



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

City Council Regular Meeting

ON-SITE

MONDAY, JULY 24, 2023 - 7:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/84535307303>

Or One tap Mobile: US: +12532158782,,84535307303#

Or Telephone Dial US: +1 253 215 8782

Callers please dial *9 to raise and lower hand

Webinar ID: 845 3530 7303

If you are having difficulty accessing the meeting virtually, please contact mkang@kenmorewa.gov.

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 REGULAR MEETING TO ORDER - 7:00 PM

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL
APPROVED AS PRESENTED

V. PRESENTATION

A. Introduce New Staff, introduced by Public Works Operations Director Jennifer Gordon

- Seth Thompson, Public Works Maintenance Worker
- Case Rogers, Public Works Maintenance Worker

MOVED TO A LATER COUNCIL MEETING

VI. WHERE'S THE FUN?

VII. 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.

VIII. CONSENT AGENDA

APPROVED BY UNANIMOUS CONSENT

- A. Adopt Ordinance No. 23-0582 and extend the Frontier Communications Northwest, LC dba Ziplly Fiber Franchise Agreement.
[Agenda Bill - Ordinance No. 23-0582 and Ziplly Fiber Franchise Agreement Extension](#)
[Attachment 1 - Proposed Ordinance No. 23-0582](#)
- B. Adopt Ordinance No. 23-0583 amending KMC Sections 5.105.030, 5.105.040, and 5.105.080, relating to Business Registration Requirements, Exceptions and Fees, and Establishing an Effective Date.
[Agenda Bill - Business Registration Amendment](#)
[Attachment 1 - Proposed Ordinance No. 23-0583](#)
[Attachment 2 - Exhibit A to Proposed Ordinance No. 23-0583](#)
- C. Authorize the City Manager to execute Amendment No. 1 of Contract No. 23-C2916 with Chanin-Kelly-Rae Consulting, extending DEIA consultant services through October 31, 2023.
[Agenda Bill - Amendment No. 1 to Contract No. 23-C2916](#)
[Attachment 1 - Amendment No. 1 to Contract No. 23-C2916](#)
[Attachment 2 - Original Contract No. 23-C2916](#)
- D. Authorize the City Manager to execute Contract No. 23-C2963 (Amended and Restated King County Utility Easement and Surface Water Access Agreement) and Contract No. 23-C2964 (Consent for Use of King County Permanent Subsurface Utility and Conveyance Agreement), substantial as to form and upon final review and approval by the City Attorney.
[Agenda Bill - Contract No. 23-C2963 and Contract No. 23-C2964](#)
[Attachment 1 - Twin Springs Phase 1 Site Plan w approx locations of Easements](#)
[Attachment 2 - Contract No. 16-C1509 Agreement + Access Easement Depiction](#)
[Attachment 3 - Contract No. 16-C1508 Exhibit D-2](#)

- E. Authorize the City Manager to execute Contract No. 23-C2967 in an amount not to exceed \$165,000, for a Surface Water Small Works Drainage Improvement Project.
[Agenda Bill - Contract No. 23-C2967 \(Added 7/18\)](#)
- F. Authorize the City Manager to execute Contract No. 23-C2944 in an amount not to exceed \$150,000, for storm water system cleaning, vector services, and pipe inspection.
[Agenda Bill - Contract No. 2944 \(Added 7/18\)](#)
- G. Approve Total Check #s 52397 through 52481 totaling \$307,315.39 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 06/30/2023 in the amount totaling \$240,767.16 and ACH Payment to KBA, Inc. in the amount of \$7,692.21, and ACH Payments to US Bank Purchase Cards in the amount of \$25,762.23, and Payroll Check #s 10242 through 10243 in the amount of \$3,013.80.
[Voucher Certification and Approval 06/24/23 - 07/07/23](#)
- H. Receive and File the May 2023 Financial Report for the City of Kenmore, Washington.
[Agenda Bill - May 2023 Financial Report](#)
[Attachment 1 - May 2023 Financial Report](#)

IX. PUBLIC HEARING

- A. Proposed Ordinance No. 23-0580 to amend Kenmore Municipal Code (KMC) Section 18.100.200 to require the City of Kenmore to provide public notification in lieu of the sponsoring organization for indoor or outdoor temporary homeless shelters, presented by Development Services Director Samantha Loyuk *for Public Hearing*
PUBLIC HEARING OPENED AND CLOSED
[Agenda Bill - Amendments to KMC 18.100.200](#)
[Attachment 1 - Proposed Ordinance No. 23-0580](#)
[Attachment 2 - Exhibit A of Proposed Ordinance No. 23-0580](#)

X. BUSINESS AGENDA

- A. Proposed Ordinance No. 23-0580 to amend Kenmore Municipal Code (KMC) Section 18.100.200 to require the City of Kenmore to provide public notification in lieu of the sponsoring organization for indoor or outdoor temporary homeless shelters, presented by Development Services Director Samantha Loyuk *for Adoption*
ADOPTED
[Agenda Bill - Amendments to KMC 18.100.200](#)
[Attachment 1 - Proposed Ordinance No. 23-0580](#)
[Attachment 2 - Exhibit A of Proposed Ordinance No. 23-0580](#)

- B. Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic 5-Year Plan, presented by City Manager Rob Karlinsey, Assistant to the City Manager Garrett Oppenheim, DEIA Consultant Chanin Kelly-Rae, *for Discussion*

DISCUSSED AND DIRECTION GIVEN

[Agenda Bill - DEIA Strategic Plan](#)

[Attachment 1 - DEIA Strategic Plan 2023-2028](#)

[Attachment 2 - DEIA 5-Year Roadmap Spreadsheet](#)

[Attachment 3 - City of Kenmore Equity Framework Toolkit](#)

[Presentation - DEIA Strategic Plan 2023-2028](#)

- C. Land Acknowledgement to Honor First Peoples, presented by City Manager Rob Karlinsey and DEIA Consultant Chanin Kelly-Rae, *for Adoption*

ADOPTED

[Agenda Bill - Land Acknowledgement to Honor First Peoples](#)

- D. 2023-2028 Capital Improvement Plan (CIP) Amendments for Parks, Transportation, and City Facilities, presented by Finance and Administration Director Melinda Merrell and Engineering Director John Vicente, *for Discussion*

DISCUSSED

[Agenda Bill - 2023-2028 Capital Improvement Plan \(CIP\) Amendments](#)

[Attachment A - Capital Improvement program](#)

[Attachment B - Park CIP](#)

[Attachment C - Transportation CIP](#)

[Attachment D - City Facilities CIP](#)

[Attachment E - REET Projections](#)

[Attachment F - Park Impact Projections](#)

[Attachment G - Transport Impact Projections](#)

[Attachment H - KC Parks Levy projections](#)

[Attachment I - Adopted CIP, 2023-2024 Budget book](#)

[Presentation - CIP-7-24-2023](#)

- E. Hiring one full-time, permanent position, Senior Civil Engineer, to be primarily funded by the Capital Improvement Plan, at assisting in carrying out the 2023-2028 Capital Improvement Plan (CIP), presented by Engineering Director John Vicente, *for Approval*

APPROVED

[Agenda Bill - New Position, Senior Civil Engineer](#)

- F. Public Works Operations Center (PWOC) Project phased approach and funding strategy, presented by City Manager Rob Karlinsey and Public Works Operations Director Jennifer Gordon, *for Discussion and Direction*

DISCUSSED AND DIRECTION GIVEN

[Agenda Bill - Public Works Operations Center \(PWOC\)](#)

[Attachment 1- Site Layout Drawings Phases 1, 2, and 3](#)

[Attachment 2 - Building Floor Plan](#)

[Attachment 3 - Public Works Staffing Program, 2025 & 2035
Presentation - PWOC 7-24-2023 City Council Meeting](#)

XI. STAFF REPORTS

XII. COUNCILMEMBER REPORTS & COMMENTS

XIII. ADJOURNMENT

UPCOMING MEETINGS

- A. August Regular Council Meetings - **CANCELED**
City Council Special Meeting of August 15, 2023 at 12:00 Noon

NOTICE OF POTENTIAL QUORUMS

[Click here for information about Potential Quorums of the City Council.](#) Now found on the City website under City Council Meetings.



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: Extension of Non-Exclusive Cable Television Franchise Agreement with Frontier Communications Northwest, LLC dba Ziplly Fiber</p> <p>Proposed Council Action/Motion: Adopt Ordinance 23-0582 and extend the Frontier Communications Northwest, LLC dba Ziplly Fiber Franchise Agreement.</p>	<p>For Council Meeting Agenda of: July 24, 2023</p> <p>Department: Public Works Engineering</p> <p>Prepared by: John Vicente, Engineering Director</p> <table><tr><td></td><td><u>Initial & Date</u></td></tr><tr><td>Approved by Department Head:</td><td>JV 7/3/2023</td></tr><tr><td>Approved by City Attorney:</td><td>DR 6/6/2023</td></tr><tr><td>Approved by Finance Director:</td><td>MM 7/3/2023</td></tr><tr><td>Approved by City Manager:</td><td>RK 7/3/2023</td></tr></table> <p>Exhibits/Attachments: Ordinance 23-0582</p>		<u>Initial & Date</u>	Approved by Department Head:	JV 7/3/2023	Approved by City Attorney:	DR 6/6/2023	Approved by Finance Director:	MM 7/3/2023	Approved by City Manager:	RK 7/3/2023
	<u>Initial & Date</u>										
Approved by Department Head:	JV 7/3/2023										
Approved by City Attorney:	DR 6/6/2023										
Approved by Finance Director:	MM 7/3/2023										
Approved by City Manager:	RK 7/3/2023										
<p><u>SUMMARY:</u></p> <p>Approve Ordinance 23-0582 and extending the non-exclusive cable television franchise agreement with Frontier Communications Northwest, LLC dba Ziplly Fiber.</p>											
<p><u>INFORMATION/BACKGROUND:</u></p> <p>In February 2020, the Kenmore City Council approved an ordinance (20-0507) transferring control of a franchise agreement for cable television from Frontier Communications Northwest to Northwest Fiber, LLC (doing business as Ziplly Fiber). In July 2022, the franchise agreement was extended to August 15, 2023 to provide time to continue deployment of Ziplly infrastructure and incorporate relevant topics into an updated franchise agreement.</p> <p>After further evaluation by Ziplly and review by City staff, it was determined that Ziplly's infrastructure is exempt from requiring a franchise agreement with the City and that their infrastructure is governed by Revised Code of Washington (RCW) 35.99. To avoid termination of the existing franchise, Ziplly has agreed to extend the current franchise with provisions to meet their future expectations for their cable service. Ziplly has noted a significant reduction and continual reduction in its cable customers. As of June 2023, there were 61 cable customers in Kenmore, which is down from 171 when Ziplly acquired the system. Ziplly expects cable customers to drop to a level where the service is no longer financially practical from a customer standpoint (as customers drop off, maintenance and operation of the system is passed on to the remaining customers).</p> <p>This ordinance will extend the existing franchise agreement an additional 5 years, expiring on August 15, 2028. New language has been included to provide sufficient time to Ziplly customers to address potential transition from current cable subscribers to other services prior to any termination of available Ziplly service.</p>											

FISCAL CONSIDERATION:

Extension of this franchise agreement required staff time to negotiate and execute the agreement. Franchise fees collected have averaged about \$2,000 per quarter.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0582**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,
EXTENDING ITS CABLE TELEVISION FRANCHISE WITH FRONTIER
COMMUNICATIONS NORTHWEST, LLC, DBA ZIPLY FIBER, TO AUGUST 15,
2028; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council adopted Ordinance 08-0284, which granted a non-exclusive cable television franchise ("Franchise"), subject to certain terms and conditions ("Franchise Agreement") to Verizon Northwest Inc.; and

WHEREAS, on December 1, 2009, the City Council adopted Ordinance 09-0300, which approved transfer of control of the Franchise to Frontier Communications Northwest, Inc., a Washington corporation, and wholly owned subsidiary of Frontier Communications Corporation ("Frontier Communications Northwest, LLC"); and

WHEREAS, on February 24, 2020, the City Council adopted Ordinance 20-0507, which approved a transfer of the Franchise, and now the operator of the franchise is Frontier Communications Northwest, LLC dba Ziply Fiber; and

WHEREAS, the City Council has adopted Ordinance Nos. 20-0507, 21-0528, and 22-0556, which extended the Franchise agreement, however, the term of said Franchise is scheduled to expire on August 15, 2023; and

WHEREAS, Ziply Fiber has changed its legal name to Ziply Fiber Northwest, LLC dba Ziply Fiber; and

WHEREAS, the parties desire to extend the Franchise term to August 15, 2028, to provide sufficient time for the parties to evaluate potential service options and conditions of the Franchise Agreement; and

WHEREAS, neither party under the existing Franchise Agreement waives any right which it enjoys under law as a result of agreeing to this extension.

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

Section 1. Amendment: The City Council amends section 2.3 (*Term*) of Ordinance 08-0284, as amended by Ordinance Nos. 20-0507, 21-0528, and 22-0556, as follows:

Section 2.3 (*Term*) of the Franchise Agreement is amended to read:

A. This Franchise shall become effective on August 15, 2008 (the “Effective Date”). The Term of this Franchise shall be ~~twenty five~~ years (August 15, 2028~~3~~) from the Effective Date unless the Franchise is earlier revoked as provided herein.

B. In consideration of the Franchise term extension, Ziplly agrees to the following conditions should it determine that it is necessary to terminate this Franchise:

1. Ziplly agrees to give a minimum of 105 days’ written notice to the City of its intent to terminate this Franchise;

2. Ziplly agrees to give a minimum of 90 days’ written notice to its Subscribers of its intent to terminate this Franchise and the Cable Service provided to said Subscribers;

3. Ziplly agrees to provide its Subscribers with convenient ways to return rented equipment for Cable Service (for example, by having said equipment picked up by Ziplly) and give notice of such return options in its notice of intent to terminate Franchise to Subscribers; and

4. Ziplly agrees to provide a final accounting and full payment of Franchise Fees to the City 90 days prior to the termination of the Franchise.

Section 2. No waiver & acceptance. The City and Ziplly Fiber Northwest, LLC dba Ziplly Fiber agree that by extending the Franchise, neither is waiving any rights under law. The rights and privileges granted under this Ordinance shall not become effective until its terms and conditions are accepted by Ziplly Fiber Northwest, LLC dba Ziplly Fiber.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall be published in the City’s newspaper of record, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____ 2023.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

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

ACKNOWLEDGEMENT & ACCEPTANCE OF FRANCHISE EXTENSION

This Acknowledgement of Franchise Extension is made this ____ day of _____, 2023, by and between Ziply Fiber Northwest, LLC dba Ziply Fiber ("Ziply Fiber") and the City of Kenmore, Washington, a Washington municipal corporation ("City").

Whereas, the City Council adopted Ordinance 08-0284, which granted a nonexclusive cable television franchise ("Franchise"), as amended by Ordinance Nos. 20-0507, 21-0528, and 22-0556; and

Whereas, the parties wish to agree to and acknowledge the continued effect of the Franchise until August 15, 2028;

Now, therefore, Ziply Fiber and the City acknowledge and agree as follows:

1. Term. The Franchise Agreement, as amended by Ordinance Nos. 20-0507, 21-0528, and 22-0556, is hereby acknowledged and agreed to be extended until August 15, 2028.

2. Ratification. All other terms and conditions of the Franchise, as amended by Ordinance Nos. 20-0507, 21-0528, and 22-0556 are hereby ratified and confirmed. Ziply Fiber unconditionally accepts and promises to comply with all provisions, terms and conditions of the Franchise Agreement, as amended by Ordinance Nos. 20-0507, 21-0528, and 22-0556 during the extension period.

3. Nonwaiver. Ziply Fiber and the City agree that by extending the term of the Franchise Agreement neither party waives any rights under law.

Counterparts. This Franchise Extension may be executed in several counterparts, each of which when so executed shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all parties shall not have signed the same counterpart.

CITY OF KENMORE

**ZIPLY FIBER NORTHWEST LLC dba
ZIPLY FIBER**

By: _____

By: _____

Mayor, Nigel Herbig

Its: _____

Dated: _____

Dated: _____



City Council Agenda Bill City of Kenmore, WA

<p>Subject/Topic: Ordinance No. 23-0583 An Ordinance of the City of Kenmore, Washington, Sections 5.105.030, 5.105.040 And 5.105.080; Relating to Business Registration Requirements, Exceptions and Fees; and Establishing an Effective Date.</p> <p>Proposed Council Action/Motion: Motion to adopt Ordinance No. 23-0583</p>	<p>For Council Meeting Agenda of: July 24, 2023</p> <p>Department: City Manager's Office</p> <p>Prepared by: Teresa McAllister, Administrative Specialist</p> <table><tr><td></td><td>Initial & Date</td></tr><tr><td>Approved by Department Head:</td><td>SLL 7/3/2023</td></tr><tr><td>Approved by City Attorney:</td><td>RL 6/29/2023</td></tr><tr><td>Approved by Finance Director:</td><td>MM 7/5/23</td></tr><tr><td>Approved by City Manager:</td><td>RGK 7/6/23</td></tr></table> <p>Exhibits/Attachments:</p> <ul style="list-style-type: none">• Ordinance No. 23-0583 Relating to Business Registration• Exhibit A to Ordinance 23-0583, KMC 5.105 (marked up)		Initial & Date	Approved by Department Head:	SLL 7/3/2023	Approved by City Attorney:	RL 6/29/2023	Approved by Finance Director:	MM 7/5/23	Approved by City Manager:	RGK 7/6/23
	Initial & Date										
Approved by Department Head:	SLL 7/3/2023										
Approved by City Attorney:	RL 6/29/2023										
Approved by Finance Director:	MM 7/5/23										
Approved by City Manager:	RGK 7/6/23										
<p>Summary:</p> <p>The proposed ordinance amends the requirement to obtain a Kenmore Business registration by:</p> <ol style="list-style-type: none">1. Adding a new registration type referred to as a "non-resident business" registration, which requires businesses located outside of Kenmore's city limits, engaging in business in Kenmore, to register for a city business license and pay the \$10 annual registration fee.2. Requiring businesses, whether located inside or outside city limits, to register their business with the City.3. Raising the annual gross revenue threshold, from \$2,000 to \$12,000. This threshold determines whether the City's registration fee is \$0 or \$10. Businesses earning \$12,000 or less in annual gross revenue will register for a business license and pay a \$0 City fee. Businesses earning over \$12,000 will register for a business license and pay the City's \$10 registration fee. <p>The Ordinance also amends KMC 5.105.090 (Late Renewal) and corrects action taken in 2020, in Ordinance No. 20-0511, that removed renewal late fee language, to add similar language back to the Code, as the City has determined that the Department of Revenue does charge a registration renewal late fee. No additional fees will be created with this amendment.</p> <p>The City is required to provide the Department of Revenue with at least 75 days notice of any changes to local fees or the requirements of who must obtain a license/registration. Although staff have discussed this proposal with the Kenmore Business Alliance, the notice period will allow time to provide additional notice to the community and businesses of the changes in the registration requirements before the effective date of the Ordinance.</p>											

Information/Background:**Non-Resident Business Registration**

The City currently does not require "non-resident" businesses to register with the City. Non-resident businesses are physically located outside city limits and enter the City to conduct business, as defined in KMC 5.105.025. Kenmore is one of only two cities with a registration program in Washington State that does not require "non-resident" businesses to register and pay a fee.

In October 2022, City staff provided an update on the City's Business Registration Program to the Kenmore Business Alliance (KBA). At this meeting, KBA members expressed interest in adding a non-resident business registration requirement to help the City better understand what outside businesses are coming into Kenmore to conduct business and to "level the playing field" so that all businesses operating in Kenmore pay the registration fee. According to the Washington State Department of Revenue, adding non-resident businesses to the City's program could approximately double the City's business registration revenue, based on the experiences of other cities.

No-Fee Business Registration

Currently, the City does not require registration for businesses whose gross annual income is \$2,000 or less. As a result, the City does not know how many businesses are operating within its borders and is not able to contact all City businesses to share business assistance opportunities, grant programs, KBA meeting dates, sponsorship opportunities, ask for input, and promote other economic development activities. Of 1,193 currently registered businesses, 66% are home-based.

Many other cities require all businesses to register through their business registration program, but exempt the fee for businesses below a specified income threshold. The City's Diversity, Equity, Inclusion, and Accessibility (DEIA) consultant recommends this approach to improve the likelihood of reaching small and home-based businesses.

Raise Annual Gross Revenue Threshold Amount to \$12,000

The State of Washington has established that the annual gross revenue threshold for registration cannot be lower than \$2,000; it can, however, be higher. Most cities are in the \$2,000 - \$12,000 range. The City lowered its \$12,000 annual gross income threshold to \$2,000 to increase outreach during the COVID-19 pandemic and staff is recommending raising it back up to \$12,000. The DEIA committee recommended the higher threshold as a way to minimize barriers for small businesses.

Implementation Timeline

Business Registration Program Changes – Proposed Timeline	2023
Provided informational presentation to Chamber of Commerce Board of Directors	April 4
Provided update on progress to Kenmore Business Alliance	May 4
Presentation to Kenmore City Council for discussion & direction	May 22
Hold meetings with City departments to determine city functions affected	June
Draft ordinance	June
Outreach efforts to businesses begins	July-Aug
Bring ordinance to Kenmore City Council for adoption	July
Fee notification to Development Services Department and community engagement	July

Change notification to Department of Revenue (required 75 days prior to effective date)	October
Fee schedule resolution adoption by Kenmore City Council	Q4
Continued Community Engagement	Q4

Fiscal Consideration:

The City's business registration program currently generates between \$8,000-\$9,000 in revenue. Those funds are used to support businesses and economic development in Kenmore; the KBA votes on what projects to fund with business registration dollars. It is estimated that adding non-resident business registration fees might double program revenue, although actual revenue collected might be less than that due to the proposed threshold change. The fee is proposed to be \$10 annually for both resident and non-resident businesses.

Business Registration Fees

Existing Fees (applicable to businesses with annual gross revenue over \$2,000):

Type of Registration	City Fee Rev ≤ \$2,000 Registration Not Required	City Fee Rev > \$2,000	DOR Admin Fee (2023)
New or Re-opened Business		\$10	\$50
Additional Location		\$10	\$0
Existing Business, Initial Registration		\$10	\$10
Annual Renewal		\$10	\$5
New or Re-opened Non-profit		\$0	\$50
Existing Non-profit, Initial Registration		\$0	\$10
Annual Renewal Non-profit		\$0	\$5
Non-resident Business		N/A	N/A

Proposed Changes to Revenue Threshold & Fees (registration required for all businesses, regardless of revenue)

Type of Registration	City Fee Rev ≤ \$12,000 (fee-free registration)	City Fee Rev > \$12,000	DOR Admin Fee (2023)
New or Re-opened Business	\$0	\$10	\$50
Additional Location	\$0	\$10	\$0
Existing Business, Initial Registration	\$0	\$10	\$10
Annual Renewal	\$0	\$10	\$5
New or Re-opened Non-profit	\$0	\$0	\$50
Existing Non-profit, Initial Registration	\$0	\$0	\$10
Annual Renewal Non-profit	\$0	\$0	\$5
Non-resident Business*	\$0	\$10	\$10

* Non-resident fee is determined by gross annual income earned within Kenmore city limits.

City Council Priority or Budget Objective Being Addressed:

City Council Priority #8. Seek opportunities to promote economic development.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0583**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, AMENDING KENMORE
MUNICIPAL CODE SECTIONS 5.105.030, 5.105.040, 5.105.080 and 5.105.090;
RELATING TO BUSINESS REGISTRATION REQUIREMENTS, EXCEPTIONS AND FEES;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, in 2013 the City Council adopted Ordinance 13-0356, which established Chapter 5.105 of the Kenmore Municipal Code (KMC), the Kenmore Business Registration Program; and

WHEREAS, in 2018, the Washington State Legislature adopted Chapter 35.90 RCW, which required all cities and towns with general business licensing requirements to adopt uniform “model ordinance” language that identifies what types of commercial activities are and are not subject to business licensing requirements; and

WHEREAS, a state task force was created and formulated the “model ordinance” language that includes the definition of “engaging in business” and a minimum threshold standard for requiring business licenses; and

WHEREAS, the City adopted Ordinance 18-0468, which included the model ordinance language, but increased the exemption threshold from \$2,000 under the model ordinance to \$12,000; and

WHEREAS, in 2020, the City Council adopted Ordinance 20-0511, amending the exemptions under KMC 5.105.040.E and KMC 5.105.040F.1 to be consistent with the model ordinance’s minimum threshold amount of \$2,000, and revised KMC 5.105.090 to remove the renewal late fee which has been determined by staff to be administratively unnecessary; and

WHEREAS, the City Council desires to amend Chapter 5.105 of the Kenmore Municipal Code (KMC), entitled “Kenmore Business Registration Program” to require all businesses located within city limits and entering Kenmore city limits to engage in business, earning revenue, to register their business; and

WHEREAS, the City Council desires to amend KMC Chapter 5.105 to add a no-fee registration for businesses with annual gross revenue at or below a defined threshold dollar amount; and

WHEREAS, the City Council desires to amend KMC Chapter 5.105 to increase the no-fee registration threshold from \$2,000 under the model ordinance to \$12,000; and

WHEREAS, the City Council desires to amend KMC Chapter 5.105 to correct action taken in 2020, in Ordinance No. 20-0511, that removed renewal late fee language, to add similar language back to the Code, as the City has determined that the Department of Revenue does charge a registration renewal late fee. No additional fees will be created; and

WHEREAS, pursuant to RCW 35.90.070, City staff will provide appropriate notice to the Department of Revenue (DOR) of the proposed changes to KMC Chapter 5.105, to be effective January 1, 2024. The statutory 75-day notice required prior to those sections becoming effective is October 18, 2023;

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

Section 1. Amendment. Chapter 5.105 of the Kenmore Municipal Code is amended to read as set forth in the attached Exhibit "A", incorporated herein by reference as if set forth in full.

Section 2. Effective Date.

- A. This Ordinance shall be published in the official newspaper of the City.
- B. RCW 35.90.070 requires that any change enacted by the City to the City's Business Registration Program may take effect no sooner than seventy-five (75) days after the Department of Revenue (DOR) receives notice of the change, if the change affects in any way who must obtain a license, who is exempt from obtaining a license, or the amount of or method of determining any fees for the issuance or renewal of a license. Accordingly, this Ordinance shall take effect on January 1, 2024, which date shall be at least seventy-five days after the date on which the City provides notice to DOR of the City's changes to KMC 5.105 in this Ordinance.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF ____, 20__.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

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

EXHIBIT "A" TO ORDINANCE -NO. 23-0583-XXXX

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**Chapter 5.105
KENMORE BUSINESS REGISTRATION PROGRAM**

Sections:

5.105.010 Chapter and purpose.

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5.105.020 Definitions – General.

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5.105.025 Engaging in business.

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5.105.030 Business registration required – Posting.

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5.105.040 Exceptions – Applicability of provisions.

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5.105.050 Nonprofit businesses and organizations.

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5.105.060 Program application and renewal.

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5.105.070 Registration term or expiration.

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5.105.080 Fee.

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5.105.090 Late renewal.

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5.105.100 Registration denial or revocation.

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5.105.110 Violation – Civil infraction, enforcement.

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5.105.120 Rules and rulings.

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5.105.010 Chapter and purpose.

Maintenance of current information with respect to business, trade, service, commercial and professional activities carried on within the City allows the City to carry out the duties and authorities delegated to it by the Washington State Constitution and the laws of the State of Washington as a noncharter code city. Such information can best be accumulated and maintained on a current basis through the establishment of a program for the registration of such business activities. The business registration program ("program") is hereby established to protect the public and promote economic development and not intended to benefit any individual or class. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

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5.105.020 Definitions – General.

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meanings given in this section:

A. "Business," "occupation" or "pursuit" means and includes all activities, occupations, trades, pursuits, professions, and matters located or engaged in within the City with the object of gain,

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benefit, or advantage to the applicant for business registration or other *person*, directly or indirectly, whether part-time or full-time, whether resident or nonresident.

B. "City" means the City of Kenmore, Washington.

C. "Engaging in business" is defined in KMC 5.105.025.

D. "Person," "firm," or "corporation," used interchangeably in this chapter, means any individual, receiver, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, corporation, association, canvasser, peddler, solicitor, society, or any group of individuals acting as a unit, whether mutual cooperative, fraternal, nonprofit or otherwise, and includes the United States or any instrumentality thereof. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.025 Engaging in business.

A. For purposes of this Chapter, the term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

B. This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection A. If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

C. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

2. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

3. Soliciting sales.

4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

6. Installing, constructing, or supervising installation or construction of, real or tangible personal property.

7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.

8. Collecting current or delinquent accounts.

9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

12. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

13. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

14. Investigating, resolving, or otherwise assisting in resolving customer complaints.

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15. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

16. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

D. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

1. Meeting with suppliers of goods and services as a customer.

2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

4. Renting tangible or intangible property as a customer when the property is not used in the City.

5. Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

6. Conducting advertising through the mail.

~~7. Soliciting sales by phone from a location outside the City.~~ 7. Soliciting sales by phone from a location outside the City.

E. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection D.

F. The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of

the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

5.105.030 Business registration required – Posting.

A. Any person engaging in *business, occupation*, or home occupation (see Chapter 18.73 KMC), or pursuit in the City shall register that business with the City's program. ~~To register under the program, a person must submit an application to the State Department of Revenue and pay the applicable registration fee.~~

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B. This section applies regardless whether a fee is owed for obtaining a business license as provided in this chapter.

CB. A business located within the City must be registered with the program.

D. A business located outside the City, engaging in business within City limits, must be registered with the program.

E. Businesses or business activities subject to rRegulatory license requirements or activities will under KMC 5.10 through KMC 5.100 require a specialized permit (See KMC 5.10 through KMC 5.100).

F. To register under the program, a person must submit an application to the State Department of Revenue's Business Licensing Service and pay the applicable registration fee.

GC. A business registration shall be posted in a conspicuous location at the place of the business on the premises identified on the license. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.040 Exceptions – Applicability of provisions.

This chapter does not apply to:

A. The performance of governmental or proprietary functions by any instrumentality of the United States, the State of Washington, or any political subdivision thereof, including City sponsored civic events.

B. The delivery of goods by vehicle to a customer or client by a business where the sale occurred on a *business* premises outside of the City and the only event occurring within the City is a delivery.

C. Accredited public or private schools, colleges, or universities, as to their education endeavors only; churches and other religious bodies, as to their religious activities only; political groups and organizations as to their political activities only.

D. Minors, a *person* under the age of 18, engaged in *business* or operating a *business* concern where no other *person* is employed by the minor.

~~E. A business located within the City with an annual gross income of \$2,000 or less.~~

~~F. To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:~~

~~—— (1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than \$2,000 and who does not maintain a place of business within the City shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory requirements or activities that require a specialized permit.~~

~~G. Notwithstanding KMC 5.105.040.F, a business that is not located within the City is exempt from this chapter regardless of the annual value of products, gross proceeds of sales, or gross income of the business in the City.~~

~~H. Farmers selling fruit, vegetables, berries, eggs, or any farm produce or edibles raised, gathered, produced or manufactured by such *person*; provided, that nothing herein authorizes any *person* to sell, deliver or peddle any dairy product, meat, poultry, eel, fish, mollusk or shellfish without a license as otherwise required by the State of Washington.~~

~~I. Where preempted by federal or State constitutions or laws. [Ord. 20-0511; Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]~~

5.105.050 Nonprofit businesses and organizations.

Organizations exempt from taxation under 26 USC 501(c)(3) and (4) must register under the *business* registration program, but shall be exempt from paying the registration fee. This shall not constitute an exemption from all other applicable taxes and fees. Such organization

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must be able to show satisfactory proof of such status to the City. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.060 Program application and renewal.

A. A *person* shall register a business with the program by submitting an application to the State Department of Revenue's ~~(with its Business Licensing Service)~~, in coordination with the city manager, giving such information as is deemed reasonably necessary to enable the enforcement of this chapter. ~~Businesses that are not required to be registered because they do not exceed the annual gross income threshold may be voluntarily registered with the program, in the same manner set forth in KMC 5.105.030.~~

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B. Only one registration is necessary if a business is located at two or more separate locations within the City, if the same *business* name and type of *business* is operated at the separate locations in the City.

C. If more than one *business* is conducted or operated on premises, a separate business registration shall be required for each *business* that meets the requirements for business registration. Each *business* owner must separately register a business with the program.

D. A *business* registration is nontransferable. A *person* engaged in *business* within the City shall notify the *city manager* and State Department of Revenue of a change of *business* location within 30 days of the location change or by the next registration renewal date, whichever date occurs first.

E. A *person* who has registered a business under the City's program shall renew the registration on an annual basis, in the same manner as the original application for registration including payment of fees.

F. A *person* engaged in business within the City must comply with all applicable City ordinances and code provisions, and State and federal laws. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.070 Registration term or expiration.

Business registration shall be valid for a term of 12 months, and shall expire on the date determined by the Department of Revenue, in coordination with the City. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

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5.105.080 Fee.

A. The fee to register with the City's program, or renew such registration, shall be as set forth in a fee resolution adopted by the city council.

B. ~~From July 1, 2013, to December 31, 2013, p~~Program registration fees may be prorated to coincide with the Washington State Department of Revenue's ~~(its Business Licensing Service)~~ registration term of 12 months. The prorated fee shall be as set forth in a fee resolution adopted by the city council. Thereafter, all registration fees shall be the full amount identified in subsection A of this section.

C. Any person or business, whether located inside or outside City limits, whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than \$12,000, shall apply for a no-fee business license registration.

D. Any person or business, whether located inside or outside City limits, whose annual value of products, gross proceeds of sales, or gross income of the business in the City is over \$12,000, shall apply for a regular, home occupation, non-profit or non-resident business license and pay the applicable fee as set forth by a fee resolution adopted by the city council. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.090 Late renewal.

Each *business* registration issued must be renewed annually on or before the expiration date, or expiration of any prorated period. Failure to renew a business registration by the expiration date may result in an additional late fee. [Ord. 20-0511; Ord. 18-0468 § 1 (Exh. A); 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

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5.105.100 Registration denial or revocation.

A. An application for registration required under this chapter may be denied or revoked by the City based on any of the grounds provided below:

1. If the *person* who obtains the registration or any of the *business* officers, directors, agents, owners or employees of the *business* fail to comply with the requirements of this chapter.
2. If a *person* procures registration by fraud or misrepresentation of fact, or the *person* who obtains the registration or any of the *business* officers, directors, agents, owners or employees of the *business* obtain registration so as to practice some illegal act or some act injurious to the public health, safety and welfare.

3. Whenever a *person* fails or refuses to pay the registration or renewal fee.

B. The City shall not deny or revoke a *business* registration without cause. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.110 Violation – Civil infraction, enforcement.

A. A violation of this chapter shall constitute a civil infraction. A *person* who violates any provision of this chapter shall be subject to a civil fine in an amount not to exceed \$100.00.

B. The *city manager* and officers authorized to provide police services to the City shall enforce this chapter and are authorized to issue civil infractions for violations of this chapter. The disposition of a civil infraction issued under this chapter shall follow the procedures adopted under the following statutes:

1. A notice of civil infraction issued under this chapter shall comply with the procedures of RCW 46.63.060(1), (2)(a) through (g) and (3), hereby adopted by reference as if set forth in full. A response to the notice of civil infraction and/or request for hearing shall comply with RCW 46.63.070(1) through (4) and (6), hereby adopted by reference as if set forth in full.

2. RCW 46.63.090 and 46.63.100, which regulate hearings on contested infractions and hearings to explain mitigating circumstances, are hereby adopted by reference as if set forth in full.

3. The phrase “traffic infraction” referenced in the above-cited statutes shall mean a “civil infraction” issued under this chapter.

C. A civil infraction issued under this chapter shall be filed with the King County district court, which shall have the exclusive jurisdiction to hear and determine the same. Rules of procedures for the conduct of hearings filed under this chapter may be established by rule of the court. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

5.105.120 Rules and rulings.

The *city manager* may, from time to time, adopt, publish and enforce rules and regulations not inconsistent with this chapter or with State law. The purpose of such rules and regulations is to carry out the provisions of this chapter. The *city manager* may also issue letter rulings from time to time which are applicable only to specific *businesses*. Such administrative rulings shall be

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binding on the City and the applicable *business*. [Ord. 18-0468 § 1 (Exh. A); Ord. 15-0402 § 1 (Att. A); Ord. 13-0356 § 1 (Exh. 1).]

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City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Diversity, Equity, Inclusion, and Accessibility Consulting Services Agreement with Chanin Kelly-Rae Consulting	For Council Meeting Agenda of: July 24, 2023 Department: City Manager's Office Prepared by: Rob Karlinsey, City Manager <table><tr><td></td><td><u>Initial & Date</u></td></tr><tr><td>Approved by Department Head:</td><td>RGK</td></tr><tr><td>Approved by City Attorney:</td><td>N/A</td></tr><tr><td>Approved by Finance Director:</td><td></td></tr><tr><td>Approved by City Manager:</td><td>RGK</td></tr></table>		<u>Initial & Date</u>	Approved by Department Head:	RGK	Approved by City Attorney:	N/A	Approved by Finance Director:		Approved by City Manager:	RGK
	<u>Initial & Date</u>										
Approved by Department Head:	RGK										
Approved by City Attorney:	N/A										
Approved by Finance Director:											
Approved by City Manager:	RGK										
Proposed Council Action/Motion: <i>Approve Amendment No. 1 to Contract 23-C2916 with Chanin Kelly-Rae Consulting</i>	Exhibits/Attachments: 1 - Amendment No. 1 to Contract 23-C2916 2 - Original Contract 23-C2916										
Information/Background: Selected through a formal Request for Proposals process, Chanin Kelly-Rae has helped the City develop a Diversity, Equity, Inclusion, and Accessibility (DEIA) policy and strategic plan. She has advised staff, the City Council, and the Advisory Committee along the way. With the DEIA Strategic Plan nearly completed and scheduled for adoption in September, Ms. Kelly-Rae's work with the City is nearing completion. Her current contract goes through the end of this month in the amount of \$24,475. However, we will need Chanin's assistance for three more months through October 31, 2023 as we move from plan development to implementation. This work combined with Ms. Kelly-Rae's Land Acknowledgement work brings the new proposed contract limit amount to \$40,000.											
Fiscal Consideration: The line-item budget for consulting services in the HR/DEIA budget includes \$60,000 for the current biennium. If no further DEIA consulting expenses are needed beyond October 31 through 2024, and assuming no other consulting needs for HR/DEIA, this proposed contract amendment should be within budget for this line item for the biennium.											
City Council Priority or Budget Objective Being Addressed: Promote Diversity, Equity, Inclusion, and Accessibility.											

CITY OF KENMORE CONTRACT NO. 23-C2916
AMENDMENT NO. 1
Diversity, Equity, Inclusion, and Accessibility (DEIA) Consulting Services

This Amendment No.1 is entered into between the City of Kenmore, a Washington municipal corporation (“City” or “Kenmore”) and Chanin Kelly-Rae, (“Consultant”). City and Consultant are each a “Party” and together “Parties” to this Amendment.

The Parties hereby agree as follows:

RECITALS:

- A. The City and Consultant entered into an agreement on March 13, 2023 for the purpose of Diversity, Equity, Inclusion, and Accessibility (DEIA) consulting services (“Agreement”).
- B. The Agreement needs to be amended to continue Consultant’s services as the new DEIA Strategic Plan is being implemented.
- C. In order to make this change, the Agreement needs updating.

AMENDMENTS TO AGREEMENT:

1. **Amendments.** The Agreement is hereby amended as follows:

“A sum not to exceed” in Section 2 of the agreement shall be increased from \$24,475 to \$33,000.

Section 3 of the Agreement shall be amended as follows:

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on March 13, 2021 and ending on July-October 31, 2023 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

General Scope of Work in Exhibit A to be amended as follows:

Professional Consultation Services Retainer – Starting on August 1, 2023, 45-Five (5) hours per month billed at the rate of \$325 per hour. Includes services for communication in-person, through virtual modalities, email, telephone communication, and other methods of transmission of service. Any services in addition to the retainer amount shall be billed at \$325 per hour, subject to the not-to-exceed amount in Section 2 of this Agreement.

Services that are included in consulting hours: (1) Development and delivery of 5-Year DEIA Road map Provide general DIEA advice and consultation services to the City Manager and City staff, and (32) planning and facilitation of attend DEIA Advisory Committee meetings, (3) DEIA Advisory Committee virtual meeting host.

~~(4) Provide high level insight (no report deliverable) and diversity management expert advice [providing objectivity, offering constructive criticism, and helping clients process DEIA strengths, weaknesses, opportunities, and threats to either the organization or end users]. (5) Consulting hours are to help a client gain better understanding and insight into Diversity, Equity, Inclusion, and Belonging opportunities, and best operationalize DEIA change management. (6) Presentations to Kenmore City Council to Update on progress to goal of 5 Year DEIA Roadmap.~~

2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.
3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.
4. **Effective date.** This Amendment shall be effective as of August 1, 2023.

DATED this ____ day of _____, 2023.

CONSULTANT:

CITY OF KENMORE:

BY: _____

BY: _____

Name: _____

Rob Karlinsey

Title: _____

City Manager

Address: _____

APPROVED AS TO FORM:

Kenmore City Attorney's Office

Phone No.: _____

City of Kenmore Contract #: 23-2916

Authorized Amount: **\$24,475.00**

Date Start: March 13, 2023

Date End: July 31, 2023

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Chanin Kelly-Rae, whose principal office is located at 10407 29th Ave. SE, Everett, WA, 98208 ("Consultant").

RECITALS:

WHEREAS, the City desires to have certain services performed for its residents; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions; and

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

AGREEMENT:

1. Scope of Services to be Performed by Consultant.

The Consultant shall perform those services described on Exhibit "A," which is attached hereto and incorporated herein by this reference as if set forth in full. In performing such services, the Consultant shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The Consultant shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

2. Compensation and Method of Payment. The City shall pay the Consultant for services rendered according to the rates and methods set forth below. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

___ According to the rates set forth in Exhibit "B."

__XX__ A sum not to exceed: **\$24,475.00**

___ Other (describe): _____

The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. However, if the City objects to all or any portion of an invoice, it shall notify Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion.

The City further reserves the right to direct the Consultant's compensated services before reaching the maximum amount.

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on March 13, 2021 and ending on July 31, 2023 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents.

A. *Ownership.* Any records, files, documents, drawings, specifications, data, or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

B. *Records preservation.* Consultant understands that this Agreement is with a government agency and thus all records created or used in the course of Consultant's work for the City are considered "public records" and are subject to disclosure by the City under the Public Records Act, Chapter 42.56 RCW ("the Act"). Consultant agrees to safeguard and preserve records in accordance with the Act. The City may be required, upon request, to disclose the Agreement, and the documents and records submitted to the City by Consultant, unless an exemption under the Public Records Act applies. If the City receives a public records request and asks Consultant to search its files for responsive records, Consultant agrees to make a prompt and thorough search through its files for responsive records and to promptly turn over any responsive records to the City's public records officer at no cost to the City.

5. Independent Consultant. The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-consultants of the Consultant. The

City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives, and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

6. Indemnification. Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. *Minimum Scope of Insurance.* Consultant shall obtain insurance of the types described below:

- i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

- iii. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- iv. Professional Liability insurance appropriate to the Consultant's profession.

B. *Minimum Amounts of Insurance.* Consultant shall maintain the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- iii. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. *Other Insurance Provision.* The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

D. *Acceptability of Insurers.* Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. *Verification of Coverage.* The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. *Notice of Cancellation.* The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. *Failure to Maintain Insurance.* Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. *No Limitation.* Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage

provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. City's Right of Inspection and Audit.

A. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

B. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports, and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

10. Consultant to Maintain Records to Support Independent Contractor Status.

On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties which is subject to RCW Title 51, Industrial Insurance.

11. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

12. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days' prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports, or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

13. Force Majeure. Notwithstanding anything to the contrary in this Agreement, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, governmental laws, regulations or restrictions, civil commotions, Casualty, actual or threatened public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, and other significant public health risk), governmental edicts, actions, declarations or quarantines by a governmental entity or health organization, breaches in cybersecurity, and other causes beyond the reasonable control of the party obligated to perform, regardless of whether such other causes are (i) foreseeable or unforeseeable or (ii) related to the specifically enumerated events in this paragraph (collectively, a "**Force Majeure**"), shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage. To the extent this Agreement specifies a time period for performance of an obligation of either party, that time period shall be extended by the period of any delay in such party's performance caused by a Force Majeure. Provided however, that the current COVID-19 pandemic shall not be considered a

Force Majeure unless constraints on a Party's performance that result from the pandemic become substantially more onerous after the effective date of this Agreement.

14. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

15. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City. Any assignment made without the prior approval of the City is void.

16. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

17. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

18. Non-Appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

19. Employment of State Retirees. The City is a "DRS-covered employer" which is an organization that employs one or more members of any retirement system administered by the Washington State Department of Retirement Systems (DRS). Pursuant to RCW 41.50.139(1) and WAC 415-02-325(1), the City is required to elicit on a written form if any of the Consultant's employees providing services to the City retired using the 2008 Early Retirement Factors (ERFs), or if the Consultant is owned by an individual who retired using the 2008 ERFs, and whether the nature of the service and compensation would result in a retirement benefit being suspended. Failure to make this determination exposes the City to significant liability for pension overpayments. As a result, before commencing work under this Agreement, Consultant shall determine whether any of its employees providing services to the City or any of the Consultant's owners retired using the 2008 ERFs, and shall immediately notify the City and shall promptly complete the form provided by the City after this notification is made. This notification to DRS could impact the payment of retirement benefits to employees and owners of Consultant. Consultant shall indemnify, defend, and hold harmless the City from any and all claims, damages, or other liability, including attorneys' fees and costs, relating to a claim by DRS of a pension

overpayment caused by or resulting from Consultant's failure to comply with the terms of this provision. This provision shall survive termination of this Agreement.

20. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

21. Notices. All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Notices to the City of Kenmore shall be sent to the following address:

City Clerk
City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028-0607

Notices to the Consultant shall be sent to the following address:

Chanin Kelly-Rae
10407 29th Ave, SE, Everett, WA 98208
Phone No.: 425.354.8257
Email: grow@chaninkellyrae.com

22. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

23. Compliance with Laws. The Vendor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Vendor's business, equipment, and personnel engaged in operations covered by this Agreement or

Professional Services Agreement

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VIII. C. Authorize the City Manager to execute Amendment No. 1 of Contra...

accruing out of the performance of those operations.

24. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

25. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

IN WITNESS WHEREOF, the City and the Consultant have executed this Agreement as of the dates listed below.

CONSULTANT


Signature: 

Name: Chanin Kelly-Rae

Title: Chanin Kelly-Rae Consulting, CEO

Date: 3/7/2023

CITY OF KENMORE

Signature: 
Rob Karlinsey (Mar 14, 2023 22:52 PDT)

Name: Rob Karlinsey

Title: City Manager

Date: Mar 14, 2023

APPROVED AS TO FORM



Dawn Reitan (Mar 14, 2023 21:07 PDT)
Kenmore City Attorney's Office

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following outlined here or attached separately.

The parties acknowledge that Contract 21-2713 has concluded and the deliverables identified in Ex. A have been completed. The parties desire to enter into this Contract for Professional Services for those services and deliverables identified in the attached Scope of Services entitled, “2023 Consultation for Diversity, Equity and Inclusion Initiative – Kenmore Scope of Services”.

GENERAL SCOPE OF WORK:

Professional Consultation Services Retainer – 15 hours per month billed at the rate of \$325 per hour. Includes services for communication in-person, through virtual modalities, email, telephone communication, and other methods of transmission of service.

Services that are included in consulting hours: (1) Development and delivery of 5-Year DEIA Road map, (3) planning and facilitation of DEIA Advisory Committee meetings, (3) DEIA Advisory Committee virtual meeting host. (4) Provide high level insight (no report deliverable) and diversity management expert advice [providing objectivity, offering constructive criticism, and helping clients process DEIA strengths, weaknesses, opportunities, and threats to either the organization or end users]. (5) Consulting hours are to help a client gain better understanding and insight into Diversity, Equity, Inclusion, and Belonging opportunities, and best operationalize DEIA change management. (6) Presentations to Kenmore City Council to Update on progress-to-goal of 5-Year DEIA Roadmap.

Excluded services are those that would result in the creation of data dashboards, DEIA assessment activities, new policy development, program assessments, training (development or delivery), detailed analysis and insight reports, outreach and engagement activities, listening sessions, surveys, unrelated/new event hosting/convening, detailed survey analysis and insight reporting, etc.

Consultation hours cannot be used for services billed on a *fee for service basis*.

NOTE: When scheduling consultant hours, please be advised that cancellation of time must occur *and be received by consultant* no less than three (3) business days prior to the engagement, and must be done in writing. Failure to comply with this policy will result in client being billed for all time scheduled whether used or not. Time that is missed because of failure to comply with this policy cannot be transferred or rescheduled to recover payment. Time cannot be carried over to subsequent months.

Fee: \$325 per hour

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the rates specified below or attached hereto, as Exhibit B.

The Chanin Kelly-Rae Consulting shall furnish the services at the rates set forth below, which shall not exceed **\$24,475.00**. No additional charges for postage, telephone, copies or mileage.

Retainer Agreement:

Monthly Fee Minimum: 15 hours per month billed at \$325/hour (\$4,895.00 per month).

All additional hours billed at the hourly rate of \$325 per hour.

Months billed under retainer are for March 2023-July 2023.

EXHIBIT C

City of Kenmore
Billing Invoice

To: City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028
Phone: (425) 398-8900
Fax: (425) 481-3236

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: () _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$_____

Attach itemized description of services provided.

Specific Program/Project: _____

Authorized signature

For Department Use Only

BUDGET SUMMARY

Total contract amount	\$_____
Previous payments	\$_____
Current request	\$_____
Balance remaining	\$_____

Approved for Payment by: _____ Date: _____

Authorized Signature (Required)_____

Professional Services Agreement

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VIII. C. Authorize the City Manager to execute Amendment No. 1 of Contra...

EXHIBIT D

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-around;"> Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate </div> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later. **or**
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				

Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

Professional Services Agreement

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VIII. C. Authorize the City Manager to execute Amendment No. 1 of Contra...

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those

from stocks or mutual funds)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later










Consultant Services Agreement Chanin Kelly-Rae (3.6.23) (10629615.1)

Final Audit Report

2023-03-15

Created:	2023-03-14
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcE-WFuAr9l7sTyHrZpACk7_qL5qvRhVQ

"Consultant Services Agreement Chanin Kelly-Rae (3.6.23) (10629615.1)" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
2023-03-14 - 11:22:37 PM GMT
-  Document emailed to rkarlinsey@kenmorewa.gov for signature
2023-03-14 - 11:29:34 PM GMT
-  Document emailed to Dawn Reitan (dreitan@insleebest.com) for signature
2023-03-14 - 11:29:34 PM GMT
-  Email viewed by Dawn Reitan (dreitan@insleebest.com)
2023-03-15 - 4:06:49 AM GMT
-  Document e-signed by Dawn Reitan (dreitan@insleebest.com)
Signature Date: 2023-03-15 - 4:07:06 AM GMT - Time Source: server
-  Email viewed by rkarlinsey@kenmorewa.gov
2023-03-15 - 5:52:29 AM GMT
-  Signer rkarlinsey@kenmorewa.gov entered name at signing as Rob Karlinsey
2023-03-15 - 5:52:47 AM GMT
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2023-03-15 - 5:52:49 AM GMT - Time Source: server
-  Agreement completed.
2023-03-15 - 5:52:49 AM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.



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City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Twin Springs Park Phase I Improvements Project: Contract No. 23-C2963 [Amended and Restated King County Utility Easement and Surface Access Agreement] and Contract No. 23-C2964 [Consent For Use of King County Permanent Subsurface Utility and Conveyance Agreement].

Proposed Council Action/Motion: Motion authorizing the City Manager to execute Contract No. 23-C2963 [Amended and Restated King County Utility Easement and Surface Access Agreement] and Contract No. 23-C2964 [Consent For Use of King County Permanent Subsurface Utility and Conveyance Agreement], substantial as to form and upon final review and approval by the City Attorney.

For Council Meeting Agenda of: July 24, 2023

Department: Community Development

Prepared by: Maureen Colaizzi, Parks Project Manager

Initial & Date

Approved by Department Head: DB 7/13/23

Approved by Finance Director: MM 7/13/23

Approved by City Manager: RK 7/13/23

Approved by City Attorney: Substantial as to Form upon Final Review by CA, DR

Exhibits/Attachments:

Attachment 1: Phase 1 Site Plan with Approximate Locations of Easements

Attachment 2: Contract No. 16-C1509 Access Easement Agreement and Depiction of City access easement over King County property

Attachment 3: Contract No. 16-C1508 Exhibit D-2 Depicting King County Subsurface Utility Easement

Summary: Execution of the two agreements Contract 23-C2963 and Contract 23-C2964 is required to allow improvements associated with Project P-1 Twin Springs Phase 1 Park Improvement project to be constructed within two King County easements.

Twin Springs Park Phase 1 Project Scope (Refer to Attachment 1 Phase 1 Site Plan):

- 1- A refurbished southwest entry and parking lot with new roadway signage at 80th Avenue NE and NE 192nd Street.
- 2- A new gravel parking lot accessed from the northwest park entry (NE 195th Street private road) for up to five vehicles and a small concrete pad to place a portable restroom.
- 3- A new gravel access path from the new northwest parking area that terminates at the upper open lawn area.
- 4- A new underground surface water drainpipe and 1" waterline from the northwest park entry constructed within NE 195th Street private road/access easement, terminating at the end of the gravel path at the upper lawn area.

Twin Springs Park Phase 1 Project Schedule: The project is at 90% Design and under review with Development Services for a concurrent SEPA Determination and Engineering Permit approval. After receipt, the Phase 1 construction documents will be finalized for bid which is anticipated in late 2023. Construction estimated late 2023 or early 2024.

Contract No. 23-C2963 Amended and Restated King County Utility Easement and Surface Access Agreement (Agreement 1): This Agreement amends and restates Contract 16-C1509 (Attachment 2). Refer to Attachment 2 Page 9 for a Depiction of the Access Easement. Agreement 1 grants the City surface access over King County property (Parcel A) to the City's park property (Parcel B) and outlines easement use and maintenance responsibilities. To construct underground utilities within the easement, the Agreement must be amended, which is proposed as Contract 23-C2963. Staff have been working with King County staff on conditions for an amended and restated agreement to address terms for allowing Phase 1 construction of underground utility improvements within the easement, and updating the conditions of the City's use and maintenance requirements. The City attorney's review and approval is required. The City will be responsible for a revised legal description and depiction exhibit; easement recording fees; survey before construction; staking during construction; survey after construction; preparing As Built drawings and restoring the asphalt roadway surfacing after construction.

Contract No. 23-C2964 Consent For Use of the King County Permanent Subsurface Utility and Conveyance Agreement (Agreement 2): King County reserved an area for a permanent subsurface easement for future utilities on a portion of City owned park property (See Attachment 3 Contract 16-C1508 Exhibit D-2). The Twin Springs Phase 1 improvements are located on the surface of the King County subsurface easement. Staff have been working with King County on conditions for Agreement 2 to allow construction and surface use of the easement. Contract 23-C2964 will describe the terms of use, including the City's responsibility to remove improvements if the County has a need to construct utilities within the easement. The City attorney's review and approval is required. The City will also be responsible for the following: preparing a revised Easement legal description and exhibit; easement recording fees; survey before construction; staking during construction; survey after construction; and preparing As Built drawings.

