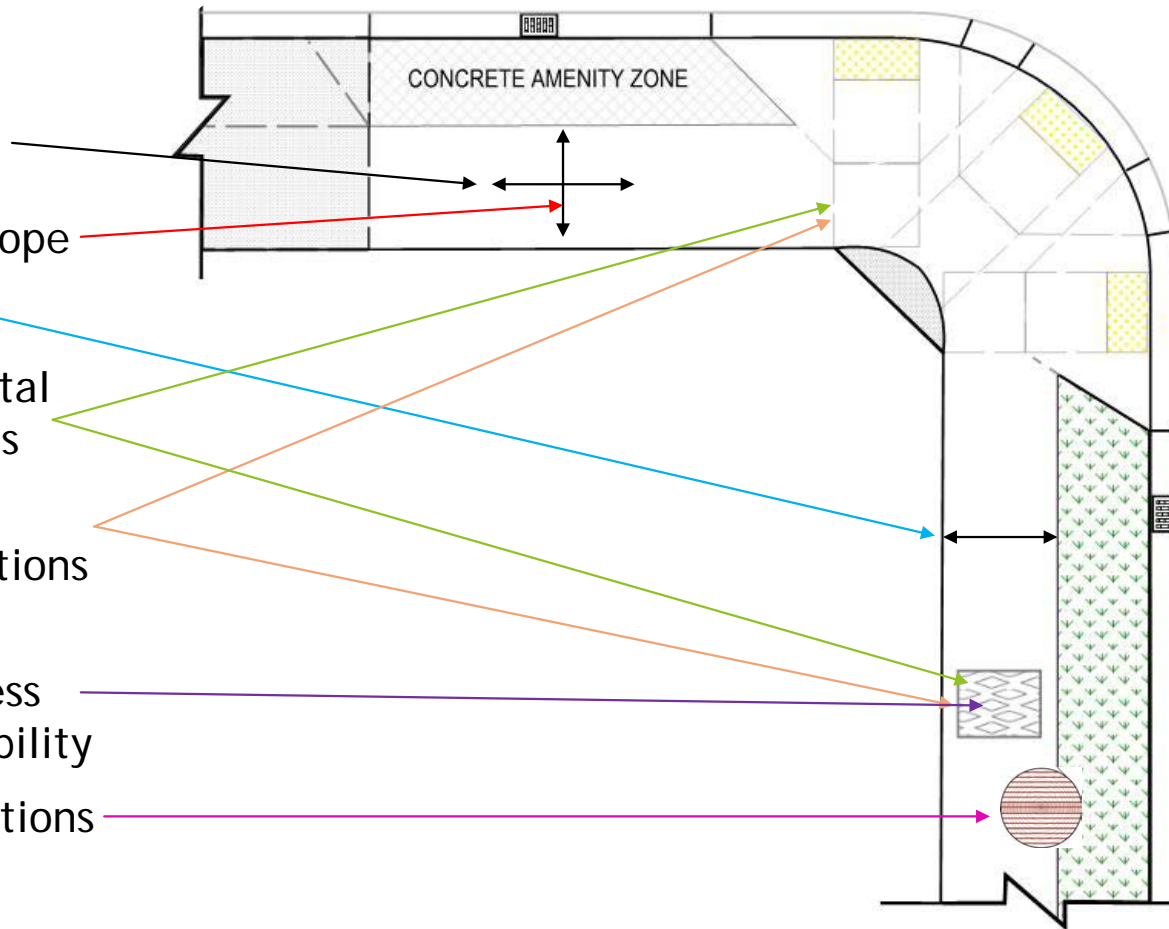
**97% non-compliance**



# INVENTORY OF FACILITIES

- Sidewalks

- Running slope
- Cross Slope
- Width
- Horizontal openings
- Vertical obstructions
- Surface roughness and stability
- Obstructions

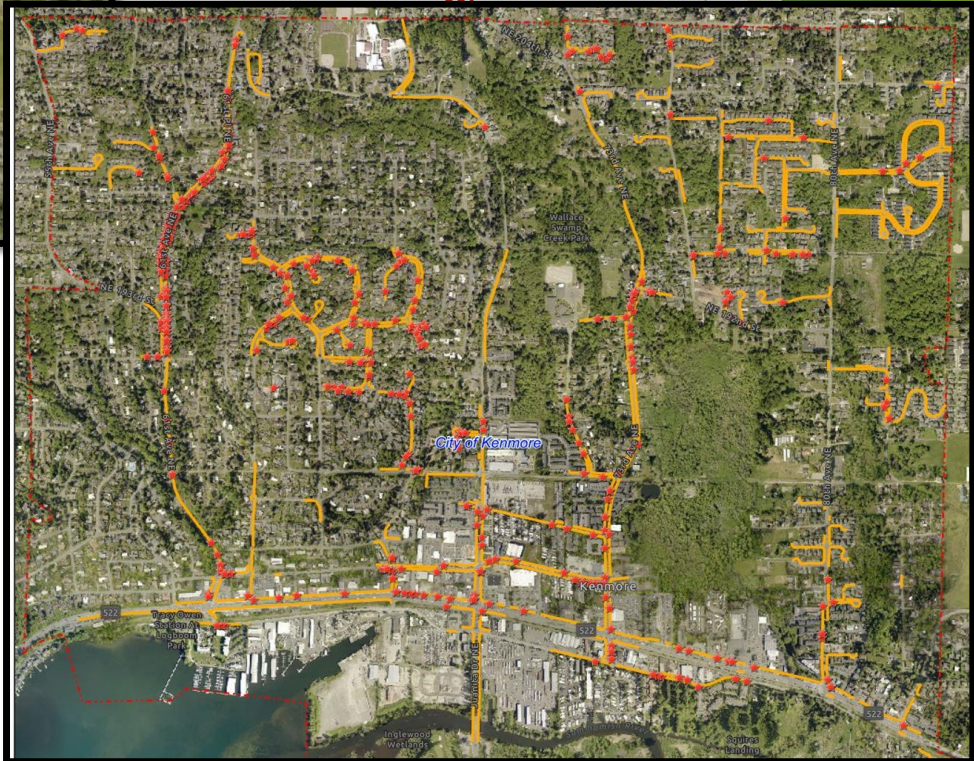


7 Parameters to Measure



# SIDEWALKS

Non-Compliant Walkways



Existing Pedestrian Walkways



# NORTHEND



S  
O  
U  
T  
H  
E  
N  
D



Existing Pedestrian Walkways



Non-Compliant Walkways

S  
I  
D  
E  
W  
A  
L  
K  
S

## Sidewalks Continued

- ▶ 45 miles of sidewalk
- ▶ 16.8 mile-segments compliant
- ▶ .05 mile-segments significantly non-compliant
- ▶ 28.15 mile-segments minor non-compliant

**60% non-compliance**

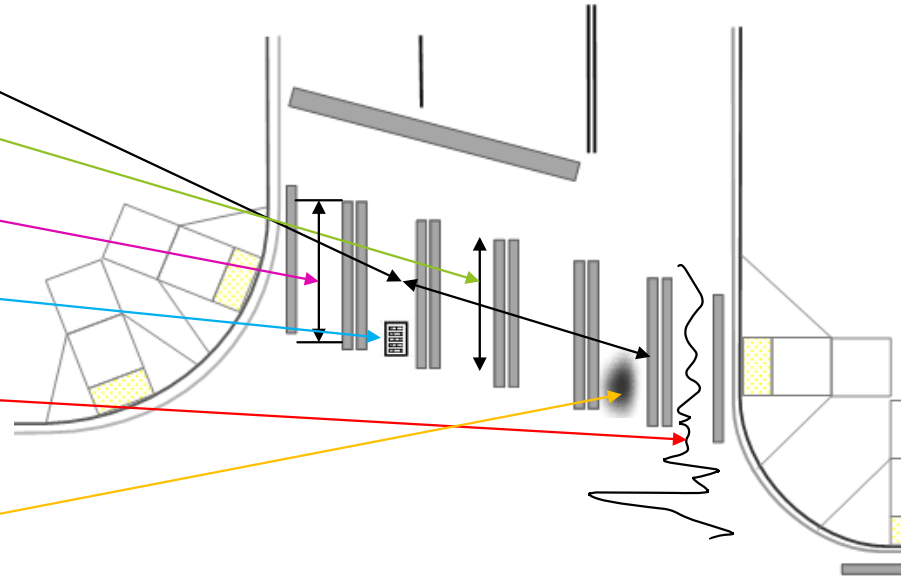




# INVENTORY OF FACILITIES

- Crosswalks

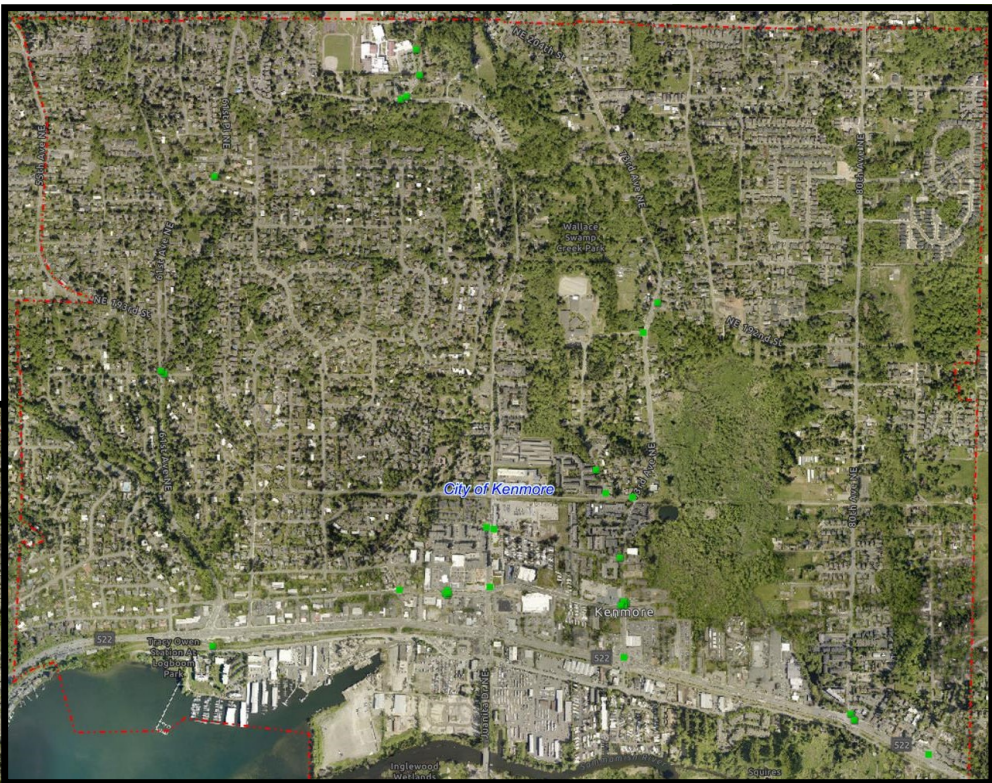
- Running slope
- Cross Slope
- Width
- Horizontal openings
- Vertical obstructions
- Surface roughness and stability



