



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028
Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Special & Regular Meeting

ON-SITE

MONDAY, NOVEMBER 14, 2022 - 6:00 PM

In addition, we try to provide access to the meeting virtually:

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/87980126236>

Or One tap Mobile: US: +12532158782,,87980126236#

Or Telephone Dial US: +1 253 215 8782

Callers please dial *9 to raise and lower hand

Webinar ID: 879 8012 6236

Technical Difficulties - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

I. CALL SPECIAL MEETING TO ORDER - 6:00 PM

II. STUDY SESSION AGENDA

- A. Update on the Puget Sound Clean Air Agency (PSCAA) Order of Approval of the Notice of Construction #11861 for the Cadman Asphalt Plant in Kenmore, presented by City Manager Rob Karlinsey, Development Services Director Samantha Loyuk, Code Enforcement Officer Bridgit Baker, and Dennis McLerran from Cascadia Law Group

DISCUSSED

[Agenda Bill - Cadman Asphalt Plant Order of Approval](#)

[Attachment 1 - PSCAA Order of Approval Notice of Construction #11861](#)

[Attachment 2 - PSCAA Worksheet](#)

- B. **Public Comment about Study Session Agenda:** We have allotted up to fifteen (15) minutes of public comment from our community members at this time about the Study Session Agenda item - Asphalt Plant PSCAA Notice of Construction Permit. The amount of time allotted per speaker during this segment will be three minutes. The same Public Comment rules apply where the Council does not engage or dialogue with the public; the primary role of the Council is to listen. We will hear from up to five speakers at this time. We will hear from our on-site guests first, followed by our virtual guests. If you're online, please use the "raise hand" feature now if you wish to speak. Please state your name and city of residence for the record. If the allocated time runs out, please give your public comments at the November 14th Regular Meeting, which begins at 7:00 PM, during the Public Comments portion of the meeting.

III. ADJOURN SPECIAL MEETING

IV. CALL REGULAR MEETING TO ORDER - 7:00 PM

V. ROLL CALL**VI. FLAG SALUTE****VII. AGENDA APPROVAL****VIII. PRESENTATION**

- A. Environmental Education Research Center (EERC) "Little Redfish Lost...and Found" Presentation, presented by Assistant City Manager Stephanie Lucash and University of Washington Bothell Professor Jeffrey Jensen

PRESENTED

[Presentation by Professor Jeffrey Jensen](#)

[Article from Encyclopedia of Puget Sound](#)

IX. 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. We will hear from our on-site guests first, followed by our virtual guests. If you're online, please use the "raise hand" feature now if you wish to speak. All guests 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.

X. CONSENT AGENDA**APPROVED UNANIMOUSLY**

- A. Approve City Council Special & Regular Meetings from October 24, 2022
[City Council Special and Regular Meeting Minutes from October 24, 2022](#)
- B. Approve Total Check #s 50704 through 50813 totaling \$1,346,919.16 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/21/2022 in the amount totaling \$190,655.93 and ACH Payment to Thomco Construction in the amount of \$533,300.91, and ACH Payment to U.S. Bank in the amount of \$23,277.78, and ACH Payment to Washington Federal Bank in the amount of \$22,808.66, and Payroll Check

#10195 in the amount of \$952.42, and Payroll Check #10196 in the amount of \$199.54.

[Voucher Approval for October 28, 2022](#)

XI. PUBLIC HEARINGS

- A. Public Hearing No. 1 for 2023-2024 Proposed Final Biennial Budget (Ordinance No. 22-0562), presented by Finance & Administration Director Leticia Salcido, *for Public Hearing*

PUBLIC HEARING HELD

[Agenda Bill - 2023-2024 Proposed Biennial Budget](#)

[Presentation - 2023-2024 Proposed Biennial Budget](#)

- B. 2021-2022 Budget Amendments (Ordinance No. 22-0561), presented by Finance & Administration Director Leticia Salcido, *for Public Hearing*

PUBLIC HEARING HELD

[Agenda Bill - 2021-2022 Budget Amendments Public Hearing for November 14, 2022](#)

[Presentation - 2021-2022 Budget Amendments](#)

XII. BUSINESS AGENDA

- A. Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy, presented by Human Resources Manager Leonora Palaña and Chanin Kelly-Rae Consulting LLC Consultant Chanin Kelly-Rae, *for Adoption*

ADOPTED

[Agenda Bill - DEIA Policy](#)

[Attachment 1 - City of Kenmore Diversity Equity Inclusion and Accessibility Policy](#)

[Attachment 2 - City of Kenmore Diversity, Equity, Inclusion, and Accessibility Policy Milestones](#)

- B. Resolution No. 22-390 City of Kenmore's 2023 Fee Schedule, presented by Development Services Director Samantha Loyuk and Permit Coordinator Tela Gardner, *for Adoption*

ADOPTED

[Agenda Bill - 2023 Fee Schedule](#)

[Exhibit A - Resolution No. 22-390 Fee Schedule](#)

[Exhibit A Attachment - 2023 Fee Schedule](#)

[Exhibit B - Excerpt from Kenmore Municipal Code \(KMC\) 20.05](#)

[Exhibit C - 2022 Northshore School District Capital Facilities Plan](#)

[Exhibit D - Resolution No. 18-315 Surface Water Annual Charges](#)

[Exhibit E - 2022 Fee Schedule](#)

XIII. STAFF REPORTS

XIV. COUNCILMEMBER REPORTS & COMMENTS

XV. ADJOURNMENT

XVI. UPCOMING MEETINGS

- A. Monday, November 21, 2022 at 6:30 PM - City Council Special and Regular Meeting
- Monday, November 28, 2022 at 7:00 PM - City Council Regular Meeting
- Wednesday, November 30, 2022 at 7:00 PM - City Council Special Meeting
- December City Council Regular Meetings - Tentatively Canceled



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: Study Session to receive an update on the PSCAA Order of Approval of the Notice of Construction #11861 for the Cadman Asphalt Plant in Kenmore</p> <p>Proposed Council Action/Motion: No Action. Update and discussion only.</p>	<p>For Council Meeting Agenda of: November 14, 2022</p> <p>Department: <u>Various</u></p> <p>Prepared by: <u>Rob Karlinsey, City Manager</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th><th style="text-align: right;"><u>Initial & Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">RGK 11/3/22</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">DR 11/3/22</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">N/A</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK 11/3/22</td></tr> </tbody> </table> <p>Exhibits/Attachments: Puget Sound Clean Air Agency Order of Approval Dated October 26, 2022 and accompanying Notice of Construction Worksheet (NOC #11861)</p>		<u>Initial & Date</u>	Approved by Department Head:	RGK 11/3/22	Approved by City Attorney:	DR 11/3/22	Approved by Finance Director:	N/A	Approved by City Manager:	RGK 11/3/22
	<u>Initial & Date</u>										
Approved by Department Head:	RGK 11/3/22										
Approved by City Attorney:	DR 11/3/22										
Approved by Finance Director:	N/A										
Approved by City Manager:	RGK 11/3/22										
<p>On October 26, 2022, Puget Sound Clean Air Agency issued an Order of Approval of the Notice of Construction for the Cadman Asphalt Plant in Kenmore. Dennis McClerran of Cascadia Law Group will be in attendance to summarize the Notice of Approval and answer questions.</p>											



**PUGET SOUND
Clean Air Agency**

Puget Sound Clean Air Agency

Page No. 01257
Construction No.

11861

**HEREBY ISSUES AN ORDER OF APPROVAL
TO CONSTRUCT, INSTALL, OR ESTABLISH**

Registration No. **16101**

Date **OCT 26 2022**

Replacement of and changes to equipment at an existing Hot Mix Asphalt Plant. New equipment include: a drum dryer and related natural gas-fired burner (200 TPH Capacity, 100 MMBtu/hr), changes to the associated baghouse (68,600 acfm), and replacement of condensers on two hot asphaltic cement tanks (25,000 gal & 10,000 gal, 300 gpm). Existing equipment includes: a pugmill/weigh hopper for mixing dried aggregate with asphaltic cement, and a hot rock conveyor. Other existing equipment ducted to the baghouse include: the flight conveyor for loading two silos (150 ton each) for storing asphaltic concrete, and the truck loadout.

OWNER

**Cadman Materials, Inc. (Cadman)
7554 185 Ave NE, Suite 100
Redmond, WA 98052**

INSTALLATION ADDRESS

**Cadman Materials, Inc. (Cadman)
6431 NE 175th St
Kenmore, WA 98028**

THIS ORDER IS ISSUED SUBJECT TO THE FOLLOWING RESTRICTIONS AND CONDITIONS

1. Approval is hereby granted as provided in Article 6 of Regulation I of the Puget Sound Clean Air Agency to the applicant to install or establish the equipment, device or process described hereon at the INSTALLATION ADDRESS in accordance with the plans and specifications on file in the Engineering Division of the Puget Sound Clean Air Agency.
2. This approval does not relieve the applicant or owner of any requirement of any other governmental agency.

Specific Conditions:

NEW SOURCE PERFORMANCE STANDARDS

3. This asphalt facility is subject to the federal Standards of Performance for Asphalt Concrete Plants under 40 CFR Part 60, Subpart I, and General Provisions under 40 CFR Part 60, Subpart A, as required by Conditions 4, 5, and 6 of this Order of Approval.
4. The owner or operator subject to the provisions of this subpart shall not discharge or cause the discharge into the atmosphere from any affected facility any gases which:
 - a) Contain particulate matter in excess of 90 mg/dscm (0.04 gr/dscf).
 - b) Exhibit 20 percent opacity, or greater.
5. The owner or operator shall maintain records of the occurrence and duration of any startup, shutdown, or malfunction in the operation of an affected facility; any malfunction of the air pollution control equipment; or any periods during which a monitoring device is inoperative.
6. At all times, including periods of startup, shutdown, and malfunction, owners and operators shall, to the extent practicable, maintain and operate any affected facility including associated air pollution control equipment in a manner consistent with good air pollution control practice for minimizing emissions.

EMISSION LIMITS

7. Total particulate matter emissions from the plant exhaust stack shall not exceed 0.0116 gr/dscf (corrected to 7% O₂) as measured by U.S. EPA Method 5 as modified by Puget Sound Clean Air Agency Board Resolution 540 dated August 11, 1983.
8. Filterable particulate matter emissions from the plant exhaust stack shall not exceed 0.0029 gr/dscf (corrected to 7% O₂) as measured by U.S. EPA Method 5 as modified by Puget Sound Clean Air Agency Board Resolution 540 dated August 11, 1983.
9. Opacity from the plant exhaust stack shall not exceed 5% opacity for a period or periods aggregating more than 3 minutes during any one hour as measured by WDOE Method 9A.
10. Emissions of Non-Methane/Non-Ethane VOC (NMNEVOC) shall not exceed 0.032 lb NMNEVOC per ton of hot mixed asphaltic concrete produced. Compliance with this limit shall be determined by the average of three 60-minute test runs performed in accordance with Section 3.07 of PSCAA Regulation I and using EPA reference methods 1, 3A, 4, and 25A (using either an FID with a methane "cutter", OR using EPA Method 320 or EPA Method 18 to analyze for methane and ethane, and subtracting the methane and ethane results from the total VOC measured by the FID analyzer) from Appendix A of 40 CFR Part 60. NMNEVOC shall be expressed as propane. Other equivalent test methods may be used with prior written approval of the Agency.
11. Emissions of carbon monoxide shall not exceed 311.0 ppmvd (corrected to 7% O₂) as determined by the average of three 60-minute test runs performed in accordance with Section 3.07 of PSCAA Regulation I and using USEPA reference methods 1, 3A, 4, and 10 from Appendix A of 40 CFR Part 60.
12. Emissions of oxides of nitrogen shall not exceed 32.0 ppmvd (corrected to 7% O₂) as determined by the average of three 60-minute test runs performed in accordance with Section 3.07 of PSCAA Regulation I using USEPA reference methods 1, 3A, 4, and 7E from Appendix A of 40 CFR Part 60.
13. Emissions from the asphalt cement storage tanks shall not exceed 0% opacity as determined by WDOE Method 9A, except for one consecutive 15-minute period in any 24-hour period when the transfer lines are being blown for clearing. Record the date and time period of any asphalt transfer line blowing. During asphalt transfer line blowing the storage tanks shall not exceed 20% opacity for a period or periods aggregating more than 3 minutes during any one hour as measured by WDOE Method 9A.

FACILITY-WIDE EMISSION LIMIT

14. Facility-wide emissions of carbon monoxide shall not exceed 59.2 tons during any 12 consecutive months after the date of this Order.
15. Within 30 days of the end of each month, the owner or operator shall calculate the facility-wide carbon monoxide emissions for the previous 12 months using the monthly natural gas usage and either the BACT emission limit in Condition 11 or the results of the most recent carbon monoxide emission test that shows compliance with the BACT emission limit in Condition 11. For the purposes of this calculation, the BACT limit in Condition 11 or the source test results shall be converted to into terms of pounds of carbon monoxide per million Btu of fuel used using EPA Method 19.
16. The owner or operator shall notify the Puget Sound Clean Air Agency in writing, within 30 days after the end of each 12-month period if, during that period, emissions of CO exceed 55 tons. The report shall include emissions data for the time period for which these thresholds were exceeded.
17. By June 30th of each calendar year, the owner or operator must report to PSCAA the total emissions of

carbon monoxide for the previous calendar year. The owner or operator must also report the emissions of any pollutant that exceeded the thresholds in PSCAA Regulation I, Section 5.05(b) for the previous calendar year. These emission reports must be submitted via email to EmissionReporting@pscleanair.gov or in the most current method in which PSCAA is receiving electronic submittal.

PRODUCTION LIMIT

18. The owner or operator shall record and limit the total production of asphalt to no more than 200,000 tons for any 12 consecutive months.
19. A notification of a violation of Condition 18 shall be sent to Puget Sound Clean Air Agency within 30 days following any month when the 12 consecutive month rolling total exceeds 200,000 tons per year of asphalt production.
20. The two hot oil (asphaltic cement) tanks shall not be used to store asphalt that has been blended with more than 7% petroleum distillates by weight. Records shall be kept of the dates any materials are loaded in the tanks, the amount loaded, and the type of material loaded.

OPERATING REQUIREMENTS

21. The dryer baghouse shall be equipped with a gauge measuring the pressure drop across the baghouse. The pressure gauge shall be in operation whenever the baghouse is in operation. The pressure gauge shall be marked with the acceptable pressure drop range. The maximum acceptable pressure drop shall be determined from manufacturer specifications for the bags used in the baghouse. The minimum acceptable pressure drop shall be determined from manufacturer specifications for the bags used in the baghouse. The pressure drop observed during the most recent compliance source test shall fall within the defined acceptable range of pressure drop. The acceptable range and the basis for the range shall be included in the facility Operations and Maintenance plan required by Agency Regulation I, Section 5.05(c)

SOURCE TESTING

22. The owner or operator shall test emissions for compliance with Conditions 7 through 13 of this Order within 90 days after issuance of this permit. The owner or operator shall also test emissions for compliance with Conditions 7, 8, 10, 11, and 12 at least once every 36 months. Additionally, the owner or operator shall test emissions for compliance with Conditions 9 and 13 at least once every 12 months. The owner or operator shall submit a compliance test plan with the test notification submitted under Regulation I, Section 3.07(b) at least 21 days prior to each compliance test. The test plan shall detail the test methods used for each pollutant, the planned production rate during the test, the operational data that will be collected during the test, and any other relevant information about the test.
23. During each test to demonstrate compliance with Condition 7, 8, 10, 11, or 12, the owner or operator shall produce asphaltic concrete at or near the maximum hourly production rate of asphaltic concrete achieved in the three years prior to the test. If this production rate cannot be achieved during the test, the owner or operator shall explain in the test plan and test report why the test conditions should be considered representative of normal operation.
24. During the emission tests required by Condition 22, the following operational data shall be collected during each test run and reported in the source test report:
 - a) standard cubic feet of fuel combusted;
 - b) aggregate moisture percentage (as measured by the Quality Control lab for a representative sample

taken the day of the test);

- c) asphalt cement content percentage;
- d) baghouse pressure drop;
- e) baghouse fan speed (as a percentage of full speed);
- f) baghouse pulse cycle time;
- g) flue gas damper setting (as a percentage of maximum opening); and
- h) product specification produced during the run, a copy of the specification, and maximum temperature allowed by the specification.

MONITORING

25. When operating, the owner or operator shall monitor and record the following information:

- a) one daily pressure drop across the baghouse;
- b) one daily inspection for visible emissions and particulate fallout for the baghouse;
- c) the hourly weight of asphalt produced;
- d) annual (12 consecutive months rolling total) asphalt production;
- e) monthly fuel use;
- f) the product specification produced and the hour it was produced; and
- g) the time (in hours) the drum dryer operated.

26. If the Control Officer or a duly authorized representative communicates to the owner or operator that he or she has detected an odor at level 2 or greater as defined in Agency's Regulation I, Section 9.11(b), beyond the property line that the Agency has documented to be attributable to or partially attributable to emissions from drum dryer, baghouse, or asphalt cement tanks, the owner or operator must comply with Condition 27. For the purposes of this condition documentation to be communicated includes: the nature of the odor, the assessed level of the odor (using the odor scale in Agency Regulation I, Section 9.11), the location of the detected odor, and the basis for the odors attribution to the listed equipment type(s).

27. If required by Condition 26, the owner or operator must immediately implement an odor response program that includes the following:

- a. Upon receipt of a communication from the Control Officer or a duly authorized representative regarding an odor per Condition 26, initiate an investigation of the reported odor incident.
- b. Take corrective action to reduce odors beyond the property line to Level 1 or lower (see Agency Regulation I, Section 9.11(b)) as soon as possible, but within 24 hours after receipt of the complaint.
- c. Develop a report for each investigation that results from a communication by an Agency representative. The report must include the following:
 - i. The date and time of when the communication was received.
 - ii. The date and time of when the investigation was initiated.
 - iii. Location of communicated odor and area investigated (including information provided by the Agency and any other areas the investigated identified).
 - iv. The weather conditions during the event and investigation.
 - v. Description of whether the odor observation communicated was confirmed, steps

taken during the investigation.

- vi. Actions taken in response to the complaint.
- vii. The date and time odors are no longer detected at the location of the complaint and any other odorous area identified during the investigation.

28. The owner or operator shall monitor for detectable odors that are attributable to emissions from drum dryer, baghouse, or asphalt cement tanks once each calendar week during dryer operation. No odor monitoring is required during calendar weeks the dryer does not operate. Locations to be monitored include accessible downwind segments: along the Burke-Gilman Trail parallel with the facility property line; between 62nd and 65th/66th avenues NE on NE Bothell Highway, 181st St, 182nd St, 183rd St, and 184th St; and the Kenmore Library parking lot. For at least one hour immediately prior to monitoring, the person performing the monitoring must remain in an atmosphere free of facility-related odors. Records of the monitoring shall be kept of the date, the time, the monitoring location, the wind direction at the time of the observation, and whether or not any odors were detected and, if so, the character of the odor. If any odors attributable to emissions from drum dryer, baghouse, or asphalt cement tanks of level 2 or greater are detected during monitoring or at any other time, the owner or operator shall immediately initiate corrective action to reduce the odor to Level 1 or less (as defined in Agency Regulation I, Section 9.11(b)) and record the nature of any corrective actions taken.

COMPLAINTS

29. The owner or operator shall establish a complaint response program as part of the O&M Plan. The program shall include a complaint phone line, criteria, and methods for establishing whether Cadman Materials, Inc. is the source of emissions related to the complaint, and a format for communicating results of investigation and advising complainants of Cadman Materials, Inc. corrective actions.
- a) The owner or operator shall record and investigate complaints received regarding air quality as soon as possible, but no later than one working day after receipt.
 - b) The owner or operator shall correct any problems identified by these complaint investigations within 24 hours of identification or cease operation of the equipment until the problem is resolved;
 - c) Records of all complaints received regarding air quality issues shall include information regarding date and time of complaint; name and address of complainant (if known); nature of the complaint; investigation efforts completed and basis for conclusion reached; and date, time, and nature of any corrective action taken.

RECORDS

30. The owner or operator shall maintain records required by this Order of Approval, as well as the records identified in the Operation and Maintenance Plan required by Regulation I, Section 5.05, for two years and make them available to Puget Sound Clean Air Agency personnel upon request.
31. Upon issuance of this Order of Approval, this Order supersedes and cancels Order of Approval No. 939 dated April 4, 1973, Order of Approval 1938 issued July 16, 1998, and Order of Approval 3536 issued January 20, 2006.

APPEAL RIGHTS

Pursuant to Puget Sound Clean Air Agency's Regulation I, Section 3.17 and RCW 43.21B.310, this Order may be appealed to the Pollution Control Hearings Board (PCHB). To appeal to the PCHB, a written notice of appeal must be filed with the PCHB and a copy served upon Puget Sound Clean Air Agency within 30 days of the date the applicant receives this Order.



John Dawson
Reviewing Engineer



Steven Van Slyke
Compliance Division Director

Notice of Construction (NOC) Worksheet

Applicant: Cadman Materials	NOC Number: 11861
Project Location: 6431 NE 175 th Street, Kenmore, WA 98115	Registration Number: 16101
Applicant Name and Phone: Christy McDonough, 425-698-3226	NAICS: 324121
Engineer: Brian Renninger, John Dawson	Inspector: Melissa McAfee

A. DESCRIPTION

For the Order of Approval:

Replacement of and changes to equipment at an existing Hot Mix Asphalt Plant. New equipment include: a drum dryer and related natural gas-fired burner (200 TPH Capacity, 100 MMBtu/hr), changes to the associated baghouse (68,600 acfm), and replacement of condensers on two hot asphaltic cement tanks (25,000 gal & 10,000 gal, 300 gpm). Existing equipment includes: a pugmill/weigh hopper for mixing dried aggregate with asphaltic cement, and a hot rock conveyor. Other existing equipment ducted to the baghouse include: the flight conveyor for loading two silos (150 ton each) for storing asphaltic concrete, and the truck loadout.

Additional Information (if needed):

Facility

This application was submitted as the result of receiving NOV 3-009870 which was issued in the field on March 6, 2019 for the dryer replacement, alterations to the baghouse, and replacement of the condensers.

Proposed Equipment/Activities

Note that existing equipment includes: a pugmill/weigh hopper for mixing dried aggregate with asphaltic cement, and a hot rock conveyor. Other existing equipment ducted to the baghouse include: the flight conveyor for loading two silos (150 ton each) for storing asphaltic concrete, and the truck loadout. The pugmill/weighhopper and hot rock conveyor are not under review as part of this project. The flight conveyor to the two storage silos and truck loadout which duct emissions to the baghouse are subject to review and RACT due to the substantially altered control device.

The changes being reviewed for this order of approval have all already been completed. The changes include:

- April 2018 dryer shell replaced along with several "stages" Per application, H&R Mechanical 8' x 30' with a new Hauk Ecostar Burner ES 100 100 MMBtu/hr burner. This replacement of the dryer shell and burner is considered a new source per Agency Regulation I, Section 6.03(a).
- Substantial alterations were made to the facility baghouse in 2006 and 2016. The table below compares the baghouse after the two permitted installation NOC 939 & NOC 3536 as well as

changes made absent review. The items marked in blue are specifications included in either permit applications or other communications with the agency. Items marked in yellow are estimates based on the available parameters. The baghouse controls emissions from the drum dryer, the batch flight conveyor, the two asphaltic concrete storage silos, and emissions captured from the scavenger duct from the truck loadout. Note that the truck loadout scavenger duct was installed in 2010 when the Agency ruled that the addition did not constitute a substantial alteration to the baghouse. However, the substantial alteration of the baghouse draws all the listed sources into RACT review per WAC 173-400-114.

	NOC 939 4/2/1973	NOC 3536 6/1/1990	Date After 1/1/2006	Date After 3/1/2016
# bags	728	728	660	405
bag diameter (ft)		0.39	0.5	0.5
bag length (ft)		8.55	12	11.33
surface area of bag (ft ²)	9.4	10.5	19.0	18.0
Total Area	6,857	7,620	12,570	7,290
Temperature (F)	250	210		250
Flow (acfm)	44,000	54,000	68,600	68,600
Air-to-cloth ratio	6.4	7.1	5.5	9.4
a. Blue indicates data provided in letter and supporting documents, and historical NOC applications.				
b. Yellow indicates parameters estimated from given data.				

- In April 2011 condensers were added to the control VOC emissions from the two asphaltic cement storage tanks. This addition by itself did not require new permits. In 2017 the condenser on the smaller tank was moved to the larger tank and a new condenser was installed on the smaller tank. The 2017 changes constituted replacement of a control device per WAC 173-400-114 which required permitting review. Under WAC 173-400-114 the contents of the tanks (which generate the emissions) are under review for RACT.

Permit History

- 939 Issued 4/4/1973**

NOC Description: Micropulse-aire WAG No. 13 baghouse with two Stansteel cyclones to control existing batch plant emissions.

Application Describes:

- burner as "Gas-oil combination" and "Genco" No rating given.
- baghouse as Micropulse-aire WAG#13 34' 6" x 12' 8" x 15' 6", 728 bags, reverse air pulse, 6857 ft² nomex bags. 44,000 cfm at 250F.
- fan as Argo #90 950 rpm, 200 hp.

4. stack as: 31" x 31" x 5', 250 F.
5. cyclone as: body dia 84", outlet diameter as 28" x 48", body height 110", inlet area 8 square feet.

- **NOC 1938 Issued 8/8/1979**

NOC Description: Installation of 2,500 CFM Fume Scavaging System to control emissions from existing Asphalt Batch Flight Conveyor and Two storage silos.

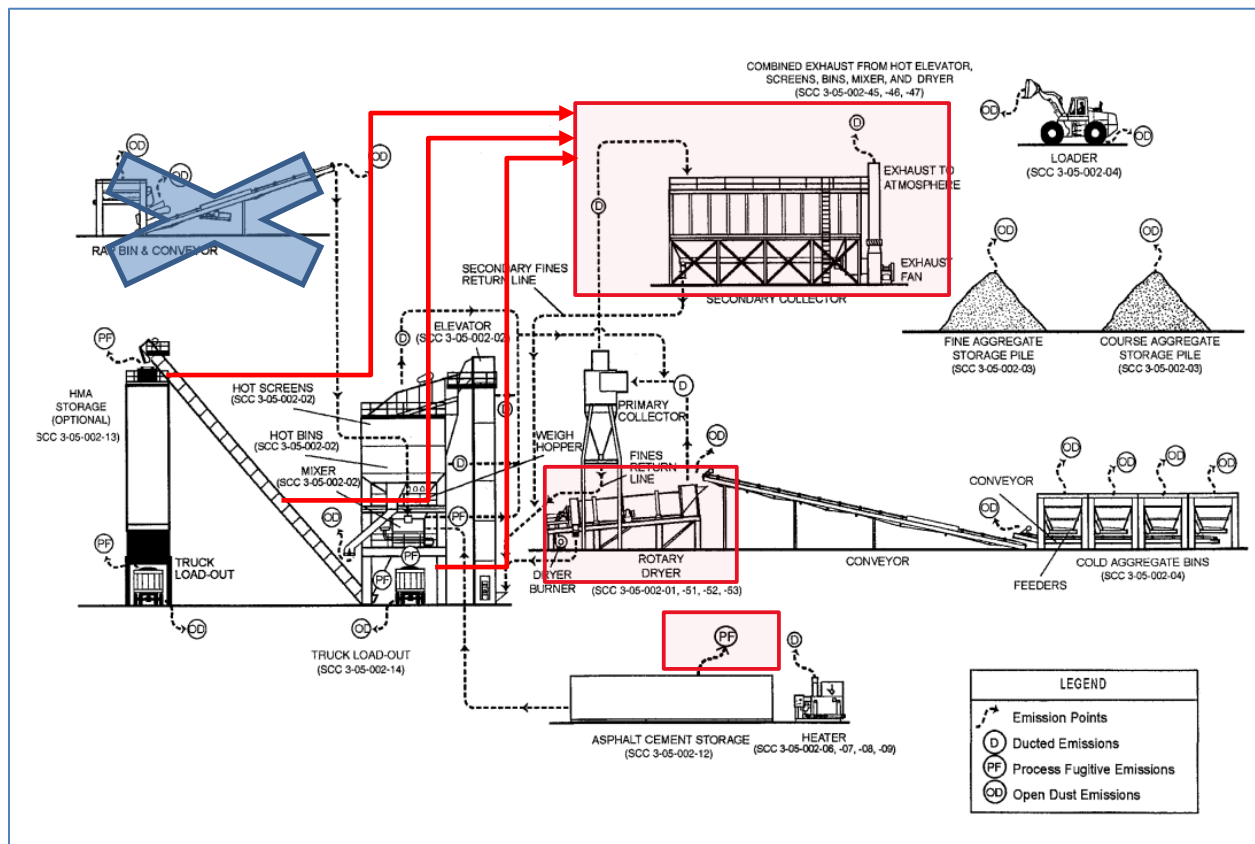
Application Description: 14' scavenger pipe - 32" x 42" exhaust stack.

- **NOC 3536 Issued 6/14/1990**

Application Description:

- For the processing of hydrocarbon contaminated soils in the existing hot mix asphalt plant
- Genco FP103 103 MMBtu/hr burner
- Standard Steel 200 TPH plant 1967

As the result of this application NOC 939, NOC 1938, and NOC 3536 will be cancelled and superseded. For the treatment of hydrocarbon contaminated soil reviewed in NOC 3536, the drum dryer that would have processed that soil has been replaced. To the best of the Agency's knowledge the prior dryer was never used to process contaminated soils and thus the project reviewed for NOC 3536 was never completed. The current application reviewing the new drum dryer (and burner) does not address contaminated soil and thus remediation of contaminated soil is not part of this application review and future processing of contaminated soil would have to undergo its own Notice of Construction application review. NOC 1938 was issued to add scavenger ducts to route emissions from the flight conveyor and storage silos through the baghouse. Because the substantial alteration of the baghouse affects these sources, NOC 1938 will be cancelled and superseded by this Order of Approval. The figure below (from EPA AP-42 Chapter 11.1) shows the general arrangement of a typical batch mix asphalt plant. The parts under review have been labeled in red. The parts which are not present at the plant have been crossed out in blue.



B. DATABASE INFORMATION

Registered Sources × BE/CE × Edit BE - 16101 #10 ×

Reg: 16101 - Cadman Materials, Inc. dba Cadman Material Inc Item #: 10

Code: 4 - asphalt batch plant (conveyor/elevator, dryer, loading/unloading, mixer, storage tank)

Year Installed: Units Installed: 1 Rated Capacity: 200 Units: Ton/Hr ×

Primary Fuel: 1 - Natural Gas Standby Fuel:

NC/Notification #: 11861 ☐ NOC Not Required? ☐ (b)(10) Exemption?

Removed? ☐

Operating Requirements:

Comments: H&R Mechanical Drum Dryer, 100 MMBtu/hr

Currently Linked Control Equipment:

Count: 1

Item #	CE Code	Code Description	Currently Linked?	Link Created	Link Removed	Comments
4	100	Baghouse	<input checked="" type="checkbox"/>	1/20/2022		Included connection to drum dryer and truck loadout scavenger duct

Registered Sources ×		BE/CE ×		Edit BE - 16101 #7 ×			
Reg:	16101 - Cadman Materials, Inc. dba Cadman Material Inc			Item #:	7		
Code:	61 - storage tank						
Year Installed:	1973	Units Installed:	2	Rated Capacity:	25000.00		
				Units:	Gal		
Primary Fuel:		Standby Fuel:					
NC/Notification #:		<input type="checkbox"/> NOC Not Required? <input type="checkbox"/> (b)(10) Exemption?					
Removed?	<input type="checkbox"/>						
Operating Requirements:							
Comments:	25, 000 and 10,000 GAL						
▲ Currently Linked Control Equipment: Count: 1							
	Item #	CE Code	Code Description	Currently Linked? ▼	Link Created	Link Removed	Comments
	3	132	Condenser	<input checked="" type="checkbox"/>	1/20/2022		One per hot oil tank
▲ Previously Linked Control Equipment: Count: 0							
	Item #	CE Code	Code Description	Currently Linked? ▼	Link Created	Link Removed	Comments

New NSPS due to this NOCOA?	Yes	Applicable NSPS: 40 CFR 60 Subpart I	Delegated? Yes
New NESHAP due to this NOCOA?	No	Applicable NESHAP: NA	Delegated? NA
New Synthetic Minor due to this NOCOA?	No		

Facility is subject to 40 CFR 60 Subpart I – the New Source Performance Standard For Asphalt Concrete Plants. The original plant was constructed prior to the promulgation date of 40 CFR 60 Subpart I (June 11, 1973) and therefore the rule did not apply to the facility. Over the years numerous changes and replacements were made to the facility leading to an investigation as to whether these changes in aggregate triggered the reconstruction provisions of the New Source Performance Standards in 40 CFR 60.15. On October 30, 2020, Cadman, “...decided to accept applicability of NSPS Subpart I requirements to the Kenmore plant in the future.”

C. NOC FEES AND ANNUAL REGISTRATION FEES

NOC Fees:

Fees have been assessed in accordance with the fee schedule in Regulation I, Section 6.04. All fees must be paid prior to issuance of the final Order of Approval.

Fee Description	Cost	Amount Received (Date)
Filing Fee	\$ 1,150	
Equipment (burner, dryer shell, baghouse, two condensers)	\$ 3,000	
SEPA (DNS)	\$ 800	
Refined dispersion analysis	\$ 1,000	
Synthetic Minor	\$ 2,000	
Filing received		\$ 1,150 (7/1/2019)
Additional fee received		\$ 6,800 (10/21/2021)
Total	\$ 0	

Registration Fees:

Registration fees are assessed to the facility on an annual basis. Fees are assessed in accordance with Regulation I, Section 5.07.

Applicability		
Regulation I	Description	Note
5.03(a)(1)	Facilities subject to federal emission standards (Title 40 CFR)	
5.03(a)(2)	Federally enforceable emission limit	
5.03(a)(6)	Facilities with particulate control equipment ($\geq 2,000$ cfm)	
5.03(a)(8)(A)	Facilities with asphalt batch operations	
Annual Registration Fee		
Regulation I	Description	Fee
5.07(c)	Base Registration Fee	\$ 1,150
5.07(c)(1)	40 CFR 60 Subpart I	\$ 2,100
5.07(c)(2)	Federally Enforceable Emission Limit	\$ 2,300
	Total =	\$ 5,550

Note that registration fees have added the 40 CFR 60 Subpart I, and the Federally enforceable emission limit fees as the result of this project.

D. STATE ENVIRONMENTAL POLICY ACT (SEPA) REVIEW

State Environmental Policy Act (SEPA) review was conducted in accordance with Regulation I, Article 2. The SEPA review is undertaken to identify and help government decision-makers, applicants, and the public to understand how a project will affect the environment. A review under SEPA is required for projects that are not categorically exempt in WAC 197-11-800 through WAC 197-11-890. A new source review action which requires a NOC application submittal to the Agency is not categorically exempt.

The Agency researched prior SEPA determinations for the facility and located only a single determination. There was a Determination of Non-Significance made for Notice of Construction Order of Approval 3536 June 14, 1990. This determination was not relevant to the current project and dealt solely with the remediation of contaminated soils in the drier which is not part of the current review.

PSCAA is the SEPA lead agency for this project. The applicant submitted a completed Environmental checklist that is included below.



Cadman Kenmore
Dryer SEPA Checklist.

The City of Kenmore was consulted for comments on January 22, 2021, and replied on February 5, 2021, that “The City of Kenmore has not identified any permits that are necessary for the Cadman project. Although the City does not have any required permits that would give it a formal role in the SEPA process, it is interested in ensuring that notice of this SEPA determination is publicized to parties interested in the application. To this end, the City would like to be notified in advance of when the public comment period will start and conclude so that it can facilitate broad notification.”



Figure 1 – Facility Fence Line

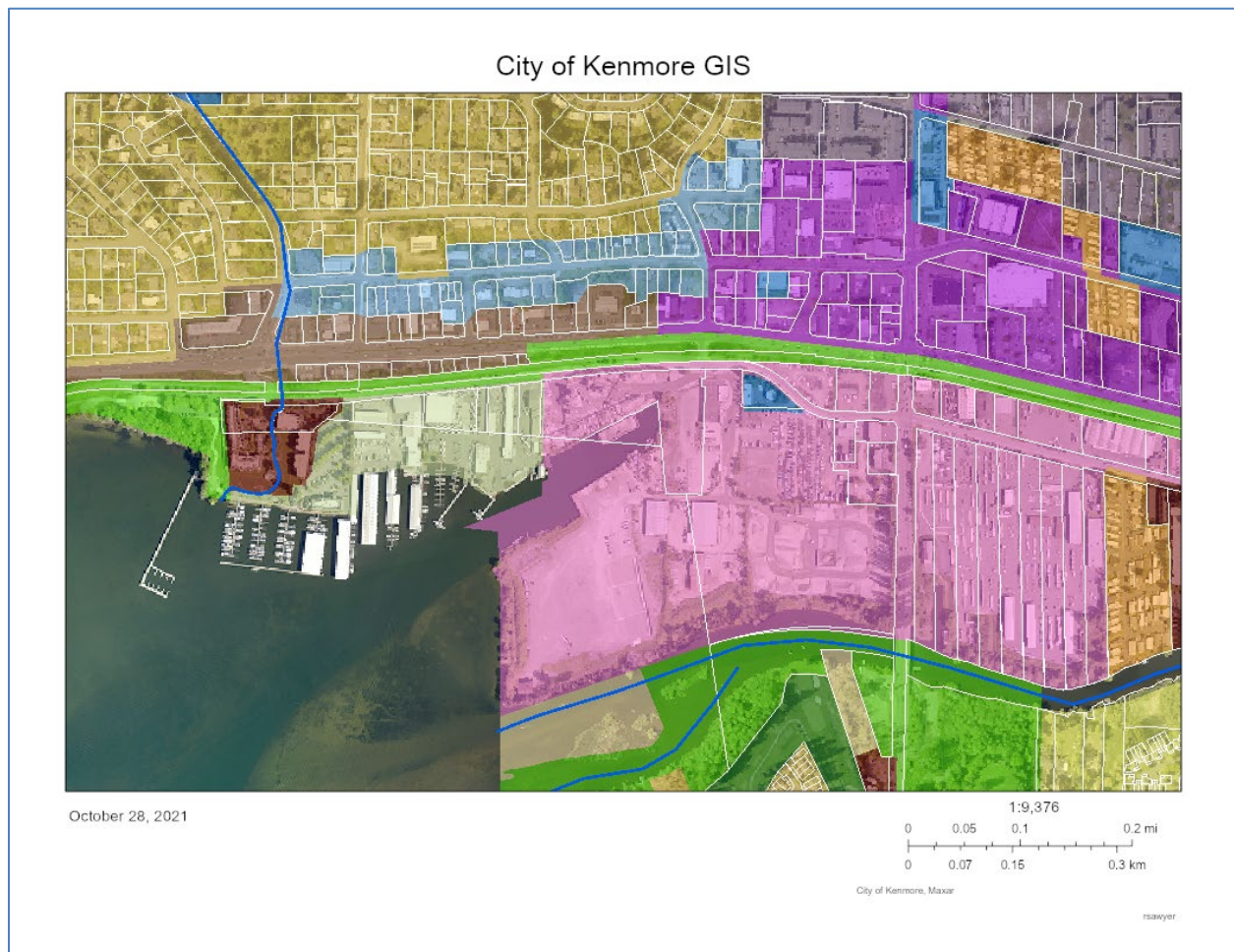


Figure 2 – Facility Zoning (pink is Zoned “Regional Business”)

This facility has been located in this location for decades, and only the items reviewed in this project, listed above under “Proposed Equipment/Activities” are subject to review under SEPA. Air emissions, including odors, from the subject of this proposed action are also addressed through the application of Best Available Control Technology and Reasonably Available Control Technology (discussed below) and enforceable limitations in the Order of Approval. BACT is applicable to the equipment replaced or modified including: the drum dryer and burner. Reasonably Available Control Technology (RACT) is applicable to replaced or substantially altered control devices including: the facility baghouse, and hot oil tank condensers. Use of cutback asphalt is not being reviewed in this application as, while the contents of the tank is under review there is no plan to store cutback asphalt in the tank. Per the applicant no cutback asphalt is used at the site. All use of cutback asphalt is regulated under Agency Regulation II, Section 3.01 which governs use and application of cutback asphalts and contains express limits on aspects of cutback asphalt paving. See also later discussions of BACT and RACT and cutback asphalt.

Based on the proposed action and the information in the checklist and before the Agency, the project will not: adversely affect environmentally sensitive or special areas, or endangered or threatened species; conflict with local, state, or federal laws or requirements for the protection of the environment or establish a precedent for future actions with significant effects. This proposal is not likely to have a

probable significant adverse environmental impact, and I recommend the issuance of a Determination of Non-Significance with an opportunity for public comment.

E. TRIBAL CONSULTATION

On November 21, 2019, the Agency's Interim Tribal Consultation Policy was adopted by the Board. Criteria requiring tribal consultation are listed in Section II.A of the policy and include establishment of a new air operating permit source, establishment of a new emission reporting source, modification of an existing emission reporting source to increase production capacity, or establishment or modification of certain equipment or activities. In addition, if the Agency receives an NOC application that does not meet the criteria in Section II.A but may represent similar types and quantities of emissions, the Agency has the discretion to provide additional consultation opportunities.

This project does not meet any of the criteria for consultation listed in Section II.A of the Agency's Interim Tribal Consultation Policy. However, the Agency provided a 60-day comment period on the draft NOC and DNS; no tribes provided comments to the Agency. See also Response to Comments No. 54.

F. BEST AVAILABLE CONTROL TECHNOLOGY (BACT) REVIEW

Best Available Control Technology (BACT)

New stationary sources of air pollution are required to use BACT to control all pollutants not previously emitted, or those for which emissions would increase as a result of the new source or modification. BACT is defined in WAC 173-400-030 as, "an emission limitation based on the maximum degree of reduction for each air pollutant subject to regulation under Chapter 70.94 RCW emitted from or which results from any new or modified stationary source, which the permitting authority, on a case-by-case basis, taking into account energy, environmental, and economic impacts and other costs, determines is achievable for such source or modification through application of production processes and available methods, systems, and techniques, including fuel cleaning, clean fuels, or treatment or innovative fuel combustion techniques for control of each pollutant."

An emissions standard or emissions limitation means "a requirement established under the Federal Clean Air Act or Chapter 70.94 RCW which limits the quantity, rate, or concentration of emissions of air contaminants on a continuous basis, including any requirement relating to the operation or maintenance of a source to assure continuous emission reduction and any design, equipment, work practice, or operational standard adopted under the Federal Clean Air Act or Chapter 70.94 RCW." (WAC 173-400-030(29))

The facility carried out a stack test of the dryer baghouse stack on October 1, 2020 for particulate matter, carbon monoxide, and nitrogen oxides. The test results are shown below.

Parameter	Test Result Average
Total PM gr/dscf at 7 percent oxygen	0.0089
Filterable PM gr/dscf at 7 percent oxygen	0.002
NOx ppmdv at 7 percent oxygen	30

CO ppm _{dv} at 7 percent oxygen	92
--	----

Best Available Control Technology for Toxics (tBACT)

New or modified sources are required to use tBACT for emissions control for TAP. Best available control technology for toxics (tBACT) is defined in WAC 173-460-020 as, “the term defined in WAC 173-400-030, as applied to TAP.”

BACT for Asphalt Dryer/Mixer

Particulate Matter

Similar Permits or Other Regulatory Agencies BACT for PM:

Source	Description	PM BACT
PSCAA Order No. 10462 (December 2012)	New hot mix asphalt plant including: Astec Counter Flow, Double Barrel Dryer (400 TPH)	0.02 gr/dscf (total)
PSCAA Order No. 10852 (April 2015)	New hot mix asphalt (HMA) plant (325 TPH)	0.02 gr/dscf (total)
PSCAA Order No. 11175 (November 2016)	New hot mix asphalt (HMA) plant (300 TPH)	0.02 gr/dscf (total)
PSCAA Order No. 11274 (May 2017)	Replacement of an existing pug mill with a rotary mixer (350 TPH)	0.02 gr/dscf (total)
PSCAA Order No. 11328 (January 2018)	Replacement of the drum dryer at an existing continuous/batch Asphalt Plant.	0.027 gr/dscf (total), corrected to 7% O ₂ 0.014 gr/dscf (filterable), corrected to 7% O ₂
PSCAA Order No. 11613 (September 2018)	Replacement of an existing pug mill with a rotary mixer (300 TPH)	0.027 gr/dscf (total), corrected to 7% O ₂ 0.014 gr/dscf (filterable), corrected to 7% O ₂
PSCAA Order No. 11812 (December 2019)	Replacement of new 400 TPH drum mixer	0.027 gr/dscf (total), corrected to 7% O ₂ 0.014 gr/dscf (filterable), corrected to 7% O ₂
Southwest Clean Air Agency 16-3199ADP	Replacement of parallel flow dryer/mixer with counterflow dryer/mixer (400 TPH)	0.010 gr/dscf (filterable), corrected to 15% O ₂
Southwest Clean Air Agency 19-3335ADP	Replacement of existing batch tower (300 TPH) with a miniDrum asphalt mixer (500 TPH)	0.015 gr/dscf (filterable), corrected to 15% O ₂
Bay Area Air Quality Management District BACT/TBACT Workbook	Hot Mix Asphalt, Drum and Batch Mix Facilities	0.01 gr/dscf (filterable)
MassDEP BACT Guideline	Hot Mix Asphalt – Batch Plants and Drum Mix Plants	0.01 gr/dscf

Analysis

The Agency historically established a total particulate BACT limit of 0.02 gr/dscf for asphalt plants, until Order No. 11328 was issued in January 2018. The Agency's historic 0.02 gr/dscf limit did not include an oxygen correction, nor, apparently, does the BAAQMD limit shown in the table above. However, there is some concern that adding dilution air during an emission test could be used to demonstrate compliance with a limit; therefore, the Agency is setting particulate limits using an

oxygen correction factor, as first established in Order No. 11328. For consistency with Agency Regulation I, Section 9.09, the standard for correction chosen is seven percent oxygen.

The same approach that was used for Order No. 11328 is being used for this analysis. The Agency reviewed thirty-two asphalt plant particulate test results to determine what current BACT for particulate should be. This data was available from the Agency, SWCAA, and Northwest Clean Air Agency (NWCAA). This analysis is fully documented in the NOC worksheet for Order No. 11328.

Based on the Agency's analysis, BACT in this Order of Approval for filterable particulate is 0.014 gr/dscf corrected to 7% oxygen and BACT is this order of Approval for total particulate is 0.027 gr/dscf corrected to 7% oxygen. The emission source test provided by the application showed the unit capable of achieving these limits with substantial margin.

As on operational practice the Agency has also routinely set limits on the use of recycled asphalt pavement (RAP) and the use of recycled asphalt shingles (RAS) to the percentage of recycled material used for passing tests of particulate matter and visible emissions. The reason for this is that use of recycled materials has contributed to increased visible emissions and elevated particulate matter emissions when the recycled materials have impinged upon the burner flame. Because the current project does not change out the mixing process, use of RAP/RAS was not reviewed. Per the applicant RAP/RAS is not currently in use at the facility nor is it proposed to be used at the site as part of this proposal. As such use of RAP/RAS is not under review and would require a separate, future application and review for the Agency to approve RAP/RAS use at this Cadman facility.

Opacity

Every new asphalt mixer reviewed by the Agency since 2008 has had a 5 percent opacity limit, including most recently, Order No. 11328 (issued January 23, 2018) and Order No. 11613 (issued September 18, 2018). SWCAA has also issued a permit with a 5% opacity limit for asphalt plants. BACT for visible emissions from the mixer baghouse is emissions no greater than 5% opacity for three minutes in an hour per a Washington Department of Ecology Method 9A visual emissions test.

Volatile Organic Compounds

Similar Permits or Other Regulatory Agencies BACT for VOC:

SWCAA issued 16-3199ADP in 2016 for the replacement of an existing parallel flow aggregate drum dryer/mixer with a counterflow drum dryer/mixer. The BACT determination for the dryer/mixer is a maximum product temperature of 315°F (mixing drum outlet) and establishes a numerical limit for VOC equal to the potential to emit for the dryer/mixer. The BAAQMD BACT Guideline lists a numerical VOC emission limit of 0.03 lb/ton for batch mix hot mix asphalt plants, and TCEQ's BACT guideline for hot mix asphalt plants lists a limit of 0.032 lb/ton. The MassDEP BACT Guideline also lists a VOC emission limit of 0.032 lb/ton.

Analysis

The Agency first set a limit on emissions of VOC from asphalt plant mixers with Order No. 11328. Order No. 11328 and Order No. 11613 include a VOC limit of 0.032 lb/ton, which is based on the AP-42 Chapter 11.1 VOC emission factor for drum mix hot mix asphalt plants, found in Table 11.1-8. For

this application, the Agency is setting 0.032 lb/ton as the BACT emission rate. The VOC limit will be presented in terms of total hydrocarbon emissions expressed as propane as measured by Method 25A, with the option to subtract methane and other compounds with negligible photochemical activity.

Order No. 11328, Order No. 11613, and SWCAA establish maximum mix temperature operating conditions, since mix temperature has been tied to VOC emissions. The issue with limiting the maximum product temperature to 315°F, as used by SWCAA, is that this restricts the type of products able to be produced by the plant, which limits the market the plant could serve. Not only does a temperature limit reduce the number of products available, it also limits the area able to be served by the plant due to cooling of the asphaltic concrete while transporting it to the site of application. Consistent with Order No. 11328 and Order No. 11613, maximum mix temperature will be limited to the maximum recommended temperature for the mix as set by the manufacturer of the asphaltic cement used in the mix specification produced plus a 25°F buffer. Mix temperature will be required to be monitored hourly in a manner similar to that specified in the State of Washington Department of Ecology General Order for Portable and Stationary Hot Mix Asphalt Plants No. 10AQ-GO-01.

Carbon Monoxide

Similar Permits or Other Regulatory Agencies BACT for CO:

Source	Description	CO Limit	CO Limit (Corrected to 7% O ₂)
PSCAA Order No. 10462 (December 2012)	New hot mix asphalt plant including: Astec Counter Flow, Double Barrel Dryer (400 TPH)	400.0 ppmvd (3% O ₂)	310.6 ppmvd
PSCAA Order No. 10852 (April 2015)	New hot mix asphalt (HMA) plant (325 TPH)	400.0 ppmvd (3% O ₂)	310.6 ppmvd
PSCAA Order No. 11175 (November 2016)	New hot mix asphalt (HMA) plant (300 TPH)	400.0 ppmvd (3% O ₂)	310.6 ppmvd
PSCAA Order No. 11328 (January 2018)	Replacement of the drum dryer at an existing continuous/batch Asphalt Plant.	311.0 ppmvd (7% O ₂)	310.6 ppmvd
PSCAA Order No. 11812 (December 2019)	Replacement of new 400 TPH drum mixer	311.0 ppmvd (7% O ₂)	310.6 ppmvd
Southwest Clean Air Agency 16-3199ADP	Replacement of parallel flow dryer/mixer with counterflow dryer/mixer (400 TPH)	163 ppmvd (15% O ₂)	384 ppmvd
San Joaquin Valley APCD Rule 4309	Asphalt/Concrete Plants	42 ppmv (19.0% O ₂)	307 ppmvd
San Joaquin Valley APCD BACT Guideline 6.3.1 (8/23/18)	Asphaltic Concrete – Mix Plant	42 ppmv (19% O ₂)	307 ppmvd
Bay Area Air Quality Management District BACT/TBACT Workbook	Hot Mix Asphalt, Drum and Batch Mix Facilities	133 ppmvd (15% O ₂)	313 ppmvd

Analysis

The applicant has proposed a CO BACT limit of 400 ppm corrected to 3% oxygen. The CO limit in Order of Approval No. 11328 is 311.0 ppmvd corrected to 7% oxygen (equivalent to 400 ppmvd at 3% oxygen). This value is also relatively consistent with the CO limit for asphalt plant aggregate dryers in San Joaquin Valley APCD Rule 4309 and BACT Guideline 6.3.1. San Joaquin Valley APCD Rule 4309 sets a CO limit of 42 ppmv corrected to 19% oxygen; the equivalent to 307 ppmv corrected to 7% oxygen. The Bay Area Air Quality Management District lists BACT as 133 ppm corrected to 15% oxygen, which equates to 313 ppmvd at 7% oxygen. This Order of Approval will establish a BACT limit of 311.0 ppmvd corrected to 7% oxygen, consistent with Order of Approval No. 11328. The emission source test provided by the application showed the unit capable of achieving these limits with substantial margin.

Nitrogen Oxides

Similar Permits or Other Regulatory Agencies BACT for NO_x:

Source	Description	NO _x Limit	NO _x Limit (Corrected to 7% O ₂)
PSCAA Order No. 10462 (December 2012)	New hot mix asphalt plant including: Astec Counter Flow, Double Barrel Dryer (400 TPH)	41.0 ppmvd (3% O ₂)	31.8 ppmvd
PSCAA Order No. 10852 (April 2015)	New hot mix asphalt (HMA) plant (325 TPH)	41.0 ppmvd (3% O ₂)	31.8 ppmvd
PSCAA Order No. 11175 (November 2016)	New hot mix asphalt (HMA) plant (300 TPH)	41.0 ppmvd (3% O ₂)	31.8 ppmvd
PSCAA Order No. 11328 (January 2018)	Replacement of the drum dryer at an existing continuous/batch Asphalt Plant.	32.0 ppmvd (7% O ₂)	32.0 ppmvd
PSCAA Order No. 11812 (December 2019)	Replacement of new 400 TPH drum mixer	26.0 ppmvd (7% O ₂)	26.0 ppmvd
Southwest Clean Air Agency 16-3199ADP	Replacement of parallel flow dryer/mixer with counterflow dryer/mixer (400 TPH)	27 ppmvd (15% O ₂)	64 ppmvd
South Coast AQMD BACT Guideline	Asphalt Batch Plant	36 ppmvd (3% O ₂)	28 ppmvd
San Joaquin Valley APCD Rule 4309	Asphalt/Concrete Plants	4.3 ppmv (19.0% O ₂)	31.5 ppmvd
San Joaquin Valley APCD BACT Guideline 6.3.1 (8/23/18)	Asphaltic Concrete – Mix Plant	3.5 ppmv (19% O ₂)	25.6 ppmvd
Bay Area Air Quality Management District BACT/TBACT Workbook	Hot Mix Asphalt, Drum and Batch Mix Facilities	12 ppmvd (15% O ₂)	28 ppmvd

Analysis

The Agency historically set a BACT limit of 41 ppm corrected to 3% oxygen for asphalt dryers. For Order of Approval No. 11328, the NO_x limit was set to 32 ppm corrected to 7% oxygen (equivalent to 41 ppm corrected to 3% oxygen) to be consistent with the oxygen correction for the particulate matter limit.