BACKGROUND:

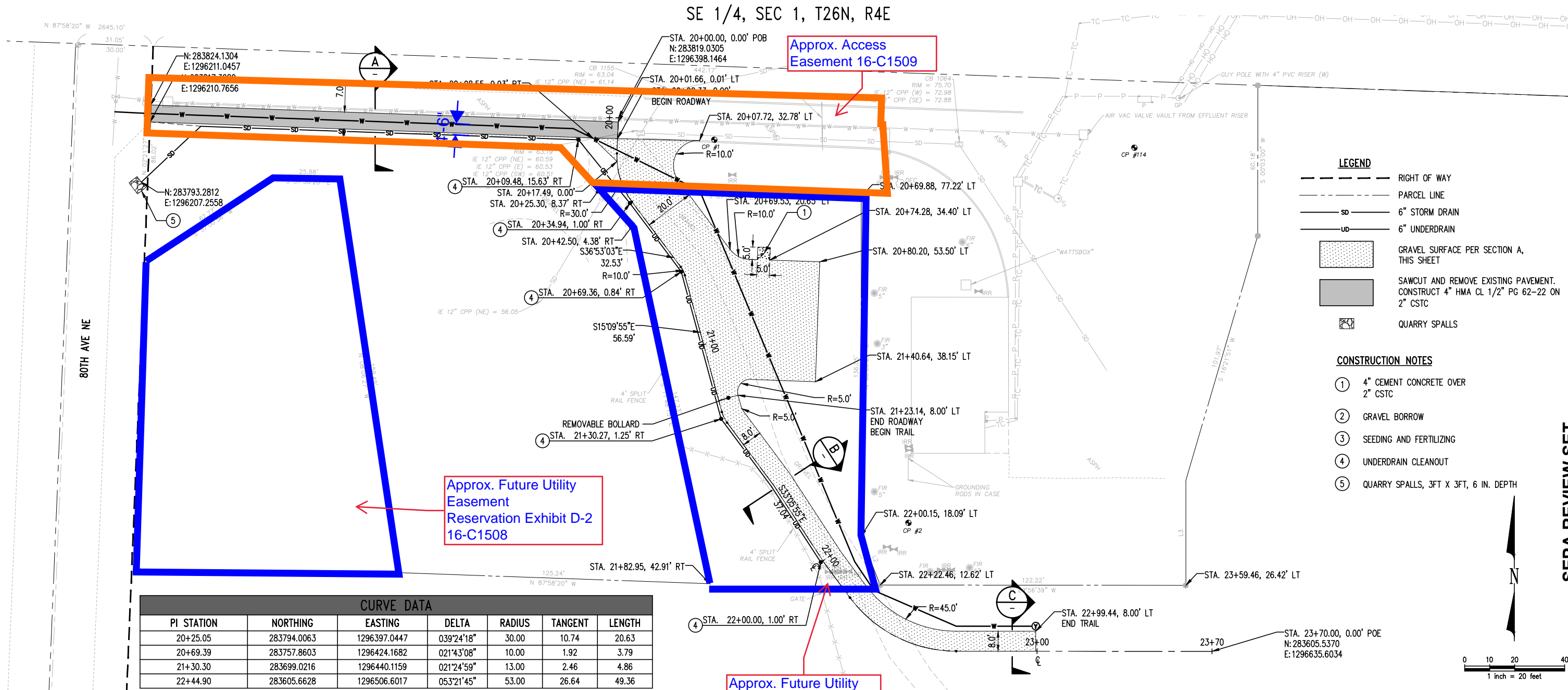
- 2015: King County completed the Brightwater Portal 44 project
- 2016: King County transferred approximately 25 acres to the City for park use (see Attachment #1)
- On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan
- On 5/14/18 Council adopted the Twin Springs Park Master Plan which included a phasing plan and cost estimate (\$100,000) for a Phase 1 trail project
- The 2020 adopted Park Recreation and Open Space (PROS) plan describes phased development for Twin Springs. Phase 1 interim use plan for parking and trailhead elements to allow the City to open the park to the public estimated at \$100,000.
- September 2021, submittal of SEPA, grading and engineering permit applications.
- In 2023, the scope of the project was expanded to include a new stormwater drainpipe to manage the Phase 1 project storm water to address King County's concerns. Also, a new water line was added to the project scope to provide water for current City maintenance needs and future park improvements.

Fiscal Consideration: In June 2019, the City received a \$155,000 state appropriation to fund the Twin Springs Park Phase 1 improvements. The contract for the grant is administered by the Department of Commerce who charge a 2% fee so \$151,900 was available for the project. The 2022 adopted CIP allocated \$111,300 (grant funds) in 2023 for the Twin Springs Park Phase 1 improvement project. As of July 2023, \$99,150 grant funds remain. Due to project scope changes (new water line and surface

water drainpipe) and increased cost estimates to construct the project, a \$140,000 budget shortfall is anticipated. Consideration of CIP amendments to increase the project budget by \$140,000 are included in the July 24, 2023 Council packet under the Proposed 2023-2028 Capital Improvement Program Agenda Bill. Total 2023 project costs are estimated at \$250,000.

City Council Priority or Budget Objective Being Addressed: Implement the Parks Capital Improvement Program

VIII. D. Authorize the City Manager to execute Contract No. 23-C2963 (Am...
Name: Wanderson Date: May 24, 2023-08:51:17pm File: Z:\2000001-2009999\20000107 Kenmore Trans On-Call (No) 16- (No) CAD\Task Order No. 23-C2963 (Am...
dwg\p-dsl\unsign\CAD\Task Order No. 23-C2963 (Am...



SEPA REVIEW SET



Know what's below.
Call before you dig.

Page 50 of 278

No	Date	Revision	By	Appr

CITY OF KENMORE
18120 68th Ave NE
Kenmore, WA 98028
425-398-8900

DRAWN BY
JYO
CHECKED BY
NDA
DATE: 04/14/2023
J O B No. : 2000107

DESIGNED BY
JRE
APPROVED BY
RJL

kpff

1601 5th Avenue, Suite 1600
Seattle, WA 98101
206.622.5822
www.kpff.com

TWIN SPRINGS PARK
SITE IMPROVEMENTS

WATER SERVICE AND STORM DRAIN
FIGURE

SHEET 4 OF 7

PV01

SCALE: 1"=20'

CONFORMED COPY

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:
Regulatory Compliance and Land Acquisition Service
DNRP/WTD
KING COUNTY
201 South Jackson Street, Suite 0512
Seattle, WA 98104

20160518000289
KC WASTE WTR E EAS 81.00
PAGE-001 OF 009
05/18/2016 11:54

Grantor: King County, a political subdivision of the State of Washington
Grantee: City of Kenmore
Legal Description (abbreviated): All those portions of the northeast quarter of the southeast quarter of Section 1, Township 26 North, Range 4 East, W.M., King County, Washington, described in Exhibit C
Additional legal: Exhibit C
Assessor's Tax Parcel ID No.: 0126049107

SURFACE ACCESS EASEMENT AGREEMENT

This Surface Access Easement Agreement (the "Agreement") is made this 16th day of MAY 2016 by and between KING COUNTY, a political subdivision of the State of Washington (the "County" or "Grantor"), and the CITY OF KENMORE, a municipal corporation of the State of Washington (the "City" or "Grantee").

Pursuant to a Memorandum of Agreement regarding Mitigation for the Brightwater Project and an Interlocal Land Transfer Agreement, both between the County and the City (collectively, the "Transfer Agreement"), the County agreed to convey a portion of real property located in the City of Kenmore known as the North Kenmore Portal Site to the City subject to certain covenants, restrictions and reserved easements in favor of the County.

Concurrent with this Agreement, and pursuant to the Transfer Agreement, the County will convey by a Quit Claim Deed the real property legally described in Exhibit A, attached hereto and incorporated herein by this reference (herein referred to as the "Transferred Property"). In the Quit Claim Deed, the County will retain fee simple title to parcel A, legally described in Exhibit B attached hereto and made a part hereof, (herein referred to as the "Retained Property") and will reserve various easements, including but not limited to the Swamp Creek Connector easement, the Brightwater Conveyance Tunnel Easement, the Utility Easement, and the Access Easement in the Transferred Property, as set forth in the Quit Claim Deed.

The City desires to develop the Transferred Property for City uses in accordance with the restrictive covenants. The City also desires to obtain from the County as an appurtenance to the Transferred Property, a non-exclusive perpetual surface easement for access purposes only, in, over and across the asphalt driveway which is on a portion of the Retained Property which is more particularly described in Exhibit C (herein referred to as the "Access Easement" or the "Access Easement Area") attached hereto and made a part hereof.

NOW, THEREFORE, the County and the City agree as follows:

1. **Grant of Easement.** The County, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other valuable consideration to it paid by the City, the receipt and sufficiency of which are hereby acknowledged, does hereby grant and convey to the City a non-exclusive perpetual easement for access purposes only, in, over and across the Access Easement as described in Exhibit C.

2. **Maintenance of the Access Easement.** Until the City's development of the Transferred Property, the County will be responsible for maintenance of the Access Easement Area. Upon the commencement of the City's development of the Transferred Property, the City will repair any damage to the Access Easement Area associated with the City's development of the Transferred Property and/or use of the Access Easement, and in the event of such damage, shall maintain and restore the Access Easement to the condition in which it existed prior to the City's development, at the City's sole expense. After completion of the City's development of the Transferred Property, the County will maintain the Access Easement Area to County standards and the City will reimburse the County fifty percent (50%) of the County's total costs to maintain, repair and replace, as needed, the Access Easement Area for the City's access purposes.

3. **Maintenance of the Gate near Access Easement.** There is currently a temporary construction gate near the west end of the Access Easement Area. The Parties agree that this construction gate is temporary and will be removed after completion of the City's development of the Transferred Property. As long as the temporary gate is in place, there shall be dual locks for access by both Grantor and Grantee. After completion of the City's development of the Transferred Property, the City shall remove the temporary construction gate, at the City's sole cost.

4. **City Use of Access Easement.** The City may erect fencing or bollards in the Access Easement Area only if such fencing or bollards (a) continue to allow for County truck, vehicular and pedestrian use of and access to the entire width of the existing driveway and (b) do not block the County's access on or to the Access Easement Area. The City shall provide the County with keys to any locks used on the fencing or bollards. Within seven (7) days of the County's request, the City shall remove or modify any fencing or bollards that violate the provisions of this Section 4. If the City fails to remove such fencing or bollards, then the County may remove such fencing or bollards at the City's expense. The City in its use of the Access Easement shall not block or obstruct the rights of the County over and across the Access Easement, unless agreed to in writing by the County. The City shall not use the Access Easement for the parking of vehicles or equipment, the staging of construction activities or the storage of materials or equipment.

5. **County Maintenance Activities Affecting Access Easement.** Upon reasonable notice to the City, which except in the case of an emergency, shall not be less than seventy-two (72) hours, the County may close or restrict access over the Access Easement Area as reasonably necessary from time to time for County maintenance, repair and/or replacement activities on or in the Retained Property. During such times the County will use reasonable efforts to minimize the disruption to City access.

6. **Signs.** The City may request the County's approval for the City to install a direction or informational sign or signs on a portion of the Access Easement Area. Billboards shall not be allowed. To request such approval the City shall provide notice to the County, and shall submit plans and specifications for a sign to the County in accordance with Section 9. No sign may be exhibited, erected or installed on the Access Easement Area without the prior written approval of the County, which shall not be unreasonably withheld. For signs which do not require County council approval, the County shall approve or disapprove the sign within sixty (60) days of submittal of the plans and specifications for such sign. If the County fails to act upon such a request within said sixty (60) days, then the request shall be deemed to have been approved by the County. County council approval is required for any signs which include a facility name. For these signs, the County will act to approve or disapprove the request as soon as practicable. The County may remove at City expense any sign exhibited, erected or installed by the City without County approval. All signs shall comply with all applicable federal, state or local statutes, ordinances or regulations and all King County regulations regarding use of County property.

7. **Condition of Access Easement Area.** The City, its employees, contractors and agents shall not commit waste or create or permit nuisances on the Access Easement Area.

8. **Indemnification.** The City agrees to defend, indemnify and hold harmless the County from all claims, actions, costs, damages or expense of any nature whatsoever (including reasonable attorneys' fees and costs), including without limitation injuries, sickness or death of persons, or any damage to property, caused by the acts or omissions of the City, its agents, contractors, licensees, invitees, and/or employees, in its use of the Access Easement and/or by any violation of this Agreement by the City. Provided, however, this obligation does not include such claims, actions, costs, damages or expenses which may be caused by the sole negligence of the County or its employees, contractors or agents, and provided further that if the claims, actions, costs, damages or expenses are caused by the concurrent negligence of (a) the County or its employees, contractors or agents and (b) the City, its agents, contractors, licensees, invitees, and/or employees, and involves those actions covered by RCW 4.24.115 then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the City, its agents, contractors, licensees, invitees, and employees. THE CITY EXPRESSLY AND SPECIFICALLY WAIVES ITS IMMUNITY AND DEFENSES AS AN EMPLOYER UNDER INDUSTRIAL INSURANCE TITLE 51 RCW, DISABILITY BENEFIT, AND SIMILAR LAWS, WHICH WAIVER IS SOLELY FOR THE PURPOSE OF GIVING FULL FORCE AND EFFECT TO THE FOREGOING INDEMNITY AND IS NOT INTENDED TO BENEFIT ANY THIRD PARTIES, INCLUDING EMPLOYEES, NOT A PARTY TO THIS AGREEMENT. THIS WAIVER HAS BEEN MUTUALLY NEGOTIATED BY THE PARTIES.

9. **Notice.** Any notice or other information permitted or required to be given by either the City or County shall be given in writing and may be effected by certified United States mail, with return receipt requested, properly addressed, postage prepaid; by reputable overnight delivery service; by personal delivery, or by email, receipt confirmation required, to the following addresses:

COUNTY: King City Wastewater Treatment Division
Supervisor, Regulatory Compliance & Land Acquisitions Unit
Mailstop: KSC-NR-0512
201 South Jackson Street, Suite 512
Seattle, WA 98104-3855
Attn: Supervisor, Regulatory Compliance and Land Acquisition

CITY: City of Kenmore, WA
18120 68th Ave NE
Kenmore, WA 98028
Attn: Community Development Director

10. **Waiver.** No waiver of any right under this Agreement shall be effective unless contained in writing, signed by a duly authorized officer or representative of the party sought to be charged with the waiver, and no waiver of any right arising from any breach or failure to perform shall be deemed to be a waiver of any future right or any other right arising under this Agreement.

11. **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Washington.

12. **Dispute Resolution.** If a dispute arises between City and the County, then the Parties agree that they will attempt to resolve the issues through mutual negotiation. In the event that the Parties are not able to reach an agreement through such negotiation, the Parties agree to engage in mediation in order to resolve the dispute. Mediation may be requested by either Party, and shall be attempted prior to the institution of any lawsuit arising from this Agreement; provided, that the County may seek injunctive or other equitable relief, including specific performance, without any requirement to negotiate or mediate in the event of an emergency or substantial interference with the use by County of the Access Easement or the Retained Property. Venue for

any action concerning this Agreement shall be in King County Superior Court.

13. **No Assignment.** The City may not assign any of its rights or the obligations under this Agreement to any other person or entity without first obtaining the written consent and approval of the County, in its sole discretion.

14. **Survival.** The City's indemnification obligations and its obligations to reconstruct and restore the Access Easement Area in accordance with this Agreement shall survive indefinitely.

15. **Reservation of Rights.** The County may use the Access Easement Area for any purposes not inconsistent with the provisions of this Agreement.

Dated this 16th day of May, 2016.

GRANTOR:

KING COUNTY

By: 

**Anthony O. Wright, Director
Facilities Management Division**

GRANTEE:

CITY OF KENMORE

By: 

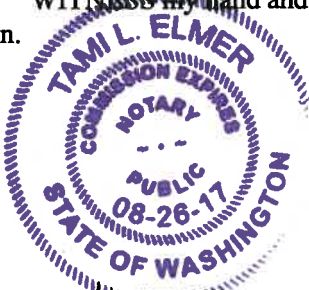
for Rob KARLINSEY

Its: Assistant City Manager

STATE OF WASHINGTON)
)ss
 COUNTY OF KING)

On this 16 day of May, 2016, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared Anthony Wright, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged to me that s/he signed and sealed the said instrument as the Director, FMO of **King County, a political subdivision of the State of Washington**, as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.



Tami L. Elmer
 Notary Public in and for the
 State of Washington
 Residing at King
 My appointment expires 8-26-17

STATE OF WASHINGTON)
)ss
 COUNTY OF KING)

On this 14th day of April, 2016, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared Nancy K. Ousley, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged to me that s/he signed and sealed the said instrument as the Asst. City Manager of **City of Kenmore, a municipal corporation of the State of Washington**, as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.



Patty Safrin
 Notary Public in and for the
 State of Washington
 Residing at Lake Forest Park
 My appointment expires 08-01-16

EXHIBIT A – THE TRANSFERRED PROPERTY

CITY OF KENMORE PARCEL B PER LOT BOUNDARY ADJUSTMENT NO. BLA2005-036:

THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 26 NORTH, RANGE 4 EAST, W.M. IN KING COUNTY, WASHINGTON;

EXCEPT THAT PORTION OF SAID SOUTHEAST QUARTER DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER;

THENCE N87°58'20"W ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 849.33 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING N87°58'20"W ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 442.17 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF 80TH AVENUE NORTHEAST;

THENCE S02°21'27"W ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 86.02 FEET;

THENCE N57°00'56"E, A DISTANCE OF 62.77 FEET;

THENCE S87°58'20"E, A DISTANCE OF 25.88 FEET;

THENCE S08°06'27"E, A DISTANCE OF 159.49 FEET;

THENCE S87°58'20"E, A DISTANCE OF 125.24 FEET;

THENCE N11°48'15"W, A DISTANCE OF 147.23 FEET;

THENCE N42°46'42"W, A DISTANCE OF 19.78 FEET;

THENCE S87°58'20"E, A DISTANCE OF 104.24 FEET;

THENCE S00°03'21"W, A DISTANCE OF 136.05 FEET;

THENCE S21°42'10"E, A DISTANCE OF 20.91 FEET;

THENCE S89°56'39"E, A DISTANCE OF 122.22 FEET;

THENCE N00°03'21"E, A DISTANCE OF 42.00 FEET;

THENCE N16°21'51"E, A DISTANCE OF 101.97 FEET;

THENCE N00°03'00"E, A DISTANCE OF 60.16 FEET TO THE TRUE POINT OF BEGINNING.

ALSO EXCEPT THE SOUTH 413.05 FEET THEREOF;

ALSO EXCEPT THE WEST 30 FEET THEREOF CONVEYED TO KING COUNTY FOR 80TH AVENUE NORTHEAST BY DEED RECORDED UNDER RECORDING NO. 2954823.
SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

EXHIBIT B – THE RETAINED PROPERTY

CITY OF KENMORE PARCEL A PER LOT BOUNDARY ADJUSTMENT NO. BLA2005-036:

THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 26 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS;

COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER;

THENCE N87°58'20"W ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 849.33 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING N87°58'20"W ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 442.17 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF 80TH AVENUE NORTHEAST;

THENCE S02°21'27"W ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 86.02 FEET;

THENCE N57°00'56"E, A DISTANCE OF 62.77 FEET;

THENCE S87°58'20"E, A DISTANCE OF 25.88 FEET;

THENCE S08°06'27"E, A DISTANCE OF 159.49 FEET;

THENCE S87°58'20"E, A DISTANCE OF 125.24 FEET;

THENCE N11°48'15"W, A DISTANCE OF 147.23 FEET;

THENCE N42°46'42"W, A DISTANCE OF 19.78 FEET;

THENCE S87°58'20"E, A DISTANCE OF 104.24 FEET;

THENCE S00°03'21"W, A DISTANCE OF 136.05 FEET;

THENCE S21°42'10"E, A DISTANCE OF 20.91 FEET;

THENCE S89°56'39"E, A DISTANCE OF 122.22 FEET;

THENCE N00°03'21"E, A DISTANCE OF 42.00 FEET;

THENCE N16°21'51"E, A DISTANCE OF 101.97 FEET;

THENCE N00°03'00"E, A DISTANCE OF 60.16 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THE WEST 30 FEET THEREOF CONVEYED TO KING COUNTY FOR 80TH AVENUE NORTHEAST BY DEED RECORDED UNDER RECORDING NO. 2954823.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

EXHIBIT C

SURFACE ACCESS EASEMENT AGREEMENT

ALL THOSE PORTIONS OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 26 NORTH, RANGE 4 EAST, W.M., KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 1, FROM WHICH THE SOUTHEAST CORNER OF SAID SECTION 1 BEARS S02°23'30"W, A DISTANCE OF 2645.61 FEET;

THENCE N87°58'20"W, A DISTANCE OF 1291.50 FEET TO A POINT ON THE EAST RIGHT-OF-WAY MARGIN OF 80TH AVENUE NORTHEAST;

THENCE S02°21'27"W ALONG SAID EAST LINE, A DISTANCE OF 9.88 FEET TO THE **TRUE POINT OF BEGINNING**;

THENCE CONTINUING S02°21'27"W ALONG SAID EAST LINE, A DISTANCE OF 24.00 FEET;

THENCE S87°53'18"E, A DISTANCE OF 165.39 FEET;

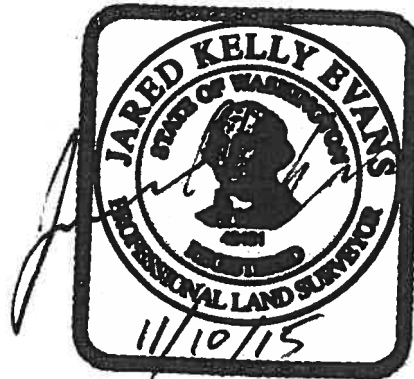
THENCE S42°46'42"E, A DISTANCE OF 22.38 FEET;

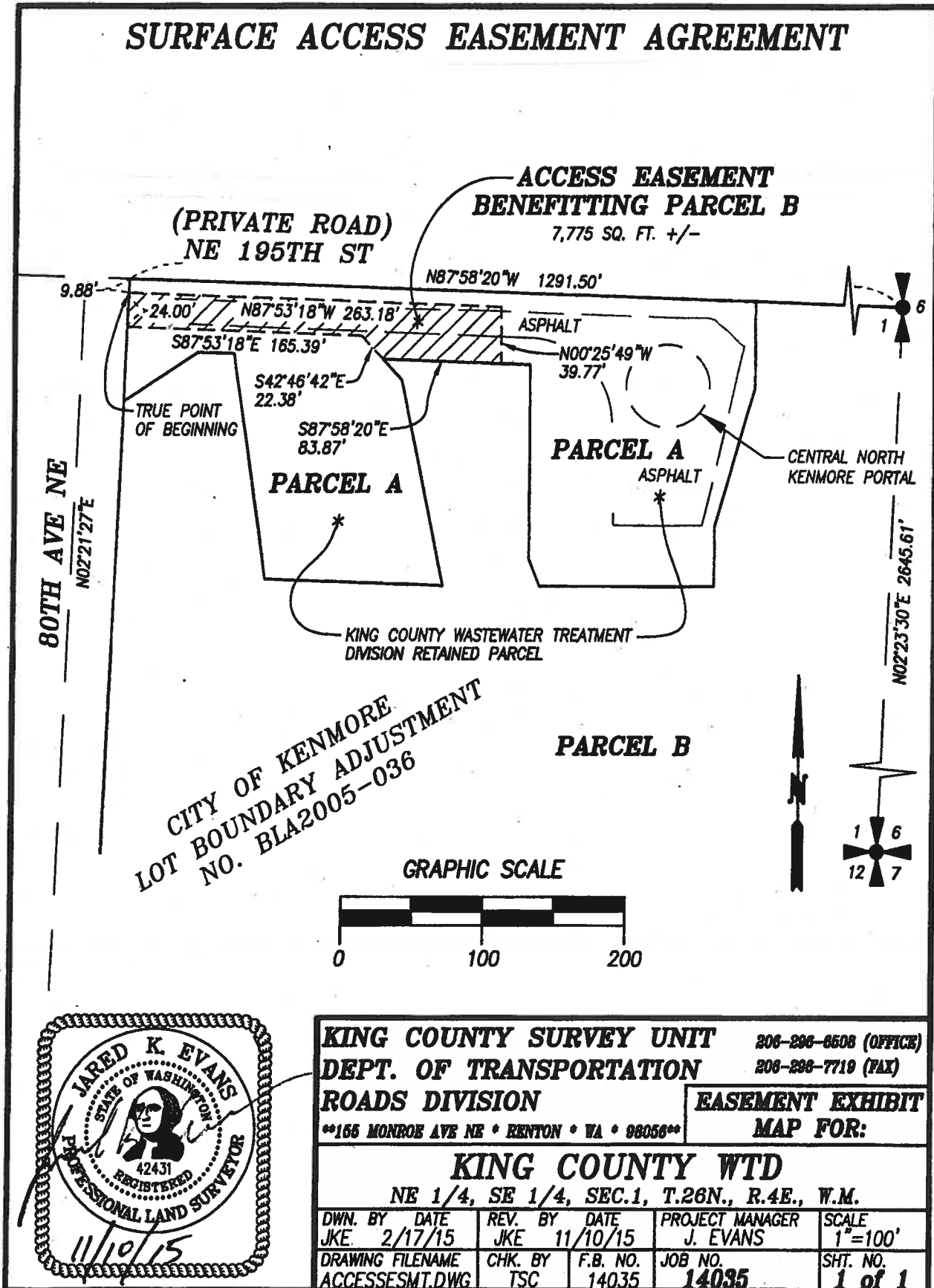
THENCE S87°58'20"E, A DISTANCE OF 83.87 FEET;

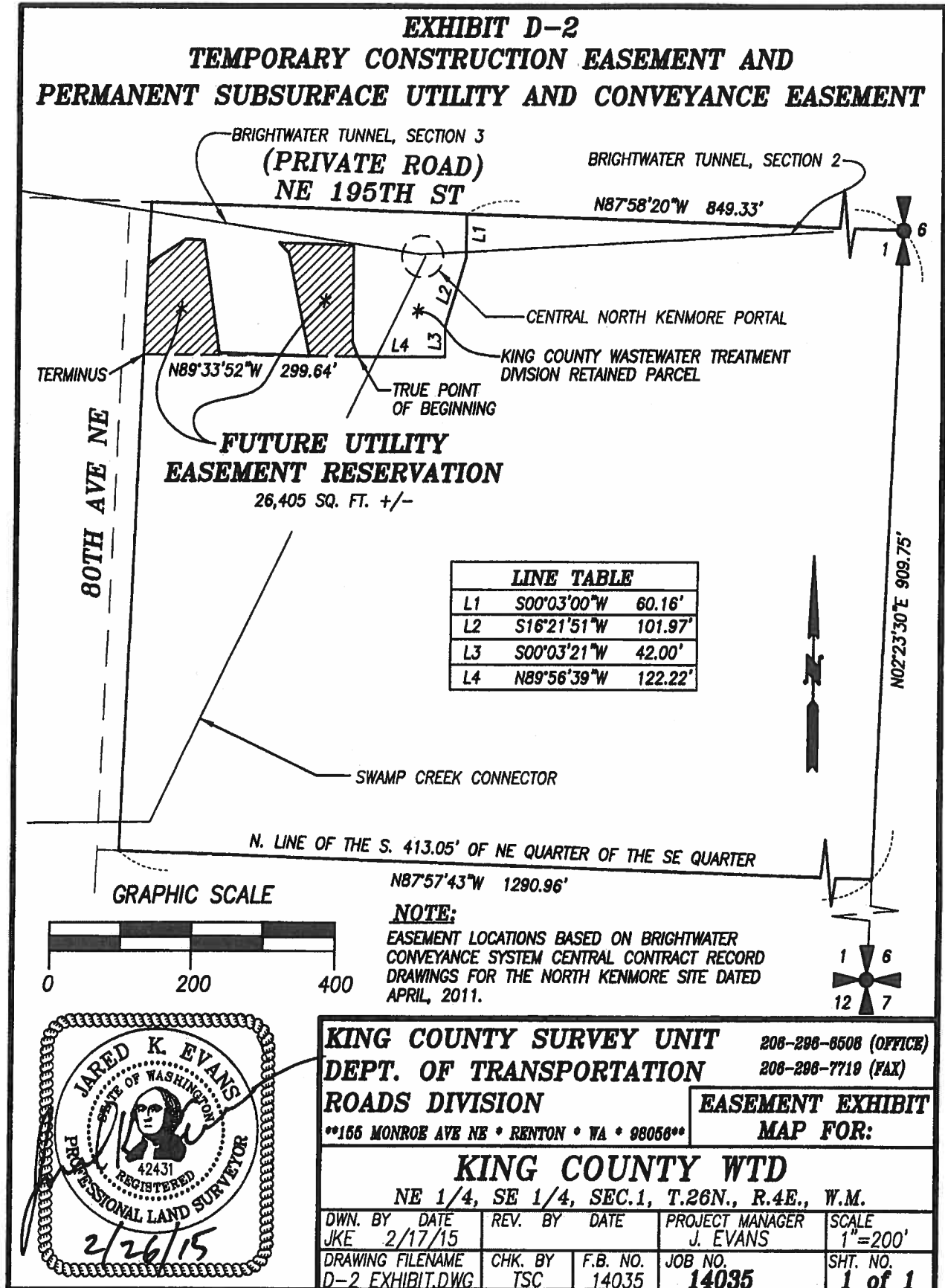
THENCE N00°25'49"W, A DISTANCE OF 39.77 FEET;

THENCE N87°53'18"W, A DISTANCE OF 263.18 FEET TO THE **TRUE POINT OF BEGINNING**;

CONTAINING APPROXIMATELY 7,775 SQUARE FEET.









City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Agreement 23-C2967 Surface Water Small Works Drainage Improvement Project.	For Council Meeting Agenda of: July 24, 2023										
	Department: Environmental Services Prepared by: Richard Sawyer, ES Director										
	<table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td>____ RS ____</td></tr><tr><td>Approved by City Attorney:</td><td>____ NA ____</td></tr><tr><td>Approved by Finance Director:</td><td>____ N/A ____</td></tr><tr><td>Approved by City Manager:</td><td>____ RK ____</td></tr></tbody></table>		<u>Initial & Date</u>	Approved by Department Head:	____ RS ____	Approved by City Attorney:	____ NA ____	Approved by Finance Director:	____ N/A ____	Approved by City Manager:	____ RK ____
	<u>Initial & Date</u>										
Approved by Department Head:	____ RS ____										
Approved by City Attorney:	____ NA ____										
Approved by Finance Director:	____ N/A ____										
Approved by City Manager:	____ RK ____										
Proposed Council Action/Motion: Authorize City Manager to execute contract 23-C2967 in an amount not to exceed \$165,000.	Exhibits/Attachments: NA										
Summary: The City is hiring a contractor to replace and install drainage infrastructure along a section of 61 ST AVE NE between addresses 15727 to 15545.											
Information/Background: Each summer the city's public works crew has the ability to commit to one or two smaller 2-3 day length drainage projects, however, there are typically larger drainage projects that take 2-3 weeks to complete and the crew can't commit to this length of project while also completing other day to day tasks. These types of projects are added to a Small Works list and the City solicits the MRSC Small Works roster to bid out these projects to a private contractor. Work is typically conducted in August/September during the driest part of summer. This small works project replaces and improves the city's drainage system along 61 ST AVE NE between addresses 15727 to 15545. The project reestablishes 185-feet of existing ditch, and installs 7 catch basins, 350-feet of stormwater pipe and 185-feet of asphalt berm.											
Fiscal Consideration: The City's approved 2023-2024 biennium budget allocates funds for this project under small works and drainage maintenance services for a total agreement amount not to exceed \$165,000.											
City Council Priority or Budget Objective Being Addressed: Promoting environmental stewardship, including water, air, forest, and habitat restoration and preservation.											



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Agreement 23-C2944 providing stormwater system cleaning, vector services and pipe inspection.	For Council Meeting Agenda of: July 24, 2023 Department: Environmental Services Prepared by: Richard Sawyer, ES Director										
Proposed Council Action/Motion: Authorize City Manager to execute contract 23-C2944 in an amount not to exceed \$150,000.	<table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td>RS</td></tr><tr><td>Approved by City Attorney:</td><td>NA</td></tr><tr><td>Approved by Finance Director:</td><td>NA</td></tr><tr><td>Approved by City Manager:</td><td>RK</td></tr></tbody></table> Exhibits/Attachments: NA		<u>Initial & Date</u>	Approved by Department Head:	RS	Approved by City Attorney:	NA	Approved by Finance Director:	NA	Approved by City Manager:	RK
	<u>Initial & Date</u>										
Approved by Department Head:	RS										
Approved by City Attorney:	NA										
Approved by Finance Director:	NA										
Approved by City Manager:	RK										
Summary: The City is hiring a contractor to provide stormwater system cleaning, vector services and pipe inspection services through 2024.											
Information/Background: The City is responsible for inspection and maintenance of stormwater facilities, which include over 73 miles of stormwater pipe, 4,500 catch basins and numerous tanks, vaults, ponds and water quality structures. In order to maintain compliance with City maintenance standards, permit requirements, prevent flooding and protect water quality, the City must clean and inspect stormwater facilities regularly. The City has previously contracted with several vector companies, including most recently, Ventilation Power Services, Action Services Corporation, Olson Brothers Pro-Vac, Bravo Environmental, Inc., and Innovative Vacuum Services, Inc. for stormwater system cleaning, vector services and pipe inspection. The City advertises for an agreement every two to three years in order to provide competitive and fair opportunities to all contractors.											
Fiscal Consideration: The City's approved 2023-2024 biennium budget allocates funds for this project under drainage maintenance services for a total agreement amount not to exceed \$150,000.											
City Council Priority or Budget Objective Being Addressed: Promoting environmental stewardship, including water, air, forest, and habitat restoration and preservation.											



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

06/24/23 - 07/07/2023

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 52397 through 52481: \$307,315.39

Total Payroll/Taxes/Flex Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 06/30/2023 \$240,767.16

ACH Payment - KBA Inc. \$7,692.21

ACH Payments - US Bank Purchase Cards: \$25,762.23

Payroll Checks #10242-10243 dated \$3,013.80

Rob Karlinsey Jul 12, 2023

Rob Karlinsey (Jul 12, 2023 21:48 PDT)

City Manager / Date

Melinda Merrell Jul 11, 2023

Melinda Merrell (Jul 11, 2023 17:58 PDT)

Finance & Administrative Services Director / Date

Vendor Name	Check #	Date	Description	Amount
KBA INC.	1384	07/07/2023	May 2023 W Sammamish Bridge Proj. Const. Mgt	7,692.21
U.S. BANK PURCHASE CARDS	1385	07/07/2023	Work lunch; Zoom 2 months; ICMA Reg.	1,069.61
U.S. BANK PURCHASE CARDS	1386	07/07/2023	Hotel NWPWI; sign; Hangar music svc	928.69
U.S. BANK PURCHASE CARDS	1387	07/07/2023	250 Cruiser Car Magnets	463.00
U.S. BANK PURCHASE CARDS	1388	07/07/2023	Misc. Office Supplies	311.33
U.S. BANK PURCHASE CARDS	1389	07/07/2023	Void	-
U.S. BANK PURCHASE CARDS	1390	07/07/2023	SWM Office Supp, Safe Gear&Equip; Times Sub.	615.54
U.S. BANK PURCHASE CARDS	1391	07/07/2023	Volgistics 5/22-6/21/23	45.00
U.S. BANK PURCHASE CARDS	1392	07/07/2023	Supplies; Event Artist	1,365.34
U.S. BANK PURCHASE CARDS	1393	07/07/2023	Keyboard & Mouse - Miguel, Training - Samantha	329.93
U.S. BANK PURCHASE CARDS	1394	07/07/2023	Zoom May/June; CH Phone; New Employee Reviews	3,105.62
U.S. BANK PURCHASE CARDS	1395	07/07/2023	Supplies; Adobe software; WCMA Registration	1,447.93
U.S. BANK PURCHASE CARDS	1396	07/07/2023	Supplies;SCA Reg;Training;Subsc.;Bus Mtg Meals	1,382.73
U.S. BANK PURCHASE CARDS	1397	07/07/2023	Fac. Maint/Supp;Tools;Veh Maint;Clothing/Uniforms	5,384.73
U.S. BANK PURCHASE CARDS	1398	07/07/2023	Training; Parking; Zoom 1 mo;NLC Reg & Flight	2,102.07

VIII. G. Approve Total Check #s 52397 through 52481 totaling \$307,315.39...

U.S. BANK PURCHASE CARDS	1399	07/07/2023	Computer Monitor; Electric Bike	3,461.92
U.S. BANK PURCHASE CARDS	1400	07/07/2023	Ntwk Upgr; Recruitment; Compu. Eqp; MBP.com Fees	3,748.79
DEPARTMENT OF LABOR AND IND.	52397	06/30/2023	City of Kenmore	9,731.07
DEPARTMENT OF LABOR AND IND.	52398	06/30/2023	Void	-
DEPARTMENT OF LABOR AND IND.	52399	06/30/2023	Void	-
EMPLOYMENT SECURITY DEPT.	52400	06/30/2023	Paid Family & Medical Leave	5,753.81
EMPLOYMENT SECURITY DEPT.	52401	06/30/2023	Void	-
MISSION SQUARE / 109964	52402	06/30/2023	City of Kenmore 401a	24,032.61
MISSION SQUARE 457 / 304745	52403	06/30/2023	ICMA 457 Deferred Comp	5,182.59
UNITED WAY OF KING COUNTY	52404	06/30/2023	Employee Charitable Contribution	60.00
SHI INTERNATIONAL CORP.	52405	07/07/2023	Adobe Acrobat License - 1	219.52
A & A LIMOUSINE & BUS SERVICE	52406	07/07/2023	July 29 Shuttle Service for Play Day	728.00
ABRACADABRA PRINTING	52407	07/07/2023	Business Cards	674.73
ALPHAGRAPHICS	52408	07/07/2023	Business Cards for 8 employees	420.95
AM TEST, INC	52409	07/07/2023	May 2023 Swamp Creek TMDL	140.00
AM TEST, INC	52409	07/07/2023	Swim Beach Monitoring	210.00
AMADOR FARMS	52410	07/07/2023	SNAP/EBT Reimbursement	17.00
AMERICALL	52411	07/07/2023	After Hours Call Out Service	150.66
APPLEONE EMPLOYMENT SERVICES	52412	07/07/2023	Temporary Staffing week of 5/27/2023	1,801.60
APPLEONE EMPLOYMENT SERVICES	52413	07/07/2023	Temporary Staffing 6/3/2023	1,080.96
DAVID BAKER	52414	07/07/2023	Meeting Mileage Reimbursement	384.49
BIG CHAIR BAKERY	52415	07/07/2023	VIP Treats	104.00
BOAZ COFFEE	52416	07/07/2023	SNAP/EBT Reimbursement	15.00
BROTHER'S FARMS	52417	07/07/2023	SNAP/EBT Reimbursement	13.00
CALICO COOKIES - ERIN CALI	52418	07/07/2023	SNAP/EBT Reimbursement	10.00
CANON FINANCIAL SERVICES, INC.	52419	07/07/2023	Photocopier Lease 6/2023	266.08
CASCADIA LAW GROUP	52420	07/07/2023	Cadman PSCAA thru 5/31/2023	1,856.25
CITY OF BELLEVUE	52421	07/07/2023	Q1 2023 Human Services & Q3 ARCH DUES	29,012.50
CORNELL'S QUALITY CONSTRUCTION	52422	07/07/2023	Right of Way Deposit Refund	8,302.75
CUTE DUMPLINGS	52423	07/07/2023	Volunteer Meal Reimbursement	44.00
DELFINO'S	52424	07/07/2023	Volunteer Meal Reimbursement	96.87
ELECTRONIC BUSINESS MACHINES	52425	07/07/2023	June 2023 Copies 2nd Floor Copier	336.58
FERGUSON ENTERPRISES INC #3156	52426	07/07/2023	Surface Water Supplies	341.91
FOOTPRINT PROMOTIONS	52427	07/07/2023	ARPA Mental Health Kit Contents	1,025.05

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GORDON THOMAS HONEYWELL	52428	07/07/2023	April & June 2023 Governmental Affairs Services	9,030.00
GRAINGER	52429	07/07/2023	Marking Chalk for Eng. Intern/SWM Supplies	106.03
GRAND EVENT RENTALS	52430	07/07/2023	Chairs for VIP Section	205.17
SAUVE, GAYLEN	52431	07/07/2023	4th of July Event DJ & Entertainment	600.00
HAYTON FARMS	52432	07/07/2023	SNAP/EBT Reimbursement	18.00
HONEY BUCKET	52433	07/07/2023	PW Yard Honey Bucket	167.75
HORIZON DISTRIBUTORS INC	52434	07/07/2023	ROW Irrigation Parts	349.93
HP'S SMOKEHOUSE BBQ	52435	07/07/2023	Volunteer Meal Reimbursement	99.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	52436	07/07/2023	May 2023 Legal Services	26,811.19
JET CITY PRINTING	52437	07/07/2023	Concerts/4th of July/Sponsorship - Event Signage	1,538.76
KANG, MICHELLE	52438	07/07/2023	Council Retreat Mileage Reimbursement	74.67
KANOM SAI	52439	07/07/2023	Partial Market Refund	385.00
KDJ'S THE BAKERIE	52440	07/07/2023	VIP Treats	195.00
KING COUNTY ANIMAL SVCS	52441	07/07/2023	June 2023 Pet Licenses	185.00
KING COUNTY FINANCE	52442	07/07/2023	King County Road Maintenance	4,676.31
MILLER STEPHENS, MARY	52443	07/07/2023	May & June 2023 In-custody Public Defense Services	2,500.00
MORUP SIGNS, INC.	52444	07/07/2023	Bicycle Wayfinding Laminated Signs	1,574.43
MR. T'S TROPHIES & AWARDS LLC	52445	07/07/2023	Council and Staff Plate Engraving	93.25
NAC INC	52446	07/07/2023	Aquatic Center Feasibility Study	4,235.00
NELSON ELECTRIC, INC.	52447	07/07/2023	Elevator Shunt-Trip Test	518.02
NORTHSHORE UTILITY DIST	52448	07/07/2023	PWOC - Utility Capping	600.00
OFFICE DEPOT	52449	07/07/2023	Certificate Holders	41.82
OFFICE DEPOT	52450	07/07/2023	Misc. Office Supplies	53.26
OFFICE DEPOT	52451	07/07/2023	Misc. Office Supplies	297.44
OLYMPIC ENVIRONMENTAL RESOURCES	52452	07/07/2023	2023 Spring Recycling Admin	6,675.23
OSBORN CONSULTING INC.	52453	07/07/2023	May 2023 Muck Creek Mitigation	7,328.52
OUTCOMES BY LEVY, LLC	52454	07/07/2023	June Federal & State Grant Funding Assistance	1,100.00
PACE ENGINEERS, INC.	52455	07/07/2023	May 2023 On-Call Engineering Services	553.50
PACIFIC TOPSOILS	52456	07/07/2023	Material Dumping	1,506.70
PACWEST MACHINERY	52457	07/07/2023	Sweeper Rental	7,156.50
PANE'N THE GLASS WINDOW CLEANING	52458	07/07/2023	Hangar Window Cleaning	1,100.00
PARAMETRIX INC	52459	07/07/2023	May 2023 Transportation Services	3,034.73
PENDLETON CONSULTING LLC	52460	07/07/2023	Council Retreat Project	6,853.07
PRAIRIEFORM	52461	07/07/2023	Landscape Design Consultation	165.00
PUERTO ENSENADA	52462	07/07/2023	Volunteer Meal Reimbursement	43.00

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PUGET SOUND ENERGY	52463	07/07/2023	Parks/Traffic Signals/Crosswalks/Radar Speed Signs	1,167.95
PURE FUNGAL FRUITS	52464	07/07/2023	SNAP/EBT Reimbursement	12.00
QUALITY WATER FINANCIAL	52465	07/07/2023	June PW Office & City Hall Filtered Water Systems	182.59
REGIONAL CRISIS RESPONSE AGENCY	52466	07/07/2023	Q3 Payment	41,049.69
SARAH ROBERTS	52467	07/07/2023	2023 Feb-Jun Prosecution/Domestic Violence Advocacy S	62,797.70
SEATTLE PUMP & EQUIPMENT CO.	52468	07/07/2023	Accessories for Power Washer - Parks	119.90
SHAW, MICHELLE	52469	07/07/2023	Hangar Deposit Refund	150.00
SHERWIN WILLIAMS CO.	52470	07/07/2023	Hangar - Paint	45.63
SHRED IT, C/O STERICYCLE, INC>	52471	07/07/2023	Shredding Services	140.02
SISKUN POWER EQUIPMENT	52472	07/07/2023	Tools/Parts - Streets	771.88
STAPLES	52473	07/07/2023	City Hall & Hangar Maintenance Supplies	187.15
STAPLES	52474	07/07/2023	City Hall & Hangar Maintenance Supplies	173.70
STEWART MACNICHOLS HARMELL, INC.	52475	07/07/2023	May 2023 Public Defense Services	5,000.00
STRATEGIES 360, INC.	52476	07/07/2023	June 2023 Federal Relations	6,500.00
TRUSTEES OF THE HAMLINE UNIV OF MN	52477	07/07/2023	Adopt-a-Drain	80.85
TSEN, JULIE	52478	07/07/2023	Hangar Deposit Refund	150.00
VENTILATION POWER CLEANING, INC.	52479	07/07/2023	Storm Lines Work	4,995.00
WA STATE DEPT OF TRANSPORTATION	52480	07/07/2023	68th Ave Re-chan TTC	1,750.07
ZIPLY FIBER	52481	07/07/2023	Internet @ PW Office 6/19-7/18/23	158.00
DRS 457	DFT0001621	06/30/2023	DRS 457 Deferred Comp	655.00
AVIDIA HEALTH	DFT0001622	06/30/2023	Employee Health Savings Contribution	157.30
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001623-30	06/30/2023	Public Employees Retirement	36,116.78
NAVIA	DFT0001631	06/30/2023	Employee Flexible Spending Account	1,077.28
BANK OF AMERICA 941	DFT0001632	06/30/2023	Federal Taxes	32,479.70
ROGERS, CASE	10242	6/30/2023	Payroll Check	903.64
THOMPSON, SETH	10243	6/30/2023	Payroll Check	2,110.16
PAYROLL	Electronic Dep.	6/30/2023	Direct Deposit	170,281.10
TOTAL				<u><u>\$ 584,550.79</u></u>

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
0022	ASSOCIATION OF WA CITIES	29084.16
0024	DAVID BAKER	824.6
0054	BULGER SAFE & LOCK, INC.	570.64
0064	CASCADE PEST CONTROL	927.48
0067	CENTER FOR HUMAN SERVICES	9990
0076	CITY OF BELLEVUE	134967.92
0083	CITY OF LAKE FOREST PARK	54026
0092	CODE PUBLISHING COMPANY	4478.74
0099	CONSOLIDATED PRESS	9485.91
0103	COSTCO WHOLESALE MEMBERSHIP	60
0109	DAILY JOURNAL OF COMMERCE	2057.5
0111	DEPARTMENT OF ECOLOGY	10561
0121	REPUBLIC SERVICES	8743.16
0130	EMPLOYMENT SECURITY DEPARTMENT	22286.86
0137	FERGUSON ENTERPRISES INC #3156	6088.17
0151	CALPORTLAND COMPANY	3049.25
0173	HOME DEPOT CREDIT SERVICES	2719.42
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	173848.95
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1200
0191	INTERNATIONAL INST OF MUNI CLERKS	225
0197	JET CITY PRINTING	5793.59
0205	KENMORE HERITAGE SOCIETY	820
0206	KENMORE MIDDLE SCHOOL	2500
0212	KING COUNTY FINANCE W.L.R.D.	15381.21
0213	KING COUNTY ANIMAL SVCS	690
0216	KING COUNTY FINANCE	3500
0219	KING COUNTY FINANCE	158964.1
0230	KING COUNTY RADIO COMM SERVICES	639.68
0235	KING COUNTY TREASURY	61227.82
0251	LIGHTHOUSE CONSULTING INC	69880.85
0260	MEEHAN, NANCY	46.04
0261	PENDLETON CONSULTING LLC	9562.8
0265	MORGAN SOUND INC	4274.3
0267	MR. T'S TROPHIES & AWARDS LLC	358.7
0285	SHORELINE FIRE DEPT	1200
0286	NORTHSHORE SCHOOL DISTRICT	15312
0287	NORTHSHORE SENIOR CENTER	25625
0288	NORTHSHORE UTILITY DIST	75709.52
0289	NORTHSHORE YMCA	10000
0292	HONEY BUCKET	2244.25
0300	OFFICE DEPOT	3283.02
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	38075.96
0310	PACIFIC TOPSOILS	4809.64
0311	PARAMETRIX INC	43946.91
0314	PETTY CASH CUSTODIAN	357.66
0328	PUGET SOUND ENERGY	207440.52
0329	PUGET SOUND FINANCE OFFICERS ASSOC	75
0345	SEATTLE TIMES	6698.65
0355	STAPLES	7325.7
0356	STATE AUDITOR'S OFFICE	2520
0357	STEWART MACNICHOLS HARMELL, INC.	30000
0365	TOTAL LANDSCAPE CORP	47108

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Vendor	Name	Volume
0371	UNITED STATES POSTMASTER	4245.49
0375	US POSTAL SERVICE (HASLER)	3617.59
0385	WA ASSOC OF BUILDING OFFICIALS	929.31
0387	WA CITIES INSURANCE AUTHORITY	643692
0390	WA FINANCE OFFICERS ASSOCIATION	150
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	200
0400	WASHINGTON STATE DEPT OF REVENUE	22770.22
0401	WA STATE DEPT OF TRANSPORTATION	6074.39
0405	WASHINGTON STATE OFFICE CASH MGMT	788
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	18182.03
0419	WONDERLAND DEVELOPMENT	500
0424	MISSION SQUARE 457 / 304745	71223.73
0425	DRS 457	7715
0426	AFLAC	1254.24
0428	BANK OF AMERICA 941	366968.56
0429	AWC EMPLOYEE BENEFIT TRUST	527827.08
0431	DEPARTMENT OF RETIREMENT SYSTEMS	437456.06
0432	DEPARTMENT OF LABOR AND INDUSTRIES	34122.68
0434	UNITED WAY OF KING COUNTY	260
0436	NATIONAL LIFE OF VERMONT	739.02
0448	UPS STORE KENMORE	83.52
0449	ACF WEST INC	84.63
0450	AURORA RENTS	5129.29
0473	ARTS OF KENMORE	4750
0483	PAT'S TREES AND LANDSCAPE INC.	1541.4
0484	CITY WIDE FENCE COMPANY, INC	18654.25
0494	SECRETARY OF STATE	292.86
0497	DAY WIRELESS SYSTEMS	187.18
0542	AMERICAN SOCIETY OF COMPOSERS	420
0550	KING COUNTY RECORDER'S OFFICE	277.5
0558	SNOHOMISH COUNTY	5739
0586	QUADIENT LEASING USA, INC.	710.14
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	32022.6
0610	WA STATE DEPT OF TRANSPORTATION	328.68
0685	PACE ENGINEERS, INC.	4345.5
0689	DIGITAL REPROGRAPHICS SERVICES INC.	126.27
0690	BUILDERS EXCHANGE OF WASHINGTON INC	291.4
0692	HDR ENGINEERING, INC	255311.97
0696	AMERICAN GENERAL LIFE GPO/400S	1412.55
0781	QUALITY BUSINESS SYSTEMS INC.	1914.38
0817	GRAINGER	2955.64
0851	EVERMARK, LLC	264.86
0868	JAYMARC AV	1612.97
0892	JACOBS ENGINEERING GROUP	24455.02
0898	ZONAR SYSTEMS	528.21
0899	SHRED IT, C/O STERICYCLE, INC>	2335.28
0913	KENMORE ELEMENTARY	2600
0937	ZUMAR	1650.95
0941	KVO INDUSTRIES, INC	2833
0981	COMCAST BUSINESS	1436.09
0994	GORDON THOMAS HONEYWELL	22575
1003	iWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	2393.16
1045	HORIZON DISTRIBUTORS INC	2116.78
1047	SARAH ROBERTS	86316.78
1052	FIRE PROTECTION, INC	13557.61
1053	INTERNATIONAL CODE COUNCIL, INC	77.62
1068	WA STATE DEPT OF LABOR & INDUSTRIES	243.1

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Vendor	Name	Volume
1123	AM TEST, INC	1960
1140	PAWS	660
1168	SCHINDLER ELEVATOR CORPORATION	1913.85
1197	MILLER STEPHENS, MARY	7500
1216	ADVANCE TESTING & SERVICE INC	1815
1267	ALBIREO ENERGY LLC/AUTOMATED CONTROLS	3241.45
1297	GOVERNMENT FINANCE RESEARCH GROUP	1995
1299	VERIZON WIRELESS	400.4
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2100
1322	AABCO BARRICADE COMPANY INC.	793.22
1331	KBA INC.	174554.68
1333	WELWEST CONSTRUCTION INC.	11325
1337	STATE OF WA DEPT. OF LICENSING	2.16
1345	SHERWIN WILLIAMS CO.	155.76
1358	ALPHAGRAPHICS	1027.21
1383	CHICAGO TITLE	416.98
1385	AZTECA SYSTEMS, LLC/CITYWORKS	42751.83
1390	UTILITIES UNDERGROUND LOCATION CTR	963.63
1403	OSBORN CONSULTING INC.	257872.53
1410	SEATTLE & KING COUNTY PUBLIC HEALTH	833
1420	SAUVE, GAYLEN	600
1431	BRIEN, GAYLYNN	250
1452	CITY OF KENT	500
1456	HESTON PHOTOGRAPHY	1302.95
1459	FLEMINGS HOLIDAY LIGHTING LLC	1598.51
1478	HERBIG, NIGEL	97.33
1482	HIGHWIRE	2059.7
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25
1504	SCORE	91831.81
1524	GRANICUS LLC	6372.73
1544	METROPOLITAN TRANS. COMMISSION	2000
1547	LOYUK, SAMANTHA	513.5
1550	THE EVP GROUP	7500
1555	LINCOLN NATIONAL LIFE INSURANCE	11027.61
1591	ULINE	1719.37
1593	A & A LIMOUSINE & BUS SERVICE	728
1596	NW ENVIRONMENTAL TRAINING CENTER	195
1603	ALPHA SUPPORTED LIVING SERVICES	250
1629	WESTERN DISPLAY FIREWORKS, LTD.	27500
1634	SREBNIK, DEBRA	1670.99
1673	KPFF CONSULTING ENGINEERS	183279.56
1682	PUBLIC AGENCY TRAINING COUNCIL	425
1689	MOTT MACDONALD GROUP, INC.	41459.1
1711	SOFTWAREONE, INC.	20235.08
1731	NORTHWEST ARBORICULTURE LLC	10033.75
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	423.9
1739	FIX AUTO	6440.95
1747	FOOTPRINT PROMOTIONS	1052.58
1754	RFI ENTERPRISES INC.	1582.28
1763	REID, JAMES FALCONER	14276.25
1795	CABOT DOW ASSOCIATES	6606.25
1816	NAVIA	21295.55
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2768.32
1829	SHI INTERNATIONAL CORP.	182.93
1838	AVIDIA HEALTH	1814.9
1884	HEIDELBERG MATERIALS	1920.23
1885	NATIONAL BARRICADE CO., LLC	1523.61
1889	WILLIAMS, KASTNER & GIBBS PLLC	1739.5