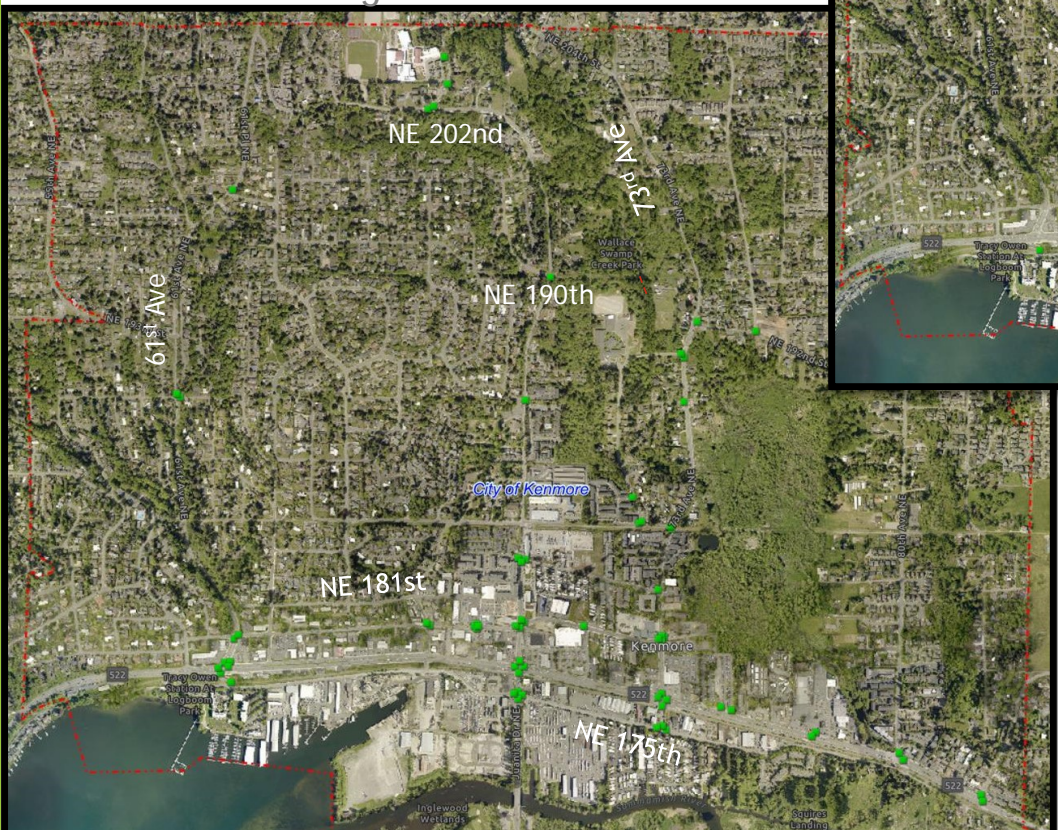
6 Parameters to Measure

# C R O S S W A L K S

Non-Compliant Crosswalks



Existing Crosswalks



# N O R T H E N D







# Crosswalks Continued

- ▶ 120 Marked crosswalks
- ▶ 57 non-compliant



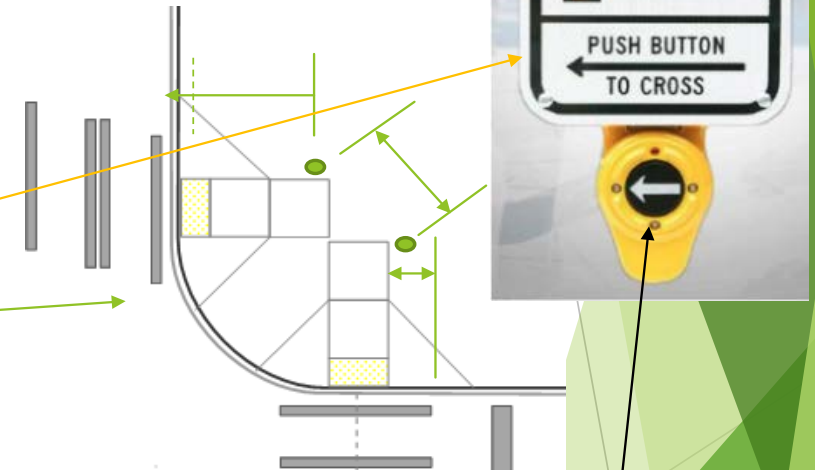
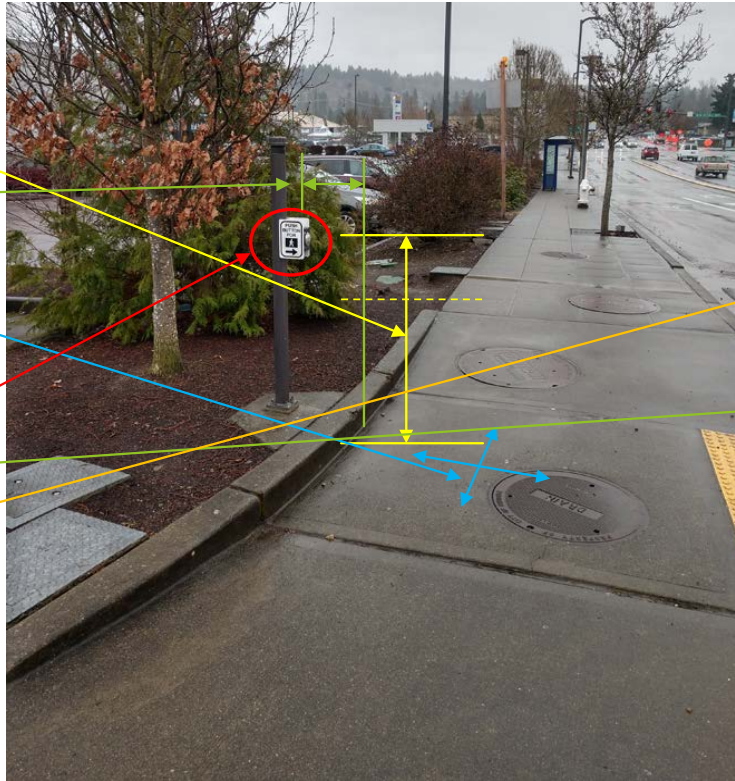
**48% non-compliance**

# INVENTORY OF FACILITIES

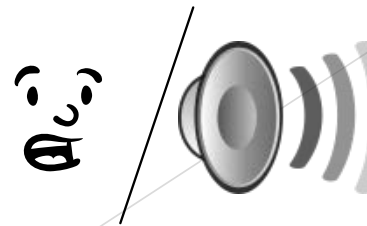
- Pedestrian Push Buttons

- Height
- Reach
- Turning Space
- Orientation
- Location
- Type

15 Parameters to Measure



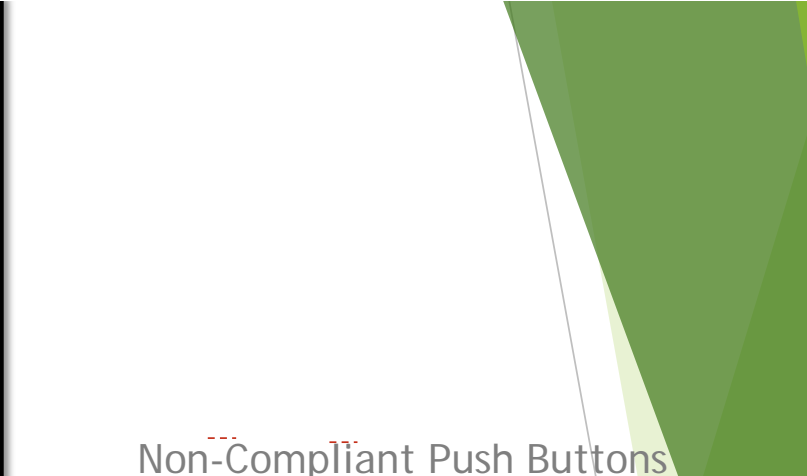
Tactile button



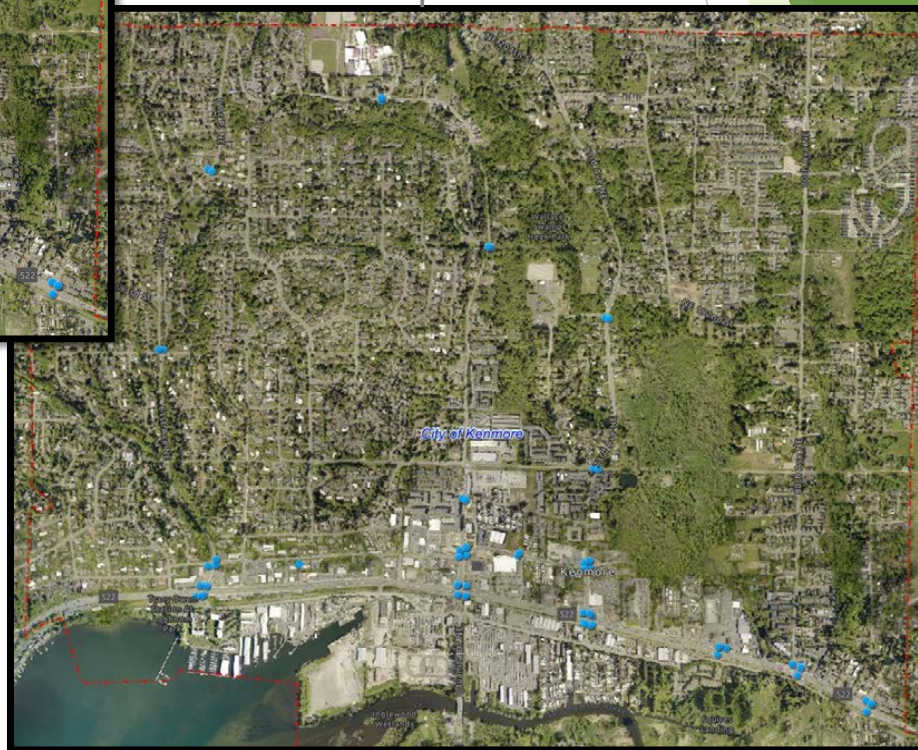
Locator Tone  
Wait  
Walk



N  
O  
R  
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H  
E  
N  
D



## Existing Push Buttons





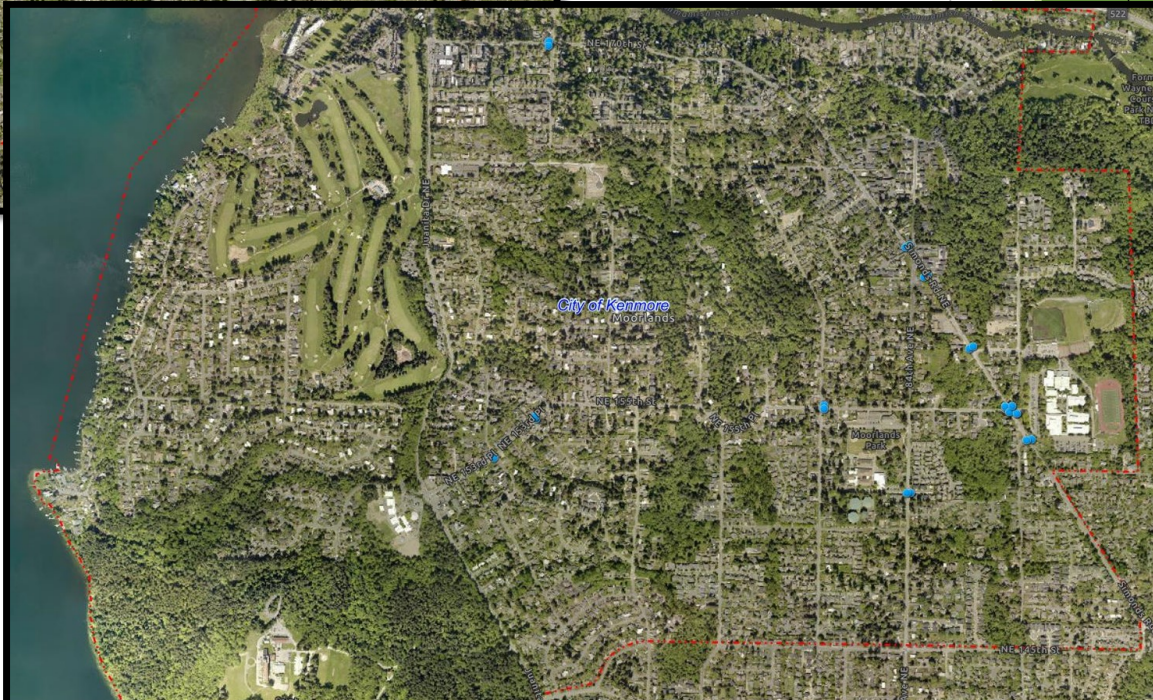
# BUTTONS

## PUSH

Non-Compliant Pushbuttons



Existing Pushbuttons



# SOUTH

## Push Buttons Continued

- ▶ 129 push buttons
- ▶ 6 push buttons compliant
- ▶ 33 currently being upgraded

70% non-compliance

Non-compliant



Compliant

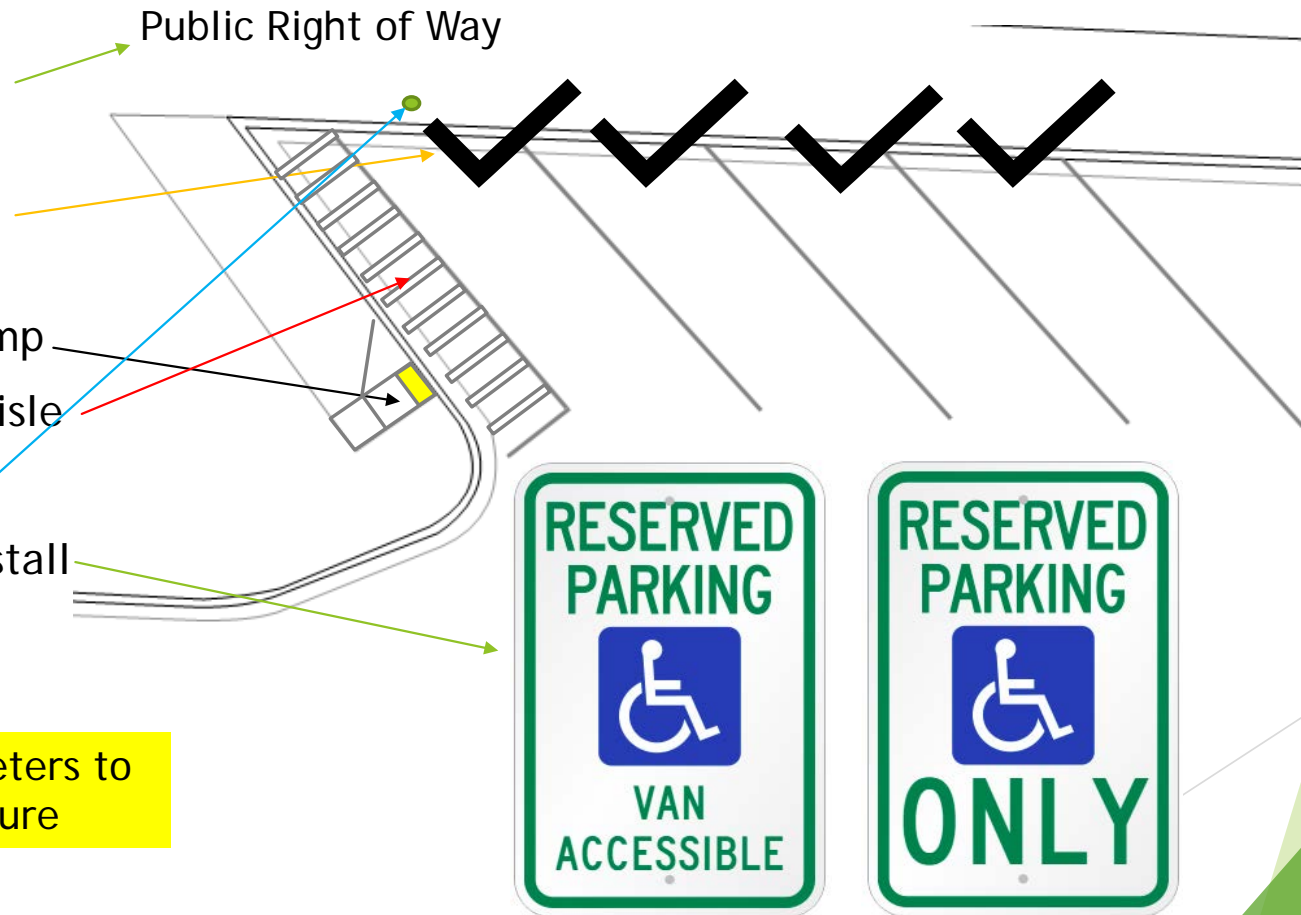




# INVENTORY OF FACILITIES

- Parking

- Location
- No. of Marked Stalls
- Curb Ramp
- Access Aisle
- Signage
- Type of stall



6 Parameters to Measure

# PARKING



# NORTH END



# PARKING



# SOUTH THE END



## Parking Continued

- ▶ 7 “blocks” of parking
- ▶ 6 non-compliant
- ▶ 1 compliant

NE 181<sup>st</sup> St  
Non-compliant



**86% non-compliance**



80<sup>th</sup> Ave NE  
Non-compliant

NE 153<sup>rd</sup> PI  
(Compliant)



# PUBLIC OUTREACH

- Spring/Summer 2021
  - City Webpage
  - E-news
  - Virtual open house with mapping tool
  - Creation of ADA survey
  - Outreach to blind community
  - Public Notice postings - Library, Senior Center, all signalized intersections
- February 2022
  - E-news
  - Quarterly newsletter
  - City website
- April 2022
  - All-city mailer
  - 30-day public comment period

# PUBLIC OUTREACH CONT'

- Survey
  - Disability or not/support a person with disability
  - Type of accessibility barrier experienced
  - How they travel in the city
  - Where facilities should be prioritized
- 128 responses received
  - Prioritize:
    - Neighborhoods
    - Transit facilities
    - Retail services



# PRIORITIZATION

- Physical parameters
  - Accessibility Index Score (AIS) - Max score: 30 pts
- Location
  - Location Index Score (LIS) - Max score: 45 pts
- Combined Score: AIS+LIS
  - Very high - Significant barriers in high demand areas
  - High
  - Medium
  - Low - Minor barriers in low demand areas