South Coast AQMD, San Joaquin Valley APCD, and BAAQMD establish BACT limits for NO_x emissions from asphalt dryers. In the table above, these were converted these to a 7% oxygen basis for the purpose of comparison. In August 2018, San Joaquin Valley APCD updated BACT guideline 6.3.1 and lists a NO_x limit of 3.5 ppmv at 19% oxygen. This is the most stringent limit listed in the table above and is equivalent to 25.6 ppmvd. Based on this value, the Order of Approval 11812 established a BACT limit of 26.0 ppmvd at 7% oxygen. For this permit, given that the change under review predates issuance of Order 11812, this Order of Approval is setting BACT for NO_x at 32 ppmvd

corrected to 7% oxygen. The emission source test provided by the application showed the unit capable of achieving these limits with a small margin.

RACT for Asphaltic Cement Storage Tanks

Source	Description	Limit
PSCAA Order No. 10462 (December 2012)	New hot mix asphalt plant including: Astec Counter Flow, Double Barrel Dryer (400 TPH)	0% Opacity except on 15-minute period per day of 20% for line blowing
PSCAA Order No. 10852 (April 2015)	New hot mix asphalt (HMA) plant (325 TPH)	0% Opacity except on 15-minute period per day of 20% for line blowing
PSCAA Order No. 11175 (November 2016)	New hot mix asphalt (HMA) plant (300 TPH)	0% Opacity except on 15-minute period per day of 20% for line blowing

Analysis

In all the recent permits where new hot asphaltic cement storage tanks were installed the BACT limit was zero percent opacity with a daily exception of one fifteen-minute period of twenty percent opacity for line blowing. The replacement of the storage tank condensers is not subject to BACT but, due to WAC 173-400-114 they are subject to Reasonably Available Control Technology (RACT). The applicant has chosen a control technology equivalent to BACT which here also satisfies the requirement of RACT. This determination is for tanks storing standard hot mix asphalt oils. Cutback asphalt has not been proposed as an oil to be stored in the asphalt cement tanks. Cutback asphalt contains a greater proportion of lighted components, and passive condensers would not necessarily be RACT for storage of this material in a heated tank. Because RACT has not been proposed or reviewed for storage of cutback asphalt, a provision prohibiting storage of cutback asphalt in the heated tanks is included in the Order of Approval. Per the applicant, cutback asphalt is not currently in use and there is no proposal to use cutback asphalt.

BACT/RACT for Odor

Odor is an air contaminant under Washington's Clean Air Act. Additionally, air contaminants such as various VOCs or TAPs can cause odors. There is the potential for odor from the dryer, the asphaltic cement storage tank condensers, and the scavenger ducting from the truck loadout, the flight conveyor, and the two asphaltic concrete storage tanks. Odor from the asphaltic cement storage tank condensers is subject to RACT. Odor from the drum dryer (including its contribution to the baghouse emissions) is subject to BACT. Odor from the scavenger duct from the truck loadout, flight conveyor to the two asphaltic concrete storage silos is subject to RACT.

It had been recognized that odor is a potential emission from hot mix asphalt operations, and while Agency Regulation I, 9.11 applies to all sources in the Agency's jurisdiction, when applicable, odors are also regulated through the NOC program, such as through BACT. Regulation I, Section 9.11 limits nuisance odors to less than level 2 (as defined in the rule), if there is an affidavit from a person stating that the odor "unreasonably interfere[s] with their enjoyment of life and property". In some cases in the past, VOC limits (and to some extent opacity limits) were considered as a surrogate for odor emissions.

The number of examples available for review of other Agencies' odor BACT determinations was limited. The SWCAA did issue permit SWCAA 19-3335 on May 30, 2019, with some provisions to address odor. They include a facility-wide condition similar to Agency Regulation I, and facility monitoring, record keeping, and reporting of odor complaints and actions taken to mitigate the issue.

The Agency has adopted odor provisions on other Agency permits, from various industries such as cannabis production, composting, and wastewater treatment. In permits for these source categories, the Agency has set in place practices to monitor odors and take actions to limit odors including fenceline monitoring, record keeping and reporting. Several of these recent BACT determinations are summarized in the table below.

NOC Number	Source type	Odor BACT provisions
11946	Wastewater treatment	No detectable odor at or beyond fenceline. Weekly property line traverse, corrective action required if odor detected.
11486	Cannabis processing	No detectable odor outside facility. Weekly property line traverse, corrective action required if odor detected.
11707	Cannabis production	No detectable odor outside facility. Weekly property line traverse, corrective action required if odor detected.
12184	Natural organic reduction	No detectable odor outside facility. Weekly property line traverse, corrective action required if odor detected.
11935	Composting	No detectable odor at or beyond facility boundary. Daily property line traverse, corrective action required if odor detected.

BACT is often thought of an emission limit reflective of use of a particular control technology. However, BACT can also be considered operational practices and techniques that result in reduced emissions – including monitoring and recordkeeping activities.

The Agency has not identified any cost-effective odor control technology applicable to the hot mix asphalt industry equipment capable of meeting a limit of zero odor at the fence line. Regulation I,

Section 9.11 does apply which requires less than level 2 odors on private property. The Agency recognizes that both the condensers are RACT for odor in the case of the asphaltic cement storage tanks. The baghouse may control odor to the degree it controls odorous condensed particulate but, also has the potential to change the location of odor impacts (and dilute them) due to the dispersion effects of a raised stack. For example, the higher release point of the baghouse stack allows for greater dispersion (and hence dilution) but this also may move the location of high impacts from near the facility to higher geography or structures. The baghouse has the potential to move odor impacts from nearby public property (such as the Burke-Gilman trail) to farther away private property (such as the neighboring hillside to the north). Because of this the Agency is setting into place a complaint response program, fence line and near field odor monitoring, recordkeeping, reporting, and response provisions as BACT/RACT odor mitigation practices.

G. EMISSION ESTIMATES

Proposed Project Emissions

Actual Emissions

The facility has no record of reporting emissions since previously calculated emissions have been below the Agency's reporting thresholds. Therefore, calculations of actual emissions cannot rely on previously reported emissions. However, actual emissions are required to be less than the estimated potential emissions shown.

Potential Emissions

The permitted potential to emit ("PTE") calculations for the units that are included in this project are based on operating at 100% rated capacity and producing no more than 200,000 tons of asphaltic concrete per year. This production limit is included as a condition in the Order of Approval.



Microsoft Excel
Worksheet

Source	PM ₁₀ (tpy)	PM _{2.5} (tpy)	SO ₂ (tpy)	NO _x (tpy)	VOC (tpy)	CO (tpy)	Combined HAPs (tpy)	Maximum Individual HAP (tpy)
Stack Emissions								
Aggregate Dryer	3.7	3.5	0.5	10.0	0.8	59.2	0.8	0.3
HMA Silo Filling 1	--	--	--	--	1.2	--	0.0	0.0
Asphalt Tanks	0.2	0.24	--	--	0.0	0.0	0.0	0.0
Total Stack Emissions	4.0	3.7	0.5	10.0	2.1	59.2	0.8	0.3

Emissions shown here includes the sources currently under review either as replacement equipment or as substantial alteration of existing equipment. Some emissions are shown as zero due to rounding small quantities of emissions.

- Aggregate dryer emissions include emissions from fuel combustion as well as particulate from the aggregate being dried. The aggregate dryer is a replacement and a new source. Emission include the baghouse, which was substantially altered, as part of this source.
- HMA Silo Filling includes emissions from volatile organic compounds, carbon monoxide, and particulate that is emitted from hot asphaltic concrete being loaded into the silos. This is includes as one of the sources that direct emissions to the substantially altered baghouse.
- The asphalt tanks include emissions from loading the two asphalt tanks with asphaltic cement (i.e. binder) and are drawn under review due to the replacement of the condensers used to limit tank volatile organic compound emissions.

Facility-wide Emissions

Actual Emissions

The facility has no record of reporting emissions so actual emission estimates are not known but, actual emissions are required to be less than the estimated potential emissions shown.

Reporting Source?

Yes, because potential emissions of Carbon Monoxide are greater than 25.0 tons per year (see Regulation I, Section 5.05(b)) the facility has the potential to be a reporting source.



Potential Emissions

Source	PM ₁₀ (tpy)	PM _{2.5} (tpy)	SO ₂ (tpy)	NO _x (tpy)	VOC (tpy)	CO (tpy)	Combined HAPs (tpy)	Maximum Individual HAP (tpy)
Stack Emissions								
Aggregate Dryer	3.7	3.5	0.5	10.0	0.8	59.2	0.8	0.3
HMA Silo Filling ¹	--	--	--	--	1.2	--	0.0	0.0
Asphalt Tanks	0.2	0.24	--	--	0.0	0.0	0.0	0.0
Total Stack Emissions	4.0	3.7	0.5	10.0	2.1	59.2	0.8	0.3
Fugitive Emissions								
Load-Out ²	0.05	0.05	--	--	0.39	--	0.01	2.04E-03
Haul Roads	0.08	0.02	--	--	--	--	--	--
Storage Pile Drop Points	1.29	0.20	--	--	--	--	--	--
Storage Pile Wind Erosion	0.06	0.01	--	--	--	--	--	--
Total Fugitive Emissions	1.49	0.28	--	--	0.39	--	0.01	2.04E-03
Total	5.5	4.0	0.5	10.0	2.5	59.2	0.8	0.3
Title V Major Source Threshold	100	100	100	100	100	100	25	10
Below Title V Major Source Threshold?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Asphalt storage silos are controlled by the baghouse. Therefore, PM₁₀ and PM_{2.5} emissions from silo filling are not calculated separately.

Load-out PM₁₀ and PM_{2.5} emissions are conservatively assumed equivalent to load-out total PM emissions.

H. OPERATING PERMIT OR PSD

The Title V Air Operating Permit (AOP) program applicability for the entire source has been reviewed.

The facility is not a Title V air operating permit source because post project PTE remains below Title V applicability thresholds and criteria due to federally enforceable limits being implemented in this order. The source is considered a “**synthetic minor**”. Emissions of Carbon Monoxide will be limited to the potential to emit defined by their operating limit of 200,000 TPY.

I. AMBIENT AND TOXICS IMPACT ANALYSIS

The estimated potential toxic air pollutant (TAP) emissions was calculated for operation at 100% rated capacity and 200,000 TPY production for each new or modified emission unit (*or based on limit in permit*). The table below includes estimated potential emissions of all TAP and compares those to the Small Quantity Emission Rates (SQER) in WAC 173-460-150.

Pollutant	CAS No.	HAP?	TAP?	Emission Factor ¹ (lb/ton)	Pre-Project Dryer Emissions (tpy)	Post-Project Dryer Emissions		Emission Increase (tpy)	Averaging Period	Project		Modeling Required?
						(lb/hr)	(tpy)			SQER (lb/averaging period)	Emissions Increase ²	
2-Methylnaphthalene	91-57-6	Yes - PAH	No	7.1E-05	6.30E-03	1.42E-02	7.10E-03	8.04E-04	--	--	--	--
Acenaphthene	83-32-9	Yes - PAH	No	9.0E-07	7.98E-05	1.80E-04	9.00E-05	1.02E-05	--	--	--	--
Acenaphthylene	208-96-8	Yes - PAH	No	5.8E-07	5.14E-05	1.16E-04	5.80E-05	6.57E-06	--	--	--	--
Acetaldehyde	75-07-0	Yes	Yes	3.2E-04	2.84E-02	0.06	0.03	3.62E-03	year	6.00E+01	7.25E+00	No
Anthracene	120-12-7	Yes - PAH	No	2.1E-07	1.86E-05	4.20E-05	2.10E-05	2.38E-06	--	--	--	--
Benzene	71-43-2	Yes	Yes	2.8E-04	2.48E-02	0.06	0.03	3.17E-03	year	2.10E+01	6.34E+00	No
Benzo(a)anthracene	56-55-3	Yes - PAH	Yes	4.6E-09	4.08E-07	9.20E-07	4.60E-07	5.21E-08	year	1.09E+01	1.04E-04	No
Benzo(a)pyrene	50-32-8	Yes - PAH	Yes	3.1E-10	2.75E-08	6.20E-08	3.10E-08	3.51E-09	year	1.60E-01	7.02E-06	No
Benzo(b)fluoranthene	205-99-2	Yes - PAH	Yes	9.4E-09	8.34E-07	1.88E-06	9.40E-07	1.06E-07	year	8.90E-01	2.13E-04	No
Benzo(g,h,i)perylene	191-24-2	Yes - PAH	No	5.0E-10	4.43E-08	1.00E-07	5.00E-08	5.66E-09	--	--	--	--
Benzo(k)fluoranthene	207-08-9	Yes - PAH	Yes	1.3E-08	1.15E-06	2.60E-06	1.30E-06	1.47E-07	year	8.90E-01	2.94E-04	No
Chrysene	218-01-9	Yes - PAH	Yes	3.8E-09	3.37E-07	7.60E-07	3.80E-07	4.30E-08	year	8.90E+00	8.61E-05	No
Dibenz(a,h)anthracene	53-70-3	Yes - PAH	Yes	9.5E-11	8.42E-09	1.90E-08	9.50E-09	1.08E-09	year	8.20E-02	2.15E-06	No
Ethyl Benzene	100-41-4	Yes	Yes	2.2E-03	1.95E-01	0.44	0.22	2.49E-02	year	6.50E+01	4.98E+01	No
Fluoranthene	206-44-0	Yes - PAH	No	1.6E-07	1.42E-05	3.20E-05	1.60E-05	1.81E-06	--	--	--	--
Fluorene	86-73-7	Yes - PAH	No	1.6E-06	1.42E-04	3.20E-04	1.60E-04	1.81E-05	--	--	--	--
Formaldehyde	50-00-0	Yes	Yes	7.4E-04	6.56E-02	0.15	0.07	8.38E-03	year	2.70E+01	1.68E+01	No
Indeno(1,2,3-cd)pyrene	193-39-5	Yes - PAH	Yes	3.0E-10	2.66E-08	6.00E-08	3.00E-08	3.40E-09	year	8.90E-01	6.80E-06	No
Naphthalene	91-20-3	Yes - PAH	Yes	3.6E-05	3.19E-03	7.20E-03	3.60E-03	4.08E-04	year	4.80E+00	8.15E-01	No
Phenanthrene	85-01-8	Yes - PAH	No	2.6E-06	2.31E-04	5.20E-04	2.60E-04	2.94E-05	--	--	--	--
Pyrene	129-00-0	Yes - PAH	No	6.2E-08	5.50E-06	1.24E-05	6.20E-06	7.02E-07	--	--	--	--
Quinone	106-51-4	Yes	No	2.7E-04	2.39E-02	0.05	0.03	3.06E-03	--	--	--	--
Toluene	108-88-3	Yes	Yes	1.0E-03	8.87E-02	0.20	0.10	1.13E-02	24-hr	3.70E+02	0	No
Xylene, mixed or all isomers	1330-20-7	Yes	Yes	2.7E-03	2.39E-01	0.54	0.27	3.06E-02	24-hr	1.60E+01	0	No
Arsenic	7440-38-2	Yes	Yes	4.6E-07	4.08E-05	9.20E-05	4.60E-05	5.21E-06	year	4.90E-02	1.04E-02	No
Barium	7440-39-3	No	No	1.5E-06	1.33E-04	3.00E-04	1.50E-04	1.70E-05	--	--	--	--
Beryllium	7440-41-7	Yes	Yes	1.5E-07	1.33E-05	3.00E-05	1.50E-05	1.70E-06	year	6.80E-02	3.40E-03	No
Cadmium	7440-43-9	Yes	Yes	6.1E-07	5.41E-05	1.22E-04	6.10E-05	6.91E-06	year	3.90E-02	1.38E-02	No
Chromium	7440-47-3	Yes	Yes	5.7E-07	5.05E-05	1.14E-04	5.70E-05	6.46E-06	24-hr	3.70E-01	0	No
Hexavalent Chromium	18540-29-9	Yes	Yes	4.8E-08	4.26E-06	9.60E-06	4.80E-06	5.44E-07	year	6.50E-04	1.09E-03	Yes
Copper	7440-50-8	No	Yes	2.8E-06	2.48E-04	5.60E-04	2.80E-04	3.17E-05	1-hr	1.90E-01	0	No
Lead	7439-92-1	Yes	Yes	8.9E-07	7.89E-05	1.78E-04	8.90E-05	1.01E-05	year	1.40E+01	2.02E-02	No
Manganese	7439-96-5	Yes	Yes	6.9E-06	6.12E-04	1.38E-03	6.90E-04	7.82E-05	24-hr	2.20E-02	0	No
Mercury	7439-97-6	Yes	Yes	4.1E-07	3.64E-05	8.20E-05	4.10E-05	4.64E-06	24-hr	2.20E-03	0	No
Nickel	7440-02-0	Yes	Yes	3.0E-06	2.66E-04	6.00E-04	3.00E-04	3.40E-05	year	6.20E-01	6.80E-02	No
Selenium	7782-49-2	Yes	Yes	4.9E-07	4.35E-05	9.80E-05	4.90E-05	5.55E-06	24-hr	1.50E+00	0	No
Zinc	7440-66-6	No	No	6.8E-06	6.03E-04	1.36E-03	6.80E-04	7.70E-05	--	--	--	--
				Total HAP:	0.68	1.53	0.76	0.09				
SO ₂	7446-09-5	No	Yes	4.6E-03	4.08E-01	9.20E-01	4.60E-01	5.21E-02	1-hr	1.20E+00	0	No
NO _x	10102-44-0	No	Yes	--	1.00E+01	4.57E+00	1.00E+01	0.00E+00	1-hr	8.70E-01	0	No
CO	630-08-0	No	Yes	--	5.92E+01	2.71E+01	5.92E+01	0.00E+00	1-hr	4.30E+01	0	No

¹ Speciated emission factors for emissions from the dryer are obtained from U.S. EPA, Hot Mix Asphalt Plants, AP-42 Section 11.1, March 2004, Tables 11.1-9 and 11.1-11. Emission factors for natural gas-fired dryer with fabric filter for batch hot mix asphalt plants are used. Emissions of criteria pollutants that are also TAPs are based on the calculation shown in Table 2.

² For TAPs with short-term averaging periods (i.e., 1-hour and 24-hour), there is no increase in emissions from the project.

Of the emitted TAPs, only hexavalent chromium was emitted at rates greater than the SQER, so the Agency required dispersion modeling to demonstrate estimated impacts less than the Acceptable Source Impact Levels (ASILs) listed in WAC 173-460-150. The modeled hexavalent chromium impact demonstrated concentrations an order of magnitude less than the ASIL.

Pollutant	Averaging Period	Modeled Concentration (µg/m ³)	ASIL (µg/m ³)	Exceeds ASIL?
Chromium (VI)	Annual	1.01E-07	4.00E-06	No

In addition to dispersion modeling for TAPs, the Agency also required dispersion modeling to demonstrate compliance with the National Ambient Air Quality Standards (NAAQS) for particulate, NO_x, and CO. The NAAQS are national air quality standards designed to protect public health and the environment. Dispersion modeling was conducted that showed that ambient concentrations resulting from the facility emissions should not exceed the NAAQS. In addition, the Agency requested not just the modeled high concentrations but asked for the maximum estimated impacts at a variety of sensitive locations within the community. The results of the dispersion model are shown below. The details of the modeling analysis are included in the attached report. The modeling was conducted at the established BACT limits with one exception. For particulate matter the modeling was conducted at the tested concentration increased by thirty percent to allow for variability in test results. As such the particulate matter limits set in the permit conditions reflect the rate at which particulate matter emissions were modeled, which assures protection of the NAAQS. As seen in the table below, no applicable NAAQS are exceeded.

Parameter	Test Result Average	Emission Limit
Total PM gr/dscf at 7 percent oxygen	0.0089	0.0116
Filterable PM gr/dscf at 7 percent oxygen	0.002	0.0029

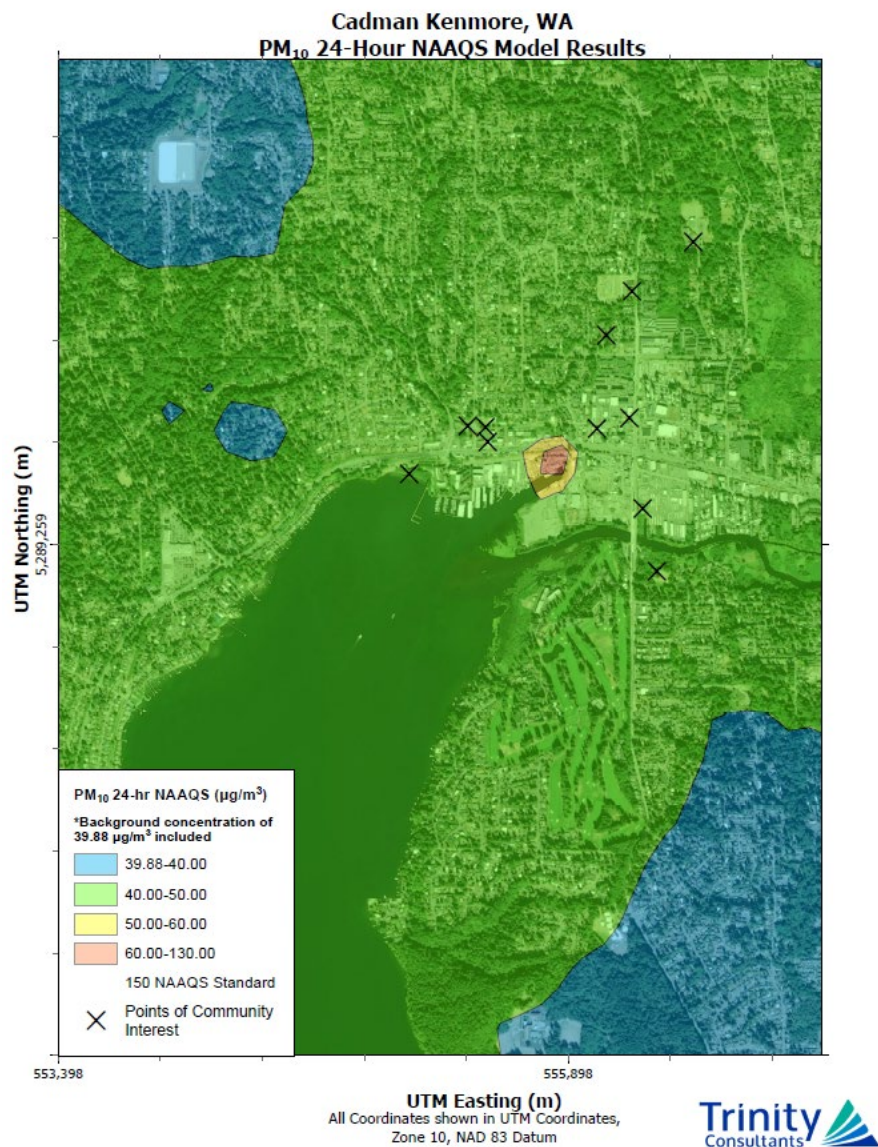


Cadman Kenmore
Modeling Report - NA

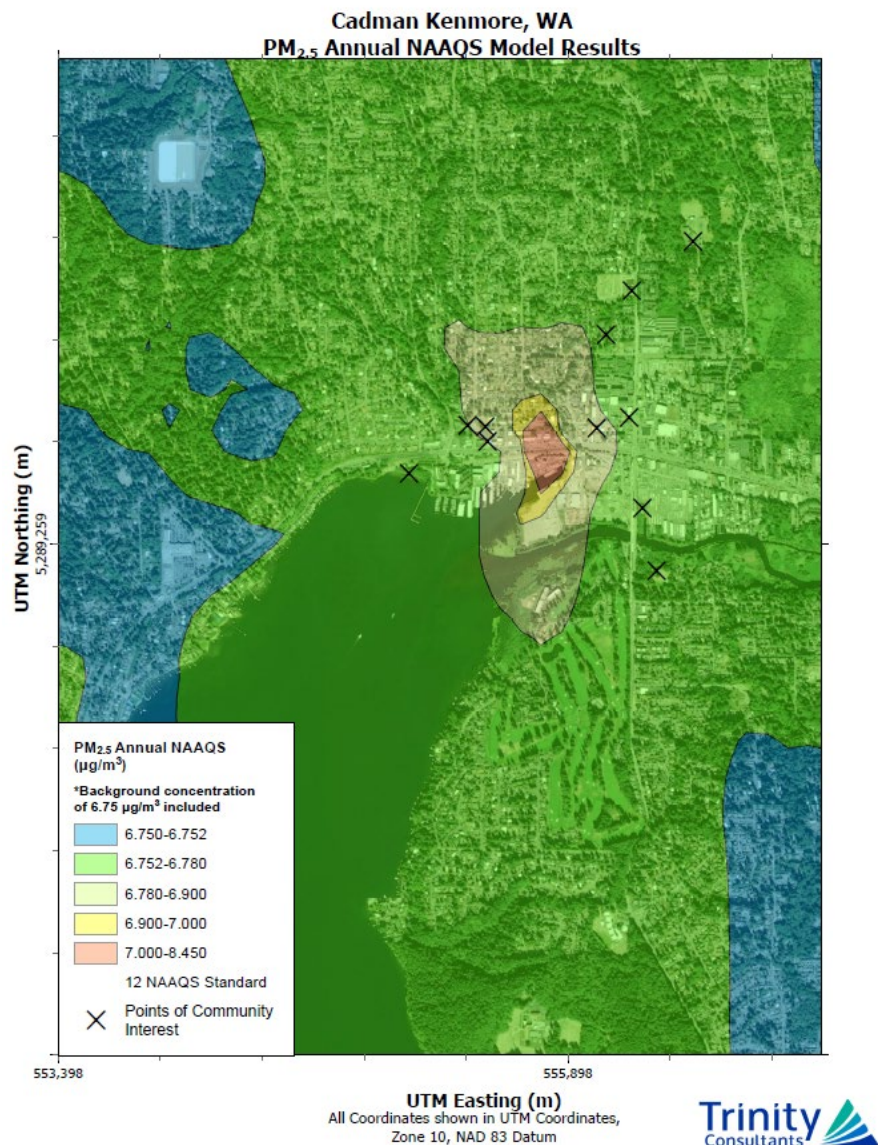


Pollutant	Averaging Period	Design Concentration	Location		Concentration ($\mu\text{g}/\text{m}^3$)			Exceeds NAAQS?
			UTM Easting (m)	UTM Northing (m)	Modeled	Total Concentration	NAAQS	
PM ₁₀	24-hr	H6H	555,820.8	5,289,634.6	90.0	129.9	150	No
PM _{2.5}	Annual	NA	555,769.7	5,289,690.5	1.7	8.5	12	No
	24-hr	H8H	555,769.7	5,289,690.5	12.5	33.7	35	No
NO ₂	Annual	NA	555,769.7	5,289,690.5	2.9	29.6	100	No
	1-hr	H8H	555,769.7	5,289,690.5	91.1	183.7	188	No
CO	8-hr	H2H	555,769.7	5,289,690.5	519.7	2042.8	10,000	No
	1-hr	H2H	555,770.2	5,289,661.4	1935.5	4363.3	40,000	No

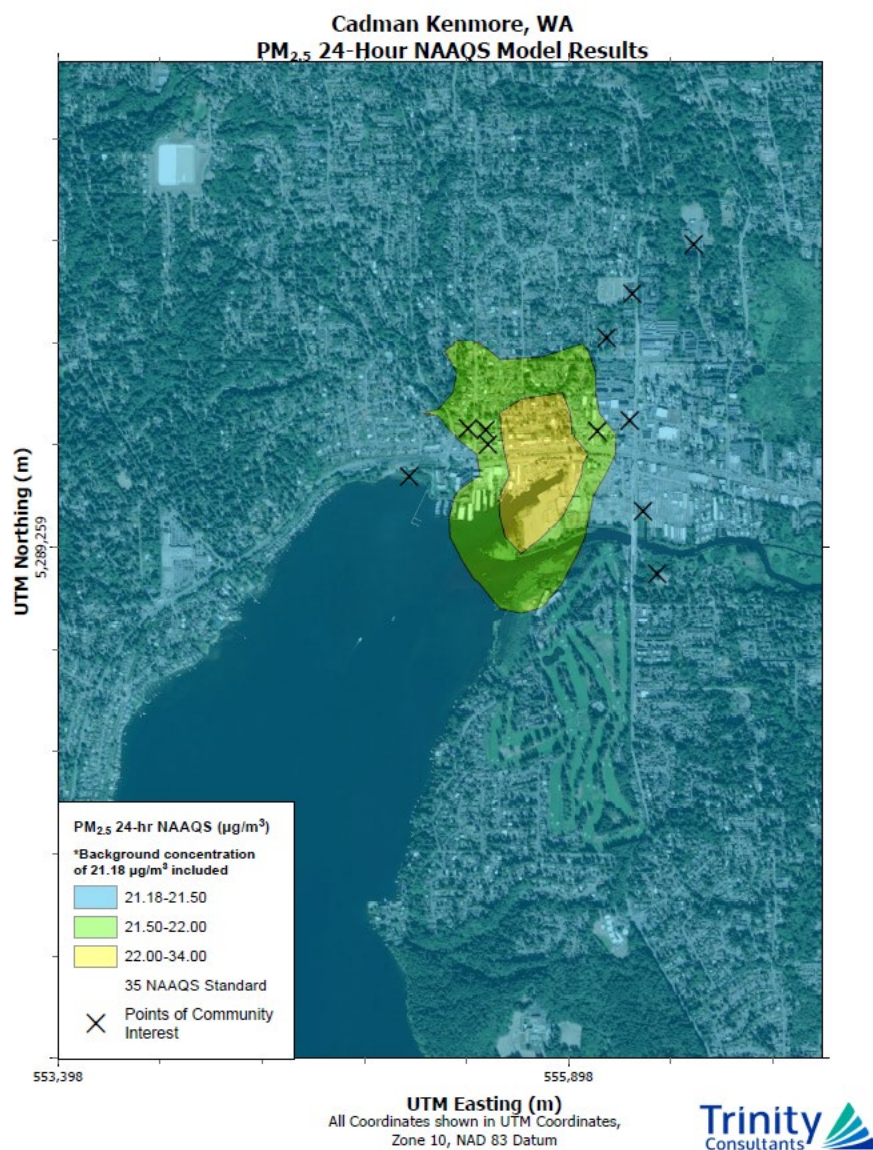
Location	UTM Easting (m)	UTM Northing (m)	Modeled Maximum Concentration ($\mu\text{g}/\text{m}^3$)						
			PM ₁₀	PM _{2.5}		NO ₂		CO	
			24-hr	Annual	24-hr	Annual	1-hr	8-hr	1-hr
Lakeside School Boathouse	556,260.68	5,289,435.17	0.69	0.01	0.20	0.02	0.94	3.68	11.93
Kenmore Library	556,036.73	5,289,824.08	2.48	0.04	0.84	0.09	5.06	14.38	115
Lake Forest Park Cooperative Preschool	555,402.49	5,289,839.82	2.04	0.03	0.90	0.05	4.17	14.23	34.47
Kenmore Elementary	556,508.24	5,290,739.88	0.32	4.12E-03	0.09	7.98E-03	0.93	1.48	8.96
Log Boom Park	555,116.54	5,289,605.05	0.80	4.99E-03	0.25	5.64E-03	0.65	1.70	7.30
Rhododendron Park	556,331.01	5,289,129.96	0.25	7.23E-03	0.14	1.24E-02	0.95	4.05	10.50
Kenmore Town Square	556,195.21	5,289,874.64	1.21	0.02	0.41	0.05	2.13	6.77	49.66
Bethany Bible Church	555,502.06	5,289,758.64	2.57	0.03	1.14	0.06	5.13	23.75	47.47
Church of the Redeemer	555,489.23	5,289,830.94	2.40	0.04	1.11	0.09	6.70	19.55	61.25
Northlake Lutheran Church	556,081.58	5,290,281.53	0.72	0.02	0.37	0.03	3.52	11.04	88.25
Cedar Park Northshore Assembly of God	556,209.24	5,290,495.83	0.51	0.01	0.21	0.02	1.88	4.52	36.10



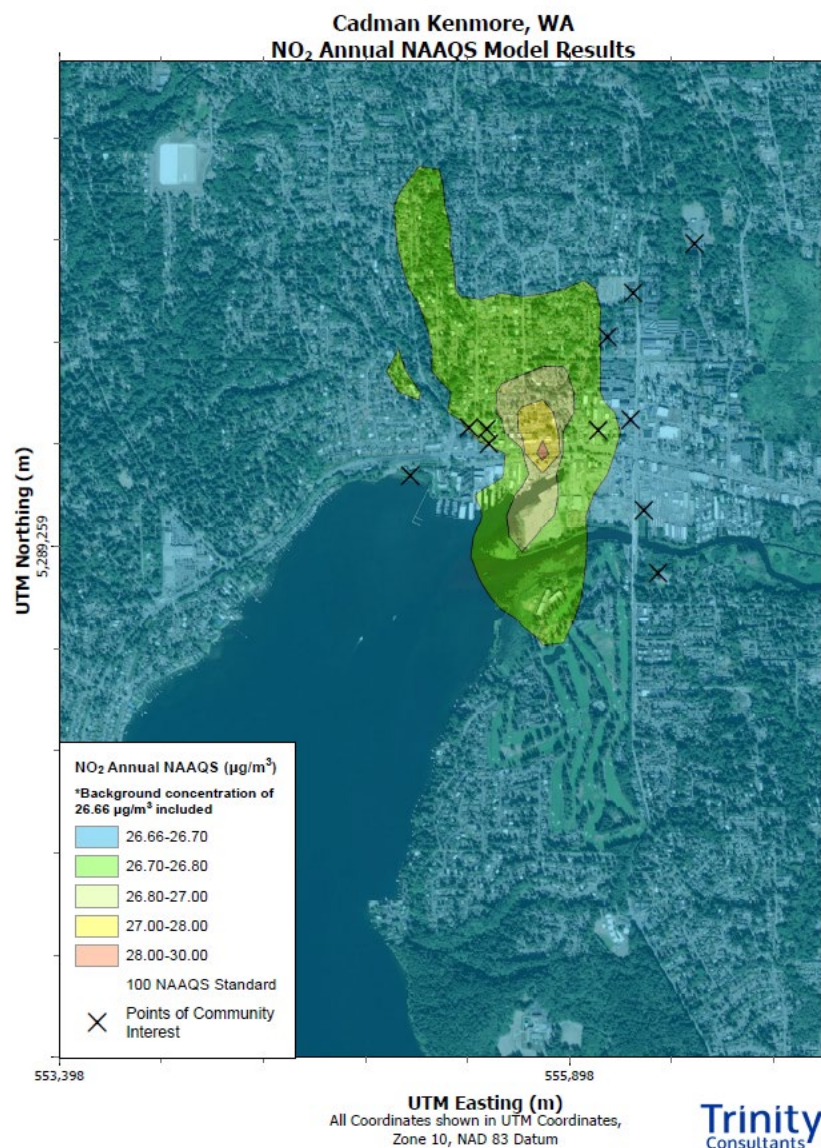
* Points of Community Interest, as defined by PSCAA, are found in Table 2-1. Sensitive Receptors



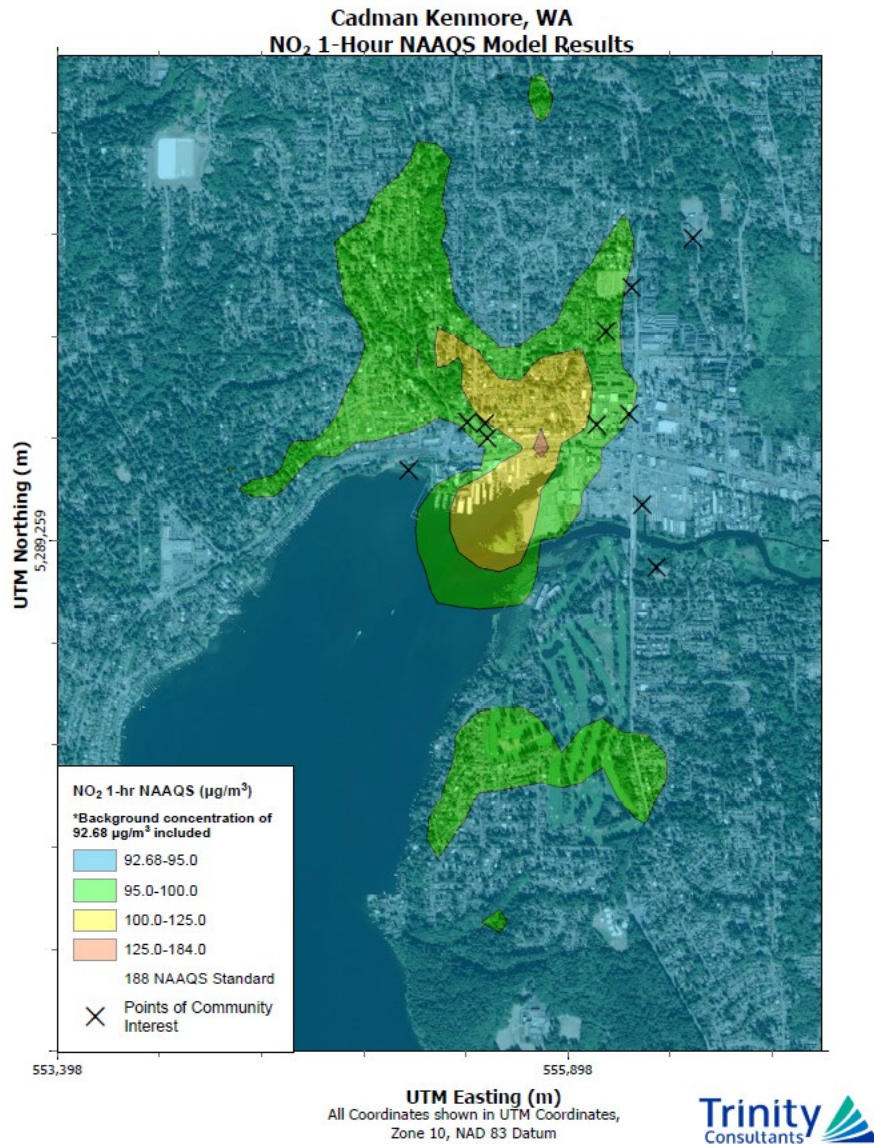
* Points of Community Interest, as defined by PSCAA, are found in Table 2-1. Sensitive Receptors



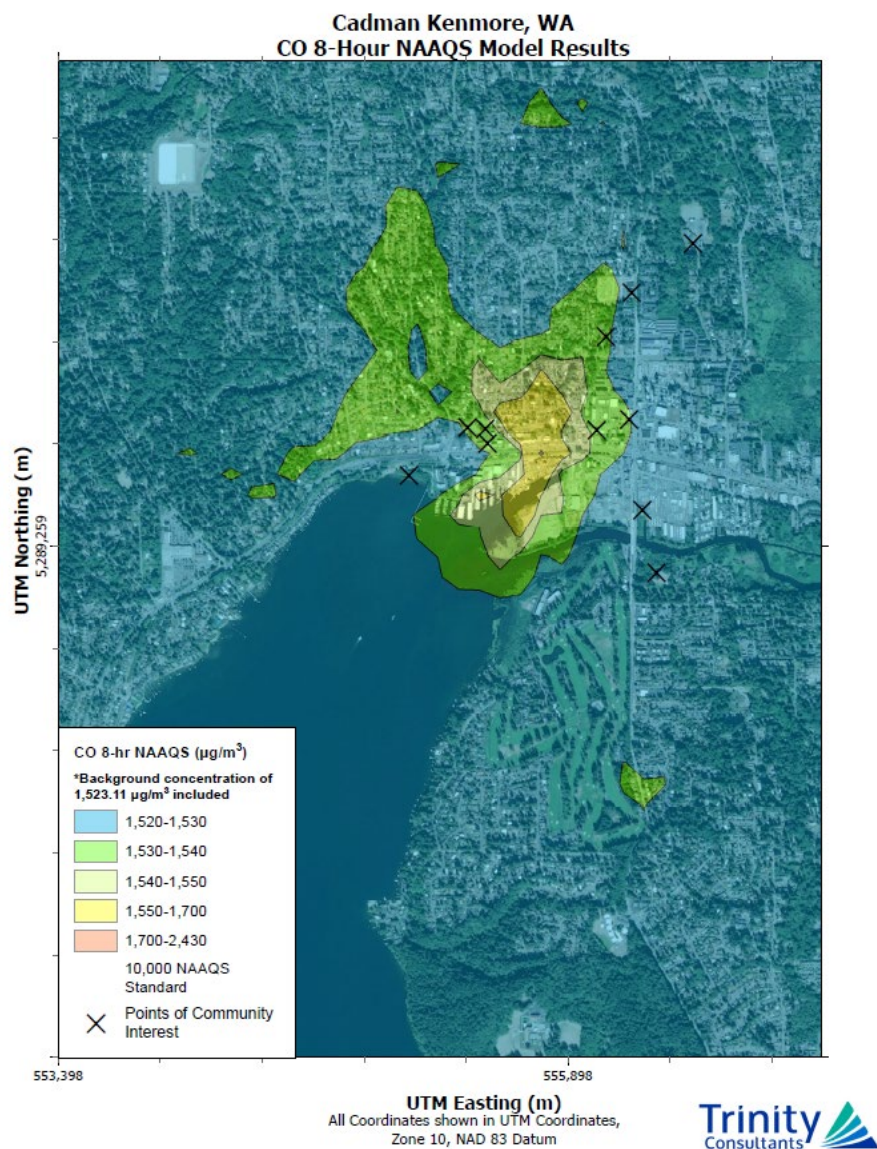
* Points of Community Interest, as defined by PSCAA, are found in Table 2-1. Sensitive Receptors



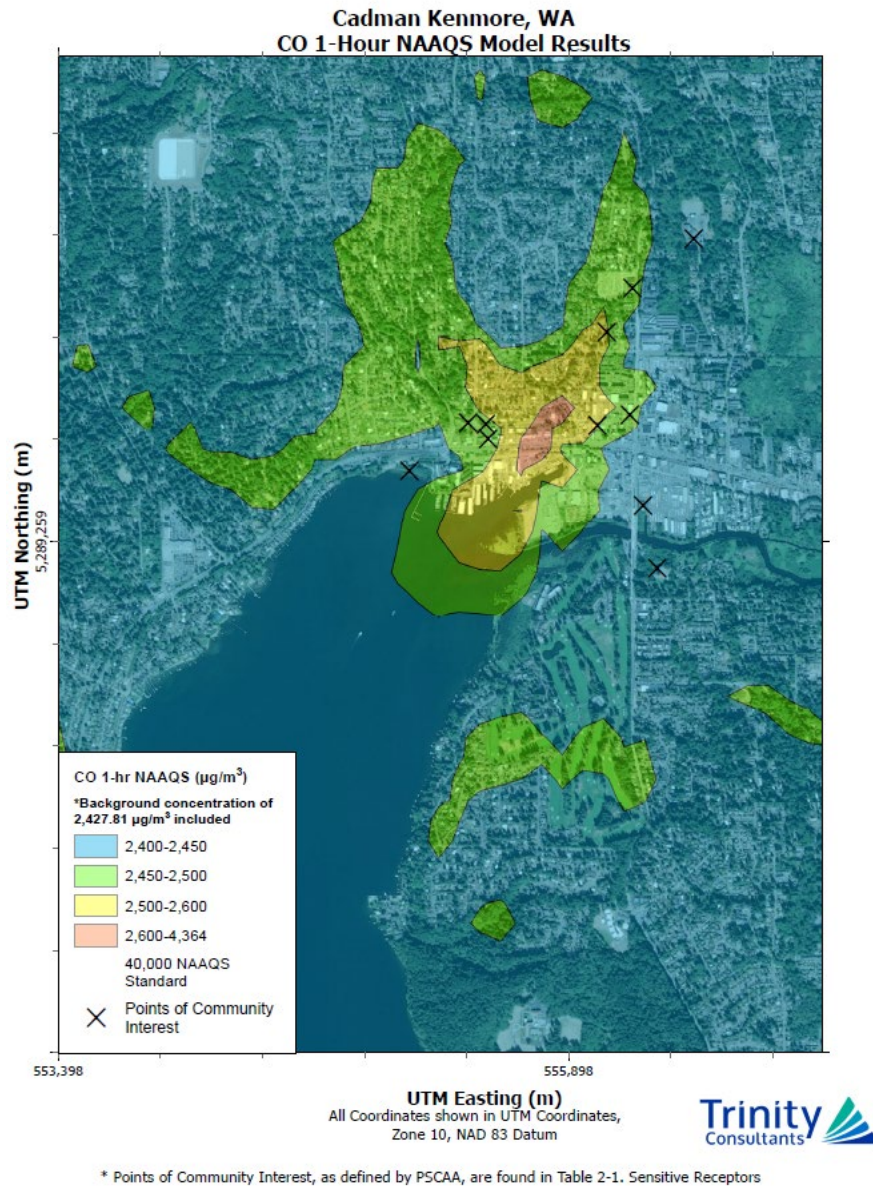
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* Points of Community Interest, as defined by PSCAA, are found in Table 2-1. Sensitive Receptors



J. APPLICABLE RULES & REGULATIONS

Puget Sound Clean Air Agency Regulations

SECTION 5.05 (c): The owner or operator of a registered source shall develop and implement an operation and maintenance plan to ensure continuous compliance with Regulations I, II, and III. A copy of the plan shall be filed with the Control Officer upon request. The plan shall reflect good industrial practice and shall include, but not be limited to, the following:

- (1) Periodic inspection of all equipment and control equipment;
- (2) Monitoring and recording of equipment and control equipment performance;
- (3) Prompt repair of any defective equipment or control equipment;

- (4) Procedures for startup, shut down, and normal operation;
- (5) The control measures to be employed to ensure compliance with Section 9.15 of this regulation; and
- (6) A record of all actions required by the plan.

The plan shall be reviewed by the source owner or operator at least annually and updated to reflect any changes in good industrial practice.

SECTION 6.09: Within 30 days of completion of the installation or modification of a stationary source subject to the provisions of Article 6 of this regulation, the owner or operator or applicant shall file a Notice of Completion with the Agency. Each Notice of Completion shall be submitted on a form provided by the Agency and shall specify the date upon which operation of the stationary source has commenced or will commence.

SECTION 9.03: (a) It shall be unlawful for any person to cause or allow the emission of any air contaminant for a period or periods aggregating more than 3 minutes in any 1 hour, which is:

- (1) Darker in shade than that designated as No. 1 (20% density) on the Ringelmann Chart, as published by the United States Bureau of Mines; or
- (2) Of such opacity as to obscure an observer's view to a degree equal to or greater than does smoke described in Section 9.03(a)(1).

(b) The density or opacity of an air contaminant shall be measured at the point of its emission, except when the point of emission cannot be readily observed, it may be measured at an observable point of the plume nearest the point of emission.

(c) This section shall not apply when the presence of uncombined water is the only reason for the failure of the emission to meet the requirements of this section.

SECTION 9.09: General Particulate Matter (PM) Standard. It shall be unlawful for any person to cause or allow the emission of particulate matter in excess of the following concentrations:
Equipment Used in a Manufacturing Process: 0.05 gr/dscf

SECTION 9.11: It shall be unlawful for any person to cause or allow the emission of any air contaminant in sufficient quantities and of such characteristics and duration as is, or is likely to be, injurious to human health, plant or animal life, or property, or which unreasonably interferes with enjoyment of life and property.

SECTION 9.13: It shall be unlawful for any person to cause or allow the installation or use of any device or use of any means designed to mask the emission of an air contaminant which causes detriment to health, safety or welfare of any person.

SECTION 9.15: It shall be unlawful for any person to cause or allow visible emissions of fugitive dust unless reasonable precautions are employed to minimize the emissions. Reasonable precautions include, but are not limited to, the following:

- (1) The use of control equipment, enclosures, and wet (or chemical) suppression techniques, as practical, and curtailment during high winds;
- (2) Surfacing roadways and parking areas with asphalt, concrete, or gravel;
- (3) Treating temporary, low-traffic areas (e.g., construction sites) with water or chemical stabilizers, reducing vehicle speeds, constructing pavement or rip rap exit aprons, and cleaning vehicle

undercarriages before they exit to prevent the track-out of mud or dirt onto paved public roadways;
or

(4) Covering or wetting truck loads or allowing adequate freeboard to prevent the escape of dust-bearing materials.

SECTION 9.16(c): General Requirements for Indoor Spray-Coating Operations. It shall be unlawful for any person subject to the provisions of this section to cause or allow spray-coating inside a structure, or spray-coating of any motor vehicles or motor vehicle components, unless all of the following requirements are met:

- (1) Spray-coating is conducted inside an enclosed spray area;
- (2) The enclosed spray area employs either properly seated paint arresters, or water-wash curtains with a continuous water curtain to control the overspray; and
- (3) All emissions from the spray-coating operation are vented to the atmosphere through an unobstructed vertical exhaust vent.

REGULATION I, SECTION 9.20(a): It shall be unlawful for any person to cause or allow the operation of any features, machines or devices constituting parts of or called for by plans, specifications, or other information submitted pursuant to Article 6 of Regulation I unless such features, machines or devices are maintained in good working order.

Washington State Administrative Code

WAC 173-400-040(3): Fallout. No person shall cause or allow the emission of particulate matter from any source to be deposited beyond the property under direct control of the owner or operator of the source in sufficient quantity to interfere unreasonably with the use and enjoyment of the property upon which the material is deposited.

WAC 173-400-040(4): Fugitive emissions. The owner or operator of any emissions unit engaging in materials handling, construction, demolition or other operation which is a source of fugitive emission:

- (a) If located in an attainment area and not impacting any nonattainment area, shall take reasonable precautions to prevent the release of air contaminants from the operation.

WAC173-400-111(7): Construction limitations.

- (a) Approval to construct or modify a stationary source becomes invalid if construction is not commenced within eighteen months after receipt of the approval, if construction is discontinued for a period of eighteen months or more, or if construction is not completed within a reasonable time. The permitting authority may extend the eighteen-month period upon a satisfactory showing by the permittee that an extension is justified.

Federal

40 CFR 60 Subpart A and Subpart I apply to this facility.

Subpart A:

60.4(b) Delegation of authority to PSCAA to enforce NSPS.

60.7(a)(1, 3, 4) Notification & Record keeping.

60.7(b) Maintain records including malfunctions.

60.8 Requirements for source testing. (Stack test has already been completed for the affected facility.)

60.11(a, b, c, e) Compliance requirements for PM₁₀ & opacity. Note: requires that Method 9 tests include three one-hour observations conducted concurrently with the Method 5 test runs.

60.11(d) Operate consistent with good engineering control practices.

Subpart I:

60.90 Defines the applicable sources

60.91 Contains definitions

60.92 Has the PM emissions standard of 0.04 gr/dscf measured by EPA method 5 which is only the "Front-Half". 20 percent opacity limit.

60.93 Test methods include collecting a min of 31.8 dscf of sample for PM, and EPA Method 9 for opacity. (Stack test has already been completed for the affected facility.)

K. PUBLIC NOTICE

This project meets the criteria for mandatory public notice under WAC 173-400-171(3). Criteria requiring public notice includes, but is not limited to, a project that exceeds emission threshold rates as defined in WAC 173-400-030 (e.g. 40 tpy NO_x, VOC, or SO₂, 100 tpy CO, 15 tpy PM₁₀, 10 tpy PM_{2.5}, 0.6 tpy lead), includes a WAC 173-400-091 synthetic minor limit, has a toxic air pollutant emission increase above the acceptable source impact level in WAC 173-460-150, or has significant public interest. A notice of application was posted on the Agency's website for 15 days. No requests or responses were received. A copy of the website posting is below:

New Construction Projects

Company	Address	Project Description	Date Posted	Contact Engineer
NC 11861 Cadman Materials, Inc. (Cadman)	6431 NE 175th St, Kenmore, WA 98028	Equipment replacement at an existing hot mix asphalt plant including: dryer shell replacement; dryer baghouse alterations; replacement of asphalt storage tank condensers; and routing of truck loading emissions to baghouse.	11/26/19	Brian Renninger

The Agency has determined that there could be significant public interest in this project; therefore, the project meets the criteria for mandatory public notice under WAC 173-400-171(3)(n). In addition, the permit conditions establish limitations on the sources potential to emit which also requires a mandatory public notice under WAC 173-400-171(3)(k).

A 60-day public comment period for the draft Order of Approval and preliminary Determination of Nonsignificance was held March 3 through May 2, 2022. Notices that the draft materials were open to comment were published in the Seattle Times and the Daily Journal of Commerce on March 3. The Agency posted the application, the draft worksheet, the draft Order of Approval, the DNS and other relevant materials on the Agency's website during the comment period. In addition, the Agency held an online public hearing via Zoom on April 18, 2022, from 4 pm to 6 pm Pacific Time.

In addition, a public comment period for the Determination of Nonsignificance was held concurrently with the comment period for the draft Order of Approval.

Comments and responses for the public notice period are in Appendix A to this worksheet.

L. RECOMMENDED APPROVAL CONDITIONS

Standard Conditions:

1. Approval is hereby granted as provided in Article 6 of Regulation I of the Puget Sound Clean Air Agency to the applicant to install or establish the equipment, device or process described hereon at the installation address in accordance with the plans and specifications on file in the Engineering Division of the Puget Sound Clean Air Agency.
2. This approval does not relieve the applicant or owner of any requirement of any other governmental agency.

Specific Conditions:

NEW SOURCE PERFORMANCE STANDARDS

3. This asphalt facility is subject to the federal Standards of Performance for Asphalt Concrete Plants under 40 CFR Part 60, Subpart I, and General Provisions under 40 CFR Part 60, Subpart A, as required by Conditions 4, 5, and 6 of this Order of Approval.

4. The owner or operator subject to the provisions of this subpart shall not discharge or cause the discharge into the atmosphere from any affected facility any gases which:
 - a) Contain particulate matter in excess of 90 mg/dscm (0.04 gr/dscf).
 - b) Exhibit 20 percent opacity, or greater.
5. The owner or operator shall maintain records of the occurrence and duration of any startup, shutdown, or malfunction in the operation of an affected facility; any malfunction of the air pollution control equipment; or any periods during which a monitoring device is inoperative.
6. At all times, including periods of startup, shutdown, and malfunction, owners and operators shall, to the extent practicable, maintain and operate any affected facility including associated air pollution control equipment in a manner consistent with good air pollution control practice for minimizing emissions.

EMISSION LIMITS

7. Total particulate matter emissions from the plant exhaust stack shall not exceed 0.0116 gr/dscf (corrected to 7% O₂) as measured by U.S. EPA Method 5 as modified by Puget Sound Clean Air Agency Board Resolution 540 dated August 11, 1983.
8. Filterable particulate matter emissions from the plant exhaust stack shall not exceed 0.0029 gr/dscf (corrected to 7% O₂) as measured by U.S. EPA Method 5 as modified by Puget Sound Clean Air Agency Board Resolution 540 dated August 11, 1983.
9. Opacity from the plant exhaust stack shall not exceed 5% opacity for a period or periods aggregating more than 3 minutes during any one hour as measured by WDOE Method 9A.
10. Emissions of Non-Methane/Non-Ethane VOC (NMNEVOC) shall not exceed 0.032 lb NMNEVOC per ton of hot mixed asphaltic concrete produced. Compliance with this limit shall be determined by the average of three 60-minute test runs performed in accordance with Section 3.07 of PSCAA Regulation 1 and using EPA reference methods 1, 3A, 4, and 25A (using either an FID with a methane “cutter”, OR using EPA Method 320 or EPA Method 18 to analyze for methane and ethane, and subtracting the methane and ethane results from the total VOC measured by the FID analyzer) from Appendix A of 40 CFR Part 60. NMNEVOC shall be expressed as propane. Other equivalent test methods may be used with prior written approval of the Agency.
11. Emissions of carbon monoxide shall not exceed 311.0 ppmvd (corrected to 7% O₂) as determined by the average of three 60-minute test runs performed in accordance with Section 3.07 of PSCAA Regulation I and using USEPA reference methods 1, 3A, 4, and 10 from Appendix A of 40 CFR Part 60.
12. Emissions of oxides of nitrogen shall not exceed 32.0 ppmvd (corrected to 7% O₂) as determined by the average of three 60-minute test runs performed in accordance with Section 3.07 of PSCAA Regulation I using USEPA reference methods 1, 3A, 4, and 7E from Appendix A of 40 CFR Part 60.