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Vendor	Name	Volume
1900	ASPECT CONSULTING LLC	5165
1913	GRAND EVENT RENTALS	205.17
1914	MCNAMARA SIGNS	2235.03
1930	T MOBILE USA, INC.	7084.41
1932	U.S. BANK N.A. / CUSTODY	90
1943	BALDWIN DESIGN WORKS, LTD.	1469
1960	WALTER E. NELSON CO.	1393.38
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	3000
1980	HRA VEBA TRUST	20545.92
1991	WASHINGTON STATE TREASURER	4451
1993	HYAS GROUP, LLC	3750
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	13625
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2004	RED BARN ENGINEERING, INC.	29132
2047	PUGET SOUND PLANTS	1678.11
2048	SMS CLEANING, INC.	38970
2052	J. A. BRENNAN ASSOCIATES, PLLC	26200.96
2078	WA RECREATION & PARK ASSOC.	1250
2081	SHANNON & WILSON, INC.	2850
2126	SCHWARZWALTER, MARK	218
2137	ECIVIS, INC.	4000
2142	MISSION SQUARE / 109964	301686.04
2157	SOUND SAFETY PRODUCTS CO.	503.8
2175	ELECTRONIC BUSINESS MACHINES	1254.39
2176	CANON FINANCIAL SERVICES, INC.	1596.48
2183	SISKUN POWER EQUIPMENT	1649.73
2194	CONFLUENCE ENVIRONMENTAL COMPANY	3262.67
2209	MORUP SIGNS, INC.	3005.73
2210	PACWEST MACHINERY	23693.77
2221	O'REILLY/FIRST CALL	199.17
2236	COMCAST	12486.9
2249	KING COUNTY BAR ASSOCIATION	450
2250	NAMI EASTSIDE	2625
2252	TRUGREEN	2318.71
2254	U.S. BANK PURCHASE CARDS	144163.35
2259	MINUTEMAN PRESS	4410.74
2262	DILIGENT CORPORATION	36005.82
2270	LAKESIDE INDUSTRIES	1185.78
2282	RICK BURNSTEAD CONSTRUCTION, LLC	2932
2284	ENVIROTECH	7973.66
2285	QUALITY WATER FINANCIAL	1095.54
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	4433.5
2327	PACIFIC AIR CONTROL, INC.	6073.11
2330	PROMOTIONS NOW	236.05
2334	NORTHSHORE YOUTH SOCCER ASSOC.	55
2338	58 STARS TRAVEL	2442.6
2353	NORTHSHORE SCHOOLS FOUNDATION	750
2360	O'CAIN, MELANIE	295.5
2361	BFI 4 LLC	2000
2369	MARIA SZABLYA RIVAS	150
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1000
2379	JENNIFER DIXON	5273.66
2386	CECCANTI, INC.	401677.46
2389	JET CITY CLEANING	7186.24
2392	DEPARTMENT OF COMMERCE	47219.75
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHW	577.37
2396	ZIPLY FIBER	4292.39
2403	AMERICALL	910.26

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Vendor	Name	Volume
2413	ICLEI	1200
2425	THOMCO CONSTRUCTION, INC.	957478.27
2431	ALPINE PRODUCTS INC.	420.1
2437	LOUDEDGE, INC.	1125
2459	NELSON ELECTRIC, INC.	12798.74
2464	D.P. NICOLI, INC.	1366.59
2465	PRECISION CONCRETE CUTTING	6355.87
2468	DAVIDSON MACRI SWEEPING, INC.	4157.38
2484	LUKASZ LISOWSKI	322.64
2486	CASCADIA LAW GROUP	7115.63
2489	THE ORIGINAL POOP BAGS	2919.74
2503	NORTH AMERICAN SAFETY, INC.	3098.5
2511	SALCIDO, LETICIA	80.32
2530	CASCADIA CONSULTING GROUP, INC.	77666.25
2531	BCN TELECOM, INC.	4023.46
2537	HUNTINGTON TECHNOLOGY FINANCE	44525.18
2540	BRIGHT SPARK EARLY LEARNING SERVICES	675
2545	KLB CONSTRUCTION, INC.	250413.87
2561	PRR, INC	121937.84
2570	H.D. FOWLER COMPANY	3073.35
2573	GCP WW HOLDCO, LLC	2403.03
2577	APPLEONE EMPLOYMENT SERVICES	24659.4
2578	CENTRICITY GIS, LLC	1625
2579	CHANIN KELLY-RAE CONSULTING LLC	30975
2589	ABRACADABRA PRINTING	2025.29
2598	WAGNER ARCHITECTS	72492
2609	DTG RECYCLE	2538.08
2617	STRIDER CONSTRUCTION CO., INC.	755155.43
2618	STEPHANIE LUCASH	718.91
2641	VENTILATION POWER CLEANING, INC.	15965.9
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	1080.5
2656	WASHINGTON STATE FARMERS MARKET ASSOCIATIOI	350
2660	WASHINGTON FEDERAL BANK	22174.94
2661	JASON RICHARD SPERLING	600
2667	CREATION ORGANICS, LLC	2182.38
2691	E SQUARED SYSTEMS, LLC	264.24
2692	PREMIER MEDIA GROUP	1000
2700	ORION ENVIRONMENTAL COMPLIANCE & CONSULTIN	1861.75
2707	ONTRA MARKETING GROUP	300
2720	GEOFFREY JOHNSON	100
2725	NICKOLAI MEDVEDITSKOV	10786.6
2728	NARWHAL MET, LLC	800
2730	PANE'N THE GLASS WINDOW CLEANING LLC	1100
2731	ROBERT SAYRE-MCCORD	148.8
2736	PAUL LEE	43255.1
2737	THERESA TIMMES KING	150
2738	JULIANA FISHER	150
2745	HOME COMFORT ALLIANCE	228.48
2747	CHRISTINE CABATIT	298.49
2748	GOURAV MITRA	250
2750	MID SOUND FISHERIES	250
2751	MERANDA DIRECTO	311.85
2752	MEADOWDALE MARINA LLC	7500
2755	CITY OF KIRKLAND	41049.69
2756	DIVYA GATTU	150
2757	KAT ZUO	100
2758	ALEXA'S CATERING INC.	1531
2759	SAID HAMOOD	150

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Vendor	Name	Volume
2761	KARA VAN LUCHENE	150
2762	APPLIANCE REPAIR MM LLC	78.73
2763	LA CONNER INN	758
2764	RHOMAR INDUSTRIES, INC.	42.96
2765	TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESC	4513.87
2767	GAMES2U	572.5
2769	DEBUG MOBILITY PRODUCTS	2865
2770	EARTHCRAFT SERVICES, INC.	5505
2771	GIRL SCOUTS OF WESTERN WA	150
2772	POLYGON WLH LLC	7500
2773	REGIONAL CRISIS RESPONSE AGENCY	82099.38
2774	KISHORE SERALATHAN	17731.35
2775	LIUBOV UZIK	150
2776	KERALA ASSOCIATION OF WASHINGTON	250
2778	OUTCOMES BY LEVY, LLC	11000
2779	SYDNEY DANZIGER	150
2780	XEROX CORPORATION	983.92
2781	PANIC, ANXIETY, AND STRESS SUPPORT INC.	398.46
2782	HILLIS CLARK MARTIN & PETERSON P.S.	3112.5
2783	IRUM YASIR BUTT	250
2784	WA STATE PUBLIC HEALTH LABORATORIES	250
2785	RICH HARTMAN'S BELLINGHAM FORD LINCOLN	58612.64
2786	HAMPSON DEVELOPMENT SERVICES LLC	6534.55
2787	KENNETH RIDOUT	7500
2788	PHOENIX UNITED INVESTMENT LLC	7500
2789	SCHEMATA WORKSHOP INC.	21824.42
2790	TRIPLE POINT LLC	35360.4
2791	BUSINESS STREET, LLC	40000
2792	STRATEGIES 360, INC.	17116.67
2793	ERGOLOGY LLC	1925
2795	KALE CARLSON	1915.67
2796	KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38000
2797	SAMUEL RODRIGUEZ	150
2798	STEPHENS & KLINGE LLP, IOLTA	728
2800	MELINDA MERRELL	1331.47
2801	PULTEGROUP	1
2802	AMADOR FARMS	117
2803	BROTHER'S FARMS	37
2804	BROTHER'S FARMS	33
2805	CALICO COOKIES - ERIN CALI	20
2806	CUTE DUMPLINGS	204
2807	JESSICA'S UNIQUE BITE	162
2808	LITTLE JACK FLOWER FARM	235
2809	MANIMOU CAMARA	600
2810	PAO DE QUEIJO	62.5
2811	PUERTO ENSENADA	181
2812	RRJ COMPANY, LLC	371830.79
2813	OUR FAMILY FARM	11
2815	SUNRISE LOCAL BERRIES FARM, LLC	20
2816	PRAIRIEFORM	165
2817	CORNELL'S QUALITY CONSTRUCTION	8302.75
2818	BOAZ COFFEE	15
2819	DELFINO'S	96.87
2821	HAYTON FARMS	18
2822	HP'S SMOKEHOUSE BBQ	99
2823	PURE FUNGAL FRUITS	12
2825	KANG, MICHELLE	74.67
2826	SHAW, MICHELLE	150

VIII. G. Approve Total Check #s 52397 through 52481 totaling \$307,315.39...

Vendor Purchasing ReportPage 73 of 75
For Date Range 07/01/2023 - 07/07/2023

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2827	TSEN, JULIE	150
2829	KANOM SAI	385
2832	KDJ'S THE BAKERIE	195
2834	BIG CHAIR BAKERY	104
2835	NAC INC	4235
Vendor Set Vendor Set 01 Total:		<u>9487138.02</u>

VIII. G. Approve Total Check #s 52397 through 52481 totaling \$307,315.39...



City Council Business Agenda Item City of Kenmore, WA

<p>Subject/Topic: May 2023 Financial Report</p> <p>Proposed Council Action/Motion: Receive & File: May 2023 Financial Report for the City of Kenmore, WA</p>	<p>For Council Meeting Agenda of: July 24, 2023</p> <p>Department: Finance & Administration</p> <p>Prepared by: Melinda Merrell, Finance Director</p> <table border="0"><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td>MM</td></tr><tr><td>Approved by City Attorney:</td><td>N/A</td></tr><tr><td>Approved by Finance Director:</td><td>MM</td></tr><tr><td>Approved by City Manager:</td><td>RK</td></tr></tbody></table> <p>Exhibits/Attachments: May 2023 Financial Report for the City of Kenmore, WA</p>		<u>Initial & Date</u>	Approved by Department Head:	MM	Approved by City Attorney:	N/A	Approved by Finance Director:	MM	Approved by City Manager:	RK
	<u>Initial & Date</u>										
Approved by Department Head:	MM										
Approved by City Attorney:	N/A										
Approved by Finance Director:	MM										
Approved by City Manager:	RK										
<p>Summary:</p> <p>The May 2023 monthly financial report is presented for Council review.</p>											
<p>Information/Background:</p> <p>This monthly report provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2023-2024 adopted biennial budget. The budget was adopted on November 21, 2022.</p>											
<p>Fiscal Consideration:</p> <p>May 2023 is the fifth (5th) month of the 2023-2024 biennium budget period with 20.8% of the biennium budget elapsed.</p> <p><u>General Fund:</u></p> <p>As of May 2023, the biennium to date revenues exceeded expenditures by \$2,864,238. Revenues were \$7.1 million while expenditures were \$4.2 million. Revenues (22.7%) for the year are slightly ahead of the annualized target of 20.8% while expenditures (13.6%) both came in below. Expenses are running low for the year as we have not been invoiced for the police services contract. We anticipate making our first payment in July covering the first six months of the year, then payments will be made monthly after that. Including an annualized amount for the contract would increase expenses by \$1.4 million.</p> <p>Property taxes, the major revenue source for the City, is cyclical with due dates in April and October each year. \$560,656 was received in May bringing the total for the year to \$3.0 million or 26.0% of the amount budgeted. Property taxes are expected to bring in \$11.4M in revenue for the biennium.</p> <p>VIII. H. Receive and File the May 2023 Financial Report for the City of ...</p>											

Utility taxes, development fees and permits, and franchise fees are all ahead of the biennial target of 20.8%.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$20,350 for the month and \$63,519 for the biennium. This is 95% of the budgeted biennium amount of \$66,903.

Dues payments for Sound Cities and AWC (\$37K) puts the City Council expenditures at 24.9% of target. This will self-correct in the next month or two. Our annual payment to the WCIA (\$490K) put the Finance department expenditures at 28.6% of target. This too will correct itself during the year.

General Fund ending fund balance as of May 31, 2023, was \$7.5 million. As noted above, this is higher because no contract payment has been made yet on the police contract.

City Council Priority or Budget Objective Being Addressed:

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

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

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



City of Kenmore, Washington

Memorandum

Date: June 16, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

Regarding: May 2023 Financial Reports for the City of Kenmore, Washington

May 2023 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

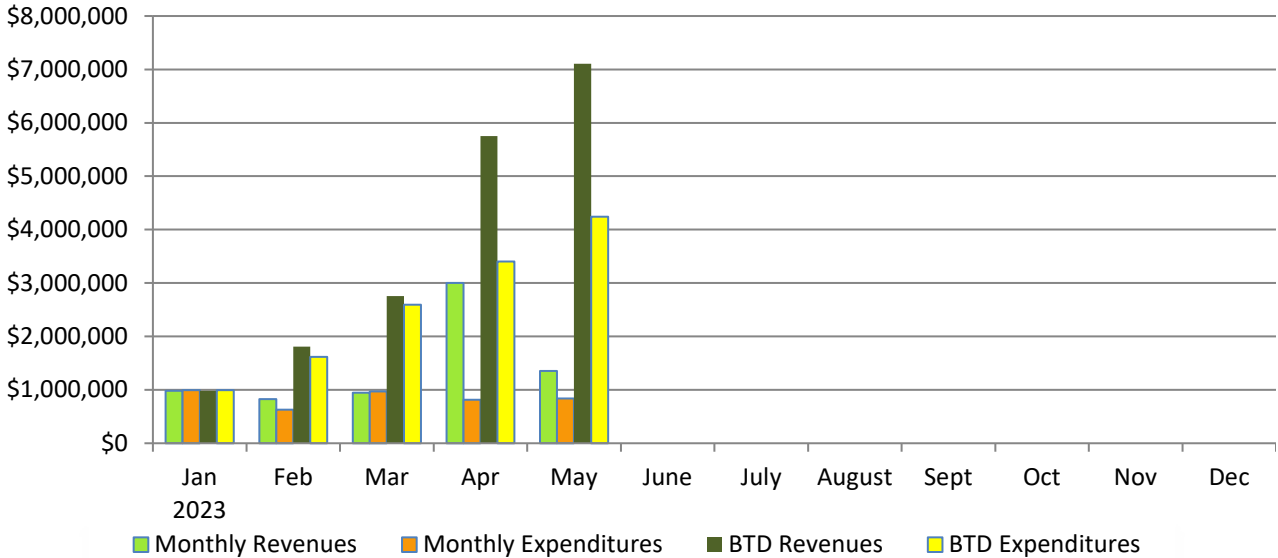
- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule and Portfolio Analysis
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution

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

GENERAL FUND

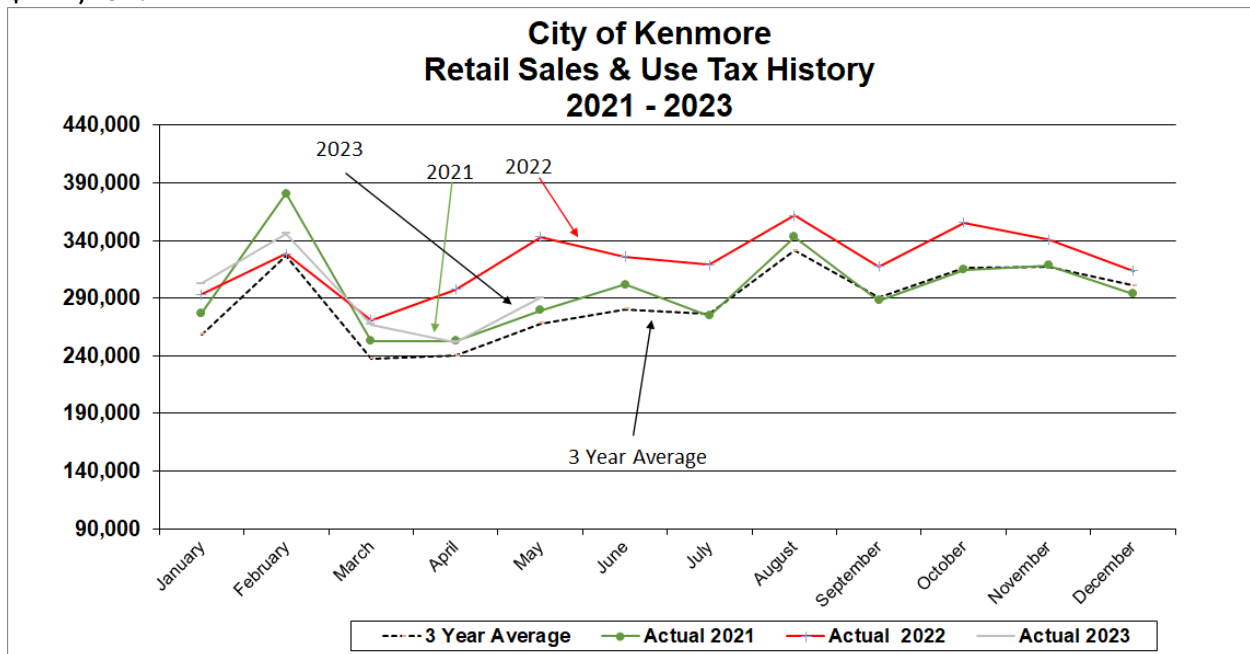
The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, May is the fifth month (20%) of the 2023-2024 biennial budget period. For the month of May, revenues exceeded expenditures in the General Fund by \$515,958. Biennium to date, revenues exceed expenditures by \$2,864,238.

The following chart illustrates the monthly revenue and expenditure activity in the General Fund through May 2023.

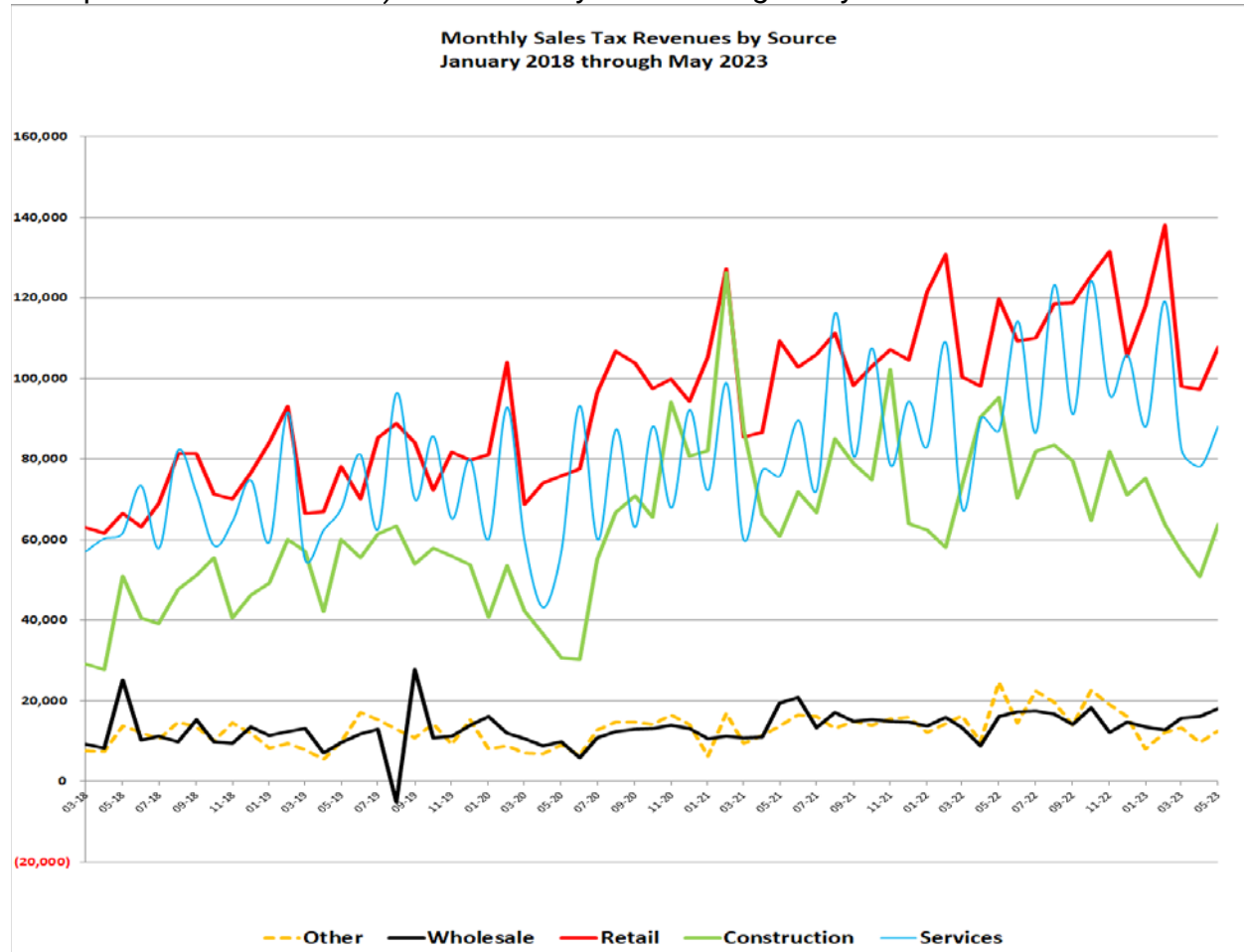


Total **revenues** for the month were **\$1,354,070**. Biennium to date revenues are \$7,108,192 which is 22.7% of the budgeted revenues of \$31,305,131. Primary sources of revenue for the month included \$560,656 in property taxes, \$205,904 in development fees & permits, \$290,536 in retail sales and use taxes, \$95,146 in intergovernmental & grants, and \$143,172 in utility taxes.

A summary of sales tax revenues received in **May** is attached. These receipts are based on **March** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts, which are \$74,847 below 2022 and ahead of the 3 Year Average by \$127,281.



The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2018 through May 2023.

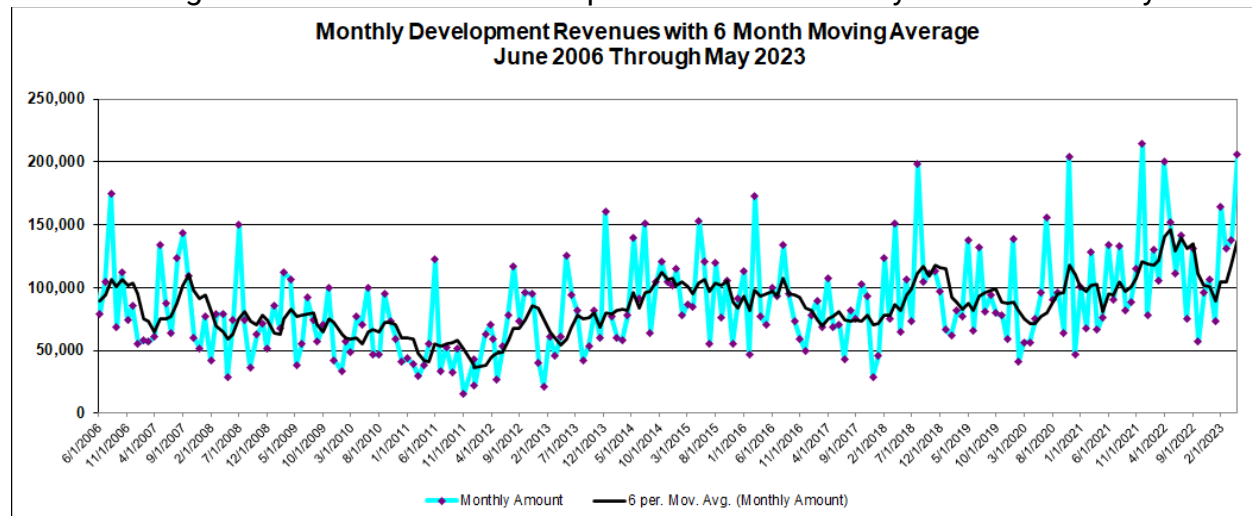


In May, the top 506 sales tax remitters, accounting for 85% or \$245,596 of total remittances, were reviewed for internet sales activity.

Of the \$245,596 of sales tax remitted by these companies in May, \$57,803 (24% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet-based sales tax in the major segments that include it:

	Top Sales Tax Remitters in May	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$89,811	\$39,211	44%
Information	8,126	3,086	38%
Services	68,513	14,425	21%
Wholesale	14,013	1,081	8%
Other	65,133	0	0%
	\$245,596	\$57,803	

The following chart illustrates the development revenue activity over the last 17 years.



May 2023 expenditures were **\$838,112**. Biennium to date expenditures were \$4,243,954 which is 13.6% of the biennial budget expenditures of \$31,252,425.

City cash, \$26,528,269, and long-term investments, \$6,563,118, at the end of May, totaled \$33,091,387. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

OTHER FUNDS

Total non-General Fund revenues for the month were \$2,106,951 and total non-General Fund expenditures were \$980,450.

In the **Street Fund**, expenses are outpacing revenues year to date as transfers from the General Fund and Transportation Benefit District have not yet been recorded. Overall, expenses are slightly lower than expected at 16% for the biennium vs the 20% target.

In May, the **Transportation Capital Fund** had expenditures in the amount of \$382,489 on pedestrian safety projects & street maintenance.

The **Sammamish Bridge Replacement Fund** had \$41,375 in expenditures during the month and received \$113,618 in bridge grant reimbursements.

The **Real Estate Excise Tax Fund** received \$179,950 of real estate excise taxes (REET) in May from sales activity that occurred in April. Forty-five (45) transactions were reported.

The **Park Impact Fee Fund** received \$203,238 in revenues during the month.

In May, there were \$435,233 in revenues for the **Transportation Impact Fee Fund**.

The **Park Capital Fund** had \$159,586 in Park improvement expenditures during May. The fund received \$70,000 in grant reimbursements during the month.

In May, the **Walkways & Waterways Debt Service Fund** collected \$104,333 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$553,079.

The **Transportation Benefit District Fund** received \$27,593 in vehicle license fees during the month.

SUMMARY

This concludes the financial report for the City of Kenmore as of **May 31, 2023**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
May 31, 2023



	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH <u>May 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	BIENNIUM BUDGET <u>2023-2024</u>	MONTH <u>May 2021</u>	BIENNIUM TO DATE <u>2021-2022</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2021-2022</u>
REVENUES								
Beginning Fund Balance		4,634,521		4,634,521		4,934,368		4,934,368
Property Taxes	560,656	2,965,248	26.0%	11,403,392	916,615	2,834,464	26.1%	10,865,654
Sales and Use Taxes	290,536	1,458,944	19.3%	7,543,271	279,497	1,442,784	21.4%	6,754,280
Utility Taxes	143,172	757,546	25.6%	2,956,579	180,515	519,099	21.6%	2,399,290
Other Taxes	14,264	64,330	19.2%	335,010	20,791	42,229	23.2%	182,200
Development Fees & Permits	205,904	704,968	30.9%	2,283,416	76,001	438,650	25.5%	1,720,003
Franchise Fees	2,007	444,721	26.1%	1,707,003	73,036	426,574	24.4%	1,746,569
Intergovernmental and Grants	95,146	593,467	19.1%	3,099,112	70,346	504,436	17.4%	2,902,594
Investment Interest	20,350	63,519	94.9%	66,903	480	76,943	116.6%	66,000
Fines and Forfeitures	2	17,435	0.0%	0	0	2,336	0.0%	0
Transfers and Other Revenues	22,032	38,014	2.0%	1,910,445	4,911	35,991	0.7%	5,203,180
Total Revenues	1,354,070	7,108,192	22.7%	31,305,131	1,622,191	6,323,506	19.9%	31,839,770
...								

City of Kenmore, Washington
General Fund Summary Report
May 31, 2023



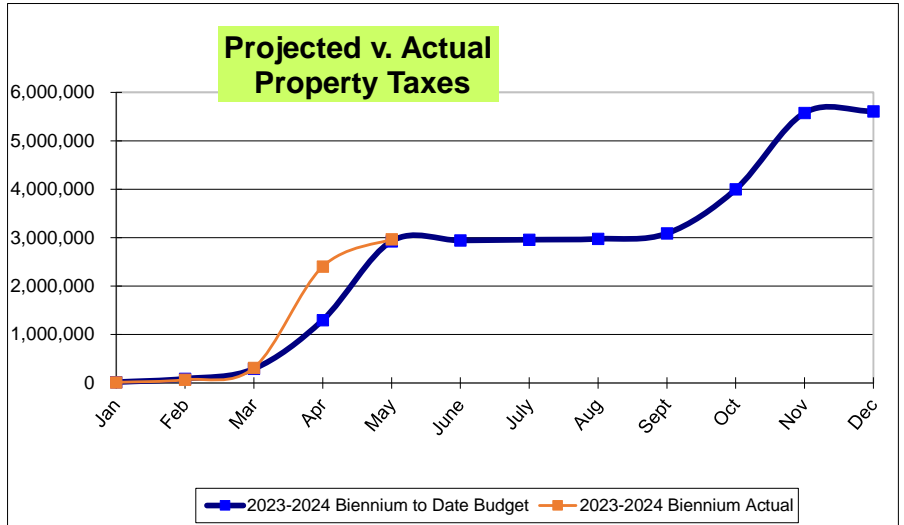
	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM	% of	BIENNIUM	MONTH	BIENNIUM	% of	AMENDED BIENNIUM
	<u>May 2023</u>	<u>2023-2024</u>	<u>BUDGET</u>	<u>2023-2024</u>	<u>May 2021</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>BUDGET</u>
EXPENDITURES								<u>2021-2022</u>
Cost Center								
City Council	9,469	100,969	24.9%	405,013	8,639	73,889	22.2%	332,711
City Manager	185,167	842,864	23.1%	3,640,924	92,724	497,277	15.9%	3,121,846
City Clerk	81,780	303,756	31.0%	978,750	54,224	163,812	17.5%	937,052
Finance	47,566	722,544	28.6%	2,527,861	49,714	568,709	25.7%	2,212,820
Human Resources	30,156	91,918	0.0%	510,304	10,617	17,390	0.0%	319,432
Legal	60,882	122,786	17.5%	700,000	20,061	147,726	26.1%	565,000
Interfund Transfers/Non Department	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
Public Safety	52,476	108,072	1.1%	9,666,950	11,174	77,519	0.8%	9,152,371
Engineering & Environmental Services	86,871	339,021	19.4%	1,745,035	50,849	243,045	14.4%	1,689,574
Community Development	49,349	392,589	19.3%	2,038,723	59,857	298,056	17.6%	1,695,828
Developmental Services	108,210	609,994	18.1%	3,371,076	100,803	546,960	19.2%	2,845,428
Parks & Facility Maintenance	126,185	609,443	16.4%	3,717,276	73,223	529,731	19.8%	2,676,904
Total Expenditures	838,112	4,243,954	13.6%	31,252,425	531,886	3,164,115	9.8%	32,379,582
Revenues over Expenditures	515,958	2,864,238		52,706	1,090,305	3,159,391		(539,812)
Ending Fund Balance		7,498,759		4,687,227	1,090,305	8,093,759		4,394,556

**City of Kenmore, Washington
General Fund Revenue Graphs
May 31, 2023**

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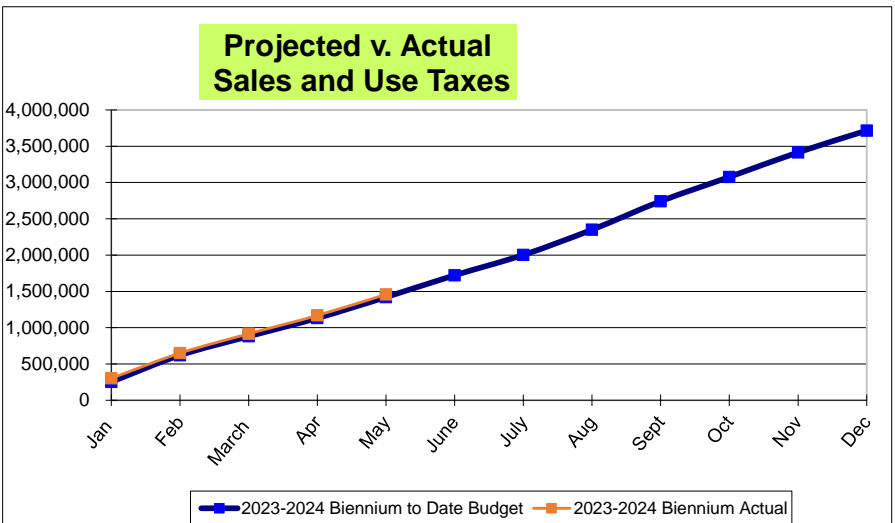
PROPERTY TAXES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	67,043
Mar	293,557	314,577
Apr	1,298,526	2,404,592
May	2,927,195	2,965,248
June	2,942,875	
July	2,958,422	
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		101%



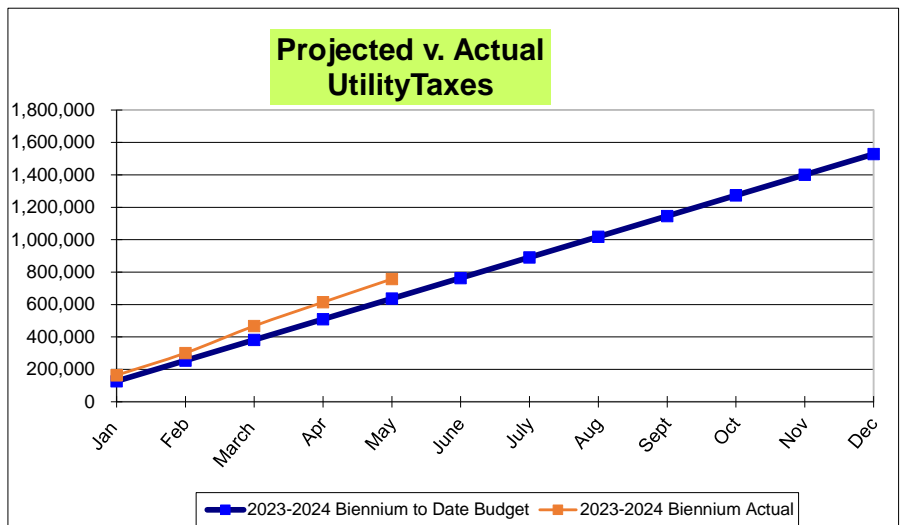
SALES & USE TAXES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	254,083	303,019
Feb	620,044	649,273
March	880,509	916,214
Apr	1,131,954	1,168,408
May	1,421,084	1,458,944
June	1,722,281	
July	2,002,774	
Aug	2,350,069	
Sept	2,742,149	
Oct	3,076,757	
Nov	3,415,256	
Dec	3,715,897	
2023-24	7,543,271	
Year To Date		
Actual v. Projected		103%



UTILITY TAXES

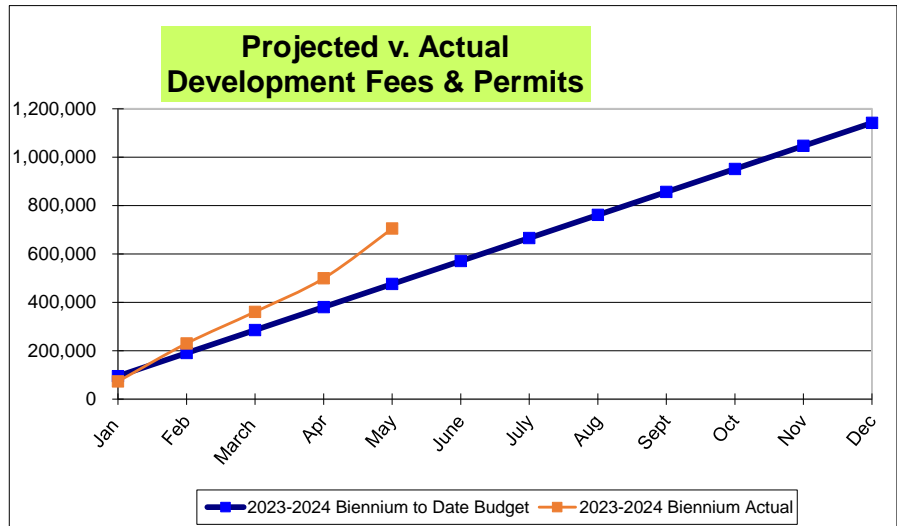
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	301,045
March	382,071	468,055
Apr	509,428	614,374
May	636,785	757,546
June	764,142	
July	891,499	
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		119%



V:\Admin and Finance\Monthly Reports\2023\May 2023General Fund Rev Graphs

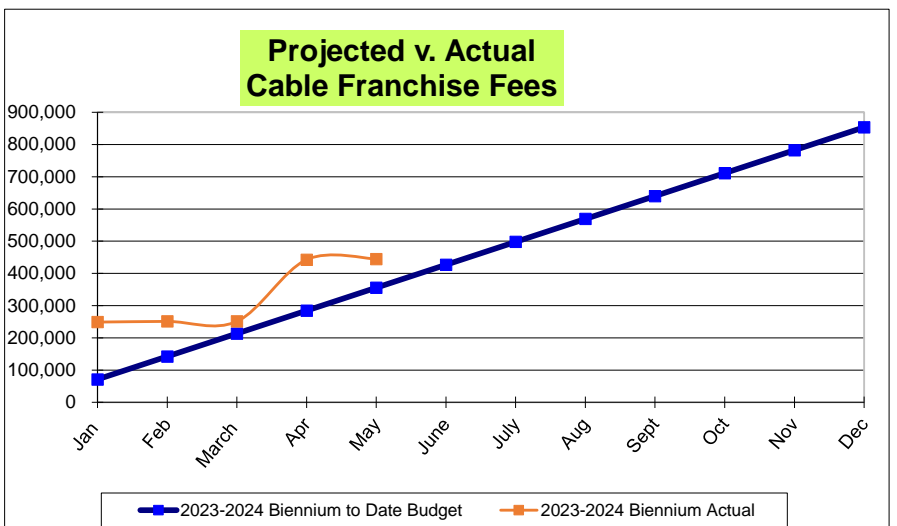
DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	230,047
March	285,426	360,853
Apr	380,568	499,064
May	475,710	704,968
June	570,852	
July	665,994	
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		148%



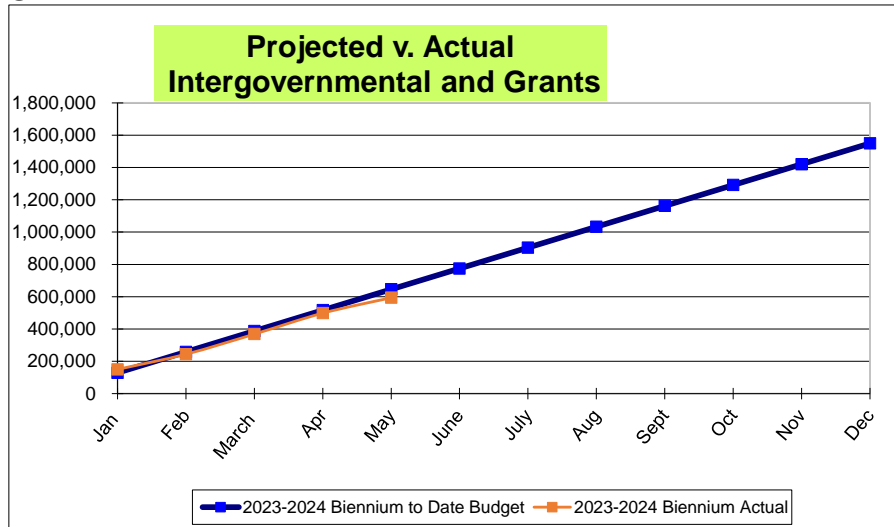
CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	251,037
March	213,375	251,037
Apr	284,500	442,714
May	355,625	444,721
June	426,750	
July	497,875	
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		125%



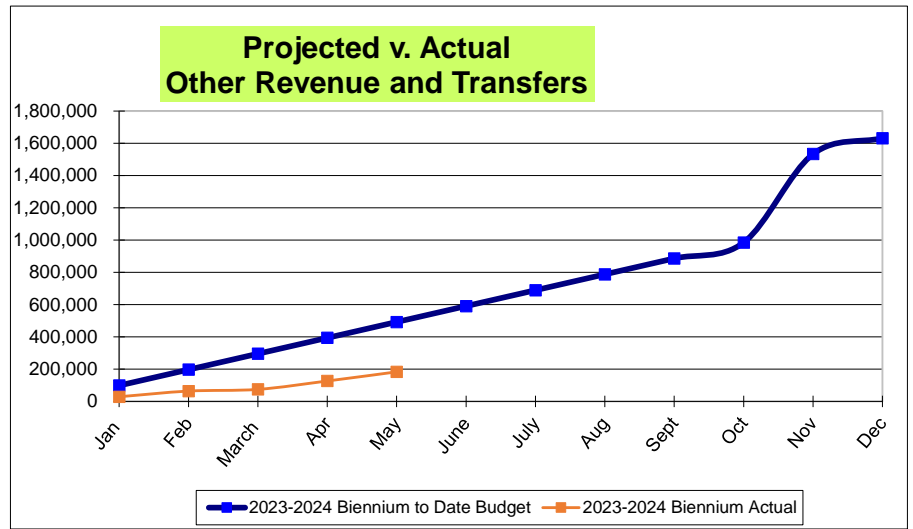
INTERGOVERNMENTAL & GRANTS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	244,116
March	387,390	368,477
Apr	516,520	498,320
May	645,650	593,467
June	774,780	
July	903,910	
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		92%



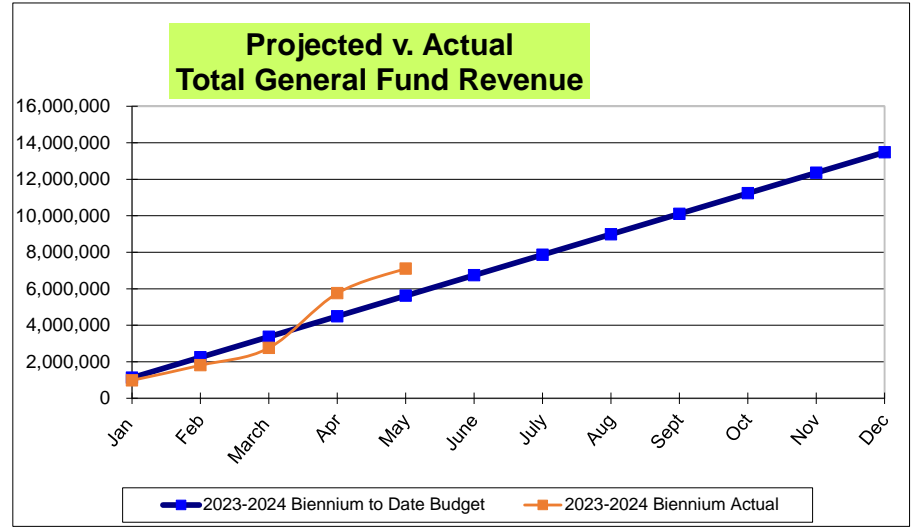
OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	64,066
March	295,485	74,632
Apr	393,979	126,650
May	492,474	183,298
June	590,969	
July	689,464	
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		37%



TOTAL GENERAL FUND REVENUE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	1,806,626
March	3,369,424	2,753,843
Apr	4,492,565	5,754,122
May	5,615,706	7,108,192
June	6,738,847	
July	7,861,988	
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		127%

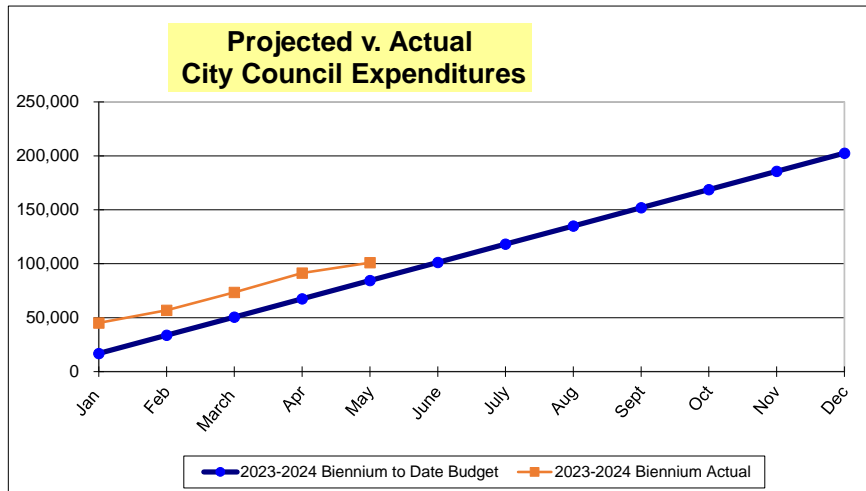


City of Kenmore, Washington
General Fund Expenditure Graphs
May 31, 2023

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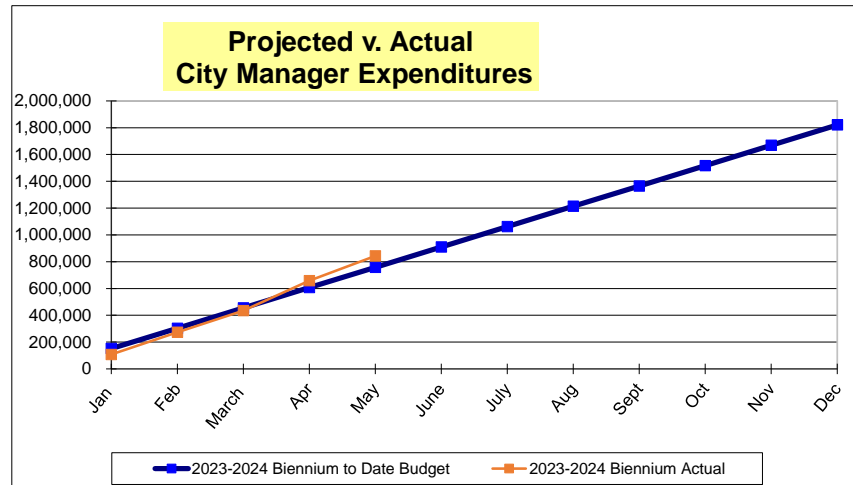
CITY COUNCIL

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	56,928
March	50,628	73,410
Apr	67,504	91,500
May	84,380	100,969
June	101,256	
July	118,132	
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24 Year To Date	405,013	
Actual v. Projected		120%



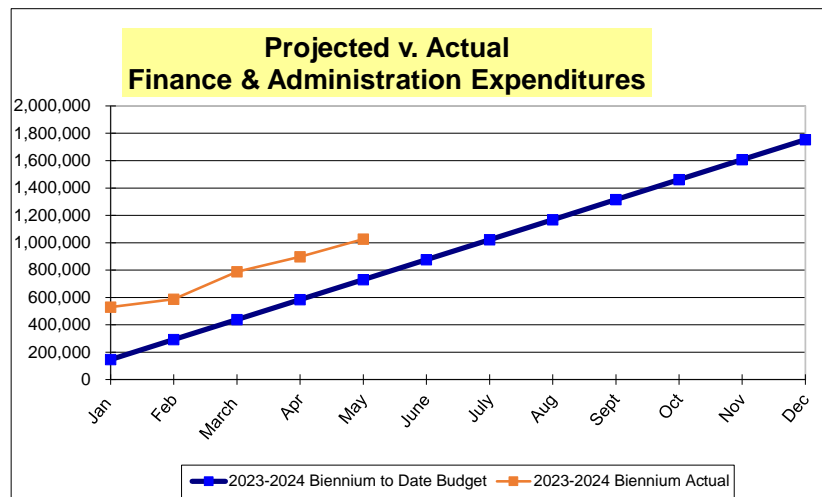
CITY MANAGER

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	272,756
March	455,115	435,641
Apr	606,820	657,696
May	758,525	842,864
June	910,230	
July	1,061,935	
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24 Year To Date	3,640,924	
Actual v. Projected		111%



FINANCE & ADMINISTRATION

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	587,043
March	438,327	788,114
Apr	584,436	896,954
May	730,545	1,026,300
June	876,654	
July	1,022,763	
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24 Year To Date	3,506,611	
Actual v. Projected		140%

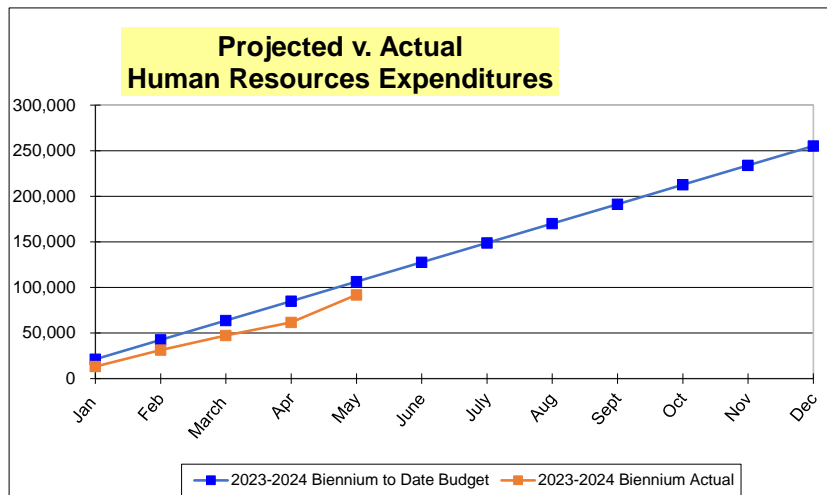


City of Kenmore, Washington
General Fund Expenditure Graphs
May 31, 2023

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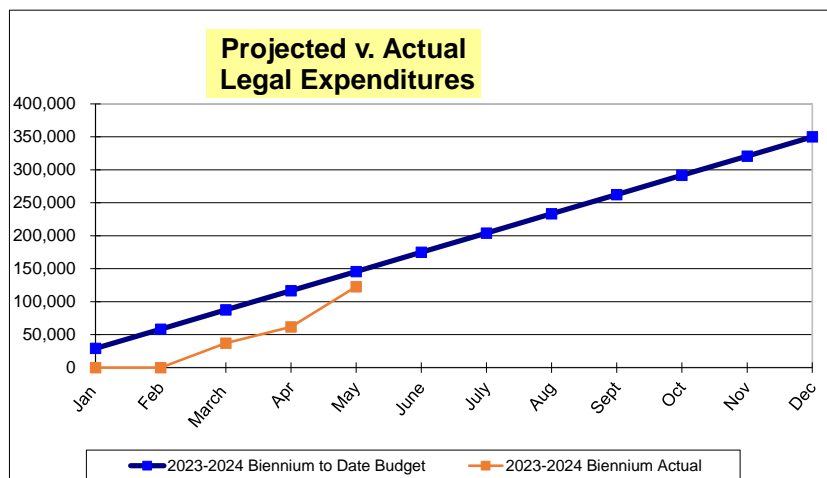
HUMAN RESOURCES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	31,434
March	63,789	47,411
Apr	85,052	61,763
May	106,315	91,918
June	127,578	
July	148,841	
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		86%



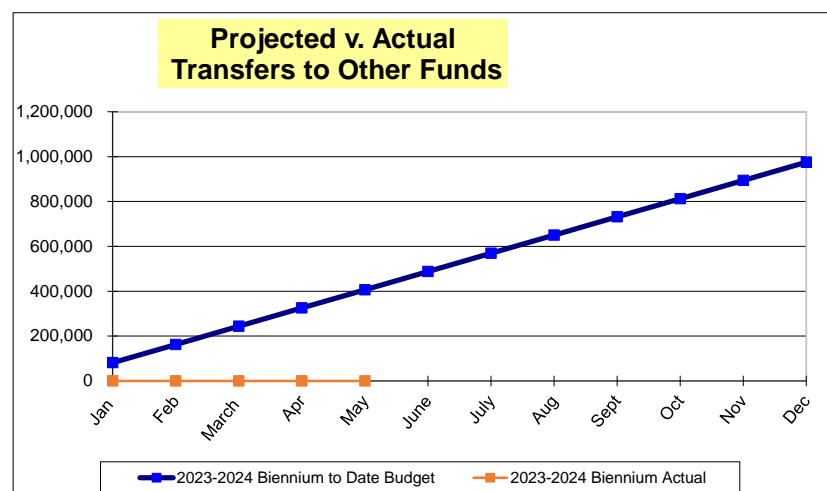
LEGAL

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	29,167	0
Feb	58,334	0
March	87,501	37,307
Apr	116,668	61,903
May	145,835	122,786
June	175,002	
July	204,169	
Aug	233,336	
Sept	262,503	
Oct	291,670	
Nov	320,837	
Dec	350,004	
2023-24	700,000	
Year To Date		
Actual v. Projected		84%



TRANSFERS TO OTHER FUNDS

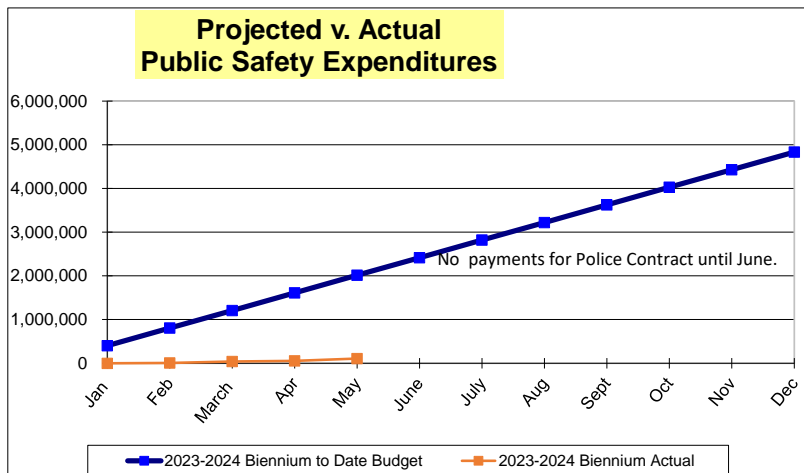
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	81,271	0
Feb	162,542	0
March	243,813	0
Apr	325,084	0
May	406,355	0
June	487,626	
July	568,897	
Aug	650,168	
Sept	731,439	
Oct	812,710	
Nov	893,981	
Dec	975,252	
2023-24	1,950,513	
Year To Date		
Actual v. Projected		0%



PUBLIC SAFETY

2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
---	---------------------------------