# PRIORITIZATION CRITERIA

## Physical Parameters

- Curb Ramps (30 pts max)
  - Compliant (0 pts)
    - No issues
  - Minor non-compliant (1-15 pts)
    - No more than 3-4 issues
  - Major non-compliant (16-30 pts)
    - More than 4 issues typically

# PRIORITIZATION CRITERIA

## Physical Parameters

- Sidewalks (30 pts max)
  - Compliant (0 pts)
    - No issues
  - Minor non-compliant (1-15 pts)
    - Small deviation/<2 large deviation issues - physical parameters
    - or
    - Obstacles
  - Major non-compliant (16-30 pts)
    - All physical parameters - large deviation issues
    - or
    - Combination of physical parameters and obstacles

# PRIORITIZATION CRITERIA

## Physical Parameters

- Push Buttons (30 pts max)
  - Compliant (0 pts)
    - No issues
  - Minor non-compliant (1-15 pts)
    - 7 or less issues
  - Major non-compliant (16-30 pts)
    - More than 7 issues



# PRIORITIZATION CRITERIA

## Physical Parameters

- Crosswalks (30 pts max)
  - Compliant (0 pts)
    - Not issues
  - Minor non-compliant (0-16 pts)
    - 2 or fewer issues
  - Major non-compliant (17-30 pts)
    - 3 or more issues

# PRIORITIZATION CRITERIA

## Location

- Location (45 pts max)
  - Neighborhoods
  - Transit
  - Retail services
  - Schools
  - Parks
  - Traffic signal
  - Public buildings

$\frac{1}{8}$  -  $\frac{1}{4}$  Mile

# MAXIMUM EXTENT FEASIBLE

- Allows for variance from ADA
- Specific criteria
  - Part of project
  - Not in public's best interest
    - Cost
    - Impact
    - Historical preservation
- Risk assessment needed

# COST ESTIMATES

- Based upon 2022 costs
- Does not take into inflation
- Total cost of program: Approx. \$21.3M



# FUNDING

- Grant opportunities
  - What qualifies: near schools, commercial areas, regional centers, safety, multi-modal, functional classification
- Legislative earmarks
- Currently \$100k per year allocated in CIP
- Assume \$100K per year from overlay projects
- Recommend funding: \$600K / year
- 35-year program



106.5 years

# NEXT STEPS

- Refine cost estimates (March)
- Refine project list (March)
- Prepare draft plan (April)
- Public outreach/Comment period (April/May)
- Council Presentation - April 2022
- Finalize Plan - April/May 2022
- ADA Transition Plan Adoption - May 2022



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

<p><b>Subject/Topic:</b> 2022 Pedestrian Facilities Plan Update</p> <p><b>Proposed Council Action/Motion:</b> No Council Action at this time. Review proposed priority projects and provide feedback.</p>	<p><b>For Council Study Session of:</b> 3/14/2022</p> <p><b>Department:</b> <u>Engineering – Public Works</u></p> <p><b>Prepared by:</b> <u>John Vicente, City Engineer</u></p> <p style="text-align: right;"><b><u>Initial &amp; Date</u></b></p> <p><b>Approved by Department Head:</b> <u>JFV 3/4/2022</u></p> <p><b>Approved by City Attorney:</b> <u>N/A</u></p> <p><b>Approved by Finance Director:</b> <u>N/A</u></p> <p><b>Approved by City Manager:</b> <u>RGK 3/8/2022</u></p> <p><b>Exhibits/Attachments:</b> A. North Kenmore Priority Projects B. South Kenmore Priority Projects C. Project List</p>
<p><u>Staff Recommendation: Confirm the pedestrian facility projects on the attached maps and the proposed ranking methodology and for staff to move forward with completing the draft of the Pedestrian Facility Plan.</u></p> <p><u>What is being asked of the City Council this evening: No formal action is being requested this evening. However, please review and provide feedback on the attached maps and project list as well as the prioritization criteria discussed below. The Council may choose to either confirm the projects and criteria this evening; or the Council may choose to request more information and/or direct staff to make changes to the methodology and/or project list.</u></p> <p><b><u>BACKGROUND:</u></b></p> <p>On November 8, 2021, staff presented Council with a draft project map (see Exhibit A and B) which identified proposed pedestrian facility projects that would be prioritized pending available funding. At that meeting, Council was presented with the methodology for selecting these locations and indicated staff would report back with additional information on the ranking, cost estimates, and prioritization methodology. At this meeting, staff also provided information on the current sidewalk program and how it was developed. Since the last update, the Tolt River trail projects were added to the plan.</p> <p>The Pedestrian Facility Plan is in alignment with the City Council’s Target Zero Resolution 14-235 which sets a goal of zero pedestrian and bicycle fatalities and serious injuries by 2025.</p> <p><b><u>PROGRAM OVERVIEW:</u></b></p> <p>With the various innovative ways to provide pedestrian access, the Sidewalk Program is being rebranded as the “Pedestrian Facilities Plan”. The Pedestrian Facilities Plan (PFP) will be one of the second highest level documents created to assist in the development of the Capital Improvement Program within the City (focusing on pedestrian facilities only). The PFP is generated from the Transportation Element of the Comprehensive Plan. Once the PFP is created, it will tell staff where to focus their attention when developing pedestrian projects for the Transportation Improvement Plan (TIP). Much like the TIP, the PFP is a high-level planning document without budget constraints. As a planning document, each project is</p>	

prioritized based upon set criteria but there is no requirement to follow the priority order if an issue arises (such as new grant funding opportunities, safety concerns, etc.). The type of facility that can provide pedestrian accessibility can range from a separated shoulder to full sidewalk, curb, and gutter. The type of improvement will vary with each location and would be reviewed when the project approaches the evaluation phase.

#### **UPDATE PROPOSAL:**

As discussed at the November 8, 2021 Council meeting, with several projects completed, an update of the Program is recommended. As part of this update, the process for developing projects has been revised. Per the 2015 Transportation Element of the Comprehensive Plan, Goal T-4 state:

T-4: “Encourage public transportation, non-motorized travel, and other transportation strategies that reduce the need for automobile travel, especially by single-occupant vehicles (sov)”

With these revised goals in mind, new projects were selected that provide connections within the City local road network to established sidewalks on arterials/collectors (See Attachment C). Initial route selection within neighborhoods put a focus upon existing sidewalk within those neighborhoods. With many arterials/collectors connecting to transit, schools, businesses, parks and other public places, these new projects on local roads will provide the local circulation identified in the Goal T-1 and T-4.

#### **PRIORITIZATION CRITERIA**

The projects will be weighted based upon pedestrian safety, continuity, proximity to schools and school walk routes, and the number of potential users and then ranked accordingly. The carryover projects and the new proposed projects were prioritized using the following proposed criteria:

**Pedestrian Safety:** This criterion addresses Policy T-4.3.1, T-4.3.2, and the City’s Target Zero resolution. Each segment is assigned a numerical score (maximum of 30 points) based on the following types thresholds that may impact safety for each project:

- Road classification (6 pts)
- Road has a truck route designation (6 pts)
- Speed limit of roadway (6 pts)
- Is there a shoulder and if so, how wide (6 pts)
- Average daily traffic of the roadway (6 pts)

**Proximity to Schools:** This criterion addresses Policy T-4.3.5. A numerical score is assigned to each segment based on both the physical distance between the segment and a Kenmore public school and if the project is on a designated walk route. Walk route maps for each school were obtained from the Northshore School District website in January of 2022 for this analysis. Segments are also scored based upon proximity to a school bus stop location. The following numerical score (maximum 20 points) is assigned to each project based upon the location of each project:

- Project is on a designated school walk route (6 points)
- Distance a sidewalk project is from a given school (12 points)
- Project is within ¼ mile of a school bus stop (2 points)

**Connecting the Community:** This criterion addresses Policy T-4.3.2 and T-4.3.5. For this criterion, numerical scores are based on the connectivity of a segment to community facilities, commercial centers, public parks, Kenmore downtown core area, transit, and other key destinations. Each project is scored (a maximum of 16 points) based on the distance each project is from the following destinations:

- Downtown (4 pts)



- Parks (4 pts)
- Public services (4 pts)
- Transit (4 pts)

**Network Continuity Links:** This criterion addresses Objective T-4.3.2. Segment scoring for this criterion is based on an assessment of the location of the segment relative to other existing or in-design sidewalk segments. The City is seeking to create a complete network of sidewalks and prioritizes segments which can help reach this goal. City staff assigned scoring (a maximum of 15 points) based on the following characteristics:

- Number of sidewalk network connections (6 pts)
- Length of sidewalk needed to connect (3 pts)
- Total length of continuous sidewalk, new plus existing (6 pts)

**Potential Users:** This criterion addresses the question of how many could benefit from the improvement. Segment scoring for this criterion is based on an assessment of the location of the segment relative to the current zoning adjacent to the area. The goal is to provide improvements where they could potentially serve the greatest amount of pedestrians. City staff assigned scoring (a maximum of 20 points) based on the following zones:

- Business/commercial (20 pts)
- Downtown residential/Urban corridor (16 pts)
- Public/parks (14 pts)
- R-24/manufactured housing (12 pts)
- R-18 (10 pts)
- R-12 (8 pts)
- R-6 (6 pts)
- R-4 (4 pts)
- R-1 (2 pts)

#### **PUBLIC OUTREACH**

The PFP update was presented in the City's winter newsletter and is also identified on the City's website. An all-city mailer will be sent out in April directing the public to view the draft PFP which will be posted on the City's website. Staff will also be returning to City Council in April to present the draft PFP for discussion.

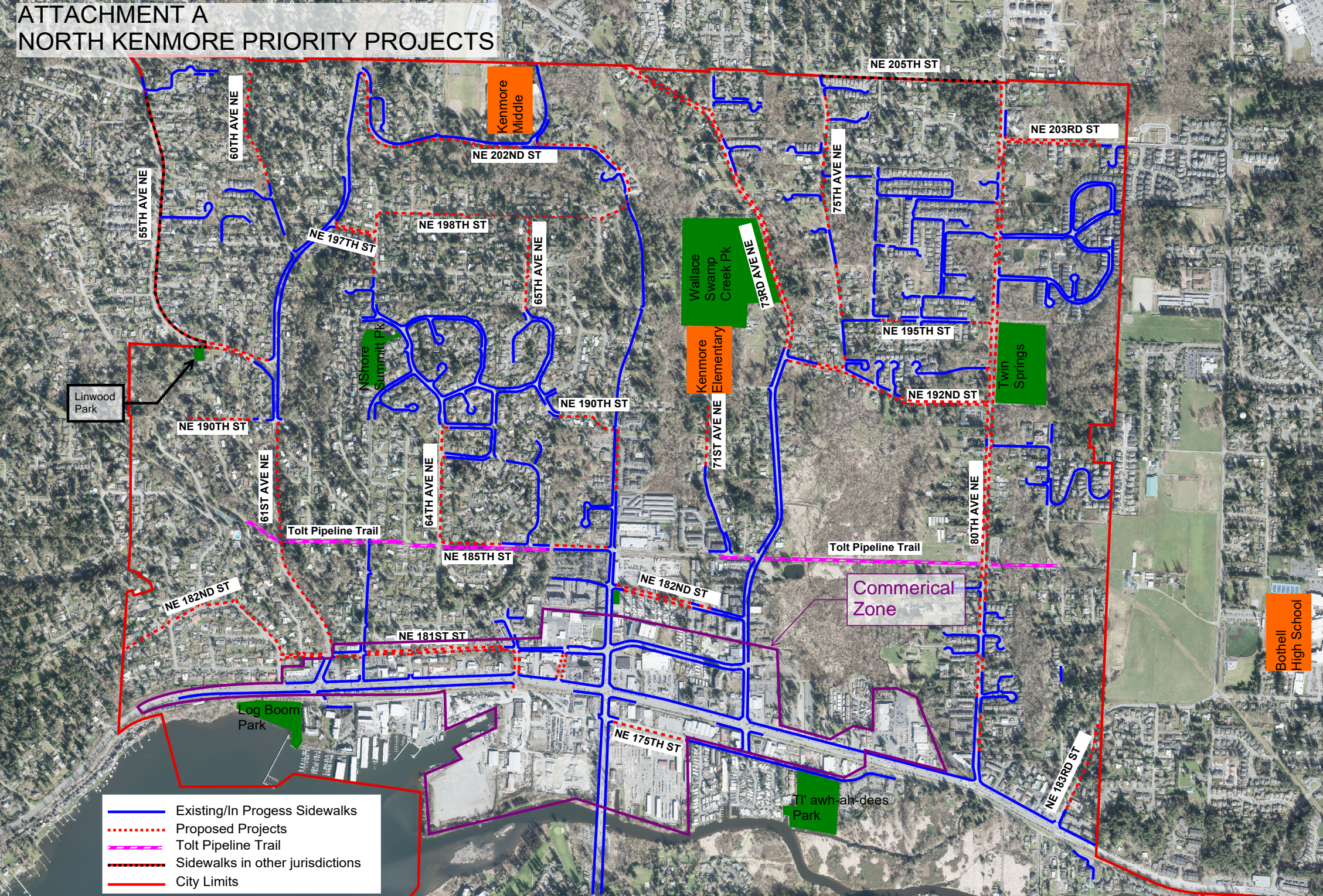
#### **FISCAL CONSIDERATION:**

The PFP will identify a list of projects and approximate cost to implement each project. There is currently no funding established in the Capital Improvement Program to implement the projects listed in the PFP. The current funding strategy is to seek out grant opportunities for projects that would qualify.