13. Emissions from the asphalt cement storage tanks shall not exceed 0% opacity as determined by WDOE Method 9A, except for one consecutive 15-minute period in any 24-hour period when the transfer lines are being blown for clearing. Record the date and time period of any asphalt transfer line blowing. During asphalt transfer line blowing the storage tanks shall not exceed 20% opacity for a period or periods aggregating more than 3 minutes during any one hour as measured by WDOE Method 9A.

FACILITY-WIDE EMISSION LIMIT

14. Facility-wide emissions of carbon monoxide shall not exceed 59.2 tons during any 12 consecutive months after the date of this Order.
15. Within 30 days of the end of each month, the owner or operator shall calculate the facility-wide carbon monoxide emissions for the previous 12 months using the monthly natural gas usage and either the BACT emission limit in Condition 11 or the results of the most recent carbon monoxide emission test that shows compliance with the BACT emission limit in Condition 11. For the purposes of this calculation, the BACT limit in Condition 11 or the source test results shall be converted to into terms of pounds of carbon monoxide per million Btu of fuel used using EPA Method 19.
16. The owner or operator shall notify the Puget Sound Clean Air Agency in writing, within 30 days after the end of each 12-month period if, during that period, emissions of CO exceed 55 tons. The report shall include emissions data for the time period for which these thresholds were exceeded.
17. By June 30th of each calendar year, the owner or operator must report to PSCAA the total emissions of carbon monoxide for the previous calendar year. The owner or operator must also report the emissions of any pollutant that exceeded the thresholds in PSCAA Regulation I, Section 5.05(b) for the previous calendar year. These emission reports must be submitted via email to EmissionReporting@psccleanair.gov or in the most current method in which PSCAA is receiving electronic submittal.

PRODUCTION LIMIT

18. The owner or operator shall record and limit the total production of asphalt to no more than 200,000 tons for any 12 consecutive months.
19. A notification of a violation of Condition 18 shall be sent to Puget Sound Clean Air Agency within 30 days following any month when the 12 consecutive month rolling total exceeds 200,000 tons per year of asphalt production.
20. The two hot oil (asphaltic cement) tanks shall not be used to store asphalt that has been blended with more than 7% petroleum distillates by weight. Records shall be kept of the dates any materials are loaded in the tanks, the amount loaded, and the type of material loaded.

OPERATING REQUIREMENTS

21. The dryer baghouse shall be equipped with a gauge measuring the pressure drop across the baghouse. The pressure gauge shall be in operation whenever the baghouse is in operation. The

pressure gauge shall be marked with the acceptable pressure drop range. The maximum acceptable pressure drop shall be determined from manufacturer specifications for the bags used in the baghouse. The minimum acceptable pressure drop shall be determined from manufacturer specifications for the bags used in the baghouse. The pressure drop observed during the most recent compliance source test shall fall within the defined acceptable range of pressure drop. The acceptable range and the basis for the range shall be included in the facility Operations and Maintenance plan required by Agency Regulation I, Section 5.05(c)

SOURCE TESTING

22. The owner or operator shall test emissions for compliance with Conditions 7 through 13 of this Order within 90 days after issuance of this permit. The owner or operator shall also test emissions for compliance with Conditions 7, 8, 10, 11, and 12 at least once every 36 months. Additionally, the owner or operator shall test emissions for compliance with Conditions 9 and 13 at least once every 12 months. The owner or operator shall submit a compliance test plan with the test notification submitted under Regulation I, Section 3.07(b) at least 21 days prior to each compliance test. The test plan shall detail the test methods used for each pollutant, the planned production rate during the test, the operational data that will be collected during the test, and any other relevant information about the test.
23. During each test to demonstrate compliance with Condition 7, 8, 10, 11, or 12, the owner or operator shall produce asphaltic concrete at or near the maximum hourly production rate of asphaltic concrete achieved in the three years prior to the test. If this production rate cannot be achieved during the test, the owner or operator shall explain in the test plan and test report why the test conditions should be considered representative of normal operation.
24. During the emission tests required by Condition 22, the following operational data shall be collected during each test run and reported in the source test report:
 - a) standard cubic feet of fuel combusted;
 - b) aggregate moisture percentage (as measured by the Quality Control lab for a representative sample taken the day of the test);
 - c) asphalt cement content percentage;
 - d) baghouse pressure drop;
 - e) baghouse fan speed (as a percentage of full speed);
 - f) baghouse pulse cycle time;
 - g) flue gas damper setting (as a percentage of maximum opening); and
 - h) product specification produced during the run, a copy of the specification, and maximum temperature allowed by the specification.

MONITORING

25. When operating, the owner or operator shall monitor and record the following information:

- a) one daily pressure drop across the baghouse;
- b) one daily inspection for visible emissions and particulate fallout for the baghouse;
- c) the hourly weight of asphalt produced;
- d) annual (12 consecutive months rolling total) asphalt production;
- e) monthly fuel use;
- f) the product specification produced and the hour it was produced; and
- g) the time (in hours) the drum dryer operated.

26. If the Control Officer or a duly authorized representative communicates to the owner or operator that he or she has detected an odor at level 2 or greater as defined in Agency's Regulation I, Section 9.11(b), beyond the property line that the Agency has documented to be attributable to or partially attributable to emissions from drum dryer, baghouse, or asphalt cement tanks, the owner or operator must comply with Condition 27. For the purposes of this condition documentation to be communicated includes: the nature of the odor, the assessed level of the odor (using the odor scale in Agency Regulation I, Section 9.11), the location of the detected odor, and the basis for the odors attribution to the listed equipment type(s).

27. If required by Condition 26, the owner or operator must immediately implement an odor response program that includes the following:

- a. Upon receipt of a communication from the Control Officer or a duly authorized representative regarding an odor per Condition 26, initiate an investigation of the reported odor incident.
- b. Take corrective action to reduce odors beyond the property line to Level 1 or lower (see Agency Regulation I, Section 9.11(b)) as soon as possible, but within 24 hours after receipt of the complaint.
- c. Develop a report for each investigation that results from a communication by an Agency representative. The report must include the following:
 - i. The date and time of when the communication was received.
 - ii. The date and time of when the investigation was initiated.
 - iii. Location of communicated odor and area investigated (including information provided by the Agency and any other areas the investigated identified).
 - iv. The weather conditions during the event and investigation.
 - v. Description of whether the odor observation communicated was confirmed, steps taken during the investigation.
 - vi. Actions taken in response to the complaint.
 - vii. The date and time odors are no longer detected at the location of the complaint and any other odorous area identified during the investigation.

28. The owner or operator shall monitor for detectable odors that are attributable to emissions from drum dryer, baghouse, or asphalt cement tanks once each calendar week during dryer operation. No odor monitoring is required during calendar weeks the dryer does not operate. Locations to be monitored include accessible downwind segments: along the Burke-Gilman Trail parallel with the facility property line; between 62nd and 65th/66th avenues NE on NE Bothell Highway, 181st St, 182nd St, 183rd St, and 184th St; and the Kenmore Library parking lot. For at least one hour immediately prior to monitoring, the person performing the monitoring must remain in an atmosphere free of facility-related odors. Records of the monitoring shall be kept of the date, the time, the monitoring location, the wind direction at the time of the observation, and whether or not any odors were detected and, if so, the character of the odor. If any odors attributable to emissions from drum dryer, baghouse, or asphalt cement tanks of level 2 or greater are detected during monitoring or at any other time, the owner or operator shall immediately initiate corrective action to reduce the odor to Level 1 or less (as defined in Agency Regulation I, Section 9.11(b)) and record the nature of any corrective actions taken.

COMPLAINTS

29. The owner or operator shall establish a complaint response program as part of the O&M Plan. The program shall include a complaint phone line, criteria, and methods for establishing whether Cadman Materials, Inc. is the source of emissions related to the complaint, and a format for communicating results of investigation and advising complainants of Cadman Materials, Inc. corrective actions.
- a) The owner or operator shall record and investigate complaints received regarding air quality as soon as possible, but no later than one working day after receipt.
 - b) The owner or operator shall correct any problems identified by these complaint investigations within 24 hours of identification or cease operation of the equipment until the problem is resolved;
 - c) Records of all complaints received regarding air quality issues shall include information regarding date and time of complaint; name and address of complainant (if known); nature of the complaint; investigation efforts completed and basis for conclusion reached; and date, time, and nature of any corrective action taken.

RECORDS

30. The owner or operator shall maintain records required by this Order of Approval, as well as the records identified in the Operation and Maintenance Plan required by Regulation I, Section 5.05, for two years and make them available to Puget Sound Clean Air Agency personnel upon request.
31. Upon issuance of this Order of Approval, this Order supersedes and cancels Order of Approval No. 939 dated April 4, 1973, Order of Approval 1938 issued July 16, 1998, and Order of Approval 3536 issued January 20, 2006.

M. CORRESPONDENCE AND SUPPORTING DOCUMENTS

N. REVIEWS

Reviews	Name	Date
Engineer:	Brian Renninger	2/28/2022
Inspector:	Melissa McAfee	1/28/2022
Second Review:	John Dawson	2/8/2022 2/28/2022
Applicant Name:	Christy McDonough	Comments received 2/23/2022

Appendix A, Response to Comments

Puget Sound Clean Air Agency (the Agency) would like to thank the government agencies, business and community organizations, and individuals for taking the time to review Proposed Order of Approval No. 11861, attend the April 18, 2022, public hearing, and submit comments to the Agency on the Proposed Order of Approval (OA). The Agency received approximately 60 comments (verbally and orally which are treated the same by the Agency.) This Appendix to the worksheet for Order of Approval No. 11861 contains comments on the Determination of Nonsignificance (DNS), the Proposed Order of Approval and Agency responses to the comments received by the Agency within the comment period.

The comments submitted relate generally to two basic categories:

Notice of Construction (“NOC”) Order of Approval (“OA”): These comments are related to the Proposed Order of Approval, the Engineering Worksheet, the related emission factors and calculations, and the enforcement of the OA; and

SEPA: These comments are related to the SEPA work and DNS issued by the Agency.

The Agency reviewed all comments received and has generally responded to all comments below. In addition, based on the Agency’s review of all submitted comments, the Agency has made some adjustments to the NOC worksheet for this proposed action, added one condition, and modified the language of a few conditions.

Some commenters had questions or requested more information about the Notice of Construction (NOC) process.

Under Agency Regulation I, Article 6, and the sections of WAC 173-400 that are adopted by the Agency, new (or modified) sources of air pollution, and substantial alterations of air pollution control equipment, require the submittal of a Notice of Construction (NOC) application by the source and the issuance of an Order of Approval by the Agency. As discussed in item 2, below, this NOC application was the result of a Notice of Violation issued by the Agency for several pieces of equipment that had been modified or altered without the submittal of an NOC application. Only this modified or altered equipment is subject to review in this project. Other equipment either predates the NOC program or is covered by an exemption in Regulation I, Section 6.03, or by previously issued Orders of Approval.

The Agency determines Best Available Control Technology (BACT) for new sources (which by definition also includes modified sources) through the NOC process. BACT is defined in WAC 173-400-030. The Agency also determines Reasonably Available Control Technology (RACT) for substantially altered pollution control equipment through the NOC process. RACT is also defined in WAC 173-400-030. BACT and RACT can be the same in some circumstances.

The Agency also determines BACT for toxic air pollutants (TAPs), or tBACT, pursuant to Agency Regulation III. In Washington, tBACT is BACT for TAPs. The list of TAPs is given in WAC 173-460. For any TAP that is emitted at a rate greater than the Small Quantity Emissions Rate (SQER) as listed in WAC 173-460-150, the Agency requires dispersion modeling to assure that ambient concentrations of TAPs from the project do not exceed any Acceptable Source Impact Level (ASIL), also as listed in WAC 173-460-150. The Agency may also require modeling to demonstrate that emissions from a project will not cause an exceedance of the National Ambient Air Quality Standards (NAAQS) for the six “criteria” pollutants (ozone, particulate matter, carbon monoxide, lead, sulfur dioxide, nitrogen dioxide) for which US EPA has established a NAAQS. As stated above, no NAAQS are exceeded by this proposed action.

Consistent with the above, the Agency has issued a NOC Order of Approval that establishes conditions for the approved emission units, including Condition 1 that states: "Approval is hereby granted as provided in Article 6 of Regulation I of the Puget Sound Clean Air Agency to the applicant to install or establish the equipment, device or process described hereon at the installation address in accordance with the plans and specifications on file in the Engineering Division of the Puget Sound Clean Air Agency". Condition 1 requires Cadman to install and operate consistent with all plans and specifications on file with the Agency and is a condition commonly used by air authorities in Washington to ensure facilities operate consistently with issued orders of approval.

This project is also subject to review under the State Environmental Policy Act, or SEPA. If the Agency determines that the project under review will not have probable significant adverse environmental impacts, then it issues a Determination of Nonsignificance (DNS). Only the equipment that is subject to NOC review in this project is subject to SEPA review. This SEPA review does not cover the plant as a whole.

1. Technical corrections to calculations

Several commenters noted errors related to the PM stack test report and conversions that were used in determining the emissions limits for total PM and filterable PM. These errors in the data do not impact the ambient analysis and modeling. These errors related to the conversion of reported emissions rates to oxygen-corrected emission limits.

The Agency agrees with the suggested technical corrections, and will make minor changes to the following conditions in the Order of Approval:

7. Total particulate matter emissions from the plant exhaust stack shall not exceed **0.0052** **0.0116** gr/dscf (corrected to 7% O₂) as measured by U.S. EPA Method 5 as modified by Puget Sound Clean Air Agency Board Resolution 540 dated August 11, 1983.
8. Filterable particulate matter emissions from the plant exhaust stack shall not exceed **0.0026** **0.0029** gr/dscf (corrected to 7% O₂) as measured by U.S. EPA Method 5 as modified by Puget Sound Clean Air Agency Board Resolution 540 dated August 11, 1983.

Importantly, these corrections are consistent with the emissions rates that were modeled and included in the ambient analysis, so the ambient analysis does not need to be revisited.

2. Scope of review, including the tanks and condensers, and the storage of cutback asphalt

Several commenters mentioned the scope of the review, suggesting that either the Agency was reviewing too many pieces of equipment, or that the Agency should review the entire facility.

On March 6, 2019, the Agency issued to Cadman Notice of Violation (NOV) 3-009870. This NOV was for the following:

The following pieces of equipment were installed without prior NOC application, review, and approval from this agency: 1) new dryer installed ~April 2018, 2) baghouse replacement (~2015 and ~2008), and 3) scavenger duct to baghouse from truck loading process (~June 2016) and 4) installation of CEI Enterprises Condenser units (2) on heated asphalt storage tanks (2) (~April 2011) (~2016 new one).

The failure to receive an NOC Order of Approval for the replacement of the condensers on the asphalt storage tanks was clearly part of this NOV issued in 2019. Cadman did not appeal the Corrective Action

Order (CAO) in NOV 3-009870. This NOV is the basis for what was included in this permitting action. Cadman's opportunity to dispute the determination that a permit was required for the condenser change was in 2019 when the NOV CAO was issued. This Order of Approval does not present a second opportunity for Cadman to appeal the NOV CAO that underlies it. Given the content of NOV 3-009870 and the cited Agency regulations in it, the Agency was acting consistently with its enforcement case and with its regulations by including the condensers in this permit review. In its SEPA Checklist, Cadman stated: "Cadman is applying for an air permit that reflects the current status of the equipment and clarifies the production limitations of the dryer." Additionally, Cadman voluntarily has identified that operation with no visible emissions from the asphalt cement storage tanks and a prohibition on storage of cutback asphalt in the tanks are both consistent with Cadman's current and planned future operations.

In the cover letter that accompanied the application for NOC 11861, Christy McDonough, Environmental Manager of the Cadman Kenmore facility wrote, "Though the condenser installations reduced emissions of air pollutants, because they represent installation of new emission controls they fall under "replacement or substantial alteration of a control device" provisions of the NOC regulations and thus require an NOC under WAC 173-400-114." Cadman's new assertion that the condensers should not be part of the review are in direct contradiction with its own application materials.

Cadman's assertion that the Agency's inclusion of the condensers and storage tanks is due only to recent community concerns regarding the facility's use of cutback asphalt is clearly contradicted by the record of events and by Cadman's own application materials. The suggestion that the Agency is somehow changing its logic behind what is or is not included in this permit review is simply wrong.

Once it was determined that the condensers were within the scope of review, it was necessary for the Agency to consider the emissions those condensers are controlling – namely, evaporative losses from the tanks. These evaporative losses are driven largely by the volatility of the material contained in the tanks. More volatile materials evaporate more readily, which increases VOC emissions: the more volatile the material stored in the tank, the greater its associated VOC and TAP emissions will be. The applicant's calculated VOC and TAP emissions from the tanks were based on the storage of asphaltic cement that would NOT be classified as cutback asphalt. The increased use of lighter petroleum distillates makes cutback asphalt more volatile than other asphalts. Therefore, the storage of cutback asphalt in these tanks would yield higher VOC and TAP emissions than were included in this NOC application or were reviewed by the Agency. Storage of cutback asphalt in these tanks would invalidate the assumptions and emissions factors that were used in calculating and reviewing the project emissions. Further, the inclusion of cutback asphalt in these tanks could possibly lead to a different determination of RACT by the Agency (for example, that the passive condensers do not necessarily constitute RACT if the tank is storing cutback asphalt). Because the storage of these more volatile, higher-emitting, materials was not included in the application and its VOC or TAP emissions estimates, the Agency will not permit the storage of cutback asphalt in these tanks.

This does not represent a general Agency policy regarding the storage or use of cutback asphalt; it is instead the prohibition of a method of operation that the applicant chose not to include in its application or emissions estimates. This does not set a precedent of a prohibition on cutback asphalt; it simply makes enforceable Cadman's decision not to include cutback asphalt and its associated emissions in this NOC application.

Additionally, Cadman stated in their comments on the draft Order of Approval, "Cadman is not using cutback asphalt, has not used cutback asphalt, and has no intention of using cutback asphalt at the

Kenmore Plant.” Since the use of cutback asphalt is not already a method of operation at the Cadman plant, and since emissions resulting from the use of cutback asphalt have not been reviewed by the Agency in an NOC application, it appears that any future use of cutback asphalt at the plant would likely constitute a change in the method of operation requiring a new NOC Order of Approval from the Agency. Furthermore, if Cadman has no intention of using cutback asphalt at this plant, then there is no harm to Cadman in prohibiting the storage of cutback asphalt in the tanks.

Several commenters suggested a total prohibition on any storage or use of cutback asphalt on site. The Agency does not hold the view that additional restrictions on cutback asphalt were within the scope of this permit review. Only the equipment described in the worksheet as being subject to review can be subject to this restriction. Finally, the use of cutback asphalt is already restricted through the Agency’s Regulation II, Article 3. The Agency will not impose additional restrictions on cutback asphalt beyond the conditions in the draft Order of Approval and the existing Agency regulations.

Additionally, several commenters suggested that the entire plant should be under review. However, the entire facility is not within the scope of this NOC action and expanding the scope of the review as suggested would not be consistent with the applicable NOC requirements.

3. Utility of product / facility output

A comment expressed concern that the worksheet did not address “the importance of asphalt paving for municipal roadways, trails, playgrounds, and parks, as well as parking lots for commercial development and liners for municipal water supply reservoirs.”

The utility to society or use of the product made at the present facility is not needed to conduct the analysis of emissions, control technology, or environmental impacts that comprise review under the NOC program or under SEPA, therefore, there is no need to discuss the various uses of asphalt in this worksheet.

4. Testing frequency

Many comments were received regarding the testing frequency in the proposed Order of Approval. Some comments requested more frequent testing, while others requested less frequent testing.

The Agency acknowledges that similar facilities have usually been required to test on a five-year basis. However, the precedent set by other permits is not the only consideration in determining testing frequency. As was noted by many commenters, there has been very little source testing performed at the Cadman Kenmore facility. For a facility that is approximately 50 years old, there is very little facility-specific emissions information available. The facility’s compliance record and history of odor complaints in the community also support increased testing frequency, relative to other facilities, is warranted. Additionally, Cadman’s request for *less* frequent testing is directly contradicted by the many comments received that request *more* frequent testing. See also Response 9.

Cadman also raised the concern that more frequent testing could lead to unnecessary operation and production at the plant. The Agency notes that Cadman is welcome to perform tests early, basing testing on its operational schedule. Cadman can schedule testing for periods when asphalt will be in higher demand, even if it is months ahead of the three-year deadline. The Agency encourages Cadman to plan its testing for periods when it expects high demand for its product. With careful coordination of testing with production schedules, Cadman should be able to minimize the production of unnecessary asphaltic concrete. The Agency is also unaware of any asphalt plant that operated without production demand simply to complete an air emission performance test.

Conversely, multiple Kenmore residents pushed for more frequent testing for various pollutants. As explained above, the testing in this order of approval is required on a more frequent basis than many other asphalt plants in the Agency's jurisdiction which are required to test on a five-year cycle. The Agency holds that the three-year cycle in this Order of Approval is reasonable given the circumstances presented in this application record. The Agency also notes that this plant does not operate continuously, or even for more than 50% of the time in a given year. This is another reason that three-year testing is an appropriate choice compared to, for example, annual testing.

Finally, the odor monitoring requirements (discussed above and below) and the complaint response and tracking requirements are BACT for this facility and will help assure proper operation of the facility.

For these reasons, the Agency will not change the testing frequency.

5. Odor monitoring

Many comments were received regarding odor monitoring requirements in the proposed Order of Approval. These comments generally focused on Conditions 25, 26 and 27 of the draft Order of Approval (now Conditions 26, 27, and 28).

In comments submitted to the Agency, Cadman expresses dissatisfaction with Conditions 25-27, though Cadman also may appear to misunderstand the odor monitoring required in the Order of Approval. Cadman states that the Agency is attempting to "expand the scope of nuisance rules absent legislative authority". This is incorrect. The conditions that require Cadman to periodically check for odors in the neighborhood near the plant do not "expand the scope of nuisance rules" and do not change anything about when, where, or how the Agency's regulations apply. The odor provisions of this Order of Approval do not stem from nuisance regulation (i.e., Agency Regulation I, Section 9.11) but are consistent with that regulation. Rather, Conditions 25-27 are the Agency's determination of Best Available Control Technology (BACT) under the New Source Review provisions of Regulation I, Article 6, and under WAC 173-400 for odors caused by the equipment that is the subject of this NOC. Under the Agency's duty to regulate emissions of an "odorous substance", which is included in the definition of "air contaminant" that is subject to New Source Review, the Order of Approval contains requirements to monitor for odors, and if the odors are determined by Cadman to be attributable to the equipment covered by this Order, fix what is causing the odor. These conditions are also consistent with Agency Regulation I, Sections 5.05(c) and 9.20.

Under Condition 25 (now 26) a detection of odor triggers a requirement to investigate the issue and, if the odor is attributable to the equipment covered in the Order of Approval, fix it. The requirement to correct whatever Cadman finds to be causing Level 2 odors is not an onerous one and is the type of condition applicable to other sources in the Agency's jurisdiction.

The requirement to traverse the neighborhood also does not attempt to "expand the scope" of any rules, and it does not suddenly make nuisance odor rules apply in new locations. It simply requires Cadman to check to see if the equipment covered in this permitting action is causing odors in the neighborhood and, if so, to investigate and fix what caused the odor. A detection of odor during one of these trips does not constitute an automatic violation of the permit or the Agency's regulations and does not change the scope of any Agency regulation.

In their comments, Cadman's attorneys suggest that the Agency did not consider the costs associated with odor monitoring. The Agency estimates that this monitoring consists of traversing approximately 10,000 feet of roadway, or less than 2 miles. This can be covered on foot in about 1 hour, or on bicycle

in about 20 minutes. This would be required once each week that the dryer operates. While Cadman refers to this amount of effort as “onerous”, the Agency holds that this is a reasonable, low-cost, low-tech way to determine if Cadman’s equipment is operating properly. This small amount of personnel time and its associated costs is reasonable given the impacts of odors and other contaminants on the surrounding community and is consistent with the monitoring required of other sources in the Agency’s jurisdiction.

Regarding Cadman’s assertions that monitoring is somehow not part of BACT and/or RACT, the Agency notes that a limitation without a method of compliance would be inadequate, and monitoring and responsive action can be a component of BACT and/or RACT. Monitoring is intended to ensure proper operation of the emissions controls, which include application of production processes and available methods, systems, and techniques. In this case, the BACT work practice for prevention of odors is to fix and correct problems as they arise, and part of the monitoring for this is to spend approximately one hour each week traversing the neighborhood, looking for odors of level 2 or greater related to the equipment covered by this Order of Approval. If Cadman’s representative finds no odor or determines that the odor was caused by something other than the equipment covered by the Order of Approval, then there is no corrective action required. This monitoring to ensure proper operation and maintenance of the equipment is not onerous and is part of BACT. A leak detection and repair (LDAR) program, which employs a find-and-fix methodology, is a similar and accepted type of BACT for other emission units in the Agency’s jurisdiction.

Additionally, Cadman has not suggested alternative language or conditions to ensure that the equipment and processes under review in this permitting action are not causing odor impacts.

Cadman and other commenters noted that there are other potential sources of odor in the area near the facility. This is true. However, the odor of asphalt is reasonably distinct from other potential odors. Agency inspectors routinely conduct odor investigations, and do not automatically associate the presence of any odor with one particular facility.

Furthermore, the history of odor complaints from Kenmore residents related to the facility is a factor that also supports the need for and reasonableness of the required odor monitoring provisions as BACT and a large fraction of public comments received by the Agency specifically mentioned strong support for the odor monitoring provisions in the draft Order of.

Kenmore residents also requested that the area for odor monitoring in Condition 28 should be expanded to include additional locations. The Agency determines that the areas to be monitored identified in the Draft worksheet and NOC Order are appropriate, as areas nearest the plant are the most likely areas of impact. Additionally, the complaint tracking and response aspects of the Order of Approval will help to assure that residents who live outside the actively monitored area will have a straightforward way to report possible odors to Cadman, so that they can be addressed.

For the above reasons, the Agency has determined that Conditions 26, 27, and 28 are reasonable and necessary based on the information before the Agency.

6. Neighborhood traverse requirements

One commenter suggested that the weekly traverse of the neighborhood by Cadman should be required to be conducted by someone who is not affiliated with the company and who is a non-smoker. The Agency believes the suggested changes are not needed, for two main reasons. First, it is in Cadman’s interest to comply with the conditions and confirm that they are not negatively impacting neighboring

communities. The Agency expects that Cadman will view these traverses as an opportunity to find possible problems before they escalate. Second, it is important to note that Cadman's neighborhood traverses are only one component of the monitoring that will occur. The periodic source tests, the complaint response program, and the interlocal agreement with the City of Kenmore all will help assure that the facility is operating in compliance with the Order of Approval and applicable regulations.

7. Compounds for which limits are set and testing is required, and use of AP-42

Several commenters suggested that the Agency should set limits for more compounds, such as individual TAPs, and it should require source testing for those compounds. They expressed concerns regarding the available information used in estimating emissions, such as EPA's AP-42 documents. They also urge the Agency to set limits based on novel criteria, such as health-based limits on specific VOCs. One commenter specifically mentioned emissions of metals as being of particular concern.

The information and analysis that are available regarding the emissions of individual TAPs (including metals) and VOC compounds demonstrate that emissions will not be close to the ASIL for any TAP. While the emissions factors used in this calculation are not without uncertainty, as was noted by several commenters, there is not sufficient uncertainty or evidence to suggest that tests for additional pollutants are needed. For all TAPs except one, emissions estimates using AP-42 were so low that they did not even trigger ASIL modeling. For these pollutants, the error in the emissions estimate would have to be very large for an ASIL to be reached. The one TAP that did trigger modeling was hexavalent chromium, which had a modeled ambient concentration that equaled only 2.5% of the ASIL. In this case, the emissions estimate would have to be too low by a factor of forty for the ASIL to be reached. This is very unlikely.

The Agency's analysis is sufficient to demonstrate that the emissions of TAPs from this project will result in ambient concentrations below the applicable ASILs. Additionally, since nearly all of the TAPs emitted from this facility are either VOCs or constituents of particulate matter, VOC and PM limits in the NOC Order apply to these individual TAPs and will limit any emissions.

The Agency used the best information available in its analysis. When source-specific data were available, such as in the ambient analysis for particulate matter that was based on stack test data, this information was used in the analysis. When source-specific information was not available, other sources of information, such as AP-42 emissions factors, were used. While AP-42 data are not specific to any individual source, AP-42 emissions factors are very useful in determining potential emissions from a process when source-specific data are unavailable. This is an appropriate use of AP-42.

Under Agency Regulation I, Section 3.05(b), the Agency has the authority to conduct, or to require a source to conduct, a source test to demonstrate compliance with an emission standard. However, this authority applies to emissions standards that are already in place. If there is no standard with which the source can demonstrate compliance, the Agency cannot require testing. Only after a standard or Order of Approval is in place can the Agency require testing.

The Agency maintains that the choice of pollutants for which tests are required and limits are set in the draft Order of Approval are appropriate.

8. Facility operations during testing

Several commenters noted that Cadman could conceivably perform stack testing at a particular asphalt production rate, then actually operate at higher rates. There does not appear to be any restriction in the

draft Order of Approval that would require source testing to be performed at production rates that are representative of the highest production rate at the facility.

The Agency will add a new Condition 23 to assure that the hourly production rate during the test matches the maximum production achieved in the facility's recent past.

23. During each test to demonstrate compliance with Condition 7, 8, 10, 11, or 12, the owner or operator shall produce asphaltic concrete at or near the maximum hourly production rate of asphaltic concrete achieved in the three years prior to the test. If this production rate cannot be achieved during the test, the owner or operator shall explain in the test plan and test report why the test conditions should be considered representative of normal operation.

Additionally, Condition 22 was changed to include the planned production rate in the test notification that precedes the test: "The test plan shall detail the test methods used for each pollutant, the planned production rate during the test, the operational data that will be collected during the test, and any other relevant information about the test."

These new conditions will assure that tests are performed under conditions that are representative of actual operations, while still allowing for operational flexibility.

9. Unannounced testing

Several commenters suggested that the Agency should conduct unannounced source tests of Cadman's emissions.

Stack tests require specialized equipment, such as a trailer, sample nozzles, tubing, analyzers, and calibration canisters that the Agency does not own. Therefore, it would presently be impossible for the Agency itself to conduct this type of testing. Theoretically, the Agency could hire a stack testing company to perform stack testing. However, this has multiple associated problems. First, given the limited resources of the Agency, spending the tens of thousands of dollars that are required for a full set of tests would greatly stress available resources and would inappropriately transfer the costs of demonstrating compliance from sources to the Agency. Second, contracts for tests would need to be arranged weeks or months ahead of time, and yet there would be no guarantee that the plant would even be operating on the scheduled day. Additionally, there are thousands of registered sources in the Agency's jurisdiction that it regulates, many of which conduct regular source tests – having the Agency conduct these source tests itself would be infeasible.

Having the owner/operator of the facility be responsible to hire the contractor to conduct the stack tests assures that the costs associated with the testing are borne by the facility itself, not the Agency or the public. Additionally, it also assures that the facility will actually be operating when the test is scheduled.

10. Modeling, unique terrain and choice of meteorology

Some commenters had questions or expressed concern or disapproval regarding the meteorology data set used for modeling.

The modeling employed the nearest, most representative complete data set for meteorology, which in this case was Paine Field. While meteorological data from 10 miles away is not ideal, it would capture regional scale meteorology well. The local terrain is included in the modeling, even if it is not reflected in the meteorology that is used to drive the model. The use of the rural option in Aermid appears to be consistent with EPA's preferred approach in 40 CFR 51 Appendix W. Bearing these in mind, the choices

made in modeling, including choices regarding meteorology and terrain, were reasonable ones that yield good information regarding projected ambient concentrations. Furthermore, the use of information from NW Airquest for background concentrations is also appropriate.

As was described in the worksheet, the modeled concentration of the only TAP that triggered modeling was a factor of 40 below the ASIL. For criteria pollutants, the only pollutant that came near the NAAQS was PM_{2.5}. However, most of this was driven by background concentrations, with a relatively small contribution (at most about 37%, immediately adjacent to the facility) from the Cadman plant. Therefore, there is generally a wide margin to account for any possible shortcomings in the meteorological inputs or other assumptions. For PM_{2.5}, there is less margin. However, the frequent testing required for PM_{2.5} in Condition 22 assures that emissions will not exceed what was modeled.

The modeling performed is consistent with approaches taken by air agencies in Washington, is reasonable and sufficient for this permitting decision, and additional modeling will not be required..

11. Role of the City of Kenmore and its Interlocal Agreement with the Agency

Comments from the City of Kenmore seek clarity on whether the “duly authorized representative” referred to in conditions in the Order of Approval refer to staff of the City of Kenmore, operating pursuant to the Interlocal Agreement between the City and the Agency. Yes, the Agency confirms that this does include representatives of the City, acting as authorized under the Interlocal Agreement.

The City also expressed interest in renewing the 2016 agreement beyond its June 30, 2022, expiration date. The Agency and City have renewed this agreement, effective July 13, 2022. The renewed agreement is available on the Agency’s website at <https://www.pscleanair.gov/DocumentCenter/View/4785/2016-002-4-City-of-Kenmore-Cooperative-Odor-Complaint-Investigations-PDF>.

12. Odors from asphalt in trucks

The City of Kenmore has asked that Agency require that trucks loaded with asphalt products be covered before leaving the facility in order to minimize odors.

This NOC review covers only the equipment that was enumerated above that was replaced or modified, and therefore falls under the Agency’s authority under Agency Regulation I, Article 6 and applicable WAC 173-400 and -460. Emissions from asphalt carried by trucks is outside the scope of the review of this NOC application. Therefore, the Agency cannot impose this type of restriction in this Order of Approval. However, in their comment letter on the draft Order of Approval, Cadman states that it has already committed to the use of covered loads as a best management practice: “The asphalt transportation includes limits on odor by the use of covered loads and by the use of temperature limitations, via the warm mix asphalt process.”

13. Timeline for corrective action upon complaints of odor

The City of Kenmore has asked that the Agency change the requirement for Cadman to respond to odor complaints from within one working day to “immediately”. Other comments expressed similar concerns regarding odor complaint response. While it may be in Cadman’s best interest as a neighbor to respond as soon as possible to complaints, Cadman may be unable to respond immediately in all situations. For example, if all plant personnel are occupied on pressing issues, a requirement to respond “immediately” could be extremely disruptive, and potentially even dangerous. The Agency maintains that the

requirement to respond within one business day is a reasonable one that balances the community's need for quick responses with the facility's need to conduct its operations.

14. Long-term health monitoring or cancer study

Some comments suggested the Agency should conduct long-term health monitoring or a cancer study in the area near the facility.

Health considerations are included in the permitting process in a few ways. First, health data are considered in determining National Ambient Air Quality Standards. Second, health data are used in setting Acceptable Source Impact Levels. Health impacts are built into these metrics, so that when they are used in permitting decisions, the Agency is using relevant health data.

Additionally, the type of long-term health or cancer monitoring suggested by the commenter is outside the Agency's legal authority for this permit review.

15. Health outcomes spreadsheet

The City of Kenmore included a spreadsheet of various respiratory health outcomes that apparently originated from Public Health – Seattle & King County and asked for the Agency's response.

Many of the linkages between air pollution and health have been well documented through the years, in the scientific literature and in the studies that the Environmental Protection Agency conducts in determining National Ambient Air Quality Standards (NAAQS) or in conducting risk reviews for National Emissions Standards for Hazardous Air Pollutants. The various health outcomes in the spreadsheet include hospitalization and mortality data for asthma and for other respiratory conditions.

As described above, various health outcomes have been considered in determining the regulations that underlie air permitting, such as the NAAQS or the Small Quantity Emissions Rates and Acceptable Source Impact Levels for Toxic Air Pollutants in WAC 173-460, and have appropriately been applied in this permitting review; the offered spreadsheet of respiratory health outcomes will not result in any changes to the draft Order of Approval.

16. Oxygen correction factor in emissions limits

Some comments expressed concern regarding the oxygen correction factor used, or requested that a different factor be used in this Order of Approval.

As was discussed in the worksheet, the Agency's previously issued orders of approval have generally included oxygen correction to 7%. The worksheet also included the comparison to limits with different corrections. The use of an oxygen correction makes it impossible for a source to use extra dilution air in the stack to lower pollutant concentrations for the sake of meeting a concentration-based emissions limit. The Agency notes that the oxygen correction should have no impact on the stringency of the limit, as long as the correction calculations are performed correctly and as long as the source does not dilute its stack with air for the sake of reducing the stack pollutant concentration. The 7% oxygen correction is also consistent with the limits in Agency Regulation I, Sections 9.07 (for sulfur dioxide emissions) and 9.09 (for particulate matter emissions) that also apply to this facility. The Agency will not change the oxygen correction.

17. Reporting of malfunctions

Public Health – Seattle & King County has recommended that the facility be required to notify the Agency within 24 hours of a malfunction of air pollution control equipment or monitoring device, so that the Agency could in turn notify the public.

Under WAC 173-400-108 (which will become applicable upon EPA approval of this item in the Washington State Implementation Plan), “When excess emissions represent a potential threat to human health or safety, the owner or operator must notify the permitting authority by phone or electronic means as soon as possible, but not later than twelve hours after the excess emissions were discovered.” WAC 173-400-107, which is applicable until 173-400-108 is approved by EPA, contains similar language, without the reference to twelve hours. In such a scenario, the Agency would then determine how best to disseminate this information to the City and the public. Additionally, at an asphalt plant, a malfunction that would constitute such a threat would likely be accompanied by visible emissions and/or strong odors that would make the threat obvious, even without notification from a government agency.

For other excess emission events, Cadman would be required to report the event to the Agency within 30 days after the end of the month in which the event occurred, in accordance with WAC 173-400-107/108. If the facility were to knowingly continue operating with malfunctioning equipment, it could constitute a violation of Conditions 6, 9, and/or 21 of the Order of Approval and also possibly of Agency Regulation I, Sections 9.03 and/or 9.20. The Agency would find this information through a combination of inspections, reviews of reports, and potential complaints received from the public.

Given these requirements, no changes will be made to the Order of Approval based on this comment.

18. Reporting of emissions test results

Public Health – Seattle & King County stated that it is unclear how the results of emissions tests in Conditions 7 through 13 are tracked and reported to the Agency.

As required by Condition 22, Cadman will be required to submit a test plan to the Agency at least 21 days in advance of any test. Under Agency Regulation I, Section 3.07, sources are required to report the results no later than 60 days after the test. Under Regulation 1, 3.07(c), the test report must include all of the following:

- (1) A description of the source and the sampling location;
- (2) The time and date of the test;
- (3) A summary of results, reported in units and for averaging periods consistent with the applicable emission standard;
- (4) A description of the test methods and quality assurance procedure employed;
- (5) The amount of fuel burned or raw material processed by the source during the test;
- (6) The operating parameters of the source and control equipment during the test;
- (7) Field data and example calculations; and
- (8) A statement signed by the senior management official of the testing firm certifying the validity of the source test report.

These requirements apply to all sources that conduct source tests. Because these requirements are in the Agency's broadly applicable regulations, there is no need for them to be duplicated in the source's Order of Approval.

19. Reporting of exceedance of annual limits

Public Health – Seattle & King County requested that exceedances of limits that are on a 12-month rolling basis should be reported when discovered, not at the end of the 12-month period.

Rolling 12-month totals are recalculated every month. Every month, the most recent month gets added to the previous 11 months, and this 12-month value is compared to the permitted amount. Per Conditions 16 and 19, Cadman must notify the Agency when the limit is exceeded. There is no need to wait for a long time period to elapse – each month presents a new 12-month rolling total.

These requirements will be retained as they are in the draft Order of Approval.

20. Investigations by the Agency

Public Health – Seattle & King County asserted, "The methodology is unclear as to how the agency initiates and completes odor investigations by the control officer." The Agency implements Agency Regulation I, Section 9.11 and all investigations will be consistent with that regulation. Investigations are case-specific and will depend on the facts at the time.

Public Health also suggests "a clear time period for odor complaint response, rather than 'immediately,' which can be subjective." Presumably, this comment refers to Condition 26 (now 27). The main action item for Cadman in this condition is to "[t]ake corrective action to reduce odors beyond the property line to Level 1 or lower (see Agency Regulation I, Section 9.11(b)) as soon as possible, but within 24 hours after receipt of the complaint." While the term "immediately" can be open to interpretation, the corrective action must occur on a concrete timeline. This corrective action is an important part of the complaint response, and it must occur "as soon as possible, but within 24 hours after receipt of the complaint." The Agency believes this is clear and does not require any changes to the conditions in the Order of Approval.

21. Additional sensors and odor technologies

Public Health "recommends the facility consider exploring different sensors/odor monitoring devices that can provide data 24/7 and eliminate some of the limitations of personnel trained in odor investigation. In addition, there should be multiple people used as sensors for odor and not just facility employees."

The Agency would also encourage Cadman to explore continuous sensors and odor monitoring devices that can provide 24/7 data.

Regarding the notion that the Agency should employ odor sensors, the Agency is unaware of any sensor technologies that are compatible with Regulation I, Section 9.11, and no commenters suggested any specific technologies that work in a manner that would be consistent with this regulation. Instead, the Agency will continue to rely on an effective, proven approach that has been in use for decades.

The Agency notes that while the routine neighborhood traverses that will be performed under previous Condition 27 (now 28) will likely be performed by facility employees, Agency inspectors and City staff operating pursuant to an interlocal agreement between the Agency and the City of Kenmore may also conduct odor investigations. Given the Agency's extensive history and experience with odor

investigations, and the public's ability to submit complaints to the Agency and to Cadman, the Agency does not need to change these conditions in the Order of Approval.

22. Criminal charges

Some comments suggested that Cadman should be subject to criminal charges. Some comments also state or imply that previous instances of noncompliance with air regulations are criminal matters.

The Agency is not tasked with enforcement of criminal law and matters related to criminal law are outside the scope of this permit review, which is focused on the aforementioned equipment that was modified or installed.

23. PAH emissions

Some comments expressed concern about PAH emissions, and one commenter attached two documents related to health impacts of polycyclic aromatic hydrocarbons, which are a component of asphalt emissions, as well as emissions of diesel particulate matter and wood smoke. However, there was no request associated with this information, and the Agency will not make any changes to the Order of Approval resulting from this attachment. Furthermore, as was noted in previous responses, pollutant-specific health data is incorporated into permitting decisions via the air regulations that underlie facility-specific permits. See also Responses 7, 14, and 15.

24. General support for Order of Approval

Multiple commenters stated that they are in support of issuance of this Order of Approval. Once the emissions standards in this Order of Approval are in place, then testing to demonstrate compliance with those limits will begin.

25. Testing of plant exhaust stack

One commenter suggested that the Order of Approval should explicitly state that the plant's exhaust stack is where tests should be performed and the location of the sample probe be specified. However, these details are included in the test methods for the tests that are required. Since these are already included in the methods, there is no need to repeat the requirements as permit conditions.

A related comment suggested that conditions should explicitly require "that VOC testing be performed while binder is added to hot aggregate in the running pugmill mixer." However, Regulation I, 3.07(c) and Condition 23, make clear that the source test must be performed during representative operation, which means producing asphaltic concrete in the method described by the commenter. Since this is already required, there is no need to modify the conditions of the Order.

26. Cutback asphalt tank testing

Multiple commenters suggested the Agency should perform surprise testing of the contents of the tank that is prohibited from containing cutback asphalt. The Agency notes the suggestion.

Since this comment regards future Agency inspection and enforcement practices, and not the contents of the Order of Approval, this will not result in any changes to the Order.

27. Falsifiable records

One commenter suggested that paper records of asphalt deliveries should be prohibited and that read-only electronic records of the delivery and loading of asphalt cement should be kept electronically. The

Agency believes the likelihood of this type of fraudulent behavior is low, and the current requirements are consistent with other Agency Orders of Approval and enforcement practices. The recordkeeping requirements will not be changed.

28. Representativeness of emissions factors

One commenter suggested that the possible use of cutback asphalt results in higher VOC emissions than calculated by the applicant and the Agency. The Cadman Kenmore facility does not use cutback asphalt. Cadman stated in their comments on the draft Order of Approval, “Cadman is not using cutback asphalt, has not used cutback asphalt, and has no intention of using cutback asphalt at the Kenmore Plant.” Since the use of cutback asphalt is not already a method of operation at the Cadman plant, and since emissions resulting from the use of cutback asphalt have not been reviewed by the Agency in an NOC application, it appears that any future use of cutback asphalt at the plant would likely constitute a change in the method of operation requiring a new Order of Approval from the Agency. Therefore, there is no information suggesting that the Agency’s estimates of emissions are too low or that any ASIL would be exceeded. See also Responses 2, 4, and 7.

29. Complaints

A comment suggested Cadman should be required to post signage along the Burke-Gilman Trail and Highway 522 with information about how to submit complaints to the Agency. The Agency disagrees. The Agency has a widely accessible website through which complaints can be submitted. Further, the response to this comment period suggests that the residents of Kenmore are aware of the Agency’s existence and its role in air compliance. Finally, the inter-local agreement between the Agency and the City of Kenmore means that the City will also be equipped to handle such complaints. With multiple easily accessible venues for complaints, additional signage is not necessary.

Another commenter suggested that there should be a process for Kenmore residents to complain about the facility. Complaints may be directed to Cadman, pursuant to the complaint phone number required under Condition 29 (previously 28). Complaints may also be directed to the Agency and to the City of Kenmore.

Another commenter asked about the timeframe for complaint response. Under Condition 29, Cadman is required to do the following when they receive an air quality-related complaint:

- d) The owner or operator shall record and investigate complaints received regarding air quality as soon as possible, but no later than one working day after receipt.
- e) The owner or operator shall correct any problems identified by these complaint investigations within 24 hours of identification or cease operation of the equipment until the problem is resolved;

30. Testing of soils

One commenter suggested that work at previous asphalt plants has suggested there could be soil contamination at the Cadman plant. Other comments expressed concern regarding the soil at the Cadman facility site. The Agency reiterates that the scope of review for this project is the equipment that was modified or replaced, not the plant as a whole. There does not appear to be any clear connection between the equipment under review in this project and the presence or absence of soil contamination.

31. Prohibition on facility operation during smoke events and/or air quality burn bans

Several comments requested that Cadman be prohibited from operating on days with large amounts of wildfire smoke or on days when the Agency declares an air quality burn ban. On days that are forecast to be impacted by wildfire smoke or other conditions that impact air quality within the jurisdiction, the Agency, along with other environmental or public health agencies, encourages individuals to minimize exposure to smoke by limiting outdoor physical activity and closing windows. However, the Agency is unaware of authority to support inclusion of a requirement that a facility not operate during a smoke event. Therefore, the Agency will not include such a requirement.

32. Questions about the facility from Public Health

Yolonda Pon of Public Health submitted three questions about the facility. Since these were simply questions, none of these resulted in any changes to the Order of Approval.

- Ms. Pon asked whether petroleum solvents are used to rinse equipment, flush lines, or thin the asphalt mix. The rinsing of equipment and flushing of lines were outside the scope of review under this project. For discussion on the use of solvents to thin the asphalt mix, see Responses related to cutback asphalt, above.
- Ms. Pon asked, “Is Cadman using the exact processes and materials used by the strictly controlled HMA facilities described from EPA document AP-42, Section 11.1?” The Agency disagrees with Ms. Pon’s description of the facilities in AP-42, Section 11.1, as “strictly controlled”. As AP-42 represents typical or average facilities and the aggregate test data that EPA received and reviewed in preparing the section for the source category, actual facilities may not be exactly as described in AP-42. However, AP-42 gives a reasonable description of the equipment at an asphalt plant. See also Response 7.
- Ms. Pon asked, “What is the nature of the binder that is used at the plant?” The binder is standard asphalt. Cadman provided a bill of lading, below, from U.S. Oil & Refining (Tacoma, WA) for a shipment received in November 2020, as an example.



SITE: U.S. OIL & REFINING CO.

SUPPLIER: U.S. OIL & REFINING CO.

3001 MARSHALL AVE.
TACOMA WA 98421-2255
PHONE 253-383-1651

CHEMICAL EMERGENCY

SPILL, LEAK, FIRE, EXPOSURE OR ACCIDENT
CALL CHEMTREC - DAY OR NIGHT
1-800-424-9300

BILL OF LADING

B/L # 693282
ORDER # 159506

CADX / 148
Carrier: CADMAN MATERIALS INC.
Driver: ALEX RODIN
Truck Tank ID: C722 [1 CARGO TNK]
Trailer ID: 2398 [1 CARGO TNK]
Trailer ID:
Date: 11/24/2020
Time-In: 02:44:34
Time-Out: 03:26:55

CARRIER CERTIFICATION

CARRIER CERTIFIES BY ACCEPTANCE OF THE BILL OF LADING THAT THE CARGO TANK SUPPLIED FOR THIS SHIPMENT IS A PROPER CONTAINER IN PROPER CONDITION AND IS PACKED, MARKED, AND LABELED/PLACARD FOR THE TRANSPORT OF THIS COMMODITY AS DEFINED BY FEDERAL, STATE, AND LOCAL REGULATIONS.

CARRIER BY ACCEPTANCE OF THE BILL OF LADING ACKNOWLEDGES POSSESSION OF THE MOST CURRENT EDITION OF THE DOT EMERGENCY RESPONSE GUIDEBOOK.

Bill To: 445000
CADMAN MATERIALS, INC
PO BOX 97038
REDMOND WA 98073-9738

Ship To: 4450002
Cadman Materials-Kenmore
6431 NE 175th St
KENMORE WA

Dest.ID: 1173800

Contract, Project or Purchase Order No.

SHIPPER'S SIGNATURE



ORIGINAL B/L #:
MANUAL XAC: NO

THIS IS TO CERTIFY THAT THE ASPHALTIC MATERIAL IDENTIFIED BELOW AND COVERED BY THIS BILL OF LADING COMPLIES WITH THE STANDARD SPECIFICATIONS OR AS MODIFIED BY THE SPECIAL PROVISIONS APPLICABLE TO THE PROJECT BY AND FOR THE FOLLOWING AGENCIES:

- * WA DOT
- * OR DOT
- * AK DOT
- * WASHINGTON STATE COUNTIES AND MUNICIPALITIES
- * FEDERAL HIGHWAYS
- * BUREAU OF INDIAN AFFAIRS

COMMENTS:

Product Description

UN3257, ELEVATED TEMPERATURE,
LIQUID, N.O.S., 9, III
(ASPHALT)
PG 58H-22 (PG 64-22)
511513
EMERGENCY RESPONSE GUIDE # 128

	TARE WEIGHT	GROSS WEIGHT	NET WEIGHT
Pounds:	33,380.00	105,200.00	71,820.00
Kilos:	15,140.90	47,717.88	32,576.98
Tons:	35.91		
Net Gallons:	8,392.00		
Gross Gallons:	9,184.00		
Liters:	34,765.11		
Metric Tons:	32.53		
Net Barrels:	199.81		

PRODUCT ADDITIVE:

0.40 % EVOTHERM

Gravity (API): 5.60
Temp. (F): 315.00
Tank Number: TANK 20001

33. Test notification date

A comment expressed concern about the advance notice required for a source test, stating that 30 days does not give the facility sufficient flexibility and that it is inconsistent with Agency regulations that require 21 days' notice.

The draft Order of Approval required advance notice to the Agency of 30 days before a scheduled source test. This is to allow Agency staff time to review the test plan, provide feedback, and prepare to possibly witness the test. When a test plan is required, it is within the Agency's purview to require a longer advance notice than the 21 days required under Agency Regulation I, Section 3.07. However, given the need to coordinate production schedules with testing requirements and the desire to not run unnecessarily, the Agency will change this condition to require 21 days' notice, instead of 30. This will still give the Agency time to plan to observe a test, and should give Cadman some more flexibility in scheduling. Condition 22 will be changed from requiring 30 days' notice to requiring 21 days' notice.

34. Incorporation of "better" controls and ambient monitoring into conditions, and stringency of conditions

Some comments requested the use of "better emissions cleaning methods" and "regular air quality monitoring" in the Order of Approval. Similarly, other comments requested a stringent permit with strict measures and the need for assurance that the facility will thoroughly control its emissions of particulate matter and other pollutants.

Through the NOC process and following its Regulations, the Agency has determined BACT for the emission units subject to review. The Agency, following its Regulations, has determined Best Available Control Technology and corresponding emissions limits for this equipment. The Order of Approval also requires regular measurement of emissions, via stack testing, on a recurring basis. The reasoning and data behind these determinations are given in the worksheet.

One commenter stated, "[Fume incinerators and fume oxidizers that eliminate over 99% of VOCs](#) are available for hot mix asphalt plants," including a link to a non-functioning website. A fume incinerator is a type of thermal oxidizer, in which VOCs and other organics are combusted, converting them primarily to carbon dioxide. These incinerators require the use of a fuel (usually natural gas) for this combustion. Fume incinerators are often used at asphalt terminals (where liquid asphalt binder is received in bulk, then sent out to hot mix asphalt plants such as the Cadman Kenmore facility) or asphalt roofing production plants. The Agency is unaware of any use of fume incinerators at hot mix asphalt plants. Consistent with this observation, New Jersey's State of the Art Manual for asphalt pavement production plants (<https://www.state.nj.us/dep/agpp/downloads/sota/sota19.pdf>) states that the available technologies for achieving compliance with VOC standards are "[g]ood combustion practice, burner design and natural gas fuel." The VOC BACT limit of 0.032 lb per ton is consistent with other agencies' determinations of BACT. (See page 12 of this worksheet.)

Based on this emissions rate of 0.032 lb per ton, the Agency estimates that the VOC mass fraction in the dryer exhaust stream is approximately 65 parts per million. Thermal oxidizers are generally more effective at higher concentrations of VOC, which is why they are often employed at facilities with exhaust streams that have high VOC concentrations, such as asphalt roofing producers. At such a low concentration, the heat generated by the combustion of VOCs would be minimal, which means that natural gas firing would be necessary for essentially all the heat for VOC destruction.

Additionally, since this plant uses a batch mix asphalt dryer, liquid asphalt does not contact aggregate until the aggregate has already left the dryer. This means that the liquid asphalt is not subjected to high temperatures as much as it would be in a drum mixer. This limits the emissions of VOC that result from volatilization from the liquid asphalt binder.