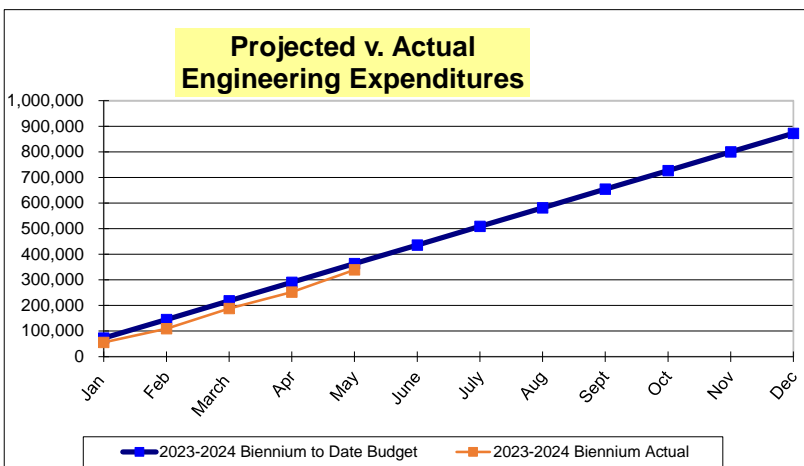
Jan	402,790	50
Feb	805,580	6,353
March	1,208,370	38,897
Apr	1,611,160	55,596
May	2,013,950	108,072
June	2,416,740	
July	2,819,530	
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		5%



ENGINEERING

2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
---	---------------------------------

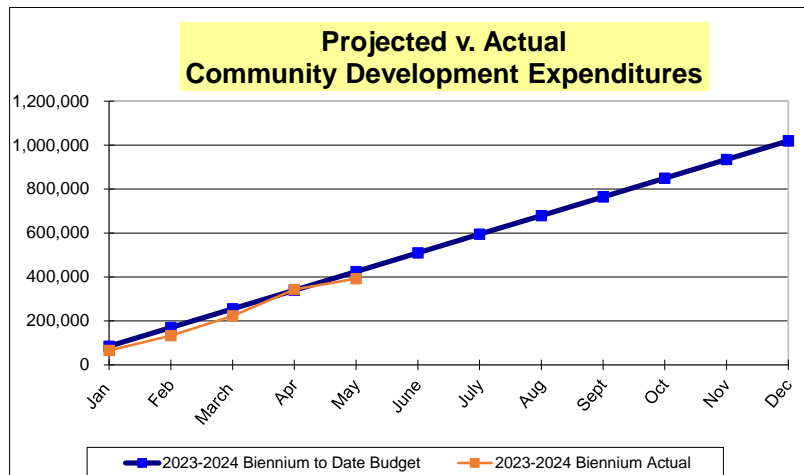
Jan	72,710	55,943
Feb	145,420	108,968
March	218,130	188,243
Apr	290,840	252,150
May	363,550	339,021
June	436,260	
July	508,970	
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		93%



COMMUNITY DEVELOPMENT

2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
---	---------------------------------

Jan	84,947	65,630
Feb	169,894	132,886
March	254,841	222,832
Apr	339,788	343,240
May	424,735	392,589
June	509,682	
July	594,629	
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		92%



DEVELOPMENT SERVICES

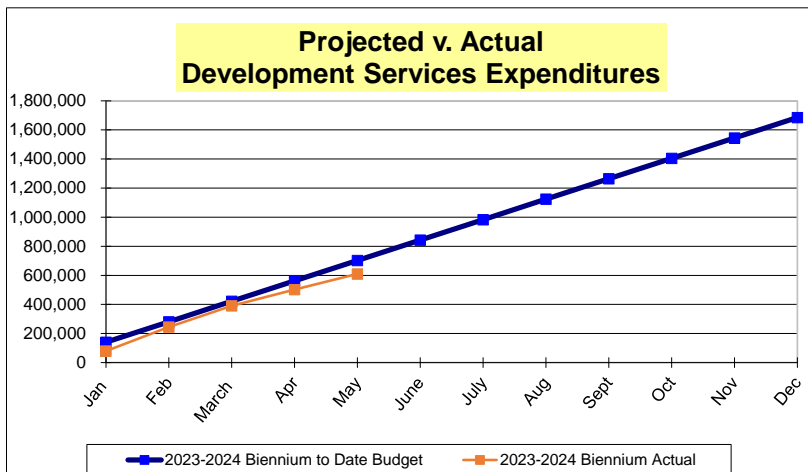
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
--	---	---------------------------------

Jan	140,462	79,459
Feb	280,924	244,251
March	421,386	390,292
Apr	561,848	501,784
May	702,310	609,994
June	842,772	
July	983,234	
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24	3,371,076	

Year To Date

Actual v. Projected

87%



PARKS & FACILITY MAINTENANCE

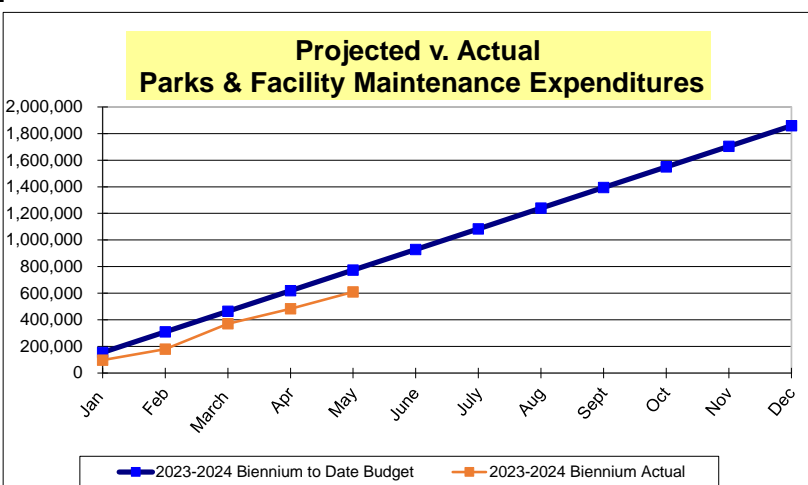
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
--	---	---------------------------------

Jan	154,887	97,307
Feb	309,774	179,636
March	464,661	370,226
Apr	619,548	483,257
May	774,435	609,443
June	929,322	
July	1,084,209	
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24	3,717,276	

Year To Date

Actual v. Projected

79%



TOTAL GENERAL FUND EXPENDITURES

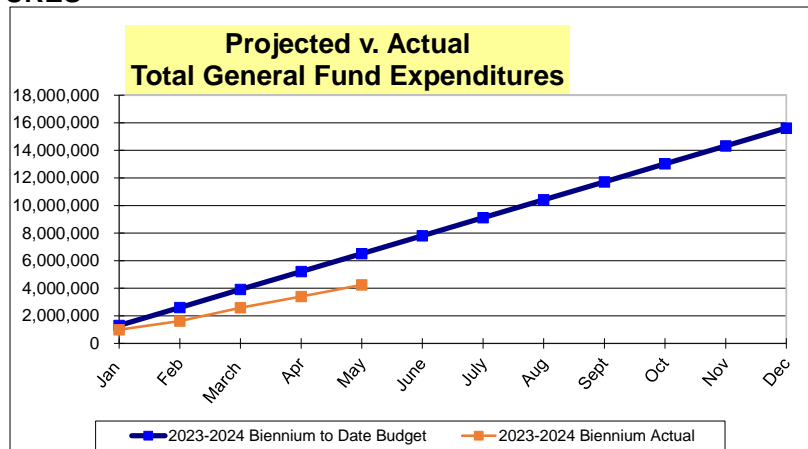
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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Jan	1,302,184	994,291
Feb	2,604,368	1,620,254
March	3,906,552	2,592,374
Apr	5,208,736	3,405,842
May	6,510,920	4,243,954
June	7,813,104	
July	9,115,288	
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24	31,252,425	

Year To Date

Actual v. Projected

65%



City of Kenmore, Washington
Street Fund Summary Report
May 31, 2023

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CURRENT PERIOD 2023 - 2024				
	MONTH <u>May 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2023-2024</u>
REVENUES				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	36,414	161,655	17.6%	917,905
Investment Interest	5,855	22,375	111.9%	20,000
Miscellaneous	0	8,279	17.8%	46,602
ROW Permit Fees/Inspections	0	62,685	25.7%	243,612
Multimodal Transportation	0	7,819	12.2%	63,948
MVA Transpo City	0	6,842	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	42,269	269,655	7.0%	3,850,380

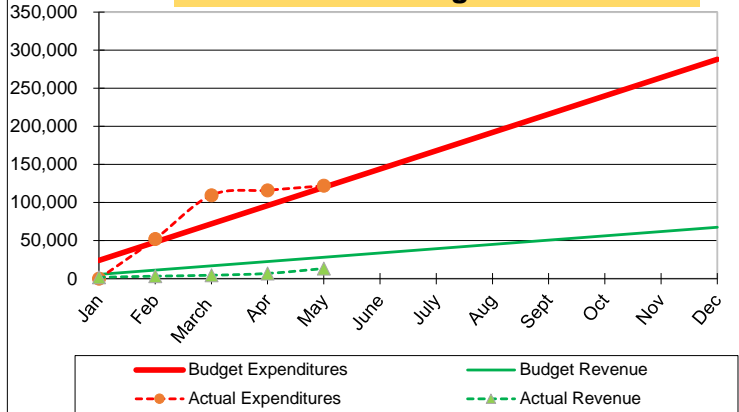
CURRENT PERIOD 2023 - 2024				
	MONTH <u>May 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2023-2024</u>
EXPENDITURES				
Salary and Benefits	60,269	298,104	18.9%	1,575,300
Maintenance & Operations	46,038	284,828	14.2%	2,001,300
Capital	2,555	18,881	36.0%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	108,862	601,813	15.8%	3,804,980
Revenues over Expenditures	(66,594)	(332,159)		45,400
Ending Fund Balance		1,938,403		2,315,962

May 31, 2023

STRATEGIC OPPORTUNITIES FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000	52,075	11,252	3,330
March	72,000	109,645	16,878	4,536
Apr	96,000	116,112	22,504	6,887
May	120,000	122,005	28,130	13,356
June	144,000		33,756	
July	168,000		39,382	
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	
Total Actual to Date vs Total Budget		21%		10%

**STRATEGIC OPPORTUNITIES FUND
Actual v. Budget Results**

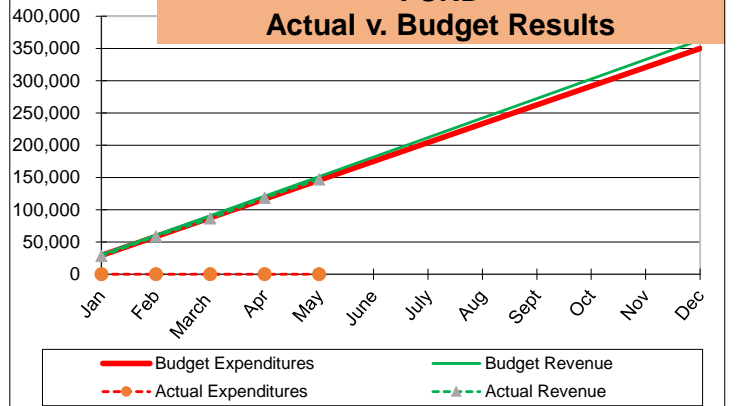


The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

TRANSPORTATION BENEFIT DISTRICT FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334	0	60,526	58,709
March	87,501	0	90,789	86,440
Apr	116,668	0	121,052	118,485
May	145,835	0	151,315	146,980
June	175,002		181,578	
July	204,169		211,841	
Aug	233,336		242,104	
Sept	262,503		272,367	
Oct	291,670		302,630	
Nov	320,837		332,893	
Dec	349,996		363,156	
2023-24	700,000		726,305	
Total Actual to Date vs Total Budget		0%		20%

**TRANSPORTATION BENEFIT DISTRICT
FUND
Actual v. Budget Results**

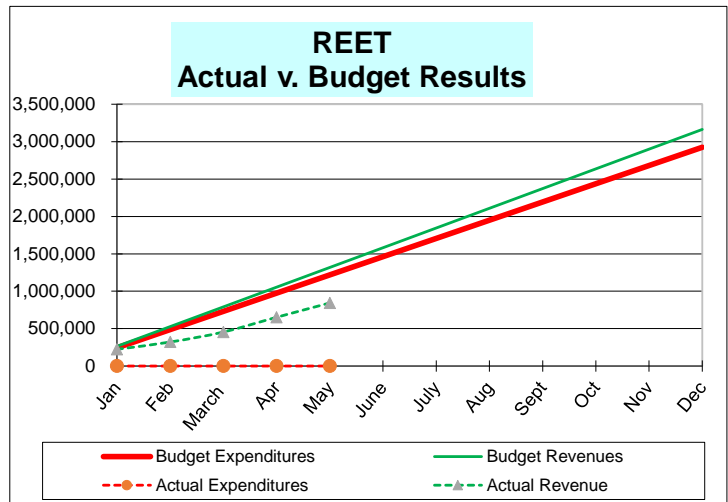


The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

May 31, 2023

REAL ESTATE EXCISE TAX FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408	0	527,180	320,826
March	731,112	0	790,770	454,752
Apr	974,816	0	1,054,360	651,898
May	1,218,520	0	1,317,950	843,314
June	1,462,224		1,581,540	
July	1,705,928		1,845,130	
Aug	1,949,632		2,108,720	
Sept	2,193,336		2,372,310	
Oct	2,437,040		2,635,900	
Nov	2,680,744		2,899,490	
Dec	2,924,448		3,163,080	
2023-24	5,848,900		6,326,171	
Total Actual to Date vs Total Budget		0%		13%

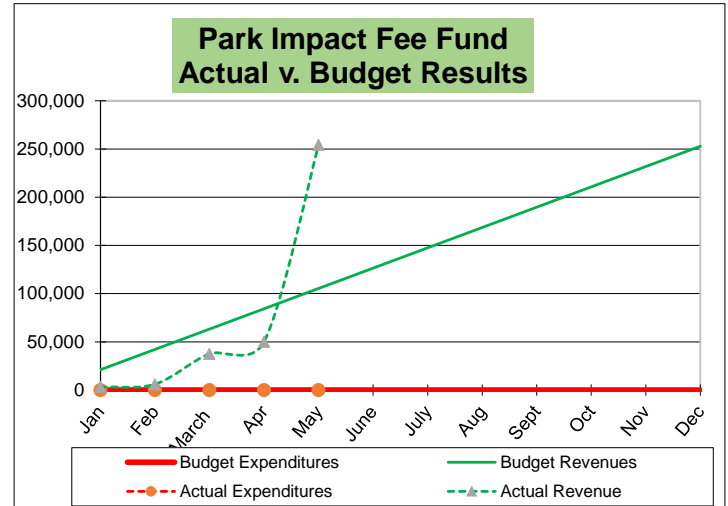


The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements. include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

and Transportation Capital Fund for transportation improvements.

PARK IMPACT FEE FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0	0	42,140	6,018
March	0	0	63,210	37,652
Apr	0	0	84,280	50,046
May	0	0	105,350	254,340
June	0		126,420	
July	0		147,490	
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		50%

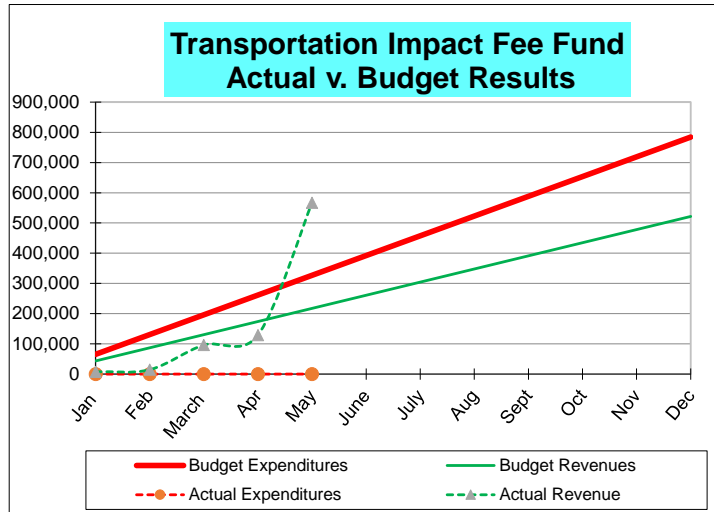


This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

May 31, 2023

TRANSPORTATION IMPACT FEE FUND

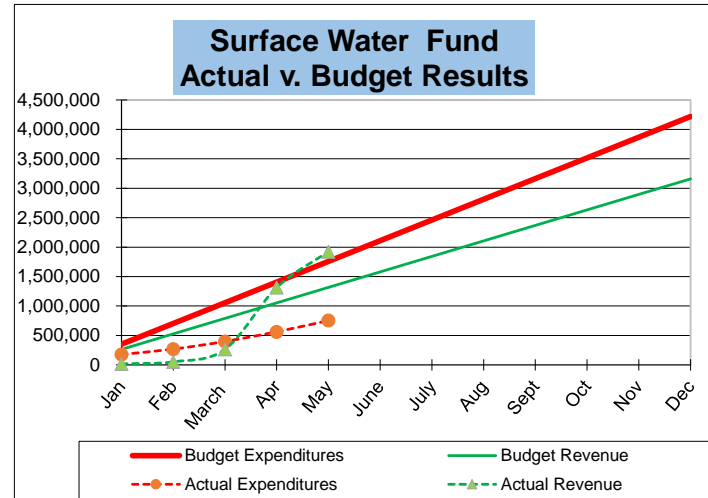
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716	0	86,944	14,461
March	196,074	0	130,416	96,287
Apr	261,432	0	173,888	128,935
May	326,790	0	217,360	566,969
June	392,148		260,832	
July	457,506		304,304	
Aug	522,864		347,776	
Sept	588,222		391,248	
Oct	653,580		434,720	
Nov	718,938		478,192	
Dec	784,296		521,664	
2023-24	1,568,596		1,043,334	
Total Actual to Date vs Total Budget		0%		54%



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

SURFACE WATER MANAGEMENT FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	351,574	177,516	263,276	17,517
Feb	703,148	268,361	526,552	52,102
March	1,054,722	398,377	789,828	263,203
Apr	1,406,296	561,906	1,053,104	1,314,101
May	1,757,870	753,038	1,316,380	1,921,920
June	2,109,444		1,579,656	
July	2,461,018		1,842,932	
Aug	2,812,592		2,106,208	
Sept	3,164,166		2,369,484	
Oct	3,515,740		2,632,760	
Nov	3,867,314		2,896,036	
Dec	4,218,888		3,159,312	
2023-24	8,467,779		6,318,615	
Total Actual to Date vs Total Budget		9%		30%



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

City of Kenmore, Washington
Cash and Investment Report
May 31, 2023

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<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$6,033,265	\$1,367,855	\$913,980	6,487,140
Street	2,004,685	42,269	108,862	1,938,092
Transportation Capital	2,167,810	0	382,489	1,785,321
KAPE Fund	-165	0	13,233	(13,398)
Public Art	121,039	367	0	121,406
Park Impact Fee	144,977	204,294	0	349,271
Transportation Impact Fee	488,962	438,035	0	926,997
Swamp Creek Basin	457,795	1,388	0	459,183
Transportation Benefit District	270,008	28,495	0	298,503
ARPA Fiscal Recovery Fund	5,055,178	0	20,483	5,034,695
Sammamish Bridge Replacement	705,055	113,618	41,375	777,297
Walkways & Waterways Debt Service	625,460	104,333	0	729,792
Real Estate Excise Tax	3,602,965	191,416	0	3,794,381
Park Capital	1,142,516	70,000	159,586	1,052,931
Walkways & Waterways Bond	156,717	28,111	0	184,828
Surface Water Management	2,596,494	607,819	191,132	3,013,181
Surface Water Capital	1,820,346	125,442	54,634	1,891,153
Public Works Shop Fund	379,334	0	514	378,820
Strategic Reserve	1,380,178	4,183	0	1,384,361
Strategic Opportunities	690,531	6,468	5,893	691,106
Equipment Replacement	677,703	2,047	2,202	677,549
Trust & Agency	993,476	138,666	45	1,132,097
Totals	\$31,514,330	\$3,474,806	\$1,894,430	\$33,094,707

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	\$5,056,670	\$1,428,118	6,484,789
Street	1,087,698	850,000	1,937,698
Transportation Capital	1,785,321	0	1,785,321
KAPE Fund	-13,398	0	(13,398)
Public Art	106,406	15,000	121,406
Park Impact Fee	-580,729	930,000	349,271
Transportation Impact Fee	896,997	30,000	926,997
Swamp Creek Basin	-940,817	1,400,000	459,183
Transportation Benefit District	298,503	0	298,503
ARPA Fiscal Recovery Fund	5,034,581	0	5,034,581
Sammamish Bridge Replacement	777,297	0	777,297
Walkways & Waterways Debt Service	729,792	0	729,792
Real Estate Excise Tax	3,794,381	0	3,794,381
Park Capital	1,052,931	0	1,052,931
Walkways & Waterways Bond	184,828	0	184,828
Surface Water Management	2,502,721	510,000	3,012,721
Surface Water Capital	1,891,153	0	1,891,153
Public Works Shop Fund	378,820	0	378,820
Strategic Reserve	534,362	850,000	1,384,362
Strategic Opportunities	691,106	0	691,106
Equipment Replacement	227,548	450,000	677,548
Trust & Agency	1,032,097	100,000	1,132,097
Totals	\$26,528,268	\$6,563,118	\$33,091,387

City of Kenmore, Washington
Investment Schedule
 May 31, 2023



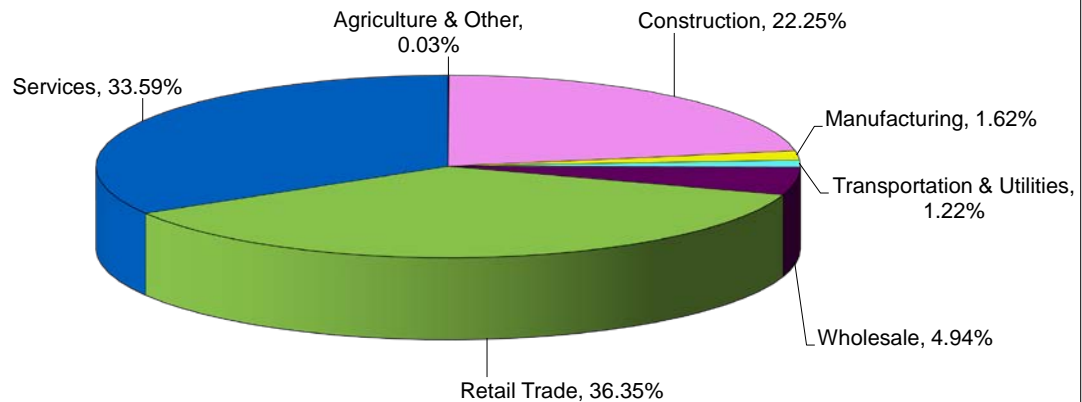
Average Yield to Maturity-Securities								Overall Average Yield	0.55% 3.07%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield	Principal or Balance	Yield Equivalents		
Time Value Investments									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%	1,501,588.50	3,003.18		
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%	1,501,500.00	4,504.50		
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%	1,000,000.00	1,900.00		
3130AQTT0	FHLB	3/2/2022	2/28/2025	1.67%	1.67%	1,494,768.00	24,962.63		
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%	1,065,261.38	1,917.47		
Total TVI Purchases						6,563,117.88	36,287.77		
CD's									
							-		
Total CD's						0.00	0.00		
TOTAL ALL SECURITIES								\$ 6,563,117.88	\$ 36,287.77
Banner Checking and Savings					0.02%	6,526,805.42	1,305.36		
Pacific Premier Savings					4.75%	3,260,073.22	154,739.38		
LGIP - Primary Account					4.93%	10,286,080.70	506,826.05		
LGIP - Bond Proceeds Account					4.93%	6,455,309.21	318,072.45		
Total Accounts								\$ 33,091,386.43	1,017,231.01

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
May 31, 2023



Industry	Prior 12 Months ending May 2022	Current 12 Months ending May 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,031	\$1,069	3.77%	0.03%
Construction	923,580	844,013	-8.62%	22.25%
Manufacturing (Printing, Publishing, Other Manuf.)	76,512	61,420	-19.72%	1.62%
Transp/Comm/Utilities (Telecomm., Air Transport.)	27,663	46,309	67.40%	1.22%
Wholesale (Lumber, Other Wholesale)	179,814	187,356	4.19%	4.94%
Retail Trade (Eating, Merchandise, Food Stores)	1,303,873	1,379,002	5.76%	36.35%
Services (Auction, Recreation, Auto Repair, Financial)	<u>1,155,638</u>	<u>1,274,130</u>	10.25%	33.59%
Totals	<u>\$3,668,112</u>	<u>\$3,793,300</u>	<u>3.41%</u>	100%
Increase/(Decrease)		<u>\$125,188</u>	<u>3.41%</u>	

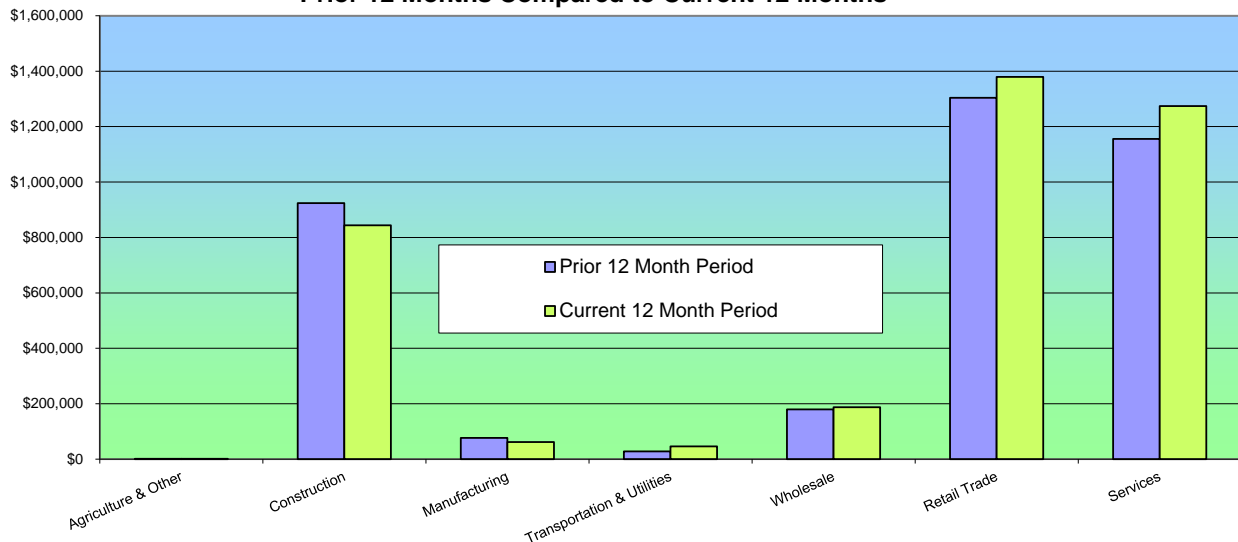
Retail Sales and Use Taxes by Industry
Current 12 Months Ending May 2023



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

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

Retail Sales and Use Taxes by Industry
Prior 12 Months Compared to Current 12 Months



City of Kenmore
Retail Sales & Use Tax History
1999-2021



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417	346,254	326,823	19,431	17,836
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188	266,941	237,660	29,281	(4,247)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790	252,194	240,059	12,135	(45,596)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261	290,536	268,324	22,212	(52,725)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842		280,459	(280,459)	(325,842)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993		276,279	(276,279)	(318,993)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	1,458,944	3,444,335	(1,985,392)	(2,409,203)



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Public Hearing and adoption of Ordinance No. 23-0580.	For Council Meeting Agenda of: <u>July 24, 2023</u> Department: <u>Development Services</u> Prepared by: <u>Samantha Loyuk, Development Services Director.</u>										
Proposed Council Action/Motion: Public Hearing and adoption of Ordinance No. 23-0580 to amend Kenmore Municipal Code (KMC) Section 18.100.200 to require the City of Kenmore to provide public notification in lieu of the sponsoring organization for indoor or outdoor temporary homeless shelters.	<table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>SL 7/3/23</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>CC 7/5/23</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM 7/10/23</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK 7/10/23</u></td></tr></tbody></table> Exhibits/Attachments: 1. Ordinance no. 23-0580 2. Ordinance no. 23-0580 Exhibit A: Amended Code Sections		<u>Initial & Date</u>	Approved by Department Head:	<u>SL 7/3/23</u>	Approved by City Attorney:	<u>CC 7/5/23</u>	Approved by Finance Director:	<u>MM 7/10/23</u>	Approved by City Manager:	<u>RK 7/10/23</u>
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Summary: Public hearing and adoption of Ordinance No. 23-0580 to adopt amendments to KMC 18.100.200 – Indoor and Outdoor Temporary Homeless Shelters.											
Information/Background: On October 15, 2018, City Council passed Ordinance No. 18-0466 to adopt regulations for indoor and outdoor temporary homeless shelters. The ordinance includes a public notification provision that requires the sponsoring organization to notify owners, residents, and tenants via first class mail. Whereas the City typically takes the lead on mailed public notices (“mailers”), the public expects notices to be sent by the city regarding city business and permits, not the sponsoring organization (“applicant”). Shifting the requirement back to the city builds trust, transparency, and consistency. The proposed code amendment requires city staff to send out the mailer in lieu of the applicant.											
Fiscal Consideration: The current fee schedule requires the applicant to pay for public notices sent by the city. Based on the current fee schedule (Resolution No. 23-400) the cost to the applicant will be the actual cost of supplies and postage, or a minimum of \$233, whichever is greater.											
Council Goal/Budget Being Addressed: City Council Priority #9: Foster community engagement and participation.											

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 23-0580**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,
AMENDING SECTION 18.100.200 OF THE KENMORE MUNICIPAL
CODE TO REQUIRE THE CITY OF KENMORE TO PROVIDE PUBLIC
NOTIFICATION VIA FIRST CLASS MAIL IN LIEU OF THE
SPONSORING ORGANIZATION PROVIDING SUCH NOTIFICATION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the city manager is authorized to issue temporary use permits for indoor and outdoor temporary homeless shelters; and

WHEREAS, a notice must be provided a minimum of 14 calendar days before the city manager's decision on the temporary use permit application and whereas, such notice must be sent by the sponsoring organization by first class mail to owners, residents, and tenants of all property within 1,000 feet of the subject property, advising them of the date, time, and location of a public informational meeting; and

WHEREAS, the City Council and members of the public have voiced concerns with notices being mailed by the sponsoring organizations in lieu of City staff; and

WHEREAS, the City Council values public participation and transparency; and

WHEREAS, the City Council finds that having city staff mail public notices in lieu of the sponsoring organization will improve accuracy, preserve transparency, and promote public participation; and

WHEREAS, the City Council finds that the proposed amendments meet the criteria found in KMC Section 19.20.090; an

WHEREAS, the City sent notice of the Proposed Amendments to the Washington State Department of Commerce pursuant to RCW 36.70A.106; and

WHEREAS, on June 16, 2023, the City's Responsible Official issued a Determination of Non-Significance pursuant to the State Environmental Policy Act in relation to the Proposed Amendments; and

WHEREAS, the City Council desires to adopt the Proposed Amendments and finds that such amendments are consistent with the goals, objectives and policies of the Comprehensive Plan; and

WHEREAS, the City Council finds that adoption of the Proposed Amendments is in the best interests of the residents of Kenmore and will promote the public health, safety and welfare of the City.

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

Section 1. Adoption. The City Council adopts the recitals set forth above as findings in support of this Ordinance, which are incorporated by reference as if set forth in full.

Section 5. Amendment. The City Council amends Chapter 18.100.200 of the Kenmore Municipal Code as set forth in Exhibit A, attached hereto and incorporated by reference as if set forth in full.

Section 6. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, phrase or word thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or words be declared unconstitutional.

Section 7. Effective Date. This Ordinance shall take effect and be in force five (5) days after the date of publication of this Ordinance.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A REGULAR MEETING THEREOF THIS 24TH DAY OF JULY, 2023.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 23-0580

EXHIBIT A TO ORDINANCE 23-0580

I. CHAPTER 18.100.200 of the Kenmore Municipal Code is amended to read as follows:

18.100.200 Indoor and outdoor temporary homeless shelters.

A. This section regulates indoor and outdoor temporary homeless shelters, which include temporary homeless encampments (“tent cities”) and temporary homeless indoor shelters, but exclude cold-weather low-barrier shelters, which are regulated by KMC 18.100.210.

B. In recognition of the need for temporary housing for homeless persons, the purpose of this section is to allow sponsoring religious, nonprofit, and governmental organizations (hereafter, “sponsoring organizations”) to use property owned or controlled by them for indoor and outdoor temporary homeless shelters (hereafter, “temporary homeless shelters” or “shelters”), while preventing harmful effects associated with such uses, including but not limited to the possibility of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws. An outdoor temporary homeless shelter shall include all land and buildings that are used for the shelter, and an indoor temporary homeless shelter shall include all buildings and outdoor areas that are used for the shelter (hereafter, “shelter site”).

C. Temporary homeless shelters may be permitted in accordance with the following procedures, requirements and standards, which shall apply instead of KMC 18.100.120 through 18.100.140:

1. The city manager is authorized to issue temporary use permits for shelters only upon demonstration by the sponsoring organization that all public health and safety requirements of this section have been satisfied or adequately addressed. The city manager may administratively adjust such requirements upon entry of findings and conclusions to support the adjustment. The city manager may terminate a permit upon a determination that the shelter is unfit for human habitation due to safety concerns, bad sanitary conditions or health related concerns, or disorderly or disorganized activities that adversely impact the safety, health, and welfare of the neighborhood adjacent to the shelter site.

2. An application for a temporary homeless shelter shall include the following:

- a. The dates of the start and termination of the shelter;
- b. The maximum number of residents proposed;
- c. The location, including parcel number(s) and address(es);
- d. The name(s) of the sponsoring organization(s);

e. A proposed plan regarding self-management;

f. A site plan, which shall:

(1) Show components of the shelter, including but not limited to: dwelling, eating, living, potable water, sanitary, solid waste, and administrative facilities and areas; entry and exit points; pathways; parking areas; and access routes for emergency services; and

(2) Demonstrate compliance with all safety and health requirements of this section, as applicable;

g. A transportation plan, which shall detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any; and

h. A code of conduct, which shall at a minimum:

(1) Require residents to agree to the code prior to being permitted to dwell on site; and

(2) Prohibit drugs, alcohol, weapons, and open flames; prohibit violent behavior and loitering in the area surrounding the site; and establish and require observance to quiet hours.

3. A temporary homeless shelter must meet or the sponsoring organization must implement all of the following health and safety standards:

a. Have a maximum of 50 residents, which the city manager may reduce due to property and shelter conditions or considerations.

b. For outdoor shelters, have a total site area of at least 150 square feet per resident.

c. Have a maximum duration of 125 consecutive days.

d. At approximately the 60-day mark, file a report with the city manager that contains topics, data and information required by the city manager, and thereafter summarize the report at a city council meeting.

e. Enclose outdoor shelters on all sides with a minimum six-foot-tall, sight-obscuring fence; provided, that if the shelter cannot be viewed by a person standing on the ground of or looking out of the window of a building on an abutting property, the fence does not need to be constructed along such abutting property.

f. Use existing permanent structures and not construct new permanent structures.

- g. At all times, have a point of contact who can be reached by phone.
- h. Prohibit overnight stays by children under the age of 18, unless accompanied by a parent or guardian.
- i. Before admitting a potential resident, contact the King County sheriff's communications center, or other agency or office approved by the City, to determine whether the potential resident is registered as a sex offender or has an active warrant. If the potential resident is a registered sex offender or has an active warrant, prohibit admission to the shelter.
- j. Provide adequate sanitary facilities and satisfy all applicable public health requirements.
- k. Allow inspections by City and King County health, fire, and police departments at any reasonable time and without notice.
- l. Provide a minimum of two off-street parking spaces per 25 residents, except for an indoor shelter with a fluctuating number of residents, which shall require a minimum of four off-street parking spaces. Not displace any required parking for the principal/existing use on the property as a result of the shelter
- m. Restrict smoking to a designated smoking area, which must be a minimum of 25 feet from adjacent properties.
- n. Observe quiet hours in accordance with KMC 8.05.025.

4. The sponsoring organization applicant shall accomplish the following:

- a. A minimum of 30 days before submittal of the application, mail a notice by first class mail to owners, residents, and tenants of all property within 1,000 feet of the shelter site. The notice at a minimum shall inform these persons of the proposed duration and operation of the shelter, the applicable standards and requirements of this section, the provisions of the proposed code of conduct, and the mechanisms for obtaining information regarding shelters in general and the proposed shelter in particular. At least two business days before mailing the notice, the sponsoring organization shall submit a copy of the draft notice to the city manager.
- b. Hold an informational meeting before the city manager's decision on the application. A minimum of 14 calendar days before the city manager's decision on the application, the **City of Kenmore sponsoring organization** shall mail notice by first class mail to owners, residents, and tenants of all property within 1,000 feet of the subject property, advising them of the date, time, and location of a public informational meeting **regarding the application hosted by the sponsoring organization.** ~~regarding At least two business days before mailing the notice, the sponsoring organization shall submit a copy of the draft notice to the city manager.~~ At the meeting, the sponsoring organization shall inform the attendees

of the proposed duration and operation of the shelter, conditions that will likely be placed on the operation of the shelter, and provisions of the code of conduct, and shall answer questions regarding the proposed shelter.

5. A minimum of 14 calendar days before the city manager's decision on the application, the City shall update the City's website with the date of the application, shelter location, and proposed duration and operation of the shelter.

D. The following conditions shall apply to all temporary homeless shelters:

1. Only one indoor or outdoor temporary shelter shall operate in the City per calendar year.

a. The City will accept notices of intent to file an application for a temporary shelter during the month of October.

b. The notice of intent must be for operation of a temporary shelter in the subsequent calendar year only.

c. If more than one letter of intent is filed during the month of October, the city council must rank all potential applicants during the first two weeks of November, after determining a ranking procedure and considering a report from the city manager

d. The potential applicant with the highest ranking must file a complete application and pay all applicable fees on or before December 30th.

e. If the potential applicant with the highest ranking fails to file a complete application and pay all applicable fees by the deadline or withdraws a complete application, or if the City denies the application, the City shall accept and process applications from other potential applications, in the order of ranking by the city council.

2. There can be one temporary homeless shelter under this section and one cold-weather low-barrier shelter under KMC 18.100.210 in the same calendar year.

3. Shelters are prohibited in critical areas and their buffers.



City Council Agenda Bill City of Kenmore, WA

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CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
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2. An application for a temporary homeless shelter shall include the following:

- a. The dates of the start and termination of the shelter;
- b. The maximum number of residents proposed;
- c. The location, including parcel number(s) and address(es);
- d. The name(s) of the sponsoring organization(s);

e. A proposed plan regarding self-management;

f. A site plan, which shall:

(1) Show components of the shelter, including but not limited to: dwelling, eating, living, potable water, sanitary, solid waste, and administrative facilities and areas; entry and exit points; pathways; parking areas; and access routes for emergency services; and

(2) Demonstrate compliance with all safety and health requirements of this section, as applicable;

g. A transportation plan, which shall detail the plan for the pick-up and delivery of residents, if any, and include the walking routes from nearby transit stops to the shelter, and provisions for public transit tickets for residents, if any; and

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(1) Require residents to agree to the code prior to being permitted to dwell on site; and

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a. Have a maximum of 50 residents, which the city manager may reduce due to property and shelter conditions or considerations.

b. For outdoor shelters, have a total site area of at least 150 square feet per resident.

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d. At approximately the 60-day mark, file a report with the city manager that contains topics, data and information required by the city manager, and thereafter summarize the report at a city council meeting.

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- j. Provide adequate sanitary facilities and satisfy all applicable public health requirements.
- k. Allow inspections by City and King County health, fire, and police departments at any reasonable time and without notice.
- l. Provide a minimum of two off-street parking spaces per 25 residents, except for an indoor shelter with a fluctuating number of residents, which shall require a minimum of four off-street parking spaces. Not displace any required parking for the principal/existing use on the property as a result of the shelter
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4. The sponsoring organization applicant shall accomplish the following:

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3. Shelters are prohibited in critical areas and their buffers.



City Council Agenda Bill City of Kenmore, WA

<p>Subject/Topic:</p> <p>Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2023-2028</p> <p>Proposed Council Action/Motion: No action requested; Discussion about the Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2023-2028.</p>	<p>For Council Meeting Agenda of: July 24, 2023</p> <p>Department: Human Resources/DEIA</p> <p>Prepared by: Garrett Oppenheim, Assistant to the City Manager</p> <table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>N/A</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>N/A</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK 7/10/23</u></td></tr></tbody></table> <p>Exhibits/Attachments:</p> <ul style="list-style-type: none">1 – Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2023-20282 – DEIA 5-Year Roadmap Spreadsheet3 – City of Kenmore Equity Framework Toolkit		<u>Initial & Date</u>	Approved by Department Head:	<u>N/A</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>N/A</u>	Approved by City Manager:	<u>RK 7/10/23</u>
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Approved by City Manager:	<u>RK 7/10/23</u>										
<p>Summary:</p> <p>Late last year, the City Council adopted a Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy. Staff has utilized the DEIA Policy and applied the principles contained therein to draft a Strategic Plan to implement the policy and realize its goals over the next five years.</p> <p>No City Council vote or action is expected this evening. The City Manager encourages City Council discussion on the plan and seeks direction in order to bring back a final DEIA Strategic Plan for City Council adoption in September.</p>											
<p>Information/Background:</p> <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.” The City listened to the community through its DEIA Task Force, community engagement surveys, and interviews with staff and Council, all guided through a collaboration with Chanin Kelly-Rae Consulting. The cultivated recommendations created, shaped, and developed the Diversity, Equity, Inclusion and Accessibility (DEIA) Policy that City Council adopted at their November 14, 2022 meeting.</p>											

Through further collaboration with consultant Chanin Kelly-Rae, staff has drafted the attached Strategic Plan to implement the principles contained in the policy, creating measurable action items to breathe life into the Policy's aspirations and advance diversity, equity, inclusion, and accessibility in both the Kenmore city organization and the greater Kenmore community.

All staff members have had an opportunity to review the attached DEIA Strategic Plan and it incorporates the latest input and edits from City departments. Through the diligence, dedication, and efforts of all who have contributed to this policy, the City is bringing this DEIA Strategic Plan to the Kenmore City Council for additional consideration and feedback.

In addition to feedback from City staff, the DEIA Advisory Committee discussed the draft plan and provided feedback at their meeting last month. Much of the committee's input has been incorporated into the plan.

The strategic plan contains seven strategic goal areas, each with supporting objectives:

1. Leadership & Operations
2. Plans, Policies, and Budgets
3. Workplace
4. Communication & Education
5. Facility Plans and Improvements
6. Public Safety and Justice Services
7. Housing and Human Services

The 5-Year Roadmap Spreadsheet lays out all of the objectives and details the lead department that will have responsibility over it, timelines over the next five years during which the objective is expected to be met, and whether additional resources will be required to carry forth each objective.

The City Manager will have discretion to edit, revise, and amend the Strategic Plan and accompanying 5-Year Roadmap at any time in order to ensure that they continue to meet the City Council's goals and the intent of the DEIA Policy and are attainable within the operational capacity of the organization.

Fiscal Consideration:

Items identified in the 5-Year Roadmap as needing additional resources may be brought forward during future budget discussions.

City Council Priority or Budget Objective Being Addressed:

4. Develop and implement a Diversity, Equity, and Inclusion policy and program



CITY OF KENMORE DIVERSITY, EQUITY, INCLUSION & ACCESSIBILITY STRATEGIC PLAN 2023-2028

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A MESSAGE FROM THE MAYOR



Dear Kenmore residents and community members,

As we embark on the next chapter of our city's journey, I am honored to serve as your Mayor and humbled by the trust placed in me by my fellow council members. Kenmore has come a long way, and we have an exciting future ahead of us. This City of Kenmore DEIA Strategic Plan reflects our commitment to creating a thriving, inclusive, and sustainable community where all people love where they live.

In our pursuit of excellence, we remain dedicated to Diversity, Equity, Inclusion, and Accessibility (DEIA) in every aspect of public service. Our community is becoming increasingly diverse, and we must ensure that our city government is representative and responsive to the needs of all residents. This includes identifying and removing barriers in services, programs, processes, and hiring. It also includes fostering a culture where everyone belongs.

I want to thank our amazing DEIA task force and the resulting advisory committee for all of the hard work and passion that they put into this effort. This strategic plan, which encompasses the values of diversity, equity, inclusion, and accessibility, is a testament to the committee's work as well as the work and dedication of our city staff, City Council members, and community partners. Our consultant Chanin Kelly-Rae has been our guide and advisor through this entire process, and we could not have done it without her.

So much of the work we do as a City is connected to advancing equity and social justice. Whether it's pedestrian and bicycle safety, affordable housing, climate change, or human services, all of these efforts interconnect and point to a more equitable and inclusive Kenmore.

We must remember that government works best when it is representative of the people. For example, achieving gender equity is an ongoing effort, and I am proud to have watched as our Council became more representative of the community we serve. As your Mayor, I invite you to join us in making Kenmore a model for other cities in embracing diversity, equity, inclusion, and accessibility. Together, let's propel Kenmore upward and create a future that improves the lives and quality of life for thousands of people for generations to come.

Sincerely,

Nigel Herbig, Mayor of Kenmore, Washington

A MESSAGE FROM THE CITY MANAGER



Dear Kenmore Community Members,

I want to express my commitment to ensuring that the City of Kenmore is a place where all people feel welcome, valued, and included, and this strategic plan is an important step in achieving that goal. Our community's strength and resilience lie in its diversity, and our mission is to create an environment where everyone has the opportunity to thrive.

Our city has faced many challenges over the years, but we have always come together as a community to overcome them. The events in recent years surrounding racial and social justice and equity have sparked crucial conversations on the importance of addressing systemic issues and ensuring that all voices are heard.

Conversations are important, but they are nothing without action, and they are of little use without changing the underlying systems that perpetuate injustice and inequity. Ijeomo Oluo, the author of *So You Want to Talk About Race*, said, “We can get every person in America to feel nothing but love for people of color in their hearts, and if our systems aren’t acknowledged and changed, it will bring negligible benefit to the lives of people of color.” (page 31)

We have listened, learned, and taken action. But there is so much more to do, especially when it comes to changing systems. With the completion of this strategic plan, we are prepared to take even more systemic, meaningful action with lasting results.

In the coming months and years, we will work relentlessly to implement the goals outlined in this strategic plan. We will foster a culture of inclusivity within our city government and promote equitable access to resources and opportunities for all. We will collaborate with local businesses, organizations, and individuals to make Kenmore a shining example of what a diverse and inclusive community can achieve.

I am grateful for the opportunity to serve the City of Kenmore and am inspired by the incredible spirit of collaboration and determination that defines our community. Together, we will propel Kenmore upward and ensure that our city remains a place where all people love where they live.

Sincerely,

Rob Karlinsey, City Manager of Kenmore, Washington

CITY OF KENMORE DEIA STRATEGIC PLAN

INTRODUCTION

The City of Kenmore is dedicated to serving its community through effective management, public policy, and the best available practices. With various departments and a wide array of employees, the City of Kenmore works to serve its residents in numerous ways. To guarantee the successful execution of our mission, it is essential that we create and foster a community and workplace culture that consistently places equity at the center of all that we do. Our employees must be able to deliver their best work within a City that represents the diversity of our community and promotes inclusion and accessibility, allowing all members of our community to excel in their contributions to mission delivery. This DEIA Strategic Plan will act as our guide in this pursuit.

In compliance with local, state and federal guidelines, the City will submit progress reports annually to the City Council and the community. This plan aligns with and supports the City's various action plans, such as those addressing equity, equality, and other equity-related initiatives. The City is committed to its mission's success, recognizing that it can only be achieved through the valuable experiences of a diverse and talented workforce and actively engaged community. To foster such, it is crucial that the City creates a dynamic, inclusive environment where residents, employees, and visitors are empowered and encouraged to use their unique knowledge and expertise to create and maintain systems that work for everyone.

Furthermore, the City must demonstrate an unwavering commitment to equal rights and opportunities. This commitment will be evident as the City develops strategies with the skills, capacity, tools, and processes necessary to enforce and uphold those rights effectively and efficiently. The goals, objectives, and strategies identified within this DEIA Strategic Plan are intentionally designed to create an environment in which DEIA and equal rights are integrated into the fabric of how the City operates.

As the program of work is developed to implement this strategy, departments will be given guidance for developing plans that meet the objectives of this DEIA strategy and that address the specific needs of the community, their workplaces, employees, and mission. A companion spreadsheet to this document provides a 5-year implementation road map, including who has the lead on each task, timeline for completion, and whether additional resources are needed. The City Manager will have discretion to make edits, revisions, and amendments to this Strategic Plan and its implementation roadmap as necessary to continue to ensure that they meet the Council's goals.

A standard set of performance measures will unite these citywide and department-level plans, allowing outcomes for the entire City of Kenmore to be tracked. This DEIA Strategic Plan identifies specific goals and strategic objectives to advance DEIA in both Kenmore's workforce and community. It builds upon the DEIA initiatives and work that are already taking place within the City as evidenced by various departments and overall city-wide DEIA self-assessments and efforts.

Leaders from the City of Kenmore's Administration, Departments, and Community contributed their expertise and insights to this plan.

SERVICE VISION AND VALUES

Our Service Vision

Propelling Kenmore Upward: We create a thriving community where all people love where they live.

Our Foundational Values

Safety

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

Integrity

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

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

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 aspirational, "can do" attitude
- I find ways to make it easier for people to do business with us
- I seek continuous improvement and innovation

Collaboration

- I invest the time to build relationships of trust with others
- I build on the strength 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

Our Core Values: Connection, Passion, and Action

Connection

Creating connection is at the heart of what we do. Connection goes beyond transactional interactions. Connection means that we and our residents have an emotional bond with our City. We create this bond by investing in our city with our hearts and our time.

The more this connection grows, the more comprehensive and holistic it becomes—we see not only the importance of the bonds we have with each other, but we connect other dots and see the bonds and linkages we have with the flora and fauna of our natural environment. This sense of connection to our environment and to those around us gives us a broader and a deeper perspective about why we do what we do and how we go about doing it.

This power of connection also drives our motivation to ensure social justice and equity in Kenmore. We learn that there is more that we have in common with each other than we might initially think, and we strive to make sure everyone is seen, heard, and understood more deeply—not just the loud, frequent voices in our community, but everyone, regardless of background or differences. That means we continually look for creative and new ways to connect with people who may not otherwise have a voice.

This core value of connection is made manifest in everything we do. For example, we don't build sidewalks and bridges just to get people from point A to point B—we wholeheartedly devote ourselves to creating spaces that evoke a sense of belonging and aesthetic appeal, fostering emotional connections between individuals and their city. When they do, they have more reason to love where they live. And when they have more reason to love where they live, they are more inclined to strengthen that love by investing in Kenmore with their hearts and with their time, which inspires others to do the same. And on and upward it goes.

Passion

We're passionate about what we do, and we see the connection between what we do and how it helps our residents thrive. Many of us call it passion for public service. Another way of describing it is "Hearing the Music," which is a story many of us have heard Rob tell from time to time. The metaphor is about trying to dance (our daily duties) while hearing the music (loving what we do and seeing the why of what we do). Have you ever tried to dance without music? It's awkward, right? By hearing the metaphorical music, our daily jobs are no longer about checking boxes and going

through the motions. We see how our jobs matter, and passion and excitement for the work enters the equation.

Passion as a value is nonnegotiable because we're not going to head in directions where we can't hear the music—directions that don't have meaning and impact. This passion translates into a sense of urgency about what we do because we know how we can impact quality of life for real, individual people.

Action

Connection and Passion translate into action. We take decisive action to make real things happen to keep advancing on Kenmore's upward trajectory of *becoming*. We don't just put policies in place and then hope for the best—we put policies in place and then we take matters into our own hands to make those policies a reality.

Key to this action value is our ability to be scrappy and resourceful. We may not have the same tax base as other cities, but through our scrappiness and resourcefulness, we leverage and act upon what we do to produce outsized results. As we take meaningful action, we see and are energized by the results. These results translate into stronger connections and bonds with one another and the world around us, bringing us back full circle to the core value of connection. And thus, the positive reinforcing cycle continues . . .

LAND ACKNOWLEDGMENT

<place holder>

SUMMARY OF DIVERSITY, EQUITY, AND INCLUSION GOALS

In order to seize the opportunities and address the challenges that lie ahead, the City of Kenmore will progress towards the following goals and strategic priorities. This will guarantee that our mission to deliberately cultivate an inclusive culture is one that eliminates systemic inequity and empowers the whole community to enjoy improved outcomes.

Goal 1. Leadership and Operations

Advance pro-equity practices and systems at all levels through accountable leadership and employees who are also empowered to lead and be change agents.

Goal 2. Plans, Policies & Budgets

Promote accountability to ensure our plans, policies and budgets incorporate our foundational and core values so that we equitably address the needs of our communities.

Goal 3. Workplace

Invest in having a pro-equity organization and inclusive workplace culture for every employee.

Goal 4. Communication & Education

Advance our education and communication to better engage our residents and communities in ways that are inclusive, culturally responsive and socially just.

Goal 5. Facility Plans & Improvements

Develop facility and system improvements responsive to the values and priorities of residents and stakeholders and achieve pro-equity outcomes.

Goal 6. Public Safety & Justice Services

Promote an integrated, holistic system of public safety, justice, and human services that focuses on healing and recovery.

Goal 7. Housing & Human Services

Provide access and referral to housing and human services to meet the basic needs of all residents

1. Leadership and Operations

Advance pro-equity practices and systems at all levels through accountable leadership and employees who are also empowered to lead and be change agents.

Objective 1.1: Foster community engagement and inclusivity in decision-making.

- 1.1.1 City Council members will continue to meet with the community to discuss important local issues.
- 1.1.2 City Manager will maintain an informal DEIA Advisory Committee to advise the City Manager and staff on policy and operational issues. Create and maintain a charter for this committee.
- 1.1.3 When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and “pop up” engagement opportunities in neighborhoods.
- 1.1.4 Coffee with Council – continue to provide alternating accessible options to attend.
- 1.1.5 Refer to the equity toolkit in policymaking. Distribute the toolkit to City Council, Planning Commission, and all staff and provide training on the toolkit.

Objective 1.2: Ensure equitable access and representation in city services.

- 1.2.1 Identify and retain important public access and view corridors to Lake Washington and the Sammamish River for all the public to enjoy.
- 1.2.2 Maintain and update the Parks, Recreation and Open Space (PROS) plan using the equity toolkit. Plan for more parks and amenities in underserved parts of the City and for people of all abilities.
- 1.2.3 Accept applications in the order received, with exceptions for affordable housing projects, for public city projects aimed at increasing public access to services and amenities, and applications that support implementation of the Climate Action Plan, all of which shall be fast-tracked for rapid processing.
- 1.2.4 Provide increased access to permit submittals by continuing to accept applications online. In-person paper submittals are also accepted as an accommodation upon request.

Objective 1.3: Facilitate ways to increase diverse representation among City vendors and Committee and Commission members.