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

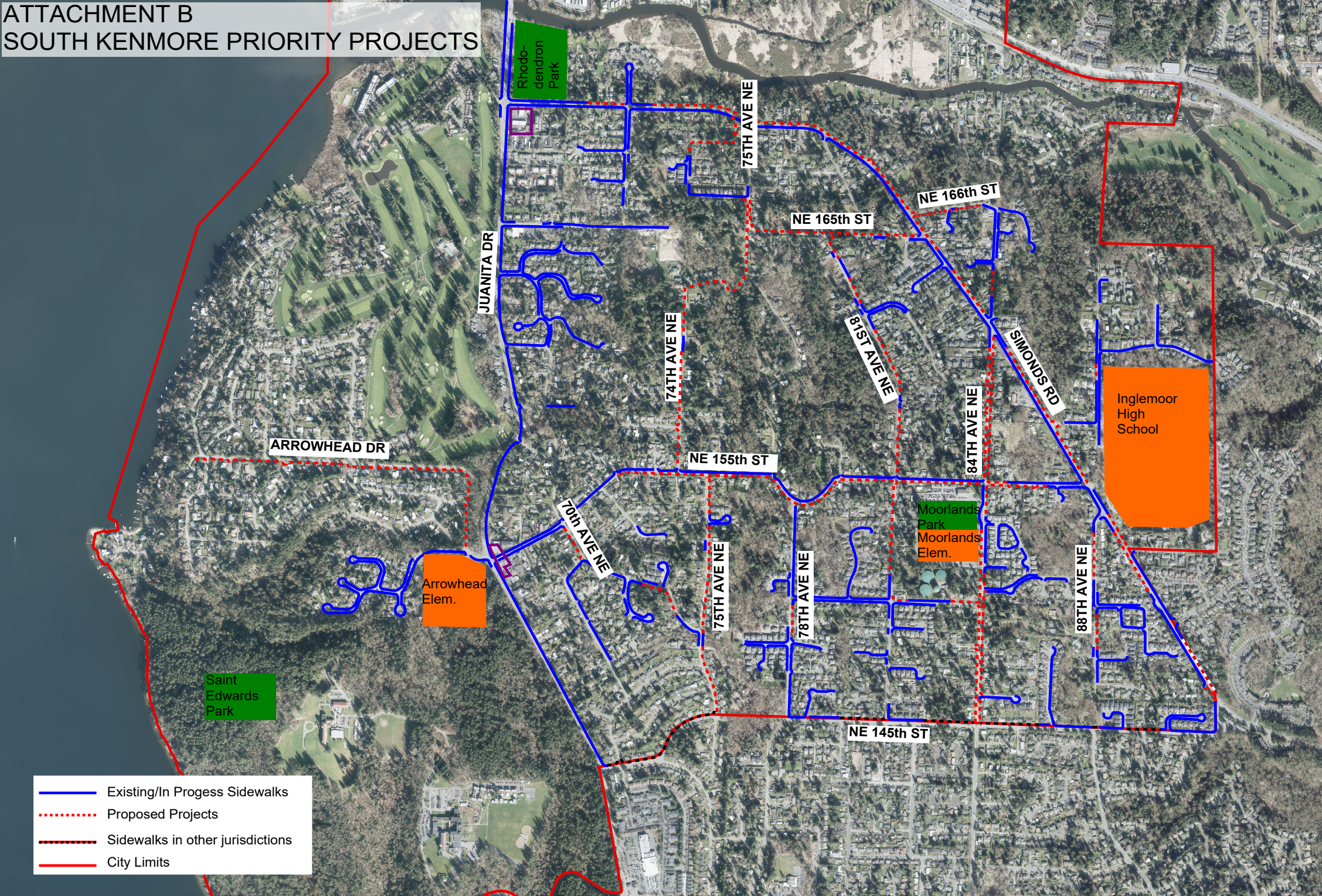
Goal #6: Focus on and emphasize multimodal transportation in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.







ATTACHMENT B  
SOUTH KENMORE PRIORITY PROJECTS





Attachment C - Project List

Project Location	From...	To...	Length
Simonds Rd (South Side)	NE 152nd St	NE 151st St	780'
Simonds Rd (North Side)	88th Ave NE	NE 152nd St	400'
Simonds Rd (North Side)	NE 157th St	NE 155th St	670'
Simonds Rd (North Side)	84th Ave NE	NE 157th St	1070'
Simonds Rd (North Side)	NE 163rd Pl	84th Ave NE	690'
Simonds Rd (North Side)	NE 166th St	NE 166th St	420'
Simonds Rd (North Side)	NE 166th St	NE 169th St	400'
NE 205th St (South Side)	75th Ave NE	76th Ave NE	630'
NE 205th St (South Side)	76th Ave NE	80th Ave NE	1280'
NE 203rd St (South Side)	83rd Pl NE	80th Ave	1010'
NE 203rd St (North Side)	83rd Pl NE	80th Ave	980'
NE 202nd St (South Side)	61st Pl NE	66th Ave NE	2260'
NE 202nd St (North Side)	68th Ave NE	66th Ave NE	1230'
NE 198th St (South side)	62nd Ave NE	64th Ave NE	910'
NE 198th St (South side)	64th Ave NE	65th Ave NE	640'
NE 198th St (South side)	65th Ave NE	66th Pl NE	750'
NE 198th St (South side)	66th Pl NE	68th Ave NE	400'
NE 197th St (South)	61st Pl NE	62nd Ave NE	440'
NE 197th St (North)	61st Pl NE	62nd Ave NE	430'
NE 195th St (South)	76th Ct NE	77th Pl NE	210'
NE 195th St (South)	79th Ct NE	80th Ave	220'
NE 193rd St (South Side)	55th Ave NE	61st Ave NE	560'
NE 193rd St (North Side)	55th Ave NE	61st Ave NE	620'
NE 192nd St (South side)	73rd Ave	80th Ave	2240'
NE 192nd St (North Side)	73rd Ave	75th Ave	220'
NE 192nd St (North Side)	75th Ave	80th Ave	930'
NE 191st St (South Side)	65th Pl NE	68th Ave NE	670'
NE 190th St (north Side)	57th Ave NE	61st Ave NE	490'
NE 185th St (Trail)	73rd Ave	71st Ave NE	450'
NE 185th St (Trail)	68th Ave NE	63rd Ave NE	2170'
NE 185th St (Trail)	80th Ave NE	73rd Ave NE	2360'
NE 185th St (Trail)	82nd Ave NE	80th Ave	730'
NE 185th St (Trail)	63rd Ave NE	61st Ave NE	1000'
NE 185th St (Trail)	61st Ave NE	56th Ave NE	770'
NE 185th St (North Side)	64th Ave NE	66th Ave NE	670'
NE 185th St (North Side)	67th Ave NE	68th Ave NE	560'
NE 182nd St (South Side)	68th Ave NE	73rd Ave NE	1400'
NE 182nd St (north Side)	60th Ave NE	58th Ave NE	340'
NE 182nd St (north Side)	58th Ave NE	57th Ave NE	300'
NE 182nd St (north Side)	57th Ave NE	City Limits	540'
NE 182nd St (north Side)	68th Ave NE	73rd Ave NE	1040'
NE 181st St (South Side)	63rd Ave NE	65th Ave NE	950'



Attachment C - Project List

Project Location	From...	To...	Length
NE 181st St (South Side)	62nd Ave NE	63rd Ave NE	460'
NE 181st St (South Side)	61st Ave NE	62nd Ave NE	290'
NE 181st St (South Side)	60th Ave NE	61st Ave NE	490'
NE 181st St (North Side)	64th Ave	65th Ave	500'
NE 181st St (North Side)	62nd Ave NE	64th Ave NE	870'
NE 181st St (north side)	60th Ave NE	61st Ave NE	500'
NE 175th St (South Side)	68th Ave NE	73rd Ave NE	800'
NE 170th St (North Side)	72nd Ave	NE 169th St	2700'
NE 170th St (North Side)	70th Ave	72nd Ave	1250'
NE 166th St (South)	Simonds Rd	84th Ave NE	570'
NE 165th St (South)	79th Pl NE	82nd Ln NE	170'
NE 165th St (North)	77th Ave NE	79th Pl NE	640'
NE 163rd St (West/North Side)	NE 162nd St	76th Pl NE	800'
NE 155th St (South Side)	75th Ave	78th Ave	1050'
NE 155th St (South Side)	78th Ave	79th Ave	650'
NE 155th St (South Side)	NE 153rd Pl	NE 75th Ave	930'
NE 155th St (South Side)	79th Ave NE	81st Ave NE	470'
NE 155th St (South Side)	81st Ave NE	84th Ave NE	910'
NE 155th St (South Side)	84th Ave NE	87th Pl NE	620'
NE 155th St (North Side)	84th Ave NE	86th Ave	163'
NE 153rd Pl (south side)	70th Ave NE	72nd Ave NE	480'
NE 150th St (North)	81st Ave NE	84th Ave NE	300'
NE 145th St (North)	79th Pl NE	81st Ave NE	460'
NE 145th St (North)	84th Ave NE	86th Pl NE	475'
NE 145th St (North)	82nd Ct NE	84th Ave NE	440'
NE 145th St (North)	88th Pl NE	90th Pl NE	230'
NE 145th St (North)	NE 143rd ST	75th Ave NE	820'
NE 143rd ST (North)	Juanita Dr	NE 145th ST	340'
Arrowhead Dr (West Side)	NE 154th St	NE 151st St	450'
Arrowhead Dr (South Side)	64th Ave	NE 154th St	1550'
Arrowhead Dr (South Side)	61st Ave NE	63rd Ave NE	770'
Arrowhead Dr (South Side)	63rd Ave NE	64th Ave NE	660'
88th Ave NE (West)	NE 150th St	NE 148th Pl	345'
88th Ave NE (West Side)	NE 159th Ct	NE 160th Pl	180'
88th Ave NE (West side)	NE 152nd St	Simonds Rd	650'
84th Ave NE (West Side)	NE 151st St	NE 150th St	380'
84th Ave NE (West Side)	Simonds Rd	NE 159th St	390'
84th Ave NE (West Side)	NE 159th St	NE 158th St	280'
84th Ave NE (West Side)	NE 158th St	NE 156th St	260'
84th Ave NE (West Side)	NE 156th St	NE 155th St	465'
84th Ave NE (West Side)	NE 150th St	NE 148th Pl	450'
84th Ave NE (West Side)	NE 148th Pl	NE 147th Pl	205'

Attachment C - Project List

Project Location	From...	To...	Length
84th Ave NE (West Side)	NE 147th Pl	NE 147th St	130'
84th Ave NE (West Side)	NE 147th St	NE 146th St	170'
84th Ave NE (West Side)	NE 153rd St	NE 151st St	370'
84th Ave NE (West Side)	NE 146th St	NE 145th St	320'
84th Ave NE (East Side)	NE 155th St	Simonds Rd	1500'
84th Ave NE (East Side)	NE 151st Pl	NE 150th Pl	155'
84th Ave NE (East Side)	NE 150th Pl	NE 150th St	145'
84th Ave NE (East Side)	NE 153rd St	NE 155th St	330'
84th Ave NE (East Side)	NE 150th St	NE 148th St	425'
84th Ave NE (East Side)	NE 148th St	NE 147th Pl	165'
84th Ave NE (East Side)	NE 146th St	NE 145th St	300'
84th Ave NE (East Side)	NE 147th Pl	NE 146th St	300'
83rd Pl NE (East Side)	SR 522	City Limits	560'
81st Pl NE (East)	NE 165th St	NE 162nd Ct	310'
81st Pl NE (East side)	NE 158th Pl	NE 162nd Ct	630'
81st Ave NE (East)	NE 155th St	NE 150th St	1330'
81st Ave NE (East side)	NE 155th St	NE 158th Pl	840'
80th Ave NE (West Side)	NE 200th St	NE 198th St	350'
80th Ave NE (West Side)	NE 179th Ln	NE 181st St	450'
80th Ave NE (West Side)	NE 192nd St	NE 190th St	335'
80th Ave NE (West Side)	NE 198th St	NE 195th St	900'
80th Ave NE (West Side)	NE 195th St	NE 193rd Pl	390'
80th Ave NE (West Side)	NE 193rd Pl	NE 192nd St	240'
80th Ave NE (West Side)	NE 203rd St	NE 200th St	650'
80th Ave NE (West Side)	NE 184th St	NE 190th St	1460'
80th Ave NE (West Side)	NE 183rd St	NE 184th St	150'
80th Ave NE (West Side)	NE 182nd Pl	NE 183rd St	110'
80th Ave NE (East Side)	NE 196th St	NE 198th St	280'
80th Ave NE (East Side)	NE 179th Ln	NE 177th St	255'
80th Ave NE (East Side)	NE 182nd Pl	NE 179th Pl	125'
80th Ave NE (East Side)	NE 185th St	NE 183rd St	385'
80th Ave NE (East Side)	NE 190th St	NE 185th St	1330'
80th Ave NE (East Side)	NE 192nd St	NE 190th St	425'
80th Ave NE (East Side)	NE 195th St	NE 192nd St	900'
80th Ave NE (East Side)	NE 203rd St	NE 198th St	980'
80th Ave NE (East Side)	City Limits	NE 203rd St	320'
80th Ave NE (East Side)	NE 203rd St	NE 205th St	300'
78th Ave NE (East)	NE 150th St	NE 148th St	200'
76th Ave NE (West side)	76th Pl NE	NE 166th St	300'
76th Ave NE (East side)	NE 165th St	NE 166th St	330'
75th Ave NE (West Side)	NE 192nd St	NE 198th Pl	1390'
75th Ave NE (West Side)	NE 169th St	Simonds Rd	280'

Attachment C - Project List

Project Location	From...	To...	Length
75th Ave NE (East)	NE 153rd Pl	NE 155th St	300'
75th Ave NE (East)	NE 153rd Pl	NE 148th St	1120'
75th Ave NE (East Side)	NE 192nd St	NE 195th St	85'
75th Ave NE (East Side)	NE 195th St	NE 198th Pl	555'
75th Ave NE (east side)	NE 201st Pl	NE 202nd Pl	180'
75th Ave NE (East Side)	NE 198th ST	NE 201st Pl	580'
75th Ave NE (east side)	74th Pl NE	NE 145th St	720'
75th Ave (West Side)	NE 202nd Pl	NE 200th St	270'
75th Ave (West Side)	NE 202nd Pl	NE 203rd Ln	400'
75th Ave (West Side)	NE 202nd Pl	NE 205th St	250'
75th Ave (East Side)	NE 203rd St	NE 204th Pl	190'
75th Ave (East Side)	NE 202nd Pl	NE 203rd St	300'
74th Pl NE (South)	73rd Ave	75th Pl NE	485'
74th Ave NE (west side)	NE 158th St	NE 162nd St	1000'
74th Ave NE (west side)	NE 156th ST	NE 158th St	390'
74th Ave NE (west side)	NE 155th St	NE 156th St	400'
74th Ave NE (east)/NE 169th St (sc	NE 167th Ct	75th Ave NE	130'
73rd Ave NE (West Side)	City Limits	NE 192nd St	3660'
73rd Ave NE (East Side)	NE 201st Pl	NE 192nd St	1910'
73rd Ave NE (East Side)	NE 204th St	NE 201st Pl	300'
71st Ave NE (west side)	NE 188th Ct	School	630'
70th Ave NE (South)	NE 153rd St	72nd Pl NE	430'
68th Ave NE (East Side)	NE 190th St	NE 187th St	650'
67th Ave NE (West Side)	NE 181st St	SR 522	260'
67th Ave NE (East Side)	NE 181st St	SR 522	260'
65th Ave NE (West side)	NE 181st St	SR 522	200'
65th Ave NE (East Side)	NE 181st St	SR 522	128'
64th Ave NE (east side)	NE 185th St	NE 187th St	590'
64th Ave NE (east side)	NE 187th St	NE 188th St	310'
64th Ave NE (east side)	NE 188th St	NE 190th St	280'
62nd Ave NE (west side)	NE 196th St	NE 198th St	660'
60th Ave NE (West)	NE 198th St	NE 197th St	125'
60th Ave NE (West Side)	NE 200th Ct	NE 204th Pl	940'
60th Ave NE (east side)	NE 181st St	60th Ave NE	770'
55th Ave NE (East Side)	NE 193rd St	NE 195th St	890'
55th Ave NE (East Side)	NE 195th St	NE 198th Pl	690'
55th Ave NE (East Side)	NE 198th Pl	NE 204th St	1280'