For these reasons, a fume incinerator is not considered BACT in this case. The Agency stands by its determination of BACT for this process, as spelled out in detail in the worksheet.

35. Investigation of non-odor air quality problems

A question was about whether the Agency investigates air quality problems for issues not related to odor, or if only odor is within the Agency's purview. The Agency may investigate both odor-related and non-odor-related air quality issues.

36. Tack storage tank

One commenter asked whether the contents of the tack storage tank can be fed to the pugmill mixer. The application materials did not mention a tack storage tank. No tack storage tank is under review in this project. Cadman will be required to conduct testing under representative conditions, so if the representative operation includes feeding the contents of a tack storage tank to the pugmill mixer, then this will be included in testing.

37. Current ASILs

One commenter asked if the current version of the ASILs, published in WAC 173-460 by Ecology in 2019, was being used in the analysis for TAPs for this project. Yes, this analysis did use the current ASIL values. For more information on ASILs and TAPs please see the Washington Department of Ecology's website [on this topic: https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Air-Quality-permits/Notice-of-Construction-permit/Health-impact-assessments-of-toxic-air-pollutants](https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Air-Quality-permits/Notice-of-Construction-permit/Health-impact-assessments-of-toxic-air-pollutants).

38. Public information

Several comments suggested that all information known about the materials processed at the plant, and the subsequent emissions, should be public. All information submitted to the Agency regarding emissions is a public record and is available in accordance with Washington's Public Records Act.

39. Additional opportunities for comment

After the conclusion of the public comment period, Cadman and their attorney requested to meet with Agency staff for an additional opportunity to comment on the draft conditions. Because this would have been an additional comment opportunity after the public comment period had concluded, Agency staff did not offer this extra opportunity for comment to Cadman.

40. Stack height and topography

One commenter mentioned that some residences are higher than the stack height at the facility. The stack height and local topography are taken into account in the dispersion modeling of the emissions. This information was therefore included in the ambient analysis. See also Response 10.

41. Time period chosen for background concentrations

One commenter suggested the data used in NW Airquest to determine background concentrations is old, and wanted to know if newer data could be used.

The Agency reviewed data from the closest PM_{2.5} monitor, in Lake Forest Park, to aid in considering whether or not data from 2014-2017 would be useful or representative. As is evident from the table below, there is no obvious trend in average PM_{2.5} concentration between 2014 and 2021.

Year	Annual average PM _{2.5} concentration (µg m ⁻³)
2014	7.3
2015	7.6
2016-2017	Unavailable (relocation)
2018	8.8
2019	7.1
2020	8.1
2021	5.5

Given this lack of a trend, it is reasonable to use data from a few years ago in determining background concentrations. See also Response 10.

42. Further investigation

A comment stated that “further investigation” is needed into this matter. The analysis in the Agency’s worksheet, and the required monitoring, testing, and recordkeeping in this Order of Approval constitute a great amount of investigation into this facility and its emissions. The Agency holds that this is an appropriate amount of investigation into this project.

43. Greenhouse gases and the Climate Commitment Act

One commenter stated that the Climate Commitment Act should be inserted into the Order of Approval, and other commenters stated general concerns about greenhouse gas emissions.

The criteria for facilities to be subject to the requirements of the Climate Commitment Act are spelled out in the legislation and in the regulations currently being developed by the Department of Ecology. Inclusion in the Climate Commitment Act is an entirely separate process from this Order of Approval for specific emission units and its criteria are established through legislation and rulemaking, not through individual permitting actions. Since this project entails the replacement of existing equipment with similar new equipment that uses the same fuels and feedstocks as the existing equipment, there are no identifiable new greenhouse gas emissions associated with this project.

44. Penalties for violations of the Order of Approval and Agency regulations

One commenter suggested the NOC Order of Approval should include “specific outcomes” if the facility does not comply with conditions or with regulations. The Agency does not identify specific future enforcement choices or outcomes, including but not limited to penalties, in NOC Orders of Approval. Instead, any future enforcement is handled through the Agency’s standard enforcement procedures. The penalties associated with various violations of permit conditions or regulations are issued in

accordance with Agency Regulation I, Article 3, and with the civil penalty worksheets approved by the Agency's Board of Directors.

45. Earthquake retrofits

One commenter stated that the Agency should require seismic retrofits for additional safety during an earthquake. Condition 2 does not relieve Cadman from compliance with any applicable requirements of other government agencies, including but not limited to applicable seismic requirements. The Agency will not add seismic requirements to the NOC Order of Approval

46. Stringency and previous noncompliance

One commenter stated that due to "past behavior" at the facility, the Agency should have "strictest measures in place" to ensure compliance. The Agency believes the stringency of the conditions in the Order of Approval are the correct application of BACT and/or RACT for the project before it. The testing, monitoring, recordkeeping, and reporting requirements will provide assurance that the facility will operate in accordance with its emissions and operational limitations.

47. Inspection of records

One commenter suggested that the Agency should review the facility's records regarding operation and maintenance. During an inspection, the Agency inspector reviews all the records that are required to be kept under Agency regulations, state or federal regulations, and all applicable Orders of Approval from the Agency. Review of records is an important component of inspections. See also Condition 30.

48. Future permits

One commenter asked what kinds of actions would require a new permit. The main regulations relevant for this question are Agency Regulation I, Section 6.03, and the sections of WAC 173-400 that have been adopted by reference by the Agency. Generally, these regulations require an NOC Order of Approval be issued by the Agency before the establishment of a new source of air pollution, the modification of an existing source of air pollution, or the substantial alternation of air pollution control equipment (subject to the exemptions, requirements, and definitions in the regulations).

49. Additional mitigation measures

One commenter suggested that the Agency should require additional mitigation measures, including vegetation to mitigate air pollution emissions and other measures to preserve or enhance wildlife at the facility. Given the emissions limitations and requirements in the Order of Approval, the Agency holds that its conditions are sufficient for air quality protection, and that additional mitigation measures are not needed for this project. Similarly, as was noted elsewhere, this project is not expected to have a probable significant adverse impact on bird, fish, or other species, so additional measures regarding wildlife are not needed. Of course, Cadman may always implement such mitigation measures voluntarily.

50. Emissions report

One commenter wants to know why the facility only has the "potential" to be an emissions reporting source. The requirement to report annual emissions totals to the Agency are based on the total amount of that pollutant emitted in a given calendar year. For most sources, these thresholds are given in Agency Regulation I, Section 5.05. Sources are required to report annual emissions of any pollutant in excess of the thresholds in this regulation. These thresholds are 2.50 tons of any single hazardous air

pollutant; 6.25 tons of total hazardous air pollutants; 25.0 tons of carbon monoxide (CO), nitrogen oxides (NO_x), particulate matter (PM_{2.5} or PM₁₀), sulfur oxides (SO_x), or volatile organic compounds (VOC); or 0.5 tons of lead.

These reporting requirements are completely separate from the requirement to report the results of required emissions testing. Results from all emissions tests are required to be submitted to the Agency within 60 days of the completion of the test.

51. Publication of previous violations or complaints regarding the facility

One commenter suggested the Agency should “make public every previous notice of odor complaint”. Such information would be available to the public if requested. The easiest way to learn how to request records from the Agency’s is summarized on the Agency’s website at <https://pscleanair.gov/272/Records-Request>. However, the Agency does not as a matter of course publish lists of complaints at particular facilities.

52. Control of recordkeeping and review of records

A comment stated that the Agency “should not allow Cadman to have total control over its own recordkeeping”. Other comments expressed concern regarding recordkeeping procedures and requirements. In Condition 30, Cadman is obligated to allow Agency inspectors to review any records that are required under this Order of Approval. Regarding the question of who generates and controls these records, the Agency is unable to identify a party better equipped to record operations at the facility than the people who are operating the facility – namely, Cadman staff. The Agency will not require some other outside party to control Cadman’s records.

53. SEPA checklist and/or information

A number of comments expressed concern regarding the SEPA environmental checklist provided by Cadman, including raising concerns that certain species or elements of the environment were not identified or the location of the proposed action relative to the shoreline of Lake Washington was not identified. The instructions on the SEPA checklist direct the applicant to submit requested information accurately and carefully and address each applicable element of the environment. At the time the DNS was issued, the Agency deemed the SEPA checklist to be sufficient for the purpose of reviewing the proposed project.

It is important to bear in mind that the scope of review for this proposed project does not involve expansion of the physical location of the facility and is only for the replacement of various pieces of equipment at the existing Cadman plant; correspondingly this analysis looks only at the impacts of the dryer shell and burner replacement, the baghouse alterations, and the condensers added to the asphaltic cement storage tanks. No changes are proposed to the present handling of surface and/or stormwater and no increased need for fire services has been identified. This analysis is not for the presence or existence of the plant as a whole and it does not cover parts of the plant that were not part of the equipment changes in question. Thus, importantly, the baseline for the Agency’s review is not the time before the plant was built and this SEPA analysis properly is looking only at the impacts of the proposed action.

Due in part to the conditions and controls prescribed by the Agency (see for example Conditions 4, 6-14, 18, 20, 21-29), there is no reason to expect that dryer shell and burner replacement, the baghouse alterations, or the condenser additions will have a probable significant adverse impact on any bird

(including but not limited to herons), fish (including but not limited to salmon species) or other species; or create fire or safety, shoreline stability, surface water or water quality impacts; or impact recreational opportunities. Similarly, there is no evidence to suggest that this project would have a probable significant adverse impact on the Lake Washington shoreline or on the health of Lake Washington, on recreational opportunities on the Burke-Gilman Trail, or on the safety of the community due to on-site storage of materials. See also Responses 30, 43.

Some comments asked about the location on the on-site replacement of equipment relative to the shoreline of Lake Washington. The SEPA checklist stated that no work from the project will occur within 200 feet of Lake Washington and the Agency is not aware of information that the on-site replacement of equipment will occur within 200 feet of Lake Washington. Additionally, the City of Kenmore, the entity with shoreline and land use permitting authority, stated to the Agency on Feb. 5, 2021: “The City of Kenmore has not identified any permits that are necessary for the Cadman projects.”

For the above reasons and based on the information before the Agency, the Agency has determined that it has sufficient information to conduct SEPA review for the proposed action before it. The Agency will not require a new SEPA checklist from Cadman and will not require additional air, soil or water testing at or near the facility. Additional testing is not necessary based on the information before the Agency. Additionally, based on all the information before it, the Agency reasonably has determined that this project would have no probable significant impact on the environment and will not withdraw its Determination of Nonsignificance.

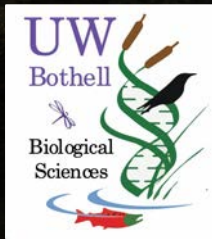
54. Consultation with other governments on SEPA-related issues

One commenter suggested that the Agency should have consulted with other governments and agencies, specifically the Washington Department of Fish and Wildlife and tribal governments, in the review process. As discussed above, the Agency interacted with the City of Kenmore regarding this facility and permit process. The NOC and DNS were available for public comment for 60 days (a time period longer than the required 30 days for NOCs and 14 days for DNSs), and a hearing was held for interested individuals, businesses, and organizations to voice their opinions and concerns. This comment period was advertised on the Agency’s website, through the Agency’s email lists, and in the *Seattle Times*. Additionally, notice was published in the state’s SEPA Register ([Item number 202200909](#)), which is commonly used by government agencies to monitor for projects that may be of interest. No tribes or state agencies submitted comments. Additionally, the scope of this permit process did not meet the criteria for the Agency’s Interim Tribal Consultation policy (which was adopted after the submission of Cadman’s application). The Agency believes it has met all applicable requirements regarding public notices and opportunities for comment.

Little Redfish Lost ... and Found Return of the Middle Run

Jeff Jensen

Teaching Professor
Division of Biological Sciences
School of STEM, UW Bothell



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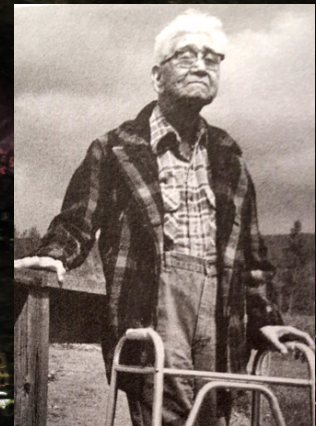


“And then there were the plentiful little Red Fish which were unique to the area.” Kenneth Swanson, LFP school class of 1929

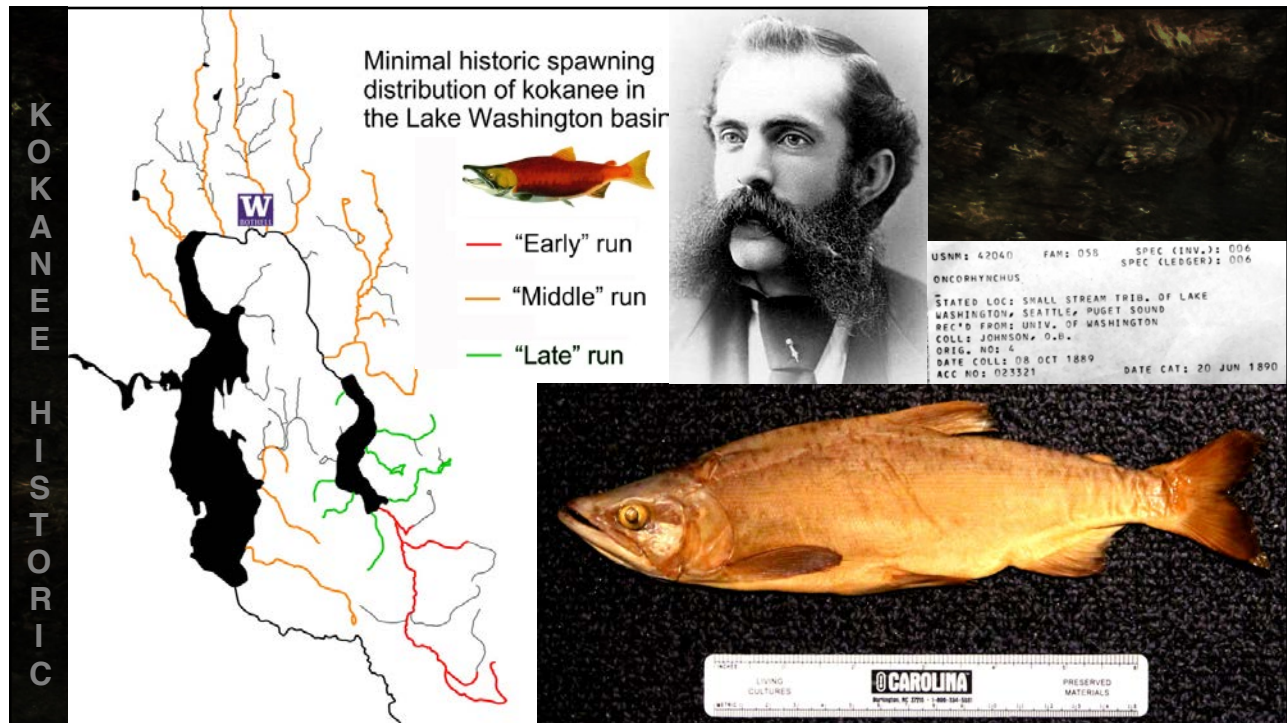
From Growing Up With Lake Forest Park. 1983. Barbara Bender
Lyon Creek, 1910. Asahel Curtis

“There’s a little story about how the Snoqualmie come to settle in Lake Sammamish, Lake Washington. To find that red fish and that red fish was only in two lakes, I think ... Then they got a taste of that red fish and they settle there. And that fish runs in a, oh, from fall to Christmas.”

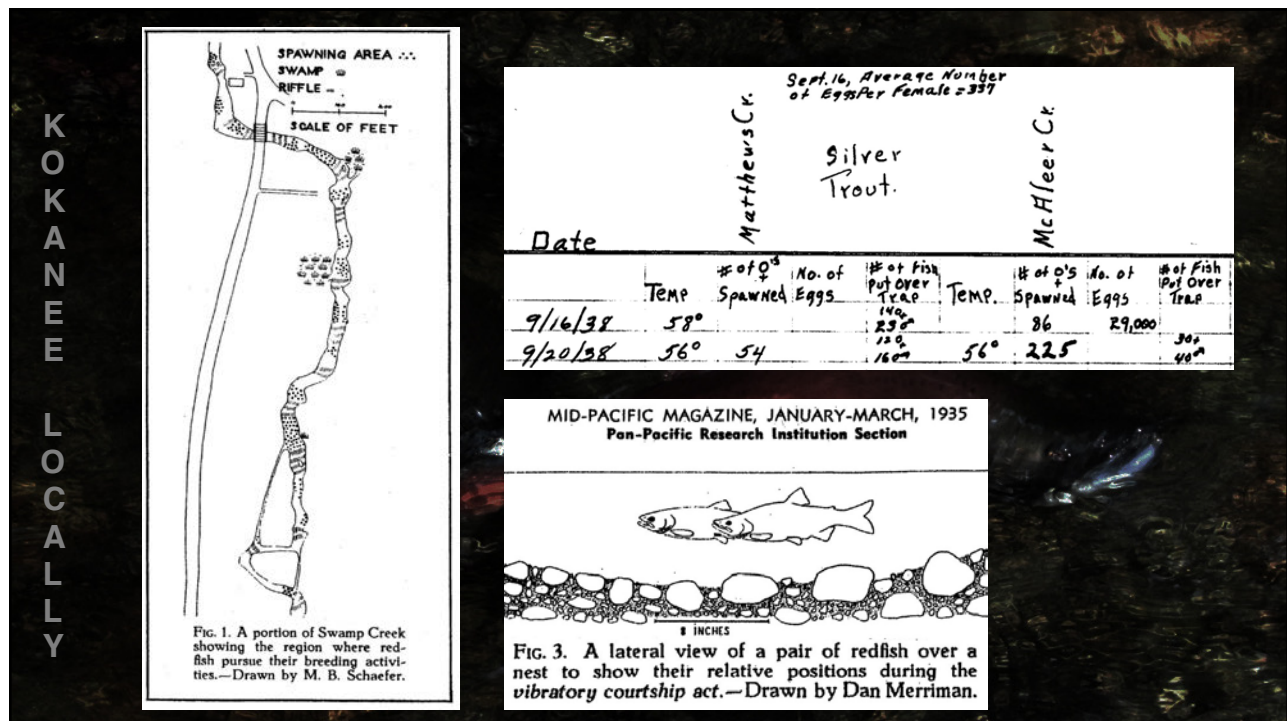
Ed Davis, Snoqualmie community elder (1888-1987)



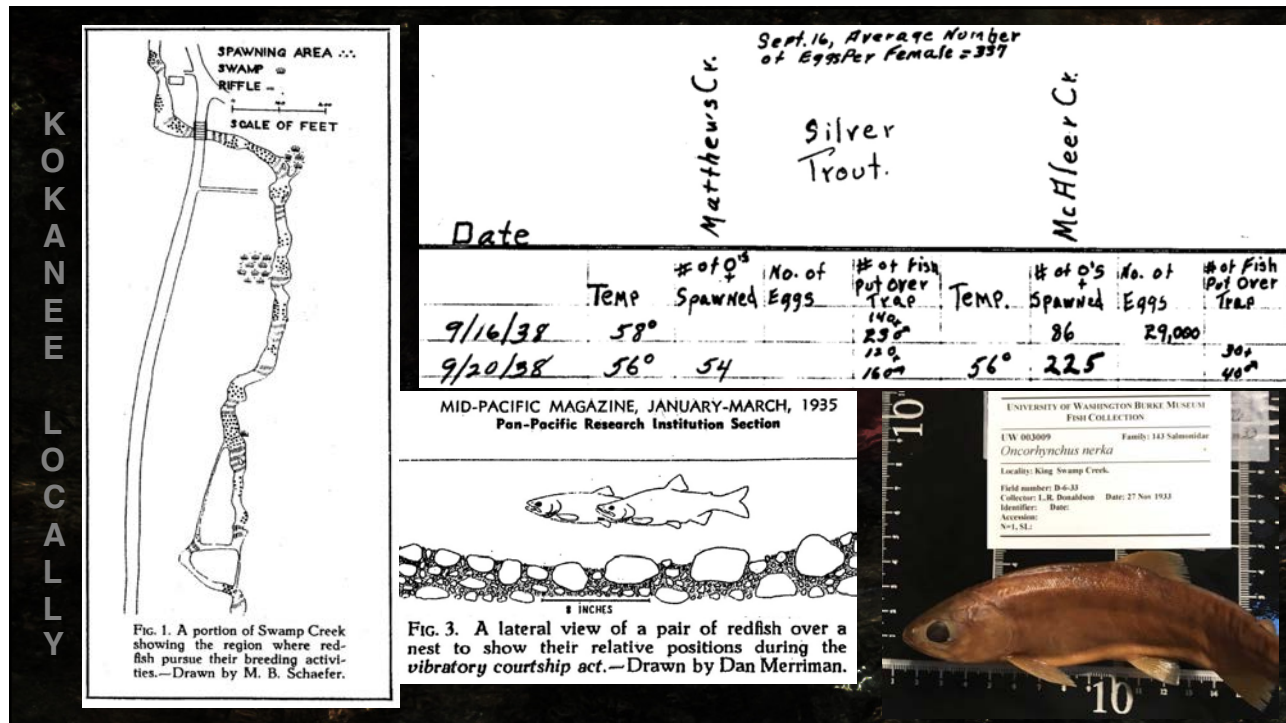
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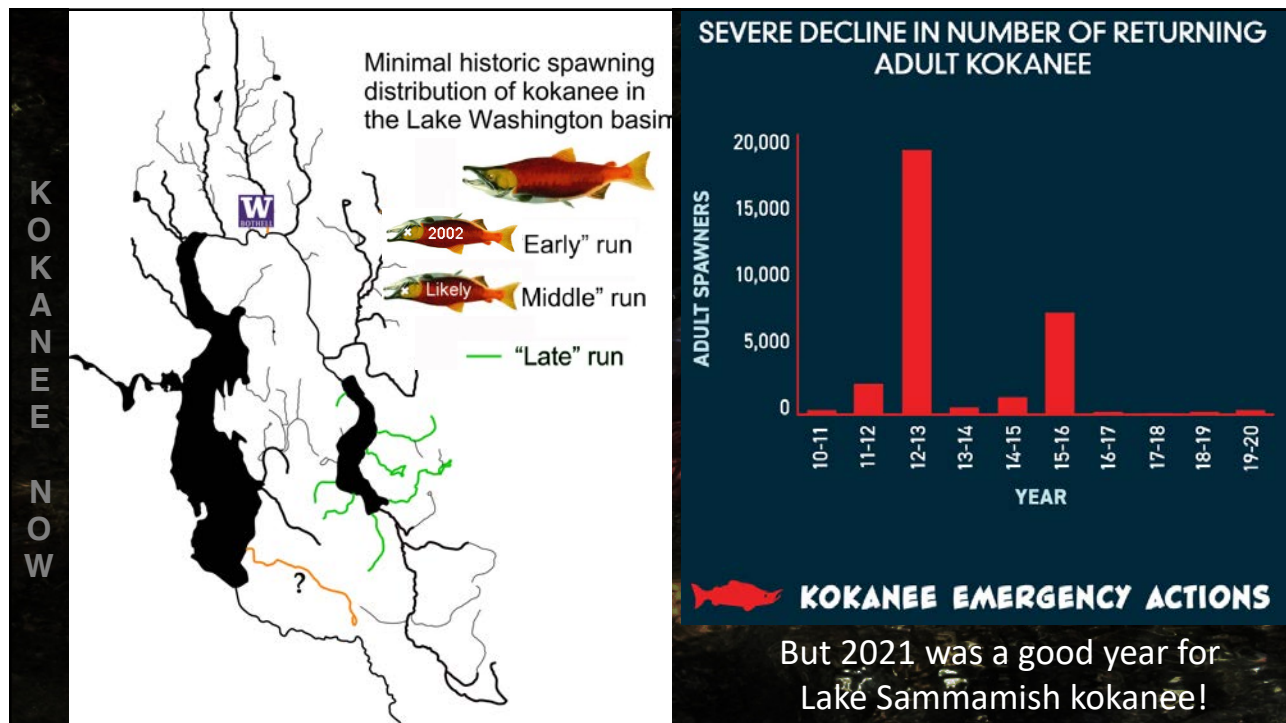
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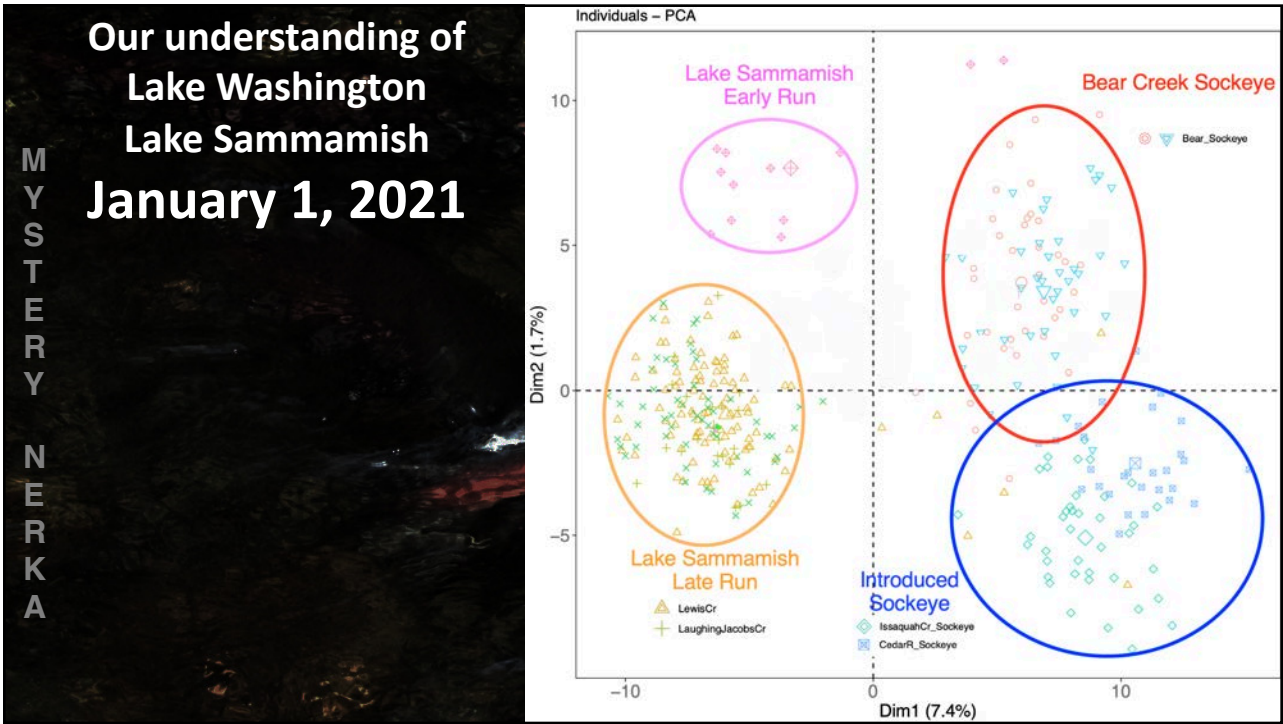
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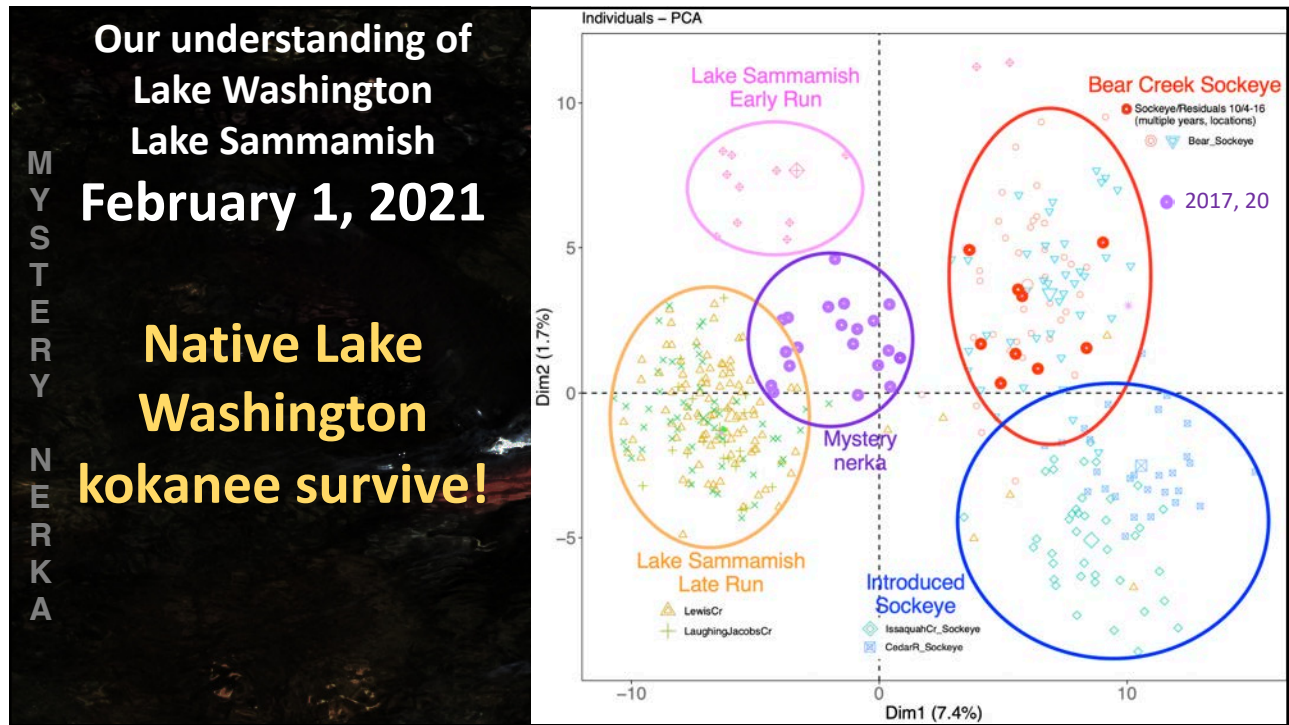
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Zackuse Creek, Lake Sammamish

First returning kokanee in 50 years! How?

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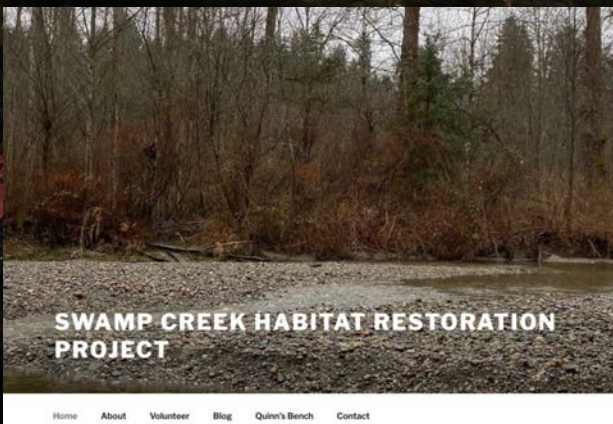
Could this happen in Kenmore?

Where? How?

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- **Swamp Creek, perhaps others**



14

What next?

NEXT STEPS

- 1) Outreach and Education
- 2) Protection of limited spawning area
- 3) Reintroduction, e.g. Swamp



Community project

Salmon Watchers help count salmon...

Salmon Watchers help count local salmon




Native kokanee spawning in North Creek, Bothell, Washington. 10/25/2020. Photo/movie: J.S. Jensen


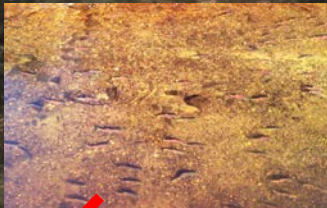
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Concerns

WHY RESTORE?

This population of presumed kokanee

- 1) appears to run only every third year;
- 2) With a very limited spawning area;
- 3) Vulnerable to human impacts

16

Concerns

Good news!

This population of presumed kokanee

WHY RESTORE?

- 1) ~~appears to run only every third year;~~
- 2) With a very limited spawning area;
- 3) Vulnerable to human impacts




17

A Proposal

Lake Washington Kokanee Workgroup*, including ...

Cities of Woodinville and Bothell


- Current spawning locations

Kirkland, Kenmore, and Lake Forest Park

- Attractive candidate streams for restoration

King County, Biologists, tribes, Community members, UWB Non-profits (e.g. LFPSF, PERK, OneBothell, Friends of North Creek Forest, Finn Hill Neighborhood Alliance)

To collaborate on a WRIA8 Salmon Recovery Board Grant, due February 1, 2023 to fund restoration efforts.



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Salish Sea Currents MAGAZINE

The lost kokanees of North Creek

Aerial view of kokanee salmon (and a couple of sockeye) in a Lake Washington tributary. Photo: Jeffrey S. Jensen

By: David B. Williams. Oct 29, 2021

Keywords: [Species and food webs](#), [Fishes](#), [Freshwater habitat](#), [Salmonids](#)

Scientists think they may have discovered a lost population of native kokanee salmon in Lake Washington. Salmon watchers are monitoring local creeks this fall to confirm the finding.

As a fisheries biologist with the University of Washington, Jeff Jensen was used to seeing salmon in Lake Washington and its tributaries. But in autumn 2017, he saw a type of salmon that surprised him. Jensen was at North Creek, near where he teaches at the UW's Bothell campus, when he noticed what looked to be a run of kokanee, a variety of sockeye that does not migrate to salt water. He knew that such fish had long been known to inhabit the lake, but he also knew that biologists considered the run to have been extirpated.

Like many species in the region, kokanee exist because of the region's glacial history. Sockeye salmon, which migrate through Puget Sound when young and return to their natal streams to spawn as adults, periodically found their pathways to the ocean blocked by glaciers. When stuck in these lakes, the sockeye adapted to a fully freshwater life (becoming kokanee) and did not revert to their anadromous lifestyle, even after the barrier was gone.



A male kokanee salmon from the Sammamish River. Photo: Craig Barbaccia

Not only were these kokanee biologically unusual, they also tasted different. In her ethnographic study *The Puyallup-Nisqually*, Marian Smith wrote that the people who lived around the lake "were said to prefer this salmon [kokanee] to that which entered the rivers from the Sound." In addition, by returning to their birth streams late in the year after the run of other salmon species, the kokanee were an important food source for Indigenous people around the lake. Early accounts by settlers and biologists also referenced the kokanee's flavor and abundance.

The local kokanee eventually evolved three distinct groups: a late run still found in a few tributaries in Lake Sammamish and early and middle runs, both of which were thought to no longer exist. (A coalition of groups, in particular the Snoqualmie Tribe, whose people know the fish by its Lushootseed name s̓ílas, or "little red fish," are working to restore the Lake

Sammamish runs.) Jensen thought that the fish he saw in 2017 could be the middle run kokanee; he also knew that fisheries biologists had made a similar observation in 2011.

Biologists are not certain about what led to the decline of kokanee but habitat loss, pollutants, and the construction of the Lake Washington Ship Canal and Locks all play a roll. Nor did the kokanee benefit from the introduction of sockeye, Chinook, and steelhead beginning in the 1920s. An additional challenge for biologists was the presence of what they called residual sockeye. The offspring of ocean-going sockeye, they spent their entire lives in fresh water, returning to the spawning grounds as kokanee look-alikes. When Jensen found his kokanee, he wondered if they were these residual sockeye, a new hybrid kokanee/hybrid, or native kokanee that escaped previous observation.

With funding from Trout Unlimited and in collaboration with the Washington Department of Fish and Wildlife Molecular Genetics lab, Jensen ran DNA tests comparing kokanee samples he collected in 2017, along with a subsequent run in 2020, with kokanee and sockeye populations from around the Pacific Northwest. The Lake Washington kokanee were most similar to, but still genetically distinct from, the native Lake Sammamish "late" run kokanee. Jensen's mystery fish appeared to be true native Lake Washington kokanee. (Because a small chance exists that they aren't, Jensen hopes to run DNA tests on kokanee collected by late 19th-century University of Washington natural science professor Orson Bennett Johnson. Unfortunately, he hasn't been able to obtain usable DNA from the fish, which Johnson collected from a small tributary of Lake Washington in November 1888 and October 1889, or about the same time of year that Jensen first saw his kokanee.)

At present, Jensen has established a network of Salmon Watchers to monitor streams in Lake Washington and lower Sammamish River tributaries. Volunteer citizen scientists select a stream, spend thirty minutes watching for salmon weekly in the fall, and send data on what they see back to Jensen. He has also teamed up with the Three Rivers Chapter of Trout Unlimited to set and monitor fry traps in the spring. To enhance kokanee production, he is planning to deploy two remote site incubators, which are enclosed habitats for salmon egg development.



Dave Kyle, Trout Unlimited, checks a remote site incubator that is used for salmon egg development. Photo: Jeffrey S. Jensen

"It's amazing that, after more than a century of logging, urbanization, and other onslaughts, the native kokanee have been able to hold on as a reminder of the complex ice-age history of Puget Sound and the surrounding freshwater habitats," says Jensen. His hope is that his research, the work being done by other groups, and citizen scientists can further help kokanee to continue their legacy in Lake Washington.

About the author: David B. Williams is a naturalist, author, and educator whose award-winning book *Too High and Too Steep: Reshaping Seattle's Topography* explores the unprecedented engineering projects that shaped Seattle during the early part of the twentieth century. He is also the author of "Seattle Walks: Discovering History and Nature in the City," "The Street-Smart Naturalist: Field Notes from the City," and co-author of "Waterway: The Story of Seattle's Locks and Ship Canal." His most recent book is "Homewaters: Human and Natural History in Puget Sound" published in 2021 by the University of Washington Press. You can find Williams on Twitter at @geologywriter.

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, October 24, 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
Deputy Mayor Melanie O’Cain
Councilmember David Baker
Councilmember Joe Marshall
Councilmember Angel Kugler
Councilmember Debra Srebnik
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Assistant City Manager Stephanie Lucash
City Attorney Dawn Reitan
Deputy City Clerk Michelle Kang
Co-Clerk Brian Randall
Development Services Director Samantha Loyuk
Assistant to the City Manager Garrett Oppenheim
Parks Project Manager Rob Sayre-McCord
Finance & Administration Director Leticia Salcido
Community Development Director Debbie Bent
Environmental Services Manager Richard Sawyer

Speaking Guests: Washington State Department of Commerce Growth Management
Services Deputy Managing Director Valerie Smith
Rhododendron Boathouse Fundraising Committee Member Tom
Sanderson

Public Comments Speaking Guests:
Dakota Rash, Lake Forest Park Resident
Jim Myers, Kenmore Resident
Ausamee Sawatpradit, Thailand Resident
Elizabeth Mooney, Kenmore Resident
Jon Culver, Kenmore Resident
Nicholas Bykov, Kenmore Resident

Phyllis Finley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

Public Hearing Speaking Guests:

Phyllis Finley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Corey Holder, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:00 PM.

STUDY SESSION AGENDA

Amendments to the City of Kenmore Tree Regulations including Exceptional Trees (Ordinance No. 22-0553), presented by Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim, *for Discussion and Direction*

[Agenda Bill - Tree Regulation Amendments](#)

[Attachment 1 - Current Kenmore Municipal Code Tree Regulations](#)

[Attachment 2 - Proposed Code Amendments \(Draft\)](#)

[Attachment 3 - Tree Fund Memo](#)

Development Services Director Samantha Loyuk and Assistant to the City Manager Garrett Oppenheim presented the proposed amendments to the City of Kenmore Tree Regulations including Exceptional Trees. Staff reviewed the Agenda Bill and Attachments with Council. Attachment 1 is the current Tree Regulations found in the Kenmore Municipal Code. Attachment 2 is the proposed code amendments to the Kenmore Municipal Code. Attachment 3 is a memo about tree regulations in general.

Staff presented the proposed code amendments and Councilmembers provided questions and comments throughout.

(C = Councilmember. S = Staff)

- C: Some of the language was confusing and required better organization within the regulation.
- C: We should be mindful of circumstances that necessitate removal of a tree.
- C: If significant trees are not causing harm to the property, it should be preserved.
- C: The language of “enjoyment of a substantial property right” is too broad
- C: Where did the list of exceptional tree species come from?
 - S: The list based off other cities around the area. The trees are all native to this region of the Pacific Northwest lowlands.
- S: The term “exceptional trees” is just used for a means of protection classification
- C: The purpose is to protect mature trees
- C: We should consider holding public developers to the same standards as private developers. Reworking the language may be needed so the city can do its job, but still walk the walk.

- C: Prohibited activities need to be reviewed further to consider family activities, such as tree houses, tire swings, etc. Staff should return with some reasonable, limited recreational use.
- S: Our regulation already states that if you are participating in any activities that would kill a tree within three years, the activity is already prohibited. But other activities that would not kill a tree, could be considered normal use.
- S: Mitigation requirements would exist where a removed tree would have to be replaced with three native species trees.
- C: There should be a survivability requirement of these replacement trees.
- S: A procedure exists called bond and agreement. A developer would put up a financial guarantee tied to an agreement for three years. There would be an inspection at the end of the three years and if everything is good with the trees, the funds would be released.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at 7:01 PM.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:01 PM.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

MOTION: Councilmember Kugler motioned to add the Amendments to the City of Kenmore Tree Regulations including Exceptional Trees (Ordinance No. 22-0553) Study Session to be the next item in the agenda to finish the discussion. Councilmember Pfeil seconded the motion.

APPROVED BY UNANIMOUS CONSENT

STUDY SESSION AGENDA - CONTINUED

Staff continued presenting the proposed code amendments and Councilmembers continued providing questions and comments throughout.

- S: Hazardous trees are ones that are sick or have some kind of defect that makes them very likely to fail. It has a “high” or “extreme” risk, and no other mitigation measure will reduce the risk below “high.”
- C: How do we ensure there is no abuse from the exception where a tree can be removed/should be removed?
 - S: The property owner would obtain a tree risk assessment prepared by their arborist, the City would review the assessment, and if there were a question about the validity of the assessment, we could require a site visit before issuing a permit. We can have a city arborist go out and do a site inspection. We could add an additional safeguard by requiring a second opinion before removal of an exceptional tree.
- C: Do we have a current City arborist?
 - S: No, we don’t have one on staff, but we contract arborists.
- C: How many exceptional trees do you foresee to be requested to remove?
 - S: We have no way of answering that question at this time because our current permit system does not ask the size of the tree.

- S: A “fee in lieu” option is only available if a resident does not have the space to plant the three replacement trees. The cost of the fee is for the cost of purchasing one 8-10 foot tall native coniferous tree, installation (labor and equipment), maintenance for five years, and fund administration.
- S: Next steps include going to SEPA and Department of Commerce. We would then bring the tree regulation amendments back for a public hearing, and a vote by Council, hopefully in the first quarter of 2023.

PRESENTATION

- A. Washington State Department of Commerce Growth Management Services Deputy Managing Director Valerie Smith presented the Governor’s 2022 Smart Communities Award for the Rhododendron Boathouse to the City of Kenmore, the Northshore School District, the Kenmore Community Rowing Club, and the George Pocock Rowing Foundation. Council accepted the award for the City of Kenmore and took a photo with Ms. Smith.
- B. Rhododendron Boathouse Fundraising Quarterly Update, presented by Parks Project Manager Rob Sayre-McCord and Rhododendron Boathouse Fundraising Committee Member Tom Sanderson
[Agenda Bill - Rhododendron Park Boathouse Fundraising Quarterly Update \(updated on 10/19\)](#)
[Attachment 1 - Lease Agreement](#)

Parks Project Manager Rob Sayre-McCord and Rhododendron Boathouse Fundraising Committee Member Tom Sanderson provided a quarterly update to Council.

- The management of the Friends of Kenmore Boathouse Board has transitioned since the last update, which took place in July 2022.
- The West Sammamish River Bridget celebration was largest single event we have had since we were last together.
- We do not currently have kayak storage for the public. However, it was the most popular request we have received.
- We are currently working on the design of a donor wall to recognize donors who support the Boathouse.
- We submitted the final paperwork for the tax-exempt approval last week.
- The major tasks for the next three months:
 1. Complete the design of the donor wall and get that approved
 2. Receive confirmation from the IRS that our tax-exempt status is complete
 3. Figuring out the events, specifically targeting the high schoolers and their families
 4. Bringing one or two student athletes onto the board
 5. Adding a directional sign to indicate how to get to the Boathouse
 6. Joining the Kenmore-Bothell Chamber of Commerce
- We have a need to close the fundraising gap. The two biggest levers are grants and high-value donations.

Councilmembers asked questions and provided comments. Staff responded.

- How many families participated this year, last year, and the first year, specifically in the high school?

- About 120 families
- A list of those households should be generated for outreach to help with closing the fundraising gap.

PUBLIC COMMENTS

The Council took comments from the public.

Timestamped link included here: <https://youtu.be/l7fdgTCD700?t=6247>

CONSENT AGENDA

MOTION: Deputy Mayor O’Cain moved to approve the consent agenda including items A – F outlined above. Councilmember Kugler seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PUBLIC HEARING

Public Hearing No. 2 for the 2023-2028 Capital Improvement Program (CIP) for Parks, Transportation, Surface Water, City Facilities, and Other Public Facilities, presented by Finance & Administration Director Leticia Salcido.

[Agenda Bill - Capital Improvement Program Public Hearing No. 2](#)

[Exhibits A-L - Capital Improvement Program](#)

[Presentation - Capital Improvement Program Public Hearing No. 2](#)

Finance & Administration Director Leticia Salcido presented an updated version of the proposed 2023-2028 Capital Improvement Program (CIP). The original public hearing for the CIP was October 3, 2022. Based on input from Councilmembers at the original public hearing, the following changes were made:

- Rhododendron Park Sign: reduced from \$50,000 to \$28,000
- Moorland Park Improvements: turf replacement allocation decreased from \$2,600,000 to \$775,000
- Sidewalk Program: increased from \$515,000 to \$1,900,000
- Public Works Shop: reduced total project cost and corresponding debt service from \$49,500,000 to \$21,100,000

Mayor Herbig opened the Public Hearing at approximately 8:17 PM.

The Council heard public testimony from the public. Timestamped link included here:

<https://youtu.be/l7fdgTCD700?t=8223>. Mayor Herbig closed the Public Hearing at approximately 8:28 PM.

BUSINESS AGENDA

A. 2023-2028 Capital Improvement Program (CIP) for Parks, Transportation, Surface Water, City Facilities, and Other Public Facilities, Ordinance No. 22-0559, presented by Finance & Administration Director Leticia Salcido, *for Adoption*

[Agenda Bill - 2023-2028 Capital Improvement Program Ordinance No. 22-0559 \(Exhibit A included\)](#)

No additional presentation was provided. Councilmembers offered questions and comments; staff responded:

- When did we put in the turf, when did we finish the park?
 - It was about four years ago when the field was put in
- Were the baseball clubs involved or aware of the decision to put in natural turf at the time?
 - The clubs were aware. They were also aware of the city's proposal for lighting and were the ones to suggest turf rather than lighting.
- There is no rationale for spending \$775,000 to change what we just put in four years ago; uncomfortable putting more money into this project
- Not all \$775,000 comes from the city; there is a combination of funding from the city, clubs, and grants
- Can we elaborate on the Public Works amount?
 - That is the total cost; it is a placeholder at this time
- Appreciate the additional funds in the pedestrian facilities line item

MOTION: Councilmember Marshall moved to approve the 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, City Facilities, and Other Public Facilities, Ordinance No. 22-0559. Councilmember Kugler seconded the motion.

VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES UNANIMOUSLY**

B. 2023-2024 Proposed Biennial Budgets for: Strategic Reserve, Strategic Opportunities, Transportation Benefit District, Public Art, 2016 & 2021 UTGO Debt Service, Real Estate Excise Tax, Impact Fees, Public Works Shop Fund, Equipment Replacement & other funds, Surface Water Management Fund, Surface Water Capital Fund, Swamp Creek Basin, presented by Finance & Administration Director Leticia Salcido and Staff, *for Presentation and Discussion*

[Agenda Bill - 2023-2024 Budget Presentations for 10/24/2022](#)
[Presentation - Budget Presentations for 10/24/2022](#)

Staff presented on the following:

- Surface Water Management Fund – self contained fund that primarily receives revenue from the surface water service charge. Single family residential properties are charged a flat fee, and all other properties are charged a rate per acre based on the amount of impervious surface on the property. The purpose of this fund and service charge is to comply with the Clean Water Act and National Pollutant Discharge Elimination System (NPDES) compliance. This fund helps fund some of the Climate Action Plan. There is an increase of 20% in the operations budget for the upcoming biennium due to additional personnel.
- Surface Water Capital Fund – Used for expenditures for surface water capital improvements and surface water components of other capital improvements. Proposed budget of \$3,949,550 for the next biennium.
- Swamp Creek Basin Fund – the name is misleading and has evolved overtime. The fund was originally created for maintenance for the Swamp Creek Basin, but the agreement was revised in 2018 to allow funds to be used to acquire and restore land for flood prevention, open space, and wildlife habituate in the Swamp Creek Basin.
- Strategic Reserve Fund – there is no projected use of the fund in the next biennium

- Strategic Opportunities Fund – serves as a savings account. Expenditures for the next biennium include RADAR, Farmer’s Market, Bastyr Clinic, Air Quality & Emissions Consulting services.
- Public Art Fund – no expenditures are projected for the next biennium
- Transportation Benefit District Fund – accumulates resources from the \$20 vehicle license fee
- 2016 \$2021 UTGO Debt Service Fund – accumulates resources from the property tax levy
- Walkways & Waterways Project Fund – fund accounts for the proceeds in the UTGO bonds; transfers funds to the Walkways & Waterways, Transportation, and Park Projects as needed. There are no expenditures projected for the next biennium.
- Real Estate Excise Tax – we are projected to gain \$2.4 million per year
- Park Impact Fee Fund – this fund is funded by any fee assessed on new development that creates additional demand and need for public parks. There are no projected expenditures from this fund in the next biennium.
- Transportation Impact Fee Fund – projected \$1,032,638 revenue for the biennium
- Public Works Shop Fund – accounts for property acquisition, development and financing of a public works shop facility; assumption of total cost is \$20 million, which is lowered from the original total cost of \$36 million
- Equipment Replacement Fund – used to collect and maintain a reserve for future replacement of vehicles, computers, and equipment; other departments and funds contribute to this fund that benefit from or use the assets

Councilmember offered a suggestion of leasing vehicles for the fleets until electric vehicles are available to purchase for the city.

STAFF REPORTS

- A. City Manager Rob Karlinsey updated Council about the plan to include a study session at the City Council Special Meeting on Monday, November 7, 2022, to further discuss the Climate Action Plan funding options.
- B. Update on Affordable Housing Development Efforts - Holt Property and Plymouth Affordable Housing Project, presented by Assistant City Manager Stephanie Lucash
[Presentation - Affordable Housing Development Efforts](#)

Assistant City Manager Stephanie Lucash presented updates on the Plymouth Affordable Housing Development. This property is located on 6532 Bothell Way and includes 100 units, all at 30% of AMI, for seniors, veterans, individuals with disabilities, and formerly homeless individuals. The project is projected to cost \$44.2 million. The increase in the cost is due to inflation, supply chain issues, construction and material costs, and higher than anticipated Davis-Bacon commercial wage rates we are required to use. The plan is to break ground in 2023 and have residents move in late 2024.

Assistant City Manager Stephanie Lucash also updated Council on the Holt Property that closed in September 2022. The city is currently seeking a development partner for housing on upper-level floors and community/commercial space for the ground floor. The project is anticipated for the request for proposal process in 2023.

Councilmembers provided comments.

- An appreciation to the dedication for the Council's goal of affordable housing
- A suggestion to continue to look into a land-lease model where the city would retain the land

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the regular meeting at 9:40 PM.

Nigel Herbig, Mayor

Michelle Kang, Deputy City Clerk



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

10/15/2022 - 10/28/2022

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 50704 through 50813: \$1,346,919.16

Total Payroll/Taxes/Flex Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 10/21/2022 \$190,655.93

ACH Payment -Thomco Construction: \$533,300.91

ACH Payments -U.S. Bank: \$23,277.78

ACH Payment -Washington Federal Bank: \$22,808.66

Payroll Check #10195 10/21/22: \$952.42

Payroll Check #10196 10/21/22: \$199.54

Rob Karlinsey

Rob Karlinsey (Nov 3, 2022 14:43 PDT)

Nov 3, 2022

City Manager / Date

Leticia Salcido

Leticia Salcido (Nov 3, 2022 14:35 PDT)

Nov 3, 2022

Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
THOMCO CONSTRUCTION, INC.	1236	10/28/2022	20-C2144 Sept. Juanita Ped/Bike Project Const.	533,300.91
U.S. BANK PURCHASE CARDS	1237	10/28/2022	Zoom/Community Engagement Registraion	73.00
U.S. BANK PURCHASE CARDS	1238	10/28/2022	Haggen/APWA Event/Diva Espresso	759.95
U.S. BANK PURCHASE CARDS	1239	10/28/2022	Dollar Tree/Amazon/Seattle Times	73.49
U.S. BANK PURCHASE CARDS	1240	10/28/2022	Volgistics Subscription	45.00
U.S. BANK PURCHASE CARDS	1241	10/28/2022	Amazon	22.64
U.S. BANK PURCHASE CARDS	1242	10/28/2022	WA Festivals & Events/Seoul Bowl/Big Chair Bakery	567.93
U.S. BANK PURCHASE CARDS	1243	10/28/2022	Registration American Soc. of Landscape Architects	265.00
U.S. BANK PURCHASE CARDS	1244	10/28/2022	Wellness, Supplies, Computer, Headsets	1,631.68
U.S. BANK PURCHASE CARDS	1245	10/28/2022	Acapulco Fresh/MBP.com	718.03
U.S. BANK PURCHASE CARDS	1246	10/28/2022	MRSC/Holland Bulb Farms/Red Lion/Amazon	5,111.10
U.S. BANK PURCHASE CARDS	1247	10/28/2022	Zoom, Laptop, CH Phones, Council Upgrades	6,762.48

X. B. Approve

Total Check #s 50704 through 50813 totaling \$1,346,919.16 ...