- 1.3.1 Requests for Proposals (RFPs), bid advertisements, and all other purchasing and procurement materials will include language about the city's equity and social justice values. When issuing a request for proposals or other solicitation for services, specifically reach out to and invite women- and minority-owned businesses to submit quotes and proposals.
- 1.3.2 When issuing RFPs and other solicitations for services, consider barriers for first-time proposers; provide guidance on and be available to assist with the technical aspects of the solicitation that might be new territory for people who are trying to make entry and gain a foothold in serving cities.
- 1.3.3 Create and maintain a City of Kenmore Supplier Diversity Program for procurement; set appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.
- 1.3.4 Utilize the services of the state Office of Minority and Women's Business Enterprises (OMWBE) to encourage and assist women- and minority-owned businesses in competing for contracts and doing business in the City.
- 1.3.5 Planning Commission and other committee selection criteria should support broad demographic representation.

Objective 1.4: Support businesses and projects that align with equity goals.

- 1.4.1 Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.
- 1.4.2 Continue the City's membership in A Regional Coalition for Housing (ARCH), including leveraging ARCH's resources to build affordable housing units in Kenmore and contributing financial resources to ARCH's housing trust fund.
- 1.4.3 Support businesses in their permit process by providing efficient and predictable services; identify and address barriers or challenges for businesses that may be new to the City's processes.

Objective 1.5: Strengthen leadership commitment to diversity, equity, inclusion, and accessibility.

- 1.5.1 Communicate both the significance and value-add of DEIA openly; broadening this circle of communication to include staff, community, and leadership.
- 1.5.2 Create and maintain a respectful, inclusive, and professional working environment that promotes safety (including psychological safety) and inclusion, and that values difference.
- 1.5.3 Ensure leaders are accountable for DEIA objectives, collaboration, and key results.

1.5.4 Implement this 5-Year Strategic DEIA Plan and integrate it into the organization.

Objective 1.6: Ensure accountability through data collection and performance measures.

- 1.6.1 Collect demographic and geographic (GIS) information to analyze potential differences between communities and to assist the City in its efforts to have vendors and Committee and Commission recruitments reflect the community. Seek ways to identify specific languages spoken in the Kenmore community.
- 1.6.2 Update the Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.
- 1.6.3 Develop a set of performance measures to assess progress toward realization of this DEIA Strategic Plan. Include these measures in periodic reporting.
- 1.6.4 Conduct a bi-annual City of Kenmore Employee Survey.
- 1.6.5 Conduct a City of Kenmore Community Survey every 3 years.
- 1.6.6 Participate in the Human Rights Campaign [Municipal Equality Index](#).

Objective 1.7: Strengthen the Organization's Working Knowledge, Integration, and Practice of DEIA.

- 1.7.1 Ensure that staff resources are allocated to the implementation of this City of Kenmore DEIA strategic initiative.
- 1.7.2 Participate in mandatory, DEIA training and/or learning events every two years. (A list of training and learning opportunities shall be maintained by Human Resources).
- 1.7.3 Include DEIA training at new employee orientation. The new employee orientation packet should include the DEIA Policy, this Strategic Plan, and the equity toolkit, among other DEIA resources.
- 1.7.4 Track City Council Member DEIA training and learning participation and make reporting available for public information through the City Clerk's office.

2. Plans, Policies & Budgets

Ensure our plans, policies and budgets advance the City's DEIA Policy and eliminate systemic inequity in Kenmore's organization and interface with the community.

Objective 2.1: Develop and implement inclusive and equitable policies.

- 2.1.1 The Comprehensive Plan and other city-wide planning documents and regulations will be developed and written with a focus on DEIA and will include policies in its elements that advance DEIA and root out systemic inequality.

- 2.1.2 All City policies, procedures, and manuals are written and reviewed with a focus on DEIA. These documents will include references to DEIA and the importance thereof.
- 2.1.3 City Manager will consult with the DEIA Advisory Committee as needed on potential policy and operation issues that may arise.

Objective 2.2: Engage the community in budget and policy decision-making.

- 2.2.1 Host listening sessions with the public regarding remaining American Rescue Plan Act (ARPA) funds that are yet to be allocated.
- 2.2.2 Use online community engagement tools to gather public input.
- 2.2.3 Think outside of the box to bring more people of diverse backgrounds into policy discussions. Make extra and affirmative efforts to bring in members of the community who have not historically participated.
- 2.2.4 Publish the budget online and in hard copy in several locations.
- 2.2.5 Provide a budget development process that is transparent and open to the public.

Objective 2.3: Develop and advocate for affordable housing and diverse housing options.

- 2.3.1 Develop and adopt planning and zoning regulations that will prioritize affordable and more attainable housing.
- 2.3.2 Develop land use regulations that allow for a diversity of housing types and choices for different needs.
- 2.3.3 Implement the Transit Oriented Development (TOD) regulations that mandate higher densities and affordable units in the TOD area. (TOD requires 25% of units to be affordable at 50% of area median income or lower.)
- 2.3.4 Implement the residential tenant protection measures adopted by the City Council.
- 2.3.5 Advocate for additional affordable housing policies at federal, state, and county levels.

Objective 2.4: Promote economic development opportunities that benefit all Kenmore residents and businesses.

- 2.4.1 Dig deeper into the experiences and outcomes of underrepresented groups in the business community and city-wide workforce. Based on what is learned, recommend policies and operational changes to lift and support these groups.
- 2.4.2 Increase efforts to build partnerships that support and retain local businesses and organizations, with an emphasis on supporting underrepresented and marginalized groups in the business community.

- 2.4.3 Collect data and feedback from business community members, the Chamber of Commerce, workers, and other relevant stakeholders to best understand the needs and experiences of business owners and workers who are impacted by the policies, processes, and programs executed by the City of Kenmore.
- 2.4.4 Continue partnership with Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support local businesses.
- 2.4.5 Encourage participation of women- and minority-owned businesses in Kenmore Business Alliance activities.
- 2.4.6 Advocate for a broader diversity of business types through external networks and the OMWBE.

Objective 2.5: Adopt policies and practices that prioritize equity, accessibility, and inclusivity.

- 2.5.1 Adopt a Non-Discrimination Ordinance.
- 2.5.2 Honor the name, gender designation, and pronoun/non-pronoun of each employee and community member and encourage staff and community members to respect them.

Objective 2.6: Enhance recreational and cultural opportunities to improve DEIA in Kenmore.

- 2.6.1 Support organizations that offer recreation, arts, and cultural programs and events.
- 2.6.2 Commission art projects with the 1% for Arts fund. Specifically reach out to BIPOC artists and invite them to submit proposals for art.
- 2.6.3 Seek additional partnerships for recreation programming at existing parks and facilities.
- 2.6.4 Partner with waterfront programming providers (Kenmore Waterfront Activities Center, Northshore School District, rowing, etc.) for affordable access to non-traditional rowers. Continue to require KWAC and rowing programs to provide low-income scholarships.
- 2.6.5 Continue to seek external funding to provide public access and recreation opportunities, especially for low-income youth.
- 2.6.6 Continue to partner with the nonprofit and for-profit organizations to provide recreational and development opportunities for youth (e.g., Skyhawks at Rhododendron Park and Skate Like a Girl at the Jack Crawford Skate Court).
- 2.6.7 Collaborate with Kenmore Heritage Society to create awareness, including providing learning and education opportunities, of Local Indigenous People.
- 2.6.8 Consider subsidizing swimming lessons for low-income youth.

- 2.6.9 Offer free, inclusive events, special events, outdoor movies, and concerts for the community.
- 2.6.10 Diversify event schedules, explore new promotion avenues, and support external community events.
- 2.6.11 Partner with nonprofits and other agencies to host community events and presentations focused on low-income populations.
- 2.6.12 Lead an effort to create a regional partnership to build a regional aquatic center in north King County
- 2.6.13 Work cooperatively with Bastyr University for use of their campus athletic fields. Look to partner with Bastyr University in other potential ways, such as youth summer camps.

3. Workplace

Invest in having a pro-equity organization and inclusive workplace culture for every employee.

Objective 3.1: Create and maintain an inclusive workplace culture.

- 3.1.1 Promote and follow the organization service vision as well as the core and foundational values.
- 3.1.2 Increase awareness and working knowledge of the City's Anti-Harassment Policy and other personnel policies pertaining to equity and justice in the workplace.
- 3.1.3 Continue to provide Parental Leave for all employees. Upon returning from parental leave, supervisors will check in with the employee and discuss any supportive accommodations that employees may require, such as any physical limitations, pump breaks, flex scheduling for appointments, etc.
- 3.1.4 Regularly highlight and review the City Council-adopted DEIA Policy.
- 3.1.5 Encourage cross-departmental relationships and communication through internal committees.
- 3.1.6 Model the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.
- 3.1.7 Provide clear and accessible channels for City staff to provide feedback on the workplace environment and job satisfaction.

Objective 3.2: Develop and implement equitable hiring practices.

- 3.2.1 Strive for diverse hiring panels during the interview process.
- 3.2.2 Ensure that hiring panelists have had DEIA training, including implicit bias training, prior to participating on the panel.

- 3.2.3 Ask DEIA questions of candidates during interviews.
- 3.2.4 Advertise positions through diverse outlets.
- 3.2.5 Establish consistent hiring practices for reaching diverse populations; reach out to and invite minorities and members of historically marginalized groups to apply for open positions.
- 3.2.6 Explore a work study program.
- 3.2.7 Research equitable hiring practices in neighboring cities.

Objective 3.3: Provide professional development and advancement opportunities.

- 3.3.1 Encourage employees to participate in their professional organizations.
- 3.3.2 Continue the tuition reimbursement program.
- 3.3.3 Support career advancement through leadership training such as the Northwest Women's Leadership Academy.
- 3.3.4 Make consistent and planned efforts to grow and promote internal staff. Track promotion history to assess progress. (Succession Planning)

Objective 3.4: Offer competitive employee benefits and support systems.

- 3.4.1 Continue to provide competitive benefits to city employees (Healthcare, EAP, retirement, etc.).
- 3.4.2 Continue monthly all-staff meetings that are inclusive and highlight DEIA.
- 3.4.3 Continue to fund and implement the City's Wellness Program (e.g., floating holiday for healthy practices).
- 3.4.4 Continue the length of service awards program, including the event that goes with it (see Section 5.5 of the Personnel Policies Manual).
- 3.4.5 Continue to allow for brief and informal gatherings to celebrate birthdays and other personal milestones (see Section 5.6.5 of the Personnel Policies Manual).
- 3.4.6 Adopt a Commute Trip Reduction Plan that promotes non-car commute options and resources.
- 3.4.7 Support KCSO Officer wellness and resiliency programs.

Objective 3.5: Monitor and assess workplace diversity.

- 3.5.1 Research how to and begin collecting voluntary demographic data from applicants and new hires so that the City can assess whether the workplace is reflecting the greater community.

4. Communication & Education

Advance our education and communication to better engage our residents and communities in ways that are inclusive, culturally responsive and socially just.

Objective 4.1: Improve accessibility and inclusivity of communications across all channels.

- 4.1.1 Continue to utilize electronic channels: City of Kenmore Website, website calendar, Social Media (Facebook, Twitter, Instagram), Monthly E-news, Weekly Kenmore Top 4, Email listservs for city meetings/events, projects and other specific topics.
- 4.1.2 Continue to implement paper-based communication methods: Kenmore Quarterly Newsletter, Postcard mailings, SEPA & Advisory Mailings, Postings at City Hall/the Hangar.
- 4.1.3 Ensure City of Kenmore digital and printed materials use accessible fonts and colors, approved by Web Content Accessibility Guidelines (WCAG) 2.0. Use Bureau of Internet Accessibility online tool to check for color blindness accessibility when using color in materials. Use approved accessible fonts when possible (Roboto, Tahoma, Verdana, Open Sans, Calibri, and Times New Roman are the top choices).
- 4.1.4 Offer translated communications in Spanish and other community languages on the website, listserv emails, and printed materials and publicize availability of translation services by phone.
- 4.1.5 Utilize the Userway tool on the website for enhanced translation and accessibility tools.
- 4.1.6 Expand the use of QR codes on notices, mailings, and digital materials to provide easy access to information in multiple languages.
- 4.1.7 Create video tutorials for online permit applications. Provide Spanish subtitles.
- 4.1.8 Maintain 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.
- 4.1.9 Create a fun and engaging Civics 101 video course to help residents better understand the workings of city government. Provide Spanish subtitles.
- 4.1.10 Develop and maintain a list of individuals and agencies who can provide translation services for public meetings and other needs as they arise.

Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.

- 4.2.1 Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.
- 4.2.2 Install parks interpretive signage to educate about environmental sustainability and community history.
- 4.2.3 Annually produce a Juneteenth event to commemorate the liberation of Black Americans from slavery. Include the affected groups in the planning and execution of these events.
- 4.2.4 Continue June Pride Month activities, including the annual Pride flag raising. Include the affected groups in the planning and execution of these events.
- 4.2.5 Provide avenues to celebrate diversity at City events.
- 4.2.6 Invite cultural groups to host events in Kenmore, e.g., the Festival of Colors in the Spring.

5. Facility Plans and Improvements

Develop facility plans and improvements responsive to the values and priorities of residents and stakeholders and achieve pro-equity outcomes.

Objective 5.1: Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings.

- 5.1.1 Evaluate and ensure parks, buildings, and other public facilities are safe, well-maintained, and operate efficiently.
- 5.1.2 Improve access to parks and playgrounds by creating inclusive parks. Seek guidance from inclusive experts such as [The Voice of Play](#).
- 5.1.3 Continue to supply and maintain life jacket loaner stations at waterfront parks.

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.

- 5.2.1 Develop parks and transportation plans that improve public access and mobility as well as recreational opportunities.
- 5.2.2 Obtain funding for and implement the first phase of the ADA transition plan, including replacing noncompliant sidewalk panels and curb ramps. Develop the next phase of the ADA transition plan to include City buildings.
- 5.2.3 Implement and obtain funding for the adopted pedestrian facilities plan.
- 5.2.4 Continue to calm vehicle traffic to improve bicycle and pedestrian safety and comfort.

- 5.2.5 Advocate for completion of the Sound Transit Bus Rapid Transit project through Kenmore and advocate for additional bus routes and “last mile” transit options for Kenmore.
- 5.2.6 Explore options and funding to provide more bike racks in public and private locations throughout the City.

Objective 5.3: Update facility plans to reflect community needs and promote equity.

- 5.3.1 Ensure capital facilities plans recognize and provide projects and programs in underserved areas.
- 5.3.2 Consider community vulnerabilities related to climate and proactively respond (e.g., cooling center for impacted community members).
- 5.3.3 Equitably provide green energy infrastructure in higher density and lower income neighborhoods.
- 5.3.4 Reduce the heat-island effect that disproportionately affects disadvantaged neighborhoods by developing a plan to encourage and provide more trees and natural landscape to those areas.
- 5.3.5 Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the “squeaky wheel” approach.

6. Public Safety and Justice Services

Promote an integrated, holistic system of public safety, justice, and human services that focuses on healing and recovery.

Objective 6.1 Advance the police department’s progress in equitably serving and responding to the community.

- 6.1.1 Chief of Police to annually hold listening sessions with the community.
- 6.1.2 Continue to implement the preventative and healing measures identified in the 2020 Mayor’s Pledge Use of Force Report.
- 6.1.3 Continue to augment police training, including prevention-oriented training such as cultural diversity, de-escalation, and active bystander training. Offer human services-related training to police officers, including crisis intervention and interacting with persons with disabilities through the Criminal Justice Training Commission and KCSO Advanced Training Unit.
- 6.1.4 Explore and advocate prevention-oriented methods to reduce patrol stops that disproportionately affect people of color. For example, explore the use of technology as a replacement for traffic stops and as a way to reduce the potential for violent encounters.

- 6.1.5 Identify low-level offenses (e.g., DWLS3) that can cause disadvantaged populations to get stuck in a vortex of economic disparity and impoverishment. Take a holistic, preventative, and healing approach to work with the prosecutor, public defender, court, and human services providers to help people out of this vortex.
- 6.1.6 Work closely with the Regional Crisis Response (RCR) program to co-respond with mental health professionals.
- 6.1.7 Become knowledgeable of various human services providers that can assist with cases. Refer individuals to these organizations. Refer individuals to the resource center at the community court. Participate in the community court stakeholder meetings and recommend offenders to the community court when appropriate.
- 6.1.8 Connect and frequently communicate with the City's Housing and Human Services Manager to coordinate ways to prevent human suffering and help lift people out of the cycle of the criminal justice system, reducing recidivism and future crimes.
- 6.1.9 Participate in the King County Sheriff Department's body worn cameras program.
- 6.1.10 Bring back the Nurturing Trust Workshops that build trust between police and communities of color.
- 6.1.11 Research the potential effectiveness and resources needed to produce an academy for residents to learn about police and justice services. Specifically invite people of color and marginalized groups.
- 6.1.12 Continue the Lunch with a Cop program in schools.
- 6.1.13 Continue to provide an inviting social media platform for the police department to interact with the community.
- 6.1.14 Periodically review and work to implement the recommendations in the 2021 King County Public Safety Advisory Committee [Report](#) to improve public safety.
- 6.1.15 Ensure transparency by providing the annual police services report and crime data on the City's website. Include discussion and analysis on crime trends and other public safety problems in the City.
- 6.1.16 Facilitate access to the KCSO Communications Center via text message and TTY machines for hearing-impaired callers.
- 6.1.17 Partner with nonprofits to distribute free locking prescription drug bags and gun cables at City Hall.
- 6.1.18 Partner with Northshore Emergency Management Coalition (NEMCo) and the Fire Department for those agencies to provide educational materials on safety.

6.1.19 Increase opportunities for volunteering with the police department.

Objective 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system.

- 6.2.1 Hold regular meetings with the judges, court staff, prosecutor, and public defender to assess efforts to reduce disparities in justice services.
- 6.2.2 Provide electronic home monitoring for low-income offenders.
- 6.2.3 Fully participate in and contribute to the Community Court.
- 6.2.4. Explore drug court and other rehabilitative programs.

7. Housing & Human Services

Provide access and referral to housing and human services to meet the basic needs of all residents.

Objective 7.1 Advance human services by centering marginalized communities in responding to community needs.

- 7.1.1 Hire a Human Services Manager.
- 7.1.2 Conduct a human services needs assessment and funding recommendation.
- 7.1.3 Conduct and implement a human services strategic plan for 2025-2030 that is centered in equity.
- 7.1.4 Oversee the ARPA-funded mental and behavioral health counseling pilot program that Center for Human Services will operate in one or more Kenmore schools.
- 7.1.5 Use ARPA funds to pilot homelessness response and other human services programs to help people recover from the long-term effects of the pandemic.
- 7.1.6 Continue to co-lead the regional effort to site and construct an accessible 24/7 crisis center in North King County.
- 7.1.7 Build collaborative relationship with Shoreline Fire Department's Mobile Integrated Health Program.
- 7.1.8 Engage Human Services Funding Collaborative in discussions in DEIA in human services, especially with regards to human services funding application and contracting process.
- 7.1.9 Seek opportunities to promote human service providers and programs on city communication channels and through the creation of resource materials.
- 7.1.10 Connect residents in need with state, county, and nonprofit human services agencies.

- 7.1.11 Work to educate the public to increase participation in utility cost and property tax rebates.

Objective 7.2: Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system.

- 7.2.1 Consult with police and justice services to ensure human services are holistically integrated into police and justice services.
- 7.2.2 Continue to participate with and help fund the Regional Crisis Response (RCR) co-responder program.
- 7.2.3 Partner with 211 and other agencies to provide Kenmore-specific pamphlets with human services resources for officers to distribute.

Objective 7.3: Promote affordable housing and support services.

- 7.3.1 Prioritize, seek, and advocate for the development of mixed-used, accessible, affordable housing opportunities throughout Kenmore through partnerships with organizations that have a commitment to DEIA values.
- 7.3.2 Complete the Plymouth Housing Development with 100 units of affordable housing at 30% AMI or less.
- 7.3.3 Partner with Bastyr University for a community health clinic at the Plymouth Affordable Housing development.
- 7.3.4 Develop the Holt property for high density affordable housing units and a community support partner on the ground floor.
- 7.3.5 Work with ARCH to provide policies and funding for affordable housing developments in Kenmore.
- 7.3.6 Defend the 2019 Mobile Home Protection Ordinance ([Ordinance 19-0481](#)) (currently being appealed).
- 7.3.7 Seek opportunities for outside funding for affordable housing development in Kenmore (including applying for grants and seeking partners to apply for funds through private sector funding programs).

Objective 7.4: Improve accessibility and inclusivity of city-sponsored events and services.

- 7.4.1 Implement a program to accept SNAP/EBT benefits at the Farmers Market and promote financial accessibility.

APPENDIX – KEY CONCEPTS AND TERMS

This DEIA Strategic Plan encourages all members of the City of Kenmore community to take ownership for creating a welcoming, safe, inclusive, and supportive climate. To that end, everyone must operate from a common, shared understanding of DEIA. Within this DEIA Strategic Plan and in the context of the community, the definition for each component of DEIA is identified below.

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).

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.

Authentic Self

Who an individual is as a person, demonstrating different experiences, perspectives, cultures, history, etc., without being forced to conform to the majority culture in the workplace. The

work culture must value a wide range of talents, skills, and experiences to create a sense of belonging for everyone without causing harm to others.

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.

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.”

BIPOC

The acronym "BIPOC" stands for Black, Indigenous, and People of Color. It's a term used to group together people with diverse cultural backgrounds who are often not of European descent. It highlights the unique histories, experiences, and challenges faced by these communities.

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.

Disability

RCW 49.60.040

(7)(a) "Disability" means the presence of a sensory, mental, or physical impairment that:

(i) Is medically cognizable or diagnosable; or

(ii) Exists as a record or history; or

(iii) Is perceived to exist whether or not it exists in fact.

(b) A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or whether or not it limits any other activity within the scope of this chapter.

(c) For purposes of this definition, "impairment" includes, but is not limited to:

(i) Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of

the following body systems:

Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitor-urinary [genitourinary], hemic and lymphatic, skin, and endocrine; or

(ii) Any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Disabled Veteran

A person who has served on active duty in the armed forces, has separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

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

Consistent, systematic, fair, just, and impartial treatment, access, opportunity, and advancement for all individuals, including individuals who historically have been denied such treatment, while striving to identify and eliminate barriers that might prevent any employee's full and equitable participation in the workplace.

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.

**Individual/
Person with a
Disability**

A person with a physical or mental impairment that substantially limits one or more major life activities (such as walking, talking, seeing, hearing, or learning), has a record of such impairment, or is regarded as having an impairment unless the impairment is both transitory and minor.

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.

Privilege

An unearned, sustained advantage that comes from race, gender, sexuality, ability, socioeconomic status, age, and other differences. For example, readers are invited to “unpack” white and male privilege by Wellesley College’s Peggy McIntosh.

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.

Reasonable 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.

Talent Acquisition

Long-term human resources planning and finding appropriate candidates for positions that require specific skillsets to fulfill a business need.

**Targeted
Disability**

Specific, severe disabilities targeted for emphasis in affirmative action planning that include, but are not limited to, developmental disabilities, traumatic brain injury, deafness, blindness, missing extremities, partial paralysis, complete paralysis, epilepsy, intellectual disabilities, psychiatric disabilities, dwarfism, and significant disfigurement.

**Underserved
Communities**

Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civil life.

**Unseen
Diversity
Characteristic**

Non-visible personal characteristics such as background, culture, and personality, as well as protected classes such as disability, sexual orientation, and religion and belief.

ACKNOWLEDGEMENT OF SUPPORT FOR DEIA STRATEGIC PLAN DEVELOPMENT

The following individuals served as representatives from the City Council, City Manager's Office, and the Kenmore Community, contributing to the development of the Kenmore DEIA Strategic Plan. We are grateful to these individuals for their valuable insights, unwavering dedication, and professional expertise. We also acknowledge that there may be others who have played a role but are not listed here; we apologize for any oversight and sincerely appreciate your contributions.

The City of Kenmore Community

Those members of the City of Kenmore community includes those that either live, work and/or recreate within the municipality.

Kenmore City Council

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

Kenmore Directors Team

Rob Karlinsey, City Manager
 Stephanie Lucash, Deputy City Manager
 Brandon Moen, Chief of Police
 John Vicente, City Engineer
 Jennifer Gordon, Operations Director
 Richard Sawyer, Environmental Services Director
 Debbie Bent, Community Development Director
 Samantha Loyuk, Development Services Director
 Melinda Merrell, Finance & Administration Director

DEI Kenmore Staff Scoping Team

Leonora Palana, Human Resources Manager
 Lauren Chomiak, Communications Specialist
 Janet Quinn, Management Analyst (ARPA)
 Brian Randall, Accountant

Community Diversity Equity Inclusion and Accessibility (DEIA) Advisory Committee

Carlos Gil	Lily Bishop
Juanita Aguilar	David Arthur
Juliana Pooley	Nancy Thai
Erika Del Villar	Alinafe Matenda
Aisha Jallow	Sam Otis
Peggy Evans	Marco Ballesteros
Darleen Ademba	Jeanne Galloway
William Castro	Barbara Deane

Chanin Kelly-Rae Consulting LLC Team

Chanin Kelly-Rae (President/CEO)	Michael Washington
Chelsea Amable-Zibolsky	Miriam Hawkins
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Jacquelyn Kelly	Sharmane Joseph

Other Contributing City Staff

Anastasiya Warhol, City Clerk
 Nancy Meehan, Executive Assistant
 Garrett Oppenheim, Assistant to the City Manager
 Michelle Kang, Deputy City Clerk

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap
July 2023

Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
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Goal 1: Leadership & Operations

Objective 1.1: Foster community engagement and inclusivity in decision-making.

1.1.1	City Council members to continue to meet with the community to discuss important local issues.	City Council	ongoing	No			✓		
1.1.2	City Manager will maintain an informal DEIA Advisory Committee to advise the city manager and staff on policy and operational issues. Create and maintain a charter for this committee.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
1.1.3	When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and “pop up” engagement opportunities in neighborhoods.	City Manger's Office	2023	Yes	✓		✓		Will need to budget ongoing funding for this extra effort in the next biennium
1.1.4	Coffee with Council – continue to provide alternating accessible options to attend.	City Council	ongoing	No			✓		
1.1.5	Refer to the equity toolkit in policymaking. Distribute the toolkit to City Council, Planning Commission, and all staff and provide training on the toolkit.	City Council & All Departments	2023	No		✓	✓		

Objective 1.2: Ensure equitable access and representation in city services.

1.2.1	Identify and retain important public access and view corridors to Lake Washington and the Sammamish River for all of the public to enjoy.	Community Development	2024	Yes		✓		✓	Part of next Comp Plan Update
1.2.2	Maintain and update the Parks, Recreation and Open Space (PROS) plan using the equity toolkit. Plan for more parks and amenities in underserved parts of the City and for people of all abilities.	Community Development	2026	Some consulting dollars will be needed		✓		✓	
1.2.3	Accept applications in the order received, with exceptions for affordable housing projects, public city for projects aimed at increasing public access to services and amenities, and applications that support implementation of the Climate Action Plan, all of which shall be fast-tracked for rapid processing.	Development Services	ongoing	No		✓			
1.2.4	Provide increased access to permit submittals by continuing to accept applications online. In-person paper submittals are also accepted as an accommodation upon request.	Development Services	ongoing	No				✓	

Objective 1.3 Facilitate ways to increase diverse representation among City vendors and Committee and Commission members.

1.3.1	Requests for Proposals (RFPs), bid advertisements, and all other purchasing and procurement materials will include language about the city's equity and social justice values. When issuing a request for proposals or other solicitation for services, specifically reach out to and invite women- and minority-owned businesses to submit quotes and proposals.	All Departments	2023	No	✓	✓	✓		
1.3.2	When issuing RFPs and other solicitations for services, consider barriers for first-time proposers; provide guidance on and be available to assist with the technical aspects of the solicitation that might be new territory for people who are trying to make entry and gain a foothold in serving cities.	All Departments	2023	No	✓	✓	✓	✓	
1.3.3	Create and maintain a City of Kenmore Supplier Diversity Program for procurement; set appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.	Finance & Administration	2025	Yes	✓		✓		

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap

July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
1.3.4	Utilize the services of the state Office of Minority and Women's Business Enterprises (OMWBE) to encourage and assist women- and minority-owned businesses in competing for contracts and doing business in the City.	City Manager's Office	2024	No	✓		✓		
1.3.5	Planning Commission and other committee selection criteria should support broad demographic representation.	Community Development	2023	No	✓				

Objective 1.4: Support businesses and projects that align with equity goals.

1.4.1	Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.	Development Services	2023	No		✓		✓	
1.4.2	Continue the City's membership in A Regional Coalition for Housing (ARCH), including leveraging ARCH's resources to build affordable housing units in Kenmore and contributing financial resources to ARCH's housing trust fund.	Development Services & City Manager's Office	ongoing	No		✓			
1.4.3	Support businesses in their permit process by providing efficient and predictable services; identify and address barriers or challenges for businesses that may be new to the City's processes.	Development Services	ongoing	No		✓		✓	

Objective 1.5: Strengthen leadership commitment to diversity, equity, inclusion, and accessibility.

1.5.1	Communicate both the significance and value-add of DEIA openly; broadening this circle of communication to include staff, community, and leadership.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
1.5.2	Create and maintain a respectful, inclusive, and professional working environment that promotes safety (including psychological safety) and inclusion, and that values difference.	All Departments	ongoing	No			✓		
1.5.3	Ensure leaders are accountable for DEIA objectives, collaboration, and key results.	All Departments	ongoing	No	✓	✓	✓	✓	
1.5.4	Implement this 5-Year Strategic DEIA Plan and integrate it into the organization.	All Departments	2023-2028	Yes	✓	✓	✓	✓	

Objective 1.6: Ensure accountability through data collection and performance measures.

1.6.1	Collect demographic and geographic (GIS) information to analyze potential differences between communities and to assist the City in its efforts to have vendors and Committee and Commission recruitments reflect the community. Seek ways to identify languages spoken in the Kenmore community.	Community Development	ongoing	No	✓	✓	✓		
1.6.2	Update the Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.	City Manager's Office	2028	Yes	✓	✓	✓	✓	
1.6.3	Develop a set of performance measures to assess progress toward realization of this DEIA Strategic Plan. Include these measures in periodic reporting.	All Departments	2023	No	✓	✓	✓	✓	
1.6.4	Conduct a bi-annual City of Kenmore Employee Survey.	Human Resources	2024, 2026, 2028	No	✓	✓	✓	✓	
1.6.5	Conduct a City of Kenmore Community Survey every 3 years.	City Manager's Office	2023, 2026	Yes	✓	✓	✓	✓	
1.6.6	Participate in the Human Rights Campaign Municipal Equality Index.	City Manager's Office	2024	TBD	✓	✓	✓		

Objective 1.7: Strengthen the Organization's Working Knowledge, Integration, and Practice of DEIA.

1.7.1	Ensure that staff resources are allocated to the implementation of this City of Kenmore DEIA strategic initiative.	All Departments	2023-2028	Yes	✓	✓	✓	✓	
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City of Kenmore DEIA Strategic Plan: Five-Year Roadmap

July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
1.7.2	Participate in mandatory, DEIA training and/or learning events every two years. (A list of training and learning opportunities shall be maintained by Human Resources).	Human Resources	2024, 2026, 2028	Yes	✓	✓	✓	✓	
1.7.3	Include DEIA training at new employee orientation. The new employee orientation packet should include the DEIA Policy, this Strategic Plan, and the equity toolkit, among other DEIA resources.	Human Resources	2024	No	✓	✓	✓	✓	
1.7.4	Track City Council Member DEIA training and learning participation and make reporting available for public information through the City Clerk’s office.	City Clerk	2023-2028	No	✓	✓	✓	✓	

Goal 2: Plans, Policies & Budgets

Objective 2.1: Develop and implement inclusive and equitable policies.

2.1.1	The Comprehensive Plan and other city-wide planning documents and regulations will be developed and written with a focus on DEIA and will include policies in its elements that advance DEIA and root out systemic inequity.	All Departments	2023-2028	No	✓	✓	✓	✓	
2.1.2	All City policies, procedures, and manuals are written and reviewed with a focus on DEIA. These documents will include references to DEIA and the importance thereof.	All Departments	2023	No	✓	✓	✓	✓	
2.1.3	City Manager will consult with the DEIA Advisory Committee as needed on potential policy and operation issues that may arise.	City Manager's Office	ongoing	No	✓	✓	✓	✓	

Objective 2.2: Engage the community in budget and policy decision-making.

2.2.1	Host listening sessions with the public regarding remaining American Rescue Plan Act (ARPA) funds that are yet to be allocated.	City Manager's Office	2023	No			✓		
2.2.2	Use online and in person community engagement tools to gather public input.	City Manager's Office	2023	Yes	✓		✓	✓	
2.2.3	Think outside of the box to bring more people of diverse backgrounds into policy discussions. Make extra and affirmative efforts to bring in members of the community who have not historically participated.	All Departments	2023	Yes	✓		✓	✓	Staffing resources needed to make the extra outreach.
2.2.4	Publish the budget online and in hard copy in several locations.	Finance/Administration	2023	No				✓	
2.2.5	Provide a budget development process that is transparent and open to the public.	Finance/Administration	2024, 2026, 2028	No			✓		

Objective 2.3: Develop and advocate for affordable housing and diverse housing options.

2.3.1	Develop and adopt planning and zoning regulations that will prioritize affordable and more attainable housing.	Community Development	ongoing	No	✓	✓			
2.3.2	Develop land use regulations that allow for a diversity of housing types and choices for different needs.	Community Development	underway	No	✓	✓			Implementing regulations expected to come forward in 2024
2.3.3	Implement the Transit Oriented Development (TOD) regulations that mandate higher densities and affordable units in the TOD area. (TOD requires 25% of units to be affordable at 50% of area median income or lower.)	Community Development	2023	No		✓			Adopted in March 2023

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap
July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
2.3.4	Implement the residential tenant protection measures adopted by the City Council.	Community Development	underway	No		✓			Adopted in 2022
2.3.5	Advocate for additional affordable housing policies at federal, state, and county levels.	Community Development	underway	Yes		✓			

Objective 2.4: Promote economic development opportunities that benefit all Kenmore residents and businesses.

2.4.1	Dig deeper into the experiences and outcomes of underrepresented groups in the business community and city-wide workforce. Based on what is learned, recommend policies and operational changes to lift and support these groups.	City Manager's Office	2025	Yes	✓	✓	✓		
2.4.2	Increase efforts to build partnerships that support and retain local businesses and organizations, with an emphasis on supporting underrepresented and marginalized groups in the business community.	City Manager's Office	2023/2024	Yes	✓		✓		Will need to expand functionality of the business directory.
2.4.3	Collect data and feedback from business community members, the Chamber of Commerce, workers, and other relevant stakeholders to best understand the needs and experiences of business owners and workers who are impacted by the policies, processes, and programs executed by the City of Kenmore.	City Manager's Office	2025	Yes	✓		✓		
2.4.4	Continue partnership with Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support local businesses.	City Manager's Office	ongoing	No			✓		
2.4.5	Encourage participation of women- and minority-owned businesses in Kenmore Business Alliance activities.	City Manager's Office	ongoing	No	✓		✓		
2.4.6	Advocate for a broader diversity of business types through external networks and the OMWBE.	City Manager's Office	2024-2028	No	✓		✓		

Objective 2.5: Adopt policies and practices that prioritize equity, accessibility, and inclusivity.

2.5.1	Adopt a Non-Discrimination Ordinance.	City Council	2024	No	✓		✓		
2.5.2	Honor the name, gender designation, and pronoun/non-pronoun of each employee and community member and encourage staff and community members to respect them.	All Departments	ongoing	No			✓		

Objective 2.6: Enhance recreational and cultural opportunities to improve DEIA in Kenmore.

2.6.1	Support organizations that offer recreation, arts, and cultural programs and events.	Public Works Operations & City Manager's Office	ongoing	No	✓		✓	✓	
2.6.2	Commission art projects with the 1% for Arts fund. Specifically reach out to BIPOC artists and invite them to submit proposals for art.	Public Works Operations & City Manager's Office	ongoing	No	✓		✓		
2.6.3	Seek additional partnerships for recreation programming at existing parks and facilities.	Public Works Operations	ongoing	Yes		✓	✓		May need additional funding for low-income participants
2.6.4	Partner with waterfront programming providers (Kenmore Waterfront Activites Center, Northshore School District, rowing, etc.) for affordable access to non-traditional rowers. Continue to require KWAC and rowing programs to provide low income scholarships.	Public Works Operations	ongoing	No		✓	✓		
2.6.5	Continue to seek external funding to provide public access and recreation opportunities, especially for low income youth.	Public Works Operations	ongoing	Yes	✓	✓	✓	✓	

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		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
2.6.6	Continue to partner with the nonprofit and for-profit organizations to provide recreational and development opportunities for youth (e.g., Skyhawks at Rhododendron Park and Skate Like a Girl at the Jack Crawford Skate Court).	Public Works Operations	ongoing	No		✓	✓	✓	
2.6.7	Collaborate with Kenmore Heritage Society to create awareness, including providing learning and education opportunities, of Local Indigenous People.	City Manager's Office	ongoing	No	✓		✓		
2.6.8	Consider subsidizing swimming lessons for low income youth.	Public Works Operations	2023-2024	Yes		✓			Funding needs to be identified beyond 2023. Currently being funded with one-time reserves.
2.6.9	Offer free, inclusive events, special events, outdoor movies, and concerts for the community.	Public Works Operations	ongoing	No			✓	✓	
2.6.10	Diversify event schedules, explore new promotion avenues, and support external community events.	Public Works Operations	ongoing	Yes	✓		✓	✓	Additional staffing resources may be needed for additional external events
2.6.11	Partner with nonprofits and other agencies to host community events and presentations focused on low-income populations.	City Manager's Office	2025	Yes		✓			
2.6.12	Lead an effort to create a regional partnership to build a regional aquatic center in north King County.	Community Development	2023-2028	Yes		✓		✓	Feasibility study currently underway
2.6.13	Work cooperatively with Bastyr University for use of their campus athletic fields. Look to partner with Bastyr University in other potential ways, such as youth summer camps.	Public Works Operations	ongoing	No		✓		✓	

Goal 3: Workplace

Objective 3.1: Create and maintain an inclusive workplace culture.

3.1.1	Promote and follow the organization service vision as well as the core and foundational values.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.1.2	Increase awareness and working knowledge of the City’s Anti-Harassment Policy and other personnel policies pertaining to equity and justice in the workplace.	Human Resources	2023, 2025, 2027	No		✓			Regular training schedule
3.1.3	Continue to provide Parental Leave for all employees. Upon returning from parental leave, supervisors will check in with the employee and discuss any supportive accommodations that employees may require, such as any physical limitations, pump breaks, flex scheduling for appointments, etc.	Finance/Administration	ongoing	No		✓			
3.1.4	Regularly highlight and review the City Council-adopted DEIA Policy.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.1.5	Encourage cross-departmental relationships and communication through internal committees.	All Departments	ongoing	No	✓		✓		
3.1.6	Model the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.	All Departments	ongoing	No	✓	✓	✓		
3.1.7	Provide clear and accessible channels for City staff to provide feedback on the workplace environment and job satisfaction.	Human Resources	2023	No	✓	✓	✓		

Objective 3.2: Develop and implement equitable hiring practices.

3.2.1	Strive for diverse hiring panels during the interview process.	Human Resources	ongoing	No	✓				
3.2.2	Ensure that hiring panelists have had DEIA training, including implicit bias training, prior to participating on the panel.	Human Resources	ongoing	No	✓	✓	✓	✓	
3.2.3	Ask DEIA questions of candidates during interviews.	Human Resources	ongoing	No	✓	✓	✓	✓	

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		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
3.2.4	Advertise positions through diverse outlets.	Human Resources	ongoing	No	✓		✓		
3.2.5	Establish consistent hiring practices for reaching diverse populations; reach out to and invite minorities and members of historically marginalized groups to apply for open positions.	Human Resources	ongoing	No	✓		✓		
3.2.6	Explore a work study program.	Human Resources	2024	Yes		✓			
3.2.7	Research equitable hiring practices in neighboring cities.	Human Resources	2024	No		✓			

Objective 3.3: Provide professional development and advancement opportunities.

3.3.1	Encourage employees to participate in their professional organizations.	All Departments	ongoing	No		✓			
3.3.2	Continue the tuition reimbursement program.	Human Resources	ongoing	No		✓			
3.3.3	Support career advancement through leadership training such as the Northwest Women's Leadership Academy.	All Departments	ongoing	No	✓	✓			
3.3.4	Make consistent and planned efforts to grow and promote internal staff. Track promotion history to assess progress. (Succession Planning)	Human Resources	ongoing	No	✓	✓			

Objective 3.4: Offer competitive employee benefits and support systems.

3.4.1	Continue to provide competitive benefits to city employees (Healthcare, EAP, retirement, etc.).	Human Resources	ongoing	No		✓		✓	
3.4.2	Continue monthly all-staff meetings that are inclusive and highlight DEIA.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.4.3	Continue to fund and implement the City’s Wellness Program (e.g., floating holiday for healthy practices).	Human Resources	ongoing	No		✓			
3.4.4	Continue the length of service awards program, including the event that goes with it (see Section 5.5 of the Personnel Policies Manual).	Human Resources	ongoing	No		✓			
3.4.5	Continue to allow for brief and informal gatherings to celebrate birthdays and other personal milestones (see Section 5.6.5 of the Personnel Policies Manual).	All Departments	ongoing	No			✓		
3.4.6	Adopt a Commute Trip Reduction Plan that promotes non-car commute options and resources.	City Manager's Office	2025	Yes		✓		✓	
3.4.7	Support KCSO Officer wellness and resiliency programs.	City Manager's Office	ongoing	No		✓			

Objective 3.5: Monitor and assess workplace and workforce diversity.

3.5.1	Research how to and begin collecting voluntary demographic data from applicants and new hires so that the City can assess whether the workplace is reflecting the greater community.	Human Resources	2024	Yes	✓		✓		
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Goal 4: Communication & Education

Objective 4.1: Improve accessibility and inclusivity of communications across all channels.

4.1.1	Continue to utilize electronic channels: City of Kenmore Website, website calendar, Social Media (Facebook, Twitter, Instagram), Monthly E-news, Weekly Kenmore Top 4, Email listservs for city meetings/events, projects and other specific topics.	City Manager's Office	ongoing	No			✓		
4.1.2	Continue to implement paper-based communication methods: Kenmore Quarterly Newsletter, Postcard mailings, SEPA & Advisory Mailings, Postings at City Hall/the Hangar.	City Manager's Office	ongoing	No		✓	✓	✓	

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		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
4.1.3	Ensure City of Kenmore digital and printed materials use accessible fonts and colors, approved by Web Content Accessibility Guidelines (WCAG) 2.0. Use Bureau of Internet Accessibility online tool to check for color blindness accessibility when using color in materials. Use approved accessible fonts when possible (Roboto, Tahoma, Verdana, Open Sans, Calibri, and Times New Roman are the top choices).	City Manager's Office	2023	No				✓	
4.1.4	Offer translated communications in Spanish and other community languages on the website, listserv emails, and printed materials and publicize availability of translation services by phone.	City Manager's Office	ongoing	Yes			✓	✓	Spanish currently provided; need additional resources for other languages
4.1.5	Utilize the Userway tool on the website for enhanced translation and accessibility tools.	City Manager's Office	ongoing	No			✓	✓	
4.1.6	Expand the use of QR codes on notices, mailings, and digital materials to provide easy access to information in multiple languages.	City Manager's Office	2023	No			✓	✓	
4.1.7	Create video tutorials for online permit applications. Provide Spanish subtitles.	Development Services	2024	No			✓	✓	
4.1.8	Maintain 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.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
4.1.9	Create a fun and engaging Civics 101 video course to help residents better understand the workings of city government. Provide Spanish subtitles.	City Manager's Office	ongoing	Yes				✓	Difficult/slow to implement with existing resources
4.1.10	Develop and maintain a list of individuals and agencies who can provide translation services for public meetings and other needs as they arise.	City Manager's Office	2023	No	✓		✓	✓	

Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.

4.2.1	Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.	City Clerk	ongoing	No	✓		✓		
4.2.2	Install parks interpretive signage to educate about environmental sustainability and community history.	Community Development	2026	Yes	✓				Completed parks projects have this signage.
4.2.3	Annually produce a Juneteenth event to commemorate the liberation of Black Americans from slavery. Include the affected groups in the planning and execution of these events.	Public Works Operations	ongoing	No	✓		✓		
4.2.4	Continue June Pride Month activities, including the annual Pride flag raising. Include the affected groups in the planning and execution of these events.	Public Works Operations	ongoing	No	✓		✓		In a facilitation role on events led by the community
4.2.5	Provide for avenues to celebrate diversity at City events.	Public Works Operations	ongoing	No	✓		✓		
4.2.6	Invite cultural groups to host events in Kenmore, e.g., the Festival of Colors in the Spring.	Public Works Operations	2024	Yes	✓		✓		

Goal 5: Facility Plans & Improvements

Objective 5.1: Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings.

5.1.1	Evaluate and ensure parks, buildings, and other public facilities are safe, well-maintained, and operate efficiently.	Public Works Operations	ongoing	No				✓	
5.1.2	Improve access to parks and playgrounds by creating inclusive parks, including accessible components in playground structures, etc. Seek guidance from inclusive experts such as The Voice of Play.	Community Development	2028	Yes			✓	✓	

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July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
5.1.3	Continue to supply and maintain life jacket loaner stations at waterfront parks.	Community Development	ongoing	No		✓		✓	

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn’t the only way to get around.

5.2.1	Develop parks and transportation plans that improve public access and mobility as well as recreational opportunities.	Community Development & Engineering Services	2024 and 2026	Yes				✓	2024 for Transportation Plan and 2026 for the PROS Plan
5.2.2	Obtain funding for and implement the first phase of the ADA transition plan, including replacing noncompliant sidewalk panels and curb ramps. Develop the next phase of the ADA transition plan to include City buildings.	Public Works Engineering	2023-2028	Yes			✓	✓	
5.2.3	Implement and obtain funding for the adopted pedestrian facilities plan.	Public Works Engineering	2023-2028	Yes				✓	
5.2.4	Continue to calm vehicle traffic to improve bicycle and pedestrian safety and comfort.	Public Works Engineering	2023-2028	Yes				✓	
5.2.5	Advocate for completion of the Sound Transit Bus Rapid Transit project through Kenmore and advocate for additional bus routes and “last mile” transit options for Kenmore.	Public Works Engineering	2023-2028	Yes		✓		✓	
5.2.6	Explore options and funding to provide more bike racks in public and private locations throughout the City.	Public Works Engineering	2024	Yes		✓		✓	

Objective 5.3: Update facility plans to reflect community needs and promote equity.

5.3.1	Ensure capital facilities plans recognize and provide projects and programs in underserved areas.	Community Development	2026	Yes		✓			
5.3.2	Consider community vulnerabilities related to climate and proactively respond (e.g., cooling center for impacted community members).	Environmental Services	2024	Yes		✓			
5.3.3	Equitably provide green energy infrastructure in higher density and lower income neighborhoods.	Environmental Services	2025	Yes		✓			
5.3.4	Reduce the heat-island effect that disproportionately affects disadvantaged neighborhoods by developing a plan to encourage and provide more trees and natural landscape to those areas.	Environmental Services	2025	Yes		✓			
5.3.5	Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the “squeaky wheel” approach.	Public Works Operations	2025	Yes		✓			

Goal 6: Public Safety & Justice Services

Objective 6.1 Advance the police department’s progress in equitably serving and responding to the community.

6.1.1	Chief of Police to annually hold listening sessions with the community.	Police	2024	No		✓	✓		
6.1.2	Continue to implement the preventative and healing measures identified in the 2020 Mayor’s Pledge Use of Force Report.	Police	ongoing	No		✓			
6.1.3	Continue to augment police training, including prevention-oriented training such as cultural diversity, de-escalation, and active bystander training. Offer human services-related training to police officers, including crisis intervention and interacting with persons with disabilities through the Criminal Justice Training Commission and KCSO Advanced Training Unit.	Police	ongoing	No	✓	✓	✓		

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		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
6.1.4	Explore and advocate for prevention-oriented methods to reduce patrol stops that disproportionately affect people of color. For example, explore the use of technology as a replacement for traffic stops and as a way to reduce the potential for violent encounters.	Police	2025	Yes		✓			
6.1.5	Identify low-level offenses (e.g. DWLS3) that can cause disadvantaged populations to get stuck in a vortex of economic disparity and impoverishment. Take a holistic, preventative, and healing approach to work with the prosecutor, public defender, court, and human services providers to help people out of this vortex.	Police and Justice Services	ongoing	Yes		✓			
6.1.6	Work closely with the Regional Crisis Response (RCR) program to co-respond with mental health professionals.	Police	ongoing	No		✓		✓	
6.1.7	Become knowledgeable of various human services providers that can assist with cases. Refer individuals to these organizations. Refer individuals to the resource center at the community court. Participate in the community court stakeholder meetings and recommend offenders to the community court when appropriate.	Police	ongoing	No		✓	✓	✓	
6.1.8	Connect and frequently communicate with the City’s Housing and Human Services Manager to coordinate ways to prevent human suffering and help lift people out of the cycle of the criminal justice system, reducing recidivism and future crimes.	Police	2023-2028	No		✓	✓	✓	
6.1.9	Participate in the King County Sheriff Department’s body worn cameras program.	Police	2023, 2024	Yes		✓			Body worn cameras result in added cost to the police contract.
6.1.10	Bring back the Nurturing Trust Workshops that build trust between police and communities of color.	Police	2025	Yes	✓	✓	✓		
6.1.11	Research the potential effectiveness and resources needed to produce an academy for residents to learn about police and justice services. Specifically invite people of color and marginalized groups.	Police	2025	Yes		✓	✓		
6.1.12	Continue the Lunch with a Cop program in schools.	Police	ongoing	No		✓	✓		
6.1.13	Continue to provide an inviting social media platform for the police department to interact with the community.	Police	ongoing	No			✓	✓	
6.1.14	Periodically review and work to implement the recommendations in the 2021 King County Public Safety Advisory Committee Report to improve public safety.	Police	ongoing	No		✓		✓	
6.1.15	Ensure transparency by providing the annual police services report and crime data on the City’s website. Include discussion and analysis on crime trends and other public safety problems in the City.	Police	ongoing	No				✓	
6.1.16	Facilitate access to the KCSO Communications Center via text message and TTY machines for hearing-impaired callers.	Police	ongoing	No				✓	
6.1.17	Partner with nonprofits to distribute free locking prescription drug bags and gun cables at City Hall.	Police	ongoing	No				✓	
6.1.18	Partner with Northshore Emergency Management Coalition (NEMCo) and the Fire Department for those agencies to provide educational materials on safety.	City Manager's Office	2023	Yes		✓		✓	
6.1.19	Increase opportunities for volunteering with the police department.	Police	2024	No	✓	✓	✓		
Objective 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system.									
6.2.1	Hold regular meetings with the judges, court staff, prosecutor, and public defender to assess efforts to reduce disparities in justice services.	City Manager's Office	2023-2028	No		✓	✓	✓	
6.2.2	Provide electronic home monitoring for low-income offenders.	Court	2023	Yes		✓		✓	Currently not budgeted

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		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
6.2.3	Fully participate in and contribute to the Community Court.	Court	2023	Yes		✓			Only funded through 2024 with one-time funding
6.2.4	Explore drug court and other rehabilitative programs.	Court	2026	Yes		✓			

Goal 7: Housing & Human Services

Objective 7.1 Advance human services by centering marginalized communities in responding to community needs.

7.1.1	Hire a Housing & Human Services Manager.	City Manager's Office	2023	No	✓	✓	✓	✓	
7.1.2	Conduct a human services needs assessment and funding recommendation.	Housing & Human Services	2023	No	✓	✓	✓	✓	
7.1.3	Conduct and implement a human services strategic plan for 2025-2030 that is centered in equity.	Housing & Human Services	2023	Yes	✓	✓	✓	✓	
7.1.4	Oversee the ARPA-funded mental and behavioral health counseling pilot program that Center for Human Services will operate in one or more Kenmore schools.	City Manager's Office	2023-2025	No		✓		✓	Funded with one-time ARPA funds
7.1.5	Use ARPA funds to pilot homelessness response and other human services programs to help people recover from the long-term effects of the pandemic.	City Manager's Office	2023-2024	No		✓		✓	Funded with one-time ARPA funds
7.1.6	Continue to co-lead the regional effort to site and construct an accessible 24/7 crisis center in North King County.	Housing & Human Services	ongoing	No		✓		✓	
7.1.7	Build collaborative relationship with Shoreline Fire Department's Mobile Integrated Health Program.	Housing & Human Services	ongoing	No		✓		✓	
7.1.8	Engage Human Services Funding Collaborative in discussions in DEIA in human services, especially with regards to human services funding application and contracting process.	Housing & Human Services	2024	No	✓	✓	✓	✓	
7.1.9	Seek opportunities to promote human service providers and programs on city communication channels and through the creation of resource materials.	Housing & Human Services	ongoing	Yes				✓	
7.1.10	Connect residents in need with state, county, and nonprofit human services agencies.	Housing & Human Services	ongoing	No		✓		✓	
7.1.11	Work to educate the public to increase participation in utility cost and property tax rebates.	Housing & Human Services	2024	No		✓		✓	

Objective 7.2: Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system.

7.2.1	Consult with police and justice services to ensure human services are holistically integrated into police and justice services.	Housing & Human Services	2024	Maybe		✓			
7.2.2	Continue to participate with and help fund the Regional Crisis Response (RCR) co-responder program.	Housing & Human Services	ongoing	Yes		✓		✓	Currently only funded through 2024 with one-time funding
7.2.3	Partner with 211 and other agencies to provide Kenmore-specific pamphlets with human services resources for officers to distribute.	Housing & Human Services and Police	2024	Yes		✓		✓	

Objective 7.3: Promote affordable housing and support services.

7.3.1	Prioritize, seek, and advocate for the development of mixed-used, accessible, affordable housing opportunities throughout Kenmore through partnerships with organizations including ARCH that have a commitment to DEIA values.	Housing & Human Services	ongoing	Maybe	✓	✓	✓	✓	
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July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
7.3.2	Complete the Plymouth Housing Development with 100 units of affordable housing at 30% AMI or less.	Housing & Human Services	2022-2025	Yes	✓	✓	✓	✓	
7.3.3	Partner with Bastyr University for a community health clinic at the Plymouth Affordable Housing development.	Housing & Human Services	2022-2025	Yes	✓	✓	✓	✓	
7.3.4	Develop the Holt property for high density affordable housing units and a community support partner on the ground floor.	Housing & Human Services	2024	Yes	✓	✓	✓	✓	
7.3.5	Work with ARCH to provide policies and funding for affordable housing developments in Kenmore.	Community Development & City Manager's Office	ongoing	No		✓		✓	
7.3.6	Defend the 2019 Mobile Home Protection Ordinance (Ordinance #19-0481) (currently being appealed).	City Attorney	ongoing	Yes		✓			Need to budget for additional funds to litigate the appeal.
7.3.7	Seek opportunities for outside funding for affordable housing development in Kenmore (including applying for grants and seeking partners to apply for funds through private sector funding programs).	Housing & Human Services	ongoing	Maybe		✓	✓		May need matching funds, depending on outside funding program requirements

Objective 7.4: Improve accessibility and inclusivity of city-sponsored events and services.