# PEDESTRIAN FACILITIES PLAN

2022 UPDATE

Presented by:  
John Vicente, City Engineer  
Eugenio Sanchez, Intern





# TONIGHT'S GOAL:

- Review proposed priority project locations
- Review prioritization criteria

# BACKGROUND

- First Plan 2013 (City Sidewalk Program)
- 2013 Project List
  - 93 separate projects identified
  - 13 arterials/collectors, 1 local (excludes SR522)
  - Comp plan goal T-7 “establish a non-motorized circulation system linking key community destinations”
- 2013 Prioritization Criteria
  - Pedestrian safety
  - Connection with community facilities/commercial centers
  - Continuity (gaps/extensions)<sup>(1)</sup>
  - Connection to transit
  - Proximity to schools <sup>(1)</sup>
  - Public support
  - Arterials/collectors

(1): DOUBLE POINTS FOR THESE CRITERIA

# UPDATE PROPOSAL

- 2022 Updated Project List
  - Pedestrian Facilities Plan
  - 27 priority projects completed/to be completed, over \$34.5M\* investment
  - 2015 comp plan goal T-1 “provide a complete transportation network that serves local and regional circulation and safely accommodates all users”
  - Carrying over 2013 priority sidewalks not completed
  - Local roads added
    - Closing gaps
    - Connecting local roads with arterials
  - Sidewalks both sides of arterials/collectors (except Juanita)
  - Use of existing network

\* INCLUDES SIDEWALK PORTION OF BRIDGE PROJECT,  
DOES NOT INCLUDE SR522 INVESTMENTS

# UPDATE PROPOSAL

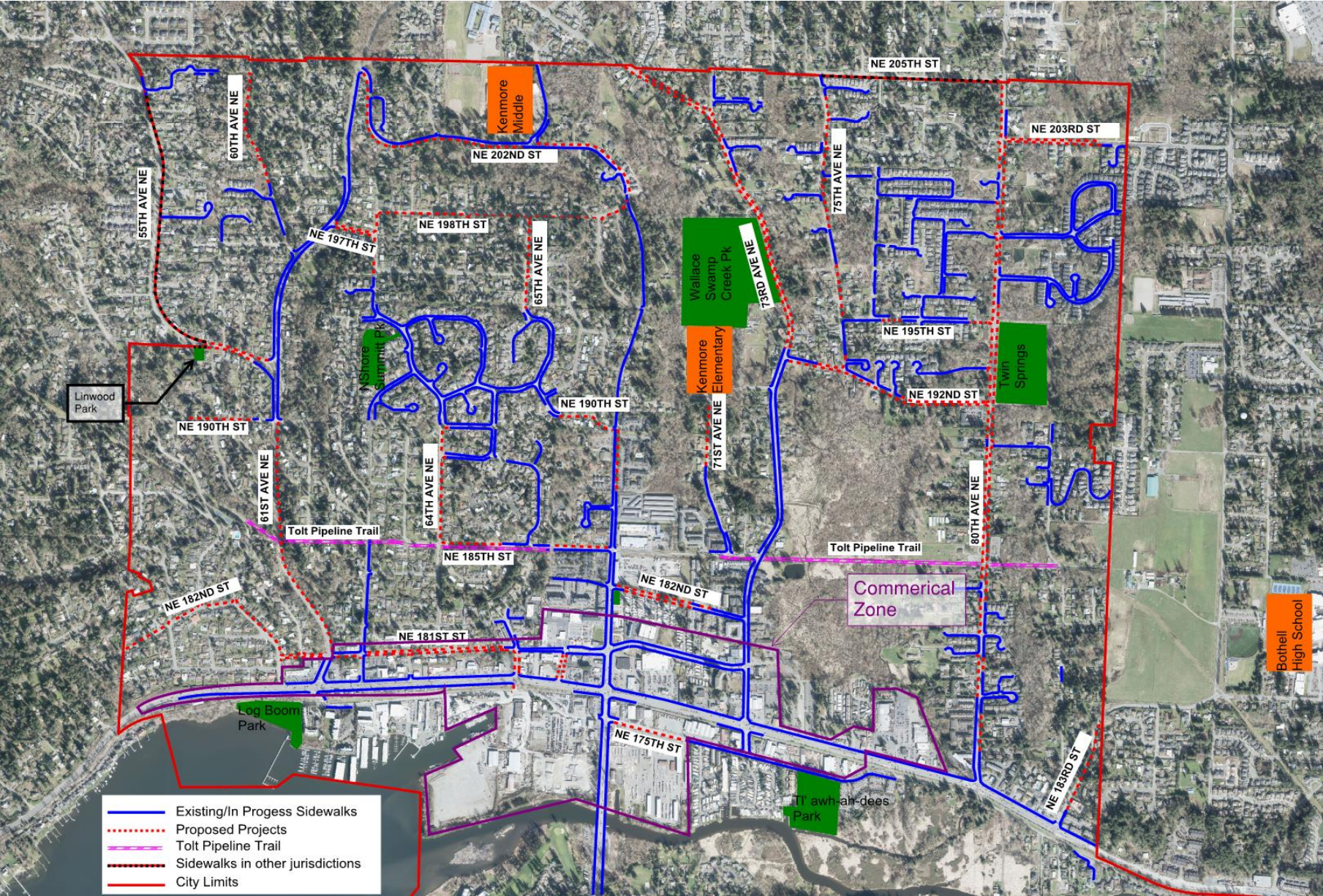
- 2022 Prioritization Criteria
  - Pedestrian safety <sup>(1)</sup>
  - Connectivity with community facilities/commercial centers
  - Continuity (fill gaps/extends sidewalks)<sup>(1)</sup>
  - Connection to transit
  - Proximity to schools <sup>(1)</sup>
  - Potential population served
- 163 Projects
  - Corner to corner
  - Sidewalk end to corner
  - Closing gaps

~~Public Support~~  
~~Arterials/Collectors~~

(1): DOUBLE POINTS FOR THESE CRITERIA



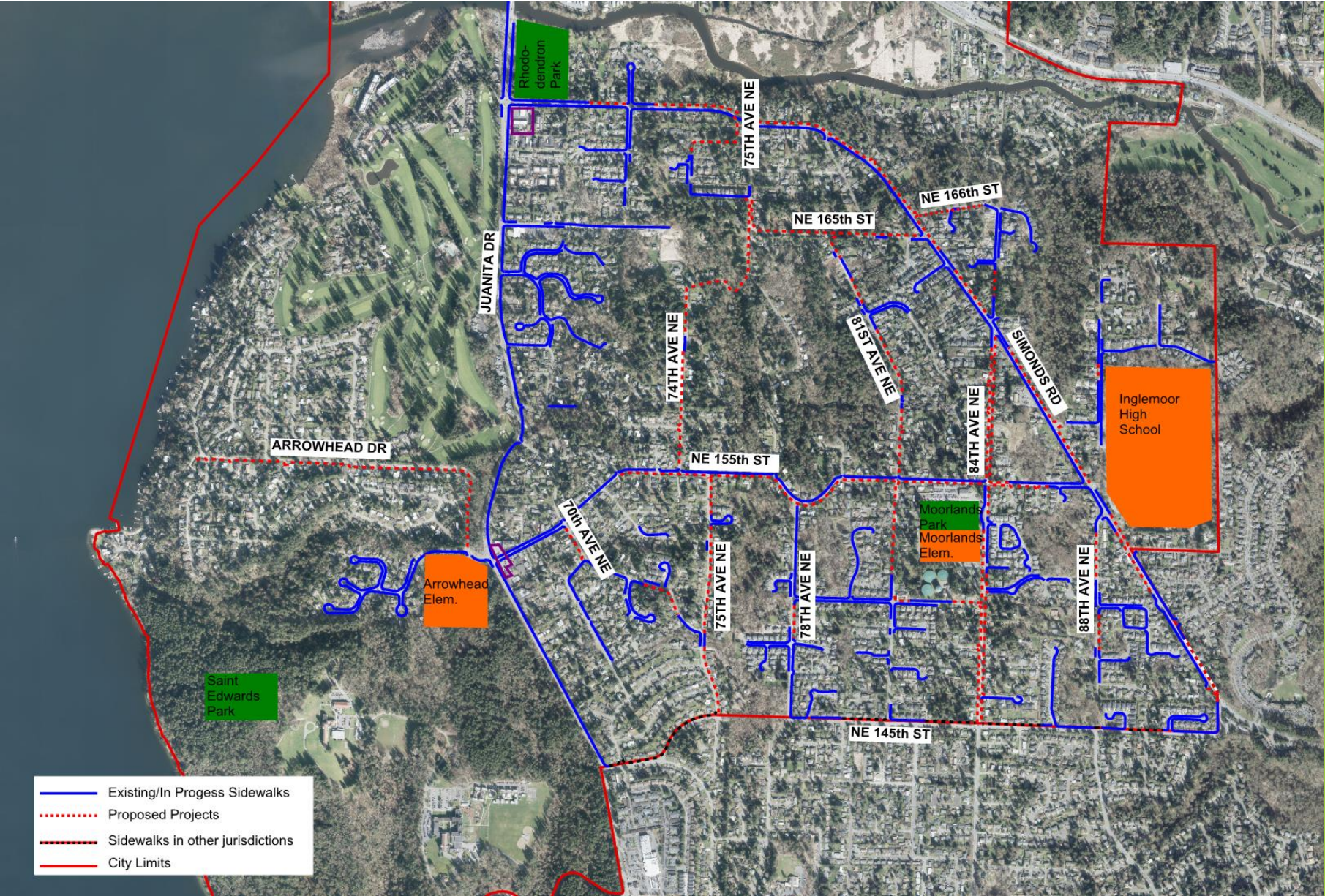
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# PRIORITIZATION CRITERIA

- Pedestrian Safety (30 pts max)
  - Road classification (6 pts)
  - Road has a truck route designation (6 pts)
  - Speed limit of roadway (6 pts)
  - Is there a shoulder and if so, how wide (6 pts)
  - Average daily traffic of the roadway (6 pts)

# PRIORITIZATION CRITERIA

- Proximity to Schools (20 pts max)
  - Project is on a designated school walk route (6 pts)
  - Distance a sidewalk project is from a given school (12 pts)
  - Project is within ¼ mile of a school bus stop (2 pts)



# PRIORITIZATION CRITERIA

- Connecting the Community (16 pts max)
  - Downtown (4 pts)
  - Parks (4 pts)
  - Public Services (4 pts)
  - Transit (4 pts)

# PRIORITIZATION CRITERIA

- Network Continuity Links (15 pts max)
  - Number of sidewalk network connections (6 pts)
  - Length of sidewalk needed to connect (3 pts)
  - Total length of new continuous Sidewalk (6 pts)

# PRIORITIZATION CRITERIA

- Potential Population Served (20 pts max)
  - Business/commercial (20 pts)
  - Downtown residential/Urban corridor (16 pts)
  - Public/parks (14 pts)
  - R-24/manufactured housing (12 pts)
  - R-18 (10 pts)
  - R-12 (8 pts)
  - R-6 (6 pts)
  - R-4 (4 pts)
  - R-1 (2 pts)

# COST ESTIMATES

- High level
- Based upon current project costs
- Projects Range: \$100K - \$6.25M
- Average project cost: Approx. \$1M
- Total cost of projects: **\$170M**

Projects Ranges: Easy, Medium, Hard

Easy: Approx. \$1,020 per linear foot

Medium: Approx. \$1,725 per linear foot

Hard: Approx. \$2,315 per linear foot

Includes: design, permitting, construction, inspection, and typical right way purchases



# FUNDING

- \$100K / year in CIP
  - Sidewalks and ADA upgrades
- Grant opportunities
  - PSRC - Arterials and collectors only
    - Regional centers and fatalities
  - TIB - Pedestrian generators (not schools)
  - Safe Routes to Schools - School connections
  - Pedestrian/Bike Program - Highly competitive/multimodal projects
  - TAP - Arterials and collectors/multimodal projects
- Legislative earmarks

- 80<sup>th</sup> Ave
- 73<sup>rd</sup> Ave
- Simonds Rd
- 55<sup>th</sup> Ave,
- NE 192<sup>nd</sup>
- 83<sup>rd</sup> PI
- 84<sup>th</sup> Ave
- NE 153<sup>rd</sup>/155<sup>th</sup>

- NE 181<sup>st</sup>
- 83<sup>rd</sup> PI

- NE 192<sup>nd</sup>
- 84<sup>th</sup> Ave
- NE 153<sup>rd</sup>/155<sup>th</sup>
- Simonds Rd
- Arrowhead Dr

- NE 192<sup>nd</sup>
- 80<sup>th</sup> Ave
- 73<sup>rd</sup> Ave
- 84<sup>th</sup> Ave

# PUBLIC OUTREACH

- February 2022
  - E-news
  - Quarterly newsletter
  - Website
- April 2022
  - All-city mailer
  - 30-day public comment period

# NEXT STEPS

- Complete cost estimates (March)
- Refine project list (March)
- Prepare draft plan (April)
- Public outreach/Comment period (April/May)
- Council Update - April 2022
- Finalize Plan - April/May 2022
- Pedestrian Facilities Plan Adoption - May 2022



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

<p><b>Subject/Topic:</b> Arterial and Collector Speed Evaluation Discussion</p> <p><b>Proposed Council Action/Motion:</b> No Action/Motion. This is a discussion on speed limit reduction recommendations for arterial and collector streets in the City of Kenmore.</p>	<p><b>For Council Meeting Agenda of:</b> 3/14/2022</p> <p><b>Department:</b> <u>Engineering – Public Works</u></p> <p><b>Prepared by:</b> <u>Tobin Bennett-Gold, Traffic Engineer</u></p> <p><b>Approved by Department Head:</b> <u>Initial &amp; Date</u> <u>JFV 2/1/2022</u></p> <p><b>Approved by City Attorney:</b> <u>N/A</u></p> <p><b>Approved by Finance Director:</b> <u>N/A</u></p> <p><b>Approved by City Manager:</b> <u>RGK 2/1/2022</u></p> <p><b>Exhibits/Attachments:</b> Attachment A: Scope of Study Map Attachment B: Current and Target Speed Limits Attachment C: Recommended Action</p>
<p><b><u>INFORMATION/BACKGROUND:</u></b></p> <p>The travel speed of vehicles on a roadway is a fundamental determinant of crash risk and crash severity for all road users, not only drivers but cyclists, pedestrians, and all people sharing the traffic environment with motorized vehicles. Reducing the speed of travel on our roadways reduces the risk of crashes, reduces the severity of crashes that do occur, and increases the comfort for alternative travel modes on our roadway network.</p> <p>Reducing the speed limit requires more than replacing speed limit signs. The speed of travel a driver chooses is based on many factors which contribute to the “speed of comfort”. Lane width, traffic volumes, straight or curvy or hilly roads, frequency of intersections, roadside signing and devices, and threat of enforcement are all factors which contribute to how fast a driver will (consciously or unconsciously) choose to travel. Although the posted speed limit does have some effect on the travel speeds on a roadway, reducing the posted speed limit in and of itself is seldom sufficient to encourage lower travel speeds, and posting a speed limit substantially lower than the speed of comfort (a speed limit that looks “unreasonably low”) can reduce the regard for speed limits in general. For this reason it is important to match the traffic environment to the speed limit. If lower speeds are desired, then the traffic environment must be changed along side the change to the posted speed limit in order to facilitate an environment where drivers choose to travel at slower speeds and speed limit signs are regarded as trusted guides indicating the appropriate speed for the traffic environment.</p> <p>Over the past year City of Kenmore traffic engineering staff has performed over one hundred speed studies and establish speed profiles of the City’s major corridors. Based on these studies the arterial and collector roads in the City of Kenmore have been classified into five groups based on speed limit recommendations:</p> <ul style="list-style-type: none"> <li>- Roads where no speed limit reduction is recommended at this time</li> <li>- Roads which are suitable for immediate reduction in speed limit based on current travel speeds</li> <li>- Roads which have ongoing projects and will be suitable for a reduction in speed limit as part of project completion</li> </ul>	



- Roads which have upcoming projects which may have sufficient effect on travel speeds for reduction of speed limit to be appropriate, but post-project data collection is recommended before speed limits are reduced
- Roads which will require identification and delivery of speed reduction countermeasures before speed limits can be reduced

Lastly, there is one bonus category: Bothell Wy / SR 522 is a state route and a request has been made to WSDOT to reduce the speed limit on Bothell Wy through Kenmore.