U.S. BANK PURCHASE CARDS	1248	10/28/2022	NEEC/Pacific Golf & Turf/Amazon/All Battery	3,717.56
U.S. BANK PURCHASE CARDS	1249	10/28/2022	NLC/Ingallinas/Pagliacci/Wixcom/Vcita/Shutterstock	1,858.41
U.S. BANK PURCHASE CARDS	1250	10/28/2022	Zoom Charge	60.54
U.S. BANK PURCHASE CARDS	1251	10/28/2022	Misc. Office Supplies	191.97
U.S. BANK PURCHASE CARDS	1252	10/28/2022	Userway.org	1,290.00
U.S. BANK PURCHASE CARDS	1253	10/28/2022	Userway.org	129.00
WASHINGTON FEDERAL BANK	1254	10/28/2022	Retainage - 21-C2670 Strider Const. Pay Est. No. 10	22,808.66
AFLAC	50704	10/21/2022	Employee Medical/Disability Plans	209.04
AWC EMPLOYEE BENEFIT TRUST	50705	10/21/2022	Employee Health Insurance	77,518.82
AWC EMPLOYEE BENEFIT TRUST	50706	10/21/2022	Void	-
AWC EMPLOYEE BENEFIT TRUST	50707	10/21/2022	Void	-
DEPARTMENT OF LABOR AND INDUSTRIES	50708	10/21/2022	City of Kenmore	4,606.13
DEPARTMENT OF LABOR AND INDUSTRIES	50709	10/21/2022	Void	-
EMPLOYMENT SECURITY DEPARTMENT	50710	10/21/2022	Paid Family & Medical Leave	2,194.94
EMPLOYMENT SECURITY DEPARTMENT	50711	10/21/2022	Void	-
LINCOLN NATIONAL LIFE INSURANCE	50712	10/21/2022	Life Ins/ADD & LTD	1,620.90
MISSION SQUARE / 109964	50713	10/21/2022	City of Kenmore 401a	19,956.66
MISSION SQUARE 457 / 304745	50714	10/21/2022	ICMA 457 Deferred Comp	6,307.48
NATIONAL LIFE OF VERMONT	50715	10/21/2022	Life Insurance	123.17
UNITED WAY OF KING COUNTY	50716	10/21/2022	Employee Charitable Contribution	80.00
ALL CLIMATE HEATING AND AIR	50717	10/28/2022	Refund - Cancelled Permit MEC22-0530	164.64
AMERICALL	50718	10/28/2022	Sept. After Hours Call Out Svc.	135.66
BCN TELECOM, INC.	50719	10/28/2022	10/15-11/14 City Hall Phones	402.99
BENT, DEBORAH	50720	10/28/2022	Employee Appreciation Event Exp. Reimbursement	50.00
BERNICE CARBAUGH	50721	10/28/2022	PRJ19-0099/ENG20-0587 Cash Deposit Release	60,541.20
BIELENBERG, TERRI	50722	10/28/2022	APWA Spokane Conf. Mileage/Per Diem	663.25
BLUE FLAME HEATING, AIR & ELECTRIC	50723	10/28/2022	Refund - Cancelled Permit MEC22-0528	228.48
CADMAN MATERIALS, INC.	50724	10/28/2022	Materials for Surface Water Pothole Repairs	113.20
CADMAN MATERIALS, INC.	50725	10/28/2022	Dumping of Pond & Sweeper Material	266.04
CADMAN MATERIALS, INC.	50726	10/28/2022	Materials for Surface Water Pothole Repair	108.93
CADMAN MATERIALS, INC.	50727	10/28/2022	Storm Water Pond Material Dumping	263.25
CADMAN MATERIALS, INC.	50728	10/28/2022	Berm Repair Asphalt @ 5962 NE Arrowhead Dr.	164.47
CADMAN MATERIALS, INC.	50729	10/28/2022	Street Sweeper Material Dumping	226.93
CANON FINANCIAL SERVICES, INC.	50730	10/28/2022	Sept. 2nd Floor Copier Lease	266.08

X. B. Approve

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CASCADE PEST CONTROL	50731	10/28/2022	Monthly Rhododendron Park Pest Control	154.58
CECCANTI, INC.	50732	10/28/2022	19-C1977 Sept. W. Sammamish Bridge Proj.	270,503.92
CHANIN KELLY-RAE CONSULTING LLC	50733	10/28/2022	Sept. DEI Consulting	4,895.00
CM HEATING INC.	50734	10/28/2022	Refund - Cancelled Permit MEC22-0817	228.48
COMCAST	50735	10/28/2022	Sept. City Hall & Hangar Internet	2,067.02
COMCAST BUSINESS	50736	10/28/2022	10/10-11/09 Squire's Landing Internet	71.95
COMCAST BUSINESS	50737	10/28/2022	10/14-11/13 City Hall Cable & Internet	154.23
DAILY JOURNAL OF COMMERCE	50738	10/28/2022	RFP 22-C2859 Climate Action Element Postings	151.80
DEPT. OF L&I - BOILER SECTION	50739	10/28/2022	L & I Inspection - Hangar Boiler through 6/30/24	77.60
DINH LIEU	50740	10/28/2022	Hangar Reservation Deposit 10/15 Refund	150.00
E-SQUARED SYSTEMS, LLC	50741	10/28/2022	Boathouse Fire Alarm Monitoring	132.12
FIRE PROTECTION, INC	50742	10/28/2022	City Hall Fire Alarm Maintenance	5,542.45
FLYNN BEC LP	50743	10/28/2022	City Hall Roof Repair Above 2nd Floor Restroom	3,143.00
FOSTER GARVEY PC	50744	10/28/2022	Sept. Attorney Svcs - Ben Holt Prop. Acquisition	11,228.00
FOSTER GARVEY PC	50745	10/28/2022	Sept. Attorney Svcs - General Condemnation	165.00
FOSTER GARVEY PC	50746	10/28/2022	Sept. Attorney Svcs - Olsen Condemnation	1,705.00
GRAINGER	50747	10/28/2022	Log Boom Park Toilet Parts	32.86
HDR ENGINEERING, INC	50748	10/28/2022	16-C1625 8/28-9/24 Juanita Ped/Bike Proj.	63,726.45
HOLMBERG COMPANY	50749	10/28/2022	Log Boom Park Drinking Fountain Repair	1,183.58
HOME DEPOT CREDIT SERVICES	50750	10/28/2022	Hangar Supplies/Drainage Materials/Mulch	470.67
HONEY BUCKET	50751	10/28/2022	10/3-10/30 Log Boom Park Rental	574.90
HONEY BUCKET	50752	10/28/2022	10/17-11/13 Public Works Yard Rental	156.75
INSLEE, BEST, DOEZIE & RYDER, P.S.	50753	10/28/2022	Sept. Attorney Services	38,437.06
KING COUNTY BAR ASSOCIATION	50754	10/28/2022	3rd Quarter Human Services Funding	250.00
KING COUNTY FINANCE	50755	10/28/2022	Sept. Road Svcs - Signs/Ped Safety/Parks Materials	10,353.49
KING COUNTY FINANCE	50756	10/28/2022	Sept. Bridge Inspection Services	4,503.45
KING COUNTY FINANCE	50757	10/28/2022	Historic Preservation Qtr 1 2022 Annual Fee	250.00
KING COUNTY FINANCE	50758	10/28/2022	Sept. Road Svcs - Signals/Striping/Signs	13,639.37
KING COUNTY TREASURY	50759	10/28/2022	6450 NE 202nd - 2022 Property Taxes	1,144.60
KLB CONSTRUCTION, INC.	50760	10/28/2022	20-C2143 Sept. Juanita Dr. Ped/Bike Const.	76,937.59
KPFF CONSULTING ENGINEERS	50761	10/28/2022	19-C2098 7/30-8/26 Professional Svcs	47,541.56
LIGHTHOUSE CONSULTING INC	50762	10/28/2022	August IT Services	3,324.24
LIGHTHOUSE CONSULTING INC	50763	10/28/2022	Annual Firewall Enterprise Protection	3,426.31
LIGHTHOUSE CONSULTING INC	50764	10/28/2022	Aug. IT Protection/Web Hosting/Antivirus/Backup	9,826.70

X. B. Approve

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LOUDEDGE, INC.	50765	10/28/2022	Luminary Walk Design/Posters/FB Cover/IG	1,125.00
M M COMFORT SYSTEMS	50766	10/28/2022	Cancellation of MEC22-0759 9/1/22	228.48
MACDONALD MILLER FACILITY SOLUTIONS	50767	10/28/2022	City Hall Water Heater Maintenance	1,134.03
MEEHAN, NANCY	50768	10/28/2022	Reimbursement for 9/26 Council Dinner	43.82
MOTT MACDONALD GROUP, INC.	50769	10/28/2022	17-C1656 Sept. Log Boom Park Prof. Svcs	1,708.06
NORTH AMERICAN SAFETY, INC.	50770	10/28/2022	Target Zero Safety Vests	1,080.00
NORTHSHORE FIRE DEPT	50771	10/28/2022	Sept. Fire Marshal Plan Review	280.00
NORTHSHORE PARK & REC SERVICE AREA	50772	10/28/2022	2022 Interlocal Contribution	2,720.00
NORTHSHORE UTILITY DIST	50773	10/28/2022	Sept. Fleet Fuel & Maintenance	8,472.67
OFFICE DEPOT	50774	10/28/2022	Desk Organizer	24.87
OFFICE DEPOT	50775	10/28/2022	Misc. Office Supplies	95.85
OFFICE DEPOT	50776	10/28/2022	Misc. Office Supplies	98.24
OFFICE DEPOT	50777	10/28/2022	Toner for Finance Printer	128.70
OLYMPIC ENVIRONMENTAL RESOURCES INC	50778	10/28/2022	Fall Recycling Event Program Implementation	22,296.58
OSBORN CONSULTING INC.	50779	10/28/2022	19-C2012 Sept. NE 190th Culvert On-Call Svcs	2,913.32
OSBORN CONSULTING INC.	50780	10/28/2022	19-C2012 Aug. TI' awh-ah-dees Park On-Call Svcs	32,491.18
PACE ENGINEERS, INC.	50781	10/28/2022	21-C2667 Sept. On-Call Consulting Svcs	4,114.50
PAWS	50782	10/28/2022	Sept. Animal Sheltering Services	208.00
PIONEER TOWING COMPANY	50783	10/28/2022	WSRB Temporary Construction Easement	16,396.00
PUGET SOUND ENERGY	50784	10/28/2022	Sept. Streetlights/City Hall/Hangar/Parks/Signals	25,015.84
PUGET SOUND ENERGY	50785	10/28/2022	9/20-10/13 New Svc. to TI' awh-ah-dees Park	41.25
PUGET SOUND ENERGY	50786	10/28/2022	P27 TI' awh-ah-dees Power Extension Agreement	1,055.13
PUGET SOUND PLANTS	50787	10/28/2022	City Hall & Downtown Street Trees	2,805.40
QUALITY BUSINESS SYSTEMS / WELLS FARGO	50788	10/28/2022	10/5-11/4 1st Floor Photocopier Lease	676.14
QUALITY WATER FINANCIAL	50789	10/28/2022	Public Works Office Filtered Water System	66.00
QUALITY WATER FINANCIAL	50790	10/28/2022	2nd Floor City Hall Filtered Water System	50.59
QUALITY WATER FINANCIAL	50791	10/28/2022	1st Floor City Hall Filtered Water System	66.00
RED BARN ENGINEERING, INC.	50792	10/28/2022	21-C2666 9/25-10/25 On-Call Engineering Svcs	8,666.00
RELIABLE TRANSLATIONS, INC.	50793	10/28/2022	Spanish Translation for Swim Lessons Flyer	75.00
SCORE	50794	10/28/2022	June Outside Health Services	612.61
SHANNON & WILSON, INC.	50795	10/28/2022	19-C2122 On-Call Geotech Svcs through 10/14/22	2,200.00
SISKUN POWER EQUIPMENT	50796	10/28/2022	Parts/Tools	20.60
SMS CLEANING, INC.	50797	10/28/2022	City Hall/Hangar/PW Office Monthly Janitorial Svc	6,495.00
SNOHOMISH COUNTY	50798	10/28/2022	Sept. Drainage Maintenance Disposal	456.00

X. B. Approve

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SOUND SAFETY PRODUCTS CO.	50799	10/28/2022	Safety Boots	236.46
STAPLES ADVANTAGE	50800	10/28/2022	City Hall & Hangar Maint. Supplies	188.70
STAPLES ADVANTAGE	50801	10/28/2022	Dry Erase Cleaner	5.28
STAPLES ADVANTAGE	50802	10/28/2022	Facility Maintenance Supplies	155.58
STAPLES ADVANTAGE	50803	10/28/2022	Hangar Trash Bags	131.02
STATE AUDITOR'S OFFICE	50804	10/28/2022	Sept. Audit Services for 2021	8,639.20
STRIDER CONSTRUCTION CO., INC.	50805	10/28/2022	21-C2670 10/1- 10/21 TI' awh-ah-dees Proj.	430,531.54
TITAN EARTHWORK, LLC	50806	10/28/2022	21-C2706 Final Payment - Local Road Safety-Signing	1,668.11
TOTAL LANDSCAPE CORP	50807	10/28/2022	City Hall & Parks Landscaping	5,030.02
TRUGREEN	50808	10/28/2022	Moorlands Field Lime Application	333.80
TRUGREEN	50809	10/28/2022	Moorlands Field Aerating/Seeding	1,525.99
U.S. BANK N.A. / CUSTODY	50810	10/28/2022	3rd Qtr Investment Holding Fees	90.00
WA STATE DEPT OF TRANSPORTATION	50811	10/28/2022	Aug. W. Sammamish Bridge Proj.	117.14
WM CORP. SVCS - COLUMBIA RIDGE LANDFILL	50812	10/28/2022	10/1-10/15 Street Sweeper Debris Disposal	1,983.20
SHI INTERNATIONAL CORP.	50813	10/28/2022	Adobe Sign License - M. Kang	60.27
DRS 457	DFT0001418-19	10/21/2022	DRS 457 Deferred Comp	810.57
AVIDIA HEALTH	DFT0001420	10/21/2022	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001421-26	10/21/2022	Public Employees Retirement	30,192.54
NAVIA	DFT0001427	10/21/2022	Employee Flexible Spending Account	562.64
BANK OF AMERICA 941	DFT0001428	10/21/2022	Federal Taxes	25,317.87
CLIFTON, AMBER	10195	10/21/2022	Payroll Check	952.42
FOWLER, LUCAS	10196	10/21/2022	Payroll Check	199.54
PAYROLL	Electronic Dep.	10/21/2022	Direct Deposit	133,672.31
TOTAL				<u><u>\$ 2,118,114.40</u></u>

X. B. Approve
Total Check #s 50704 through 50813 totaling \$1,346,919.16 ...



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2022 - 10/28/2022

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	1336
0022	ASSOCIATION OF WA CITIES	22875
0024	BAKER, DAVID	468.43
0054	BULGER SAFE & LOCK, INC.	582.27
0064	CASCADE PEST CONTROL	1545.8
0067	CENTER FOR HUMAN SERVICES	22200
0076	CITY OF BELLEVUE	178299.01
0081	CITY OF KENMORE	2961.1
0083	CITY OF LAKE FOREST PARK	51948
0092	CODE PUBLISHING COMPANY	1488.78
0099	CONSOLIDATED PRESS	14997.24
0109	DAILY JOURNAL OF COMMERCE	2281.6
0111	DEPARTMENT OF ECOLOGY	11243
0121	REPUBLIC SERVICES	11538.9
0130	EMPLOYMENT SECURITY DEPARTMENT	24101.42
0137	FERGUSON ENTERPRISES INC #3011	6198.75
0150	GEOENGINEERS INC	48412.06
0151	CALPORTLAND COMPANY	1911.44
0169	HERRERA ENVIRONMENTAL CONSULTANTS	13368.65
0173	HOME DEPOT CREDIT SERVICES	4946.54
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	379494.81
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1400
0191	INTERNATIONAL INST OF MUNI CLERKS	215
0197	JET CITY PRINTING	4021.43
0201	KCDA PURCHASING COOP	2657.48
0204	KENMORE COMMUNITY CLUB	180
0205	KENMORE HERITAGE SOCIETY	50
0206	KENMORE MIDDLE SCHOOL	7950
0212	KING COUNTY FINANCE W.L.R.D.	13428.37
0213	KING COUNTY ANIMAL SVCS	1120
0216	KING COUNTY FINANCE	500
0218	KING COUNTY FINANCE	1847.99
0219	KING COUNTY FINANCE	333903.86
0230	KING COUNTY RADIO COMM SERVICES	901.71
0233	KING COUNTY SHERIFF	2344421.36
0235	KING COUNTY TREASURY	66649.68
0246	LAKE CITY PICTURE FRAMING	288.96
0251	LIGHTHOUSE CONSULTING INC	133713.44
0260	MEEHAN, NANCY	43.82
0261	PENDLETON CONSULTING LLC	9635.23
0265	MORGAN SOUND INC	1565.13
0267	MR. T'S TROPHIES & AWARDS LLC	1333.36
0285	NORTHSHORE FIRE DEPT	5340
0286	NORTHSHORE SCHOOL DISTRICT	386796
0287	NORTHSHORE SENIOR CENTER	30500
0288	NORTHSHORE UTILITY DIST	215439.79
0292	HONEY BUCKET	15177
0299	EBIX, INC.	118.38
0300	OFFICE DEPOT	4972.59
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	49952.15
0310	PACIFIC TOPSOILS	10537.4
0311	PARAMETRIX INC	159357.09

X. B. Approve
Total Check #s 50704 through 50813 totaling \$1,346,919.16 ...

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0327	PUGET SOUND CLEAN AIR AGENCY	19183
0328	PUGET SOUND ENERGY	293460.71
0331	PUGET SOUND REGIONAL COUNCIL	9637
0345	SEATTLE TIMES	9013.51
0355	STAPLES ADVANTAGE	12158.56
0356	STATE AUDITOR'S OFFICE	34158.61
0357	STEWART MACNICHOLS HARMELL, INC.	45000
0359	SOUND CITIES ASSOC	16314.32
0365	TOTAL LANDSCAPE CORP	86413.02
0371	UNITED STATES POSTMASTER	5911.99
0375	US POSTAL SERVICE (HASLER)	4060.98
0385	WA ASSOC OF BUILDING OFFICIALS	1375
0387	WA CITIES INSURANCE AUTHORITY	486509
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	1315
0400	WASHINGTON STATE DEPT OF REVENUE	6535.1
0401	WA STATE DEPT OF TRANSPORTATION	17981.12
0405	WASHINGTON STATE OFFICE CASH MGMT	2296
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	22368.72
0424	MISSION SQUARE 457 / 304745	169104.94
0425	DRS 457	20187.21
0426	AFLAC	1873.3
0428	BANK OF AMERICA 941	529582.01
0429	AWC EMPLOYEE BENEFIT TRUST	755419.48
0431	DEPARTMENT OF RETIREMENT SYSTEMS	691976.8
0432	DEPARTMENT OF LABOR AND INDUSTRIES	46592.25
0434	UNITED WAY OF KING COUNTY	840
0436	NATIONAL LIFE OF VERMONT	1231.7
0441	DANSOUND INC	7047
0448	UPS STORE KENMORE	565.9
0449	ACF WEST INC	181.12
0450	AURORA RENTS	8275.67
0452	PART WORKS INC	2112.27
0484	CITY WIDE FENCE COMPANY, INC	8106.66
0542	AMERICAN SOCIETY OF COMPOSERS	410.64
0550	KING COUNTY RECORDER'S OFFICE	272.5
0558	SNOHOMISH COUNTY	9722
0586	QUADIENT LEASING USA, INC.	2130.42
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	9164.74
0594	RANDALL, BRIAN	955.98
0610	WA STATE DEPT OF TRANSPORTATION	1081.21
0617	KING COUNTY FINANCE	20604.16
0685	PACE ENGINEERS, INC.	27104.5
0689	DIGITAL REPROGRAPHICS SERVICES INC.	95.01
0692	HDR ENGINEERING, INC	661603.38
0696	AMERICAN GENERAL LIFE GPO/400S	2681.6
0764	OUSLEY, NANCY	23.99
0781	QUALITY BUSINESS SYSTEMS INC.	2683.8
0791	NORTHSHORE ROTARY CLUB	600
0817	GRAINGER	5116.3
0831	NORTHSHORE PARK & REC SERVICE AREA	2720
0851	EVERMARK, LLC	1457.74
0868	JAYMARC AV	378.74
0892	JACOBS ENGINEERING GROUP	67416.75
0898	ZONAR SYSTEMS	731.12
0899	SHRED IT, C/O STERICYCLE, INC>	925.63
0913	KENMORE ELEMENTARY	3750
0937	ZUMAR	1591.69
0981	COMCAST BUSINESS	4385.04

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Total Check #s 50704 through 50813 totaling \$1,346,919.16 ...

Vendor Purchasing Report

For Date Range 10/01/2022 - 10/28/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0983	PASSPORT TRAVEL AND TOURS	2016.6
0994	GORDON THOMAS HONEYWELL	38883.28
1003	IWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	2141.02
1034	EMERALD FIRE LLC	705
1045	HORIZON DISTRIBUTORS INC	3644.26
1047	SARAH ROBERTS	82316.78
1052	FIRE PROTECTION, INC	19645.89
1053	INTERNATIONAL CODE COUNCIL, INC	600
1068	WA STATE DEPT OF LABOR & INDUSTRIES	230
1123	AM TEST, INC	1975
1140	PAWS	2288
1148	AGORA REFRESHMENTS	225.48
1152	WASHINGTON ENERGY SERVICES CO. LLC	285.6
1168	SCHINDLER ELEVATOR CORPORATION	3030.22
1197	MILLER STEPHENS, MARY	11250
1215	STATE OF FLORIDA DISBURSEMENT UNIT	3575
1216	ADVANCE TESTING & SERVICE INC	1842
1226	CONTECH ENGINEERED SOLUTIONS, INC	600
1267	AUTOMATED CONTROLS/ALBIREO ENERGY	5605.79
1277	KING COUNTY FINANCE	8011
1291	SCHNEE, CARLA	360.61
1299	VERIZON WIRELESS	728.11
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	10858.47
1326	JOYCE ZIKER PARKINSON	1837.5
1331	KBA INC.	749841.31
1333	WELWEST CONSTRUCTION INC.	10000
1337	STATE OF WA DEPT. OF LICENSING	1.52
1345	SHERWIN WILLIAMS CO. #8099	837.54
1356	KARLINSEY, ROB	3747.33
1358	ALPHAGRAPHICS	1936.67
1359	EVERGREEN FIRE AND SAFETY, INC.	214.14
1377	D.R. HORTON	7500
1383	CHICAGO TITLE	25035.28
1385	CITYWORKS/ AZTECA SYSTEMS INC.	36333
1390	UTILITIES UNDERGROUND LOCATION CTR	2355.54
1403	OSBORN CONSULTING INC.	700005.41
1410	SEATTLE & KING COUNTY PUBLIC HEALTH	1262
1425	FASTSIGNS	151.94
1431	BRIEN, GAYLYNN	450
1452	CITY OF KENT	500
1456	HESTON VISUAL ARTS	1467.54
1459	FLEMINGS HOLIDAY LIGHTING LLC	6287.54
1464	ROAD CONSTRUCTION NW, INC.	948754.97
1465	WA TRUST FOR HISTORIC PRESERVATION	75
1478	HERBIG, NIGEL	514.58
1480	VERTICAL VISUAL SOLUTIONS INC.	892.75
1492	MACDONALD MILLER FACILITY SOLUTIONS	1134.03
1504	SCORE	221866.64
1524	GRANICUS LLC	10752.23
1525	PACIFICA LAW GROUP LLP	13429
1547	LOYUK, SAMANTHA	246.37
1555	LINCOLN NATIONAL LIFE INSURANCE	15820.48
1591	ULINE	900.82
1605	ALL CITY FENCE CO.	11943.98
1629	WESTERN DISPLAY FIREWORKS, LTD.	25000
1661	GARDNER, TELA	1480.54
1666	LANDSCAPE FORMS, INC.	5405.91

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Vendor Purchasing Report

For Dates 10/01/2022 - 10/28/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1673	KPFF CONSULTING ENGINEERS	703270.02
1689	MOTT MACDONALD GROUP, INC.	210790
1711	SOFTWAREONE, INC.	13724.9
1712	SITEIMPROVE, INC.	3356.95
1715	THE WIDE FORMAT COMPANY	346.82
1731	NORTHWEST ARBORICULTURE LLC	1203.72
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	145.24
1739	FIX AUTO	11045.21
1743	ALL CLIMATE HEATING AND AIR	164.64
1754	RFI ENTERPRISES INC.	2631.4
1762	BAKER, BRIDGIT	1197.38
1763	REID, JAMES FALCONER	3440
1774	OWEN EQUIPMENT COMPANY	1371.61
1782	SWANK MOTION PICTURES, INC.	500
1786	TYLER TECHNOLOGIES, INC.	20607.88
1787	M M COMFORT SYSTEMS	228.48
1795	CABOT DOW ASSOCIATES	4900
1798	OLBRECHTS & ASSOCIATES, PLLC	1089
1816	NAVIA	25855.45
1820	PIPER SANDLER	23920
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	6859.31
1829	SHI INTERNATIONAL CORP.	410.86
1838	AVIDIA HEALTH	2100
1879	HOLMBERG COMPANY	1183.58
1884	CADMAN MATERIALS, INC.	4716.73
1885	NATIONAL BARRICADE CO., LLC	4644.56
1889	WILLIAMS, KASTNER & GIBBS PLLC	3730
1900	ASPECT CONSULTING LLC	680
1913	GRAND EVENT RENTALS	9161.07
1930	T MOBILE USA, INC.	11398.28
1932	U.S. BANK N.A. / CUSTODY	306
1936	SUPERION, LLC	43384.11
1939	ARCHIVESOCIAL, INC.	2988
1948	MULTICARE CENTERS OF OCCUPATIONAL MEDICINE	238
1954	BENT, DEBORAH	50
1956	GARZA, WILLIAM	148.51
1970	CROSSROAD SIGN	3442.65
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	3000
1980	HRA VEBE TRUST	39281.88
1993	HYAS GROUP, LLC	7500
1995	REY TRANSLATIONS	250
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2001	PETERSEN BROTHERS, INC.	310.99
2004	RED BARN ENGINEERING, INC.	95911.5
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	50605.6
2016	STREETSAVER	1500
2024	DFR LAW GROUP, LLC	600
2027	MERIT HOMES, INC.	34120.4
2047	PUGET SOUND PLANTS	4146.5
2048	SMS CLEANING, INC.	64950
2049	SUNBELT RENTALS	512.15
2052	J. A. BRENNAN ASSOCIATES, PLLC	14506.51
2054	BLUE FLAME HEATING, AIR & ELECTRIC	228.48
2071	GRETTE ASSOCIATES LLC	2158
2079	ZESBAUGH, INC.	1844.18
2081	SHANNON & WILSON, INC.	13440
2095	TRANSPO GROUP USA INC.	2368.9
2097	ROBINSON AND NOBLE, INC.	5700

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Vendor Purchasing Report

For Dates 10/01/2022 - 10/28/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180
2119	PIONEER TOWING COMPANY	16396
2126	SCHWARZWALTER, MARK	552.85
2142	MISSION SQUARE / 109964	439734.74
2143	ERIK D PLUMBER LLC	522.98
2145	NORTHWEST ELECTRIC AND SOLAR	3347.04
2148	Town and Country Fence Inc.	1640.49
2149	CLIFTON, CURTIS	663.44
2157	SOUND SAFETY PRODUCTS CO.	915.72
2161	BENNETT GOLD, TOBIN	3509.6
2175	ELECTRONIC BUSINESS MACHINES	1748.79
2176	CANON FINANCIAL SERVICES, INC.	2660.8
2183	SISKUN POWER EQUIPMENT	3146.27
2194	CONFLUENCE ENVIRONMENTAL COMPANY	11229.36
2199	HALALILO, PAULA	136
2200	CHASE WALKER	102
2209	MORUP SIGNS, INC.	2009.34
2211	PRECISION FUEL SOLUTIONS	1640.49
2215	INTERSECTION MEDIA, LLC	1000
2221	O'REILLY/FIRST CALL	205.39
2227	EARTHCORPS	1838.67
2236	COMCAST	17909.11
2242	MARY'S PLACE	18750
2249	KING COUNTY BAR ASSOCIATION	1000
2250	NAMI EASTSIDE	2250
2252	TRUGREEN	4894.41
2254	U.S. BANK PURCHASE CARDS	178697.05
2255	ANNA ARNOTT	84.92
2256	FLYNN BEC LP	3143
2259	MINUTEMAN PRESS	33108.82
2270	LAKESIDE INDUSTRIES	1007.42
2272	BIELLENBERG, TERRI	812.7
2285	QUALITY WATER FINANCIAL	1825.9
2304	ESTABROOK, MEGAN	2800
2327	PACIFIC AIR CONTROL, INC.	11947.51
2337	HUANG, ANGELINA	3848.9
2353	NORTHSHORE SCHOOLS FOUNDATION	365108.57
2362	CHASEWEST VENTURES, INC.	15000
2368	JEFF LUKE PHOTOGRAPHY LLC	5364.77
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1000
2379	JENNIFER DIXON	67336.19
2386	CECCANTI, INC.	3004421.31
2392	DEPARTMENT OF COMMERCE	41907.76
2396	ZIPLY FIBER	7284.15
2402	PACIFIC OFFICE AUTOMATION	552.24
2403	AMERICALL	1509.76
2406	FISCHER, AUSTIN	13.39
2413	ICLEI	1200
2414	GENCAP CONSTRUCTION CORP	55156.02
2425	THOMCO CONSTRUCTION, INC.	3524486.83
2432	RICH MARKETING LLC	500
2434	PSR MECHANICAL, LLC	50463.78
2437	LOUDEDGE, INC.	2737.5
2459	NELSON ELECTRIC, INC.	1509.47
2464	D.P. NICOLI, INC.	2106.16
2485	192 BREWING COMPANY	15000
2486	CASCADIA LAW GROUP	27825.75
2489	THE ORIGINAL POOP BAGS	1453.2

X. B. Approve
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Vendor Purchasing Report

For Date Range 10/31/2022 - 10/28/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2503	NORTH AMERICAN SAFETY, INC.	3429
2507	DIVERSIFIED	10347.96
2511	SALCIDO, LETICIA	80.32
2512	CARASOFT TECHNOLOGY CORPORATION	3633.3
2522	TRC ENVIRONMENTAL CORPORATION	9842.16
2523	ALL AROUND FENCE COMPANY	1623.98
2526	CONVERGINT TECHNOLOGIES	803.73
2528	HIATT PARK LLC	7500
2530	CASCADIA CONSULTING GROUP, INC.	33420.62
2531	BCN TELECOM, INC.	3896.67
2537	HUNTINGTON TECHNOLOGY FINANCE	44525.18
2540	CHILD CARE RESOURCES	1125
2543	FOSTER GARVEY PC	93912.5
2544	ACTION SERVICES CORPORATION	1512
2545	KLB CONSTRUCTION, INC.	4437188.83
2546	1901 WLD KENMORE 68TH LLC	4958.7
2549	DAVID EVANS	226.44
2553	TICOR TITLE	50000
2561	PRR, INC	4763.47
2570	H.D. FOWLER COMPANY	5340.67
2573	GCP WW HOLDCO, LLC	1885.24
2576	TRADE ROOT MUSIC GROUP LLC	4100
2577	APPLEONE EMPLOYMENT SERVICES	17463.86
2578	CENTRICITY GIS, LLC	9843.75
2579	CHANIN KELLY-RAE CONSULTING LLC	59516.66
2584	AQUALIS	14519.44
2589	ABRACADABRA PRINTING	882
2598	WAGNER ARCHITECTS	86758
2599	CEDAR GROVE COMPOSTING, INC.	277.46
2603	COMMERCIAL FENCE CORPORTATION	14588.25
2609	DTG RECYCLE	2904.28
2611	NOVELTY HILL DEVELOPMENT LLC	1671.57
2612	KENMORE WATERFRONT ACTIVITIES CENTER	2219.11
2614	SEATOWN ELECTRIC, PLUMBING, HEATING & AIR	996.24
2617	STRIDER CONSTRUCTION CO., INC.	4853346.49
2618	STEPHANIE LUCASH	1558.41
2621	TRACY BANASZYNSKI	47
2622	IMPERIAL NW CONSTRUCTION LLC	462.42
2623	TOLO EVENTS LLC	161095
2624	CBRE, INC. - VALUATION & ADVISORY SERVICES	15800
2625	BRIMSTONE FIRE SAFETY MANAGEMENT LLC	769.26
2626	DAVIS HEETER	285.6
2627	BOB'S HEATING & AIR CONDITIONING LLC	444.15
2629	GARRETT OPPENHEIM	564.32
2630	OLD REPUBLIC TITLE	50000
2631	SAM OTIS	240
2632	JULIANA POOLEY	560
2633	MARCO BALLESTEROS	320
2634	JUANITA AGUILAR	560
2635	DAVID G. MOORE	12422
2636	CHRISTINA MARTIN	1100
2637	AISHA JALLOW	320
2638	AMERICAN RED CROSS	3470
2639	GREAT WESTERN RECREATION, LLC	4254.43
2640	OPTICOS DESIGN, INC.	33475.5
2641	VENTILATION POWER CLEANING, INC.	64238
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	997.6
2643	OLANA LLC	10000

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Total Check #s 50704 through 50813 totaling \$1,346,919.16 ...

Vendor Purchasing Report

For Dates 10/01/2022 - 10/28/2022

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2644	SOUTHSHORE REHAB PROSTHETICS AND ORTHOTICS	10000
2645	LANN THAI HOUSE LLC	10000
2646	CHRISTINE SUZUKI INSTALLATIONS, INC.	10000
2647	BACKFLOWS NORTHWESTINC.	1871.7
2648	CM HEATING INC.	2075.01
2649	UNIVERSITY OF WASHINGTON	1850
2650	JOHN SUTHERLAND	225.57
2651	TITAN EARTHWORK, LLC	272190.72
2652	DOMANIK MOSES	1500
2653	CERTAPRO PAINTERS	35513.39
2655	RELIABLE TRANSLATIONS, INC.	430.16
2656	WASHINGTON STATE FARMERS MARKET ASSOCIATIOI	150
2657	PRECISION MOLDED PLASTICS, INC.	680.32
2659	RYAN GOTTFREDSON	3500
2660	WASHINGTON FEDERAL BANK	222630.42
2661	JASON RICHARD SPERLING	2840
2662	INTERSTRENGTH INSTITUTE	13110.07
2663	CHRISTIAN W. SMITH	650
2666	Purcell P& C, LLC	8312.55
2667	AMERIZORB	82.01
2668	CORE DESIGN, INC.	16477.97
2669	MIKE FAHMIE	444.15
2671	TOWN & COUNTRY POST FRAME	5578.93
2672	UNITED PLUMBING	2550.45
2673	DANZHI WANG	2242.57
2674	YELEEN PRODUCTION	2800
2675	SPACK SOLUTIONS	1099
2676	PASIFIKA ARTISTS NETWORK LLC	2500
2677	BRETT KEKOA	13.39
2678	NATHAN LOUISIS	13
2679	LOGAN HUMPHREY	13.39
2680	JOSE NERIO	13.39
2681	MARCELA REY	250
2683	SERA CAHOONE	2750
2684	JAYDEEN ROBINSON	400
2685	CLEARSTREAM RECYCLING, INC	929
2686	THE SLOCAN RAMBLERS LTD.	2000
2687	HEDGEROW LLC	7500
2688	BIG BELLY SOLAR LLC	8635.7
2689	NANCY H. STEWART	800
2690	MERCHANTS 8U BASEBALL CLUB	66
2691	E-SQUARED SYSTEMS, LLC	997.51
2692	PREMIER MEDIA GROUP	1000
2693	LAKE DEFENSE FORCE CORP	59341
2694	BRIAN VALLENE	2.68
2695	AUSTIN'S AWESOME ART	400
2696	LUCIA KWONG	150
2697	THE LODGE AT ST. EDWARD PARK	2014.88
2698	BRIELLE DAVIS	100
2699	INSTITUTE OF TRANSPORTATION ENGINEERS	327
2700	ORION ENVIRONMENTAL COMPLIANCE & CONSULTIN	3750
2701	NORTHWEST SIGN AND DESIGN	38616.54
2702	SUAREZ, NICOLE	47.19
2703	TRUE NORTH LAND SURVEYING, INC.	5113
2704	MAINSTREET PROPERTY GROUP LLC	225.75
2705	TANIA BARDYN	105
2706	CXT INCORPORATED	147359.99
2707	ONTRA MARKETING GROUP	225

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Vendor Purchasing Report

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
2708	SAFEBUILT LLC	4653
2709	MOCON	9068.94
2710	DINH LIEU	150
2712	BERNICE CARBAUGH	60541.2
2713	DEPT. OF L&I - BOILER SECTION	77.6
Vendor Set Vendor Set 01 Total:		32338664.3

X. B. Approve
Total Check #s 50704 through 50813 totaling \$1,346,919.16 ...



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic:

Final Public Hearing on the 2023-2024 Proposed Preliminary Biennial Budget

For Council Meeting Agenda of: November 14, 2022

Department: Finance and Administration

Prepared by: Leticia Salcido, Director of Finance and Administration

Initial & Date

Approved by Department Head: LS 10/17/22

Approved by City Attorney:

Approved by Finance Director: LS 10/17/22

Approved by City Manager:

BK

Proposed Council Action/Motion:

Final Public Hearing on the 2023-2024 Proposed Preliminary Biennial Budget

Exhibits/Attachments:

- A) Summary of All Revenues and Expenditures by Fund
- B) 2023 Employee Salary Plan

INFORMATION/BACKGROUND:

Passage of a biennial budget by year-end is required by State law. A public hearing was held November 7, 2022 regarding the 2023-2024 proposed preliminary budget. A public hearing on the 2023 tax levy was held on October 3, 2022. The final public hearing on the 2023-2024 proposed preliminary budget will be held November 14, 2022.

The proposed budget document was distributed to the City Council on October 3, 2022 and is also available at City Hall and at www.kenmorewa.gov/finance.

City Council reviews of department and fund budgets were held throughout October and into November and the adoption of the 2023-2024 Biennial Budget is scheduled for November 21. The public is invited and encouraged to attend public sessions and offer public comment.

The 2023 Employee Salary Plan is included with this agenda. Every other year as part of the biennium budget preparation process, the city conducts an employee salary study to align employee salaries and wages with the market. The attached 2023 salary plan reflects the market study and the proposed cost of living increase.

FISCAL CONSIDERATION:

The City wide 2023-2024 Proposed Budget expenditures are \$87,284,869 and budgeted revenues are \$79,889,537. The General Fund is balanced in that budgeted expenditures do not exceed budgeted revenues and the projected ending fund balance at 12/31/2024 is \$4,143,057.

The Public Works Shop Fund was adjusted to reflect the updated amount for the capital project, debt service and corresponding revenues (transfers from other funds). The other funds (Surface Water Management, REET, and...

Transportation Benefit District and Street Fund) have been updated to reflect the lower amount of transfer to Public Works Shop Fund for debt service.

The total Proposed Budget expenditures are 46% less than the 2021-2022 budget primarily due to decreased capital project expenditures and use of capital project funding sources such as bond funds, grants, real estate excise taxes and impact fees. Most significantly this includes the West Sammamish River Bridge project and the Walkways and Waterways park and transportation projects.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

RCW 35A.33.055 The legislative body must schedule hearings on the budget or parts of the budget prior to the final approval.

City of Kenmore, Washington

Summary of All Revenues and Expenditures By Fund
2021-2024

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

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

City of Kenmore
Proposed 2023 Salary Wage Plan

Position	Proposed 2023 Monthly Salary & Wage Ranges	
	Low	High
Deputy City Manager	\$ 12,746	\$ 16,187
Assistant City Manager	\$ 12,746	\$ 16,187
Public Works Director	\$ 11,853	\$ 15,053
Finance & Administration Director	\$ 11,853	\$ 15,053
Community Development Director	\$ 11,693	\$ 14,851
Development Services Director	\$ 11,693	\$ 14,851
City Engineer/Engineering Director	\$ 11,375	\$ 14,447
Operations Director	\$ 9,736	\$ 12,365
Environmental Services Director	\$ 9,736	\$ 12,365
Human Resources Manager	\$ 8,882	\$ 11,281
Senior Engineer	\$ 8,540	\$ 10,846
Traffic Engineer	\$ 8,540	\$ 10,846
Senior Development Review Engineer	\$ 8,540	\$ 10,846
Principal Planner	\$ 8,540	\$ 10,846
Project Manager (Transportation, Parks, etc.)	\$ 8,540	\$ 10,846
Civil Engineer	\$ 7,971	\$ 10,123
Development Review Engineer	\$ 7,971	\$ 10,123
Building Official	\$ 7,971	\$ 10,123
City Clerk	\$ 7,803	\$ 9,910
Senior Planner	\$ 7,709	\$ 9,790
Maintenance Supervisor (Parks & Streetscape, Streets & SWM, Facilities & Fleet (new), etc.)	\$ 7,484	\$ 9,505
Communications Specialist	\$ 7,365	\$ 9,353
Assistant To the City Manager	\$ 7,365	\$ 9,353
Building Inspector/Plans Examiner	\$ 7,273	\$ 9,237
Senior Environmental Services Technician	\$ 7,273	\$ 9,237
Planner	\$ 6,970	\$ 8,852
Management Analyst	\$ 6,970	\$ 8,852
GIS Analyst	\$ 6,970	\$ 8,852
Accountant	\$ 6,628	\$ 8,417
Code Compliance Officer/Building Inspector	\$ 6,628	\$ 8,417
Executive Assistant	\$ 6,469	\$ 8,215
Deputy City Clerk	\$ 6,469	\$ 8,215
Inspector (Right of Way, Construction, etc.)	\$ 6,355	\$ 8,071
Senior Maintenance Worker	\$ 6,194	\$ 7,866
Environmental Services Technician	\$ 5,972	\$ 7,584
Senior Permit Coordinator (new)	\$ 5,972	\$ 7,584
Assistant Planner	\$ 5,868	\$ 7,453
Recreation Program Supervisor	\$ 5,868	\$ 7,453
Volunteer & Events Supervisor	\$ 5,868	\$ 7,453
Senior Facilities Maintenance Tech	\$ 5,618	\$ 7,135
Payroll Coordinator	\$ 5,618	\$ 7,135
Permit Coordinator	\$ 5,618	\$ 7,135
Specialist (Administrative, Permit, Events, Records, etc.)	\$ 5,318	\$ 6,753
Maintenance Worker	\$ 5,275	\$ 6,699
Administrative Assistant	\$ 5,027	\$ 6,384
Facility Maintenance Technician	\$ 4,728	\$ 6,005
Receptionist	\$ 4,419	\$ 5,612
Seasonal/Temporary Positions (hourly):	Hourly Low	Hourly High
Seasonal Maintenance Worker, Intern, Office Aide	\$ 20.00	\$ 31.00

Signature: RGK
RGK (Nov 2, 2022 18:20 PDT)

Email: rkarlinsey@kenmorewa.gov

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AB Budget 2023-2024 PH 11-14-22

Final Audit Report

2022-11-03

Created:	2022-11-03
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0B7LGHb67M001yth245H8HSJhTDbfBCJ

"AB Budget 2023-2024 PH 11-14-22" History

-  Document created by Leticia Salcido (lsalcido@kenmorewa.gov)
2022-11-03 - 0:59:50 AM GMT- IP address: 50.235.209.34
-  Document emailed to rkarlinsey@kenmorewa.gov for signature
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2022-11-03 - 1:19:36 AM GMT- IP address: 24.22.167.111
-  Signer rkarlinsey@kenmorewa.gov entered name at signing as RGK
2022-11-03 - 1:20:39 AM GMT- IP address: 24.22.167.111
-  Document e-signed by RGK (rkarlinsey@kenmorewa.gov)
Signature Date: 2022-11-03 - 1:20:41 AM GMT - Time Source: server- IP address: 24.22.167.111
-  Agreement completed.
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2023-2024 Proposed Biennial Budget

PUBLIC HEARING

November 14, 2022

This Evening's Session:

- ✓ Public Hearing
 - ✓ Receive public testimony prior to adoption on November 21
- ✓ 2023-2024 Proposed Biennial Budget

Subsequent Meetings:

November 21

Adopt 2021-2022 Budget Amendments

Adopt 2023 Property Tax Levy

Adopt 2023 Excess Tax Levy

Adopt 2023-2024 Biennial Budget

BUDGET POLICY DIRECTION

- ❖ Supports and implements **City Council Goals**
 - considers the results of Service Level Budgeting
- ❖ A balanced operating budget that utilizes:
 - **conservative** approach to both revenues and expenditures
- ❖ Maintains a positive financial forecast that meets the City's reserve policies
- ❖ Includes Financial Sustainability Plan measures

Total Proposed City Budget - All Funds

<u>FUND</u>	2023 Proposed	2024 Proposed	2023-2024 Proposed Expenditure Budget
General Fund	\$ 15,350,789	\$ 15,901,636	\$ 31,252,425
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	313,000	263,000	576,000
Street Fund	1,855,182	1,949,798	3,804,980
KAPE (kenmore Automated Photo Enf. Fund	176,500	464,700	641,200
Public Art Fund	0	0	0
Transportation Benefit District	350,000	350,000	700,000
ARPA Fiscal Recovery Fund	4,242,200	690,211	4,932,411
2016 & 2021 UTGO Debt Service Fund	1,059,500	1,057,250	2,116,750
Transportation Capital Fund	3,766,383	1,870,000	5,636,383
Real Estate Excise Tax Fund	4,219,888	1,629,012	5,848,900
Walkways & Waterways Bonds	0	0	0
Park Capital Fund	552,500	223,200	775,700
Park Impact Fee Fund	0	0	0
Transportation Impact Fee Fund	600,000	100,000	700,000
Sammamish River Bridge Fund	1,345,285	36,500	1,381,785
Public Works Shop Fund	4,575,604	11,375,402	15,951,006
Surface Water Management Fund	4,487,782	3,979,997	8,467,779
Surface Water Capital Fund	3,172,900	776,650	3,949,550
Swamp Creek Basin Fund	40,000	40,000	80,000
Equipment Replacement Fund	310,000	160,000	470,000
TOTAL	\$ 46,417,513	\$ 40,867,356	\$ 87,284,869

2023-2024 Biennial Budget

Two Components to City Operations

■ Operating Revenues and Expenditures

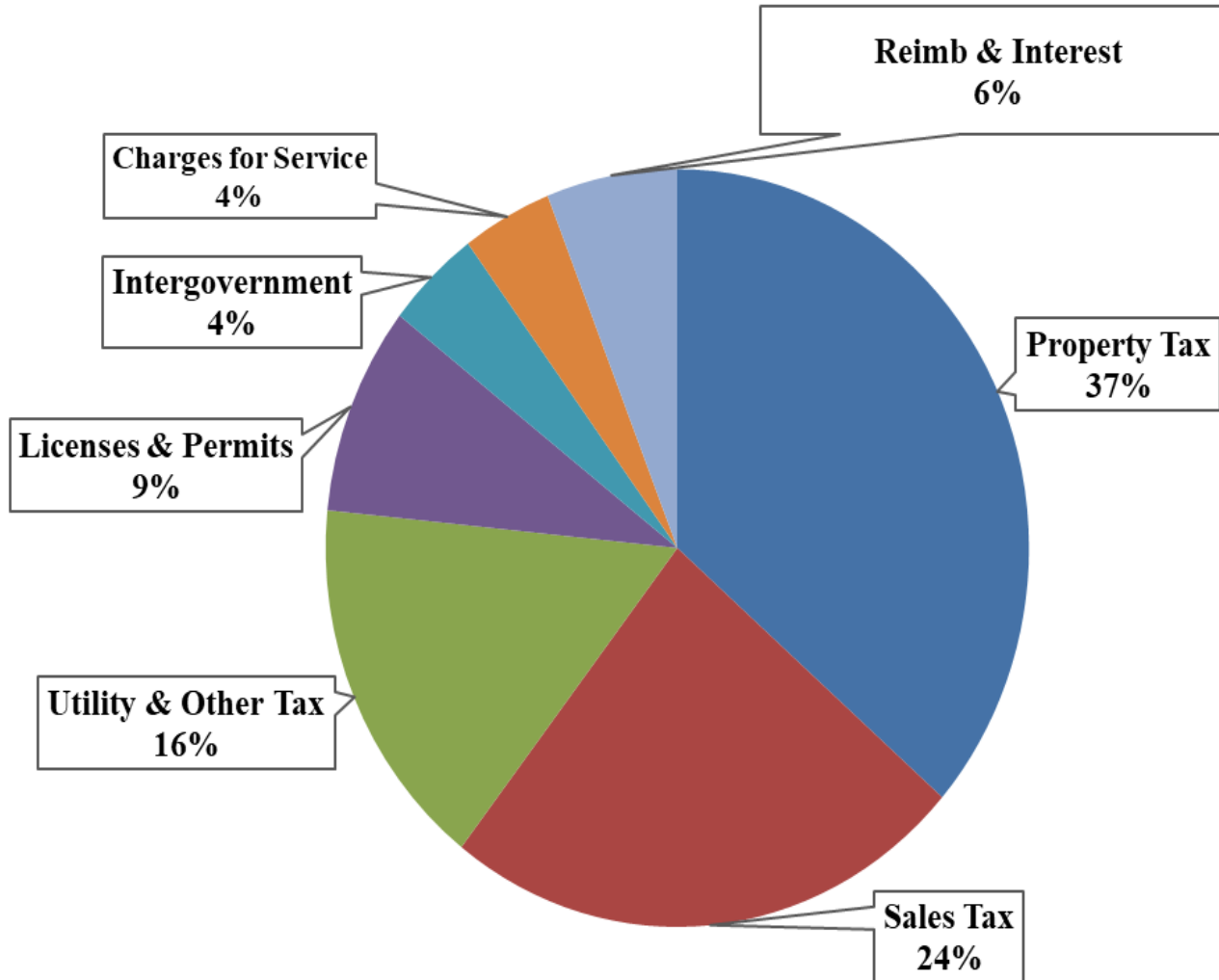
- ▶ General Fund
- ▶ Street Fund
- ▶ Enterprise (Surface Water Management Fund)
- ▶ Other Special Revenue Funds (Public Art, TBD, REET, ARPA, Impact)
- ▶ Debt Service Funds (for Bonds)
- ▶ Internal Service Funds (Equipment Replacement)

■ Major Capital Expenditures and Resources

- ▶ Capital Improvement Program (CIP) adopted in October
- ▶ Transportation, Parks, Surface Water, City Facility,
- ▶ Capital Resource Funds (Impact Fees, REET, Bonds, Grants, surface water utility, debt)

GENERAL FUND & STREET FUND

General Fund Revenues 2023-2024



Significant Revenues

General Fund - Property Tax

- **Property Taxes- Biennium - \$11,403,392**
 - Largest ongoing revenue source
 - 37% of total budgeted revenues
- **Tax Levy increase 2023 - revenues**
 - \$138,045
 - 1.9% (using banked capacity)
 - + new construction
 - Tax Rate decrease = \$0.69/\$1000 AV
- 2024 3.3%

Property Taxes, Levy and Assessed Value

2023

- **\$5,609,624** - Proposed Regular Property Tax Levy
 - \$138,045 - Increase over 2022 Levy
 - \$101,749 from 1% statutory limit + .9% banked Capacity
 - \$36,296 from new construction

\$0.69 - Tax rate projected per \$1,000AV

- $5,609,624 / 8,087,603,533 \times 1000$

- **\$8.1 Billion** - Preliminary Assessed Valuation (AV) - 2023
 - increase of 31.19%
 - Causes levy rate to decline

Tax Effect on Homeowner

(City of Kenmore Taxes Only)

2022 -

- \$920,000 - Assumed home value
- 0.8875 - Tax rate 2022
- \$816

2023 -

- \$920,000 - Assume NO CHANGE in value of home
- 0.6936 - Tax rate 2023
- = \$638 (\$178 less than 2022)

➤ 2023 - Assume 30% increase in value of home at \$1.2M

- 0.6936 - Tax rate 2023
- = \$832 (\$16 More than 2022)

2022 Property Tax Distribution for \$950K Property

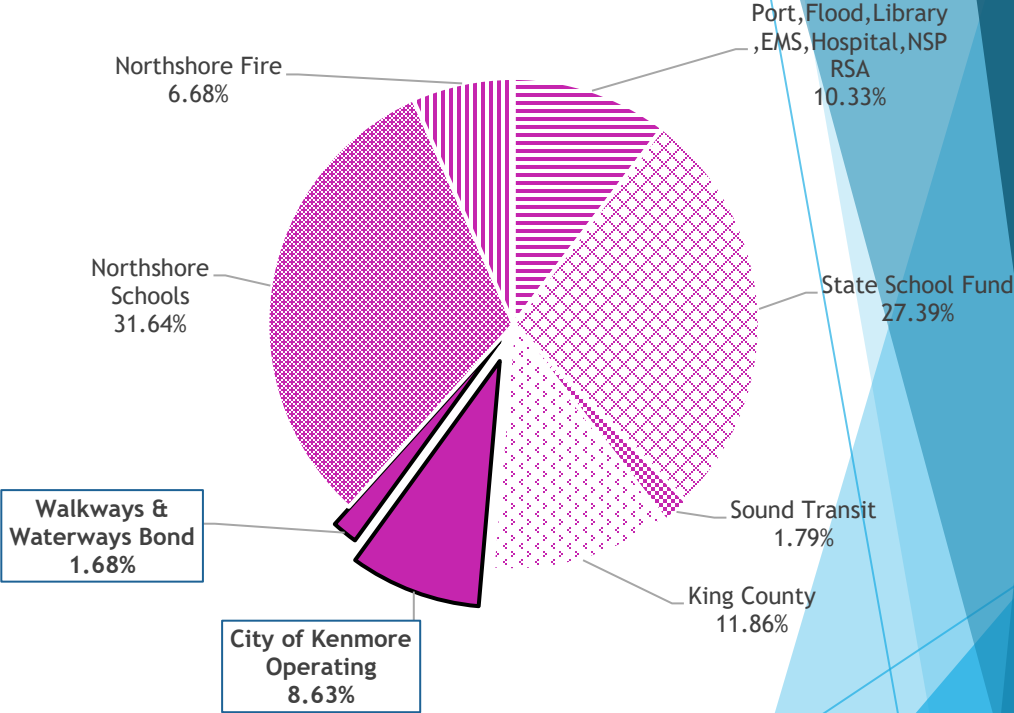
There are 12 taxing districts that impact Kenmore taxpayers.

The total tax rate for most taxpayers in the City last year was \$10.284 per \$1,000 AV.

The tax bill:
on a \$950K property
would have been about \$9770.

Only 10% of that tax bill belongs to the City of Kenmore.

Per County in 2022 \$753K is the median residential property value in Kenmore in 2022 (tax bill=\$7744)



Other Operating Revenues

General Fund:

• Capital/Overhead Reimbursement	\$1,540,000
• Franchise Fees	1,707,003
• Criminal Justice Sales Tax	1,631,308
• Plan Review & Land Use Permit Fees	1,254,576
• Other Permit Revenue	1,054,509
• Liquor Board Taxes	703,082

Street Fund:

• Fuel Tax Revenue (Street Fund)	917,905
• TBD Fees (Transportation Benefit District)	723,600
• Water/Sewer Franchise Fees	1,118,585

Surface Water Management Fund:

• Surface Water Charges	6,270,040
-------------------------	-----------

Major Operating Costs: On-Going/Non-Discretionary 2-Year Totals

✓ 14,196,000	Salaries & Benefits (General, Street Funds)
✓ 8,555,000	Police Contract
✓ 1,030,000	Jail/Court Services/prosecuting attorney public defender
✓ 700,000	Legal Services
✓ 1,059,000	Insurance (WCIA)
✓ 962,000	Utilities
✓ 592,000	Human Services Contributions (\$371K) and ARCH (\$172K + Affordable Housing Sales Tax 49K)
<hr/>	
\$27,094,000	

✓ These costs comprise 77% of the total operating (general fund and street fund) budget (\$35,057,407)

New Positions/Salaries/Benefits

Funded by General Fund:

- ▶ 1 FTE Construction Inspector
- ▶ .625 FTE Permit Specialist (25 hours/week)
- ▶ 1 FTE Facilities Fleet Manager
- ▶ 1 FTE Maintenance Worker
- ▶ .625 Adm. Spec.