7.4.1	Implement a program to accept SNAP/EBT benefits at the Farmers Market and promote financial accessibility.	Public Works Operations	2023-2024	Yes		✓		✓	funded only for 2023 and 2024 with one-time funding
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**CHANIN KELLY-RAE
CONSULTING**

CITY OF KENMORE EQUITY FRAMEWORK TOOL

GOALS OF AN EQUITY FRAMEWORK TOOL

The goal of an equity framework tool for the City of Kenmore and the Kenmore City Council is to identify and address systemic and structural barriers that perpetuate inequalities within the City, and to promote equity and reduce disparities among its residents and visitors.

Such an equity framework tool could help the City and the Council to:

1. Assess and analyze the current state of equity within the City, including patterns and trends of disparities in areas such as access to basic services, transportation, education, housing, employment, and safety.
2. Identify root causes of inequities, such as discriminatory policies, lack of resources or access, or cultural biases, that may impact Kenmore communities differently.
3. Develop a data-driven and evidence-based approach to address equity issues and design policies, programs, and services that are inclusive, fair, and equitable.
4. Engage diverse community members, including historically marginalized groups, in the development and implementation of equity initiatives to ensure that their needs and perspectives are represented and considered.
5. Create a mechanism for both individual and collective reflection and assessment prior to finalizing decisions.

By using an equity framework tool, the City of Kenmore and the City Council can work to promote social justice, create a more inclusive and thriving community, and achieve positive outcomes for all residents.

Self-Reflection Questions for Community Impacted Decision-Making

Awareness of Bias and Assumptions:

1. Have I made any assumptions about the cultural identities, genders, abilities, identities, and/or background of those impacted by my decision?
2. Is my own personal experience, culture, and/or background preventing me from understanding and taking the cultural issues of marginalized stakeholders into account in deciding what issues exist for those disparately impacted?

Understanding of Impacted Groups:

3. What is my understanding of the group(s) being impacted by my decision? Are there unique cultural circumstances that I should consider?
4. How has the Council's past contact and involvement with marginalized stakeholder communities influenced (or how might it influence) my decision-making process and findings?
5. How am I convinced that reasonable efforts have been made in an individualized way to match the needs of the entire community, particularly marginalized populations?
6. Have we heard from disparately impacted communities before any final determinations or decisions?

Consideration of Marginalized Populations:

7. How is this decision going to specifically impact marginalized people? Have we considered how to mitigate harmful results?
8. Have we sacrificed the experience of marginalized people for the comfort and safety of those holding privilege; the majority population; and/or stakeholders not negatively impacted?
9. Are we giving full credibility to those who are sharing concerns, even though their numbers might be small or quiet in our community?
10. What are the racial equity impacts of this decision?

Evidence-Based Decision Making:

11. What evidence has supported every conclusion I have drawn, and how have I challenged unsupported assumptions?

Mitigation of Unintended Consequences:

12. Are there strategies to mitigate unintended consequences?

Benefit and Burden Analysis:

13. Who will benefit or be burdened by this decision?

CITY OF KENMORE

City Manager's Office

Diversity, Equity, Inclusion, and Accessibility

Strategic Plan 2023-2028

July 24, 2023



DEIA Policy & Plan

The Journey So Far

- September 2020: [Resolution 20-348](#)
 - Framework to Develop and Implement DEIA Policy
- January 2022: DEI Task Force
 - 14 Task Force members selected
- November 2022: [DEIA Policy](#) Adopted
- Summer 2023: DEIA Plan
 - Staff Feedback
 - DEIA Advisory Committee Feedback

5-Year Roadmap Process

- Ms. Kelly-Rae provided the outline for the Strategic Plan
- Ms. Kelly-Rae and staff provided content for the Strategic Plan
- Drafted 5-Year Road Map spreadsheet
 - Lead Departments
 - Timetables
 - Additional Resources Required?
- Obtained input from staff & DEIA Advisory Committee

Leadership & Operations

Goal 1

- 1.1 Foster community engagement and inclusivity in decision-making
- 1.2 Ensure equitable access and representation in city services
- 1.3 Increase diversity in City vendors and Committee/Commission members
- 1.4 Support businesses and projects in alignment with equity goals
- 1.5 Strengthen leadership's commitment to DEIA
- 1.6 Ensure accountability through data collection and performance measures
- 1.7 Strengthen Organizational Working Knowledge and Practice of DEIA



Plans, Policies, & Budgets

Goal 2

- 2.1 Develop and implement inclusive and equitable policies
- 2.2 Engage the community in budget and policy decision-making
- 2.3 Develop and advocate for affordable housing and diverse housing options
- 2.4 Promote economic development opportunities that benefit all Kenmore residents and businesses
- 2.5 Adopt policies and practices that prioritize equity, accessibility, and inclusivity
- 2.6 Enhance recreational and cultural opportunities to improve DEIA in Kenmore



Workplace

Goal 3

- 3.1 Create and maintain an inclusive workplace culture
- 3.2 Develop and implement equitable hiring practices
- 3.3 Provide professional development and advancement opportunities
- 3.4 Offer competitive employee benefits and support systems
- 3.5 Monitor and assess workplace diversity



Communication & Education

Goal 4

- 4.1 Improve accessibility and inclusivity of communications across all channels
- 4.2 Enhance community engagement through targeted messaging and recognition of diverse cultures and histories



Facility Plans & Improvements

Goal 5

- 5.1 Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings
- 5.2 Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around
- 5.3 Update facility plans to reflect community needs and promote equity



Public Safety & Justice Services

Goal 6

- 6.1 Advance the police department's progress in equitably serving and responding to the community
- 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system



Housing & Human Services

Goal 7

- 7.1 Advance human services by centering marginalized communities in responding to community needs
- 7.2 Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system
- 7.3 Promote affordable housing and support services.
- 7.4 Improve accessibility and inclusivity of city-sponsored events and services



Next Steps

- City Council to review and provide direction at this meeting
- Council adoption of this DEIA Strategic Plan is expected in September
- The City Manager will have discretion to edit, revise, and amend the Strategic Plan to ensure that it continues to meet the Council's goals



For comments and questions:

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We are grateful to The Tulalip Tribes, The Duwamish Tribe, The Suquamish Tribe, The Stillaguamish Tribe of Indians, The Snoqualmie Indian Tribe, The Snohomish Tribe of Indians, and The Sauk Suiattle Tribe for sharing their experiences, stories, and rich cultural histories. You have shown us the depth of your connection with these lands and waters and highlighted the significance of acknowledging our shared history.

The Coast Salish Gathering and United Indians of All Tribes Foundation have been instrumental in guiding our research and understanding, as well as in helping us build a better appreciation of the cultural richness of the Coast Salish Peoples.

The Washington State Department of Archeology and Historic Preservation has provided crucial historical and archaeological context, enhancing our understanding of the longstanding relationship between the Coast Salish Peoples and this land.

We also acknowledge the immense contribution of the University of Washington American Indian Studies Department and the University of Washington Digital Library. The academic resources you provided have significantly enriched our understanding of the cultural, historical, and political aspects of the Coast Salish Peoples.

Native Land Digital, a non-profit led by Indigenous First Nation People, has been indispensable in helping us appreciate the nuanced landscape of indigenous territories.

Our thanks also extend to The Kenmore Heritage Society for shedding light on the local history of Kenmore, and to JSTOR (Journal Storage) and The Burke Museum for their extensive archives and scholarly works, which have been invaluable in our research.

As we present this land acknowledgment and statement of recognition and honor to the City Council, we hope it will serve as a testament to our commitment to acknowledging our shared history, honoring the rich indigenous heritage, and fostering an environment of respect, equity, and mutual understanding. We look forward to continuing to learn from and collaborate with our partners on this journey.

If the City Council approves the proposed Land Acknowledgment in this agenda bill, it, along with the above statements of gratitude, will be placed on a prominent, easy-to-access location on the City's website. The Mayor may also choose to include the Land Acknowledgment in meeting and ceremony agendas.

About Local Land Acknowledgements

A land acknowledgement is a formal statement that honors and respects the Indigenous Peoples who live here and were stewards of this land long before European settlers arrived. A land acknowledgment names tribes, past and present, who have been harmed and commitments to be part of the solution and correcting injustices and the systemic inequities that persist. Land acknowledgements are ceremonial in nature and do not carry any legal authority. Land acknowledgements have been adopted by other cities and government agencies in the area and across the Country.

Kenmore's proposed Land Acknowledgement had been developed through research as well as from input by tribal leaders, though this proposed land acknowledgement is specific to Kenmore and is not

the official position of any of the consulted tribal organizations. In adopting this local land acknowledgement, the City is not taking a position on the status of federal recognition for any tribe.

Land acknowledgements may be stated or displayed at the beginning of meetings or other events. They can also be incorporated into facility signage, interpretive signage or wayfinding, on the City's website, and in City plans and other official documents. Using work done by other neighboring cities and agencies, staff will draft a Local Land Acknowledgement Guide for use by the City organization.

City Council Priorities Being Addressed:

Promote Diversity, Equity, Inclusion, and Accessibility



City Council Agenda Bill City of Kenmore, WA

Subject/Topic:

Proposed 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

Proposed Council Action/Motion:

Review and discussion of the proposed 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities.

For Council Meeting Agenda of: July 24, 2023

Departments: City Manager, Finance and Admin, Public Works, Community Development

Prepared by:

Rob Karlinsey, City Manager

Melinda Merrell, Finance & Admin Director

John Vicente, City Engineer

Debbie Bent, Community Development Director

Initial & Date

Approved by Department Head:

MM, 7/14/23

Approved by City Attorney:

NA

Approved by Finance Director:

MM, 7/14/23

Approved by City Manager:

RK 7/21/23

Exhibits/Attachments:

Attachment A: Capital Improvement Program

Attachment B: Park Capital Improvement Program

Attachment C: Transportation Capital Improvement Program

Attachment D: City Facilities Capital Improvement Program

Attachment E: REET Fund Projections

Attachment F: Park Impact Fee Fund Projections

Attachment G: Transportation Impact Fee Fund Projections

Attachment H: King County Parks Levy Projections

Attachment I: Adopted CIP, 2023-2024 Biennial Budget Book, page 214-215

Summary:

The 2023 – 2028 Capital Improvement Program (CIP) has been updated to reflect the addition of new Transportation projects as well as increases and decreased to existing projects based on updated estimates for completion. The Surface Water CIP is not included and will be brought to Council at a future meeting.

Information/Background:

The current 2023-2028 Six-Year Capital Improvement Program (CIP) was adopted by Ordinance 22-0559 on October 24, 2022 (Attachment I). The first two years of the CIP (2023 and 2024) were

X. D. 2023-2028 Capital Improvement Plan (CIP) Amendments for Parks, Tra...

incorporated into the Biennial Budget. The following recommended updates provide for carryover of unspent funds from 2022 as well as adjustments to project budgets based on current information.

Complete proposed Park, Transportation, and City Facility Capital Improvement Programs are illustrated with cash flow projections for Park Impact Fees, Transportation Impact Fees, Real Estate Excise Tax (REET), and the King County Parks Levy. Any changes to the Surface Water Management Fund will be brought forward this fall.

Revisions to this CIP may result in Budget Amendments to the 2023-2024 Biennial Budget during the Mid-Biennium review this fall.

Projects added/substantially changed to the 2023-2028 CIP include the following:

PARKS

- **P 1 Twin Springs Park Phase 1.** \$137,500 from Park Impact Fees has been added to the 2023 CIP to complete the project construction.
- **P 27 X' a X' w a d i s Park Waterfront & Natural Open Space.** \$1,160,000 in unspent funds are carried forward and included in the 2023 CIP.

TRANSPORTATION

- **T 27 Pedestrian Facilities Program.** Project reduced by \$645,000 and funds moved to new sidewalk projects.
- **T 37 West Sammamish River Bridge Replacement.** \$775,603 in REET and Connecting WA funding added to the 2023 CIP.
- **T 41 Juanita Dr Ped & Bike Safety Improvements.** This project has been updated for current budget estimates and is funded through WA State Department of Ecology, PSE, REET and Transportation Impact fees. Final paving and striping of Juanita Drive is happening in 2023.
- **T 42 68th AVE Ped & Bike Safety Improvements.** \$230,773 from Fund 300 has been added to the 2023 CIP to complete this project.
- **T 44 61st AVE Sidewalk Replacement Project.** This project is being split into two phases. \$3.5M has been removed from Phase 1 and has been added to Phase 2.
- **T 244 Burke-Gilman Trail/NE 175th.** Additional REET funds have been added to the 2023 CIP to complete this project.
- **T 252 ADA Transition Program.** Funding reduced by \$160,000 to better reflect budget estimates.
- **T 253 NE 181st Sidewalk Project.** This new project is funded by \$1.3M from Sound Transit and additional funds from Transportation Impact Fees.

- **T 255 68th/Simonds Rechannelization Project.** This new project adds \$450,000 over 2023 and 2024 and is funded from Transportation Impact Fees.
- **T 260 80th AVE NE Sidewalk Project.** This new project adds \$2.6M to the CIP and is funded by \$2.2M from WSDOT and additional funds from Transportation Impact Fees.
- **T 261 NE 192nd ST Sidewalk Project.** This new project is funded by \$760,900 from WSDOT and additional funds from Transportation Impact Fees.
- **T 262 Arrowhead Project.** This new project adds \$2.4M to the CIP and is funded by \$2.0M from WSDOT and additional funds from Transportation Impact Fees.

CITY FACILITIES

- **F 1 Public Works Shop Land Acquisition & Development.** This project has been updated to reflect the debt service needed to complete Phase 1 of the Public Works Operations Center (PWOC). Repayment of the debt will come from SWM Fund and REET.

Fiscal Consideration:

The City's goal is to adopt and maintain a fiscally balanced Capital Improvement Program that can be used by staff to prioritize and pursue projects. The CIP balances City resources including Park and Transportation Impact Fees, Real Estate Excise Tax, General Fund revenues, Surface Water Utility fees, King County Park Levy funds, and grant funds. While a project may show need in future years for grant funds to complete, the project and budget is considered "balanced" and provides a tool to pursue outside funding. The CIP should be considered a programming document with the City of Kenmore adopted budget being the document that actually appropriates funds for project expenditures.

The updated Capital Improvement Program, excluding Surface Water CIP, includes 24 individual projects which total \$62,079,220 over the six-year planning horizon. The project costs and funding sources are displayed in Attachments B through D. Also attached are projections of Real Estate Excise Taxes, Park Impact Fees, Transportation Impact Fees and King County Park Levy which are Exhibits E, F, G, and H.

City Council Priority or Budget Objective Being Addressed:

The proposed Capital Improvement Program is consistent with Council Goals, specifically:

- To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel
- Implement the Sidewalk Plan
- To implement the Walkways and Waterways projects
- To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:
 - Advance public access to water
 - Create a vibrant, walkable downtown
- To continue to implement a Parks Improvement Plan
- To protect and enhance the climate, water, air and forest environment

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

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EXPENDITURES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<u>PARKS</u>							
P 1 Twin Springs Park Phase I	\$248,800	\$0	\$0	\$0	\$0	\$0	\$248,800
P 18 Rhododendron Park - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 'a d i s' Park Waterfront	\$1,390,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$1,690,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$60,000	\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$320,000
P 30 Rhododendron Park Boathouse Pavilion	\$23,200	\$3,200	\$3,200	\$3,200	\$0	\$0	\$32,800
P 32 Moorlands Athl Field Synthetic Turf Install	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
Total Parks	\$1,750,000	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$3,094,600

<u>TRANSPORTATION</u>							
T 8 SR 522 West B 57th to 61st	\$49,419	\$400,000	\$800,000	\$750,000	\$0	\$0	\$1,999,419
T 27 Pedestrian Facilities Program	\$0	\$0	\$0	\$415,000	\$415,000	\$415,000	\$1,245,000
T 35 Pavement Preservation	\$1,769,901	\$280,000	\$1,070,000	\$150,000	\$1,520,000	\$200,000	\$4,989,901
T 37 West Sammamish River Bridge Replacement	\$2,222,907	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$2,448,782
T 38 Lower Swamp Creek Bridge Replacement	\$50,000	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,125,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmnts	\$2,185,025	\$30,700	\$0	\$0	\$0	\$0	\$2,215,725
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmnts	\$411,518	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$536,518
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$249,518	\$152,500	\$1,089,683	\$0	\$0	\$0	\$1,491,701
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$0	\$0	\$50,000	\$250,000	\$250,000	\$3,015,000	\$3,565,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$351,402	\$0	\$0	\$0	\$0	\$0	\$351,402
T 252 ADA Transition Program	\$500,000	\$15,000	\$250,000	\$825,000	\$250,000	\$1,000,000	\$2,840,000
T 253 NE 181st St Sidewalk Project	\$51,000	\$329,514	\$1,121,486	\$50,000	\$0	\$0	\$1,552,000
T 255 68th/Simonds Restriping Project	\$180,000	\$270,000	\$0	\$0	\$0	\$0	\$450,000
T 260 80th Ave NE Sidewalk Project	\$51,000	\$325,000	\$325,000	\$1,748,652	\$135,000	\$15,000	\$2,599,652
T 261 NE 192nd St Sidewalk Project	\$51,000	\$190,000	\$643,749	\$5,000	\$0	\$0	\$889,749
T 262 Arrowhead Project	\$51,000	\$276,832	\$230,000	\$1,370,623	\$470,712	\$10,000	\$2,409,167
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
Total Transportation	\$8,198,690	\$2,566,721	\$5,862,093	\$5,871,450	\$5,622,887	\$4,787,175	\$32,909,016

<u>CITY FACILITIES</u>							
F 1 Public Works Shop Land Acq & Develpmnt	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0	\$16,500,000
Debt Repayment	\$575,604	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$9,575,604
Total City Facilities	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$26,075,604

TOTAL EXPENDITURES	\$14,524,294	\$16,989,921	\$7,805,293	\$7,799,650	\$8,262,887	\$6,697,175	\$62,079,220
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**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
AS ADOPTED FOR THE YEARS 2023-2028**

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REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<u>PARKS</u>							
Park Impact Fee Revenue	\$137,500	\$20,000	\$50,000	\$35,000	\$180,000	\$20,000	\$442,500
Real Estate Excise Tax (Parks)	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$268,000
City Swamp Creek Basin Funds	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000
King County Park Levy	\$63,200	\$63,200	\$53,200	\$43,200	\$40,000	\$40,000	\$302,800
2022 Carryover Funds	\$1,160,000	\$0	\$0	\$0	\$0	\$0	\$1,160,000
WA State Appropriation	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
Sports Leagues	\$0	\$0	\$0	\$0	\$220,000	\$0	\$220,000
Other Grants - unsecured	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
Total Parks	\$1,750,000	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$3,094,600
<u>TRANSPORTATION</u>							
Transportation Impact Fees	\$589,045	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$989,045
Real Estate Excise Taxes	\$2,609,449	\$515,700	\$740,767	\$1,416,016	\$1,545,712	\$1,480,000	\$8,307,644
Real Estate Excise Taxes-Sammamish Bridge	\$1,157,868	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$1,383,743
Surface Water Fund - other	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
KAPE	\$0	\$280,000	\$870,000	\$150,000	\$970,000	\$150,000	\$2,420,000
Connecting WA	\$614,458	\$400,000	\$800,000	\$750,000	\$0	\$0	\$2,564,458
Move Ahead WA	\$0	\$0	\$50,000	\$250,000	\$250,000	\$2,950,000	\$3,500,000
WSDOT ped/bike	\$444,042	\$137,500	\$996,765	\$0	\$0	\$0	\$1,578,307
Sound Transit (pending)	\$50,000	\$289,514	\$981,486	\$0	\$0	\$0	\$1,321,000
BRAC Grant (pending)	\$526,553	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,601,553
Juanita Funding Carryover	\$606,025	\$0	\$0	\$0	\$0	\$0	\$606,025
68th Ave Ped/Bike Funding Carryover	\$230,773	\$0	\$0	\$0	\$0	\$0	\$230,773
WSDOT Safe Routes to Schools	\$100,000	\$386,832	\$750,900	\$1,320,623	\$200,000	\$0	\$2,758,355
WSDOT Ped/Bike Funds	\$50,000	\$285,000	\$285,000	\$1,602,636	\$0	\$0	\$2,222,636
Department of Ecology	\$121,388	\$0	\$0	\$0	\$0	\$0	\$121,388
Puget Sound Energy	\$154,089	\$0	\$0	\$0	\$0	\$0	\$154,089
TIB (overlay)	\$920,000	\$0	\$0	\$0	\$0	\$0	\$920,000
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
Total Transportation	\$8,198,690	\$2,566,721	\$5,862,093	\$5,871,450	\$5,622,887	\$4,787,175	\$32,909,016
<u>CITY FACILITIES</u>							
20 year Note Public Works Shop	\$ 4,000,000	\$12,500,000	\$ -	\$ -	\$ -	\$ -	\$ 16,500,000
Surface Water Utility Funds	\$ 240,603	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,740,603
REET	\$ 251,539	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,751,539
Street Fund	\$ 54,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,682
General Fund	\$ 28,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,780
Total City Facilities	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$26,075,604
TOTAL REVENUES	\$14,524,294	\$16,989,921	\$7,805,293	\$7,799,650	\$8,262,887	\$6,697,175	\$62,079,220

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

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
P 1 Twin Springs Park Phase I	\$ 248,800	\$ -	\$ -	\$ -	\$ -	\$ -
P 18 Rhododendron Park - Sign Replacement	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -
P 27 L' a Š' a d i s Park Waterfront	\$ 1,390,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
P 30 Rhododendron Park Boathouse Pavilion	\$ 23,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -
P 32 Moorlands Athl Field Synthetic Turf Install	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -
Total Project Costs	\$ 1,750,000	\$ 123,200	\$ 143,200	\$ 128,200	\$ 840,000	\$ 110,000

Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
Park Impact Fees	\$ 137,500	\$ 20,000	\$ 50,000	\$ 35,000	\$ 180,000	\$ 20,000
Real Estate Excise Taxes	\$ 238,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
City Swamp Creek Basin Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
King County Park Levy	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000
L' a Š' a d i s Park Waterfront 2022 funding carryover	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -	\$ -
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
Total Project Funding	\$ 1,750,000	\$ 123,200	\$ 143,200	\$ 128,200	\$ 840,000	\$ 110,000



City of Kenmore Capital Improvement Program

Twin Springs Park – Phase 1

Project P-1

Project Location: Twin Springs Park east of 80th Ave NE just north of NE 192nd Street. 19228 80th Ave NE, Kenmore, WA.

Project Manager: Parks Project Manager

Project Description: Phase 1, minor improvements to open the park to the public including: construction of a 2,200 sq.ft. gravel area and 5' x5' concrete pad adjacent to the northern access road to accommodate five cars, future maintenance shed, and future porta-potty; installation of a new waterline and stormwater line in the northern access road; refurbishing the existing parking lot and access at the southern entrance for five cars (re-striping, wheel stops, ADA signage).

Project Status as of July 2023: SEPA, grading and engineering permit applications submitted September 2021. Amended easement agreements with King County for use of the northern access road to install a new water line and surface water line and right to construct the gravel parking area over a subsurface easement are also required. Permit approvals estimated in the next few months. Timing of bid process and construction are dependent on permit approval.

Funding: June 2019 the city received a \$155,000 state appropriation. The contract for the grant is administered by the Department of Commerce who charge a 2% fee so \$151,900 was available for the project. The 2022 adopted CIP allocated \$111,300 of grant funds in 2023. As of July 2023, \$99,149.77 grant funds remain. The 2023 CIP includes an additional \$124,000 allocated in 2023 from the Park Impact Fund to complete project construction. Total project cost estimated \$235,300.

Background: In 2015 King County completed the Brightwater Portal 44 project On 5/23/16 the Twin Springs property (approx. 25 acres) was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending implementation of an interim use plan. On 5/14/18 Council adopted the Twin Springs Park Master Plan which included a phasing plan and cost estimate for a Phase 1 trail project.





City of Kenmore Capital Improvement Program

Rhododendron Park – Sign Replacement

Project P-18

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

Project Manager: Parks Project Manager

Project Description: Replace the two aging park entry signs.

Project Status as of July 2023: Sign fabrication, installation estimated fourth quarter 2023.

Funding: The 2022 adopted CIP allocated \$28,000 REET funds in 2023 for sign fabrication and installation. The 2023 CIP allocates the same amount. Total project cost \$28,000.

Background: The boardwalk/trail project was one of the projects approved on the November 2016 Walkways & Waterways ballot measure. The new boardwalk/trail completed in 2017 connects the existing park improvements through the wetland to the Sammamish River. The access driveway was also improved to provide additional parking. Public art was installed in 2022. Mitigation and monitoring of completed 2018-2022.

A park master plan was adopted 3/27/06. Other improvements completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; 2017 new dock.





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

Project P-27

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

Project Manager: Parks Project Manager

Project Description: Project improvements included: elevated walkways and viewpoints; natural open space and other environmental enhancements; docks, ramps, and staging areas for hand-powered watercraft; parking; restroom; and public art.

Project Status as of July 2023: Project construction completed April 2023. Ribbon cutting 5/6/23. Project closeout continues through spring 2024. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2024-2034.

Funding: The 2022 adopted CIP 2023-2028 included \$530,000 funds for mitigation/monitoring (\$190,000 REET, \$100,000 Park Impact Fees and \$240,000 Swamp Creek Basin Funds). There is an additional \$200,000 allocated in future years for mitigation/monitoring (\$40,000 Park Impact Fees and \$160,000 Swamp Creek Basin Funds). The 2023 CIP also includes carry over of \$1,160,000 in unspent funds allocated in 2022 for construction.

Background: In 2015 a conceptual plan was developed for approximately 7 acres of Squires Landing Park to enhance public access to the Sammamish River. This project was included on the November 2016 ballot measure for Walkways & Waterways. Permits were received August 2021. Strider Construction Company was Awarded Contract 21-C2670. Construction began December 21, 2021.





Log Boom Park Waterfront Access Project Project P-28

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

Project Manager: Parks Project Manager

Project Description: Improvements included: beach expansion; new trails and viewpoints; waterfront pavilion; environmental and ecological enhancements; kayak concession building; launch access for hand-powered watercraft; and public art.

Project Status as of July 2023: Project construction completed June 2022 with a ribbon cutting 8/9/22. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2023-2033.

Funding: The 2022 adopted CIP 2023-2028 included \$320,000 funds for mitigation/monitoring (\$30,000 REET and \$290,000 King County Park Levy). An additional \$200,000 allocated in future years for mitigation/monitoring (\$40,000 REET and \$160,000 King County Park Levy). The 2023 CIP includes the same funding amounts.

Background: In 2015 a conceptual plan was developed for improvements at Log Boom park to enhance public access to Lake Washington. This project was approved on the November 2016 ballot measure for Walkways & Waterways. Permits were received in March 2021. Road Construction Northwest was Awarded Contract 21-C2669. Construction began July 26, 2021, and ended June 28, 2022.





City of Kenmore Capital Improvement Program

Rhododendron Park Public Boathouse

Project P-30

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

Project Manager: Parks Project Manager

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

Project Status as of July 2023: Boathouse construction completed 2021. Public art installed 2022. Building sign installed 2022. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2022-2026. The City executed a lease agreement in 2020 with the Northshore School District (Contract 20-C2123) for boathouse programming and operations.

Funding: The 2022 adopted CIP 2023-2028 included an allocation of \$32,800 for building signage and mitigation/monitoring (\$12,800 King County Park Levy, and \$20,000 REET). The 2023 CIP includes the same funding amounts.

To complete project construction, the City allocated \$503,000 of Strategic Opportunity Funds with the understanding that the fundraising committee would raise this amount to reimburse the City. The fundraising committee provides quarterly reports to Council. No funds have been raised to date.

Background: A park master plan was adopted 3/27/06 and other improvements at the park completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; 2017 new boardwalk and parking improvements.





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

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

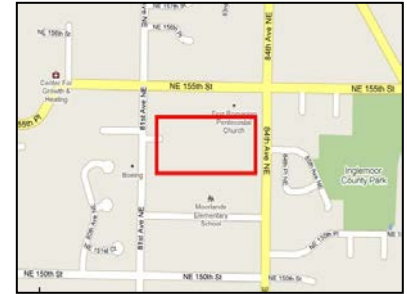
Project Manager: Parks Project Manager

Project Description: Replacing the athletic field grass with artificial turf.

Project Status as of July 2023: In 2024 confirm that the existing under field drainage system designed for a grass field can accommodate a turf replacement. If the system is not compatible the project will not move forward. 2025 prepare grant application and notify the sports leagues to conduct fundraising efforts. If grant funds are not secured or fundraising efforts are not successful, the project will not move forward.

Funding: The 2022 adopted CIP 2023-2028 includes \$775,000 (\$350,000 unsecured grant, \$205,000 park impact fees, \$220,000 unsecured sport leagues contribution). The 2023 CIP allocates the same amount. Total project cost estimate \$775,000.

Background: In July of 2018 park improvements (project P 6) were completed including: renovated athletic field; new picnic shelter; new restrooms, new playground; landscaping and pathways. A new interlocal agreement with the Northshore School District regarding park use was authorized in December 2017. The School District also schedules athletic field use.



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

ATTACHMENT C

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
T 8 SR 522 West B 57th to 61st	\$ 49,419	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -
T 27 Pedestrian Facilities Program	\$ -	\$ -	\$ -	\$ 415,000	\$ 415,000	\$ 415,000
T 35 Pavement Preservation 73rd/169th	\$ 1,769,901	\$ 280,000	\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000
T 37 West Sammamish River Bridge Replacement	\$ 2,222,907	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175
T 38 Lower Swamp Creek Bridge Replacement	\$ 50,000	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmts	\$ 2,185,025	\$ 30,700	\$ -	\$ -	\$ -	\$ -
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmts	\$ 411,518	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$ 249,518	\$ 152,500	\$ 1,089,683	\$ -	\$ -	\$ -
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 250,000	\$ 3,015,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$ 351,402	\$ -	\$ -	\$ -	\$ -	\$ -
T 252 ADA Transition Program	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000
T 253 NE 181st St Sidewalk Project	\$ 51,000	\$ 329,514	\$ 1,121,486	\$ 50,000	\$ -	\$ -
T 255 68th/Simonds Restriping Project	\$ 180,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -
T 260 80th Ave NE Sidewalk Project	\$ 51,000	\$ 325,000	\$ 325,000	\$ 1,748,652	\$ 135,000	\$ 15,000
T 261 NE 192nd St Sidewalk Project	\$ 51,000	\$ 190,000	\$ 643,749	\$ 5,000	\$ -	\$ -
T 262 Arrowhead Project	\$ 51,000	\$ 276,832	\$ 230,000	\$ 1,370,623	\$ 470,712	\$ 10,000
T-xx NE 170th Sidewalk Project	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -
Total Project Costs	\$ 8,198,690	\$ 2,566,721	\$ 5,862,093	\$ 5,871,450	\$ 5,622,887	\$ 4,787,175

Funding as Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
Transportation Impact Fees	\$ 589,045	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Real Estate Excise Taxes	\$ 2,609,449	\$ 515,700	\$ 740,767	\$ 1,416,016	\$ 1,545,712	\$ 1,480,000
Real Estate Excise Taxes-Sammamish Bridge	\$ 1,157,868	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175
Surface Water Fund - other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
KAPE	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000
Connecting WA	\$ 614,458	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -
Move Ahead WA			\$ 50,000	\$ 250,000	\$ 250,000	\$ 2,950,000
WSDOT ped/bike	\$ 444,042	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -
Sound Transit (pending)	\$ 50,000	\$ 289,514	\$ 981,486	\$ -	\$ -	\$ -
BRAC Grant (pending)	\$ 526,553	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000
Juanita Funding Carryover	\$ 606,025					
68th Ave Ped/Bike Funding Carryover	\$ 230,773					
WSDOT Safe Routes to Schools	\$ 100,000	\$ 386,832	\$ 750,900	\$ 1,320,623	\$ 200,000	\$ -
WSDOT Ped/Bike Funds	\$ 50,000	\$ 285,000	\$ 285,000	\$ 1,602,636	\$ -	\$ -
Department of Ecology	\$ 121,388	\$ -	\$ -	\$ -	\$ -	\$ -
Puget Sound Energy	\$ 154,089					
TIB (overlay)	\$ 920,000	\$ -	\$ -	\$ -	\$ -	\$ -
T-xx NE 170th Sidewalk Project	\$ 25,000	175,000	0	0	0	0
Total Project Funding	\$ 8,198,690	\$ 2,566,721	\$ 5,862,093	\$ 5,871,450	\$ 5,622,887	\$ 4,787,175



City of Kenmore Capital Improvement Program

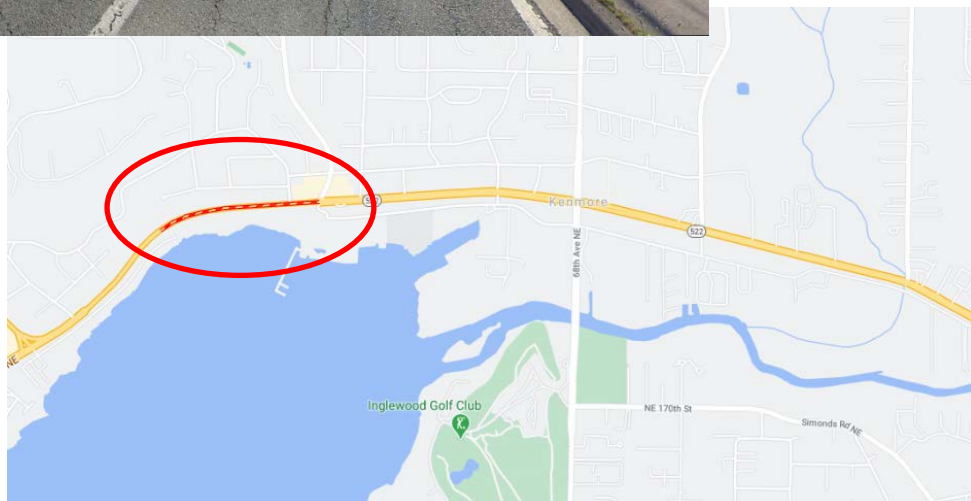
Project Name: SR 522 West B (57th Avenue NE to 61st Avenue NE)

Project No. T-8

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

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

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





City of Kenmore Capital Improvement Program

Project Name: Pedestrian Facilities Program

Project No.: T-27

Project Location(s): Citywide

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

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



Figure A



City of Kenmore Capital Improvement Program

Project Name: Pavement Preservation Program

Project No.: T-35

Project Location: Citywide.

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

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. There are 3 goals listed in the Comprehensive Plan that support this program:

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





City of Kenmore Capital Improvement Program

Project Name: West Sammamish River Bridge Replacement Project

Project No: T-37

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

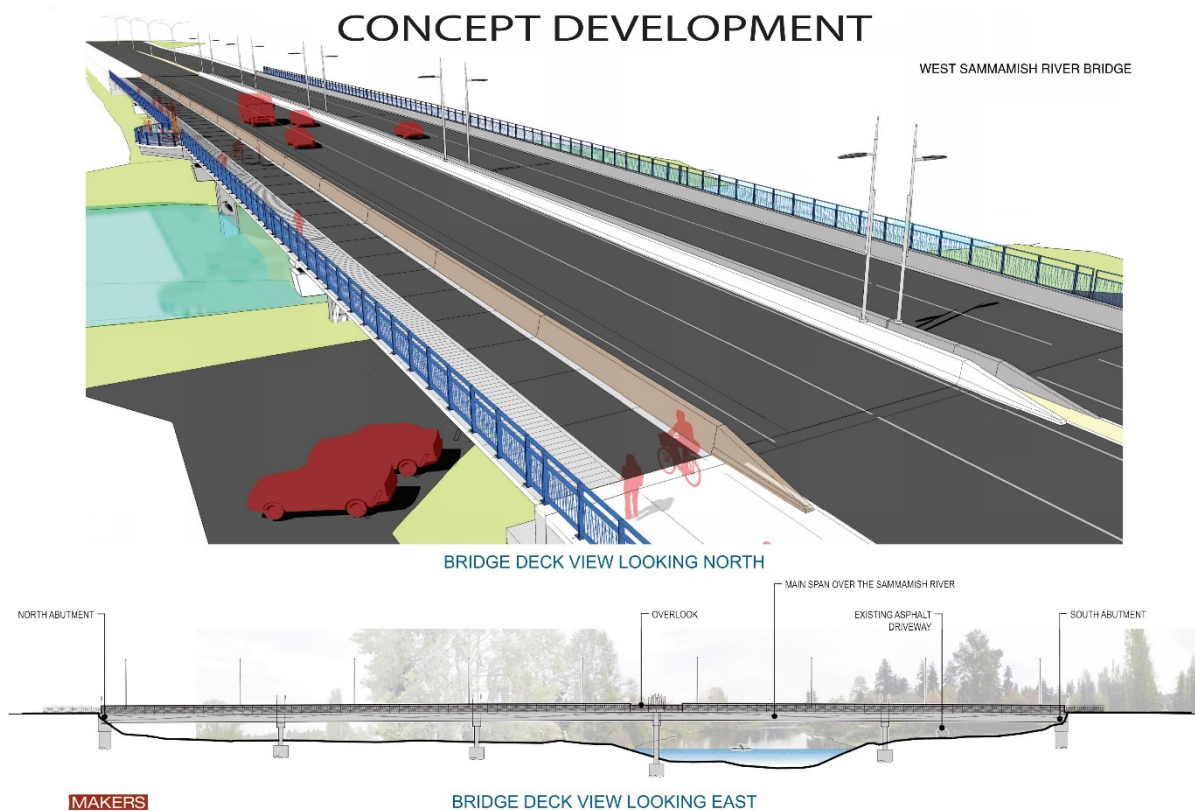
Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68th Avenue NE between NE 170th Street and NE 175th Street.

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

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



Project Location





City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

Project Location: NE 175th Street/Swamp Creek Crossing

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

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



Figure A: Existing Bridge

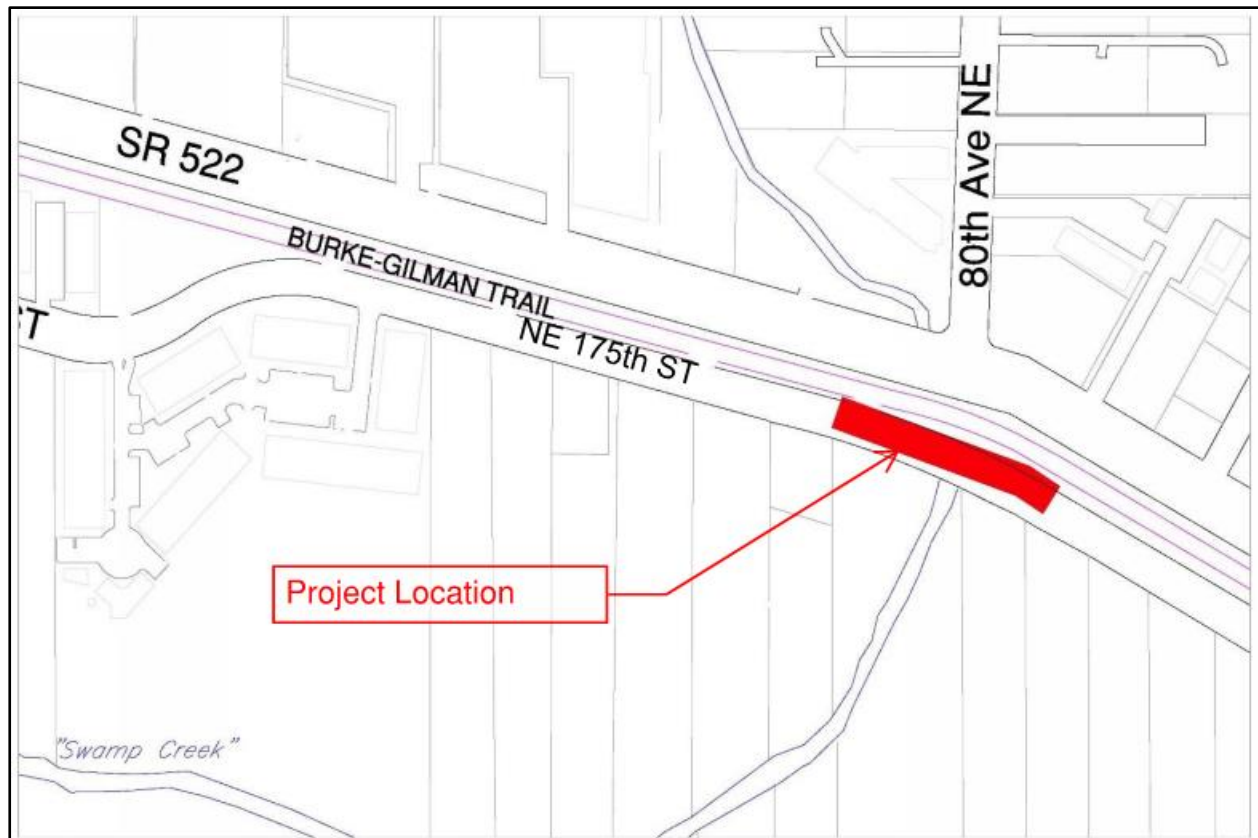


Figure B: Project Location



City of Kenmore Capital Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

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

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

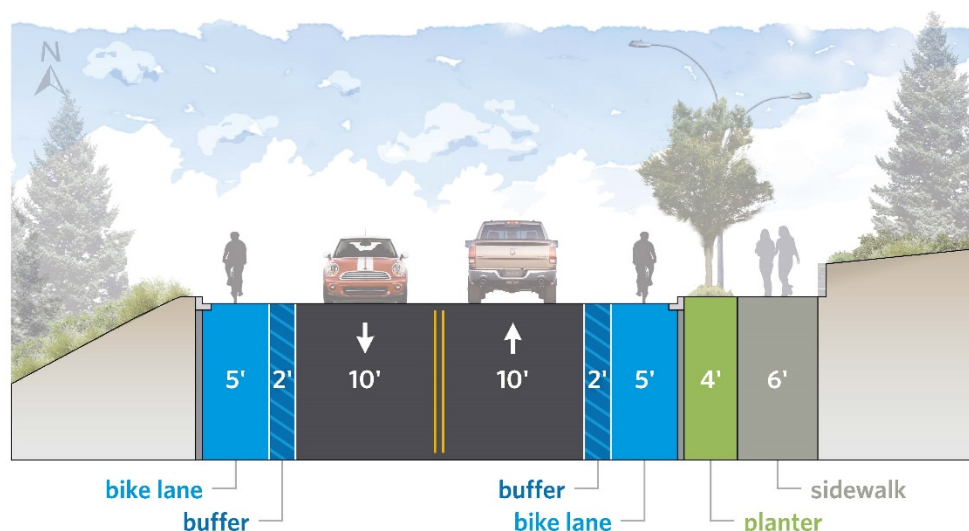
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Improved storm drainage, LED street lighting, landscaping and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.
- Speed reduction to 30 MPH.

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

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

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

Typical Section – two lanes *(Looking North)*





City of Kenmore Capital Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project Number: T-42

Project Location: 68 Avenue NE / NE 202 Street

Segment a: West side of 68 Avenue NE from NE 182 Street to NE 185 Street

Segment b: East side of 68 Avenue NE from NE 185 Street to existing sidewalk

Segment c: West side of 68 Avenue NE from NE 185 Street to NE 201 Street

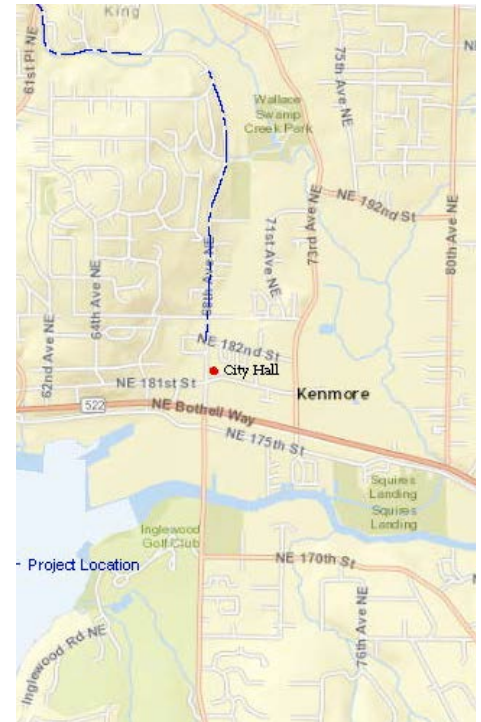
Segment d: North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

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

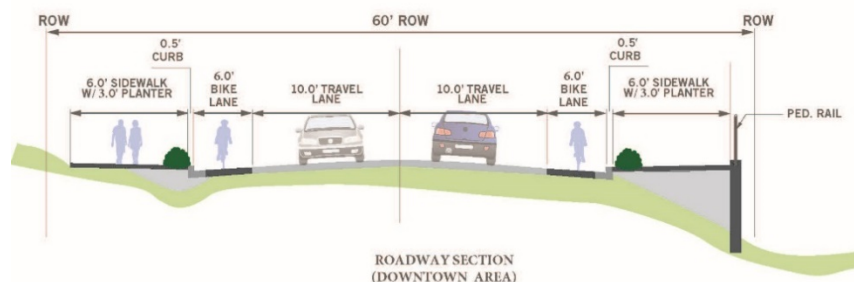
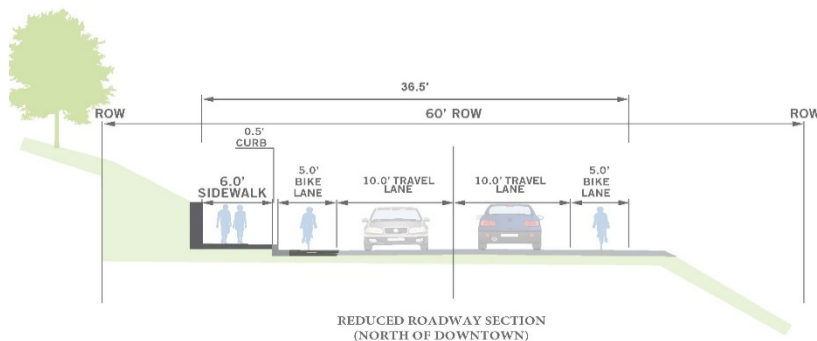
Background: 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

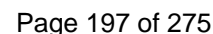
Funding Sources: This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.

Project Delivery Status: Construction began in late March 2021 and will be completed in September 2022. Plant establishment work will continue into 2023.



Proposed Improvements:





Project Name: 61st Avenue Sidewalk Replacement Project, Phase 1
Project No. T-44

Project Description:

- A 2-inch grind and HMA overlay
- New bike lanes.
- On-street parking will be removed within this section
- Right turn pockets at NE 193rd St, 60th Ave NE, and 62nd Ave NE will be removed
- Rectangular Rapid Flashing Beacon (RRFB) at 193rd St and 60th Ave Intersections.

A map of the Kenmore area in Seattle, Washington. A blue line highlights the project location, which runs along the NE 61st Avenue NE corridor. The map shows various streets including NE 198th St, NE 196th St, NE 192nd St, NE 188th St, NE 187th St, NE 184th St, NE 183rd St, NE 182nd St, NE 181st St, NE 179th St, NE 178th St, NE 177th St, NE 176th St, NE 175th St, NE 174th St, NE 173rd St, NE 172nd St, NE 171st St, NE 170th St, NE 169th St, NE 168th St, NE 167th St, NE 166th St, NE 165th St, NE 164th St, NE 163rd St, NE 162nd St, NE 161st St, NE 160th St, NE 159th St, NE 158th St, NE 157th St, NE 156th St, NE 155th St, NE 154th St, NE 153rd St, NE 152nd St, NE 151st St, NE 150th St, NE 149th St, NE 148th St, NE 147th St, NE 146th St, NE 145th St, NE 144th St, NE 143rd St, NE 142nd St, NE 141st St, NE 140th St, NE 139th St, NE 138th St, NE 137th St, NE 136th St, NE 135th St, NE 134th St, NE 133rd St, NE 132nd St, NE 131st St, NE 130th St, NE 129th St, NE 128th St, NE 127th St, NE 126th St, NE 125th St, NE 124th St, NE 123rd St, NE 122nd St, NE 121st St, NE 120th St, NE 119th St, NE 118th St, NE 117th St, NE 116th St, NE 115th St, NE 114th St, NE 113rd St, NE 112nd St, NE 111th St, NE 110th St, NE 109th St, NE 108th St, NE 107th St, NE 106th St, NE 105th St, NE 104th St, NE 103rd St, NE 102nd St, NE 101st St, NE 100th St, NE 99th St, NE 98th St, NE 97th St, NE 96th St, NE 95th St, NE 94th St, NE 93rd St, NE 92nd St, NE 91st St, NE 90th St, NE 89th St, NE 88th St, NE 87th St, NE 86th St, NE 85th St, NE 84th St, NE 83rd St, NE 82nd St, NE 81st St, NE 80th St, NE 79th St, NE 78th St, NE 77th St, NE 76th St, NE 75th St, NE 74th St, NE 73rd St, NE 72nd St, NE 71st St, NE 70th St, NE 69th St, NE 68th St, NE 67th St, NE 66th St, NE 65th St, NE 64th St, NE 63rd St, NE 62nd St, NE 61st St, NE 60th St, NE 59th St, NE 58th St, NE 57th St, NE 56th St, NE 55th St, NE 54th St, NE 53rd St, NE 52nd St, NE 51st St, NE 50th St, NE 49th St, NE 48th St, NE 47th St, NE 46th St, NE 45th St, NE 44th St, NE 43rd St, NE 42nd St, NE 41st St, NE 40th St, NE 39th St, NE 38th St, NE 37th St, NE 36th St, NE 35th St, NE 34th St, NE 33rd St, NE 32nd St, NE 31st St, NE 30th St, NE 29th St, NE 28th St, NE 27th St, NE 26th St, NE 25th St, NE 24th St, NE 23rd St, NE 22nd St, NE 21st St, NE 20th St, NE 19th St, NE 18th St, NE 17th St, NE 16th St, NE 15th St, NE 14th St, NE 13th St, NE 12th St, NE 11th St, NE 10th St, NE 9th St, NE 8th St, NE 7th St, NE 6th St, NE 5th St, NE 4th St, NE 3rd St, NE 2nd St, NE 1st St. The map also shows Kenmore Park, Northshore Summit Park, and Linwood Park. A blue box in the top right corner contains the text "Project Location".





City of Kenmore Transportation Capital Improvement Program

Project Name: Burke-Gilman Trail/NE 175th St Wayfinding and Connectivity Project No.: T-244

Project Location: NE 175th St

Project Description:

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

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

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





City of Kenmore Capital Improvement Program

Project Name: ADA Transition Program

Project No.: T-252

Project Location(s): Citywide

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

Background: The City completed an inventory and assessment of its pedestrian facilities within the right of way. Several locations were identified as not being compliant with the American with Disabilities Act (ADA) standards. The ADA Transition Plan was adopted in June 2022 and contains a list of all facilities that are out of compliance and the approximate cost to replace those facilities. The ADA Transition Plan is a living document that will updated regularly when changes are made to the City's infrastructure.





City of Kenmore Transportation Improvement Program

Project Name: NE 181st St Sidewalks (61st Ave – 63rd Ave)

Project No.: T-253

Project Location: NE 181st Street between 61st Avenue NE and 63rd Avenue NE.

Project Description: This project builds approximately 615 LF of new sidewalks on south side of NE 181st Street from 61st Ave to 63rd Ave.

Background: There are limited sidewalks and pedestrian facilities along this section of NE 181st. Adding sidewalk would provide sidewalk connections along NE 181st to existing sidewalk on 62nd Ave NE and 61st Ave NE. This sidewalk is located in a community business zone.





City of Kenmore Transportation Improvement Program

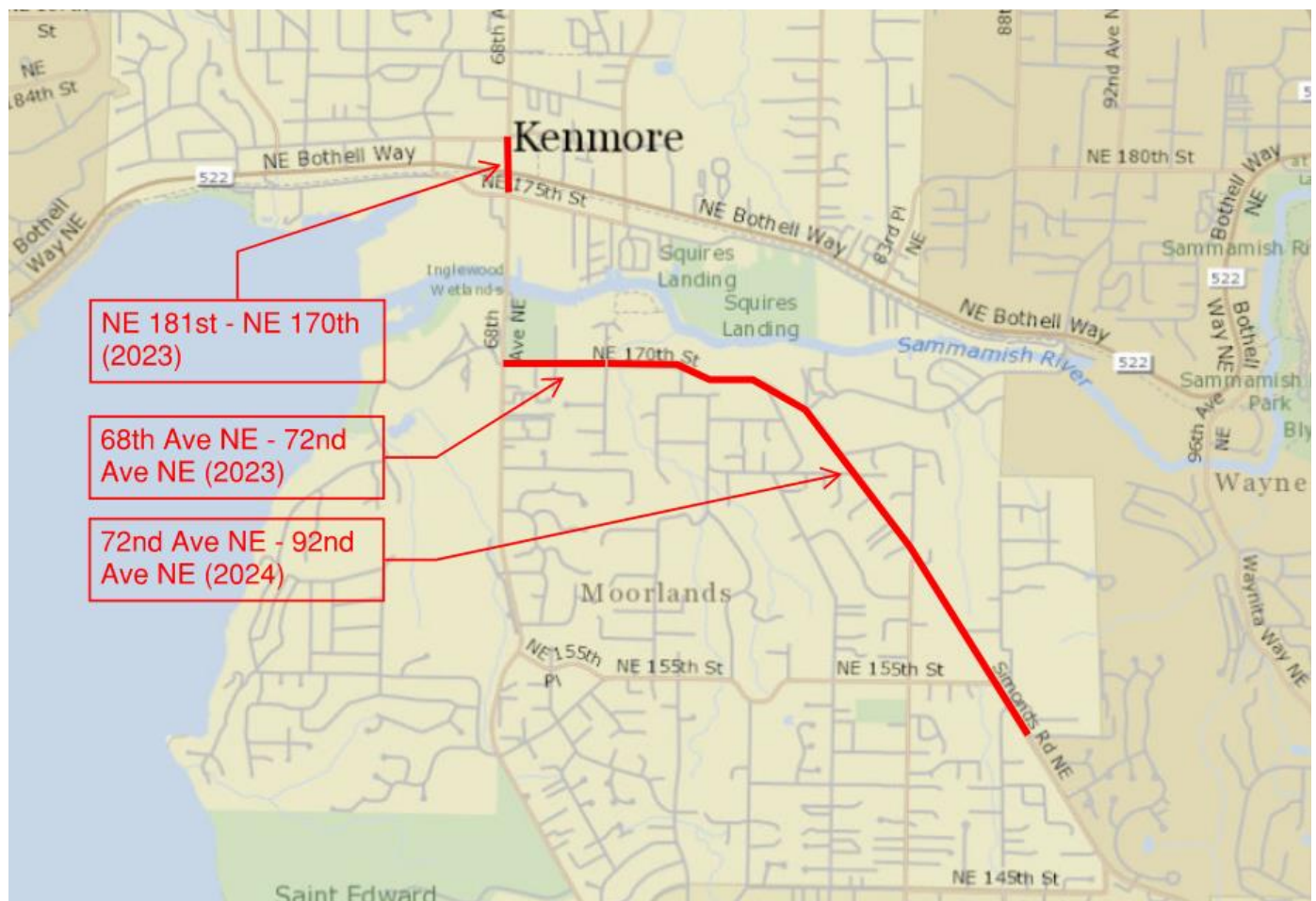
Project Name: 68th Ave NE and Simonds Rechannelization

Project No.: T-255

Project Location: 68th Ave NE between NE 175th St and NE 181st St
NE 170th St/Simonds Rd between 68th Ave NE and NE 92nd St

Project Description: This project restripes 68th Ave NE from NE 175th St to NE 181st St to provide a dedicated bus only lane, adds new bike lanes with profiled plastic striping on NE 170th St from 68th Ave NE to 72nd Ave NE, and new profiled plastic striping on Simonds Rd from 72nd Ave NE to 92nd Ave NE.