The intent of this discussion is to inform council on the process for identifying where speed limit reductions are appropriate, the recommended speed reduction, and identifying changes that can be made towards the goal of reducing the speed limit (and travel speeds) in areas where current travel speeds are not appropriate for lower speed limits. A request will be made at a future council meeting for council to approve an ordinance allowing for lower speed limits to be posted in areas recommended by engineering staff.

#### **FISCAL CONSIDERATION:**

Speed limit reductions for roads where travel speeds are already appropriate for lower speeds can have their speed limit reduced for only the cost of replacing speed limit signs, amounting to a cost of approximately \$1000 per mile for sign replacement. This can be performed within the existing approved operating budget.

For roads which require changes to the traffic environment before travel speeds are appropriate for speed limit reduction, project costs may range from the low thousands of dollars for minor spot improvements, to millions of dollars for extensive traffic calming and speed reduction projects. Funding sources have not been identified at this time for these projects.

The recommendation for an immediate speed limit reduction on 175<sup>th</sup> St can be covered by the existing operating budget.

The recommendation for a reduction of speed limit for Juanita Dr and 68<sup>th</sup> Av as a component of the Walkways and Waterways projects and the West Sammamish Bridge project can be covered by the existing project budgets.

Recommendations for future speed limit reductions will be based on additional data collection and the cost will be based on the projects identified as necessary for reducing travel speeds to speeds appropriate for reduced speed limits.

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

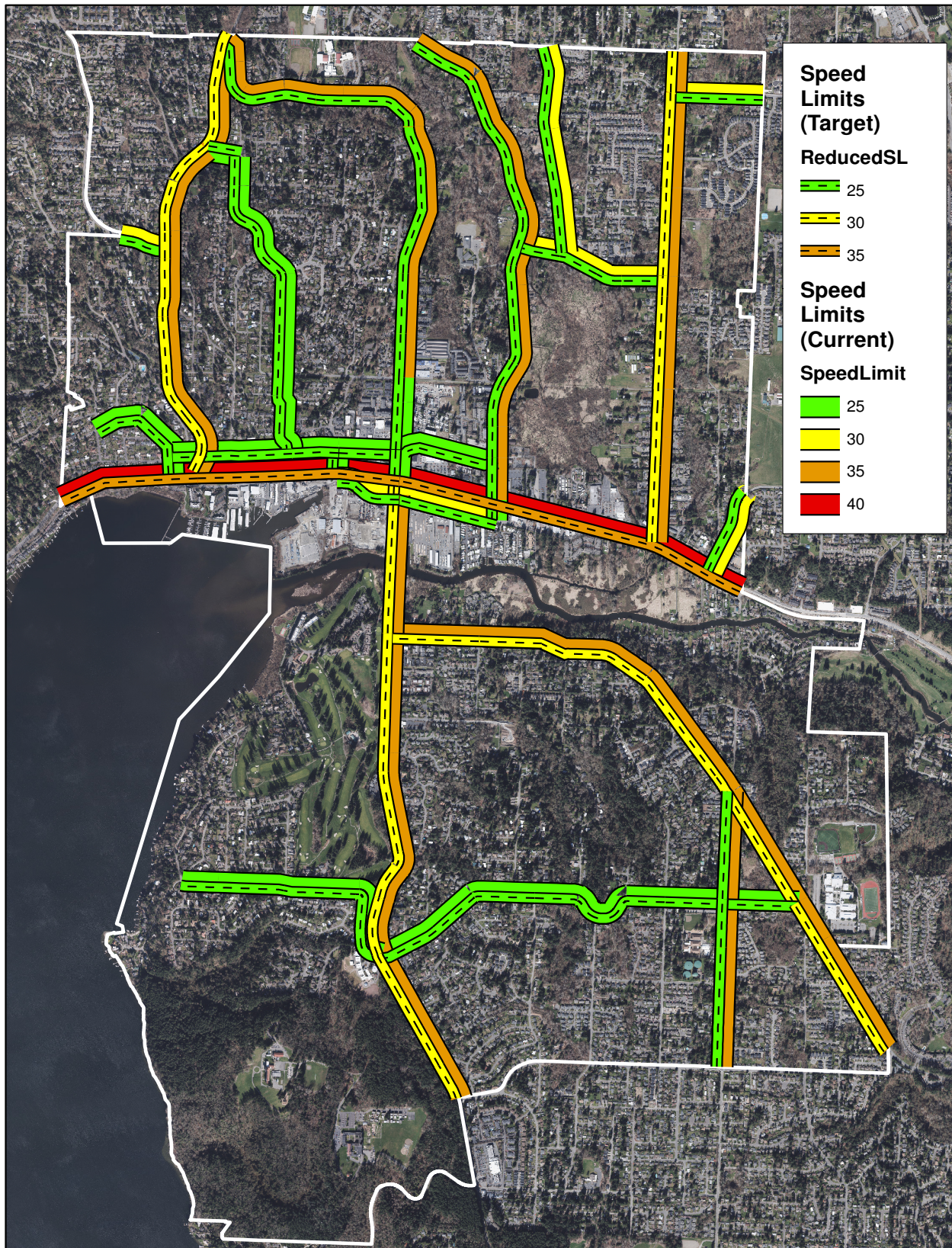
Goal #6: Focus on and emphasize multimodal transportation in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.





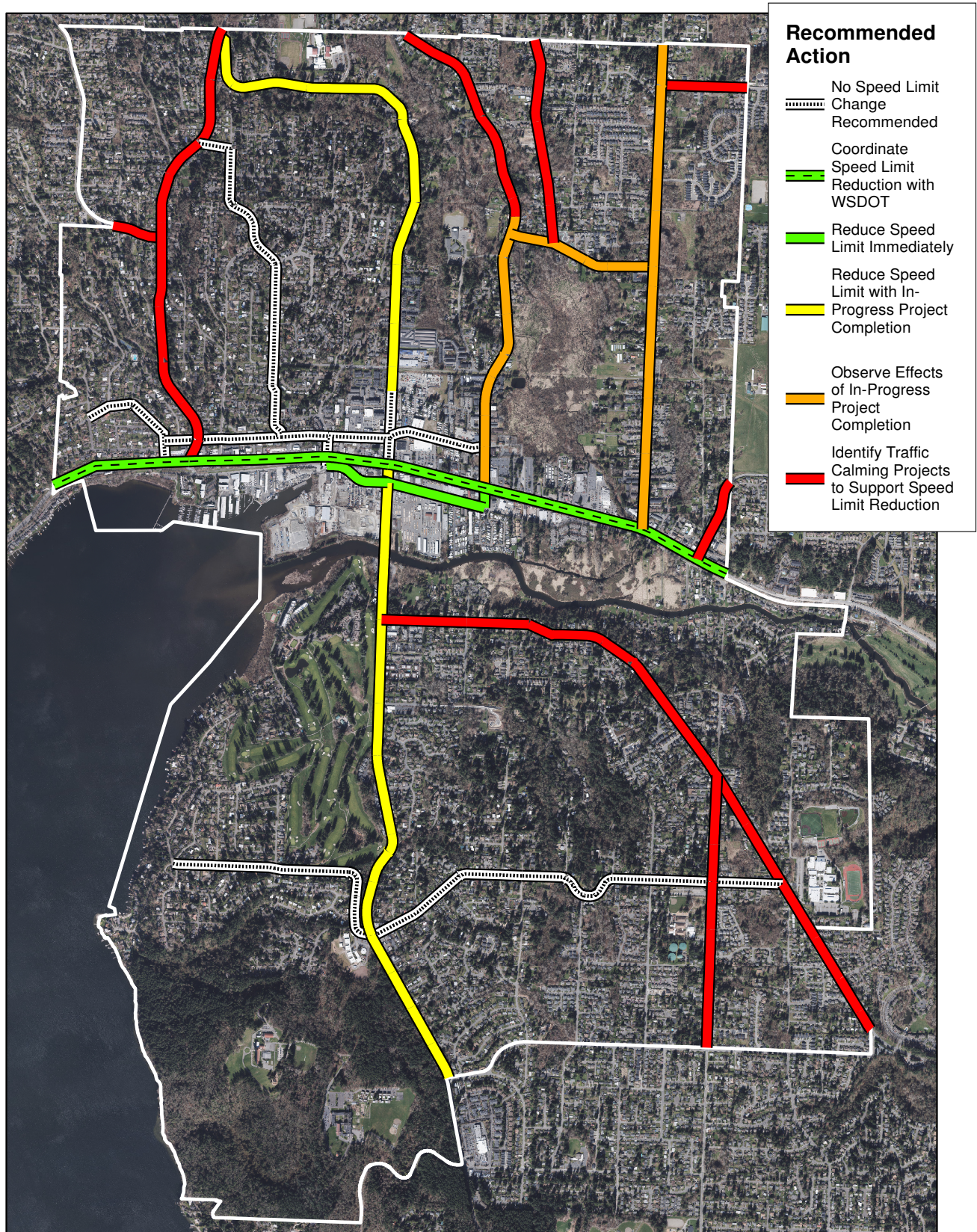


## Attachment B: Current and Target Speed Limits





## Attachment C: Recommended Action

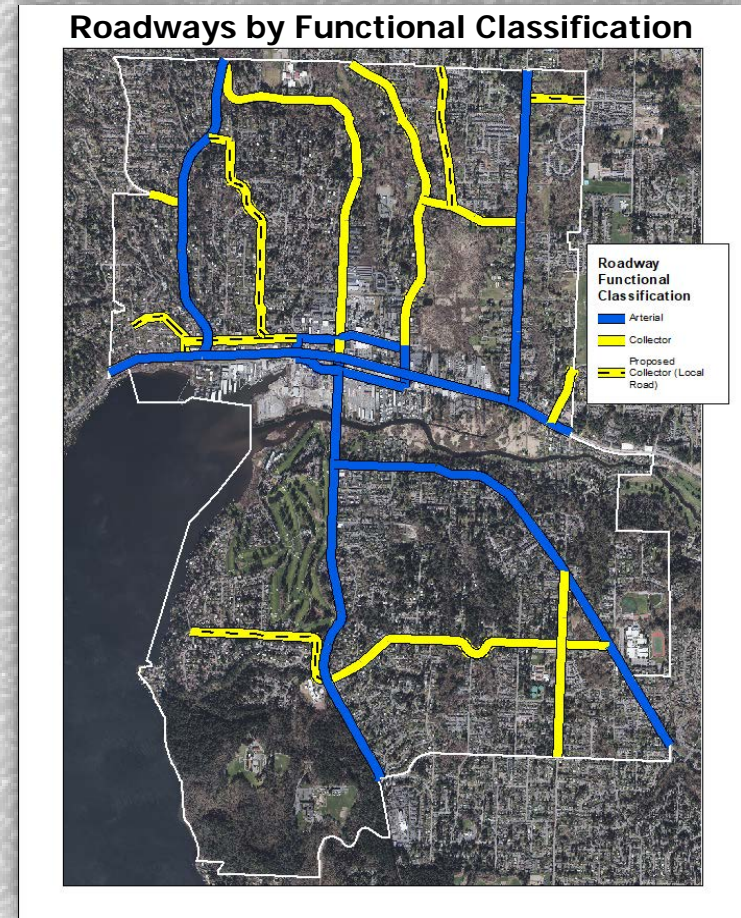




# Arterial & Collector Speed Evaluation

Tobin Bennett-Gold, PE

March 14<sup>th</sup>, 2022



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Setting Limits

Change is Hard

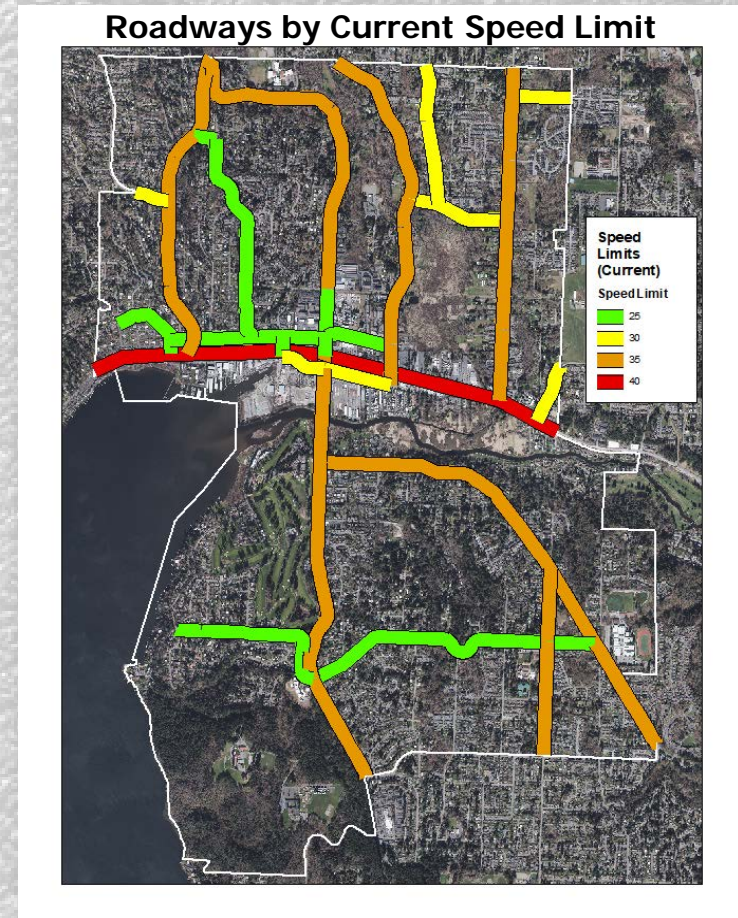
Making a Plan

# What should the speed limit be

$$\frac{\text{New Crash Rate}}{\text{Old Crash Rate}} = \frac{\text{New Average Speed}}{\text{Old Average Speed}}$$




$$\frac{\text{New Injury Crash Rate}}{\text{Old Injury Crash Rate}} = \left( \frac{\text{New Average Speed}}{\text{Old Average Speed}} \right)^2$$

$$\frac{\text{New Fatal Crash Rate}}{\text{Old Fatal Crash Rate}} = \left( \frac{\text{New Average Speed}}{\text{Old Average Speed}} \right)^4$$