Funded by Street Fund:

- ▶ 1 FTE Maintenance Worker
- ▶ .33 FTE GIS Analyst

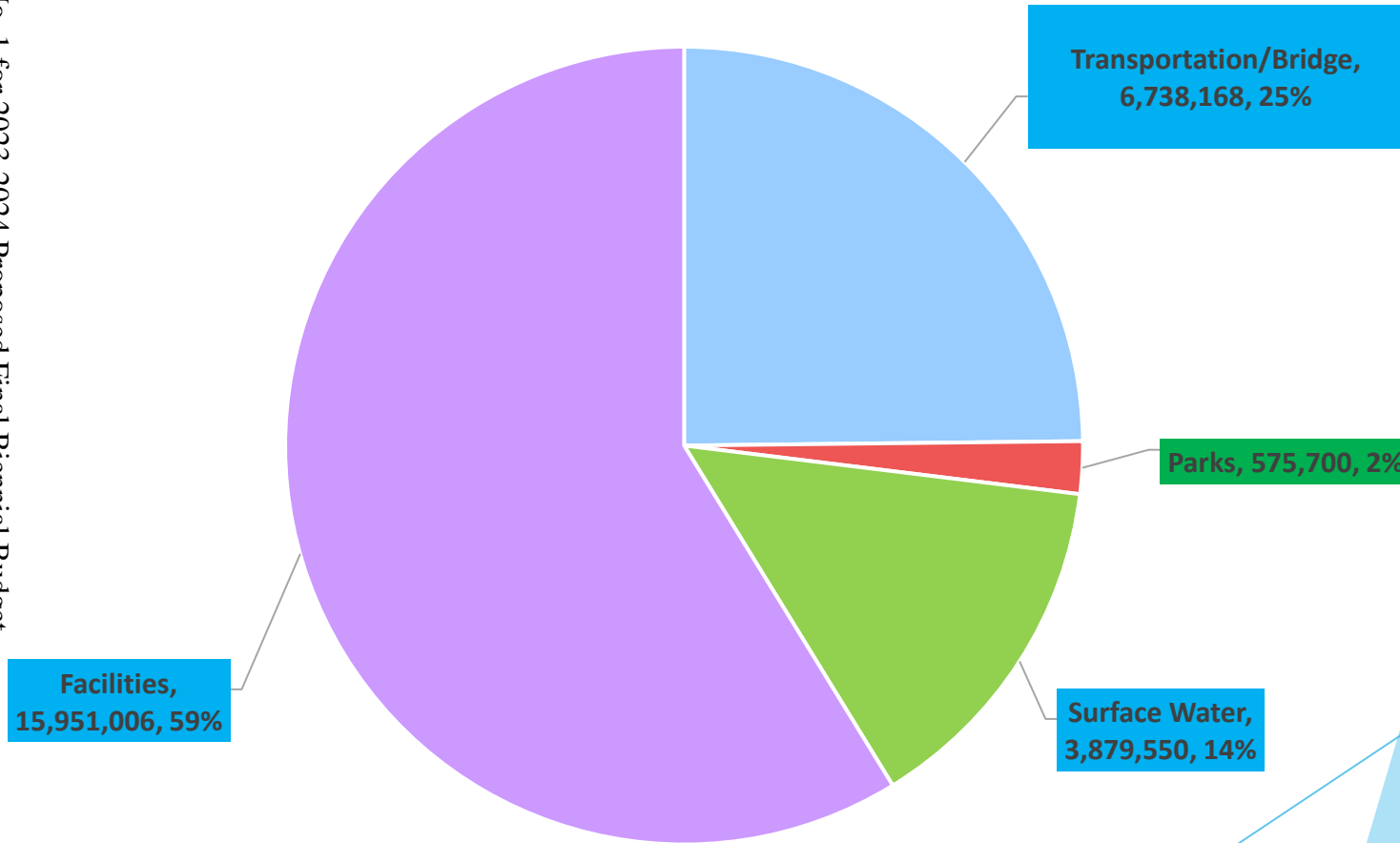
Funded by Surface Water Management Fund

- ▶ .67 FTE GIS Analyst
- ▶ 1 FTE Senior Environmental Technician

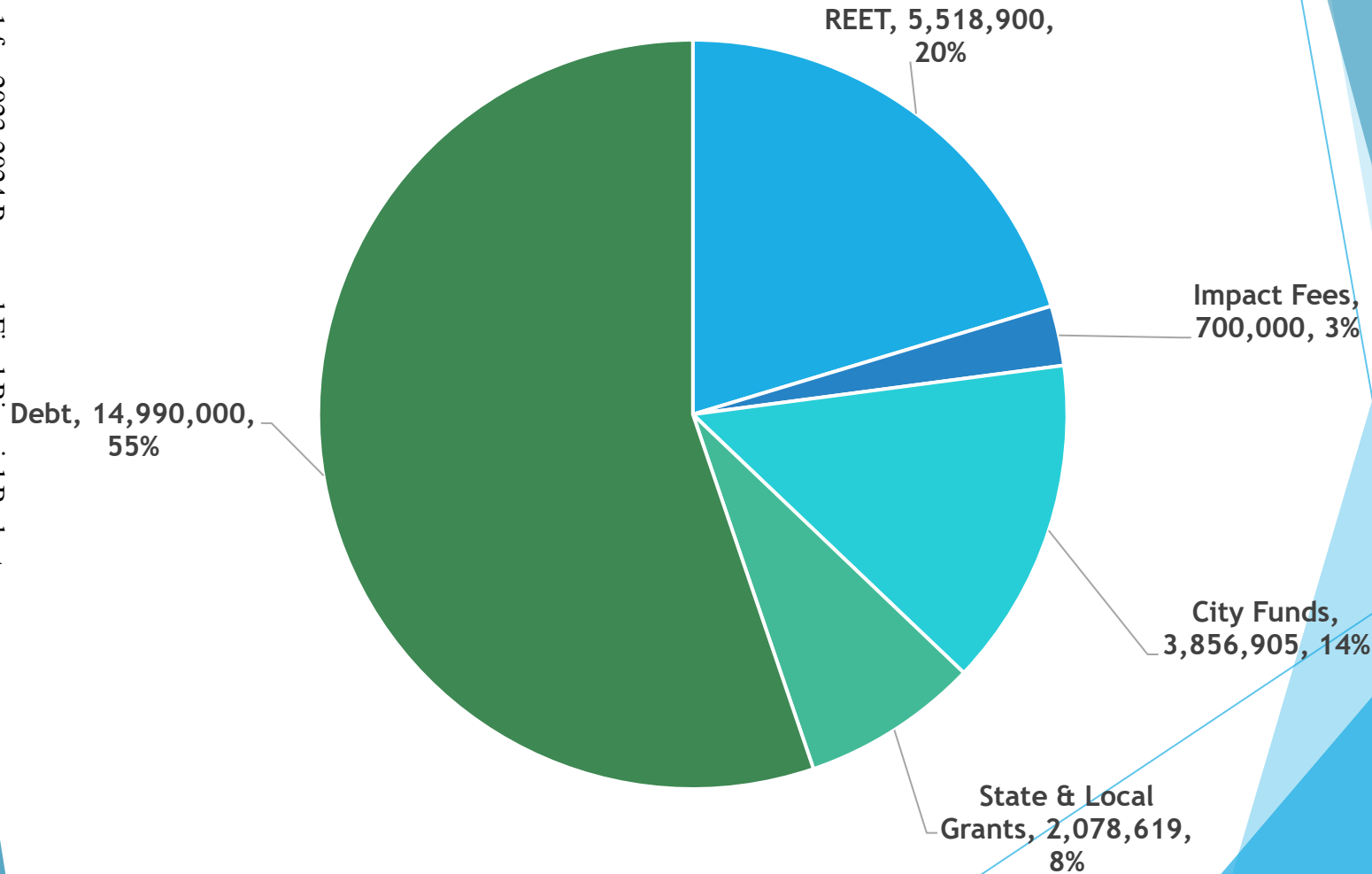
Salary ranges budgeted to increase 6% in 2023 and 4% in 2024 / benefits average increase of 4%

2023-2024 Capital Project Costs

\$27,144,424



2023-2024 Capital Project Resources \$24,144,424



This concludes the Public Hearing on the 2023-2024 Proposed Preliminary Biennial Budget

Questions? Comments?

**Copies of the complete budget are available for review
at City Hall**

Budget message and other information is on the web at:

www.kenmorewa.gov

<p><u>Subject/Topic:</u> Public Hearing – Amendments to the 2021-2022 Biennial Budget</p>	<p>For Council Meeting Agenda of: November 14, 2022</p> <p>Department: Finance and Administration</p> <p>Prepared by: Leticia Salcido, Finance and Administration Director</p>										
<p><u>Proposed Council Action/Motion:</u> Public Hearing: Amendments to the 2021-2022 Biennial Budget</p>	<table border="0"> <tr> <td></td> <td style="text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;">LS 11-4-22</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: right;">LS 11-4-22</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;"> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="text-align: center; font-size: small; color: blue;">RGK RGK</div> </td> </tr> </table> <p>Exhibits/Attachments: Exhibit 1 – Year End Recommended Budget Adjustments</p>		<u>Initial & Date</u>	Approved by Department Head:	LS 11-4-22	Approved by City Attorney:	_____	Approved by Finance Director:	LS 11-4-22	Approved by City Manager:	<div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="text-align: center; font-size: small; color: blue;">RGK RGK</div>
	<u>Initial & Date</u>										
Approved by Department Head:	LS 11-4-22										
Approved by City Attorney:	_____										
Approved by Finance Director:	LS 11-4-22										
Approved by City Manager:	<div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="text-align: center; font-size: small; color: blue;">RGK RGK</div>										

FISCAL CONSIDERATION:

Details of proposed revenue and expenditure adjustments are included as part of exhibit 1 & 2.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: - All City Council Priorities

Per RCW 35A the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by ordinance.

REVENUE					
FUND NO.	FUND	2021-2022 Adopted Revenue Budget	2021 Mid-Biennium Amendments	2022 Mid-Biennium Amendments	2021-2022 Amended Revenue Budget
001	General Fund	28,567,770	2,022,000	1,250,000	31,839,770
045	Strategic Reserve fund	22,000	-	-	22,000
046	Strategic Opportunities Fund	476,718	2,500,000	-	2,976,718
101	Street fund	3,065,526	700,000	-	3,765,526
110	Public Art Fund	400	-	-	400
115	Transportation Benefit District	-	700,000	-	700,000
130	ARPA Fiscal Recovery Fund	-	6,447,480	-	6,447,480
200	2016 UTGO Debt Service Fund	1,580,000	-	258,000	1,838,000
300	Transportation Capital Fund	25,978,459	(1,691,500)	2,158,000	26,444,959
301	Real Estate Excise Tax Fund (REET)	2,074,459	4,251,712	-	6,326,171
302	W&W Bond Project fund	10,047,000	-	202,000	10,249,000
303	Park Capital Fund	8,601,548	4,818,946	3,230,368	16,650,862
304	Park Impact Fee Fund	185,263	375,159	250,000	810,422
305	Transportation Impact fee Fund	687,708	576,987	-	1,264,695
306	Sammamish Bridge Replacement	26,668,658	4,117,000	-	30,785,658
307	Public Works Shop fund	6,500,000	2,600,000	318,000	9,418,000
401	Surface Water Management Fund	5,085,947	1,146,390	-	6,232,337
402	SWM Capital Fund	3,918,467	(15,000)	-	3,903,467
403	Swamp Creek Basin	6,600	141,634	-	148,234
501	Equipment Replacement Fund	244,101	-	-	244,101
	TOTAL	\$ 123,710,624	\$ 28,690,808	\$ 7,666,368	\$ 160,067,800

EXPENDITURES					
FUND NO.	FUND	2021-2022 Adopted Expenditure Budget	2021 Mid-Biennium Amendments	2022 Mid-Biennium Amendments	2021-2022 Amended Expenditure Budget
001	General Fund	27,067,770	1,550,000	3,720,000	32,337,770
045	Strategic Reserve fund	-	-	-	-
046	Strategic Opportunities Fund	2,063,503	1,500,000	1,710,000	5,273,503
101	Street fund	3,328,167	-	1,455,000	4,783,167
110	Public Art Fund	144,473	-	-	144,473
115	Transportation Benefit District	-	700,000	-	700,000
130	ARPA Fiscal Recovery Fund	-	1,570,900	300,000	1,870,900
200	2016 UTGO Debt Service Fund	1,581,100		256,900	1,838,000
300	Transportation Capital Fund	24,286,959		2,158,000	26,444,959
301	Real Estate Excise Tax Fund (REET)	6,301,961	1,638,161	110,000	8,050,122
302	W&W Bond Project fund	11,235,993	1,011,688	1,326,000	13,573,681
303	Park Capital Fund	8,549,948	4,990,149	530,368	14,070,465
304	Park Impact Fee Fund	829,412	-	280,368	1,109,780
305	Transportation Impact fee Fund	3,817,547	45,000	-	3,862,547
306	Sammamish Bridge Replacement	26,668,658	4,031,202	-	30,699,860
307	Public Works Shop fund	3,500,000	2,500,000	3,165,000	9,165,000
401	Surface Water Management Fund	7,821,398	(114,587)	133,000	7,839,811
402	SWM Capital Fund	3,918,467	-	-	3,918,467
403	Swamp Creek Basin	645,546	150,151	-	795,697
501	Equipment Replacement Fund	448,456		-	448,456
	TOTAL	\$ 132,209,358	\$ 19,572,664	\$ 15,144,636	\$ 166,926,658

EXHIBIT 3

PROJECTED ENDING FUND BALANCE							
FUND NO.	FUND	2020 Actual Ending Fund Balance	Budget Revenues	Budget Expenditures	Amendments Revenues	Amendments Expenditures	2022 Projected Ending Fund Balance
001	General Fund	2,286,831	28,567,770	27,067,770	3,272,000	5,270,000	1,788,831
045	Strategic Reserve fund	1,345,298	22,000	-	-	-	1,367,298
046	Strategic Opportunities Fund	2,560,223	476,718	2,063,503	2,500,000	3,210,000	263,438
101	Street fund	1,606,797	3,065,526	3,328,167	700,000	1,455,000	589,156
110	Public Art Fund	154,032	400	144,473	-	-	9,959
115	Transportation Benefit District	126,886	-	-	700,000	700,000	126,886
130	ARPA Fiscal Recovery Fund	-	-	-	6,447,480	1,870,900	4,576,580
200	2016 UTGO Debt Service Fund	189,434	1,580,000	1,581,100	258,000	256,900	189,434
300	Transportation Capital Fund	476,337	25,978,459	24,286,959	466,500	2,158,000	476,337
301	Real Estate Excise Tax Fund (REET)	1,995,415	2,074,459	6,301,961	4,251,712	1,748,161	271,464
302	W&W Bond Project fund	3,347,911	10,047,000	11,235,993	202,000	2,337,688	23,230
303	Park Capital Fund	185,588	8,601,548	8,549,948	8,049,314	5,520,517	2,765,985
304	Park Impact Fee Fund	338,409	185,263	829,412	625,159	280,368	39,051
305	Transportation Impact fee Fund	2,602,602	687,708	3,817,547	576,987	45,000	4,750
306	Sammamish Bridge Replacement	7,707	26,668,658	26,668,658	4,117,000	4,031,202	93,505
307	Public Works Shop fund	-	6,500,000	3,500,000	2,918,000	5,665,000	253,000
401	Surface Water Management Fund	2,443,642	5,085,947	7,821,398	1,146,390	18,413	836,168
402	SWM Capital Fund	229,359	3,918,467	3,918,467	(15,000)	-	214,359
403	Swamp Creek Basin	1,092,182	6,600	645,546	141,634	150,151	444,719
501	Equipment Replacement Fund	482,376	244,101	448,456	-	-	278,021
	TOTAL	\$ 21,471,029	\$ 123,710,624	\$ 132,209,358	\$ 36,357,176	\$ 34,717,300	\$ 14,612,171

Account No.	Account Name	Current 2021-2022 Amended Budget	Recommended Budget Amendment Increase (decrease)	2021-2022 Amended Budget
Fund 001 General Fund				
REVENUES				
001.000.31311000	Local Sales & Use Tax	5,954,280	800,000	6,754,280
	To adjust revenue projections			-
				-
001.019.38120000	Interfund Loan Repayment Received	2,850,000	450,000	3,300,000
	to reflect loan repayment from Public Works Shop Fund			
				-
				-
EXPENDITURES				
001.019.59448.6025	Land	-	2,200,000	2,200,000
	To record land acquisition- Holt Property (GF portion)			-
				-
001.019.59700.0307	Transfer to Public Works Shop Fund	-	20,000	20,000
	to record transfer for debt service			-
				-
001.019.58110.9007	Interfund Loan to Public Works Shop Fund	550,000	450,000	1,000,000
	to reflect loan			
				-
001.019.58110.9008	interfund loan to Park Capital Fund	-	1,050,000	1,050,000
	for cash flow purposes due to lag in reimbursement			
Fund 046 Strategic Opportunities Fund				
REVENUES				
				-
EXPENSE				
046.000.59448.6025	Land	-	1,710,000	1,710,000
	To record land acquisition- Holt Property & Cozy Inn (SOF portion)			-
				-

Account No.	Account Name	Current 2021-2022 Amended Budget	Recommended Budget Amendment Increase (decrease)	2021-2022 Amended Budget
Fund 101 Street Fund -				
REVENUE				
		-		-
				-
EXPENSE				-
101.000.59700.0307	Transfer to Public Works Shop Fund	-	55,000	55,000
	to reflect transfer for debt service public works shop debt			-
101.000.58110.9008	interfund loan to Park Capital Fund	-	1,400,000	1,400,000
	for cash flow purposes due to lag in receiving grant reimbursements			-
				-
				-
Fund 110- Public Art Fund				
REVENUES				
				-
EXPENSE				-
110.000.57320.6006	1% for Arts Program	144,473	(75,000)	69,473
110.000.59700.0303	Transfer to Park Capital Fund	-	75,000	75,000
	for projects P18, P27, P28 (original budget included in Park Capital Fund but not in Public Art)			-
				-
Fund 130 - ARPA Fiscal Recovery Fund				
REVENUE				
		-		-
				-
				-
EXPENDITURES				-
130.000.51810.5016	ARPA Business Assistance Grant	-	100,000	100,000
130.000.51810.4310	ARPA Affordable Housing	-	100,000	100,000
130.000.51810.4300	Consulting services	20,000	100,000	120,000
	to budget for expenditures	-		-
		-		-
		-		-
		-		-
Fund 200 - 2016 & 2021 UTGO Debt Service Fund				
REVENUE				
200.000.31110001	W&W Excess Property Tax Levy	1,580,000	258,000	1,838,000
	To increase budgeted amount to actual			-
				-
EXPENDITURES				-
200.000.59131.7001	Redemption of Debt	890,000	155,000	1,045,000
200.000.59231.8001	Bonds-Interest	691,100	101,900	793,000
	To increase budgeted amount to actual			
XI. B. 2021-2022 Budget Amendments (Ordinance No. 22-0561). presented by...				

Account No.	Account Name	Current 2021-2022 Amended Budget	Recommended Budget Amendment Increase (decrease)	2021-2022 Amended Budget
Fund 300 Transportation Capital Fund				
REVENUE				
300.000.33403101	T41 State DOE grant-Juanita Dr.	-	943,000	943,000
300.000.39700302	Transfer from W&W Bond Project Fund	6,308,160	700,000	7,008,160
300.000.36701002	Juanita Dr. project NUD reimbursement	76,958	391,000	467,958
300.000.36700301	Transfer from REET Fund	5,105,050	124,000	5,229,050
	To update budget amount to actual for T41 project			-
EXPENSE				-
300.000.59530.6719	T41 Juanita Dr. Ped & Bike Safety	10,255,932	2,158,000	12,413,932
	To update budget amount to actual biennium expenditures			-
				-
				-
Fund 301 REET				
REVENUE				
				-
				-
				-
EXPENSE				-
301.000.59700.0307	Transfer to Public Works Shop Fund	-	110,000	110,000
	to record transfer for debt service			-
				-
				-
Fund 302 W&W Bond Project Fund				
REVENUE				
302.000.36110000	Investment interest	47,000	80,000	127,000
302.000.39200000	Bond proceeds (premium)	-	122,000	122,000
	To reflect increase in revenues			-
				-
				-
				-
EXPENSE				-
302.000.59700.0303	Transfer to Parks Capital Fund	5,939,521	500,000	6,439,521
	To budget for reimbursement to Park Capital Fund for 2020 expenditures			
302.000.59700.0300	Transfer to Transportation Capital Fund	6,308,160	700,000	7,008,160
	to reflect expenditure reimbursement			-
				-
302.000.51420.4016	Bank Fees	-	126,000	126,000
	To increase budget for 2021 UTGO bond fees			-

Account No.	Account Name	Current 2021-2022 Amended Budget	Recommended Budget Amendment Increase (decrease)	2021-2022 Amended Budget
Fund 303 Park Capital Fund				
REVENUE				
				-
303.000.39700302	Transfer from W&W Bond Project Fund	5,939,521	500,000	6,439,521
	reimbursement for 2020 expenditures not in budget			-
				-
				-
303.000.38110000	Interfund loan received (from General Fund)	-	1,050,000	1,050,000
303.000.38110000	Interfund loan received (from Street Fund)	-	1,400,000	1,400,000
	for cash flow purposes due to lag in grant reimbursement			-
				-
303.000.39700304	Transfer from Park Impact Fund	829,412	280,368	1,109,780
	to cover P30 Rhodo. Park Boathouse expenditures over budgeted amount (21/22)			-
EXPENSES				-
303.000.59476.6115	P30 Rhody Park Public Boathouse	6,400	280,368	286,768
	To reflect increase in expenditure from budget amount			-
				-
				-
303.000.59476.6112	P27 Squires Landing waterfront	8,257,952	250,000	8,507,952
	To adjust budget to projected			-
Fund 304 Park Impact Fee Fund				
REVENUES				
304.000.34585000	Park Impact Fees	250,462	250,000	500,462
	To increase budget amount to reflect better than expected revenues in 2022			-
EXPENSE				-
304.000.59700.0303	Transfer to Park Capital Fund	829,412	280,368	1,109,780
	to cover P30 Rhododendron Park Boathouse expenditures 2021-2022			-

Account No.	Account Name	Current 2021-2022 Amended Budget	Recommended Budget Amendment Increase (decrease)	2021-2022 Amended Budget
Fund 307 Public Works Shop Fund				
REVENUE				
307.000.39700401	Transfer from Surface Water Management Fund	-	133,000	133,000
307.000.39700301	Transfer from REET Fund	-	110,000	110,000
307.000.39700101	Transfer from Street Fund	-	55,000	55,000
307.000.39700001	Transfer from General Fund	-	20,000	20,000
	To reflect transfer for debt service			-
				-
EXPENSE				
307.000.58120.0001	Interfund Loan Repayment (to General Fund)	-	1,000,000	1,000,000
307.000.58120.0046	Interfund Loan Repayment (to Strategic Opp. Fund)	-	1,200,000	1,200,000
307.000.58120.0401	Interfund Loan Repayment (to Surface Water Management Fund)	-	400,000	400,000
	to payback loan received in 2021 prior to bond issuance			-
				-
				-
307.000.59148.7001	Redemption of Debt	-	75,000	75,000
307.000.59248.8001	Bond Interest	-	240,000	240,000
	to reflect debt service payment on OST and Banner Bank bonds			-
				-
				-
307.000.59448.6026	Public Works Shop	-	250,000	250,000
	To adjust budget amount to reflect projected expenditures			-
				-
Fund 401 Surface Water Management Fund (SWM fund)				
REVENUE				
				-
				-
				-
EXPENSE				
401.000.59700.0307	Transfer to Public Works Shop Fund	-	133,000	133,000
	to reflect transfer for debt service public works shop debt			-
				-
				-
				-

Signature: RGK
RGK (Nov 4, 2022 12:11 PDT)

Email: rkarkinsey@kenmorewa.gov

AB 2021-2022 Budget Amendment PH-11-14-22

Final Audit Report

2022-11-04

Created:	2022-11-04
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
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"AB 2021-2022 Budget Amendment PH-11-14-22" History

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City of Kenmore, Washington

Public Hearing: 2021-2022 Budget Amendments

City Council Meeting November 14, 2022





**Prior to closing the 2021-2022 Budget period
Need to ensure expenditures do not exceed legally
adopted budgets**



**Adjust for previously approved Council actions and/or
direction since the Mid Biennial review and adjustment**



**Unanticipated increases in certain expenditures as well
as better than expected revenues**

General Fund Adjustments

General Fund overall

Sales Tax Revenues coming in higher than original budget amount in 2022

Several expenditures have exceeded established budgets

Recommended revenue adjustments \$1,250,000

\$800,000 increase in sales tax revenue

\$450,000 interfund loan repayment from Public Works Shop Fund

General Fund Adjustments - Expenditures:

**Recommended
expenditure
adjustments
\$3,720,000**

- \$2.2 million - land acquisition (Holt Property)
- \$1,050,000 - Interfund loan to Park Capital Fund
- \$ 450,000 - Interfund loan to Public Works Shop Fund
- \$ 20,000 - Transfer to Public Works Shop Fund (debt service)

General Fund Adjustments:

Summary 2021-2022 Amended General Fund Budget

Total Amended Revenues	\$31,839,770
Total Amended Expenditures	\$32,618,138

Net impact to Ending Fund Balance

General Fund Budgeted Amended Ending Fund Balance	=	\$4,258,831
Add: Revenue adjustments		1,250,000
Less: Expenditure adjustments		(3,720,000)
Current Amended Ending Fund Balance		\$1,788,831

Other Fund Adjustments:

Strategic Opportunities Fund

- **Expenditures:**
 - \$1,710,000
 - Land acquisition (Holt/Bench Properties)

Street Fund

- **Expenditures:**
 - \$1.4M - Interfund loan to Park Capital Fund
 - \$55,000 transfer to PW Shop Fund for debt service

Public Art Fund

- **Expenditures:**
 - \$75,000 increase in transfer to Park Capital Fund for Projects from 1% for Arts Program

Other Fund Adjustments:

XI. B. 2021-2022 Budget Amendments (Ordinance No. 22-0561), presented by...

ARPA	2016 & 2021 UTGO Debt Service Fund	W&W Bond Project Fund
<ul style="list-style-type: none">• Expenditures:<ul style="list-style-type: none">• \$300,000• Business Assistance Grant• Affordable Housing• Consulting	<ul style="list-style-type: none">• Revenues:<ul style="list-style-type: none">• \$258,000• To increase budget for property tax levy to actual• Expenditures:<ul style="list-style-type: none">• \$257,000• To increase debt service budget to actual	<ul style="list-style-type: none">• Revenues:<ul style="list-style-type: none">• \$202,000<ul style="list-style-type: none">• To reflect bond proceeds premium and interest• Expenditures:<ul style="list-style-type: none">• \$1.3M<ul style="list-style-type: none">• transfer to Park Capital Fund, Transportation Capital Fund and bank fees

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Other Fund Adjustments:

Transportation Capital Fund

Revenues:

- \$2.1M – to reflect in budget the amount of revenues and transfers in for Juanita Dr. Project

Expenditures:

- \$2.1M
- To adjust budget amount to actual expenditure total (Juanita Dr. Project)

Park Capital Fund

Revenues:

- \$2.4M
- To reflect in budget interfund loan for cash flow purposes (due to lag in grant reimbursement)

Expenditures:

- \$280,368
 - Transfer from park impact for Boathouse expenditures
- **Expenditures:** \$500,000 – increase in allocation from bond proceeds for capital project

Park Impact Fund

Revenues:

- \$250,000 increase in revenue above budgeted amount

Expenditures:

- \$280,368
 - Transfer to Park Capital Fund for boathouse expenditures

Other Fund Adjustments:

REET

- **Expenditures:**
- \$110,000 transfer to PW Shop for debt service

Public Works Shop Fund

- **Revenues:**
- \$318,000 transfer in for debt service (SWM, REET, Street, GF)
- **Expenditures:**
 - \$1.6M Interfund Loan Repayment (to GF, SOF, SWM)
- \$315,000
 - debt service payment
- \$200,000
 - PW Shop expenditures

Surface Water Management Fund

- **Expenditures:**
- \$133,000
 - Transfer to PW Shop Fund for debt service

Total City wide Budget Amendments

City Wide: Total Revenue Adjustments

- Revenues: \$7,666,368
 - Includes Interfund of \$4,822,368
- Total Amended Revenues
 - \$160,067,800

City Wide: Total Expenditure Adjustments

- Expenditures: \$15,144,636
 - Includes Interfund of \$7,373,368
- Total Amended Expenditures
 - \$166,926,658

The next actions will be:

- **Public Hearing tonight**
- **November 21, 2022**
 - **Ordinance to Amend the 2021-2022 Biennial Budget**

Comments or Questions?



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

<p>Subject/Topic:</p> <p>Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy</p> <p>Proposed Council Action/Motion:</p> <p>Adopt the Diversity, Equity, Inclusion and Accessibility Policy</p>	<p>For Council Meeting Agenda of: November 14, 2022</p> <p>Department: Human Resources/DEI</p> <p>Prepared by: Leonora Palaña, Human Resources Manager</p> <p align="right"><u>Initial & Date</u></p> <p>Approved by Department Head: LP</p> <p>Approved by City Attorney: N/A</p> <p>Approved by Finance Director: N/A</p> <p>Approved by City Manager: RGK 11/3</p> <p>Attachments:</p> <ul style="list-style-type: none"> Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy DEIA Policy Timeline & Milestones
<p>In 2020, the Kenmore City Council adopted a resolution approving a framework to “develop and implement policies that foster and create a safe, inclusive and welcoming community through continued actions that improve diversity, equity and inclusion.”</p> <p>Since then, the City heard and listened to the community through the City of Kenmore’s DEI Task Force, a community engagement survey, surveys /interviews with staff and leadership, and Council, all led through the guidance and collaboration with Chanin Kelly-Rae Consulting. The cultivated recommendations created, shaped, and developed the Diversity, Equity, Inclusion and Accessibility (DEIA) Policy.</p> <p>The attached DEIA policy incorporates the latest input and edits from the City Council and City departments.</p> <p>Through the diligence, dedication, and efforts of all who have contributed to this policy, the City is bringing this DEIA Policy to the Kenmore City Council for adoption.</p> <p>In addition to the DEIA Policy, we are working on a DEIA Implementation Plan, 5-Year Strategic Plan, that will produce measurable actions with timetables in advancing diversity, equity, inclusion, and accessibility in both the Kenmore city organization and the greater Kenmore community. The timeline for developing and adopting this Implementation Plan is as follows:</p> <ul style="list-style-type: none"> Q4 2022: Work with Leadership to incorporate DEI Strategies into 5-Year Strategic Plan DRAFT, including performance metrics and DEI strategic initiatives Q1 2023: Engage DEI Advisory Committee in review of 5-year Roadmap Draft Q1 2023: With the help of the community and the advisory committee, review and finalize the DEI Strategic Initiatives and finalize the draft of 5-year Strategic Plan 	

- Q2 2023: Present draft of the 5-Year DEI Strategic Plan to the Kenmore City Council for discussion, insights, and adjustments to the Plan
- Q2 2023: City Manager to present recommendations for consideration of specific strategic initiatives and funding
- Q2 2023: Kenmore City Council adoption of the City of Kenmore 5-Year DEI Strategic Plan

While the work of the DEI Task Force is complete, we will be forming an advisory committee that will assist staff with the development of the implementation plan. The advisory committee will consist of former task force members as well as other members of the Kenmore community.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Promote Diversity, Equity, and Inclusion.



CITY OF KENMORE WASHINGTON

**DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY POLICY
2022**

**KENMORE CITY COUNCIL
CITY OF KENMORE DIVERSITY, EQUITY, & INCLUSION TASK FORCE**

CITY OF KENMORE

Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy 2022

The City of Kenmore strives to be an open, inclusive, and welcoming place for all. The City Council and staff are committed to prioritizing diversity, equity, and inclusion and enacting change at the local level.

I. Policy Statement

The City of Kenmore, Washington is fully committed to Diversity, Equity, Inclusion, and Accessibility (DEIA) as they relate to public service that is representative of and responsive to the population we serve. Our community continues to become increasingly diverse, and we remain steadfast in identifying and removing barriers in services, programs, processes, policies, funding and expenditures, hiring, and fostering a culture where everyone belongs.

Our definitions of diversity and inclusion apply to and embrace the full variety of environmental, organizational, and individual dynamics and characteristics – including the commonalities that connect organizations and individuals, as well as the different cultures, histories, traits, skills, knowledge, capabilities, and thinking of organizations and individuals that are so unique and vital for our shared success.

Our definition of diversity specifically encompasses the expression of communities, identities, generation, gender, age, ethnicity, race, religious beliefs, sexual orientation, gender identity, immigration status, political beliefs, income level, geographic locations, physical/mental/neurological abilities, Indigenous identity, national origin, primary language, and beliefs of all people.

Overview

The City of Kenmore honors its history while inspiring the future. This Diversity, Equity, Inclusion, and Accessibility (DEIA) policy is rooted in our core public service values for civil service: action, passion, and connection. These values will also guide the development and implementation of an aligned DEIA strategic initiative that represents an opportunity to improve systemic behaviors and actions that have not always been, and may not currently be, equitable and inclusive for every member of our community.

The City of Kenmore must model best practices for the community, so that local businesses, organizations, and individuals might enjoy increased access and improved outcomes for all. Further, this policy has been informed by evidenced-based information, including:

- Consultations with external subject matter experts and community-based organizations, community groups, and internal stakeholders
- National, regional, and local DEIA program benchmarking of current trends
- Both community and municipal employee engagement survey data/results
- Community advisory task force insights and recommendations
- Comprehensive review of policies, processes, and procedures

There is national recognition for the need to improve and focus on factors that influence equity and justice in our communities. Population demographic trends are rapidly changing and it is critical for governments to foster a public sector workforce, workplace, and community culture that is engaging, inclusive, and diverse.

OBJECTIVES

This policy establishes a coordinated citywide strategic initiative to promote DEIA in the City of Kenmore's community culture, programs, services, workplace, and workforce.

The City of Kenmore is fully committed to a strategic initiative, while recognizing that its most valuable asset is its people; those who live in, work in, or visit our municipality and benefit from its success.

In meeting the needs of the City of Kenmore community, the City, with its partners, are committed to addressing the following social determinants of equity through strategic initiatives that seek to improve:

- Access to Affordable, Healthy, Local Food
- Access to Health and Human Services
- Access to Parks and Natural Resources
- Access to Safe and Efficient Transportation
- Affordable, Safe, Quality Housing
- Community and Public Safety
- Early Childhood Development
- Economic Development
- Equitable Law and Justice Systems
- Equity in City Practices
- Family Wage Jobs and Job Training
- Healthy Built and Natural Environments
- Quality Education
- Strong, Vibrant Neighborhoods
- Equitable Access to Participate in Political Institutions
- Access to Suffrage/Democracy

Our definition of diversity also includes underserved communities (i.e., populations and geographic communities, sharing a particular characteristic, that have been systematically denied a full opportunity to participate in all aspects of economic, social, and civic life). By welcoming and including these intersectional, cultural, and social identities, we create a better public service in the interest of all Kenmore community members.

We all share in the responsibility to ensure diversity, equity, inclusion, and accessibility throughout our public service.

Definitions

For purposes of this policy, we have prepared the following definitions that apply:

Diversity: The condition of being different or having differences. Differences among people occur in a variety of respects, such as age, class, ethnicity, gender, health, physical and mental ability, race, sexual orientation, religion, physical size, education level, job and function, personality traits, and other human differences. Some describe organizational diversity as social heterogeneity.

Equity: Fair treatment for all while striving to identify and eliminate inequities and barriers.

Inclusion: A value supported by incorporating diverse perspectives and practices to promote, develop, evolve, and implement an organization's culture, policies, systems, and norms. An inclusive environment is one where people encourage and embrace different perspectives, ideas, and experiences to create meaningful opportunity, interaction, communication, information, and decision-making prowess. An inclusive workplace is one where people not only feel included, but also where people recognize when workplace traditions and events may result in the exclusion of individuals.

Accessibility: The "ability to access" the functionality of a system or entity and gain the related benefits. The degree to which a product, service, or environment is accessible by as many people as possible. Accessible design ensures both direct (unassisted) access and indirect access through assistive technology (e.g., computer screen readers). Universal design ensures that an environment can be accessed, understood, and used to the greatest extent possible by all people.

Belonging: A feeling of being happy or comfortable as part of a particular group and having a good relationship with the other members of the group because they welcome you and accept you. *A sense of belonging is one of humanity's most basic needs.*

Accommodation: A change in the environment or in the way things are customarily done that enables an individual with a disability to have equal opportunity, access, and participation

Bias: Prejudice in favor of or against one thing, person, or group compared with another, usually in an unfair or negative way. Unconscious bias, also known as implicit bias, is defined as "attitudes and stereotypes that influence judgment, decision-making, and behavior in ways that are outside of conscious awareness and/or control."

Intersectionality: The complex, cumulative way in which the effects of multiple forms of discrimination (such as racism, sexism, and classism) combine, overlap, or intersect, and their multiple effects on the same individuals or groups. Also refers to the view that overlapping and interdependent systems of discrimination and inequality can more effectively be addressed together.

Cultural Humility: Cultural humility is a lifelong practice of self-reflection about one's own cultural identities. Through that introspection, a humble curiosity of other cultural identities evolves with the goal of improving relationships. This introspective practice of cultural identity gives way to an openness to otherness. Supplemental to the concept of cultural competence, cultural humility is a personal commitment to being humble, curious, and flexible, both inwardly and outwardly. Cultural humility is not achieved after a set amount of study; it is an ever-evolving practice.

Privilege: An unearned, sustained advantage that comes from race, gender, sexuality, ability, socioeconomic status, age, and other differences.

Racism: A belief that racial differences produce or are associated with inherent superiority or inferiority. Racially based prejudice, discrimination, hostility, or hatred. Institutionalized racism, also known as systemic racism, refers to forms of racism that are engrained in society or organizations. It is when entire racial groups are discriminated against, or consistently disadvantaged, by larger social systems, practices, choices, or policies.

Ableism: Beliefs or practices that rest on the assumption that being able-bodied is “normal” while other states must be “fixed” or altered. This can result in devaluing or discriminating against people with physical, intellectual, or psychiatric disabilities. Institutionalized ableism may include or take the form of organizational barriers, both intentional and unintentional, that result in disparate treatment of people with disabilities (PwDs).

Cultural Competence: Behaviors, attitudes, and policies that enable individuals to work effectively in cross-cultural situations. Cultural competence promotes the respect for and understanding of diverse cultures and social groups as well as the unique attributes of each individual within a larger organization. Cultural competence is based on integrating the awareness and learned skills needed to educate, work with, and serve people from diverse backgrounds and social identities effectively and sensitively.

Culture: The values, attitudes, beliefs, experiences, and customs shared and communicated by a group of people that contribute to a person’s sense of identity. Culture also includes the knowledge and collective experiences shared across generations within a cultural group.

II. RESPONSIBILITIES

All City of Kenmore Council Members, Employees and Directors are responsible for:

- A. Safety
 - I emphasize safety in all we do
 - I seek out safety opportunities in our community
 - I proactively identify, report, and follow up on safety concerns
 - I protect the natural and physical assets of our community
 - I speak up to ensure the safety of others
- B. Integrity
 - I walk the talk, modeling what I expect of others
 - I care about the quality and accuracy of my work
 - I strive to be fair and honest
 - I assume good intent in my interactions with others
- C. Courtesy
 - I am friendly and cordial
 - I exercise patience
 - I treat others the way they want to be treated (the Platinum rule) ● I go out of my way to help
- D. Proactivity
 - I seek to know, understand, and anticipate the needs of the community and individuals I serve
 - I exceed expectations others have of me
 - I model an aspirational, “can do” attitude
 - I find ways to make it easier for people to do business with us

- I seek continuous improvement and innovation

E. Collaboration

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

III. CITY OF KENMORE ACTIONS REGARDING DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

FOCUS AREAS:

Communication

Accountability

Understanding

Investment

Support

All City of Kenmore Staff and Kenmore City Council Members are responsible for:

1. Communicating both the significance and value-add of DEIA openly, broadening the circle to include staff, community, and leadership.
2. Creating and maintaining a respectful, inclusive and professional working environment that promotes safety, inclusion, and values difference.
3. Digging deeper into the experiences and outcomes of underrepresented groups in the community and city workforce.
4. Participating in mandatory approved diversity training and/or learning events every 2 years. *(A list of training and learning opportunities shall be maintained by the City of Kenmore Human Resources Manager)*
5. Increasing efforts to build partnerships, support, and retain local businesses and organizations, while reaching individuals and institutions.
6. Honoring the name, gender designation, and pronoun/non-pronoun preferred by each employee and community member and taking steps to ensure that staff (and community members while attending City of Kenmore public meetings and events) respect the individual's expressed preference.
7. Participating in workplace and/or Kenmore community events that honor, celebrate, and build a welcoming culture for City of Kenmore residents, visitors, and staff. The goal is to connect and collaborate with members of the community, resulting in improved understanding and service.

All City of Kenmore Department Heads and City Manager are responsible for:

8. Leaders are accountable for DEIA objectives, collaboration, and key results.
9. Creating and Operationalizing a 5-Year Strategic DEIA Plan
10. Updating a Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.

11. Ensuring that there is a staff resource committed to the implementation and coordination of the City of Kenmore DEIA strategic initiative, both in the City Manager's office and within every City of Kenmore department.
12. Collecting data and/or feedback from community members, partners, or relevant stakeholders to best understand the needs and experiences of those members of the City of Kenmore who are impacted by the policies, processes, programs executed by the City of Kenmore.
13. Ensuring all staff participate in DEIA training and/or learning opportunities as required. New staff should participate in DEIA training and/or learning within 12 months of hire.
14. Tracking employee and leader participation in DEIA training and learning events.
15. Collaborating with the HR Manager and relevant City of Kenmore designees to address instances of bias, discrimination, disparity, and/or microaggressions to cultivate a workplace and public events that are free of injustices and harm.
16. Modeling the behaviors that expected of all staff to be equitable, inclusive, and create a culture of belonging.
17. Conducting an annual City of Kenmore Employee Culture Survey
18. Conducting a City of Kenmore Community Culture Survey every 3 years.
19. Maintaining a public page on the City of Kenmore website with updates, information, and resources for the Kenmore community to understand, be made aware of, and participate in the City of Kenmore's DEIA strategies, goals, and results.
20. Creating and maintaining a City of Kenmore Supplier Diversity Program for procurement, setting appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.

All City of Kenmore Council Members are responsible for:

21. Adequately resourcing Diversity, Equity, Inclusion, and Accessibility strategies for long-term sustainable success.
22. Modeling the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.
23. Participating in mandatory, approved diversity training and/or learning events every 2 years. (*A list of training and learning opportunities shall be maintained by the City of Kenmore Human Resources Director*)
24. Delivering to the City of Kenmore Community a Non-Discrimination Ordinance.
25. Tracking Council Member DEIA training and learning participation and making reporting available for public information through the City Clerk's office.

IV. POLICY REVIEW AND ACCOUNTABILITY

The Kenmore City Council, Kenmore City Manager, and Department Heads are responsible for:

Reviewing and evaluating the DEIA Policy, DEIA strategic initiatives, and DEIA outcomes annually to determine if the City has made progress toward achieving its goals and also to assess their impact, effectiveness, and efficiency.

Reviewing existing policies of the City of Kenmore to ensure compliance with the principles of the DEIA Policy.

The Kenmore City Manager, Department Heads, and their Partners are responsible for:

Partnering with the Kenmore Community DEIA Advisory Committee and City Department staff, to regularly measure and assess improvement in the areas of DEIA.

RELEVANT ACTIONS, RULES, POLICIES, and LAWS IMPACTING THIS POLICY

Washington State Office of the Attorney General

Everyone in Washington has civil rights. Federal, state, and local laws protect our rights to fair treatment, including in employment, housing, education, voting, insurance, credit, and public accommodations.

This page provides links to some of the primary civil rights laws and enforcement agencies. These links are not intended to cover all rights that may apply in a particular circumstance. Please refer to the Attorney General's [Civil Rights Resource Guide](#) for additional information about specific civil rights laws.

Washington Laws and Enforcement Agencies

Federal Laws and Enforcement Agencies

Local Laws and Enforcement Agencies

Kenmore City Council

City of Kenmore, Washington. Resolution No. 17-292. A Resolution Reaffirming the City of Kenmore as a Safe, Inclusive and Welcoming City for All People.

Additional Information and Resources

Crenshaw, K. Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics. University of Chicago Legal Forum. Vol. 1989, Iss. 1. p. 139 - 167.

<https://chicagounbound.uchicago.edu/cgi/viewcontent.cgi?article=1052&context=uclf>

- o The introduction and original explanation of the term “intersectionality.”
- o Topic: Intersectionality

Coaston, J. The Intersectionality Wars. Vox. May 2019.

<https://www.vox.com/the-highlight/2019/5/20/18542843/intersectionality-conservatism-law-race-gender-discrimination>

- o An examination of what Kimberle Crenshaw originally meant by “intersectionality” and how conservatives interpret it today.
- o Topic: Intersectionality

Kumagai, Arno K. MD; Lypson, Monica L. MD. Beyond Cultural Competence: Critical Consciousness, Social Justice, and Multicultural Education. *Academic Medicine*: June 2009 - Volume 84 - Issue 6 - p 782-787 doi: 10.1097/ACM.0b013e3181a42398

- o Discusses the importance and practice of cultural competence in the context of medical school.
- o Topic: Cultural Competence

McIntosh, Peggy. White Privilege: Unpacking the Invisible Knapsack. *Peace and Freedom*. July/August 1989. https://www.usi.edu/media/5627020/white-privilege_mcintosh-1989.pdf

- o Breakthrough essay in which Wellesley College professor explores some of the various privileges society grants to people with white skin.
- o Topic: Privilege

Payne, K; Niemi, Laura, and Doris, John M. How to Think about "Implicit Bias." *Scientific American*. March 2018.

[https://www.ccas.net/files/2018%20All%20Meetings/Generating%20the%20Pipeline%20Addressing%20Bias_Inc%20Case%20Studies\(1\).pdf](https://www.ccas.net/files/2018%20All%20Meetings/Generating%20the%20Pipeline%20Addressing%20Bias_Inc%20Case%20Studies(1).pdf)

- o An easily accessible discussion on the merits of implicit bias testing and the real-world consequences of implicit bias.
- o Topic: Bias

Payne, K. The Truth about Anti-White Discrimination. *Scientific American*. July 2019.

<https://www.scientificamerican.com/article/the-truth-about-anti-white-discrimination/>

- o A piece about the scientific data showing rates of discrimination and how the anti-white bias perceived by some white Americans is not real but in fact anti-black discrimination remains as high as it was 40 years ago.
- o Topic: Equity

Powell, j.; Menendian, S. Problem of Othering: Towards Inclusiveness and Belonging. *Othering and Belonging: Expanding the Circle of Human Concern*. June 2017.

<http://www.otheringandbelonging.org/2017/06/>

- o A discussion about how human beings find ways to differentiate ourselves from other groups and the problems this causes in society. It seeks to begin the process of solving this to make us more inclusive and giving a sense of belonging.
- o Topic: Belonging/Inclusion

ACKNOWLEDGEMENTS

Kenmore City Councilmember David Baker Kenmore City Councilmember Nigel Herbig
Kenmore City Councilmember Angela Kugler Kenmore City Councilmember Joe Marshall
Kenmore City Councilmember Melanie O’Cain Kenmore City Councilmember Corina Pfeil
Kenmore City Councilmember Debra Srebnik

Kenmore Community Diversity, Equity & Inclusion Task Force

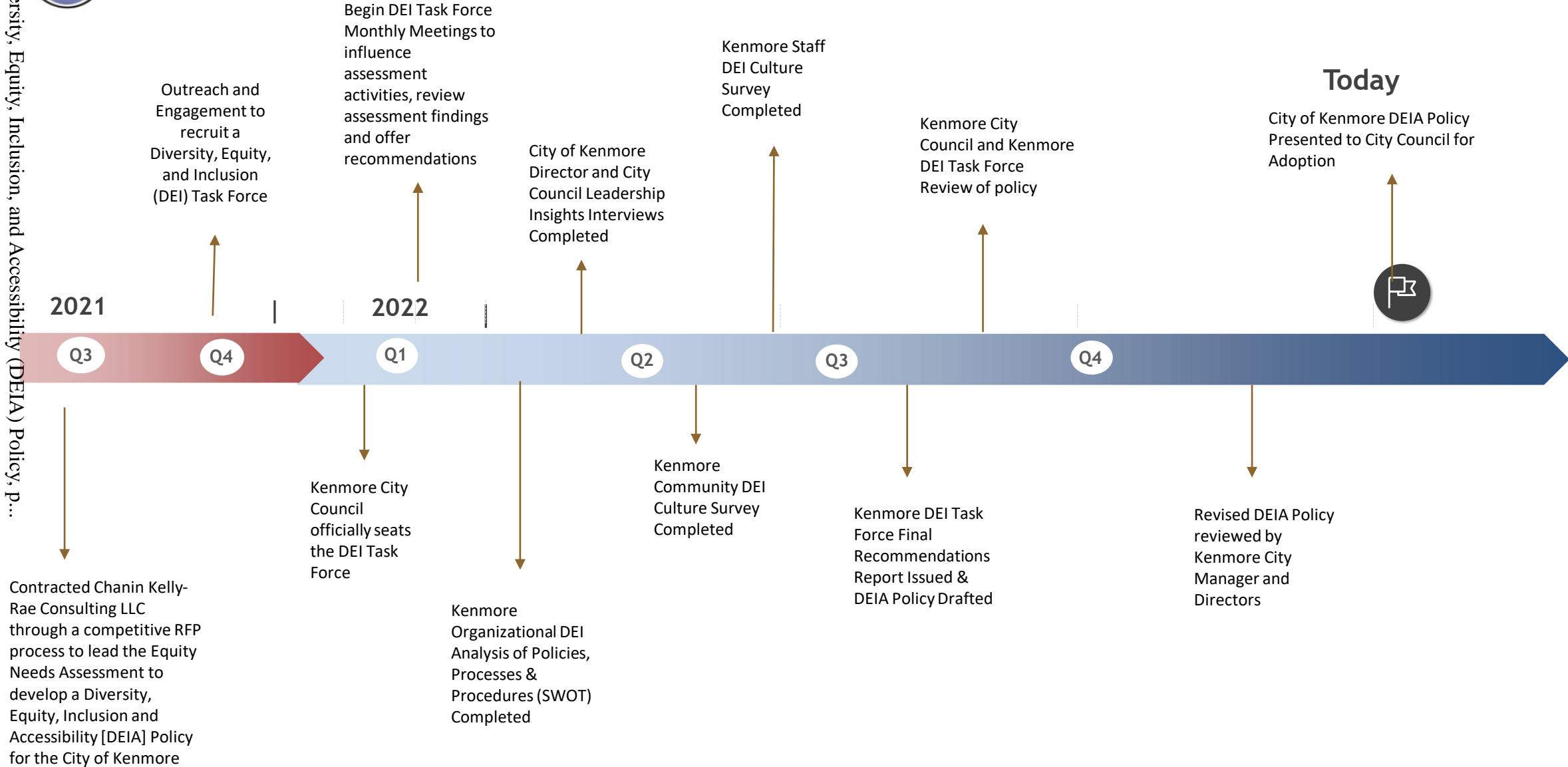
Taskforce Member Darleen Ademba Taskforce Member Peggy Chin Evans
Taskforce Member Juanita Aguilar Taskforce Member Jeanne Galloway
Taskforce Member David Arthur Taskforce Member Carlos B. Gil
Taskforce Member Marco Ballesteros Taskforce Member Aisha Jallow
Taskforce Member Ligia (Lily) Bishop Taskforce Member Juliana Pooley
Taskforce Member William (Bill) Castro Taskforce Member Nancy Thai

Special Recognition to the following staff without whom this work would not have been possible:

Kenmore City Manager Rob Karlinsey
Diversity, Equity, & Inclusion Project Scoping Team
Janet Quinn, Administrative Specialist - Engineering
Brian Randall, Accountant
Lauren Chomiak, Communications Specialist
Leonora Palana, Human Resources Manager
Garrett Oppenheim, Assistant to the City Manager



City of Kenmore Diversity, Equity, Inclusion and Accessibility (DEIA) Policy Timeline & Milestones





City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: 2023 Fee Schedule, Resolution No. 22-390</p> <p>Proposed Council Action/Motion: Approve Resolution No. 22-390 of the City of Kenmore, Washington, Adopting the City of Kenmore's 2023 Fee Schedule.</p>	<p>For Council Meeting Agenda of: <u>November 7, 2022</u></p> <p>Department: <u>Development Services</u></p> <p>Prepared by: <u>Samantha Loyuk, Development Services Director and Tela Gardner, Permit Coordinator</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th><th style="text-align: right;"><u>Initial & Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>SL 10/3/22</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>DR 10/11/22</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 10/11/22</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RK 10/11/22</u></td></tr> </tbody> </table> <p>Exhibits/Attachments: Exhibit A: Resolution No. 22-390 with 2023 Fee Schedule. Exhibit B: Excerpt from KMC 20.05 Exhibit C: 2022 Northshore School District Capital Facilities Plan Exhibit D: Resolution No. 18-315 Surface Water Annual Charges Exhibit E: 2022 Fee Schedule</p>		<u>Initial & Date</u>	Approved by Department Head:	<u>SL 10/3/22</u>	Approved by City Attorney:	<u>DR 10/11/22</u>	Approved by Finance Director:	<u>LS 10/11/22</u>	Approved by City Manager:	<u>RK 10/11/22</u>
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Approved by Finance Director:	<u>LS 10/11/22</u>										
Approved by City Manager:	<u>RK 10/11/22</u>										
<p><u>INFORMATION/BACKGROUND:</u> The City of Kenmore's fee schedule is reviewed and updated annually as provided for in Ordinance no. 02-0139. The following revisions are proposed to the 2023 Fee Schedule:</p> <ol style="list-style-type: none"> 1. Based on the Consumer Price Index (CPI), Development Services fees are proposed to increase by 9.5%. The increase will not apply to the following fees: <ol style="list-style-type: none"> a. Affordable housing monitoring fee b. Land use appeal fee c. State Building Code Council Surcharge d. School impact fee e. Right-of-way use permits (limited use, access, & encroachment) f. Right-of-way utility permits accelerated job start fee g. Work without a permit code enforcement fee h. Annual payments for right-of-way (ROW) use i. SR-522 connection permits j. Special event permits; and k. Memorial sign permits. 2. Page 2, Code Enforcement – changed the stop work order violation fine to a daily fee. 3. Page 2, Code Enforcement – remove code section. 4. Page 2, Code Enforcement – new line item for work completed without a permit. 5. Page 2, Code Enforcement – new line item for tree removal fines, per KMC 18.57. 											