Background: With changes in traffic, new bike lane standards, and the completion of W Sammamish River Bridge and Walkways and Waterways transportation projects, modifications to channelization on 68th is needed to improve operation of this section of 68th. Bike lanes are being added to NE 170th to connect the existing bike lanes on Simonds road to the new bike lanes on Juanita Dr and 68th Ave NE. Also, federal regulation are changing to include vertical separations between bike lanes and travel lanes, profiled plastic striping will be tested on NE 170th St with the new striping and if successful, will be added to the existing bike lane buffers on Simonds Rd in 2024.





City of Kenmore Transportation Improvement Program

Project Name: 80th Ave NE Ped/Bike Project (SR522 – NE 185th St)

Project No.: T-260

Project Location: 80th Ave NE between NE 179th PI and NE 185th St (Tolt line).

Project Description: This project builds approximately 1,175 LF of new sidewalks on both sides of 80th Ave NE between NE 179th PI and NE 185th St (the Tolt water line corridor) with buffered bike lanes on both sides. This project also includes a flashing crosswalk near NE 182nd St. All on-street parking will be eliminated within the project limits.

Background: Sidewalk exists at sporadic location along 80th Ave NE within the project limits. This project will close gaps and create a continuous sidewalk on both sides of the street connecting to SR522.





City of Kenmore Transportation Improvement Program

Project Name: NE 192nd St Sidewalks (73rd Ave – 75th Ave)

Project No.: T-261

Project Location: NE 192nd Street between 73rd Ave NE and 75th Avenue NE.

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

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





City of Kenmore Transportation Improvement Program

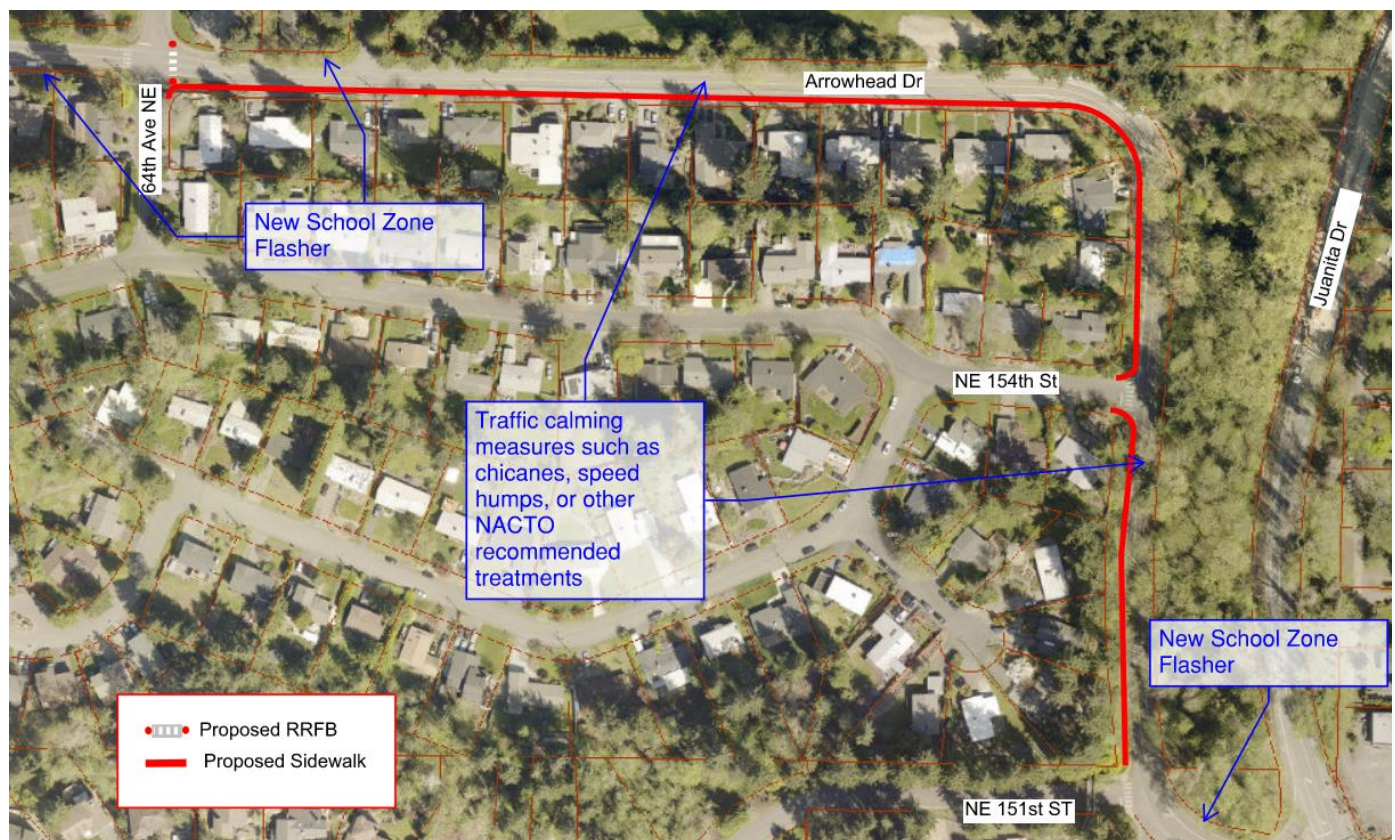
Project Name: NE Arrowhead Drive Sidewalks

Project No.: T-262

Project Location: NE Arrowhead Drive between NE 151st Street and 64th Avenue NE.

Project Description: This project builds approximately 2,050 LF of new sidewalks on west side/south side of NE Arrowhead drive from NE 151st St to 64th Ave NE. On-street parking adjacent to new sidewalk will be removed. Project will also include one rectangular rapid flashing beacon (RRFB), narrowing of street crossings, additional school zone signage, and several traffic calming features such as chicanes.

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





City of Kenmore Capital Improvement Program

Project Name: NE 170th St Interim Sidewalk

Project No. TBD

Project Location: North side of 73rd Ave NE between 70th Ave NE and 72nd Ave NE.

Project Description: This project will provide sidewalk along the north side of NE 170th St from 70th Ave NE to 72nd Ave NE. The proposed sidewalk would be the minimum width needed for ADA (Americans with Disabilities Act) compliance and would not meet the City's approved cross section. Driveway approaches would likely not be replaced at this time.

Background: This section of NE 170th St has a limited width dirt path that connects 72nd Ave NE St to sidewalks along Rhododendron Park. This interim project would close that sidewalk gap and provide better accessibility along this portion of NE 170th St.



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

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
F 1 Public Works Shop Land Acq & Develpmnt*	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0
Debt Repayment	575,604	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Total Project Costs	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000

Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
Bank Note, 20 Years	\$4,000,000	\$12,500,000	0	0	0	0
Transfer from SWM	240,603	900,000	900,000	900,000	900,000	900,000
Transfer from REET	251,539	900,000	900,000	900,000	900,000	900,000
Transfer from Street Fund	54,682					
Transfer from General Fund	28,780					
Total Project Funding	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000

*Please see related July 24, 2023 agenda bill regarding the Public Works Operations Center Construction and corresponding debt service.

CITY OF KENMORE, WASHINGTON
REET Fund Projections
For The Years 2023-2028

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$3,061,068	\$813,843	\$1,367,366	\$1,891,013	\$1,848,822	\$1,836,853
Revenues:						
REET 1	943,761	953,199	986,561	1,021,091	1,031,302	1,041,615
REET 2	943,761	953,199	986,561	1,021,091	1,031,302	1,041,615
Interest Earnings	100,000	50,000	70,618	72,803	57,602	57,569
Total Revenues	\$1,987,523	\$1,956,398	\$2,043,740	\$2,114,984	\$2,120,206	\$2,140,799

Transfers Out for Parks :

P 18 Rhododendron Pk Waterfront & Mitigation	28,000	0	0	0	0	0
P 27 'a d i s Park Waterfront	190,000	0	0	0	0	0
P 28 Log Boom Mitigation	0	0	0	10,000	10,000	10,000
P 30 Rhododendron Boathouse Pavilion	20,000	0	0	0	0	0
Subtotal - Transfers for Parks	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000

Transfers Out for Transportation:

T27 Pedestrian facilities plan	0	0	0	315,000	315,000	315,000
T 35 Overlay	849,901	0	200,000	0	550,000	50,000
T 37 West Samm Bridge	1,157,868	97,175	32,175	32,175	32,175	32,175
T 38 Lower Swamp Creek Bridge Replacement	50,000	0	0	0	0	0
T 41 Juanita Dr Pedestrian & Bicycle Safety	687,925	30,700	0	0	0	0
T 42 68th Ave Ped & Bicycle Safety	180,745	25,000	25,000	25,000	25,000	25,000
T 44 61st Ave Sidewalk Replacement	57,082	15,000	62,918	0	0	0
T 244 Burke-Gilman Trail/NE 175th St. wayfin	81,688	0	0	0	0	0
T 252 ADA Transition Program	500,000	15,000	250,000	825,000	250,000	1,000,000
T 255 68th/Simonds Restriping Project	180,000	270,000	0	0	0	0
Transfer to GF for Maintenance	0	50,000	50,000	50,000	50,000	50,000
Subtotal - Transfers for Transportation	\$3,745,209	\$502,875	\$620,093	\$1,247,175	\$1,222,175	\$1,472,175

Transfers Out for Facilities:

Public Works Operations Center (PWOC)	251,539	900,000	900,000	900,000	900,000	900,000
Net Income/(Loss)	(2,247,225)	553,523	523,647	(42,191)	(11,969)	(241,376)
Ending Cash	\$813,843	\$1,367,366	\$1,891,013	\$1,848,822	\$1,836,853	\$1,595,476

X. ID 2028
 CITY OF KENMORE, WASHINGTON
 Park Impact Fee Fund Projections
 for the Years 2023-2028

ATTACHMENT F

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$94,931	\$256,949	\$539,761	\$782,981	\$1,048,541	\$1,163,514
Revenues:						
Interest Earnings	20,000	20,000	18,892	23,489	26,214	29,088
Park Impact Fees	279,518	282,812	274,328	277,071	268,759	271,446
Total Revenues	299,518	302,812	293,219	300,560	294,972	300,534
To be Transferred Out for Parks :						
P 1 Twin Springs Interim Use	137,500	0	0	0	0	0
P 27 'a' Park Waterfront	0	20,000	20,000	20,000	20,000	20,000
P 32 Moorlands Athletic Field Synthetic Turf Installation			30,000	15,000	160,000	0
Subtotal - Transfers to Park Capital	137,500	20,000	50,000	35,000	180,000	20,000
Net Income/(Loss)	\$162,018	\$282,812	\$243,219	\$265,560	\$114,972	\$280,534
Ending Cash Balance	\$256,949	\$539,761	\$782,981	\$1,048,541	\$1,163,514	\$1,444,048

CITY OF KENMORE, WASHINGTON
Transportation Impact Fee Fund Projections
For The Years 2023-2028

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$360,027	\$276,982	\$632,982	\$656,787	\$634,520	\$332,129
Revenues:						
Interest Earnings	50,000	50,000	22,154	19,704	19,036	9,964
Transp. Impact Fees	600,000	606,000	454,500	459,045	344,284	347,727
Total Revenues	\$650,000	\$656,000	\$476,654	\$478,749	\$363,321	\$357,694
Transfers Out for Transportation:						
T 27 Ped Facilities Program	0	0	0	100,000	100,000	100,000
T 37 West Samm Bridge	500,000	0	0	0	0	0
T 41 Juanita Ped & Bicycle Safety	89,045	0	0	0	0	0
Reimb to GF for Sr Civil Engineer	140,000	140,000	150,000	150,000	160,000	160,000
T 253 NE 181st ST Sidewalk Project	1,000	40,000	140,000	50,000	0	0
T 260 80th Ave NE Sidewalk Project	1,000	40,000	40,000	146,016	135,000	15,000
T 261 NE 192nd ST Sidewalk Project	1,000	40,000	82,849	5,000	0	0
T 262 Arrowhead Project	1,000	40,000	40,000	50,000	270,712	10,000
Subtotal	\$733,045	\$300,000	\$452,849	\$501,016	\$665,712	\$285,000
Net Income/(Loss)	(83,045)	356,000	23,805	(22,267)	(302,391)	72,694
Ending Cash Unreserved	\$276,982	\$632,982	\$656,787	\$634,520	\$332,129	\$404,824

CITY OF KENMORE, WASHINGTON

King County Trail and Park Levy Projections

For the Years 2023-2028

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Revenues:						
Investment Earnings	545	1,491	2,364	3,214	4,132	5,065
Levy Revenues- Park (fund 303 park levy r	155,000	155,000	155,000	155,000	155,000	155,000
Total Revenues	\$157,851	\$157,884	\$158,067	\$158,357	\$158,357	\$158,357

To be Transferred Out for Parks :

P28 Log Boom Park	60,000	60,000	50,000	40,000	40,000	40,000
P30 Rhododendron Park	3,200	3,200	3,200	3,200	0	0
Transfer to General Fund for Operations (fm 303 to 001)			25,000	25,000	25,000	25,000
Subtotal- Expenditures	\$63,200	\$63,200	\$78,200	\$68,200	\$65,000	\$65,000
Net Income/(Loss)	\$94,651	\$94,684	\$79,867	\$90,157	\$93,357	\$93,357
Beginning Cash	\$7,127	\$101,778	\$196,462	\$276,329	\$366,486	\$459,843
Ending Cash Balance	\$101,778	\$196,462	\$276,329	\$366,486	\$459,843	\$553,200

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

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

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

SURFACE WATER							
SW 8 190th St. Fish Passable Culvert	\$2,816,250	\$0	\$0	\$0	\$0	\$0	\$2,816,250
SW 8 Trust Fund Loan Repayment	\$81,650	\$81,650	\$81,650	\$81,650	\$81,650	\$81,650	\$489,900
SW 17 Little Swamp Creek Relocation (Phase 1)	\$0	\$0	\$800,000	\$814,300	\$0	\$0	\$1,614,300
SW 17 Little Swamp Creek Relocation (Phase 2)	\$0	\$0	\$0	\$0	\$165,840	\$4,600,000	\$4,765,840
SW 20 Small Works Projects	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	\$0	\$0	\$650,000	\$0	\$0	\$0	\$650,000
SW 34 Blueberry Creek Culverts	\$50,000	\$200,000	\$0	\$0	\$0	\$0	\$250,000
SW 35 Muck Creek Restoration Project	\$100,000	\$400,000	\$0	\$0	\$0	\$0	\$500,000
T 44 61st Ave Sidewalk Replacement Project	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Total Surface Water	\$3,122,900	\$756,650	\$1,636,650	\$970,950	\$322,490	\$4,756,650	\$11,566,290

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

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

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

City of Kenmore, Washington

2023-2028 Capital Improvement Program (CIP)

Review Proposed revisions

Meeting of July 24, 2023

CIP Program* – 2023-2028

Capital Improvement Projects - \$62m



PARKS: 6 Projects
Valued at \$3,094,600



TRANSPORTATION: 17 Projects
Valued at \$32,909,016



CITY FACILITIES: 1 Project & DS on loan
Valued at \$26,075,604

*SWM CIP not included

PARK REVISIONS

- **Twin Springs Park**
 - \$111,300 – previous allocation (2023-2024 budget book)
 - \$248,800 – new total needed for completion
 - \$137,500 – park impact fees to cover new estimate
- **Tlahwadees Landing Park Waterfront & Mitigation**
 - \$530,000 – previous allocation (2023-2024 budget book)
 - \$1,690,000 – new total needed for completion
 - \$1,160,000 – increase/carry forward of unused funds
- Revenue to cover increase will be from:
 - Fund balance in Park Capital Fund

PARK CAPITAL IMPROVEMENT PROJECTS \$3.08M

#	DESCRIPTION	Total 2023-2028
P1	Twin Springs Park-Phase I	\$248,800
P18	Rhododendron Park – Signs Replacement	\$28,000
P27	La Jolla Park Waterfront & Natural Open Space	\$1,690,000
P28	Log Boom Park Waterfront Access & Mitigation	\$320,000
P30	Rhododendron Park Boathouse Pavilion	\$32,800
P32	Moorland Athletic Field Turf Replacement	\$775,000

TRANSPORTATION REVISIONS

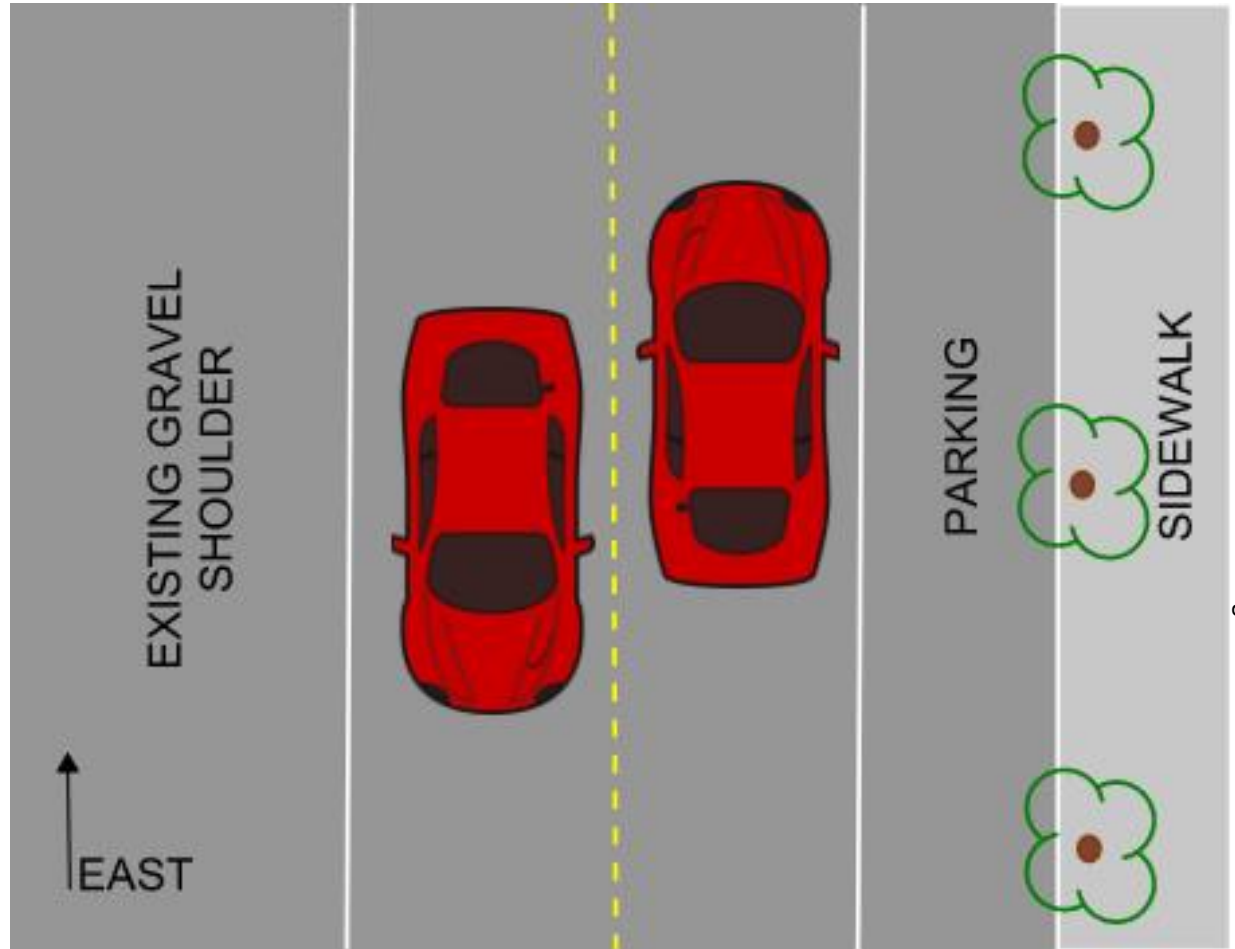
Existing Projects:

- **T 27 Pedestrian Facilities Program.** Project reduced by \$645,000 and funds moved to new sidewalk projects.
- **T 37 West Sammamish River Bridge Replacement.** \$775,603 in REET and Connecting WA funding added to the 2023 CIP.
- **T 41 Juanita Dr Ped & Bike Safety Improvements.** This project has been updated for current budget estimates and is funded through WA State Department of Ecology, PSE, REET and Transportation Impact fees. Final paving and striping of Juanita Drive is happening in 2023.
- **T 42 68th AVE Ped & Bike Safety Improvements.** \$230,773 from Fund 300 has been added to the 2023 CIP to complete this project.
- **T 44 61st AVE Sidewalk Replacement Project.** This project is being split into two phases. \$3.5M has been removed from Phase 1 and has been added to Phase 2.
- **T 244 Burke-Gilman Trail/NE 175th.** Additional REET funds have been added to the 2023 CIP to complete this project.
- **T 252 ADA Transition Program.** Funding reduced by \$160,000 to better reflect budget estimates.

TRANSPORTATION REVISIONS

New Projects

- **T 253 NE 181st Sidewalk Project.** This new project is funded by \$1.3M from Sound Transit and additional funds from Transportation Impact Fees.
- New sidewalk – South side NE 181st between 61st Ave and 63rd Ave



TRANSPORTATION REVISIONS

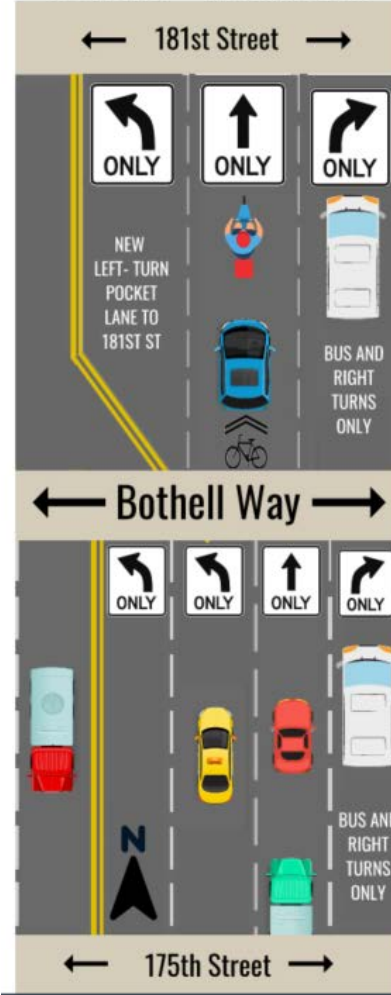
New Projects

- **T 255 68th/Simonds Rechannelization Project.** This new project adds \$450,000 over 2023 and 2024 and is funded from Impact Fees.
- Restripe 68th Ave NE, 170TH-181ST
- Extend bike lane along north side of NE 170th
- 2024 Simonds bike lane changes

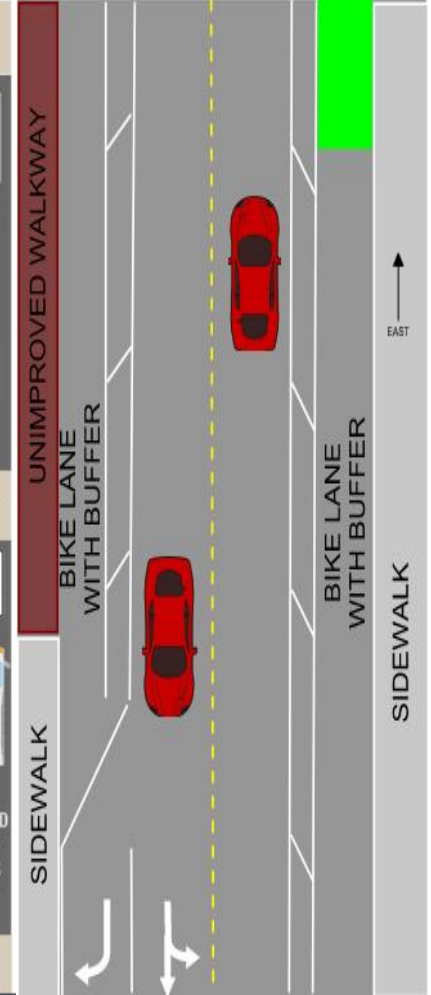
68th Ave - Southbound



68th Ave - Northbound



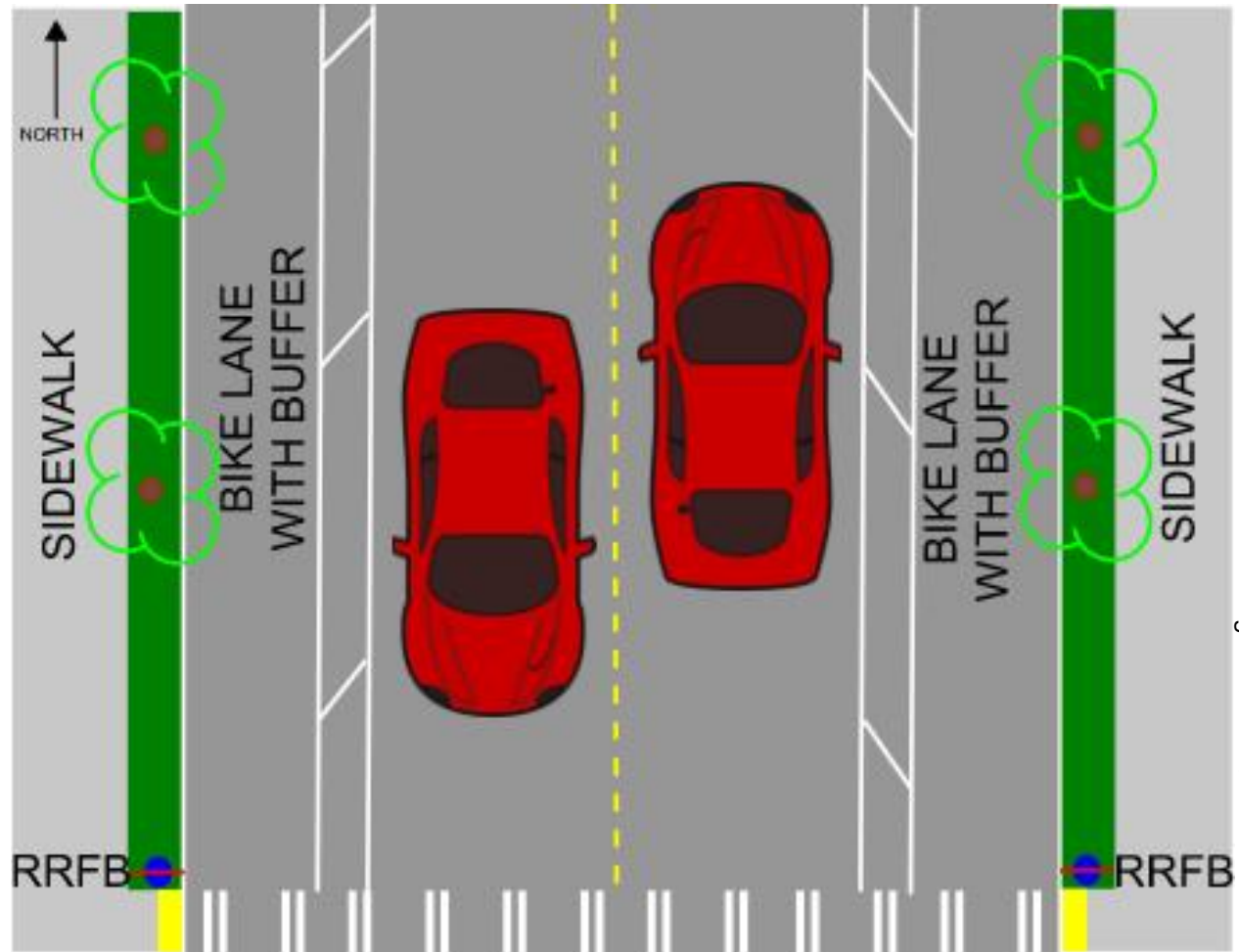
NE 170th St



TRANSPORTATION REVISIONS

New Projects

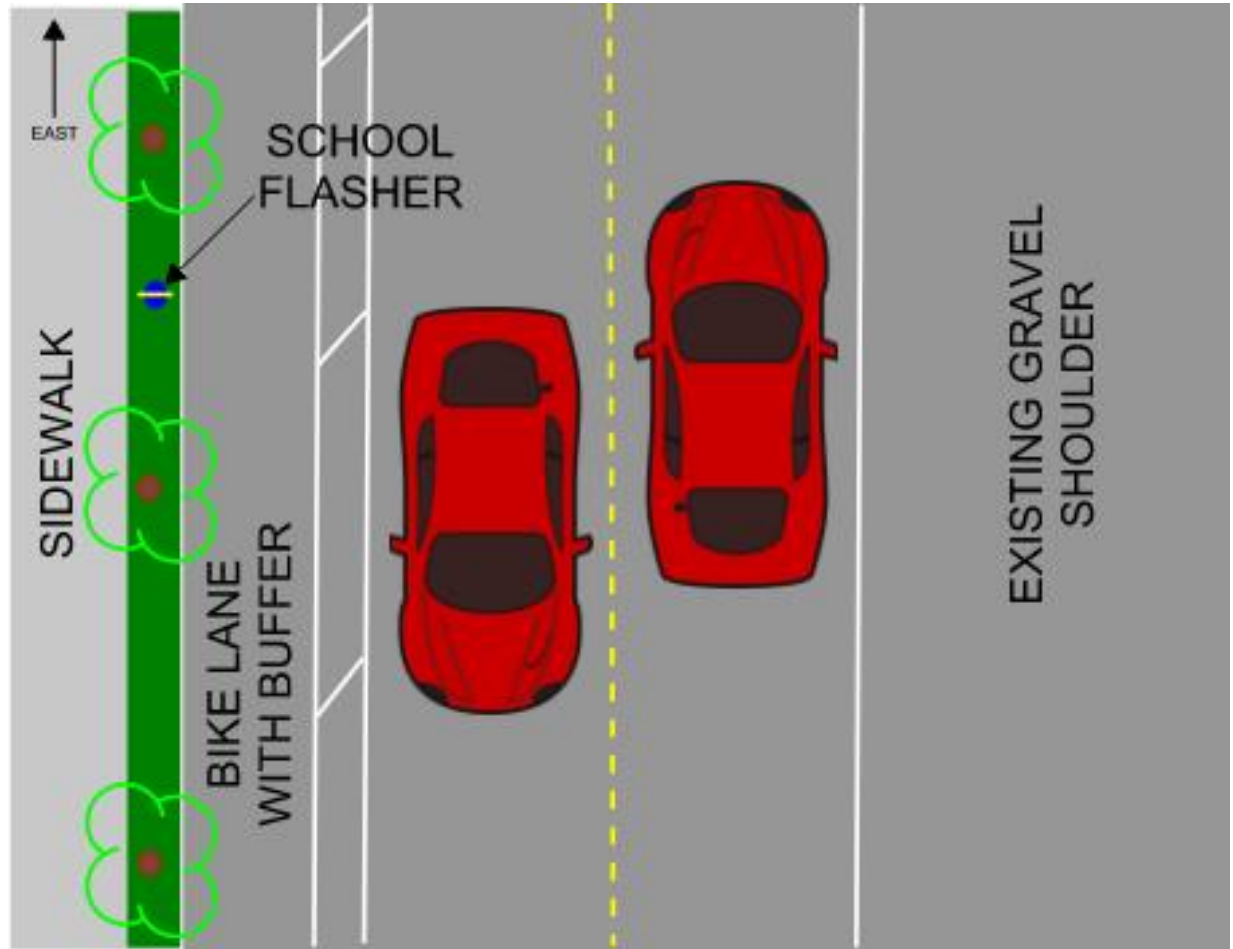
- **T 260 80th AVE NE Sidewalk Project.** This new project adds \$2.6M to the CIP and is funded by \$2.2M from WSDOT and additional funds from Impact Fees.
- SR522 – NE 185th St
- Sidewalk and bike lanes both sides
- 3 RRFBs



TRANSPORTATION REVISIONS

New Projects

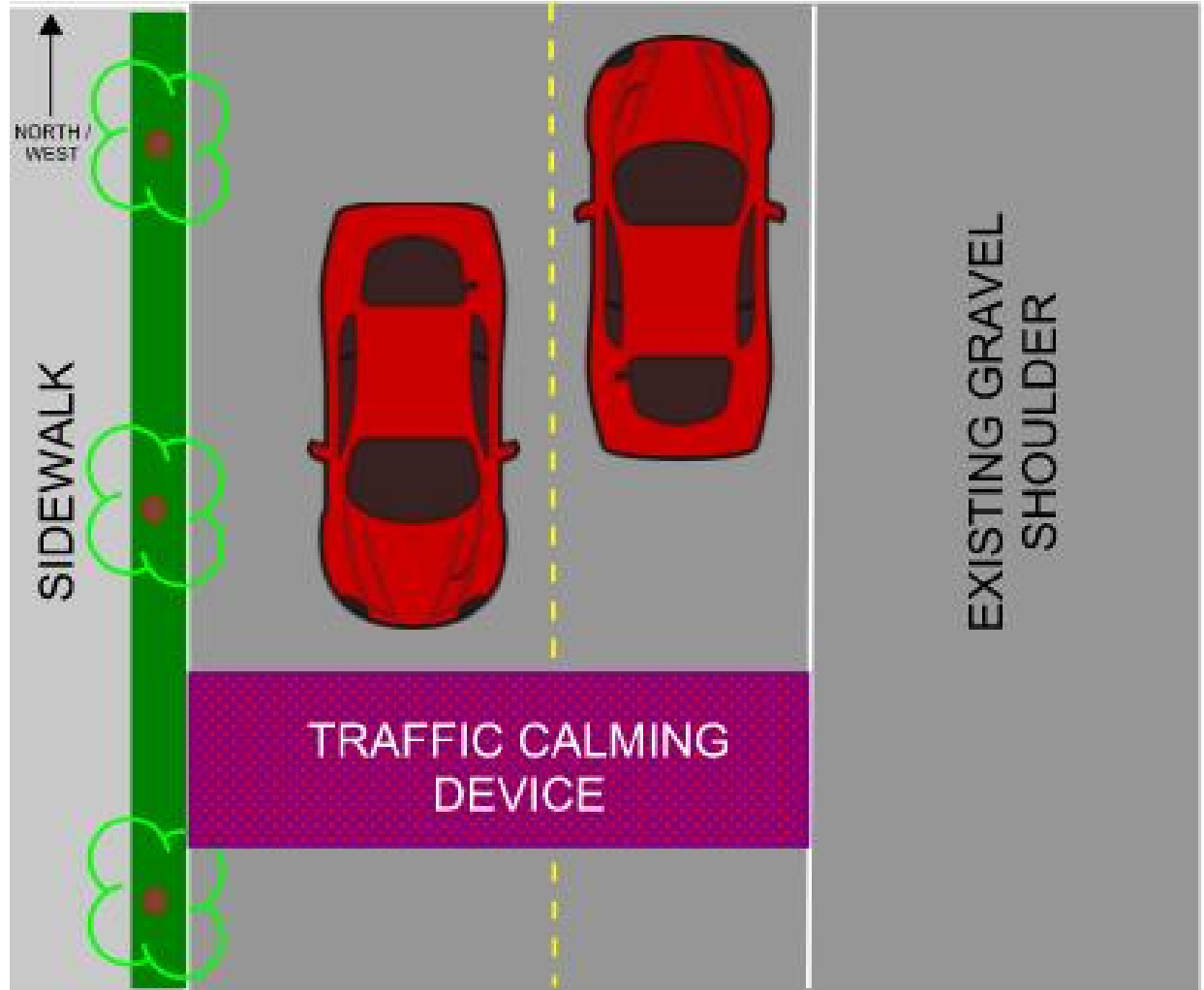
- **T 261 NE 192nd ST Sidewalk Project.** This new project is funded by \$760,900 from WSDOT and additional funds from Impact Fees.
- NE 192ND St, 73rd Ave – 75th Ave
- New sidewalk on north side



TRANSPORTATION REVISIONS

New Projects

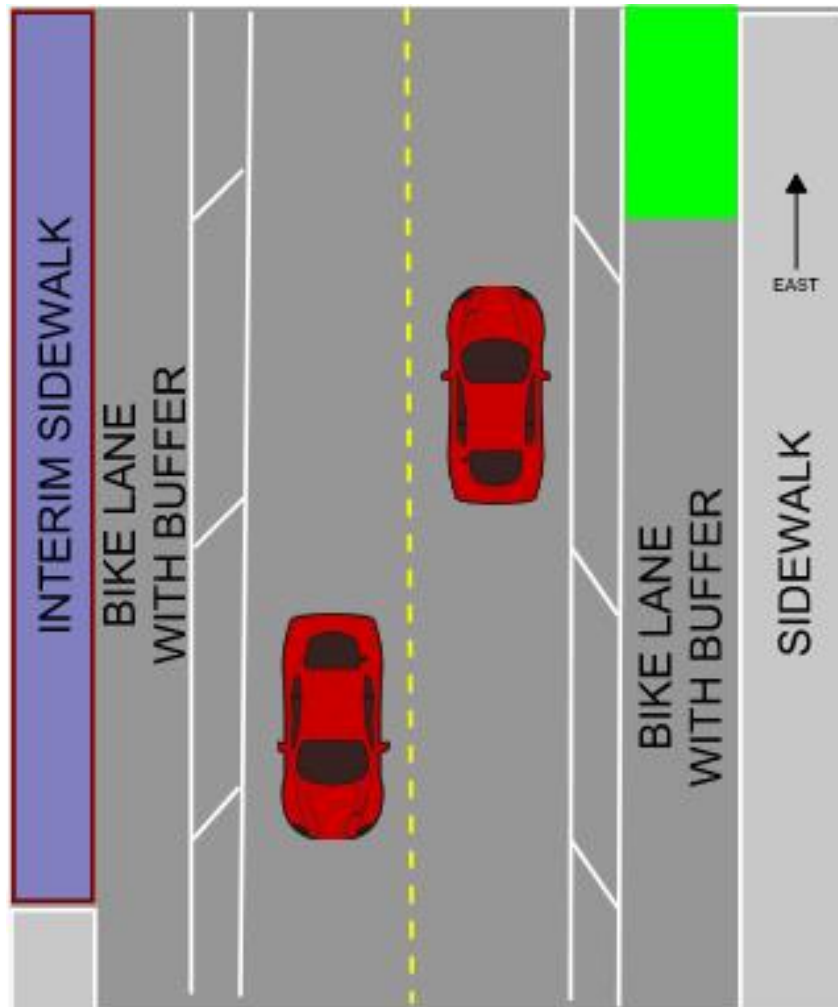
- **T 262 Arrowhead Project.** This new project adds \$2.4M to the CIP and is funded by \$2.0M from WSDOT and additional funds from Impact Fees.
- Arrowhead Dr., 151st St– 64th Ave
- New sidewalk west and south side
- Traffic Calming
- RRFB



TRANSPORTATION REVISIONS

New Projects

- **T XXX NE 170th Interim Sidewalk Project.** This new project adds \$200K to the CIP and is funded from carry forward of unused funds from 2022.
- NE 170th St – 68th Ave NE – NE 170th St
- Interim sidewalk on north side



Transportation Capital Improvement Projects \$32.9M

#	DESCRIPTION	Total 2023-2028
8	SR 522 West B 57 th to 61 st	\$1,999,419
27	Pedestrian Facilities Program	\$1,245,000
35	Pavement Preservation	\$4,989,901
37	West Sammamish River Bridge Replacement	\$2,448,782
38	Lower Swamp Creek Bridge Replacement	\$3,125,000
41	Juanita Pedestrian & Bicycle Safety	\$2,215,725
42	68 th Ave. Pedestrian & Bicycle Safety	\$536,518
44	61 st Ave. Sidewalk Replacement Project (Phase 1)	\$1,491,701
XX	61 st Ave. Sidewalk Replacement Project (Phase 2)	\$3,565,000
T244	Burke-Gilman Trail/NE 175 th St Wayfinding & Connectivity	\$351,402
T252	ADA Transition Program	\$2,840,000
T253	NE 181 st St Sidewalk Project	\$1,552,000

Transportation Capital Improvement Projects \$32.9M

#	DESCRIPTION	Total 2023-2028
255	68 th Ave./Simonds Restriping Project	\$450,000
260	80 th Ave. NE Sidewalk Project	\$2,599,652
261	NE 192 nd St Sidewalk Project	\$889,749
262	Arrowhead Project	\$2,409,167
XX	NE 170 th Sidewalk Project	\$200,000

City Facility Capital Improvement Program - \$26M

	DESCRIPTION	Total 2023-2028
	Public Works Shop Land Acquisition & Development	\$16,500,000
	Debt Repayment (20 year note to be paid by SWM Fund and REET Fund)	\$9,575,604

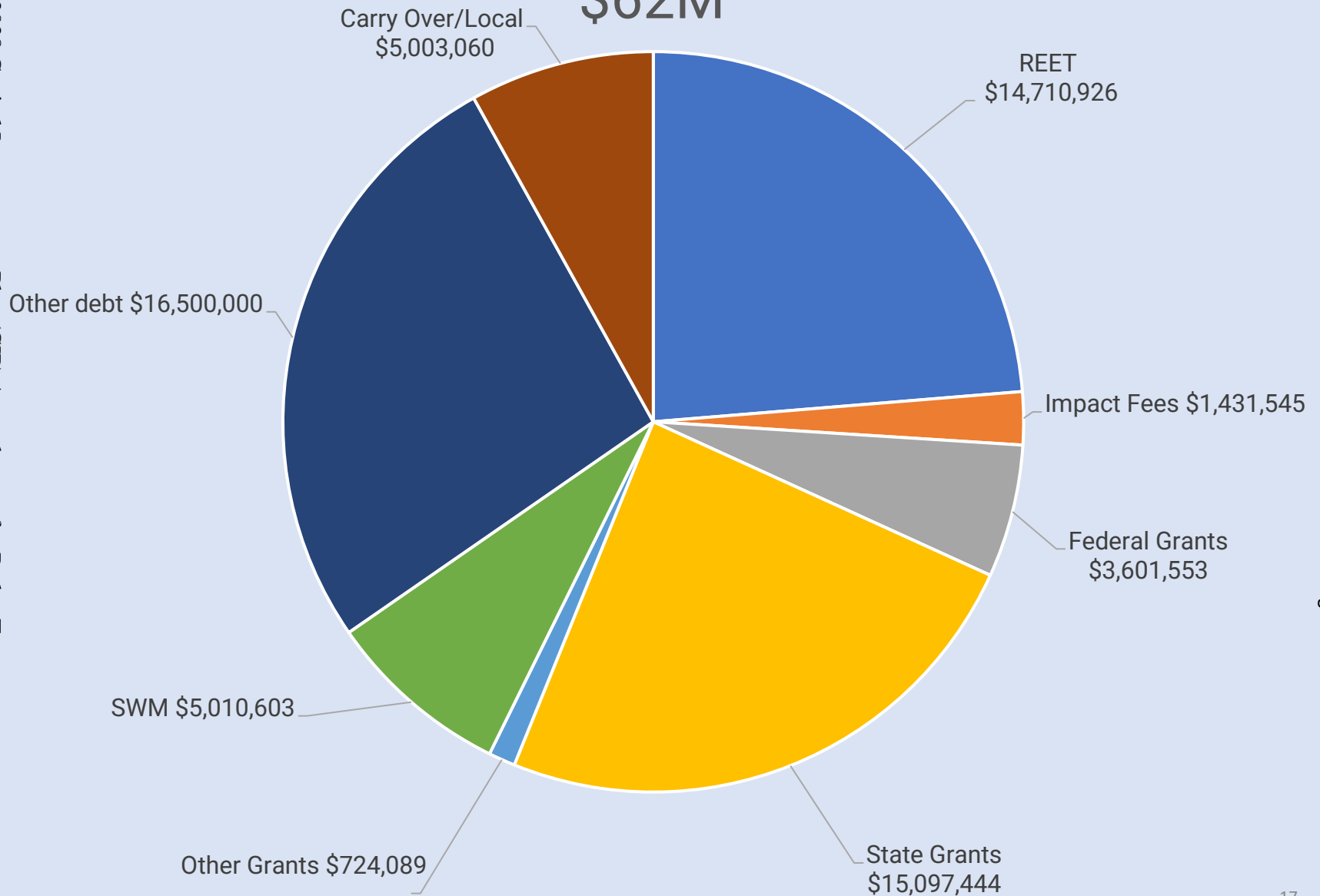
**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
AS ADOPTED FOR THE YEARS 2023-2028**

EXPENDITURES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<u>PARKS</u>							
P 1 Twin Springs Park Phase I	\$248,800	\$0	\$0	\$0	\$0	\$0	\$248,800
P 18 Rhododendron Park - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 'a a d i s Park Waterfront	\$1,390,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$1,690,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$60,000	\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$320,000
P 30 Rhododendron Park Boathouse Pavilion	\$23,200	\$3,200	\$3,200	\$3,200	\$0	\$0	\$32,800
P 32 Moorlands Athl Field Synthetic Turf Install	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
Total Parks	\$1,750,000	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$3,094,600
<u>TRANSPORTATION</u>							
T 8 SR 522 West B 57th to 61st	\$49,419	\$400,000	\$800,000	\$750,000	\$0	\$0	\$1,999,419
T 27 Pedestrian Facilities Program	\$0	\$0	\$0	\$415,000	\$415,000	\$415,000	\$1,245,000
T 35 Pavement Preservation	\$1,769,901	\$280,000	\$1,070,000	\$150,000	\$1,520,000	\$200,000	\$4,989,901
T 37 West Sammamish River Bridge Replacement	\$2,222,907	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$2,448,782
T 38 Lower Swamp Creek Bridge Replacement	\$50,000	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,125,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmts	\$2,185,025	\$30,700	\$0	\$0	\$0	\$0	\$2,215,725
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmts	\$411,518	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$536,518
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$249,518	\$152,500	\$1,089,683	\$0	\$0	\$0	\$1,491,701
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$0	\$0	\$50,000	\$250,000	\$250,000	\$3,015,000	\$3,565,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$351,402	\$0	\$0	\$0	\$0	\$0	\$351,402
T 252 ADA Transition Program	\$500,000	\$15,000	\$250,000	\$825,000	\$250,000	\$1,000,000	\$2,840,000
T 253 NE 181st St Sidewalk Project	\$51,000	\$329,514	\$1,121,486	\$50,000	\$0	\$0	\$1,552,000
T 255 68th/Simonds Restriping Project	\$180,000	\$270,000	\$0	\$0	\$0	\$0	\$450,000
T 260 80th Ave NE Sidewalk Project	\$51,000	\$325,000	\$325,000	\$1,748,652	\$135,000	\$15,000	\$2,599,652
T 261 NE 192nd St Sidewalk Project	\$51,000	\$190,000	\$643,749	\$5,000	\$0	\$0	\$889,749
T 262 Arrowhead Project	\$51,000	\$276,832	\$230,000	\$1,370,623	\$470,712	\$10,000	\$2,409,167
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
Total Transportation	\$8,198,690	\$2,566,721	\$5,862,093	\$5,871,450	\$5,622,887	\$4,787,175	\$32,909,016
<u>CITY FACILITIES</u>							
F 1 Public Works Shop Land Acq & Develpmnt*	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0	\$16,500,000
Debt Repayment	\$575,604	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$9,575,604
Total City Facilities	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$26,075,604
TOTAL EXPENDITURES	\$14,524,294	\$16,989,921	\$7,805,293	\$7,799,650	\$8,262,887	\$6,697,175	\$62,079,220

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

REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
PARKS							
Park Impact Fee Revenue	\$137,500	\$20,000	\$50,000	\$35,000	\$180,000	\$20,000	\$442,500
Real Estate Excise Tax (Parks)	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$268,000
City Swamp Creek Basin Funds	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000
King County Park Levy	\$63,200	\$63,200	\$53,200	\$43,200	\$40,000	\$40,000	\$302,800
2022 Carryover Funds	\$1,160,000	\$0	\$0	\$0	\$0	\$0	\$1,160,000
WA State Appropriation	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
Sports Leagues	\$0	\$0	\$0	\$0	\$220,000	\$0	\$220,000
Other Grants - unsecured	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
Total Parks	\$1,750,000	\$123,200	\$143,200	\$128,200	\$840,000	\$110,000	\$3,094,600
TRANSPORTATION							
Transportation Impact Fees	\$589,045	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$989,045
Real Estate Excise Taxes	\$2,609,449	\$515,700	\$740,767	\$1,416,016	\$1,545,712	\$1,480,000	\$8,307,644
Real Estate Excise Taxes-Sammamish Bridge	\$1,157,868	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$1,383,743
Surface Water Fund - other	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
KAPE	\$0	\$280,000	\$870,000	\$150,000	\$970,000	\$150,000	\$2,420,000
Connecting WA	\$614,458	\$400,000	\$800,000	\$750,000	\$0	\$0	\$2,564,458
Move Ahead WA	\$0	\$0	\$50,000	\$250,000	\$250,000	\$2,950,000	\$3,500,000
WSDOT ped/bike	\$444,042	\$137,500	\$996,765	\$0	\$0	\$0	\$1,578,307
Sound Transit (pending)	\$50,000	\$289,514	\$981,486	\$0	\$0	\$0	\$1,321,000
BRAC Grant (pending)	\$526,553	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,601,553
Juanita Funding Carryover	\$606,025	\$0	\$0	\$0	\$0	\$0	\$606,025
68th Ave Ped/Bike Funding Carryover	\$230,773	\$0	\$0	\$0	\$0	\$0	\$230,773
WSDOT Safe Routes to Schools	\$100,000	\$386,832	\$750,900	\$1,320,623	\$200,000	\$0	\$2,758,355
WSDOT Ped/Bike Funds	\$50,000	\$285,000	\$285,000	\$1,602,636	\$0	\$0	\$2,222,636
Department of Ecology	\$121,388	\$0	\$0	\$0	\$0	\$0	\$121,388
Puget Sound Energy	\$154,089	\$0	\$0	\$0	\$0	\$0	\$154,089
TIB (overlay)	\$920,000	\$0	\$0	\$0	\$0	\$0	\$920,000
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
Total Transportation	\$8,198,690	\$2,566,721	\$5,862,093	\$5,871,450	\$5,622,887	\$4,787,175	\$32,909,016
CITY FACILITIES							
20 year Note Public Works Shop	\$ 4,000,000	#####	\$ -	\$ -	\$ -	\$ -	\$ 16,500,000
Surface Water Utility Funds	\$ 240,603	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,740,603
REET	\$ 251,539	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,751,539
Street Fund	\$ 54,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,682
General Fund	\$ 28,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,780
Total City Facilities	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$26,075,604
TOTAL REVENUES	\$14,524,294	\$16,989,921	\$7,805,293	\$7,799,650	\$8,262,887	\$6,697,175	\$62,079,220

2023-2028 Capital Project Resources - \$62M



City Council Priorities – CIP Projects - \$62 Million

● Completion of the Walkways & Waterways Projects - \$2.0m

- Log Boom Park
- Ł' a ǻ^W a d i s Park Waterfront

● Continue to implement Parks Capital Improvement Plan

- \$3.1m – allocated for parks in CIP (including \$2.0M above)

● Focus on Transportation safety (Pedestrian/Bicycle/other transportation)

- \$32.9m – allocated for Transportation projects in CIP
 - Pedestrian/bike safety improvements
 - Sidewalk program
 - Pavement preservation
 - Sammamish Bridge Replacement
 - SR522/signs/lighting

● Economic Development – Advance public access to water, walkable downtown, promote the image of Kenmore

Thank You

This concludes the presentation
2023-2028 Capital Improvement Program-revisions

Next Step – Budget Amendment in the fall

Comments or Questions?