# What should the speed limit be

Collector Roads		25
Arterial Roads		30
State Routes		35



# Why can't we just change the signs?

## What influences driver speed?

- Wholesome Desire to Obey the Speed Limit?
- Geometric Constraints
- Cramped Geometry or Channelization
- Mixed Travel Modes
- Traffic Volumes
- Threat of Enforcement
- Context Clues



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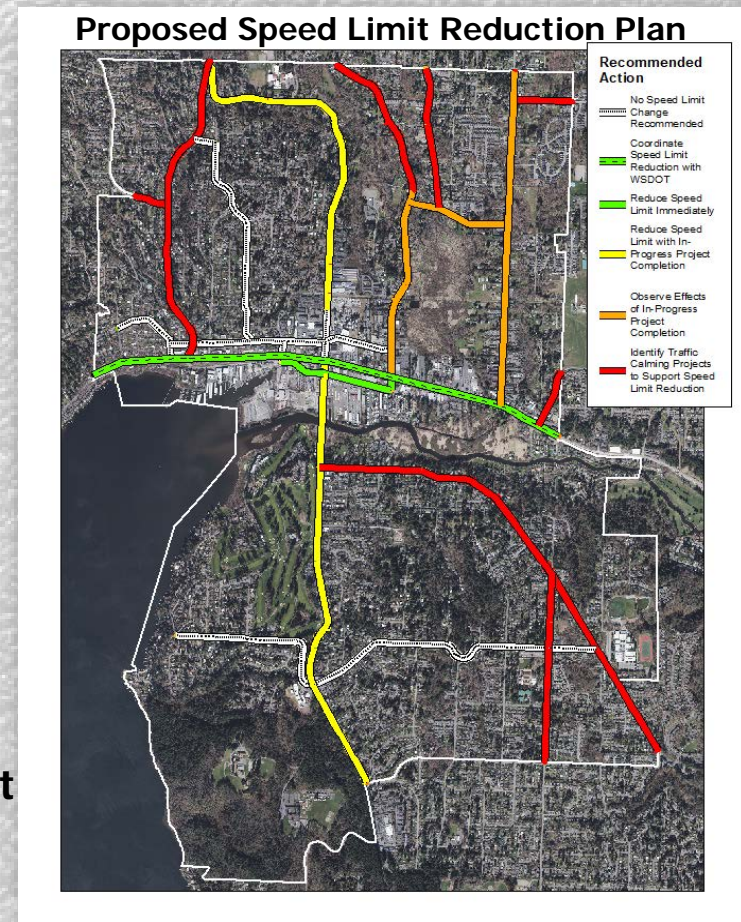
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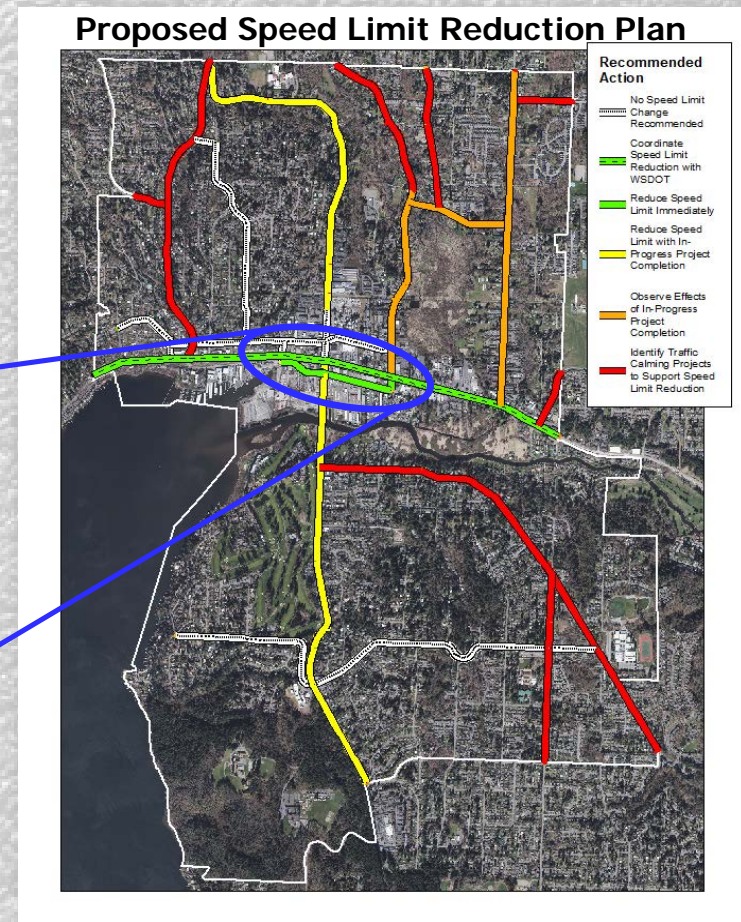
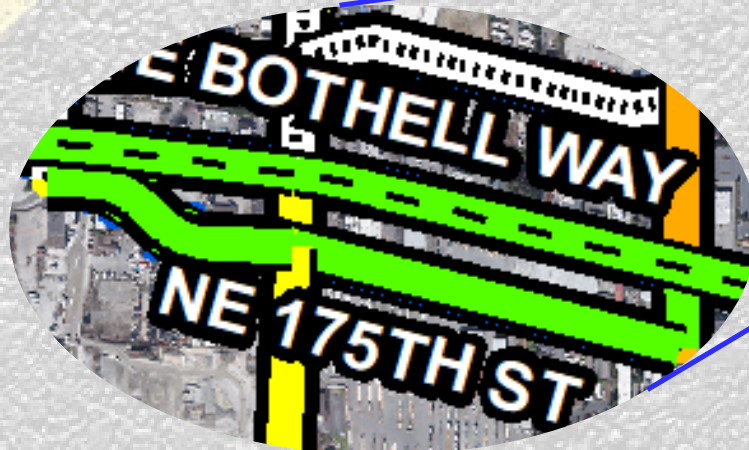
# Ok so when do we get to change the signs

## Four categories for reducing speed limits:

- Roads where we can reduce the speed limit immediately
- Roads where planned or in-progress projects are sufficient to support speed limit reduction
- Roads where planned projects may or may not be sufficient
- Roads where new projects will have to be identified and delivered before speed limits can be reduced.



# Places we can change the sign now



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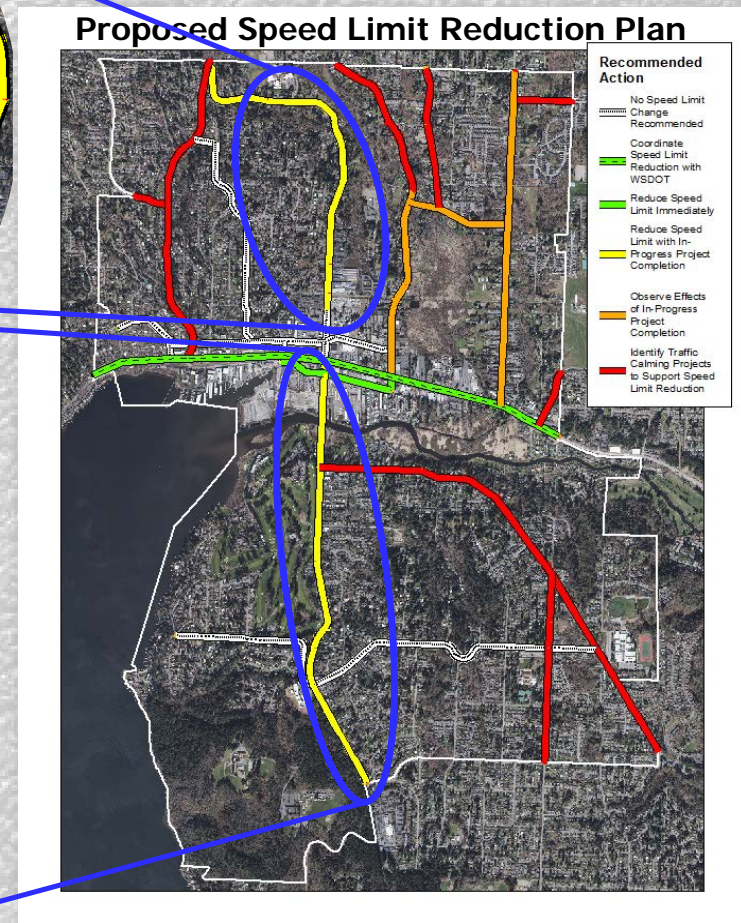
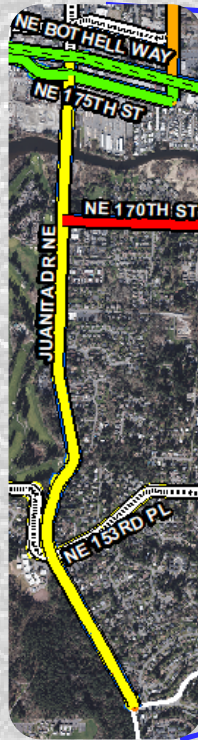
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# Places we can change the sign soon



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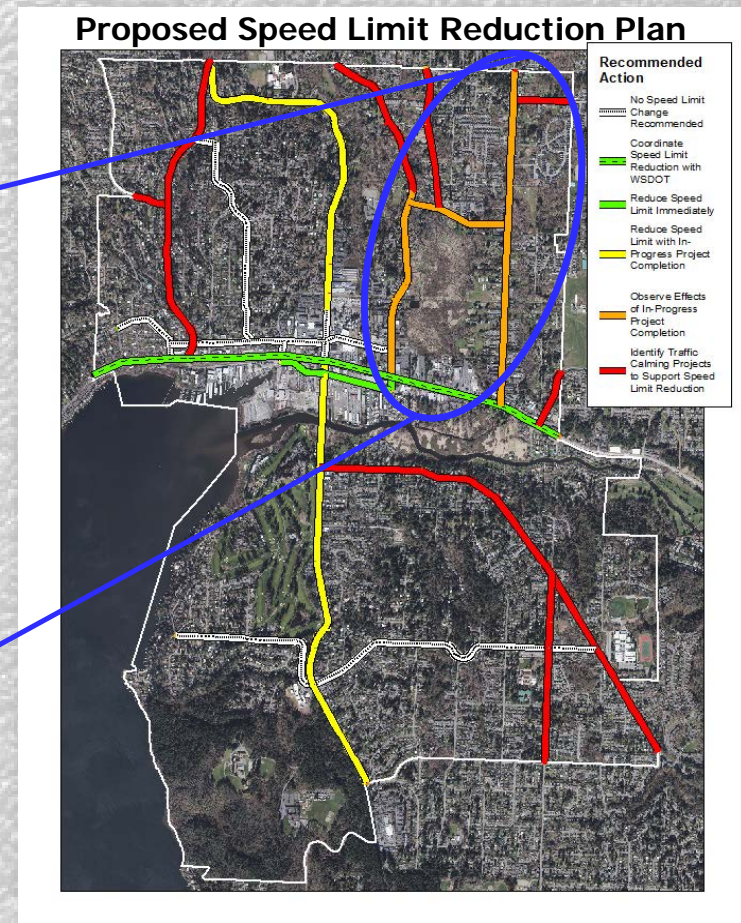
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# Places we need to wait and see



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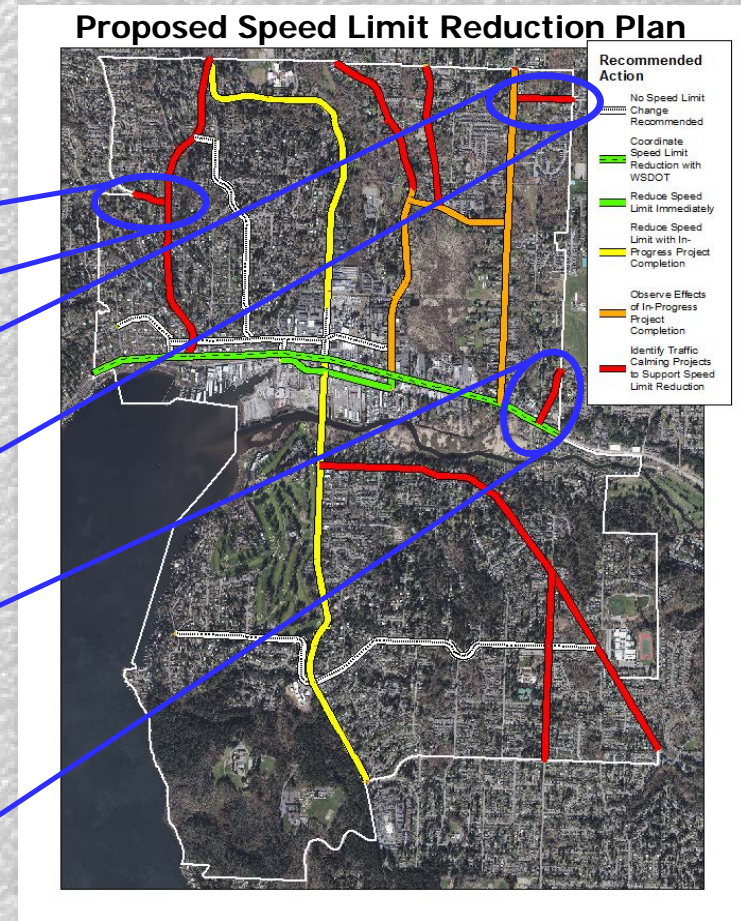
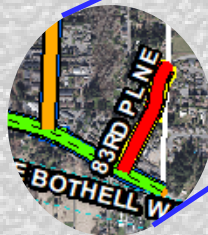
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# Places we need to do some work