6. Page 3, Development Services – new line item for attorney’s fees as a pass-through when relating to development.
7. Page 3, Development Services – new line item for late penalty on overdue payments per KMC 20.05.040, see Exhibit B.
8. Page 3, Development Services – new line item for additional pre-application reviews – applies to projects request multiple pre-application reviews for the same project and property. Affordable housing projects will not incur this fee, regardless of the number of pre-application reviews.
9. Page 4, Zoning and land use fees – two new line items for Major and Minor Modifications of a Site Plan Application.
10. Page 4, Zoning and land use fees – revised the construction permit site plan review to equal the cost of a one-hour of review and added a new line item for reviews that exceed one hour.
11. Page 4, Zoning and land use fees – removed request for modification of a landscape review.
12. Page 4, Zoning and land use fees – revised language slightly (removed the word “installation” from landscape inspection).
13. Page 5, Zoning and land use fees – new line item for code interpretation review fee (hourly). Attorney’s fees incurred by the review will be billed separately.
14. Page 5, Zoning and land use fees – edited language to for consistency with other sections.
15. Page 7, Special reviews – new line item for SEPA/Critical exemption request for review of projects that are not located within the Shoreline Jurisdiction. Based on an application processed this year at an hourly rate, the time for processing an application is approximately 4 hours.
16. Page 7, Engineering: General Permitting & Inspections – Restructured fees for tree removal plan review and inspection costs. Based on ordinance 22-0547.
17. Page 8 & 9, Engineering Subdivision... – new line items for utility ROW permit review and inspection costs.
18. Page 13, Parks and Schools Impact Fees – revised language from “includes townhomes” to “includes duplex, triplex, townhomes, apartments, etc.” to clarify applicability.
19. Page 13, School Impact Fees – revised fee per Northshore School District Capital Facilities Plan for both single-family impact fees (\$17,963 per unit) and multi-family impact fees (\$2,625 per unit). In 2022 these fees were \$18,891 for single-family and \$1,392 for multifamily, see Exhibit B, Section 7, page 32.
20. Page 14, Utility Right-of-Way permits – revise language to remove “or work without job start notice” wording. The existing wording is repetitive.
21. Pages 17-18, Surface Water Annual Service Rates – Revised per Resolution No. 18-315, see Exhibit C.

FISCAL CONSIDERATION:

The proposed annual review and adjustments to the City’s fee schedule are needed to ensure the City is recovering costs necessary to provide associated services.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Implement the Economic Development Plan.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 22-390**

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE;
ADOPTING THE 2023 FEE SCHEDULE; REPEALING
RESOLUTION NO. 21-370; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution pursuant to Ordinance No. 02-0139; and

WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

WHEREAS, the City Council desires to adopt a revised fee schedule as set forth in this resolution;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE

Section 1. Adoption. The City Council adopts the "City of Kenmore, Washington 2023 Fee Schedule", as set forth in "Exhibit A", attached hereto and incorporated by reference.

Section 2. Effective date. The fees adopted by this resolution shall be effective on January 1, 2023.

Section 3. Repealer. Resolution No. 21-370 is hereby repealed, effective January 1, 2023.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 14th DAY OF NOVEMBER 2022.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Michelle Kang, Deputy City Clerk

Approved as to form:

Dawn Reitan, City Attorney

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Note: A plus sign (+) in the margin of the fee schedule indicates a change from the previous schedule

1. Business Registration and Licenses

Business Registration	2023 Fee
General Business - New Application for a new business	\$10
General Business - Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation - Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$90 for new or re-opened businesses, \$19 for new city registration and \$10 for renewals.	

Regulatory Business Licenses	
Adult Entertainment	

Device	\$50 each
Operator	\$500 per year
Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year \$100 per six months \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Marijuana Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

2. Code Enforcement

Code Enforcement	2023 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
+ Violation of a Stop Work Order	\$500/day
Failure to perform Fire Watch	\$412/day
+ Violation of International Fire Code Section 109.4	\$255/day
+ Work without a permit penalty (all permit types)	2 times permit cost
+ Work without a permit penalty (tree removal permits only)	
Minimum fee	\$500
\$2,000 per inch in diameter at breast height (d.b.h.) of the tree removed	\$2,000/d.b.h.

Housing Code Enforcement	2023 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510

Hourly Rate	\$255
Appeal Fee	\$128 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of balance due
Hearing Officer	\$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	\$350 each
Attorney Fees	Actual Cost
Paralegal Services	\$60 per hour
Notary Services	\$10
Abatement	Actual Cost
Code Enforcement Administrative Fee	15%

3. Comprehensive Plan and Development Regulation Amendments

Type	2023 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

4. Development Services

General Fees	2023 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	\$130
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate. Hourly fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%
For use of outside consultants for plan review and inspections	Actual Cost
+ Attorney cost relating to a private development	Actual Cost
+ Late penalty on Development Permits	1.5% of balance due

Development Agreement	2023 Fee
Threshold review with City Council	\$233
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,820 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2023 Fee
+ Pre-application review (first pre-application)	No fee

+	Pre-application review (additional pre-applications for the same property and project)	
+	Base fee	\$650
+	After five hours	Hourly
+	Pre-application review fee (affordable housing projects)	No fee

Zoning and Land-use		2023 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)		
Up to \$100,000 project value		\$1,012
\$100,001 - \$1,000,000 project value		\$3,225
> \$1,000,000 project value		\$3,225 + \$1,010 for each \$1M or portion thereof
+	Major revision requiring new public hearing or public notice	\$2,719
	Minor revision submitted after preliminary approval (not necessitating additional hearings or public notice)	\$890
+	Construction permit site plan review (1 hour)	\$130
+	Construction permit site plan review (beyond 1 hour)	Hourly
Landscape and tree management plan review		
Initial plan review based on site area		
0 – 1 site acre		\$563
> 1 – 2 site acres		\$1,021
> 2 site acres		\$1,021 + \$198 for each acre or portion over 2 thereof
Each plan revision review		\$394
+	Request for modification requiring public notice	\$134
Landscape and tree management inspections		
+	Landscape installation inspection	\$288
	Landscape maintenance bond release inspection	\$228
Request for site specific rezone		\$2,988
Conditional use permits (CUP) and special use permits (SUP)		
Administrative CUP		\$2,192
SUP with public hearing		\$2,819
Daycare with 24 children or less		\$1,615
Request for time extension		\$101
Variances (including variances from KMC 18.55)		
Application review		\$1,603
Request for time extension		\$101
Boundary line adjustment		\$721
Communications facility application fee		\$1,718
Conditional Use permit (CUP)		\$4,749
Minor Adjustment		\$3,100
Major Adjustment		\$10,787
Accessory dwelling unit		\$504

Change of use (zoning only)	\$1,208
Land use inspections	Hourly
Reasonable use exception	\$1,564
Legal lot status request	\$464
Public agency and utility exception	\$1,564
Zoning letter inquiry/request	\$209
Design review	Hourly
Temporary Use Permit	\$839
Affordable Housing Monitoring Fee	\$50/unit
+ Request for code interpretation	Hourly
Multi-Family Tax Exemption (MFTE) Application	\$590
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$233, whichever is greater

Subdivision - Preliminary Application Review		2023 Fee
Preliminary short subdivisions (9 lots or less)		
	Base fee	\$535
	Plus per lot	\$1,086
	Revision to approved preliminary	Hourly
	Short subdivision alteration	Hourly
	Request for time extension	\$101
Preliminary subdivisions (10 lots or more)		
	Base fee	\$1,607
	Plus per lot	\$1,315
+ Major revision requiring a new public hearing or public notice		\$2,977
+ Minor revisions submitted after preliminary approval (not necessitating additional hearings or public notice)		\$890
	Request for time extension	\$101
	Subdivision alterations or subdivision vacations	
	With public hearing	\$3,746
	Without public hearing	\$1,818
Binding site plan		
	Final Binding Site Plan	\$2,867
	(building permit, as-built or site plan review-based plan)	
	Conceptual plan	\$5,277
	Revision to a preliminary approved plan	\$1,290
	Revision to a final binding site plan	\$1,433

Shoreline Management Permit		2023 Fee
Substantial development permit		
	Total cost of proposed development:	
	Up to and equal to \$100,000	\$2,075
	Over \$100,000	Hourly
Single-family joint use dock		\$2,071
Shoreline conditional use permit		\$2,641

Shoreline variance	
Up to and equal to \$100,000 project value	\$2,641
>\$100,000 project value	Hourly
Shoreline re-designation	\$17,901
Shoreline review of other permits or approvals for conditions	\$394
Shoreline exemption	\$1,001
Supplemental fees	
Request for a time extension	\$101
Shoreline permit revision	Hourly
Surcharge when public hearing required	\$827
Permit compliance inspections	Hourly

Special Reviews	2023 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,830
After six hours	Hourly
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:	
Deposit – a percentage of total estimated cost	33%
All fixed and contract costs	Actual Cost
Staff preparation and review cost	Hourly
Critical areas review	
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).	
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:	
Site review base fee	\$1,583
Plus, per hour	Hourly
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:	
Site review base fee	\$1,583
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$470
Plus, per hour	Hourly
Review of mitigation plan compliance, per hour	Hourly
Critical areas inspection	Hourly
Inspection and monitoring, per hour	Hourly

Appeals	
Appeals to the hearing examiner from decisions of the City	\$128
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	
+ SEPA and/or Critical areas exemption review (not related to a Shoreline Exemption)	
Base fee	\$520
After four hours	Hourly

Engineering: General Permitting & Inspections		2023 Fee
Parking Review		
New or additional spaces		
First 0-25 spaces		\$30/each space
Next 26-50		\$26/each space
Next 51-75		\$22/each space
Next 76-150		\$22/each space
Anything above 150		\$14/each space
Minimum fee		\$377
Tree Removal		
Review		\$130
Inspection		\$65
Replacement Inspection		\$65
Single-family drainage review		
Base Fee		\$303
Addition/rebuild drainage		\$377
New non-plat SFR drainage		\$862
Commercial/Multi-family drainage plan review		
Base Fee		\$726
Total distributed area		
0 – .50 site acre		\$1,429
.51 – 1 site acre		\$1,971
1.1 – 2 site acres		\$3,601
2.1 – 5 site acres		\$7,905
5.1 – 10 site acres		\$9,522
More than 10 acres		\$10,600
Traffic Impact Analysis review		
Level 1 (10 P.M. peak hour trips or less)		\$430
Level 2 (11-75 P.M. peak hour trips)		\$1,022
Level 3 (Over 75 P.M. peak hour trips)		\$2,044
Road standards/drainage standards variance		\$255
Wet season grading variance		Hourly
Small Project Grading permits:		
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.		\$382
Large Project Grading permits		
Disturbed Area	Base fee	Per acre

Up to 1 acre	\$224	+	\$1,004.90
>1 acre	\$486	+	\$753.37
Grading plan revision			Hourly
Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)			
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.			
Annual Volume Table			
Volume deposited or removed	Base Fee		Per 100 cubic yards
0 to 3,000 cubic yards	\$0	+	\$125.33
>3,000 to 10,000 cubic yards	\$3,257	+	\$21.09
>10,000 to 20,000 cubic yards	\$4,802	+	\$6.25
>20,000 to 40,000 cubic yards	\$5,465	+	\$3.07
>40,001 cubic yards	\$5,975	+	\$1.47
Reclamation bond release inspection			\$327
Re-inspection of non-bonded actions			\$286
Construction inspections (when associated to a Bond Quantity Worksheet)			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		
\$0 – \$30,000	\$272 + \$146 / \$1,000 bond		
>\$30,000 – 120,000	\$2,877+ \$62 / \$1,000 bond		
>\$120,000	\$8,549 + \$18 / \$1,000 bond		
Additional inspection after 1 year			Hourly
Maintenance bond inspections			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		
\$0 – \$30,000	\$588 + \$18.77 / \$1,000 bond		
>\$30,000 – 120,000	\$982 + \$6.13 / \$1,000 bond		
>\$120,000	\$1,489 + \$2.08 / \$1,000 bond		

Engineering: Subdivision Plan Review and Inspections			
Short subdivision engineering plan review			
Short subdivision 4 lots or less			
Base fee			\$2,664
Plus per lot			\$266
Short subdivision 5 to 9 lots			
Base fee			\$5,299
Plus per lot			\$266
Additional review in excess of initial fees			Hourly
+ Short subdivision utility ROW permit review			\$260
+ Short subdivision utility ROW permit inspection			\$260
Subdivision engineering plan review			
Subdivision 30 lots or less			
Base fee			\$7,929
Plus per lot			\$43
Subdivision 31 lots or more			
Base fee			\$8,571

	Plus per lot	\$21
	Revisions and re-submittals	
	Each occurrence	\$151
	Additional review in excess of initial fees	Hourly
+	Subdivision utility ROW permit review	\$520
+	Subdivision utility ROW permit inspection	\$520
+	Planned unit development, townhomes, multi-family & condominiums engineering plan review	
	30 units or less	
	Base fee	\$7,929
	Plus per lot	\$58
	31 units or more	
	Base fee	\$8,827
	Plus per lot	\$30
	Revisions and re-submittals	
	Each occurrence	\$151
	Additional review in excess of initial fees	Hourly
+	Utility ROW permit review	\$520
+	Utility ROW permit inspection	\$520
Construction inspections (when associated to a Bond Quantity Worksheet)		
Bond quantities worksheet amount (line T) Initial fee + additional fee based on bond		
	\$0 – \$30,000	\$272 + \$146 / \$1,000 bond
	\$30,001 – 120,000	\$2,877 + \$62 / \$1,000 bond
	\$120,000 or more	\$8,549 + \$18 / \$1,000 bond
	Additional inspection after 1 year	Hourly
Subdivision final approval		
	Final short subdivision 4 lots or less	\$2,454
	Final short subdivision 5 to 9 lots	\$4,946
	Final short subdivision alteration	\$912
	Final subdivision 30 lots or less	
	Base Fee	\$7,439
	Plus per lot	\$89
	Final subdivision 31 lots or more	
	Base Fee	\$8,263
	Plus per lot	\$60
	Subdivision alteration	\$1,375
	Modification of a recorded building envelope	\$690
	Request for name change	\$245
	Final planned unit development	\$5,785
	Request for time extension	\$185
	Request for name change	\$224
	Final building site plan	\$3,933
Subdivision – post final fees		
Maintenance bond inspections		
Bond quantities worksheet amount Initial fee + additional fee based on bond		
	\$0 – \$30,000	\$588 + \$18.77 / \$1,000 bond
	>\$30,000 – 120,000	\$982 + \$6.13 / \$1,000 bond

>\$120,000		\$1,489 + \$2.08 / \$1,000 bond	
Building Permits			
Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor’s bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.			
Valuation Table			
Total Valuation		Fee	
\$1 – \$500		\$31	
>\$500 – \$2,000		\$31 for the first \$500 plus \$3.80 for each additional \$100 or fraction thereof, to and including \$2,000.	
>\$2,000 – \$25,000		\$89 for the first \$2,000 plus \$17.76 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
>\$25,000 – \$50,000		\$500 for the first \$25,000 plus \$12.52 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
>\$50,000 – \$100,000		\$823 for the first \$50,000 plus \$8.72 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
>\$100,000 – \$500,000		\$1,269 for the first \$100,000 plus \$7.37 for each additional \$1,000 or fraction thereof, to and including \$500,000.	
>\$500,000 – \$1,000,000		\$4,117 for the first \$500,000 plus \$6.13 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	
>\$1,000,000		\$7,162 for the first \$1,000,000 plus \$4.91 for each additional \$1,000 or fraction thereof.	
Building plan review (except basic)		65% of the building permit	
Building plan review (basic)		25% of the building permit	
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)		Hourly	
Mobile Homes			
Mobile Home permit		\$1,057	
Temporary mobile home permit		\$983	
Temporary mobile home permit for hardship		\$1,057	
Non-insignia mobile home inspection		\$844	
Re-roof permits			
Single-family residential		\$235	
Commercial and multi-family		Valuation Table	
Condominium conversion review			
1 to 30 units		\$2,082	
31 to 99 units		\$2,352	
100 or more units		\$3,191	
Plus per unit		\$354	
Special plan review		Hourly	
Pre-inspections			
Fire and flood damage		\$464	
Minimum housing or other code compliance		\$464	
Relocation of structure		\$381	
Demolition inspection		\$381	

Re-inspection	Hourly
Inspection outside of normal hours	Overtime hourly
Inspection for which no fee is specifically indicate	Hourly
Extension and renewal (extension for final inspection only)	
Single-family residential	\$135
All other permits	\$135
State Building Code Council surcharge (effective July 1, 2018)	
Residential building permits	
Base Fee	\$6.50
Plus per unit	\$2.00
Commercial building permits	
Base Fee	\$25.00
Plus per unit	\$2.00

Plumbing Permits	
New single-family (one and two dwellings) and townhouses	\$902/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$132
Plus	
For each plumbing fixture on one trap or set of fixtures on one tra	\$13/each
Roof drain	\$13/each
Electric water heater	\$41/each
Water piping or water treating equipment	\$82/each
Back flow devices (other than atmospheric vacuum breakers)	\$82/each
Other	\$13/each

Mechanical Permits	
New single-family (one and two dwellings) and townhouses	\$422/unit
Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$132
Plus	
For the installation or relocation of each floor furnace, including vent	\$165
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$82
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$25
For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system,	\$247

	including installation of controls regulated by the Mechanical Code	
	For each ventilation fan connected to a single duct	\$13
	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$13
	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$13
	Gas pipe (1-5 outlets)	\$82
	Gas pipe (outlets over 5)	\$13/outlet
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$165
+	Gas water heater	\$41
+	Heat pump	\$41

Transportation Impact Fees*

ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$7,233.57
Single-Family	1.45 per dwelling unit	\$11,773.39 per dwelling unit
Apartment	1.02 per dwelling unit	\$8,724.16 per dwelling unit
Condominium (includes townhomes)	0.85 per dwelling unit	\$7,317.04 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$7,868.67 per dwelling unit
Hotel	0.87 per room	\$8,100.95 per room
Motel	0.68 per room	\$6,345.75 per room
Light Industrial	1.06 per 1,000 sq ft	\$12.50 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$9.42 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$3.35 per sq ft
Marina	0.23 per boat berth	\$1,671.74 per boat berth
Golf Course	0.37 per acre	\$2,721.25 per acre
Movie Theater	0.09 per seat	\$469.44 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$31.07 per sq ft
High School	1.18 per 1,000 sq ft	\$5.46 per sq ft
Church	0.67 per 1,000 sq ft	\$5.74 per sq ft
Hospital	1.13 per 1,000 sq ft	\$13.16 per sq ft
Nursing Home	0.27 per bed	\$1,736.88 per bed
General Office	1.75 per 1,000 sq ft	\$20.77 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$46.95 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$8.88 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$35.77 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$93.20 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$28.60 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$28.60 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$77.59 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$100.82 per sq ft
Gas Station	9.80 per pump	\$40,569.30 per pump
Gas Station w/Convenience	7.24 per pump	\$30,678.71 per pump

Parks Impact Fee*		
Single-family residence		\$4,522.09/unit
+	Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$3,468.68/unit
	Mobile Home	\$2,260.46/unit
Schools Impact Fee*		
+	Single-family residence	\$17,963/unit
	Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$2,625/unit
Fire Department Review*		
The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.		
Limited Use Right-of-Way Permits (Types A, B, C & Beautification)		
Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater	
Beautification Permit		No Fee
Access Right-of-Way Permits		
Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		No fee
Open to the Public		
Limited (not open to the public)		Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to the County Assessor records		
Encroachment Right-of-Way Permits		
Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to the County Assessor records		
Utility Right-of-Way Permits*: all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities		
Application		\$215

+	Review	Hourly
	Inspection	Hourly
	Use fee	No Fee
	Permit Extension	\$300
	Violation of Lane Closure Hours	\$518
	Accelerated Job Start	\$500
	Work Without a Permit	\$1,000
See Section 4. Development Services for Current Hourly Rate		

Annual Use Payment for Use of Right-of-Way*

Type of Equipment/Facility within the right-of-way	
Separate support structure (such as a monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet, but not both	\$2,000/year

State Route 522 driveway connection permit*

Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit.

The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:

Category I – Base fee for one connection:	
· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
Category II – Base fee for one connection:	
· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250
Category III - Base fee for one connection:	
· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100

Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder

to provide a surety bond as specified in WAC 468-34-020(3).

Special Event Permit	
Application Fee	100*
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

Memorial Sign	
Application fee and sign	\$300*

5. Animal Care and Control

Animal License and Registration	
Pet license - dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license - dog or cat	\$15
Discounted pet license - dog or cat	\$15
Replacement tag	\$5
Transfer fee	\$3
Guard dog registration	\$100
Exotic pet New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee

Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits	
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of

	\$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner's deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. Miscellaneous

Type	
Credit Card Service Fee	3%
NSF (insufficient check)	\$25
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50/day
Craft Vendor	\$50/day
Non-Profit Booth or Vendor	\$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour
Saturday Rental - Resident	\$75/hour
Saturday Rental - Non-Resident	\$125/hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.

The Hangar (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$100*
Damage & Food Deposit (for groups ≥ 30 people)	\$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes *100% of the deposit will be forfeited for "no-shows"	
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200
Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)	\$22/hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost*
*Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

7. Public Records Requests

Type	
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

8. Surface Water

+ Surface Water Management Service Charge		
Class	Impervious Area	2023 Rate

Residential	N/A	\$249.03 per parcel
Very Light	0 to ≤ 10%	\$249.03 per parcel
Light	> 10% to ≤ 20%	\$747.09 per acre
Moderate	> 20% to ≤ 45%	\$1,618.69 per acre
Moderately Heavy	> 45% to ≤ 65%	\$2,739.33 per acre
Heavy	> 65% to ≤ 85%	\$3,735.45 per acre
Very Heavy	> 85% to ≤ 100%	\$4,607.05 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Stormwater Capital Facilities	
Single family residential development on a single parcel, including townhomes	\$3,500
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,500. The minimum ERU shall be 1.0.

Chapter 20.05

PURPOSE – GENERAL PROVISIONS

Sections:

20.05.010 Purpose.

20.05.020 Relationship to comprehensive plan and Growth Management Act.

20.05.030 General provisions.

20.05.040 Late penalty.

20.05.050 Fee waivers.

20.05.060 Fee assessment.

20.05.070 Refunds.

20.05.080 Code enforcement fees.

20.05.090 Financial guarantees fee.

20.05.100 Overtime fees.

20.05.110 General research.

20.05.120 Contract fees.

20.05.130 Preapplication fees.

20.05.140 Applications processed pursuant to interlocal agreement with county.

20.05.010 Purpose.

The purpose of this title is to prescribe equitable fees and fee collection for all development and environmental review services provided by the department of community development. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.010).]

20.05.020 Relationship to comprehensive plan and Growth Management Act.

This title is hereby enacted to be consistent and implement the comprehensive plan in accordance with Chapter [36.70A](#) RCW. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.015).]

XII. B. Resolution No. 22-390 City of Kenmore's 2023 Fee Schedule, prese...

20.05.030 General provisions.

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This chapter deals with provisions general to the administration of this title and includes late penalties, fee waivers, fee assessments, refunds, code enforcement fees, overtime fees, general research, and financial guarantees. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.020).]

20.05.040 Late penalty.

All invoiced fees shall be due and payable on or before the thirtieth day after receipt of an invoice. A late penalty payment equal to one and one-half percent of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.030).]

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 all or 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. [Ord. 22-0544 § 1; Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.040).]

20.05.060 Fee assessment.

Unless otherwise required by this title, development permit and environmental review fees shall be assessed at the fee rate in effect at the time the fee is collected. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.050).]

20.05.070 Refunds.

No refund shall be made for any service already rendered. When requested due to a clerical error on the part of the City, a full refund may be made. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.060).]

20.05.080 Code enforcement fees.

A fee assessed at a rate imposed by the City by resolution shall be charged for department staff time associated with code enforcement actions on all permits and reviews covered by this title. [Ord. 02-

20.05.090 Financial guarantees fee.

A fee assessed at a rate imposed by the City by resolution shall be charged for department staff time associated with all work done in conjunction with the setting, intake, monitoring, inspection, release and enforcement of financial guarantees for development permits. A minimum of one hour's fee shall be charged for intake or release of any guarantee. [Ord. 02-0139 § 1; Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.080).]

20.05.100 Overtime fees.

The hourly fee for work requested by an applicant to be done on overtime shall be at a rate imposed by the City by resolution, at minimum increments of one-half hour. The overtime charge shall be in addition to other permit fees established by this code. The minimum fee for each overtime request shall be at a rate imposed by the City by resolution. [Ord. 02-0139 § 1; Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.090).]

20.05.110 General research.

An hourly general research fee shall be charged for all research performed outside the context of a pending application review. Such fees shall be paid by the party requesting the research at a rate imposed by the City by resolution. [Ord. 02-0139 § 1; Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.100).]

20.05.120 Contract fees.

An applicant may elect to have a review, inspection, or permit approval completed by a department approved and hired contractor. For reviews, inspections, and permit approvals completed by a department approved contractor, the department is authorized to charge the applicant the contract amount in addition to the required review, inspection, or permit fee. [Ord. 99-0058 § 1; Ord. 98-0020 § 1 (KCC 27.02.110).]

20.05.130 Preapplication fees.

A preapplication fee imposed by the City by resolution shall be charged at the time of scheduling a preapplication meeting for a proposed project. Based on information from that meeting, and from other applicable sources, City staff shall estimate any additional preapplication costs associated with the project and shall require the prospective applicant to deposit that amount with the City prior to any further City action on the project. Until such funds are deposited, staff shall cease all work on the project. If the City exhausts the amount deposited by the prospective applicant, staff shall make a further estimate of costs and shall cease all work on the project until such funds are deposited with the City. All funds deposited with the City that are not expended in the course of the preapplication

process shall be returned to the prospective applicant upon submittal of a complete application or notice that the prospective applicant chooses not to proceed with the project. [Ord. 02-139 § 1; Ord. 01-0127 § 1.]

20.05.140 Applications processed pursuant to interlocal agreement with county.

King County Ordinance No. 13332, attached to the ordinance codified in this section and incorporated in full by reference, is hereby adopted as the interim development permit fees and interim financial guarantees for the City of Kenmore, for any building permit or land use permit application filed with and processed pursuant to interlocal agreement by King County on Kenmore's behalf. [Ord. 99-0058 § 1.]

The Kenmore Municipal Code is current through Ordinance 22-0557, passed July 25, 2022.

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

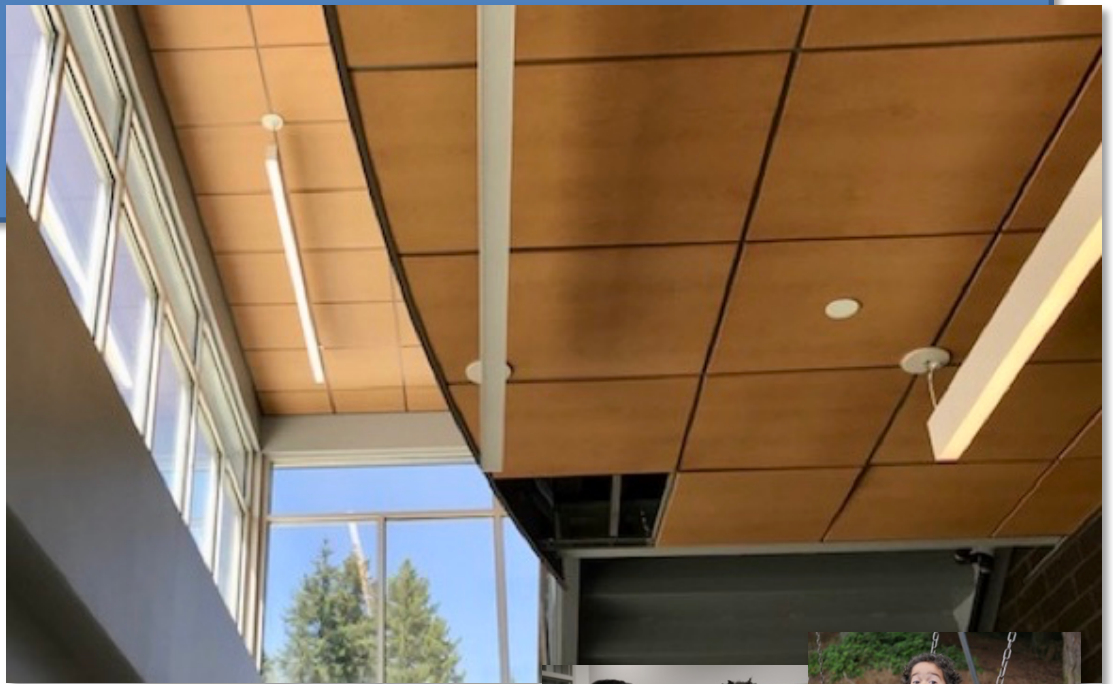
City Website: <https://www.kenmorewa.gov>

City Telephone: (425) 398-8900

[Code Publishing Company](#)

Capital Facilities Plan 2022-28

Northshore School District
May 2022





CAPITAL FACILITIES PLAN

2022 - 2028

NORTHSHORE SCHOOL DISTRICT NO. 417
3330 Monte Villa Parkway, Bothell, Washington 98021-8972
STRENGTHENING OUR COMMUNITY THROUGH EXCELLENCE IN EDUCATION

Board of Directors

Jacqueline McGourty	President
David Cogan	Vice President
Amy Cast	Director
Sandy Hayes	Director
Bob Swain	Director

Superintendent

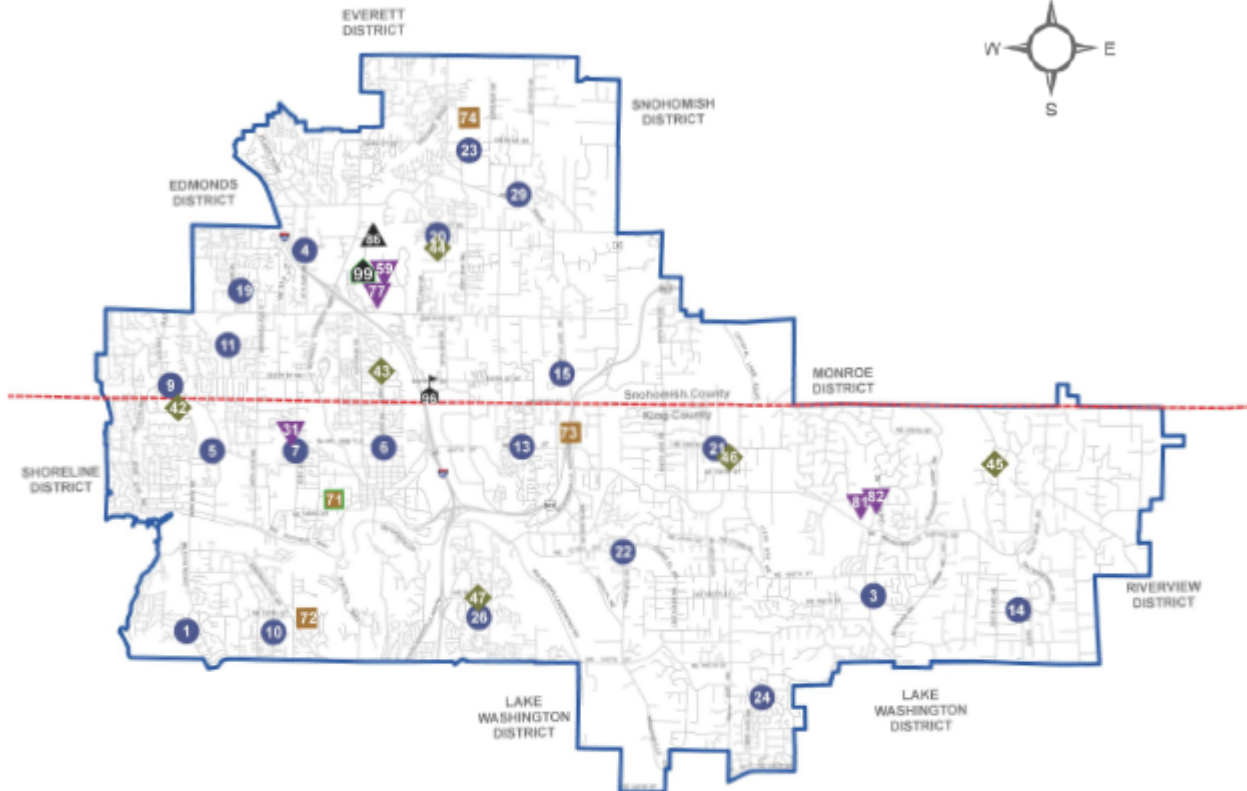
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- ◆ Middle Schools
- High Schools
- ▲ Administration
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2022 Northshore School District Map

Introduction

Section 1

Purpose of the Capital Facilities Plan

The Washington State Growth Management Act outlines thirteen broad goals including the adequate provision of necessary public facilities and services. Public schools are among these necessary facilities and services. Public school districts adopt capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student population in their districts.

The Northshore School District (NSD/District) has prepared this six-year Capital Facilities Plan (CFP) in accordance with the Washington State Growth Management Act, the Codes of King and Snohomish Counties, and the cities of Bothell, Kenmore, and Woodinville. This CFP is intended to provide these jurisdictions with a description of projected student enrollment and school capacities at established levels of service over the six-year period 2022-2028. It also provides longer-term enrollment projections. The role of impact fees in funding school construction is addressed in **Section 7** of this report.

The District updates its Capital Facilities Plan on an annual basis. The most recent update previous to this version was adopted by the Board of Directors in June 2021.

Summary

NSD enrollment has grown by 1,134 students between 2016 and 2021, with an average growth rate of 1.15%. As a comparison, for the years 2015 to 2020, District enrollment grew by 1,740 students, with an average growth rate of 1.65%. Although growth is still forecast for the district, the impact of the global pandemic has been to slow it down. In October of 2021, the District's enrollment fell by 1.2% primarily as a result of the pandemic and its effects on in-school instruction. We expect fall of 2022-23 enrollment to start to return to pre-pandemic levels and thereafter increase to reflect continued residential development within the District. Enrollment growth from new development in the northern, central, and southern service areas of the District continues at a steady pace.

With the impact of the pandemic, there are questions about future growth in NSD and whether or not it will continue at a rate at or above forecasts, or if growth will begin to stabilize. The sale of existing homes continues to be strong, with over 2,800 existing homes sold in 2020-21, an increase of over 17% from 2019-20. There also continues to be strong growth in new townhome and multi-family projects that could produce enrollment gains. Recent figures allow us to segregate how many new students are generated from townhomes and to calculate a separate impact fee for those jurisdictions that have a separate townhome fee category. In Spring of 2020, approximately 13 students were generated for every 100 townhomes. As of Spring 2022, 38 students are generated per 100 townhomes. See **Appendix A**.

Growth in NSD has largely been accommodated in recent years through the construction of new

capacity, limiting waivers at most schools, converting special-use portables and non-classroom spaces into classroom space, adjusting boundaries, and adding portable classrooms. The 2022 bond projects, approved by our voters in February 2022, will provide for permanent capacity additions at all grade levels, as further detailed in this CFP.

Overview of the Northshore School District

The Northshore School District spans 60 square-miles and primarily serves five jurisdictions: King County, Snohomish County, the City of Bothell, the City of Kenmore, and the City of Woodinville. There are some addresses located in the cities of Brier, Kirkland and Redmond, but they are either in areas not expected to experience any new residential development or in very small areas with previously developed residential areas. For the purposes of the District's CFP and long-term projections, those areas are considered de minimis impacts on NSD's grade bands. The King-Snohomish County line divides NSD such that roughly two-thirds of the District's is in King County and one-third in Snohomish County. According to the 2020 Census, the District has a total population of approximately 147,920. The Snohomish County portion of the district population was 63,086. The King County portion of the District population was 84,834.

The District currently operates twenty elementary schools, six middle schools, and four comprehensive high schools. NSD also has one choice high school (Innovation Lab High School), one alternative high school (Secondary Academy for Success), a hybrid combination of choice school with high levels of parent involvement (Northshore Networks), a home school program, (Northshore Family Partnership Program), a virtual learning school (Northshore Virtual Program) and an early childhood center (Sorenson Early Childhood Center). The current grade configuration is K-5, 6-8, and 9-12.

The Urban Growth Area boundary (UGA) divides NSD, creating capacity utilization challenges. As new residential development continues to occur even at more moderate rates, land for potential new school sites is scarce. King County does not allow for school siting outside the UGA, but Snohomish County does provide for school siting via a Conditional Use Permit (CUP) process.

The District participates in regular conversations regarding school facilities planning with jurisdictions in King County pursuant to regular meetings held to comply with Policy PF-22 (formerly PF-19A) of the King County Countywide Planning Policies. Snohomish County's Countywide Planning Policies direct jurisdictions in Snohomish County to "ensure the availability of sufficient land and services for future K-20 school needs." Policy ED-11. NSD appreciates any opportunity for cooperative planning efforts with its jurisdictions.

Student Enrollment Trends and Forecasts

Section 2

Background

Elementary enrollment in NSD has grown steadily in recent years, with a slight dip in 2020 and 2021 reflecting the global pandemic. Growth increases in recent years are a result of larger birth cohorts and a consistent increase in new residential development. This wave of elementary enrollment growth is beginning to move into the middle and high school grades and is anticipated to continue over the next 10 years. At the same time, elementary enrollment is projected to grow within and beyond the next 5 years.

Similar to past years, this year's forecasts consider regional and local trends in population growth, birth rates, and housing development, analyzing corresponding projections down to the school feeder pattern level. Growth rates were adjusted based on permit information specific to those respective areas. The resulting trends were used to further refine the projection methodology for enrollment forecasts. The following section describes in more detail the assumptions used to develop the forecast and compares the result of this projection to other available methodologies.

While new single family home construction and sales within NSD are continuing to slow, there is a marked increase in the development of townhomes and continued strong development of apartments and condominiums. The new townhome developments include units with 3 bedrooms or more. From a student generation perspective, we are seeing enrollment numbers affected, with increases in the number of students generated from townhomes that have completed construction, been sold, and become occupied.

As of December 2021, development data shows 887 single family homes and 3,537 multi-family units in the development pipeline within the District. It is significant to note that this data excludes short plat development. As larger tracts of land become more rare for developers to acquire within NSD, there is a trend towards more short plats as infill lots are purchased. The increasing number of short plats may impact enrollment, increasing what is forecast. In addition, if future adjustments are made to the UGA in Snohomish County, larger lots will once again become available to developers with the potential of increased NSD student enrollment.

Methodology

Numerous methodologies are available for projecting long-term enrollments. The most common method is known as the cohort survival method. This method tracks groups of students through the system and adjusts the population to account for the average year-to-year growth. For example, this year's fourth grade is adjusted based on the average enrollment trend of the past in order to estimate next year's fifth grade enrollment. This calculation method considers the past five years' trends to determine the average adjustment factor for each grade, or cohort. The method works well for all grades except kindergarten, for which there is no previous year data. For

kindergarten, two methodologies are generally used:

- A linear extrapolation from the previous five years of kindergarten enrollment, assuming that there is a trend;
- Or, alternatively, a comparison of the kindergarten enrollment to births from five years prior can be used to calculate a “birth-to-K” ratio. For example, kindergarten enrollment in 2021 is divided by the total births in King and Snohomish counties in 2016 to produce a “birth-to-K” ratio. The average ratio for the last five years can then be applied to births in subsequent years to estimate kindergarten enrollment.

OSPI uses the cohort survival method to predict enrollment for all school districts in the state for the limited purpose of the School Construction Assistance Program. The cohort survival method generally works well for districts that have a consistent trend of gradual increases or declines in enrollment. It is less reliable in districts where spikes in demographic trends (especially a marked increase or decrease in new housing) can lead to dramatic swings in enrollment from one year to the next. In addition, the use of the linear extrapolation method at the kindergarten level can result in a distorted trend since it does not consider changes in birth rate trends. The impact of COVID on enrollment has contributed to the cohort survival method being unreliable. This may continue for several years.

NSD works with professional demographers to combine the cohort survival methodology with other information about births, housing, regional population trends, mobility, and even trends in service area and private school enrollment. This modified cohort survival methodology provides a more accurate forecast. **Table 2.1** is a forecast of enrollment based on this model.

[Mid-Range Enrollment Forecast](#)
Table 2.1

Grade	Actual	Projections					
	21/22	22/23	23/24	24/25	25/26	26/27	27/28
K	1,622	1,636	1,602	1,586	1,567	1,531	1,572
1	1,603	1,743	1,807	1,735	1,726	1,710	1,671
2	1,751	1,658	1,818	1,866	1,792	1,780	1,763
3	1,776	1,746	1,674	1,836	1,894	1,815	1,803
4	1,733	1,784	1,772	1,699	1,873	1,928	1,847
5	1,727	1,731	1,795	1,784	1,719	1,891	1,947
6	1,791	1,729	1,757	1,807	1,810	1,734	1,907
7	1,745	1,801	1,760	1,773	1,825	1,831	1,754
8	1,786	1,751	1,795	1,763	1,777	1,832	1,838
9	1,800	1,843	1,775	1,829	1,797	1,814	1,870
10	1,850	1,792	1,836	1,776	1,831	1,802	1,820
11	1,653	1,734	1,689	1,740	1,684	1,739	1,711
12	1,582	1,605	1,692	1,657	1,706	1,654	1,709
Total	22,419	22,553	22,772	22,551	22,999	23,061	23,212
K - 5	10,212	10,298	10,468	10,506	10,571	10,655	10,603
6 - 8	5,322	5,281	5,312	5,343	5,412	5,397	5,499
9 - 12	6,885	6,974	6,692	7,002	7,018	7,009	7,110

The modified cohort survival methodology in **Table 2.1** shows continued enrollment increases within the District through the six-year planning period. The methodology uses a “mid-range” projection. In total, the projected K-12 increase in enrollment is 793 students over the six-year period. The District’s enrollment projections were updated in February 2022 to consider the impacts of the global pandemic. NSD intends to watch enrollment closely and will update the projections and related planning as necessary based on actual results. However, given recent trends and knowledge of development within the pipeline, the District expects to see continued growth throughout the six-year planning period and beyond.

[Long Range Forecasts](#)

The modified cohort methodology described above was extrapolated to 2031 to produce a longer-range forecast (**Table 2.2**). Using this methodology, NSD’s enrollment shows continued growth from 2022 to 2031 of 839 students. This longer range model assumes that the state forecasts of births, K-12 growth, and continued population growth for the Puget Sound are reasonably accurate.

[FTE Enrollment Forecast](#)

Table 2.2

Grade Band	October 2022	October 2027	October 2031
Elementary	10,298	10,603	10,231
Middle	5,281	5,499	5,558
High	6,974	7,110	7,601
Total	22,553	23,211	23,390

Future growth trends are uncertain. Changes in population growth, fertility rates, new housing development slowdown, or a sharp downturn in the economic conditions in the Puget Sound region could have a major impact on long term enrollment, making it significantly lower or higher than the current estimate. Given this uncertainty, the current forecast should be considered a reasonable estimate based on the best information available, but subject to change as newer information about trends becomes available.

Snohomish County/OFM Forecasts

Using OFM/County data provided by Snohomish County, NSD projects a 2044 student FTE population of 30,924 (**Table 2.3**). For the six year period between 2016 and 2021, the District's actual enrollment averaged 39.7% of the OFM/County population estimates. Based on the 2020 Census data, the District's actual enrollment averaged 35.54% of the OFM/County population estimates. However, these figures are misleading in that they assumes that all of the District's students reside in Snohomish County. This is not the case given that the NSD's boundaries include both King and Snohomish County. As such, the projections are highly speculative and are used only for general planning and comparative purposes.

FTE Enrollment Forecast – 2044 OFM Estimates*

Table 2.3

Grade Band	October 2021	October 2028	October 2044
Elementary	10,212	11,319	14,086
Middle	5,322	5,914	7,341
High	6,885	7,648	9,497
Total	22,419	24,881	30,924

*Assumes that percentage per grade span will remain constant through 2044

District Standard of Service

Section 3

Primary Objective

Optimizing student learning is the heart of what the Northshore School District strives for in establishing its service standard for classroom capacity utilization. This requires a constant review and assessment of programs, curriculum and instructional changes, student learning behaviors, learning environments, technological innovations and program development. Equitable access to programs for all students is also a school board driven goal and NSD is continually striving for process and methods in which all students have the ability to access the best learning environment. Additional variables include changes in mandatory requirements dictated by the state, such as full-day kindergarten, Core 24 graduation requirements, and reduced K-3 class size ratios. These elements, as well as demographic projections, are weighed when determining service levels.

Existing Programs and Standards of Service

NSD currently provides traditional educational programs and nontraditional programs (**Table 3.1**). These programs are reviewed regularly to determine the optimum instructional methods and learning environments required at each school, with added attention to equitable access across the District. The required space for these programs, as well as any supporting space, is determined by noise, level of physical activity, teacher to student ratios, privacy, and/or the need for physical proximity to other services/facilities. Adequate space must exist for program flexibility, differing learning styles, program changes, project/problem-based learning and pre- and post-school activities. For example, service level capacities in rooms utilized in high schools for programs such as Special Education Functional Skills and Academics would reflect lower capacities of the defined service levels (**Table 3.2**), with eight students per classroom instead of 26 students per classroom.

Special teaching stations and programs offered by NSD at specific school sites are included in **Table 3.1**.

Programs and Teaching Stations

Table 3.1

	Elementary	Secondary
Group Activity Rooms	X	
Early Childhood Headstart (Federal) ECEAP (State)	X	X
Elementary Advanced Placement (EAP)	X	
Advanced Academic Placement (AAP)		X
Parents in Active Cooperative Education (PACE)	X	
Dual Language (DL)	X	
Special Education: <ul style="list-style-type: none"> • Learning Centers (LC) • Mid-Level (Sensory and Social Emotional at elementary. Positive Behavior Support at secondary.) • Mid-Level Blended • Functional Skills and Academics • Adult Transition Program (ATP) 	X	X
Learning Assistance Program (LAP) Title I (elementary and middle school)	X	X
English Learners (EL)	X	X
Northshore Network Northshore Family Partnership Northshore Virtual Program	X	X
Alternative School Program		X
Career Technical Education (CTE) <ul style="list-style-type: none"> • Includes specialized programs such as Automotive, Composites, Culinary Arts, Robotics, Sustainable Engineering and Design, Project Lead the Way, Aeronautics 		X
International Baccalaureate (IB) Advanced Placement (AP)		X
Running Start		X
College in the High School		X

Capacity is affected at those buildings that house special programs. These programs usually require space modifications and frequently have lower class sizes than other, more traditional programs; this potentially translates into greater space requirements. These requirements affect the utilization of rooms and result in school capacities varying from year to year. (As programs move or grow, depending on space needs, capacity can change or decline in a school).

Teaching station loading is identified in **Table 3.2**. Class sizes are averages based on actual utilization as influenced by state funding and instructional program standards. NSD's standard of service is based on state and/or contractual requirements.

Standard of Service – Class Size

Table 3.2

Program a Classroom Serves	Elementary Target # of Students per Classroom	Middle Average Students per Classroom	High Average Students per Classroom
Base Standard, EAP, AAP, AP, IB	24	26	26
Early Childhood	16	NA	NA
Special Education Preschool	15	NA	NA
Kindergarten	22	NA	NA
Special Education Mid-Level Blended	12	NA	NA
Special Education Mid-Level Social Emotional	10	NA	NA
Special Education Sensory	10	NA	NA
Special Education Social Emotional	10	NA	NA
Special Education Mid-Level	12	10	10
Special Education Functional Skills and Academics	8	8	8
Special Education Positive Behavior Support	NA	10	10
CTE	NA	NA	NA
Alternative	NA	NA	15

Snohomish County requires that the District's plan include a report regarding NSD's compliance with the District's minimum levels of service for the school years 2019-2021. **Table 3.3** shows the District's average students per teaching station as a measurement of its minimum levels of service as of October 1 for each year.

Average Students per Scheduled Teaching Station
(In classrooms without special programs)

Table 3.3

Grade Level	# of Scheduled Teaching Stations	Minimum Level of Service	2019- 2020	2020- 2021	2021- 2022
K – 5	489	24	22.2	21.4	20.9
6 – 8	212	26	26.0	25.4	25.1
9 – 12	303	26	21.8	22.5	22.7
Total / Average	1,004		23.3	23.1	22.9

Capital Facilities Inventory

Section 4

Inventory

Under the Growth Management Act, a public entity must periodically determine its capacity by conducting an inventory of its capital facilities. **Capacity** is a term that can be used in 3 different ways:

Design Capacity: The number of students a school was designed to hold.

Instructional Capacity: The design capacity is affected at buildings that house special programs or different grade levels. Some programs and grades require space modifications and frequently have lower class sizes. As a result, instructional capacity – **The true, functional capacity of a school for students**, is often lower than design capacity.

For example, an elementary school with 10 classrooms may have been designed for 300 students with 25 students in a classroom. However, the site might not be able to support the design capacity of 300 students for two primary reasons. The first is class size for different grade levels. For example, full-day Kindergarten classes become overloaded at 23 students. Instructional capacity can also be affected by programs in a school. Special Education often has several programs offered at each site. These programs have limited class sizes. The instructional capacity of a school must be recalculated every year to reflect the number of classrooms at different grade levels and the classrooms that hold special programs with limited class sizes.

Available Capacity: When the enrollment of a school is subtracted from the instructional capacity, the remaining number is the available capacity. **It represents how much room is left at a school for new students.**

If the available capacity is a negative number, that represents a school that has exceeded its instructional capacity. When this happens, class sizes may rise, or teachers may need to travel to find a room that is available for instruction.

Table 4.2 summarizes the instructional capacity owned and operated by the District. Information is also provided on relocatable classrooms (portables), school sites and other District owned facilities.

Variations in student instructional capacity between schools are often a result of the number of specialized programs offered at specific schools. As explained above, these programs require additional classroom space per student, which can reduce the instructional capacity of the school. Further, instructional capacities will change from year-to-year based on changes to existing programs, projected programs, and the resulting required space needed to deliver the instructional model at each site. To monitor this, and for use in preliminary instructional capacity planning, NSD establishes classroom design capacities for planning purposes. This is the maximum number of

students a school can accommodate based on a standard room capacity. These figures are then compared to the actual room utilization rate on a regular basis.

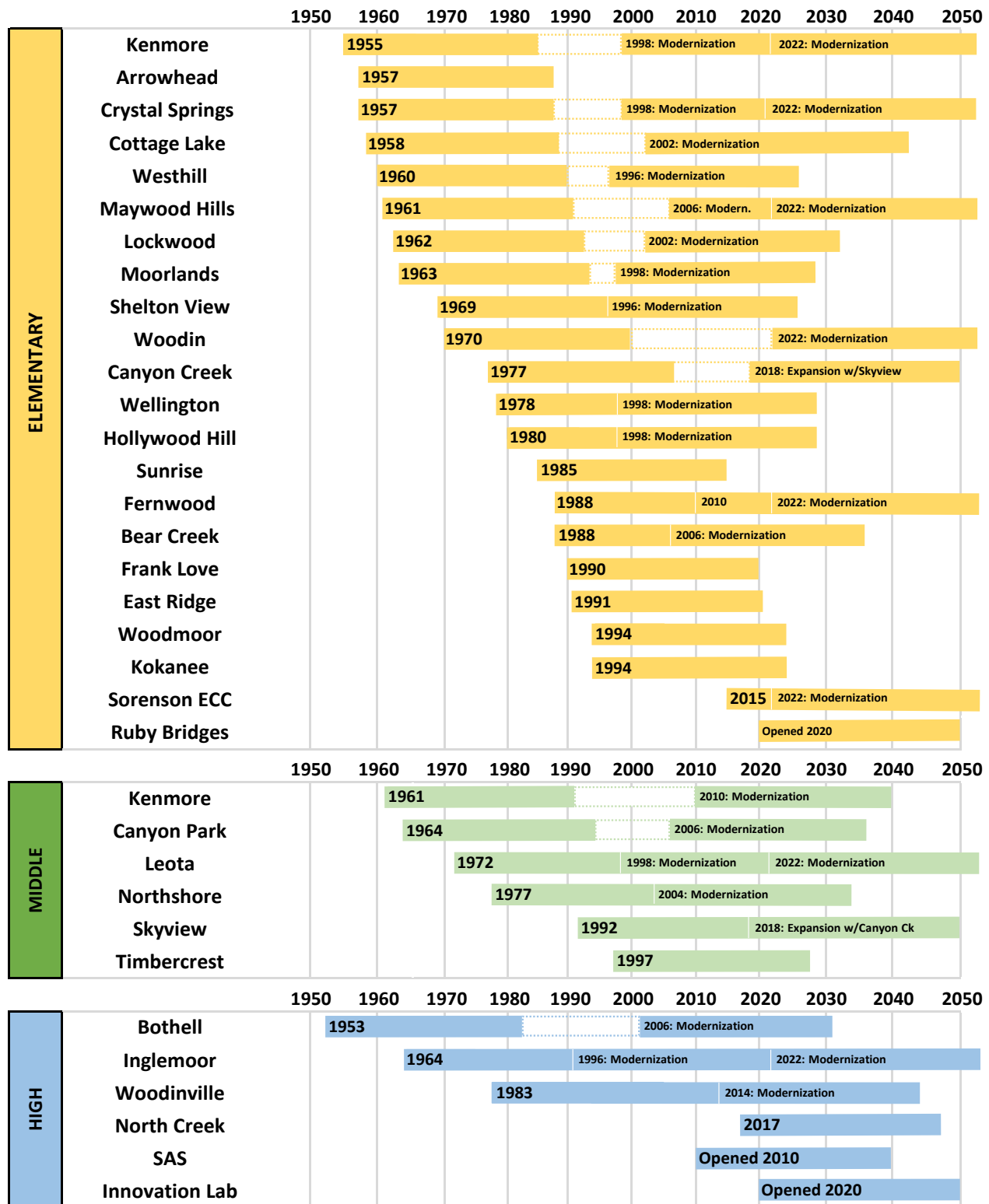
Capacity takes into consideration the specific programs that take place in each of the classrooms in a school every year. For example, capacities in rooms utilized for programs such as special education would reflect the defined service levels (**Table 3.2**), ranging from 8 to 26 students per room. Because of the need to provide planning time and space for teacher preparation or other required services, some facilities will only support a capacity utilization of 85%. In secondary schools, the utilization percentage may be higher. Capacities are updated annually in the CFP to reflect current program needs and classroom utilization.

Schools

Table 4.1 Illustrates the age of each school, the dates of modernizations and added capacity, and the historical timeline. **Table 4.2** shows the District's permanent and portable instructional student capacity for the 2021-22 school year.