NEW CIVIL ENGINEER POSITION

PRESENTED BY John Vicente

Engineering Resources

1. Current Staffing

- 1 – Senior Civil Engineer
- 1 – Capital Projects Manager
- 1 – Traffic Engineer
- 1 – Right of Way Inspector
- 1 – Administrative Assistant
- 1 – Director

2. Project Management Staffing

- Senior Civil Engineer
- Capital Projects Manager

Work Program/Assignment Capacity

1. Current 6-Year Work Program

- 5 – Active projects
 - 3 – Completion 4th quarter 2023
 - 2 – Completion 4th quarter 2025/1st quarter 2026
- 3 – Projects with long term (5-10 yrs) of mitigation establishment
- 6 – Projects starting 4th quarter 2023
- 5 – Projects starting 1st quarter 2024
- Average 13 projects active 2024-2027 (8 in 2028)

2. 3 projects per project manager

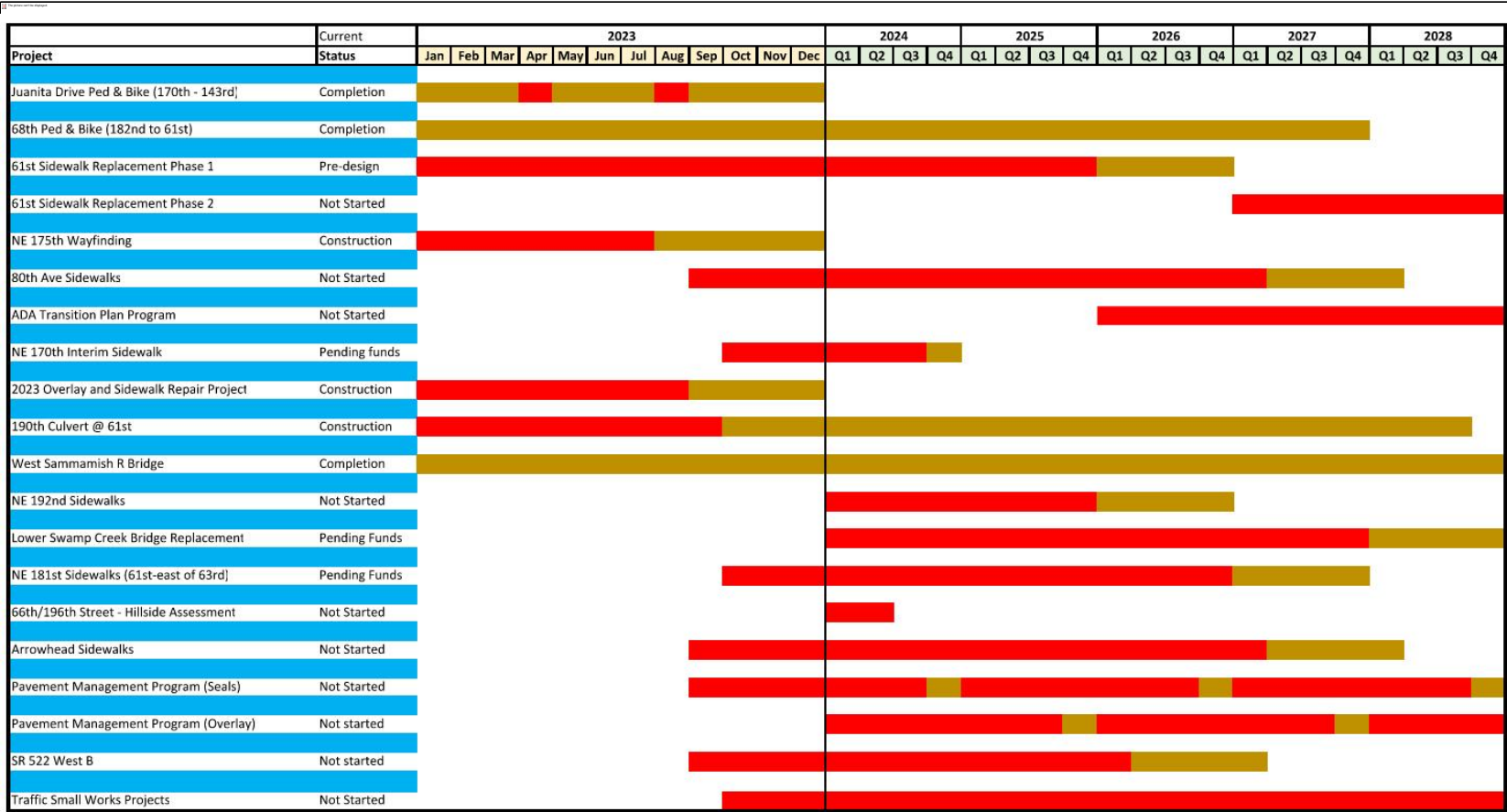
- 1 or 2 mitigation/closeout phase can be done same time

3. Above Assumes no new projects in 6 years

- 3-6 new grant funded transportation projects possible
- ESD may need engineering assistance for culverts

Transportation Capital Work Program

Current Proposal



Transportation Capital Work Program

Expected Work Plan



Work Program/Assignment Capacity

1. Resource Options (current proposed work plan)

- Option 1 - Maintain Current Levels
 - 7-8 projects per engineer
 - 2 projects in establishment phase
 - 5-6 projects active
 - Unsustainable
- Option 2 – Add 1 Engineer
 - 4-5 projects per engineer through 2027 (2 in 2028)
 - 1-2 projects in establishment phase
 - 2-3 projects active
 - Manageable

2. If Expected Work Plan Happens

- May need to be selective on which grants we accept

Recommendation

1. Recommend approval to hire one FT, permanent engineer

- Start date, September 5, 2023

2. Financial review

- 82% funded through the Transportation CIP
- 12% General Fund
 - Will utilize existing engineering fund
 - No change in current Engineering Fund budget

QUESTIONS/COMMENTS



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Engineering Department Staffing	For Council Meeting Agenda of: July 24, 2023 Department: Public Works Engineering Prepared by: John Vicente, Engineering Director Initial & Date Approved by Department Head: <u>JV 7/5/23</u> Approved by City Attorney: <u>N/A</u> Approved by Finance Director: <u>MM 7/17/23</u> Approved by City Manager: <u>RK 7/11/23</u> Exhibits/Attachments: N/A
Summary: The Transportation Capital Improvement Plan (CIP) consists of several road improvement projects that require civil engineers to implement. With the increase in projects over the next 6 years, an additional engineer is needed to facilitate implementation of the CIP.	
Information/Background: In November 2022, city council approved the 2023-2028 CIP. Included within that CIP, were several transportation-related projects. The number and scope of the projects approved require the resources of two full-time engineers. In April 2023, the City was awarded grant funds to support 3 new projects. In addition to these new projects, a request for an additional smaller project was made by the city council. These projects were presented to the City Council on May 8, 2023 as part of the Transportation Improvement Plan (TIP) presentation. At the July 24 th council meeting, staff will begin presenting changes to the CIP which will include the new grant funded projects. In anticipation of these added projects and other projects anticipated under the CIP (new sidewalk and culvert replacement projects), an additional engineer will be needed to fully implement the CIP. This new position will also provide project management support for traffic safety related projects funded through the Kenmore automated photo enforcement (KAPE) program. Staff will present the recommended changes to the CIP for approval in September. This position will report to the City's Engineering Director.	

X. E. Hiring one full-time, permanent position, Senior Civil Engineer, t...

Fiscal Consideration:

The engineering position would be hired at the Senior Civil Engineer salary range of \$8,540 to \$10,846 per month.

The new engineering position will be paid through the CIP (through grant and REET contributions), KAPE funds (as appropriate), and the general fund.

Approximately 82% of the staff cost will be paid through the CIP and KAPE funds (as appropriate). The remaining 18% will come from the General Fund. This equates to an average of \$35,000 in general fund use per year over the next 6 years. Savings and reductions in expenditures in the current Engineering Cost Center will offset the expense of this new position during this current budget.

Council Goal/Budget Being Addressed:

Council Goal 3: Enhance multimodal transportation implementation, including pedestrian and bicycle safety (pedestrian facilities plan and KAPE program).

In keeping with City Council direction, staff are bringing forward a revised plan and a reduced cost estimate; this proposal foregoes or delays project elements and suggests a phased approach, building the project in phases over the next 10-15 years.

Funding is proposed to be provided by a 20-year Councilmanic bond issue that would be paid back with annual payments from two main funding sources: Real Estate Excise Tax (REET) and Surface Water Utility revenues.

No formal City Council action is requested this evening. Staff requests Council discussion, questions, and general direction on the project.

Project Proposal Justification and Details

The City's Public Works operations continue to grow due to the completion of capital improvement projects that add new or replace infrastructure including the newly completed Walkways and Waterways projects. Additional sidewalks, roadways, landscaping, surface water facilities, and street signs are continually being added by private development. The ever-increasing state-mandated stormwater permit regulations also add to workload demands.

The maintenance crew currently operates out of the woefully inadequate back side of the City-owned post office building and the gravel lot at the northwest corner of Bothell Way and 67th Avenue. Constructing a new operations center has never been more important.

2025 and 2035 projected Public Works staffing for Operations and Environmental Services (including staffing for the Surface Water Utility) is shown in the third attachment to this agenda bill. Not only have our public works operations staffing grown and is expected to grow, but our overall City operations have grown by expanding existing services and the addition of new programs, all requiring additional employees in departments across the organization.

As a result, the City Hall building is at maximum capacity. The Public Works Operations Center (PWOC) will not only serve the need to provide space for the public works operations and maintenance staff; it will also allow for the expansion of city facilities to support the functions of the entire organization.

The PWOC will be a home for the maintenance and operations staff for Parks, Streets & Surface Water, Facilities, Fleet, Recreation, and Events & Volunteers, along with Environmental Services that includes the Climate Action Program, GIS, and Surface Water Operations.

Phased Project Development Approach and Funding

Given the City Council's direction to reduce costs, this proposal foregoes or delays project elements and employs a phased approach. Based on current cost estimates, staff recommends developing the PWOC in several phases over the next 10-15 years.

Phase 1. The first phase includes constructing the 10,000 square foot operations building which will include offices, lunchroom, kitchen, showers, lockers, restrooms, meeting space, storage, and turnout space for the maintenance workers. Everything would be built to be EV- and solar-ready (some EV charging stations and solar will be required and installed when the new energy code is adopted this fall). Water conservation cisterns and low impact development features are included. This phase also includes parking and material storage bins, and it leaves about 1/3 of the property undeveloped.

Phase 2. The second phase includes constructing the shop/garage buildings to store vehicles and equipment. About 1/3 of the property would still be undeveloped in this second phase.

Phase 3. The third phase builds the decant station and fully develops the site.

Design, permitting, and construction of Phase 1 will cost about \$16.4 million, including contingency. Staff recommends moving forward with Phase 1. This phase, combined with the property acquisition cost of \$6 million (which already happened in 2021), will cost a total of \$22.5 million.

Proposed Funding Plan

Funding for this Phase 1 is proposed to come from issuing debt (the City has already issued debt for the \$6 million land acquisition). Assuming a 20-year loan repayment and today's interest rates, the annual debt service payment would be about \$1.8 million total for both land acquisition and construction.

The proposed funding sources for the \$1.8 million annual debt service are as follows:

- \$900,000 per year from REET. The City conservatively collects about \$2.2 million per year in REET, so there would still be REET left over for asphalt overlays on city streets as well as supplementing other capital projects.
- \$900,000 per year from the Surface Water Management Utility. A combination of SWM fees and SWM "hook up" fees would generate this amount. A SWM fee rate increase would be necessary, resulting in about a \$75 per year rate increase per household, or \$6.25 per month. The 2023 SWM rate per household is currently \$249.03 per year. (Note there is a SWM fee exemption for low-income seniors and disabled homeowners.)

If the City Council agrees with staff recommendations, we will come back in the second half of November for the City Council's approval to issue the debt (20-year bonds) for the project.

The bid package will include an "additive bid alternate" to build a portion of Phase 2 that would include an enclosed shop space. If the low bid for Phase 1 comes in below budget, we may be able to include the additive bid alternate in the construction contract.

We plan a pay-as-you-go approach as funding becomes available to build out phases two and three. We do not have a funding source identified for these next phases.

We will seek out grant opportunities to supplement the main funding sources. We will also apply for grants to pay for the Climate Action Plan elements of the project, including additional EV charging capacity and solar panel installation.

Kenmore Public Works Operations Center Cost Estimates

Phase One:

Phase One Development Costs

Site Acquisition (2021)	\$ 6,100,000
Design, Permitting, Art, & Other Costs	\$ 3,356,849
Construction	\$ 11,869,008
10% Contingency	\$ 1,186,901
Total	\$ 22,512,758

Current Adopted Budget	\$ 20,000,000
Additional Budget Proposed	\$ 2,500,000
Total Proposed Revised Budget	\$ 22,500,000

Proposed Additive Bid Alternate if Low Bid is Below Budget:

Add Shops Building \$ 1,728,452

Full Buildout:**Full Buildout Development Costs**

Site Acquisition (2021)	\$ 6,100,000
Design, Permitting, Art, & Other Costs	\$ 5,423,659
Construction	\$ 21,939,752
10% Contingency	\$ 2,193,975
Total	\$ 35,657,386

Additional Information and Background:

For nearly twenty years, Kenmore (the City) executed an Interlocal Agreement (ILA) with Lake Forest Park to provide public works maintenance services for both cities from their existing facility located in Lake Forest Park. The two cities parted ways after Lake Forest Park gave notice to end the ILA in 2018. In January of 2019, the City began operating its own in-house public works operations department and based its operations in two temporary locations: the backside of the US Post Office building (approximately 1400sqft. located at 6700 NE 181st ST, Kenmore, WA 98028) and the half acre vacant lot at the northwest corner of 67th Avenue NE and NE Bothell Way (SR 522). It was known that these locations were too small and did not adequately serve to meet the needs of the City and its residents; however, the two sites were better than nothing as interim locations while the City searched for a permanent location.

After two unsuccessful attempts to acquire property in 2019 and 2020, the City found a group of three adjacent properties (the site) that met the criteria established by City Council to support a Public Works Facility in March 2021. The properties were zoned R-6 residential and would require rezoning to Public/Semi-Public to construct a maintenance facility on the site. The rezoning to Public/Semi-Public was completed as part of the Comprehensive Plan update within the Capital Facilities Element in 2022.

Staff has continued to work with the design team on other elements of the project during and after the rezoning. Here is a list of the current action items:

- **Boundary Line Adjustment** (consolidate individual parcels into one)
- **Conditional Use Permit** (a requirement to operate a public works maintenance facility on the property)
 - Survey

- Site Plan
- Conceptual Civil Plan
- Drainage Analysis/Technical Information Report
- Tree Management, Protection Plan, & Arborist Report
- Landscape Plan
- Traffic Impact Analysis
- Critical Areas Report
- **Demolition of Existing Facilities**
 - Demolition Permits for three structures; and
 - Partnered and coordinated with Shoreline Fire for firefighter training onsite.

Staff plans to have the Boundary Line Adjustment and Demolition completed this summer and have the Conditional Use Permit Application submitted for review.

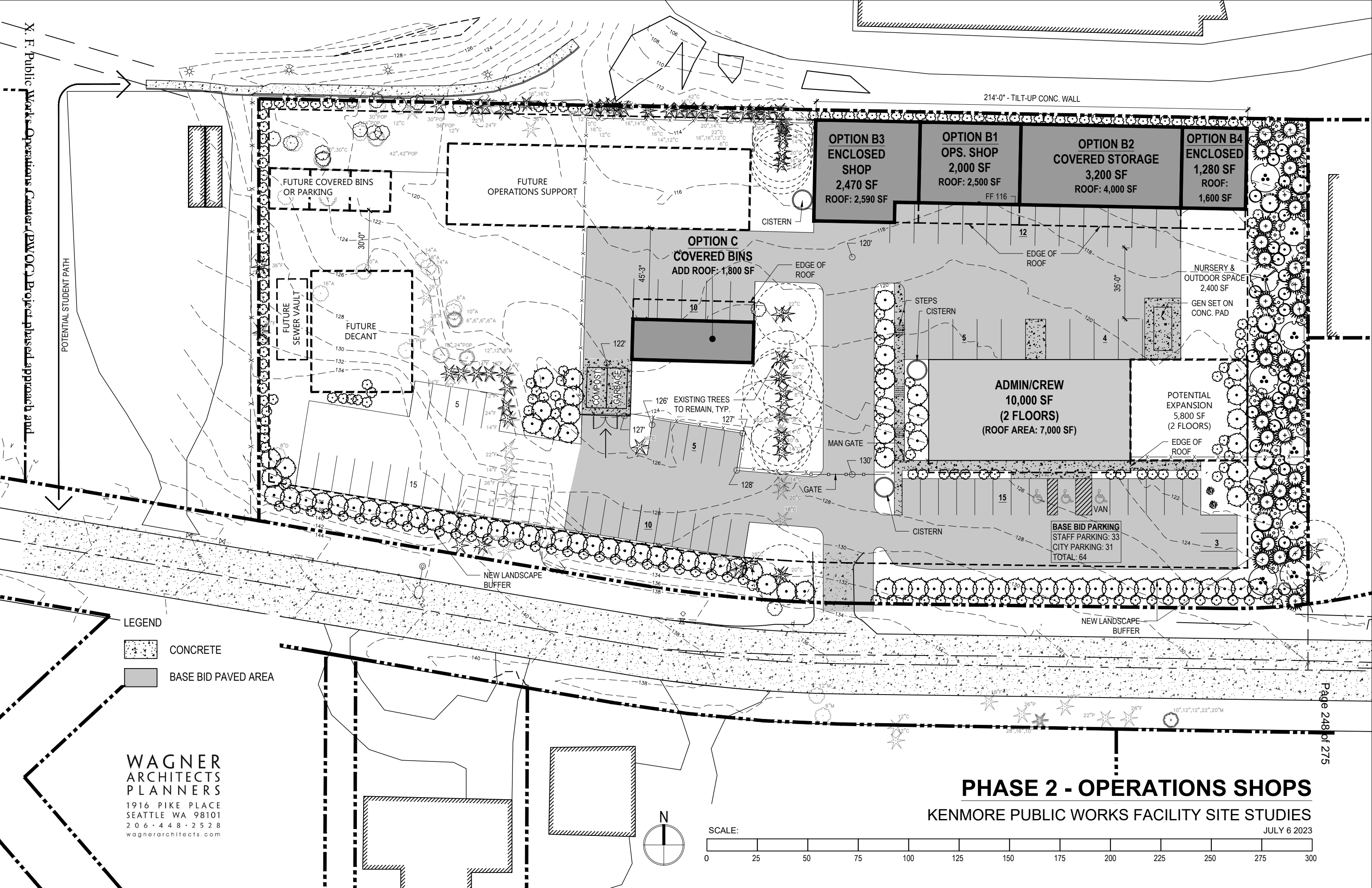
Given the timeline of the Plymouth affordable housing project, staff will need to develop a relocation and moving plan for the temporary yard portion (corner of 67th Ave and NE Bothell Way) of the public works operation site this fall. We anticipate the Plymouth project to be ready to break ground at the beginning of 2024.

City Council Priorities Being Addressed:

Public Works Operations provides services and support to the entire Kenmore community and supports and advances all of the following:

- 20 Year Vision Statement
- All City Council Priorities
- City of Kenmore Service Vision

X. F. Public Works Operations Center (PWOC) Project phased approach and



**PAVEMENT A+B
(W/O DECANT)**

PAVEMENT A:	8,694 SF
ASPHALT	
CONCRETE	1,600 SF
PAVEMENT B:	6,609 SF
ASPHALT	
TOTAL	16,903 SF

**OPTION D
DECANT
2,700 SF
+PAVEMENT A
ROOF: 3,000 SF**

PAVEMENT A: ASPHALT
8,694 SF W/ DECANT

PAVEMENT A: CONCRETE
1,600 SF

PAVEMENT B: ASPHALT
6,609 SF
W/ DECANT SEPARATE
STAFF PARKING: 20

**ENCLOSED
SHOP**
2,470 SF
ROOF: 2,590 SF

**OPERATIONS
SHOP**
2,000 SF
ROOF: 2,500 SF
FF 116

COVERED STORAGE
3,200 SF
ROOF: 4,000 SF

ENCLOSED
1,280 SF
ROOF:
1,600 SF

COVERED BINS
ROOF: 1,800 SF

ADMIN/CREW
10,000 SF
(2 FLOORS)
(ROOF AREA: 7,000 SF)

POTENTIAL
EXPANSION
5,800 SF
(2 FLOORS)

BASE BID PARKING
STAFF PARKING: 33
CITY PARKING: 31
TOTAL: 64

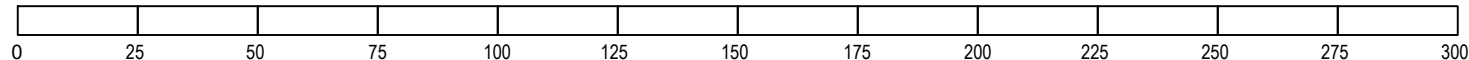
LEGEND

- CONCRETE
- BASE BID PAVED AREA
- PAVEMENT A - ASPHALT
- PAVEMENT B - ASPHALT

**WAGNER
ARCHITECTS
PLANNERS**
1916 PIKE PLACE
SEATTLE WA 98101
206.448.2528
wagnerarchitects.com



SCALE:

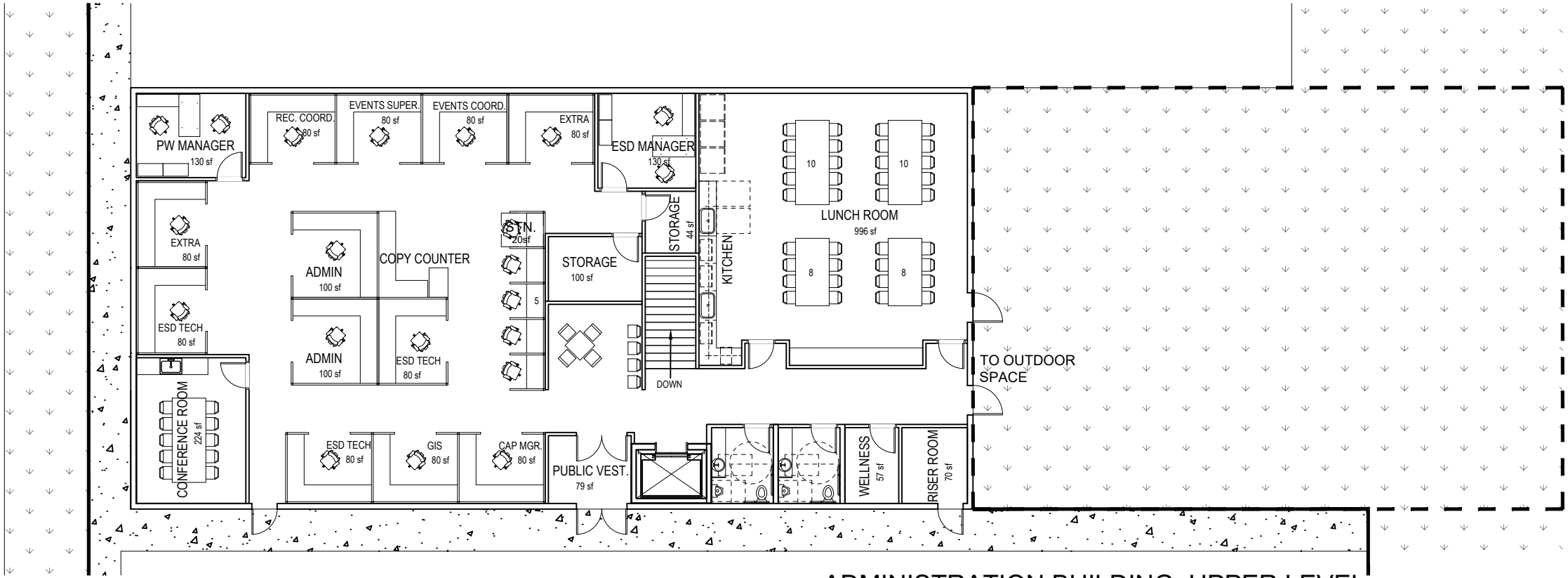


PHASE 3 - DECANT

KENMORE PUBLIC WORKS FACILITY SITE STUDIES

JULY 6 2023

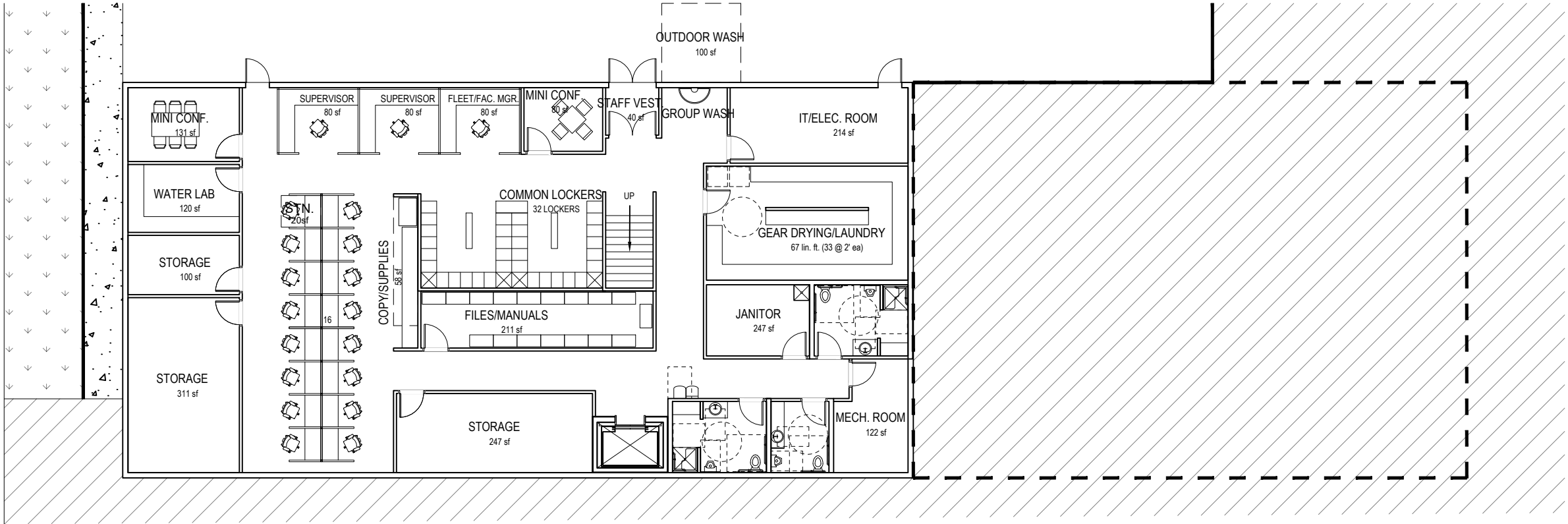
DRIVEWAY



ADMINISTRATION BUILDING: UPPER LEVEL

FLOOR AREA: 5,000 SF

DRIVEWAY



ADMINISTRATION BUILDING: LOWER LEVEL

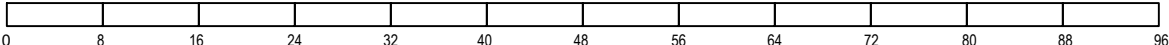
FLOOR AREA: 5,000 SF

TOTAL FLOOR AREA:

10,000 SF



SCALE: 1/16" = 1'-0"



DEPT	POSITION	2025			2035			SPACE PROVIDED
		Full Time	Part Time	Seasonal	Full Time	Part Time	Seasonal	
PW	Public Works Operations Director	1			1			Office
PW	Administrative Specialist	1			1			Large Station
PW/Streets & SWM	Streets & SWM Maintenance Supervisor	1			1			Office
PW/Streets & SWM	Streets & SWM Maintenance Worker	7			9			Small Station
PW/Parks	Parks & Streetscapes Supervisor	1			1			Office
PW/Parks	Part-Time Parks Maintenance Worker		1			1		Small Station
PW/Parks	Parks Maintenance Worker	3			5			Small Station
PW	Seasonal Maintenance Worker			4			6	Small Station (Shared)
PW/Facilities	Fleet & Facility Manager	1			1			Office
PW/Facilities	Senior Building Tech	1			1			Standard Station
PW/Facilities	Part Time Building Tech		1			1		Small Station
PW/Rec & Events	Recreation Coordinator	1			1			Office
PW/Rec & Events	Events & Volunteer Supervisor	1			1			Standard Station
PW/Rec & Events	Events Coordinator	1			1			Standard Station
PW/Rec & Events	Farmers Market Lead			0			0	Small Station
PW/Rec & Events	Farmers Market Cashier			0			0	Small Station
PW/Rec & Events	Events Intern			1			1	Small Station
PW/ES	Environmental Services Director	1			1			Office
PW/ES	Administrative Specialist	1			1			Large Station
PW/ES	Senior Environmental Services Technician	1			1			Office or Standard Station
PW/ES	Environmental Services Technician	2			4			Standard Station
PW/ES	Climate Action Program Manager	1			1			Office or Standard Station
PW/ES	Climate Support Staff	2			2			Standard Station
PW/ES	GIS Analyst	1			1			Standard Station
PW/ES	Env Services Office Interns			2			2	Standard Station
PW/ES	Seasonal Env Services Inspector (Intern)			2			4	Small Station
PW/ES	Seasonal Env Services Maintenance Worker			2			2	Small Station (Shared)
	Subtotal	28	2	11	34	2	15	

	2025	2035
FULL TIME STAFF	28	34
PART TIME STAFF	2	2
SEASONAL STAFF	11	15
TOTAL STAFF ON SITE	41	51



Public Works Operations Center

July 24, 2023

Background

- From incorporation through 2018: Contract with Lake Forest Park for Public Works maintenance services
- Over time, the arrangement became unworkable and untenable:
 - Cost vs Value
 - Lack of local control; lack of ability to deploy resources to best serve our residents
 - Growth in both cities resulted in inability to meet both cities' needs

Background, continued

- In May of 2018, the City of Lake Forest Park gave notice to terminate the interlocal agreement
- On January 1, 2019, we went “in-house”: Immediate and dramatic change—a huge jump in quality, value, and level of service
- Temporary maintenance yard: The old Shell property
- Temporary operations: The backside of the Post Office building
- The search for a permanent site

Permanent Site Search & Acquisition

- Comprehensive search
- Among the search criteria: size, location, cost, and “willing seller”
- Final selection: Acreage on 202nd next to Kenmore Middle School--\$6.1 million
- Rezone and Conditional Use Permit

Why do we need a Public Works Operations Center Now?

- Termination of the agreement with Lake Forest Park and the need to go in-house—*inevitable and long overdue*
- Inadequacy of the temporary location
- Accumulation of new infrastructure to maintain (both from City and private development projects)
- Increases in population served and customer service requests
- New programs to operate and support
- More state-mandated stormwater permit (NPDES) requirements

What's in a Public Works Operations Building?

- Turnout space for the maintenance workers to receive daily work orders, coordinate work, and produce daily logs and reports
- Water quality testing lab and equipment
- Lunch room and kitchen
- Locker rooms, restrooms, and showers
- Meeting space
- Storage
- Offices for Environmental Services, Parks & Recreation, and administrative support staff

What else happens on the site?

Equipment/Vehicle Parking and Storage

- Maintenance Vehicles – small and large trucks
- Specialized Vehicles and Equipment
 - Street sweeper
 - Dump Truck
 - Loader/Backhoe & accessories (buckets, forks, etc.)
 - Snowplows & sanders
 - Trailers – utility, dump, and enclosed trailers
 - Mow/trim Equipment – lawn mowers, small engine equipment & fuel storage (blowers, line trimmers, chainsaws, hedge trimmers, etc.)
 - Tools & Specialized hardware (variety of tools for maintenance and repair for indoor/outdoor work)
 - Ladders, message boards, arrow boards, etc.
 - Safety Equipment (PPE, fall protection, confined spaces equipment, etc.)
 - Temporary Lay Down Areas Open area for delivery of project specific materials (surface water facility cartridges, specialized mulch, gravel, pipe, catch basins, etc.)
 - Space for rental equipment delivery and storage – Internal operations and events

Materials & Supplies Storage

- **Temporary Traffic Control** – Cones, barricades, construction fencing, and signage (road closed, detour, lane closure, water over roadways, events, no parking, etc.)
- **Snow & Ice Response** – sand, salt, and liquid de-icer
- **Streets Maintenance** – sand, gravel, concrete forms, roadway features (guardrail, fencing, handrails, street signs, regulatory signs, tree grates, et.)
- **Surface Water Maintenance** – gravel, compost, pvc pipe, couplers, catch basins, and grates
- **Park & Landscape Maintenance** - compost, sand, mulch, playground surfacing, fertilizer, paint and hardware & repair parts for parks amenities (furniture, picnic shelters, BBQs, and trash receptacles, etc.) restroom supplies (cleaning supplies, toilet paper, soap, etc.)
- **Irrigation Maintenance** – pvc pipe, valves, valve boxes, heads, nozzles, etc.
- **Facilities Maintenance** – surplus supplies and replacement parts repair area, office furniture (parts, surfaces, shelving, file cabinets, plumbing, electrical, light fixtures and bulbs, carpet tiles, paint, cleaning supplies, and hardware, etc.
- **Garbage, Recycling & Green Waste Storage**
- **Events Storage**

Where are we in the process?

- Currently in design and permitting phase
- Tonight: Seeking City Council feedback and direction on updated budget and funding strategy. Formal approval of the project budget and funding in the fall.
- Finalize design and obtain permits in the first half of 2024
- Go out to bid and begin construction in the second half of 2024
- Project completion: second half of 2025

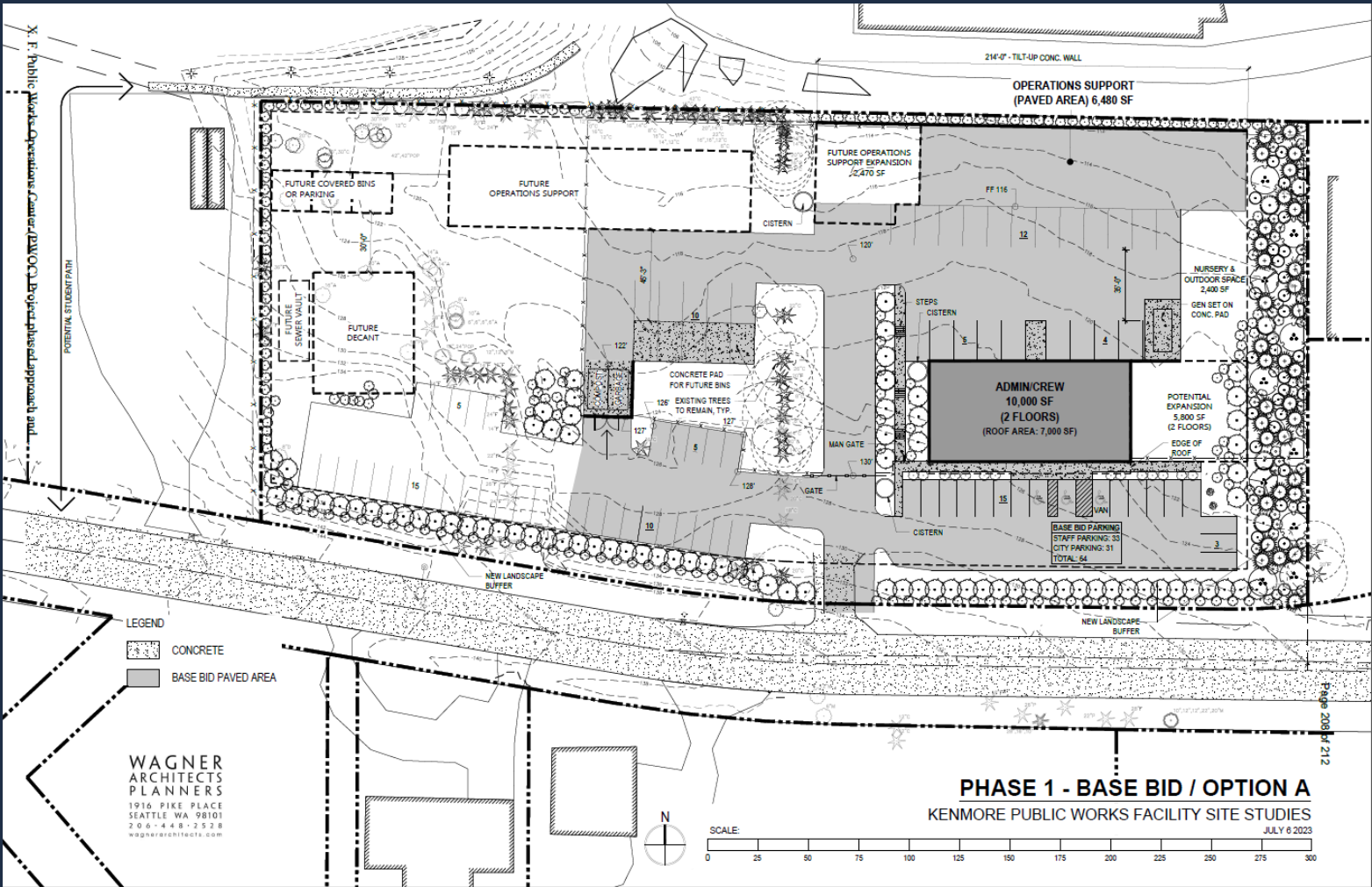
The Proposed Plan: A Phased Approach

- Responsive to Council's direction last year to reduce costs
- Instead of full build out now, construct the site in phases as we can afford it
- This first phase:
 - Develop about two-thirds of the site
 - Construct the operations building only
 - Include environmental elements, including cisterns, solar/solar-ready, EV charging, and low impact development methods and materials

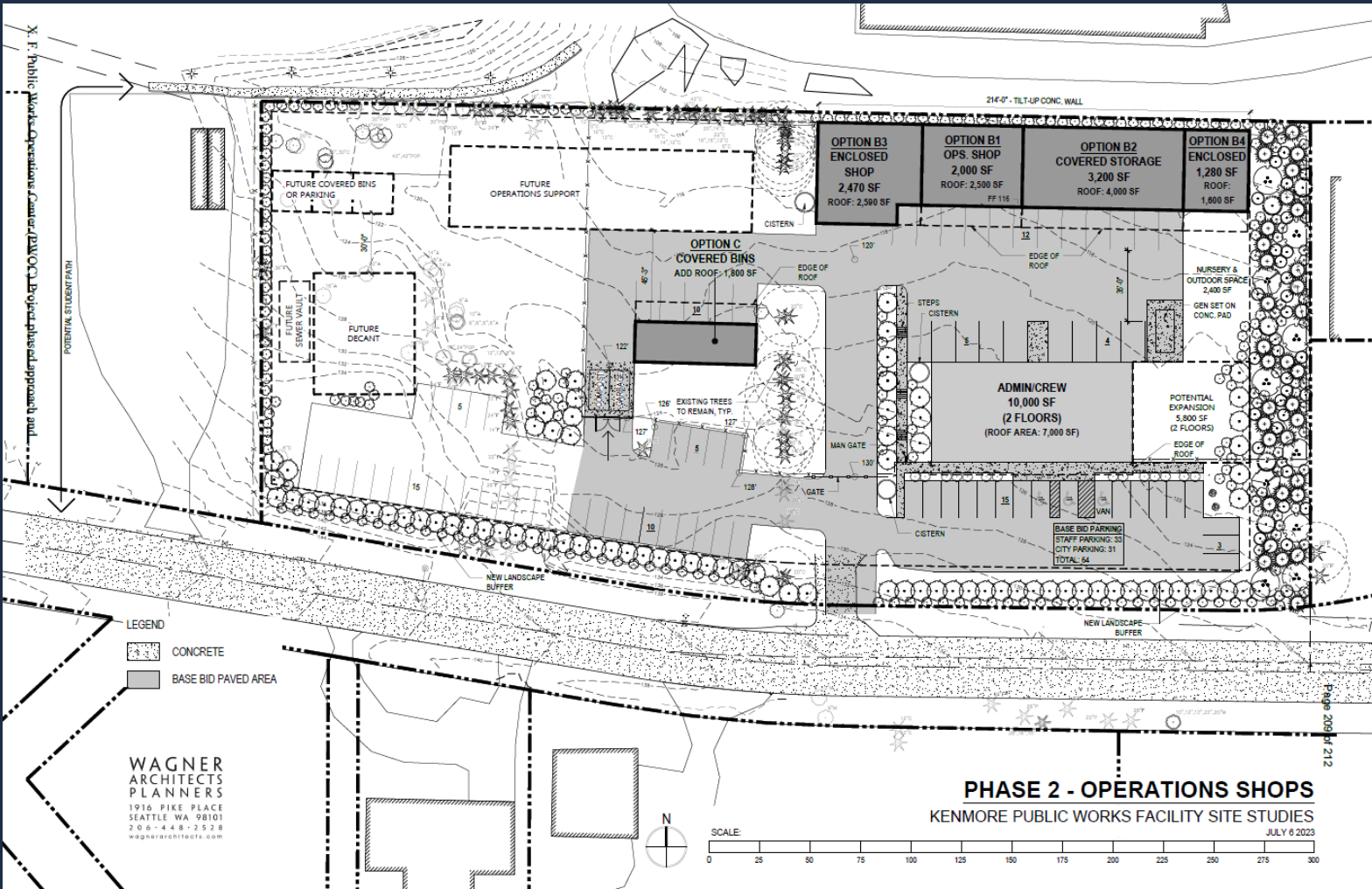
The Proposed Plan: What are we Sacrificing or Delaying?

- Shops buildings and vehicle storage bays. Will use containers and awnings for now
- Full build out of solar panels dependent on additional funding (grants)
- Covered material storage. Will use tarps instead
- Geothermal heating and cooling. Will install above-ground, energy efficient heat pumps instead
- Smaller operations building—room for future expansion
- Decant facility for filtering of street sweeping and vector waste—will continue to dispose of it in Cathcart.

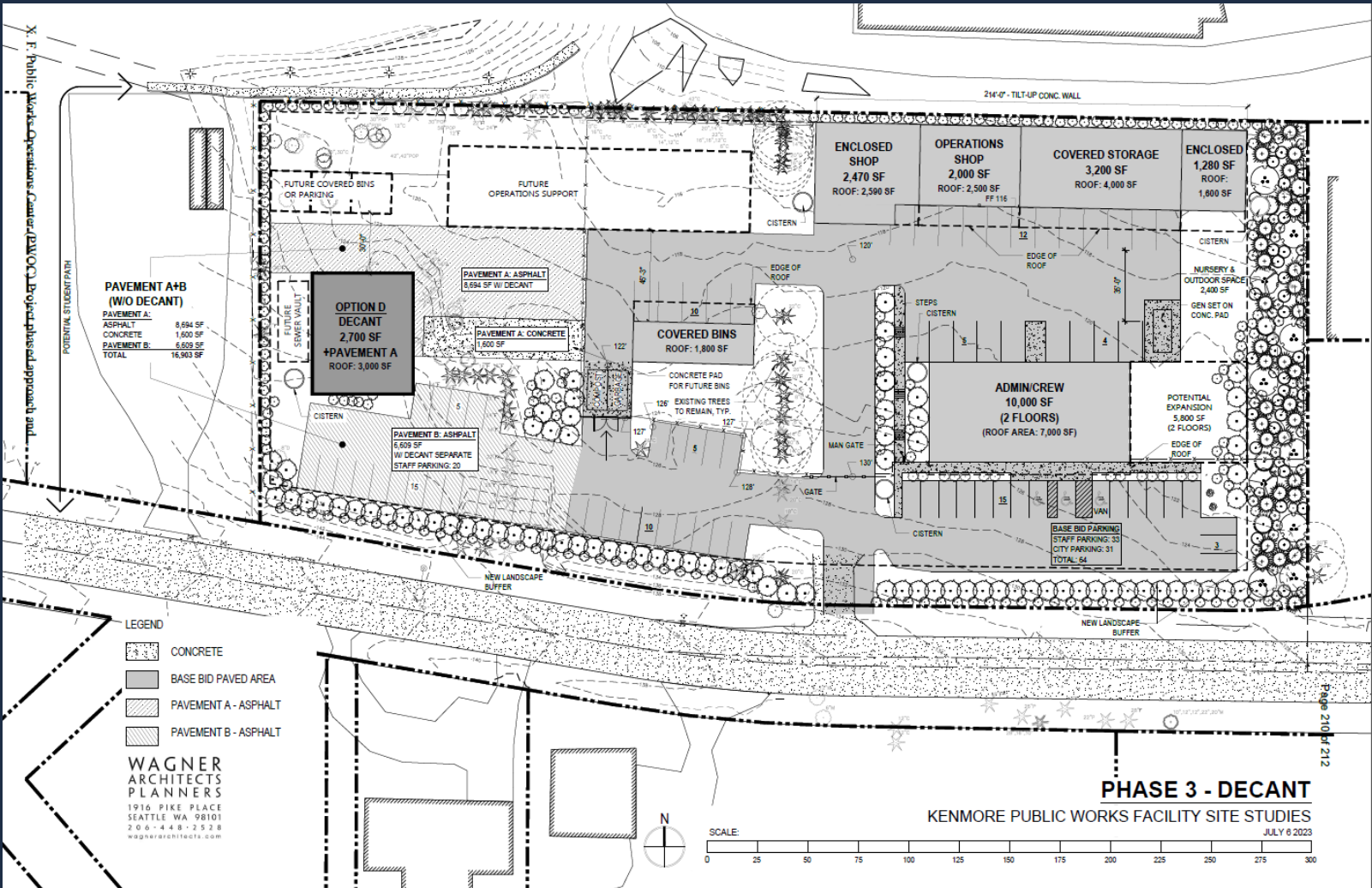
Proposed Phase 1 Site Plan – Gray Shaded Area



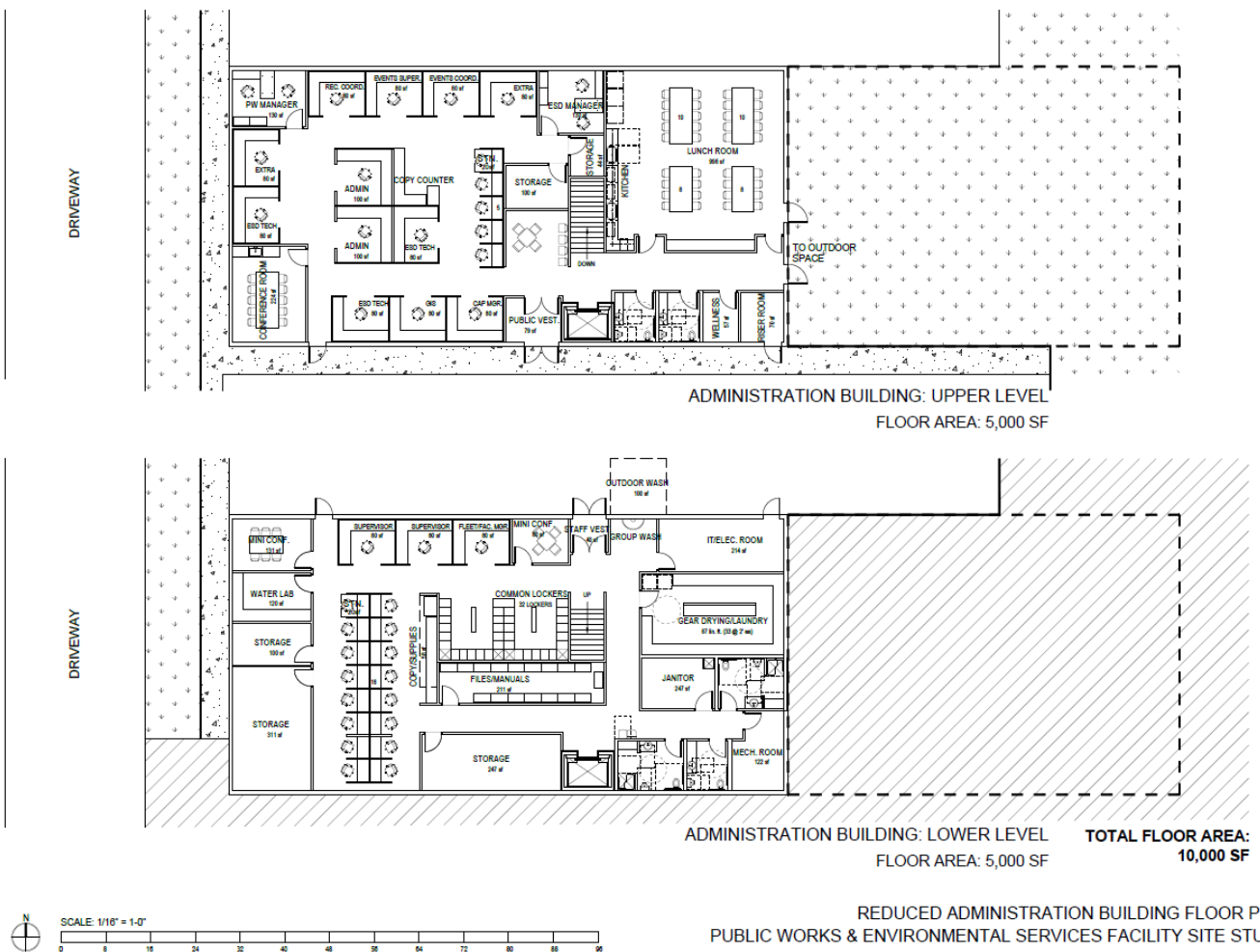
Future Phase 2: Operations Shops



Future Phase 3 Decant



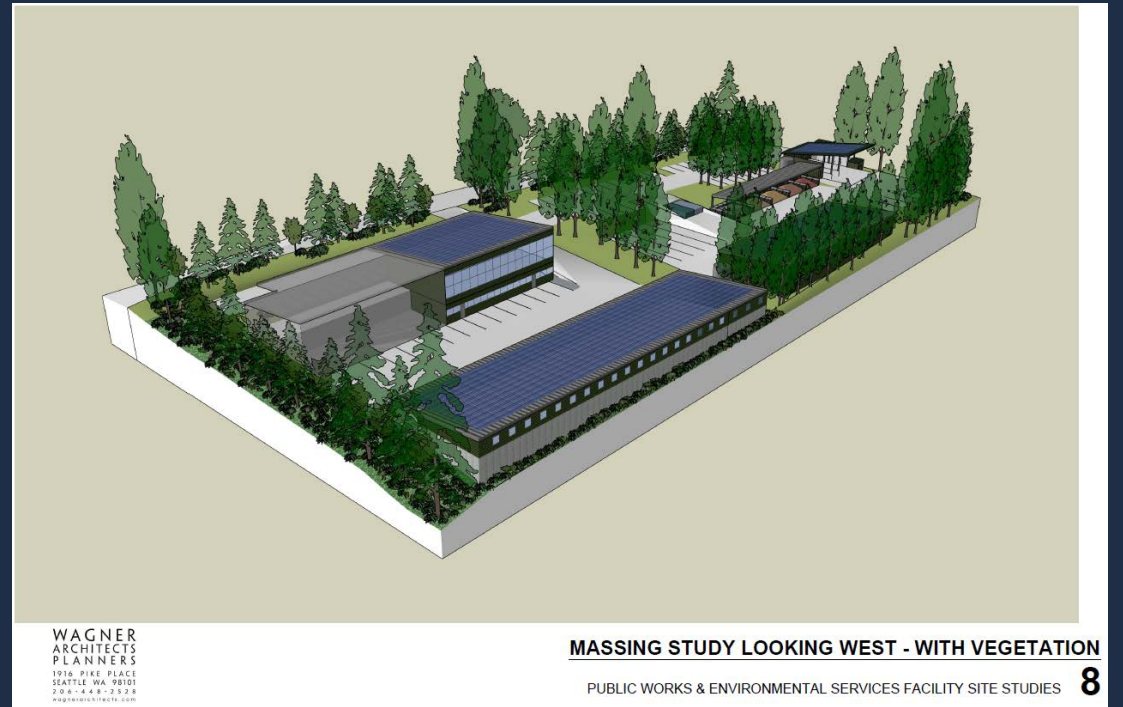
Operations Building Layout



X. F. Public Works Operations Center (PWOC) Project phased approach and ...

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Conceptual Site View – Full Buildout



Conceptual Site View—Full Buildout



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MASSING STUDY LOOKING SOUTHEAST - WITHOUT VEGETATION

PUBLIC WORKS & ENVIRONMENTAL SERVICES FACILITY SITE STUDIES

9



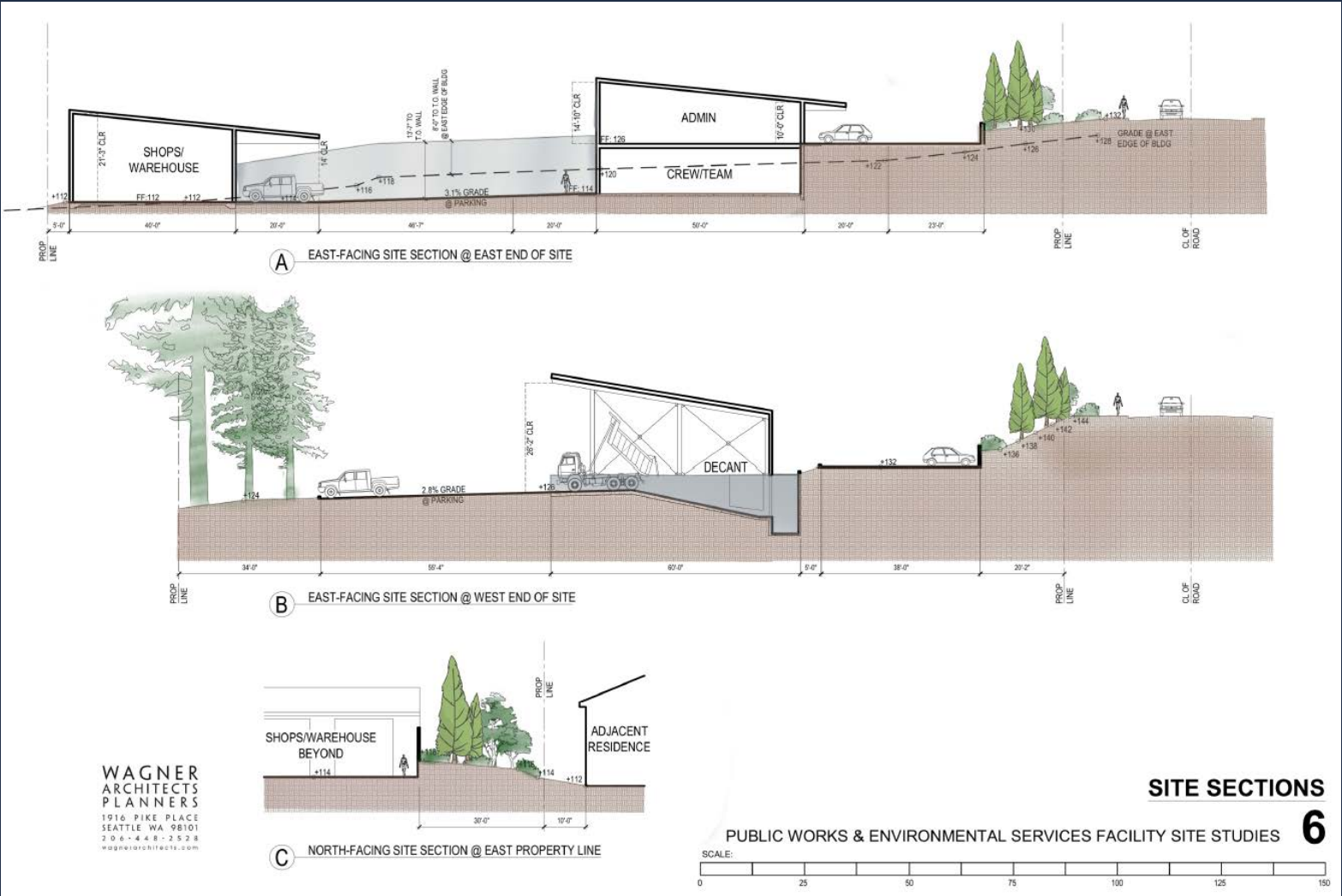
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PUBLIC WORKS & ENVIRONMENTAL SERVICES FACILITY SITE STUDIES

10

Conceptual Views at Elevation (full buildout)



Proposed Budget Update and Funding Strategy

Phase One Development Costs

Site Acquisition (2021)	\$ 6,100,000
Design, Permitting, Art, & Other Costs	\$ 3,356,849
Construction	\$11,869,008
10% Contingency	\$ 1,186,901
Total	\$22,512,758

Current Adopted Budget	\$20,000,000
Additional Budget Proposed	\$ 2,500,000
Total Proposed Revised Budget	\$22,500,000

Proposed Additive Bid Alternate if Low Bid is Below Budget:

Add Shops Building \$ 1,728,452

- Current approved project budget (total cost to complete, including land acquisition): \$20 million
- Proposed budget for Phase one, including land acquisition: \$22.5 million
- Full buildout total cost to complete: \$35.6 million

Proposed Budget Update and Funding Strategy, continued

Proposed Funding Strategy:

- \$22.5 million bond to be paid back over 20 years.
- Estimated annual bond payment: \$1.8 million
- Proposed revenue sources for annual bond payment:
 - Current (not new) Real Estate Excise Tax: \$900,00
 - Surface Water Utility Fee Revenue: \$900,000

Proposed Budget Update and Funding Strategy, continued

Real Estate Excise Tax (REET):

- \$2.2 million in annual revenue (conservative)
- Capital restricted: REET cannot be spent on operations—only on one-time capital
- After \$900k share of annual debt service payment, approximately \$1.3 million will still be available for other capital projects

Proposed Budget Update and Funding Strategy, continued

Surface Water Utility Fees:

- Surface water utility rate study is currently in progress—report due in September
- \$900k share of annual debt service will result in a surface water utility fee increase of about \$75 per year per household (\$6.25 per month). The current household fee is \$249.03 per year.
- Exemption for low-income seniors and disabled residents

Public Works Operations Center: Conclusion

- Going in-house was long overdue and inevitable
- Dramatic jump in quality and level of service resulted from going in-house
- A Public Works Operations Center is essential for serving our residents and maintaining our infrastructure
- Current temporary site is woefully inadequate
- Increases in new infrastructure, population, service requests, programs, and NPDES requirements further reinforce the need for a Public Works Operations Center

Public Works Operations Center: Conclusion

This proposal:

- Complies with the City Council's direction last year to cut project costs
- Takes a prudent approach to build only the first phase now
- Sacrifices significant project elements, including the shops buildings and storage bays
- Includes climate- and earth-friendly components
- Takes the long view and allows for future expansion for future generations