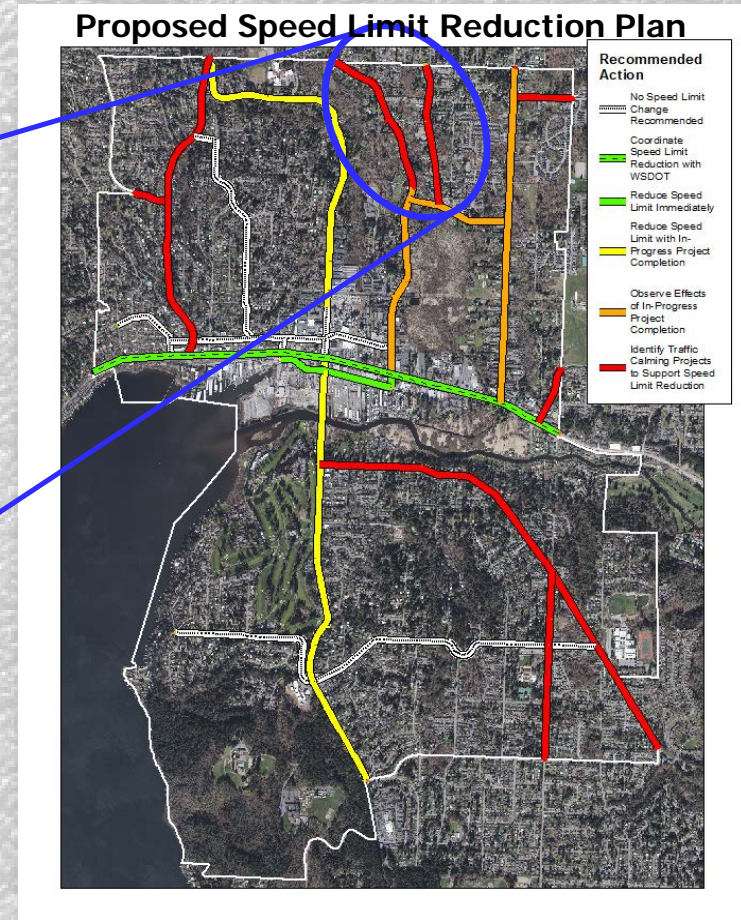
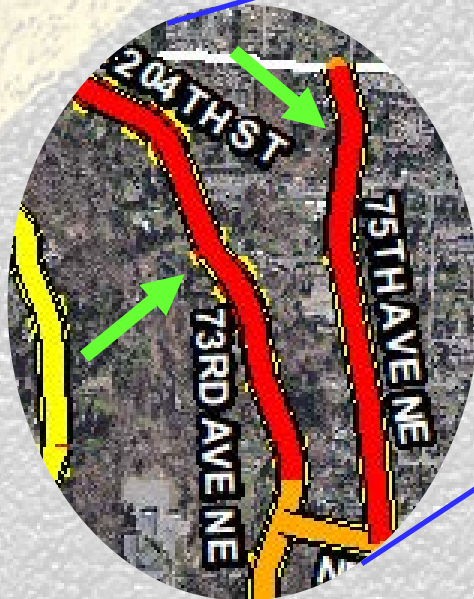
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# Places we need to do some work



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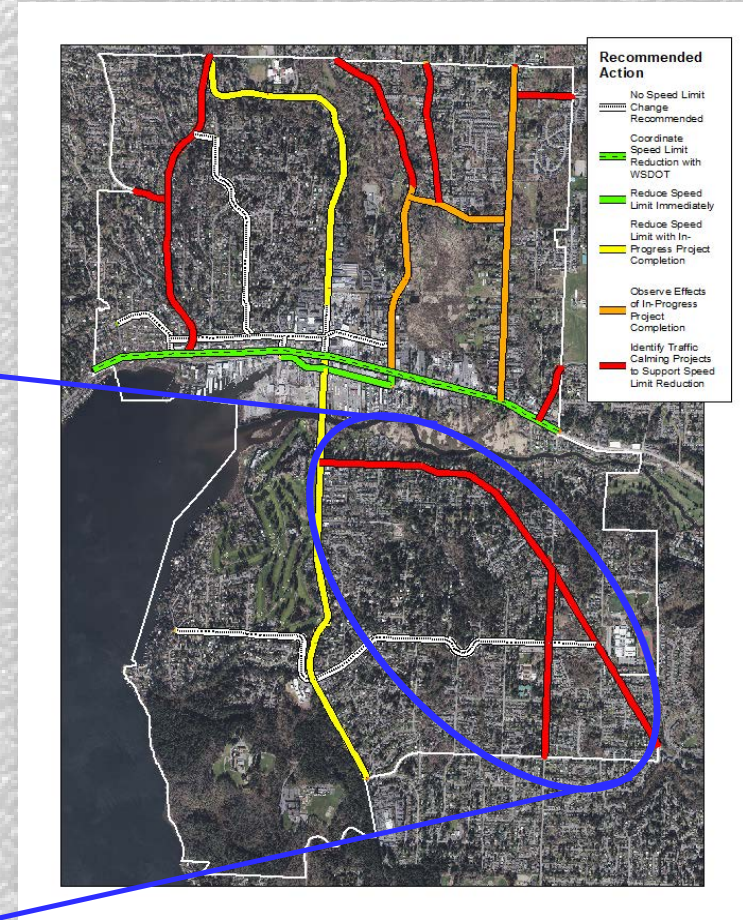
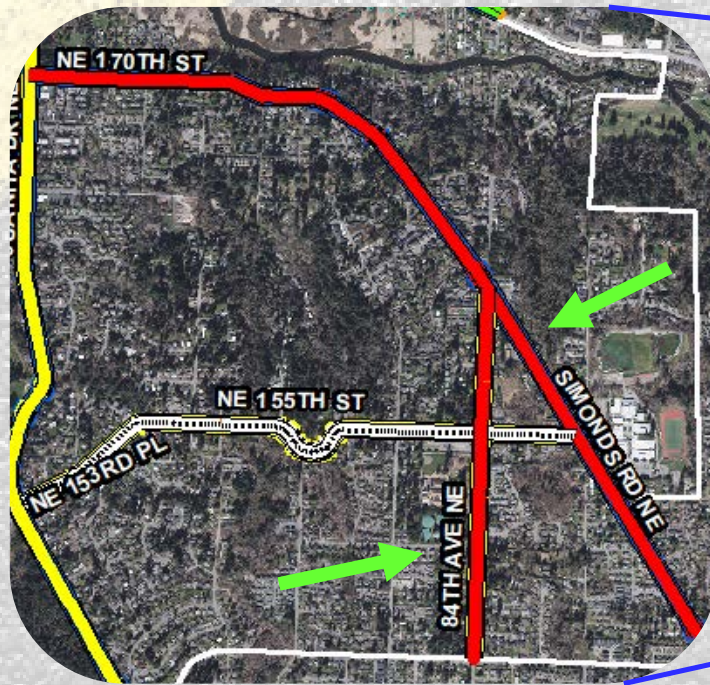
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# Places we need to do some work



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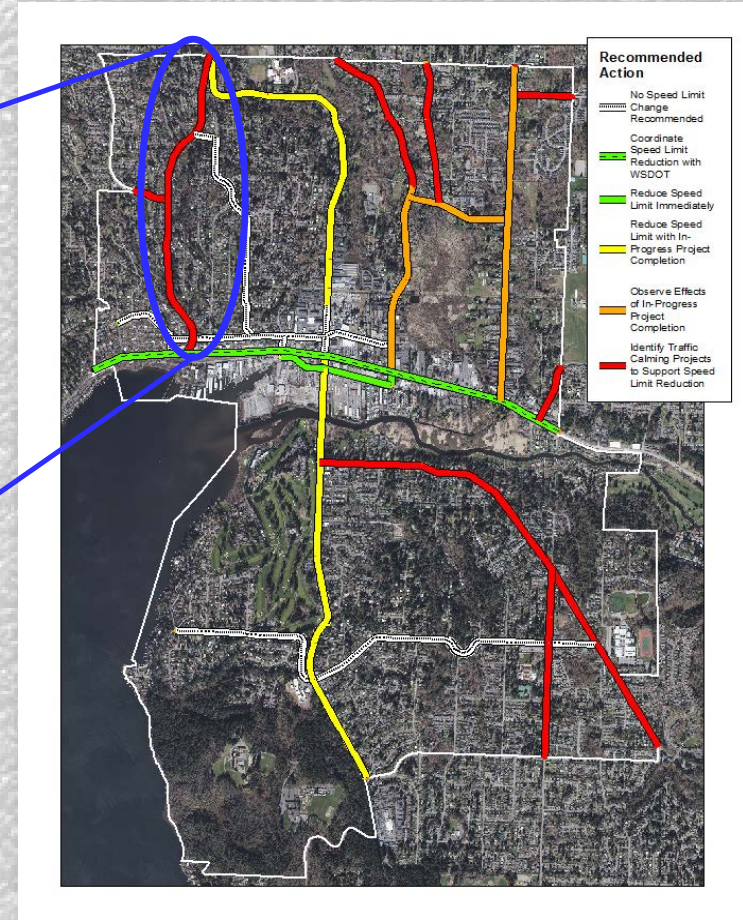
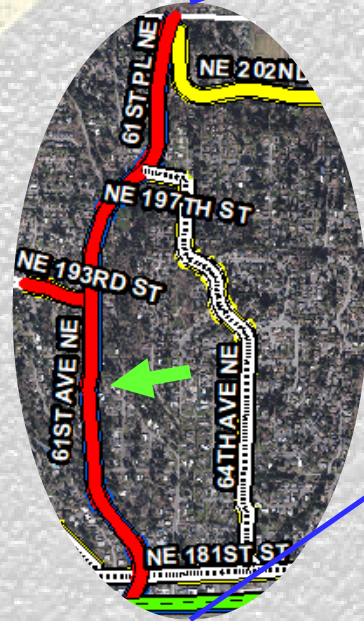
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# Places we need to do some work



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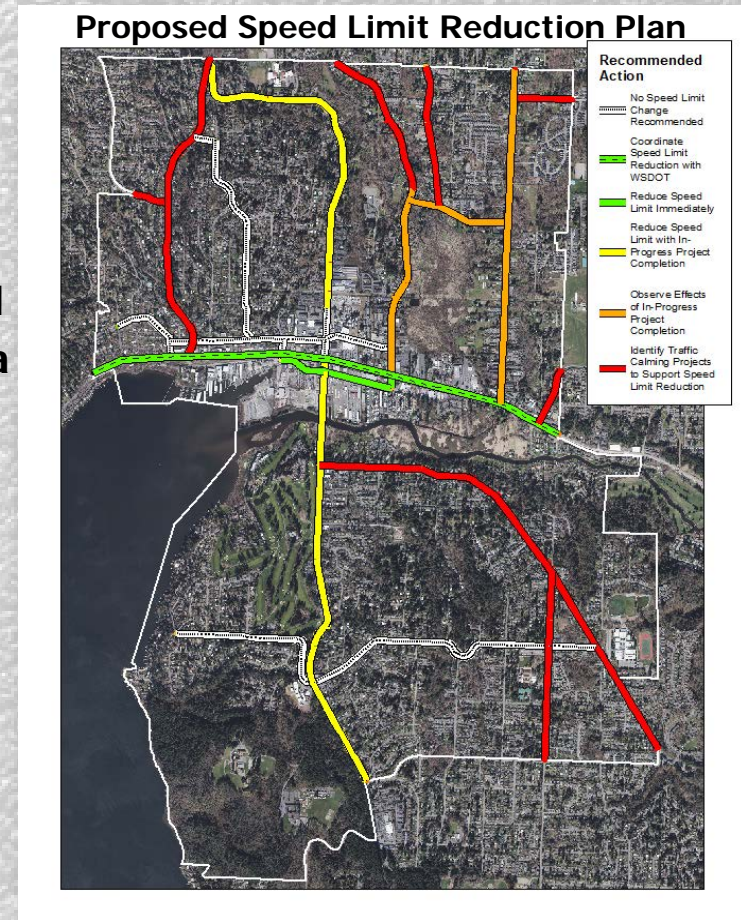
Making a Plan



# What's the plan?

## Plan of action

- Work with WSDOT to reduce SR 522 speed limit to 35 MPH
- Reduce the speed limit on 175<sup>th</sup> St, like, whenever, it's cool
- Reduce the speed limits throughout the 68<sup>th</sup> Av and Juanita Dr corridor in conjunction with project completion
- Observe effects of upcoming traffic calming projects on 73<sup>rd</sup> Av south of 192<sup>nd</sup> St, 192<sup>nd</sup> St, and 80<sup>th</sup> Av to determine if speed limit reduction is appropriate or requires additional support.
- Identify low-cost traffic calming on 75<sup>th</sup> Av and 84<sup>th</sup> Av to support near-term speed limit reductions
- Reach out to neighboring cities to partner on speed reduction efforts for 193<sup>rd</sup> St, 203<sup>rd</sup> St, and 83<sup>rd</sup> Av
- Identify and scope substantial speed reduction projects on Simonds Rd, 73<sup>rd</sup> Av north of 192<sup>nd</sup> St, and 61<sup>st</sup> Av



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## City of Kenmore, Washington

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### Memorandum

Date: March 8, 2022

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director and  
Bridgit Baker, Code Enforcement Officer

**Re: Cadman Materials Draft Permit – Puget Sound Clean Air Process Notice**

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On March 3 the Puget Sound Clean Air Agency (PSCAA) provided public notice that they have issued a Draft Order of Approval (draft permit) as part of their enforcement process for certain equipment additions made over past years at the Cadman Materials (Cadman) site in Kenmore that was installed without proper PSCAA permitting. As you will see from the PSCAA notice, a public comment period on the draft permit began on March 3, 2022 and will end on May 2, 2022.

The PSCAA has scheduled a public hearing on the draft permit for 4 PM on April 18. The following is a web link to the PSCAA public notice: <https://pscleanair.gov/DocumentCenter/View/4611/11861-pn>

Notice was provided to subscribers of the Agency's permit action service and was to be published in the Seattle Times and the Daily Journal of Commerce. City staff plans to provide information to Kenmore residents and businesses about PSCAA's issuance of the draft permit, the public comment period and public hearing opportunity through our standard communication channels as well as published on the City of Kenmore website.

More information, including the draft permit and technical documents supporting the draft such as air modeling information can be found on the PSCAA website at <https://pscleanair.gov/CivicAlerts.aspx?AID=111>.

City staff are reviewing the draft permit with the City's consultants, Cascadia Law Group (outside legal counsel) and TRC Companies (outside air experts). City staff plans to provide testimony on the draft at the April 18 public hearing and will prepare more detailed comments on the permit after further expert review and consideration of the testimony provided at the PSCAA public hearing.

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