Historical Timeline of School Construction and Modernization

Table 4.1



2021-22 Instructional Capacity Inventory
Table 4.2

	Permanent Instructional Capacity	# of Instructional Portables	Total # of Portables	Portable Instructional Capacity	Instructional Portable % of Total Capacity	Total Instructional Capacity
Elementary						
Arrowhead	330	0	0	72	17.9	402
Bear Creek*						
Canyon Creek	856	12	12	240	21.9	1096
Cottage Lake	378	0	0	0	0	378
Crystal Springs	400	8	10	192	32.4	592
East Ridge	426	0	0	0	0	426
Fernwood	492	14	18	336	40.6	828
Frank Love	350	10	14	240	40.7	590
Hollywood Hill	428	0	0	0	0	428
Kenmore	330	5	9	144	30.4	474
Kokanee	446	15	12	264	37.2	710
Lockwood	544	4	6	96	15.0	640
Maywood Hills	400	8	10	216	35.1	616
Moorlands	568	10	9	216	27.6	784
Ruby Bridges	568	0	0	0	0	568
Shelton View	426	1	4	48	10.1	474
Sorenson ECC**		2	2			
Sunrise	452	0	0	24	5.0	476
Wellington	450	0	0	72	13.8	522
Westhill	328	7	9	168	33.9	496
Woodin	424	4	6	120	22.1	544
Woodmoor	688	0	0	0	0	688
Elementary Totals	9,284	100	121	2,448	20.9	11,732
Middle School						
Canyon Park	884	4		104	11.7	988
Kenmore	796	1		26	3.0	822
Leota	774	7	7	182	23.5	956
Northshore	862	4		104	12.0	966
Skyview	1,150	4		104	9.0	1,254
Timbercrest	796	0		0	0	796
Middle School Totals	5,262	20	7	520	9.87	5,782
High School						
Bothell	1,515	0	4			1,515
Inglemoor	1,338	6	6	156	11.6	1,494
North Creek	1,404	0				1,404
Woodinville	1,470	0				1,470
Innovation Lab	468	0				468
SAS	270	0				270
High School Total	6,465	6	10	156	2.4	6,621
K12 Totals	21,011	126	138	3,124	12.94%	24,135

**Sorenson Early Childhood Center serves students age 3-5 yrs and does not provide any capacity for K-5 grades;

*Bear Creek provides programs for the Northshore Family Partnerships/Northshore Network and does not provide regular capacity.

Relocatable Classroom Facilities (Portables)

Portable classrooms provide temporary/interim classroom space to house students until permanent facilities can be constructed and to prevent over-building of permanent capacity. Traditionally, NSD has aimed to keep its total capacity provided by portables at or below 10% to a maximum of 15% percent of its total capacity. This percentage fluctuates, impacted by growth and changes in instructional program needs.

Table 4.2 shows all instructional portables at each school. Not included in the interim classroom capacity are portables that are used for daycare, PTA, conference rooms/resource rooms, OT/PT, LAP, science or other labs, ASB, music or other non-instructional uses.

Portables are utilized to help achieve efficient facility utilization and balance economic costs while encouraging innovation and new approaches, particularly for non-core or pilot programs. The District regularly reassesses the need for portables as permanent capacity is built or other changes occur (such as revisions to instructional programs. At this time, NSD anticipates a continued need for portables as a part of the capacity solution. In some cases, portables may be moved from one grade band to another to address capacity needs. Future updates to the CFP will note any adjustments.

A typical portable classroom provides capacity for approximately 25 students at the elementary level or 26 at the secondary level. Portables are used to meet a variety of instructional needs. Of the 147 portable classrooms that the District owns, 121 are currently being used as classrooms for scheduled classes. The District's Enrollment Demographics Task Force (EDTF) has recommended that the District begin to phase out the increasing number of older portables as capacity allows, but with recent growth trends, the District continues to be reliant on this interim capacity. All portables are inspected regularly and upgraded as needed, or as systems require.

The lifespan of a portable is approximately 20 years and up to 25 years with aggressive maintenance. Portables have been an effective method for meeting capacity needs in a district that has experienced rapid increases in enrollment. At this time, the District's inventory is aging with 97 of the 147 portables the district owns having reached 20 years of service. By 2026, 97 portables will be 20 years or older. Although the current bond replaces 67 aging portables, total capacity at schools with portables will be impacted in the future as the need to retire aging portables increases.

Other Facilities

In addition to 34 school sites, the District owns and operates sites that provide transportation, administration, maintenance and operational support to schools. The District also holds undeveloped properties that were acquired for potential development of a facility for instructional use. An inventory of these facilities is provided in **Table 4-4** below.

Inventory of Support Facilities & Underdeveloped Land

Table 4.4

Facility Name	Building Area (Sq. Feet)	Site Size (Acres)
Administrative Center (Monte Villa)	49,000	5
Support Services Building	41,000	5
Warehouse	44,000	2
Transportation	39,000	9
20521 48 th Dr SE (includes Ruby Bridges ES and remaining undeveloped portion planned for a future school site)		33
19827 88 th Ave NE		10
18416 88 th Ave NE		50,011 sf
15215, 15123, 15127 84 th Ave NE & 8305 NE 153 rd St (4 parcels adjacent to Moorlands ES)		49,993 sf
Paradise Lake Site*		26
Wellington Hills Site**		104

*Note: Paradise Lake property is located in King County, outside the Urban Growth Area. In 2012, King County prohibited the siting of schools outside the UGA; although the property was purchased prior to that change, it is not currently useable as a potential school site.

**Note: The Wellington property is located in Snohomish County, adjacent to the Maltby Urban Growth Area. In 2015, a purchase and sale agreement was signed and entered into between Snohomish County and Northshore School District, but legal challenges ensued and closing of the property sale was delayed until October 2017. A settlement agreement was reached in 2019 and recorded under Snohomish County Recording No. 201906210221. The District has no active project at this site, nor are there definitive short or long-term plans for siting a school at this location.

Projected Facility Needs

Section 5

Planning History

In 2001, Northshore School District Board of Directors established a board policy to create a standing, community-based taskforce to study District-wide enrollment and demographic changes and the resulting impacts on school capacity needs, instructional programs, or other variables. The Enrollment Demographic Task Force (EDTF) examines enrollment projections, capacity considerations, student impacts, cost impacts, program needs, etc., and boundary adjustments based upon the above. The committee recommends potential solutions to the school board. If approved by the board, these recommended actions are implemented by the District and incorporated into the Capital Facilities Plan.

Using October 2021 enrollment figures, the District enrollment grew by over 1.5% or 1,134 new students during the previous six year period. The high school grade span has grown by over 740 new students in that time; an 11% increase. As noted above, October 2021 enrollment figures were down slightly due to the impacts of the pandemic but are expected to return to pre-2020 figures post-pandemic. To accommodate the District's growth, EDTF identified mitigation strategies (in order of priority) for the District to employ when addressing existing and future capacity needs (**Table 5.1**).

EDTF continues to monitor development and growth across the district and has noted that although development in some northern areas of the District is slowing down, development is increasing in the western and southern regions. EDTF applies capacity mitigation tools to ease overcrowding and balance enrollments where and when necessary, making recommendations to the Superintendent and School Board.

[Capacity Mitigation Tools](#)

Table 5.1

Shorter Lead Time
Utilize existing spaces more creatively
Adjust waiver policies
Adjust program placements
Move classes to schools with capacity
Move existing portables
Install new portables
Lease space
Longer Lead Time
Adjust service areas
Adjust feeder patterns
New construction
Acquire new property

Planned Improvements - Construction to Accommodate New Growth

The continued increase in enrollment has fully exhausted capacity increases from relocating building programs, portable additions, grade reconfiguration, and boundary changes. Growth continues to outpace school capacity. Growth has been concentrated in northern, central, and southern portions of NSD and is accelerating at the secondary level.

The \$425 million 2022 capital bond approved by voters includes eight new projects to add permanent capacity across the District at all grade levels. Note that the number of new permanent classrooms is an early planning estimate. The District will be spending the next year working with architects and contractors to develop specific plans for each site. NSD will also take into consideration recent and future growth within each school's boundaries to inform any potential changes to the number of proposed classrooms.

- Inglemoor High School (IHS)
 - IHS currently has 6 portables on site. 5 portables are used for regular instruction and 1 is used for SPED instruction. The modernization project proposes replacing the 6 portables on site with permanent classrooms, and adding 10 additional permanent classrooms. Also proposed are a new athletic support space, a new commons, and a new main office complex to support increased capacity.
- Leota Middle School (LMS)
 - LMS currently has 7 portables on site. 4 portables are used for regular classroom instruction, 1 is used for SPED instruction, and 2 are for auxiliary classes. The modernization project proposes replacing the 7 portables with permanent classrooms, and adding 5 additional permanent classrooms. Also proposed are a new gym, commons, main office complex and improved site circulation to support increased capacity.
- Kenmore Elementary School
 - Kenmore currently has 9 portables on site. 5 portables are used for regular instruction. 4 are used for specialists and programs. The modernization project
 - proposes replacing the 9 portables with permanent classrooms, adding 2 additional permanent classrooms. Also proposed are a new gym, commons, main office complex, a fully inclusive playground, and improved site circulation to support increased capacity.
- Crystal Springs Elementary School
 - Crystal Springs currently has 10 portables on site. 8 portables are used for regular classroom instruction. 2 are used for specialists and programs. The modernization project proposes replacing those 10 portables with permanent classrooms, adding 2 additional permanent classrooms. Also proposed are a new gym, a fully inclusive playground, and improved site circulation to support increased capacity.

- Fernwood Elementary School
 - Fernwood currently has 18 portables on site. 14 are used for regular classroom instruction. 1 is a restroom portable. 3 are used for specialists and programs. The modernization project proposes replacing those 18 portables with permanent classrooms, adding 3 additional permanent classrooms including the conversion of the restroom portable to a classroom. Also proposed are an inclusive playground and improved site circulation to support increased capacity.
- Maywood Hills Elementary School
 - Maywood Hills currently has 10 portables on site. 8 are used for regular classroom instruction. 2 are used for specialists and programs. The modernization project proposes replacing those 10 portables with permanent classrooms, and adding 2 additional permanent classrooms. Also proposed are a new gym, a fully inclusive playground, and improved site circulation to support increased capacity.
- Woodin Elementary School
 - Woodin currently has 6 portables on site. 4 are used for regular classroom instruction. 2 are used for specialists and programs. The modernization project proposes replacing those 6 portables with permanent classrooms, and adding 6 additional permanent classrooms. Also proposed are a fully inclusive playground and improved site circulation to support increased capacity.
- Sorenson Early Childhood Center (SECC)
 - SECC currently has 2 portables on site. Both are used for regular instruction. The modernization project proposes replacing those 2 portables with permanent classrooms, and adding 6 additional permanent classrooms. Also proposed are a fully inclusive playground to support increased capacity.

Long-term projections from 2021 – 2031 indicate growth of 971 new students, with fluctuation of growth at all grade levels, by 2031. The District will continue to monitor the factors that shape our capacity needs, i.e.; statewide legislative changes, instructional delivery requirements, the economy, changes in planned land use, changes in mandated program requirements, equitable access to programs, building permit activity, and birth rates, in order to help ensure needed instructional space is available when/where needed and will pursue additional land acquisition should construction of additional sites be necessary to accommodate those needs. Future updates to this CFP will include relevant information.

Table 5.2 summarizes the schools that will be undergoing construction as a result of the 2022 bond. Each project will include both capacity for growth and modernization of key systems and structures.

[Planned Construction Projects](#) **Table 5.2**

Growth Projects	Estimated Completion Date	Projected Student Capacity Added
Partial renovations and permanent capacity additions to Crystal Springs, Fernwood, Kenmore, Maywood Hills, and Woodin Elementary	2025	1,608
Construct and equip Part 1 of Leota Middle School phased replacement	2026	312
Construct and equip Part 1 of Inglemoor High School phased replacement	2026	416
Classroom addition at Sorenson Early Childhood Center	2025	128

Portable Location Adjustments

Where growth results in capacity deficits at a specific grade band, portables may be relocated from one grade band to another to assist with meeting enrollment projections. In addition, the District may adjust program space within permanent facilities to move programs to portables to free up space in permanent facilities for additional regular student capacity. See **Section 4** for more detail regarding portables.

Capacity Analysis

The District's six-year capacity analysis, considering projected enrollment and planned new capacity, is shown in **Table 5.3**. As with any long-term projections, many assumptions and estimates on housing must be made, increasing the risk associated with the accuracy of enrollment forecasts. However, NSD has trended above mid-range projections in years past, and with a continuing strong real estate and development market, the District will plan for continued growth as projected.

NSD is in a planning year for the modernizations of 8 school sites. Estimated capacities for each site are used in this CFP. Adjustments may be made to capacities during planning in response to updated development data within a school's boundary area, and/or other needs that impact enrollment and capacity.

School Enrollment and Instructional Classroom Capacity

Table 5.3

	2021-22*	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Elementary Enrollment	10,212	10,297	10,469	10,506	10,571	10,655	10,603
Permanent Capacity - Existing	9,284	9,284	9,284	9,284	10,340	10,892	10,892
New Permanent Capacity - Crystal Springs				288			
New Permanent Capacity - Fernwood				480			
New Permanent Capacity - Kenmore					264		
New Permanent Capacity - Maywood Hills					288		
New Permanent Capacity - Woodin				288			
Capacity in Portables	2,448	2,448	2,448	1,632	1,176	1,176	1,176
Total Capacity including Portables	11,732	11,732	11,732	11,972	12,068	12,068	12,068
Permanent Capacity over/(short)	(928)	(1,013)	(1,185)	(166)	321	237	289
Total Capacity w/Portables over/(short)	1,520	1,435	1,263	1,466	1,497	1,413	1,465
Middle School Enrollment	5,322	5,280	5,311	5,344	5,411	5,396	5,499
Permanent Capacity – Existing	5,262	5,262	5,262	5,262	5,574	5,574	5,574
New Permanent Capacity – Leota				312			
Capacity in Portables	520	520	520	338	338	338	338
Total Capacity including Portables	5,782	5,782	5,782	5,912	5,912	5,912	5,912
Permanent Capacity over/(short)	(60)	(18)	(49)	230	163	178	75
Total Capacity w/Portables over/(short)	460	502	471	568	501	516	446
High School Enrollment	6,885	6,974	6,992	7,002	7,017	7,009	7,110
Permanent Capacity -Existing	6,465	6,465	6,465	6,465	6,465	6,881	6,881
New Permanent Capacity - Inglesmoor					416		
Capacity in Portables	156	156	156	156	0	0	0
Total Capacity including Portables	6,621	6,621	6,621	6,621	6,881	6,881	6,881
Permanent Capacity over/(short)	(420)	(509)	(527)	(537)	(136)	(128)	(229)
Total Capacity w/Portables over/(short)	(264)	(353)	(371)	(381)	(136)	(128)	(229)
Total Enrollment	22,419	22,551	22,772	22,852	22,999	23,060	23,212
Permanent Capacity – Existing	21,011	21,011	21,011	21,011	22,379	23,347	23,347
Capacity in New Permanent Facilities				1,368	968		
Capacity in Portables	3,124	3,124	3,124	2,126	1,514	1,514	1,514
Total Capacity including Portables	24,135	24,135	24,135	24,505	24,861	24,861	24,861
Permanent Capacity over/(short)	(1,408)	(1,540)	(1,761)	(1,841)	(620)	287	135
Total Capacity with Portables over/(short)	1,716	1,584	1,363	1,653	2,200	1,801	1,650

*Actual October 2021 enrollment

This table does not include new or relocated portable facilities over the six-year planning period; it also does not include the addition of permanent capacity at Sorenson Early Childhood Center.

For long-term planning purposes, a ten-year capacity analysis can be created. **Table 5.4** utilizes demographers' 10-year NSD forecast to create the best possible projection given the data available to us. Note that the longer the period of time that a forecast covers, the less accurate it becomes. Factors such as unforeseen changes in population and development may impact actual results. An example of this is the recent COVID-10 pandemic and the influence it has had on demographic and development trends in school districts, including NSD.

Year 2031 – Long-term Forecast of Enrollment and Instructional Capacity

Table 5.4

Assumes added new capacity projects included in this CFP but no future near-term planning in process and no adjustment of portable facilities.

Grade Level	Enrollment	Permanent Capacity	Total Capacity	Permanent surplus/(short)	Total surplus/(short)
Elementary	10,231	9,284	11,732	(947)	1,501
Middle School	5,558	5,262	5,782	(296)	224
High School	7,601	6,465	6,621	(1,136)	(980)
Total	23,390	21,011	24,135	(2,379)	745

Planned Improvements – Existing Facilities (Building Improvement Program)

In a number of sites (not identified for additional capacity in the 2022 bond) where the existing facility layout (building envelope) meets instructional needs and building structural integrity is good, individual building systems (such as HVAC, mechanical, flooring, roofing) are identified for replacement or modernization to extend the life of the overall site and ensure optimal learning environment for students. NSD continues to implement building improvement projects funded as a part of the 2018 Bond, and is currently planning implementation of improvements identified within the 2022 capital bond. See **Table 6.1** in Section 6.

Capital Facilities Financing Plan

Section 6

Funding of school facilities is typically secured from a number of sources including voter-approved bonds, state matching funds, impact fees, and mitigation payments. Each of these funding sources are discussed below.

General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond issue. Bonds are sold as necessary to generate revenue. They are then retired through collection of property taxes. The District's Board of Directors, upon the recommendation of the Capital Bond Planning Task Force, sent a \$425 million bond measure to the voters in February 2022 to provide funding for growth-related projects included in this Capital Facilities Plan, as well as other District-wide building improvement or capital infrastructure needs. The voters approved the bond measure by 61.2%.

State School Construction Assistance

State financial assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from state school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation funds or the Superintendent of Public Instruction can prioritize projects for funding.

State financial assistance is available for qualifying school construction projects, however these funds may not be received until two to three years after a matched project has been completed. This requires the District to finance the complete project with local funds. Site acquisition and site improvements are not eligible to receive matching funds. These funds, as with all state funded programs, have been reduced, and given the current state budget, could be eliminated or eligibility criteria and funding formulas revised. Eligibility for state match is continually reviewed. Future updates to this plan will include updated information, as it becomes available.

Impact Fees
(See Section 7 for background, detail, and methodology)

The Washington State Growth Management Act (GMA) authorizes cities and counties that plan under RCW 36.70A.040 to collect impact fees to supplement funding of additional system improvements (e.g., public facilities such as schools) needed to accommodate growth from new development. The statute is clear that the financing of needed public facilities to serve growth cannot be funded solely by impact fees but rather must be balanced with other sources of public funds.

Budget and Financing Plan

Table 6.1 is a summary of the budget that supports the Capital Facilities Plan. Each project budget represents the total project costs which include; construction, taxes, planning, architectural and engineering services, permitting, environmental impact mitigation, construction testing and inspection, furnishings and equipment, escalation, and contingency. The table also identifies 2022 and future planned expenditures. It does not include project expenditures from previous years.

8-Year Capital Facilities Expenditures Finance Plan
Table 6.1

\$\$ in MILLIONS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
PROJECTS ADDING CAPACITY								
Inglemoor HS Concert Hall & Classrooms*	17.0							
SMS/CC Elem & MS Capacity Addition*	1.0							
Ruby Bridges Elementary (Maltby)*	1.0							
Innovation Lab High School (not bond funded)*	0.1							
Inglemoor High School Modernization*		5.0	60.0	30.0	5.0			
Leota Middle School Modernization*		3.0	36.0	18.0	3.0			
Crystal Springs Elementary Modernization*		1.5	18.5	9.2	1.5			
Fernwood Elementary Modernization*		1.5	18.5	9.2	1.5			
Kenmore Elementary Modernization*		1.5	18.5	9.2	1.5			
Maywood Hills Elementary Modernization*		1.9	22.2	11.1	1.9			
Woodin Elementary Modernization*		1.5	18.5	9.2	1.5			
Sorenson Early Childhood Center Modernization		0.6	7.2	3.6	0.6			
Future Middle School*					1.0	5.0	60.0	30.0
TOTAL PROJECTS ADDING CAPACITY	19.1	16.5	199.4	99.5	17.5	5.0	60.0	30.0
PROJECTS NOT ADDING CAPACITY								
Building Improvement Program	5.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Technology	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Fields/Inclusive Learning	1.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Code Compliance/Small Works	2.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Site Purchase/Circulation	2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Overhead/Bond Expenses	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Security	1.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
TOTAL PROJECTS NOT ADDING CAPACITY	15.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0
TOTAL PROJECT EXPENDITURES	34.1	39.5	222.4	122.5	40.5	28.0	83.0	53.0

* Signifies schools with growth-related capacity improvements and eligible for funding with impact fee revenue. Listed modernization projects include added permanent capacity for growth.

Note: Costs for Inglemoor High School do not reflect expenses from years prior to 2021-22. Total project cost is \$110M.

Impact Fees

Section 7

School Impact Fees under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate growth/new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands. The basic underlying assumption is that growth pays for growth.

Enrollment declines beginning around 2002 kept NSD from meeting the required eligibility criteria to collect school impact fees. The District is spread across two counties and also across the urban growth boundary. While development picked up on the north end of NSD, there was still ample capacity in the southeast area of the District. Because of the statutes and ordinances governing school district eligibility criteria to be able to collect school impact fees, NSD was not able to re-establish eligibility for collection of school impact fees until 2016. King County and the cities of Bothell, Kenmore, and Woodinville have all adopted the District's 2021 CFP and are collecting impact fees identified in that plan. Snohomish County adopted the District's 2020 CFP and is collecting impact fees associated with that plan. We anticipate all the above jurisdictions to consider and adopt this 2022 CFP this fall either as part of their regular budget cycle.

Methodology and Variables Used to Calculate School Impact Fees

Impact fees may be calculated based on the District's cost per dwelling unit to purchase/acquire land for school sites, make site improvements, construct schools and purchase/install temporary facilities (portables), all for purposes of growth-related needs. The costs of projects that do not add growth-related capacity are not included in the impact fee calculations. The impact fee formula calculates a "cost per dwelling unit". New capacity construction costs addressing NSD's growth-related needs, are used in the calculation

A student factor (or student generation rate) is used to identify the average cost per NEW dwelling unit by measuring the average number of students generated by each NEW (sold and occupied) housing type (single family dwelling units, townhomes, and multi-family dwelling units). The student generation rate used is an actual generation of students by grade level that came from new development over a period of five (5) years. NSD updated its student factor for both single family and multi-family and townhome units in early 2022. The townhome generation factor will be new with this 2022 plan. The student factor analysis for NSD is included in **Appendix A**. The student factors in Appendix A are based on all newly constructed, sold, and occupied units.

The District's student-generation rate for multi-family dwelling units is much lower than the

student generation rate for single-family homes. As available land for single family development is beginning to be constrained, and multi-family development – most notably townhomes, is increasing, we anticipate continued increases in student generation rates from those units over time. In particular, the District’s student generation rates, when isolated for townhomes only, show that more students are residing in those units than in traditional multi-family units. NSD is requesting that each jurisdiction, if necessary, consider amendments to the school impact fee ordinance to recognize the impacts of townhome units as different from apartments and condominium units.

As required under GMA, credits are applied for State School Construction Assistance Funds to be reimbursed to the District, where expected, and projected future property taxes to be paid by the dwelling unit toward a capital bond/levy funding the capacity improvement. Formula driven fees are identified in **Appendix B**.

Snohomish County Code (30.66C) and King County Code (21A.43) establish each jurisdiction’s authority to collect school impact fees on behalf of the District. The formula for calculating impact fees is substantively identical in each code (with one exception that Snohomish County has separate fees for Multi-Family Units with 1 bedroom or less and Multi-Family Units with 2+ bedrooms). The codes of each of the cities are similar to those of the counties. These codes establish the conditions, restrictions, and criteria for eligibility to collect impact fees. Both counties define a school district’s “service area” to be the total geographic boundaries of the school district.

NSD updates the Capital Facilities Plan on an annual basis and carefully monitors enrollment projections against capacity needs. If legally supportable, the District requests its local jurisdictions to collect impact fees on behalf of NSD.

The impact fees requested in this year’s Capital Facilities Plan are based on growth related construction projects, including added permanent capacity at: Inglemoor High School (416), Leota Middle School (312), Kenmore Elementary (264), Crystal Springs Elementary (288), Fernwood Elementary (480), Maywood Hills Elementary (288), and Woodin Elementary (288).

Proposed School Impact Fees
 Snohomish County, City of Woodinville^

Single Family Units	\$17,963
Townhome Units	\$7,152
Multi-Family Units – 2+ Bedrooms	\$0

School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes.

^The District does not request that Snohomish County adopt a MF 1 bedroom/less fee on its behalf.

Proposed School Impact Fees
 King County, Bothell, Kenmore*

Single Family Units	\$17,963
Multi-Family Units (incl. Townhomes)	\$2,625

School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes.

*If Bothell or Kenmore determine the Snohomish County model, segregating townhomes separately from other multi-family units, then the Snohomish County fee proposal applies.

Factors for Impact Fee Calculations

Student Generation Factors: Single Family

Elementary	0.341
Middle	0.124
High	0.138
K-12	0.604

Student Generation Factors: Multi-Family

Elementary	0.076
Middle	0.026
High	0.026
K-12	0.128

Student Generation Factors: Townhomes

Elementary	0.238
Middle	0.072
High	0.070
K-12	0.380

Student Generation Factors: Apartments

Elementary	0.018
Middle	0.010
High	0.010
K-12	0.038

Projected New Capacity

Inglemoor High School (416)
Leota Middle School (312)
Kenmore Elementary (264)
Fernwood Elementary (480)
Crystal Springs Elementary (288)
Maywood Hills Elementary (288)
Woodin Elementary (288)

Capacity/Construction Costs (in millions)

Inglemoor High School	\$110
Leota Middle School	\$60
Kenmore Elementary	\$30.7
Fernwood Elementary	\$30.7
Crystal Springs Elementary	\$30.7
Maywood Hills Elementary	\$37.1
Woodin Elementary	\$30.7

Capacity/New Property Costs

\$0.00

Temporary Facility Capacity Costs

\$0.00

(Portable costs not included in the formula)

Permanent Facility Square Footage

94.55%

Temporary Facility Square Footage

5.45%

School Construction Assistance Program Credit

Current SCAP percentage	42.18%
Current Construction Cost Allocation	246.83
OSPI Sq/Ft/Student	
ES:	90
MS:	108
HS:	130

Tax Payment Credit

Single Family AAV	\$1,405,644
Multi-Family Unit AAV	\$464,849

Debt Service Rate

Current/\$1,000	\$1.47967
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GO Bond Interest Rate – Bond Buyer Index

Avg – Feb. 2022	\$2.45
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Developer Provided Sites/Facilities

None

APPENDIX A**2022 Student Generation Factors from New Development**

All Units Constructed 2016 - 2020 (5 years)

Grade	Single-Family 2,574 Units		Multi-Family 3,296 Units	
	Students	Factor	Students	Factor
K	157	0.061	39	0.012
1	143	0.056	48	0.015
2	163	0.063	40	0.012
3	161	0.063	37	0.011
4	135	0.052	40	0.012
5	119	0.046	46	0.014
6	110	0.043	31	0.009
7	119	0.046	23	0.007
8	91	0.035	32	0.010
9	103	0.040	25	0.008
10	91	0.035	30	0.009
11	81	0.031	16	0.005
12	81	0.031	14	0.004
K-5	878	0.341	250	0.076
6-8	320	0.124	86	0.026
9-12	356	0.138	85	0.026
K-12	1,554	0.604	421	0.128

Grade	Townhome 866 Units		Apartments 2,430 Units	
	Students	Factor	Students	Factor
K	31	0.036	8	0.003
1	42	0.048	6	0.002
2	31	0.036	9	0.004
3	28	0.032	9	0.004
4	32	0.037	8	0.003
5	42	0.048	4	0.002
6	23	0.027	8	0.003
7	18	0.021	5	0.002
8	21	0.024	11	0.005
9	21	0.024	4	0.002
10	17	0.020	13	0.005
11	13	0.015	3	0.001
12	10	0.012	4	0.002
K-5	206	0.238	44	0.018
6-8	62	0.072	24	0.010
9-12	61	0.070	24	0.010
K-12	329	0.380	92	0.038

APPENDIX B.1

School Impact Fee Calculation: **Single Family Dwelling Unit**
Northshore School District, 2022 CFP

School Impact Fee Calculation - Single Family Dwelling Unit
Northshore School District 2022 CFP

School Site Acquisition Cost:

	<u>Site Size Acreage</u>	<u>Cost/ Acre</u>	<u>Facility Size</u>	<u>Site Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFDU</u>
Elementary	0	\$0	1608	\$0	0.3410	\$0
Middle	0	\$0	312	\$0	0.1240	\$0
Senior	0	\$0	416	\$0	0.1380	\$0
TOTAL						\$0

School Construction Cost:

	<u>Sq. Ft. % Permanent</u>	<u>Facility Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFDU</u>
Elementary	94.55%	\$109,900,000	1608	\$68,346	0.3410	\$22,036
Middle	94.55%	\$42,000,000	312	\$134,615	0.1240	\$15,783
Senior	94.55%	\$70,000,000	416	\$168,269	0.1380	\$21,956
TOTAL						\$59,774

Temporary Facility Cost:

	<u>Sq. Ft. % Temporary</u>	<u>Facility Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFDU</u>
Elementary	5.45%	\$0	25	\$0	0.3410	\$0
Middle	5.45%	\$0	25	\$0	0.1240	\$0
Senior	5.45%	\$0	25	\$0	0.1380	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:

	<u>Const Cost Allocation</u>	<u>OSPI Sq. Ft./ Student</u>	<u>Funding Assistance</u>	<u>Credit/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFDU</u>
Elementary	246.83	90.0	42.18%	\$9,370	0.3410	\$3,195
Middle	246.83	108.0	42.18%	\$11,244	0.1240	\$1,394
Senior	246.83	130.0	42.18%	\$13,535	0.1380	\$1,868
TOTAL						\$6,457

School Impact Fee Calculation - Single Family Dwelling Unit
Northshore School District 2022 CFP

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$1,405,649
Current Capital Levy Rate/\$1000	\$1.41
Annual Tax Payment	\$1,981.80
Years Amortized	10
Current Bond Interest Rate	2.45%
 Present Value of Revenue Stream	 \$17,390

Impact Fee Summary - Single Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$59,774
Temporary Facility Cost	\$0
State SCFA Credit	(\$6,457)
Tax Payment Credit	(\$17,390)
 Unfunded Need	 \$35,927
 50% Required Adjustment	 \$17,963
 Single Family Impact Fee	 \$17,963

APPENDIX B.2

School Impact Fee Calculation: **Townhome Dwelling Unit**
Northshore School District, 2022 CFP

School Impact Fee Calculation - Townhomes
Northshore School District 2022 CFP

School Site Acquisition Cost:

	<u>Site Size Acreage</u>	<u>Cost/ Acre</u>	<u>Facility Size</u>	<u>Site Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ THDU</u>
Elementary	0	\$0	1608	\$0	0.2380	\$0
Middle	0	\$0	312	\$0	0.0720	\$0
Senior	0	\$0	416	\$0	0.0700	\$0
					TOTAL	\$0

School Construction Cost:

	<u>Sq. Ft. % Permanent</u>	<u>Facility Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ THDU</u>
Elementary	94.55%	\$109,900,000	1608	\$68,346	0.2380	\$15,380
Middle	94.55%	\$42,000,000	312	\$134,615	0.0720	\$9,164
Senior	94.55%	\$70,000,000	416	\$168,269	0.0700	\$11,137
					TOTAL	\$35,681

Temporary Facility Cost:

	<u>Sq. Ft. % Temporary</u>	<u>Facility Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ THDU</u>
Elementary	5.45%	\$0	25	\$0	0.2380	\$0
Middle	5.45%	\$0	25	\$0	0.0720	\$0
Senior	5.45%	\$0	25	\$0	0.0700	\$0
					TOTAL	\$0

State School Construction Funding Assistance Credit:

	<u>Const Cost Allocation</u>	<u>OSPI Sq. Ft./ Student</u>	<u>Funding Assistance</u>	<u>Credit/ Student</u>	<u>Student Factor</u>	<u>Cost/ THDU</u>
Elementary	246.83	90.0	42.18%	\$9,370	0.2380	\$2,230
Middle	246.83	108.0	42.18%	\$11,244	0.0720	\$810
Senior	246.83	130.0	42.18%	\$13,535	0.0700	\$947
					TOTAL	\$3,987

School Impact Fee Calculation - Townhomes
Northshore School District 2022 CFP

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$1,405,649
Current Capital Levy Rate/\$1000	\$1.41
Annual Tax Payment	\$1,981.80
Years Amortized	10
Current Bond Interest Rate	2.45%
 Present Value of Revenue Stream	 \$17,390

Impact Fee Summary - Townhome Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$35,681
Temporary Facility Cost	\$0
State SCFA Credit	(\$3,987)
Tax Payment Credit	(\$17,390)
 Unfunded Need	 \$14,304
 50% Required Adjustment	 \$7,152
 Townhome Impact Fee	 \$7,152

APPENDIX B.3

**School Impact Fee Calculation: Multi-Family Dwelling Unit
(Townhome, Apartment, Condo blend)**

Northshore School District, 2022 CFP

School Impact Fee Calculation - Multi-Family Dwelling Unit

Northshore School District 2022 CFP
(Townhomes, Apartments, Condos)

School Site Acquisition Cost:

	<u>Site Size Acreage</u>	<u>Cost/ Acre</u>	<u>Facility Size</u>	<u>Site Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFDU</u>
Elementary	0	\$0	1608	\$0	0.0760	\$0
Middle	0	\$0	312	\$0	0.0260	\$0
Senior	0	\$0	416	\$0	0.0260	\$0
TOTAL						\$0

School Construction Cost:

	<u>Sq. Ft. % Permanent</u>	<u>Facility Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFDU</u>
Elementary	94.55%	\$109,900,000	1608	\$68,346	0.0760	\$4,911
Middle	94.55%	\$42,000,000	312	\$134,615	0.0260	\$3,309
Senior	94.55%	\$70,000,000	416	\$168,269	0.0260	\$4,137
TOTAL						\$12,357

Temporary Facility Cost:

	<u>Sq. Ft. % Temporary</u>	<u>Facility Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFDU</u>
Elementary	5.45%	\$0	25	\$0	0.0760	\$0
Middle	5.45%	\$0	25	\$0	0.0260	\$0
Senior	5.45%	\$0	25	\$0	0.0260	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:

	<u>Const Cost Allocation</u>	<u>OSPI Sq. Ft./ Student</u>	<u>Funding Assistance</u>	<u>Credit/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFDU</u>
Elementary	246.83	90.0	42.18%	\$9,370	0.0760	\$712
Middle	246.83	108.0	42.18%	\$11,244	0.0260	\$292
Senior	246.82	130.0	42.18%	\$13,534	0.0260	\$352
TOTAL						\$1,356

School Impact Fee Calculation - Multi-Family Dwelling Unit
Northshore School District 2022 CFP
(Townhomes, Apartments, Condos)

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$464,849
Current Capital Levy Rate/\$1000	\$1.41
Annual Tax Payment	\$655.38
Years Amortized	10
Current Bond Interest Rate	2.45%
Present Value of Revenue Stream	\$5,751

Impact Fee Summary - Multi-Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$12,357
Temporary Facility Cost	\$0
State SCFA Credit	(\$1,356)
Tax Payment Credit	(\$5,751)
Unfunded Need	\$5,250
50% Required Adjustment	\$2,625

Multi-Family Impact Fee	\$2,625
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CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 18-315

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY SURFACE
WATER MANAGEMENT PROGRAM ANNUAL SERVICE
CHARGES, AND REPEALING RESOLUTION NO. 08-160.**

WHEREAS, KMC 13.30.010 establishes the City of Kenmore's surface water utility, and KMC 13.40.010 establishes the City's surface water management program; and

WHEREAS, KMC 13.40.050.A provides that the City Council shall determine the service charge revenue needs of the surface water management program, and shall impose annual service charges on all developed property in the City, pursuant to City Council resolution; and

WHEREAS, by Resolution No. 08-160, adopted on November 24, 2008, the City Council established annual service charges for the surface water management program; and

WHEREAS, the City has updated the surface water management program to respond to drainage capital needs, to address flooding and water quality problems, and to consider the 2000 Puget Sound Water Quality Management Plan, the 2007, 2012, 2013 and 2019 NPDES Phase II Municipal Stormwater Permits, the 2006 Swamp Creek Fecal Coliform Bacteria Total Maximum Daily Load Water Quality Improvement Report and Implementation Plan, the Underground Injection Control Rule, and the Endangered Species Act and associated Watershed and Salmon Recovery Plans; and

WHEREAS, current surface water management program annual service charges are insufficient to generate the annual income needed to develop and implement the updated surface water management program, requiring an increase in the annual service charges as set forth in this resolution; and

WHEREAS, the City Council held a public hearing on November 19, 2018 to receive public testimony and consider adoption of increased annual service charges;

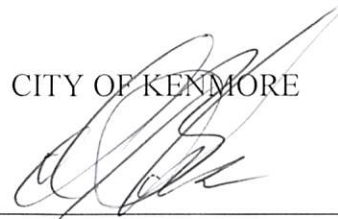
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE as follows:

Section 1. The City Council adopts the City of Kenmore Surface Water Management Program Annual Service Charges attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Resolution No. 08-160 is repealed.

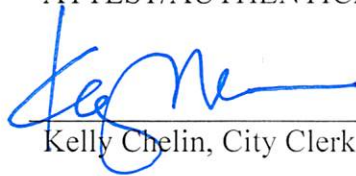
PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26TH DAY OF NOVEMBER, 2018.

CITY OF KENMORE



Mayor David Baker

ATTEST/AUTHENTICATED:



Kelly Chelin, City Clerk

Exhibit A

City of Kenmore Surface Water Management Program Annual Service Charges							
Class	Impervious Area	Annual Rates					
		2019	2020	2021	2022	2023	2024
Residential ^A	NA	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Very Light ^A	0 to ≤ 10%	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Light	> 10% to ≤ 20%	\$ 513.38	\$ 664.16	\$ 690.73	\$ 718.35	\$ 747.09	\$ 776.97
Moderate	> 20% to ≤ 45%	\$ 1,090.95	\$ 1,439.01	\$ 1,496.57	\$ 1,556.44	\$ 1,618.69	\$ 1,683.44
Moderately Heavy	> 45% to ≤ 65%	\$ 1,957.28	\$ 2,435.25	\$ 2,532.66	\$ 2,633.97	\$ 2,739.33	\$ 2,848.90
Heavy	> 65% to ≤ 85%	\$ 2,582.95	\$ 3,320.80	\$ 3,453.63	\$ 3,591.77	\$ 3,735.45	\$ 3,884.86
Very Heavy	> 85% to ≤ 100%	\$ 3,272.82	\$ 4,095.65	\$ 4,259.48	\$ 4,429.86	\$ 4,607.05	\$ 4,791.33
County Roads	NA						
State Highways	NA						

^A Rate is per parcel; all other rates are per acre

City of Kenmore, Washington

2022 Fee Schedule



Resolution No. 21-370

Effective Date: January 1, 2022

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Note: A plus sign (+) in the margin of the fee schedule indicates a change from the previous schedule

1. Business Registration and Licenses

Business Registration	2022 Fee
General Business - New Application for a new business	\$10
General Business - Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation - Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$90 for new or re-opened businesses, \$19 for new city registration and \$10 for renewals.	

Regulatory Business Licenses	
Adult Entertainment	
Device	\$50 each
Operator	\$500 per year
Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year \$100 per six months \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Marijuana Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

2. Code Enforcement

Code Enforcement	2022 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a Stop Work Order	\$500
Failure to perform Fire Watch	\$412/day
Violation of International Fire Code Section 109.4	\$255/day

Housing Code Enforcement	2022 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$128 each

Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	\$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	\$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	\$60 per hour
Notary Services	\$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

3. Comprehensive Plan and Development Regulation Amendments

Type	2022 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

4. Development Services

General Fees	2022 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	\$119
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate. Hourly fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%
For use of outside consultants for plan review and inspections	Actual Cost

Development Agreement	2022 Fee
Threshold review with City Council	\$213
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,315 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2022 Fee
Pre-application review fee	No fee

Zoning and Land-use	2022 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$924

\$100,001 - \$1,000,000 project value	\$2,945
> \$1,000,000 project value	\$2,945 + \$1,010 for each \$1M or portion thereof
Construction permit site plan review	\$115
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$514
> 1 – 2 site acres	\$932
> 2 site acres	\$932 + \$181 for each acre or portion over 2 thereof
Each plan revision review	\$360
Request for modification requiring public notice	\$134
Landscape and tree management inspections	
Landscape installation inspection	\$263
Landscape maintenance bond release inspection	\$208
Request for site specific rezone	\$2,729
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$2,002
SUP with public hearing	\$2,574
Daycare with 24 children or less	\$1,475
Request for time extension	\$92
Variances (including variances from KMC 18.55)	
Application review	\$1,464
Request for time extension	\$92
Boundary line adjustment	\$658
Communications facility application fee	\$1,569
Conditional Use permit (CUP)	\$4,337
Minor Adjustment	\$2,831
Major Adjustment	\$9,851
Accessory dwelling unit	\$460
Change of use (zoning only)	\$1,103
Land use inspections	Hourly
Reasonable use exception	\$1,428
Legal lot status request	\$424
Public agency and utility exception	\$1,428
Zoning letter inquiry/request	\$191
Design review	Hourly
Temporary Use Permit	\$766
+ Affordable Housing Monitoring Fee	\$50/unit
+ Multi-Family Tax Exemption (MFTE) Application	\$539
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$213, whichever is greater

Subdivision - Preliminary Application Review**2022 Fee**

Preliminary short subdivisions (9 lots or less)		
	Base fee	\$489
	Plus per lot	\$992
	Revision to approved preliminary	Hourly
	Short subdivision alteration	Hourly
	Request for time extension	\$92
Preliminary subdivisions (10 lots or more)		
	Base fee	\$1,468
	Plus per lot	\$1,201
	Major revision requiring new public hearing	\$2,719
	Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$813
	Request for time extension	\$92
	Subdivision alterations or subdivision vacations	
	With public hearing	\$3,421
	Without public hearing	\$1,660
+ Binding site plan		
	Final Binding Site Plan	\$2,618
	(building permit, as-built or site plan review-based plan)	
	Conceptual plan	\$4,819
	Revision to a preliminary approved plan	\$1,178
	Revision to a final binding site plan	\$1,309

Shoreline Management Permit	2022 Fee
Substantial development permit	
Total cost of proposed development:	
Up to and equal to \$100,000	\$1,895
Over \$100,000	Hourly
Single-family joint use dock	\$1,891
Shoreline conditional use permit	\$2,412
Shoreline variance	
Up to and equal to \$100,000 project value	\$2,412
>\$100,000 project value	Hourly
Shoreline re-designation	\$16,348
Shoreline review of other permits or approvals for conditions	\$360
Shoreline exemption	\$914
Supplemental fees	
Request for a time extension	\$92
Shoreline permit revision	Hourly
Surcharge when public hearing required	\$755
Permit compliance inspections	Hourly

Special Reviews	2022 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,671

After six hours	Hourly
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:	
Deposit – a percentage of total estimated cost	33%
All fixed and contract costs	Actual Cost
Staff preparation and review cost	Hourly
Critical areas review	
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).	
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:	
Site review base fee	\$1,446
Plus, per hour	Hourly
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:	
Site review base fee	\$1,446
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$429
Plus, per hour	Hourly
Review of mitigation plan compliance, per hour	Hourly
Critical areas inspection	Hourly
Inspection and monitoring, per hour	Hourly
Appeals	
Appeals to the hearing examiner from decisions of the City	\$128
Departmental review of non-departmental permits	Hourly
Review and monitoring of master drainage plans, per hour	Hourly

Engineering: General Permitting & Inspections	2022 Fee
Parking Review	
New or additional spaces	
First 0-25 spaces	\$27/each space
Next 26-50	\$24/each space
Next 51-75	\$20/each space
Next 76-150	\$20/each space
Anything above 150	\$13/each space
Minimum fee	\$344
Tree removal	\$85
Single-family drainage review	

Base Fee				\$277
Addition/rebuild drainage				\$341
New non-plat SFR drainage				\$787
Commercial/Multi-family drainage plan review				
Base Fee				\$663
Total distributed area				
0 – .50 site acre				\$1,305
.51 – 1 site acre				\$1,800
1.1 – 2 site acres				\$3,289
2.1 – 5 site acres				\$7,219
5.1 – 10 site acres				\$8,696
More than 10 acres				\$9,680
Traffic Impact Analysis review				
Level 1 (10 P.M. peak hour trips or less)				\$393
Level 2 (11-75 P.M. peak hour trips)				\$933
Level 3 (Over 75 P.M. peak hour trips)				\$1,867
Road standards/drainage standards variance				\$233
Wet season grading variance				Hourly
Small Project Grading permits:				
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.				\$349
Large Project Grading permits				
Disturbed Area	Base fee		Per acre	
Up to 1 acre	\$205	+		\$917.72
>1 acre	\$444	+		\$688.01
Grading plan revision				Hourly
Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)				
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.				
Annual Volume Table				
Volume deposited or removed	Base Fee		Per 100 cubic yards	
0 to 3,000 cubic yards	\$0	+		\$114.46
>3,000 to 10,000 cubic yards	\$2,974	+		\$19.26
>10,000 to 20,000 cubic yards	\$4,385	+		\$5.71
>20,000 to 40,000 cubic yards	\$4,991	+		\$2.80
>40,001 cubic yards	\$5,457	+		\$1.34
Reclamation bond release inspection				\$299
Re-inspection of non-bonded actions				\$261
Construction inspections (when associated to a Bond Quantity Worksheet)				
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond			
\$0 – \$30,000	\$248 + \$133 / \$1,000 bond			
>\$30,000 – 120,000	\$2,627+ \$57 / \$1,000 bond			
>\$120,000	\$7,807 + \$16 / \$1,000 bond			
Additional inspection after 1 year				Hourly

Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$537 + \$17.14 / \$1,000 bond
>\$30,000 – 120,000	\$897 + \$5.60 / \$1,000 bond
>\$120,000	\$1,360 + \$1.90 / \$1,000 bond

Engineering: Subdivision Plan Review and Inspections	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,433
Plus per lot	\$243
Short subdivision 5 to 9 lots	
Base fee	\$4,839
Plus per lot	\$243
Additional review in excess of initial fees	Hourly
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$7,241
Plus per lot	\$39
Subdivision 31 lots or more	
Base fee	\$7,827
Plus per lot	\$19
Revisions and re-submittals	
Each occurrence	\$138
Additional review in excess of initial fees	Hourly
Planned unit development engineering plan review	
30 units or less	
Base fee	\$7,241
Plus per lot	\$53
31 units or more	
Base fee	\$8,061
Plus per lot	\$27
Revisions and re-submittals	
Each occurrence	\$138
Additional review in excess of initial fees	Hourly
+ Conceptual binding site plan (including conceptual commercial binding site plan)	
Plan and profile base fee	\$4,533
Revisions and re-submittals	
Each occurrence	\$130
Additional review in excess of initial fees	Hourly
Construction inspections (when associated to a Bond Quantity Worksheet)	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
\$0 – \$30,000	\$248 + \$133 / \$1,000 bond
\$30,001 – 120,000	\$2,627 + \$57 / \$1,000 bond
\$120,000 or more	\$7,807 + \$16 / \$1,000 bond

Additional inspection after 1 year		Hourly
Subdivision final approval		
Final short subdivision 4 lots or less		\$2,241
Final short subdivision 5 to 9 lots		\$4,517
Final short subdivision alteration		\$833
Final subdivision 30 lots or less		
Base Fee		\$6,794
Plus per lot		\$81
Final subdivision 31 lots or more		
Base Fee		\$7,546
Plus per lot		\$55
Subdivision alteration		\$1,256
Modification of a recorded building envelope		\$630
Request for name change		\$224
Final planned unit development		\$5,283
Request for time extension		\$169
Request for name change		\$224
Final building site plan		\$3,592
Subdivision – post final fees		
Maintenance bond inspections		
Bond quantities worksheet amount	Initial fee + additional fee based on bond	
\$0 – \$30,000	\$537 + \$17.14 / \$1,000 bond	
>\$30,000 – 120,000	\$897 + \$5.60 / \$1,000 bond	
>\$120,000	\$1,360 + \$1.90 / \$1,000 bond	

Building Permits	
Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.	
Valuation Table	
Total Valuation	Fee
\$1 – \$500	\$28
>\$500 – \$2,000	\$28 for the first \$500 plus \$3.47 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$81 for the first \$2,000 plus \$16.22 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$457 for the first \$25,000 plus \$11.43 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$752 for the first \$50,000 plus \$7.96 for each additional \$1,000 or fraction thereof, to and including \$100,000.
>\$100,000 – \$500,000	\$1,159 for the first \$100,000 plus \$6.73 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$3,760 for the first \$500,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$6,541 for the first \$1,000,000 plus \$4.48 for each additional \$1,000 or fraction thereof.

Building plan review (except basic)	65% of the building permit
Building plan review (basic)	25% of the building permit
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	Hourly
Mobile Homes	
Mobile Home permit	\$965
Temporary mobile home permit	\$898
Temporary mobile home permit for hardship	\$965
Non-insignia mobile home inspection	\$771
Re-roof permits	
Single-family residential	\$215
Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	\$1,901
31 to 99 units	\$2,148
100 or more units	\$2,914
Plus per unit	\$323
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	\$424
Minimum housing or other code compliance	\$424
Relocation of structure	\$348
Demolition inspection	\$348
Re-inspection	Hourly
Inspection outside of normal hours	Overtime hourly
Inspection for which no fee is specifically indicate	Hourly
Extension and renewal (extension for final inspection only)	
Single-family residential	\$123
All other permits	\$123
State Building Code Council surcharge (effective July 1, 2018)	
Residential building permits	
Base Fee	\$6.50
Plus per unit	\$2.00
Commercial building permits	
Base Fee	\$25.00
Plus per unit	\$2.00

Plumbing Permits	
New single-family (one and two dwellings) and townhouses	\$824/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$121
Plus	

For each plumbing fixture on one trap or set of fixtures on one trap	\$12/each
Roof drain	\$12/each
Electric water heater	\$37/each
Water piping or water treating equipment	\$75/each
Back flow devices (other than atmospheric vacuum breakers)	\$75/each
Other	\$12/each

Mechanical Permits	
New single-family (one and two dwellings) and townhouses	\$385/unit
Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$121
Plus	
For the installation or relocation of each floor furnace, including vent	\$151
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$75
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$23
For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$226
For each ventilation fan connected to a single duct	\$12
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$12
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$12
Gas pipe (1-5 outlets)	\$75
Gas pipe (outlets over 5)	\$12/outlet
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$151
Gas water heater	\$151

+

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$6,605.71
Single-Family	1.45 per dwelling unit	\$10,751.95 per dwelling unit
Apartment	1.02 per dwelling unit	\$7,967.27 per dwelling unit
Condominium (includes townhomes)	0.85 per dwelling unit	\$6,682.23 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$7,186.18 per dwelling unit

Hotel	0.87 per room	\$7,398.13 per room
Motel	0.68 per room	\$5,795.21 per room
Light Industrial	1.06 per 1,000 sq ft	\$11.42 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$8.60 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$3.06 per sq ft
Marina	0.23 per boat berth	\$1,526.70 per boat berth
Golf Course	0.37 per acre	\$2,485.16 per acre
Movie Theater	0.09 per seat	\$428.71 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$28.37 per sq ft
High School	1.18 per 1,000 sq ft	\$4.99 per sq ft
Church	0.67 per 1,000 sq ft	\$5.24 per sq ft
Hospital	1.13 per 1,000 sq ft	\$12.02 per sq ft
Nursing Home	0.27 per bed	\$1,586.19 per bed
General Office	1.75 per 1,000 sq ft	\$18.97 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$42.88 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$8.11 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$32.67 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$85.11 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$26.12 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$26.12 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$70.86 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$92.07 per sq ft
Gas Station	9.80 per pump	\$37,049.59 per pump
Gas Station w/Convenience	7.24 per pump	\$28,017.09 per pump

+ Parks Impact Fee*

Single-family residence	\$4,129.76/unit
Multi-family (includes townhomes)	\$3,167.74/unit
Mobile Home	\$2,064.35/unit

+ Schools Impact Fee*

Single-family residence	\$18,891/unit
Multi-family (includes townhomes)	\$1,392/unit

Fire Department Review*

The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.

+ Limited Use Right-of-Way Permits (Types A, B, C & Beautification)

Application Fee (includes 1 hour review and 1 hour inspection)	\$219
Review fee in excess of 1 hour	Hourly
Inspection fee in excess of 1 hour	Hourly
Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater
+ Beautification Permit	No Fee

+ Access Right-of-Way Permits

Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		
Open to the Public		No fee
Limited (not open to the public)	$\text{Fee} = (\text{use area}) \times \text{value}^{**} \times 25\% \text{ or a minimum of } \$100 \text{ whichever is greater}$	

**value of adjacent land (in area, sq ft) according to the County Assessor records

Encroachment Right-of-Way Permits

Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee	$\text{Fee} = (\text{use area}) \times \text{value1}^{**} \times \text{No. of Years} \times 12\% \text{ or a minimum of } \$100 \text{ whichever is greater}$	
$^{**}\text{value of adjacent land (in area, sq ft) according to the County Assessor records}$		

Utility Right-of-Way Permits*: all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities

Application	\$215
Review	Hourly
Inspection	Hourly
Use fee	No Fee
Permit Extension	\$300
Violation of Lane Closure Hours	\$518
Accelerated Job Start	\$500
Work Without a Permit or Work Without Job Start Notice	\$1,000
See Section 4. Development Services for Current Hourly Rate	

Annual Use Payment for Use of Right-of-Way*

Type of Equipment/Facility within the right-of-way	
Separate support structure (such as a monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet, but not both	\$2,000/year

State Route 522 driveway connection permit*

Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit.

The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:

Category I – Base fee for one connection:

· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50

Category II – Base fee for one connection:

· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250

Category III - Base fee for one connection:

· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000

Category IV – Base fee per connection: \$100

Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a surety bond as specified in WAC 468-34-020(3).

Special Event Permit

Application Fee	100*
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

Memorial Sign

Application fee and sign	\$300*
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5. Animal Care and Control

Animal License and Registration

Pet license - dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license - dog or cat	\$15
Discounted pet license - dog or cat	\$15
Replacement tag	\$5

Transfer fee	\$3
Guard dog registration	\$100
Exotic pet New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee

Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits	
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45

Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. Miscellaneous

Type	
Credit Card Service Fee	3%
NSF (insufficient check)	\$25
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50/day
Craft Vendor	\$50/day
Non-Profit Booth or Vendor	\$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour
Saturday Rental - Resident	\$75/hour
Saturday Rental - Non-Resident	\$125/hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.
The Hangar (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$100*
Damage & Food Deposit (for groups ≥ 30 people)	\$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes	
*100% of the deposit will be forfeited for “no-shows”	
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200
Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)	\$22/hour
Franchise Agreements Negotiations	

General	Actual Cost
Cable TV	Actual Cost*
*Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

7. Public Records Requests

Type	
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

8. Surface Water

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Surface Water Management Service Charge		
Class	Impervious Area	2021 Rate
Residential	N/A	\$239.45 per parcel
Very Light	0 to ≤ 10%	\$239.45 per parcel
Light	> 10% to ≤ 20%	\$718.35 per acre
Moderate	> 20% to ≤ 45%	\$1,556.44 per acre
Moderately Heavy	> 45% to ≤ 65%	\$2,633.97 per acre
Heavy	> 65% to ≤ 85%	\$3,591.77 per acre
Very Heavy	> 85% to ≤ 100%	\$4,429.86 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Stormwater Capital Facilities	
Single family residential development on a single parcel, including townhomes	\$3,500

All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,500. The minimum ERU shall be 1.0.
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